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Website: www.nab.com.na

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**Postal address:**
PO Box 5096
Ausspannplatz
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NAMIBIAN AGRONOMIC BOARD

# REQUEST FOR PROPOSAL

FOR

# CONDUCTING OF THE NAB EMPLOYEE PERCEPTION SURVEY 2022/2023 FINANCIAL YEAR

## Procurement No: CS/RP/NAB-002/2022/2023

**NAMIBIAN AGRONOMIC BOARD**

PO Box 5096

Windhoek

Tel: 061 – 379 500

Fax: 061- 225 371



**Board of Directors:**
Mr. Michael Iyambo (Chairperson)
Dr. Marina Muller (Vice-Chairperson)
Mr. Jason Emvula (Member)
Ms. Elina Kalundu (Member)
Mr. Tarcisius Shingundu (Member)
Mr. Hubertus Hamm (Member)
Ms. Wilhelmina Handunge (Member)
Ms. Ferdina Inkono (Member)
Mr. Ludie Kolver (Member)
Mr. Lukas Mbangu (Member)
Mr. Leon Nel (Member)
Ms. Josephine Fugre (Member)
Ms. Joyceline kangotue (Member)

I.H.
BSR

# LETTER OF INVITATION

**Dear Sir/Madam,**

**SUBJECT: CONDUCTING OF NAB EMPLOYEE PERCEPTION SURVEY 2022/2023 FINANCIAL YEAR**

## 1. BACKGROUND

The NAB is mandated by the Agronomic Industry Act (Act No. 20 of 1992) to promote the agronomic industry and to facilitate the production, processing, storage and marketing of controlled agronomic and horticultural products in Namibia. In accordance with this mandate, the NAB strives to achieve operational excellence through strengthened stakeholder relations, improved organizational performance, improved ICT infrastructure and usage, enhanced HR Competencies and ensured prudent financial management. This terms of reference (TOR)'s main focus is on employee relations.

Therefore, in efforts to continuously improve our services and ultimately achieve the collective mission of establishing ourselves as "a world-class regulator of a vibrant, diversified and sustainable crop industry", the NAB conducts annual employee perception surveys.

The perception surveys are conducted during each financial year and the outcomes of the survey will guide the NAB in developing tailored employee engagement strategies that can promote sense of inclusivity and diversity.

## 2. OBJECTIVES AND SCOPE OF WORK

2.1 The main reason for the proposed survey is to gauge the perceptive views of our employees with regards to the NAB corporate brand and determine the overall levels of job satisfaction across the NAB structure;

2.2 Provide an in-depth analysis of the employee perceptions that can help to guide the NAB's employee engagement strategy.



I.H. BSB

## 3. OUTPUTS/ EXPECTED DELIVERABLES

3.1 **Deliverable 1:** Drafted the Survey Questionnaire. The questionnaire should be drafted in consultation with HR and Admin Manager as well as all General Managers. The final contributions must be approved by the EXCO.

3.2 **Deliverable 2:** The individual consultant is expected to submit a project work schedule detailing the spread of work over the duration agreed upon, within two (2) working days after signing of the contract.

3.3 **Deliverable 3:** Printed and Soft Copy Report of survey results to be submitted to the NAB within 5 days after the survey has been completed. The report should be detailed and comprehensive.

## 4. DURATION OF THE CONTRACT

The external consultancy is expected to take 25 working days, starting **16th November 2022** until the **20th December 2022**.

## 5. INSTITUTIONAL ARRANGEMENTS

The NAB will contract one (1) consultant who will undertake the assignment as described in the ToR. All deliverables submitted by the consultant should be approved by the CEO of the NAB before any payment is made.

## 6. DUTY STATION

The assignment comprises of the online assessment tool and field-based exercises to reach out to all the respective NAB employees across the Republic of Namibia.

The duty station, while conducting the work, will thus depend on the targeted employee's location. The individual consultant is therefore responsible for ensuring that he/she have all the necessary equipment and resources to undertake this project.



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## 7. REQUIRED EXPERTISE AND QUALIFICATION

### *7.1 Education qualification of the external consultant:*

7.1.1 A proven track record in conducting employee perception surveys or related surveys before.

7.1.2 A relevant university degree in the area of Marketing research, statistics, population studies or related field.

### *7.2 Experience of the external consultant:*

7.2.1 Have at least 2 years of professional experience in conducting marketing research;

7.2.2 Demonstrated experience in conducting perception surveys; and

7.2.3 Excellent written and verbal communication skills in English.

### 7.3 Corporate competencies:

7.3.1 Demonstrates integrity to NAB's core values and ethical standards;

7.3.2 Ability to establish and maintain good working relations with colleagues in a multi-cultural environment.

## 8. PAYMENT MODALITIES

The individual consultant shall be paid the consultancy fee upon completion of the following milestones.

8.1 **50%** after completion of **Deliverable 1:** Drafted questionnaire of the perception survey.

8.2 **50%** after completion of **Deliverable 4:** Printed and Soft Copy Reports of survey results to be approved by the CEO.

## 9. APPLICATION PROCEDURE

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

9.1 A comprehensive technical proposal with proposed schedules and details on how the proposed survey will be conducted.

9.2 The application should also contain the external consultant's portfolio/company profile indicating education background/ professional qualifications, all relevant past experience, as well as the contact details of at least three (3) professional references;



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9.3 A financial proposal that indicates all-inclusive fixed total contract price in Namibian Dollars (N$), supported by a breakdown of costs, as per the payment modalities above (8).

## 10. EVALUATION CRITERIA

The individual consultant will be evaluated against a combination of technical and financial criteria (combined scoring). The maximum score will be **100%** out of which technical criteria equals **70%** and financial criteria equals **30%**.

10.1 The technical evaluation will include the following:

- Educational background as requested: **15%**
- Extensive expertise, knowledge, and experience in conducting employee perception surveys: **30%**
- Overall methodology/work breakdown structure: **20%**
- Proficiency in English: **5%**

10.2 The financial evaluation will include the following:

- Costs break-down structure is clear. No hidden expenses: **20%**
- Relative of total project proposed costs to budget: **10%**

**The NAB would like to thank you for considering this invitation for the submission of proposals.**

Kind regards,

_____

**Dr. Fidelis N. Mwazi (PhD)**
**Chief Executive Officer**

**Enclosures:**

Annexure 1: Bid Submission format.

Annexure 2: Supplementary Information to Consultant



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**ANNEXURE - 2**

## SUPPLEMENTARY INFORMATION FOR CONSULTANTS

### Proposals

1. Proposals should include the following:

   a) **As required in terms of section 50 (1) of the Public Procurement Act, 2015**

      i. Company Registration Documents.
      ii. A valid Good Standing with the Receiver of Revenue;
      iii. A valid Good Standing with Social Security Commission;
      iv. A valid Affirmative Action Compliance Certificate, proof from Employment Equity Commissioner that bidder is not a relevant employer or exemption issued in terms of section 42 of the Affirmative Action Act, 1998.

*NB// Failure to attach the above documents will result in automatic disqualification from the bidding process*

   a) **Technical Proposal**

      i. Curriculum Vitae of Consultant (Form F-2).
      ii. An outline of recent experience on assignments/ projects of similar nature executed during the last ten years (Form F-3).
      iii. Any comments or suggestions of the Consultant on the Terms of Reference (TOR).
      iv. A description of how the Consultant would plan to execute the work.

*NB// Only bidders who obtain an overall score of 80% and above will be considered for financial evaluation*

   b) **Financial Proposal**

      i. The financial proposal should be given in the form of a summary of the Contract estimate (Form F- 4).

**NOTE:** The proposals shall be submitted in 1 (one) original



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**FORM F-1**

## BID SUBMISSION FORM

From: _____

_____

_____

_____

_____

_____

To: **Namibian Agronomic Board**
**P. O Box 5096**
**Ausspannplatz, Windhoek**

**The hiring of Consultancy Services CONDUCTING OF EMPLOYEE PERCEPTION SURVEY FOR NAB.**

I/We _____herewith enclose Technical and Financial Proposals for selection as Consultant for the ***Namibian Agronomic Board (NAB).***

I/we undertake that, in competing for (and if the award is made to me/us, in executing) the above contract, I/we will observe the highest level of ethical conduct.

**Yours faithfully**

Signature: _____

Full name: _____

Postal Address: _____

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BSB

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**FORM F-2**

## FORMAT OF CURRICULUM VITAE (CV) FOR CONSULTANT

Name of Consultant:_____
Profession:_____
Date of Birth:_____
Nationality:_____
Membership in Professional bodies:_____

### Key Qualifications:

*Give an outline of experience and training most pertinent to tasks on assignment. Describe the degree of responsibility held on relevant previous assignments and give dates and locations. Use about half a page.*

### Education:

Summarize college/ university and other specialized education, giving names of institutions, dates attended, and degrees obtained. Use about one-quarter of a page.

### Employment Record:

Starting with the present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in the last ten years, also give types of activities performed and employers' references, where appropriate. Use about two pages.

### Languages:

[For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing].

### Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

**Date:** ***Day/Month/Year***

***[Signature of Consultant]***

**Full name of Consultant:**_____

I.M
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**FORM F-3**

## ASSIGNMENTS OF SIMILAR NATURE WERE SUCCESSFULLY COMPLETED DURING THE LAST 3 YEARS

1. Outline of recent experience on assignments of similar nature:

| Name of assignment | Name of Project | Owner or Sponsoring agency | Cost of Project | Date of Commencement | Date of Completion | Was the assignment satisfactorily completed |
|---|---|---|---|---|---|---|
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Note: Please attach certificates from the employer by way of documentary proof. (Issued by the Officer of a rank, not below that of Divisional Manager or equivalent.)

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**FORM F-4**

# Cost Estimate of Services[1]

**Remuneration:**

**Consultant Name:** _____

| Daily Rate (N$) | Days to complete work | Total Cost (N$) |
|---|---|---|
| _____ | 25 | _____ |

Sub-Total (Remuneration) _____

**Out-of-Pocket Expenses[2]:**

| (a) Per Diem[3]: | Room Charge. | Subsistence | Days Charge | Total |
|---|---|---|---|---|
| | _____ | _____ | _____ | _____ |

(b) Airfare _____

(c) Lump Sum Miscellaneous Expenses[4]: _____

**Sub-Total (Out-of-Pocket)** _____

**Contingency Charges:** _____

**Total Estimated Cost:** _____

[1] Rates shall be used for extension of the contract on a Lump-sum basis and for a Time-based contract at the negotiation stage or as otherwise specified.
[2] Reimbursable at cost with supporting documents/receipts unless otherwise specified.
[3] Per Diem is fixed per calendar day and need not be supported by receipts.
[4] To include reporting costs, visa, inoculations, routine medical examination, minor surface transportation, and communications expenses, porterage fees, in-and-out expenses, airport taxes, and such other travel-related expenses as may be necessary.

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