Global Gateway

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DEUTSCHE ZUSAMMENARBEIT

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REQUEST FOR PROPOSAL

FOR

THE PROVISION OF CONSULTANCY SERVICES FOR THE INDEPENDENT EXTERNAL MONITORING TRACER STUDIES AND RELATED MONITORING ACTIVITIES FOR THE IGNITE GH2 PROJECT ON BEHALF OF THE NAMIBIA UNIVERSITY OF SCIENCE AND TECHNOLOGY (NUST)

_____

_____

PROCUREMENT NO: CS/RFP/NUST-021/2026

DATE OF ISSUE: 20 NOVEMBER 2026
CLOSING DATE AND TIME: 04 DECEMBER 2026 AT 12h00

BIDDER'S NAME:		
CONTACT DETAILS:	**TELEPHONE:**	
	CONTACT PERSON:	
	EMAIL ADDRESS:	
COMPANY PHYSICAL ADDRESS:		

NB: Please take note to initial all pages of the bidding document and initial all the supporting documents, including company profiles, brochures, etc. Failure to do so will result in the disqualification of the bidder. Take note to sign all relevant pages as stipulated in the bidding document.

Implemented Enabel · EXPERTISE FRANCE GROUPE AFD · FINNISH NATIONAL AGENCY FOR EDUCATION · giz Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH · ignite · HYPHEN · zhero · NIMT · NAMWATER Namibia Water Corporation Ltd

Initial: _____

REQUEST FOR PROPOSAL

LETTER OF INVITATION

Dear Prospective Consultant

Subject: **Provision of independent external monitoring consultancy services to conduct tracer studies and related monitoring activities under the IGNITE GH2 Project.**

IGNITE GH2 Project is part of the Team Europe Initiative on Opportunity driven Skills and Vocational Education and Training in Africa (TEI OPVET), co-funded by the European Union under the Global Gateway and by the German Federal Ministry for Economic Cooperation and Development (BMZ).

1. You are hereby invited to submit a **technical** and **financial** proposal for the consultancy services to conduct **tracer studies and related monitoring activities** services for the Namibia University of Science and Technology (NUST) for one (1) year.

2. This assignment aims to appoint a competent consultant to provide conduct **tracer studies and related monitoring activities** as per the Terms of Reference.

3. The following documents are enclosed to enable you to submit your Proposal:

    a) The Terms of Reference (TOR) **[Annexure 1]**;
    b) supplementary information for consultants, including a suggested format of curriculum vitae **[Annexure 2]**; and
    c) a sample format of the Service Contract under which the service will be performed **[Annexure 3]**.
    d) Evaluation Criteria, which will be carried out as per the layout indicated in **[Annexure 4]**

4. Any request for clarification should be forwarded in writing to Ms. Rosemary Tjombonde-Kakuuai. Tel: +264 61 207 2020; Fax: +264 61 207 2966; email address: bidbox@nust.na. Requests for clarification should be received 14 days before the deadline for proposal submission.

5. The Government of the Republic of Namibia requires that bidders/suppliers/contractors participating in procurement in Namibia observe the highest standards of ethics during the procurement process and execution of contracts. Consultants are advised to consult the Procurement Policy Office website: **www.mof.gov.na/procurement-policy-unit** to acquaint themselves with the legislation related to public procurement in the Republic of Namibia.

Initial: _____

6. **ELIGIBILITY**

(a) A consultant under a declaration of ineligibility by the Government of Namibia in accordance with applicable laws at the date of the deadline for bid submission and thereafter shall be disqualified.

(b) Proposals from consultants appearing on the ineligibility lists of African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, Inter-American Development Bank Group, and World Bank Group shall be rejected.

(c) Consultants should submit a statement on past and present declaration of ineligibility by any local/international agency or any contract termination for unsuccessful completion of the assignment, giving adequate details to enable a fair assessment.

7. **SUBMISSION OF PROPOSALS**

7.1 The proposals from prospective service providers shall be submitted in **two** separate envelopes, marked **TECHNICAL PROPOSAL and FINANCIAL PROPOSAL** and should follow the form given in **Annexure 2 – "Supplementary Information for Consultants."**

Each Envelope on top should be marked:

Technical Proposal or Financial Proposal

PROCUREMENT NO: CS/RFP/NUST-021/2026

Provision of independent external monitoring consultancy services to conduct tracer studies and related monitoring activities for the IGNITE GH2 Project on behalf of NUST

NAME OF THE BIDDING COMPANY AND CONTACT DETAILS

7.2 The Service Provider must submit three (3) hard copies of the Proposal as **one (1) original** and **two (2) copies**.

7.3 The Proposal should be delivered to the address indicated below:

Namibia University of Science and Technology

13 Jackson Kaujeua Street

Bid Box

Administration Building, First Floor

Windhoek, NAMIBIA

Initial: _____

7.4 The deadline for the submission of tenders is as indicated below:

04 December 2026
12h00

7.5 The Financial Proposal should remain valid for **180 working days** from the bid closing date.

7.6 **Electronic submission will not be permitted. Late bids will be rejected.**

8. **EVALUATION CRITERIA (ANNEXURE 4)**

8.1 The evaluation of proposals will be carried out as per the criteria indicated in Annexure 4 of the bidding documents.

9. **DECIDING AWARD OF CONTRACT**

9.1 The consultants' qualifications and experience shall be considered the paramount requirement. The proposals will be evaluated based on a maximum of 70 marks for Technical Proposals and 30 marks for Financial Proposals. Proposals from Consultants should score at least 70 marks for the Technical Proposals to be retained for further consideration.

9.2 Only those Consultants scoring a total of 70 marks on the overall assessment shall be considered for the assignment. Negotiations will start with the Consultant scoring the highest marks. If negotiation is unsuccessful, negotiation will move to the next best-ranked Consultant until an agreement is reached. Should you be contacted for negotiations, you must be prepared to furnish the detailed cost breakdown and other clarifications to the proposals submitted by you, as may be required to adjudge the reasonableness of your pricing proposals.

10. **RIGHTS A PUBLIC ENTITY**

10.1 Please note that the Namibia University of Science and Technology is not bound to select any consultants submitting proposals.

10.2 Please note that the cost of preparing a proposal and negotiating a contract, including any costs, is not reimbursable as a direct cost of the assignment.

11. **DURATION OF ASSIGNMENT**

11.1 It is estimated that the minimum duration of the assignment shall be **one (1) year**. The Consultants should base their financial proposal on these figures. The rate proposed in your submission will be applied in case the duration of the assignment is to be extended. Any extension shall be subject to an extension of the EU Grant Agreement for the IGNITE GH2 Project, donor approval and available funding.

12. **VALIDITY OF PROPOSAL**

12.1 You are requested to hold your Proposal valid for **180** working days from the deadline for submission of proposals, during which you will maintain your proposed price without change.

Initial: _____

The Namibia University of Science and Technology will do its best to finalise the agreement within this period.

13. **ELIGIBILITY CRITERIA**

For the participating company to be eligible, the service provider must attach the following **mandatory** documents:

No	Document Name	Please tick
1	A valid certified copy of the Company registration certificate, for an entity incorporated or registered under the company or close corporation laws of Namibia, clearly indicating shareholders' and principals' contact details (as registered with BIPA) or a valid certified copy certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia; or In the case of a Trust, a valid certified copy of a document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or valid partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements **(Attach certified copies of the Identification Document of all shareholders/co-operative members/trustees or partners).**	
2	A valid original or certified copy of the company's good standing Tax Certificate from the Ministry of Finance (NAMRA).	
3	A valid original or certified copy of the company's good standing certificate from the Social Security Commission.	
4	A valid certified copy of the Affirmative Action Compliance Certificate or proof from the Employment Equity Commissioner that a bidder is not a relevant employer or an exemption issued in terms of section 42 of the Affirmative Action Act, 1998.	
5	A written undertaking, as contemplated in Section 138(2) of the Labour Act, 2007 **(complete and return with the bid)**	

NB: Only a valid copy of an original document certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).

14. **COMMENCEMENT DATE OF ASSIGNMENT**

14.1 Assuming that the contract can be satisfactorily concluded within 30 days from the closing of the bid, you will be expected to take up/commence and complete the assignment in **fourteen (14)** working days' time after that.

15. **TAX LIABILITY**

15.1 Please note that the remuneration you receive from this Contract will be subject to normal tax liability and payments to the Consultant in connection with carrying out this assignment.

16. **INSURANCE**

16.1 The Consultant shall meet the cost of any insurance and/or medical examination or treatment required by him/her while performing the services.

Initial: _____

17. **CONFIRMATION OF INVITATION TO SUBMIT PROPOSAL**

17.1 We would appreciate it if you would inform us by email at bidbox@nust.na :

(a) Your acknowledgement of the receipt of this Letter of Invitation; and

(b) Further, indicate whether you will submit a proposal.

The Namibia University of Science and Technology would like to thank you for considering this invitation to submit proposals.

Yours faithfully,

Mrs. Rosemary Tjombonde-Kakuuai
Secretary to the Procurement Committee

Enclosures:
Annexure 1: Terms of Reference.
Annexure 2: Supplementary Information to Consultant.
Annexure 3: Draft Contract under which service will be performed.
Annexure 4: - Evaluation Criteria

Initial: _____

ANNEXURE – 1

TERMS OF REFERENCE

PART 1. BACKGROUND

The Namibia University of Science and Technology (NUST), through the Department of Technical and Vocational Education and Training (TVET), is implementing the IGNITE GH2 Project funded by the European Union under the Global Gateway Initiative. The project is implemented in partnership with NamWater Corporation Ltd, Namibia Institute of Mining and Technology (NIMT), Hyphen Hydrogen Energy (Pty) Ltd and Zhero Molecules (Pty) Ltd.

The project aims to upskill 685 unemployed TVET graduates in six occupational areas and upgrade qualifications to National Qualifications Framework (NQF) Levels 4, 5 and 6. The project is to be implemented from November 2025 to October 2027 under EU Grant Agreement No. GA 81320285.

In accordance with the TEI OP-VET results-based monitoring system and its M&E Guide (Version 2, June 2026, or any later version issued during the contract), NUST is required to appoint an independent external Monitoring Service Provider. The Service Provider will collect, process and analyse data for the following TEI OP-VET outcome indicators:

- Indicator ID 06: employment of graduates after completing training (tracer survey);
- Indicator ID 07: improved working conditions of beneficiaries (tracer survey);
- Indicator ID 05: relevance of training programmes to beneficiaries (feedback survey); and
- Indicator ID 4.3: satisfaction of private sector stakeholders with training relevance (enterprise survey).

The purpose is to measure, objectively and independently, the employment outcomes and working conditions of project beneficiaries after completion of training, and to supply data and reports that meet TEI OP-VET, EU and BMZ reporting requirements.

PART 2. THE SCOPE OF WORK

The Consultant/consulting firm shall act as the independent external Monitoring Service Provider ("the Service Provider") for the IGNITE GH2 Project. It shall carry out its work in line with the TEI OP-VET M&E Guide (Version 2, June 2026, or any later version provided by NUST).

The scope of work includes:

Initial: _____

2.1. Indicators and surveys

The Service Provider shall collect, process and analyse data for the following indicators through the surveys listed:

Indicator	Survey	Respondents	Timing
ID 06: employment of graduates after completing training	Tracer survey	All training completers (no sampling; up to 685)	Baseline at the end of each cohort's training; endline with the same respondents 3–6 months later
ID 07: improved working conditions of beneficiaries	Tracer survey	Same respondents as ID 06	As for ID 06
ID 05: relevance of training programmes to beneficiaries	Feedback survey	All training completers (no sampling)	Last day of training or at certificate distribution
ID 4.3: satisfaction of private sector stakeholders with training relevance	Enterprise survey	All private sector stakeholders involved in designing or implementing the training (no sampling)	Once, towards the end of the project

The tracer survey is mandatory for the Service Provider. The final endline data collection shall be completed three (3) months before the end of the EU Grant Agreement.

2.2. Research design and survey coverage

a) Develop a project-specific research design and data collection plan, showing baseline and endline dates for each training cohort.

b) Survey every person who completes training, at both baseline and endline. No sampling shall be applied. As training is delivered in successive short-course cohorts over 24 months, the total number of completers will only be known at the end of implementation, and a sample size cannot be set in advance. In line with GIZ (TEI OP-VET) guidance, the tracer survey shall therefore cover every completer. For pricing, bidders shall assume 685 baseline and 685 endline interviews.

c) Make every reasonable effort to reach all completers, including tracing and repeated contact attempts, and report the response rate for each cohort and the reasons for non-response.

Initial: _____

2.3. Questionnaires and digital data collection

a) Use the TEI OP-VET questionnaires exactly as supplied by NUST, without changing their structure or mandatory questions. Additional project-specific questions may be added only at the end, with NUST's approval, and shall be removed before data is submitted or uploaded.
b) Collect data digitally, preferably on KoboToolbox hosted on the EU or GIZ server. Any alternative tool must guarantee equivalent data quality, security and compatibility with TEI OP-VET reporting.
c) Conduct interviews by telephone and/or face to face, in English and the relevant local languages.
d) Capture the identification questions accurately so that a correct 22-character TEI OP-VET Beneficiary ID is generated for each respondent, and verify the IDs so that baseline and endline responses can be linked.

2.4. Enumerators and fieldwork

a) Recruit, train and supervise enumerators. The team shall be gender-balanced (target 50/50), speak the relevant local languages, and have working phones with sufficient data.
b) Train enumerators on the project, the questionnaires, consent procedures and data protection.
c) Apply a gender-sensitive, intersectional and Do No Harm approach, including gender matching of enumerators and respondents where appropriate and clear rules on incentives and reimbursements.

2.5. Data quality assurance

a) Implement data quality assurance measures throughout data collection and conduct routine data quality checks.
b) Identify and resolve data collection challenges, and report them to NUST promptly.
c) Correct data within five (5) working days of receiving quality-check feedback from NUST or GIZ.

2.6. Data analysis and reporting

a) Clean, anonymise, aggregate and analyse the data, and prepare datasets in TEI OP-VET reporting formats.
b) Disaggregate all results by the TEI OP-VET standard categories: gender; age group; rural/urban/other; disability status; migration status; type of employment; employment status (new or retained job); formality; decency of employment (using the TEI OP-VET Namibian living-wage benchmark); and green or non-green employment.
c) Report results for all respondents, together with response rates per cohort, and note any effect of non-response on the findings.
d) For each TEI OP-VET reporting period, submit an analytical report on each indicator, with all required disaggregations, indicator status numbers (aggregated values) and short qualitative findings such as respondents' experiences, barriers faced and lessons learnt.

Initial: _____

e) Produce other reports and analysis required for project monitoring and donor reporting.

2.7. Data sharing and monitoring tool

a) Share clean, anonymised raw data with NUST and with GIZ (TEI OP-VET).
b) Upload clean, anonymised raw data to the TEI OP-VET monitoring tool on an ongoing basis, with a final upload before each reporting deadline. NUST will arrange the Service Provider's access to the tool.

2.8. Data protection

The Service Provider shall comply with the EU General Data Protection Regulation and applicable Namibian law. In particular it shall:

a) obtain informed consent from every respondent, in writing where possible, and record verbal consent for telephone interviews. Consent shall cover voluntary participation, confidentiality, the respondent's rights over their data, and who to contact with questions or complaints;
b) use personal data only for the purposes of this contract and not share it with any other party;
c) restrict access to personal data and protect it by encryption and authorised access;
d) transfer data only through channels approved by NUST and GIZ, and not through Dropbox, WeTransfer, USB drives or similar; and
e) keep personal data only for the storage period agreed with NUST, then delete it permanently and confirm deletion in writing.

PART 3. FACILITIES TO BE PROVIDED BY NUST

NUST will:

- Provide access to project-related information required for implementation.
- Facilitate coordination with the MER Expert, Principal Investigator and relevant project stakeholders.
- Provide TEI OP-VET reporting requirements, indicator definitions and standard survey instruments.
- Provide access to project beneficiary databases and training schedules where required.
- Review and approve deliverables submitted by the Service Provider.
- Brief the Service Provider on the project's results logic, training programmes and target groups.
- Provide completion records for each training cohort, including gender, age, disability status and training site, to serve as the survey list.
- Provide beneficiary contact details and cohort training schedules, subject to data protection requirements.
- Provide the TEI OP-VET Indicator Definition Sheets, Service Provider Guideline, Questionnaire Guideline and questionnaires.
- Arrange the Service Provider's access to the TEI OP-VET monitoring tool.
- Inform the Service Provider of any update to the TEI OP-VET M&E Guide, which the Service Provider shall then follow.

Initial: _____

PART 4. CONTRACT DURATION AND FEES:

1) **Duration of the initial contract and assignment**

The contract shall run for twelve (12) months from signature. During this period the Service Provider shall complete baseline and endline data collection for all training cohorts scheduled under the IGNITE GH2 Project, with the final endline three (3) months before the current end of the EU Grant Agreement. Bidders shall submit a 12-month work plan showing data collection dates for each cohort.

Should the EU Grant Agreement be extended, NUST may extend this contract, by written agreement and subject to donor approval and available funding. The rates in the Service Provider's financial proposal shall apply to any extension. If the Grant Agreement is not extended, no services shall be provided or paid for after the Grant Agreement end date.

2) **Fees**

The contract shall cover the period of implementation of the IGNITE GH2 project, from project baseline through endline data collection activities, subject to project funding availability. The Local External Monitoring Service Provider should provide a 12-month plan of activities.

3) **Payment**

Payments will be made to the Service Provider based on key deliverables completed and signed off by the MER Expert and Project Investigator. The Service Provider shall submit the invoice and accompanying supporting documents required by the University before the 5th of the month. No advance payments will be made.

PART 4. CONSULTANT KEY DELIVERABLES

The **Consultant** will be required to deliver the following services:

a) Inception report: research design, data collection plan, cohort schedule, data protection plan and confirmed list of all completers per cohort.
b) Tracing and follow-up plan to reach all completers, with response rates reported per cohort.
c) Enumerator recruitment, training and gender-balance records.
d) Feedback survey datasets for each cohort.
e) Tracer baseline datasets and short reports for each cohort.
f) Tracer endline datasets and short reports for each cohort.
g) Enterprise survey dataset and report.
h) Clean, anonymised raw data, shared with NUST and GIZ, with verified Beneficiary IDs.

Initial: _____

i) Biannual analytical reports per indicator, with all required disaggregations, indicator status numbers and qualitative findings.
j) Data quality assurance reports, including corrections made after GIZ quality checks.
k) Ongoing upload of clean, anonymised raw data to the TEI OP-VET monitoring tool, with a final upload before each reporting deadline.
l) Final report summarising all indicator results for the contract period, with written confirmation of personal data deletion.
m) Ad hoc monitoring and reporting outputs as requested by NUST, within the agreed scope.

PART 6: REPORTING AND COMMUNICATION

The Consultant will report to the MER and Project Investigator and is expected to provide regular progress updates. Key milestones and reporting dates will be agreed upon at the start of the assignment.
TEI OP-VET progress reports are due from NUST on 28 February and 31 August each year. The Service Provider shall submit its data, analytical report and the Service Provider input (Annex V of the TEI OP-VET reporting template) to NUST by 31 January and 31 July respectively, or by other dates agreed in the inception report. The Service Provider shall correct data within five (5) working days of receiving quality-check feedback from NUST or GIZ.

The Service Provider shall take part in the bi-monthly country-level M&E meetings with the GIZ TEI OP-VET country M&E advisor and NUST, and in TEI OP-VET global M&E calls when invited.

PART 7: CONSULTANT QUALIFICATIONS AND EXPERIENCE

The consultant/consulting firm should possess:

a) A minimum of three (3) years of experience and expertise in providing quantitative data collection services for donour-funded development projects. **(Attached list of previous and current relevant clientele and at least three (3) contactable references letter similar services within the last three years). The reference letter must be on the company's letterhead, giving reference, with dates as to when a similar assignment was done and contact details of the person giving the reference.**
b) Experience in conducting tracer or panel surveys, including tracing respondents for follow-up interviews.

c) Ability to perform data cleaning, management and anonymisation in accordance with GDPR standards.

d) Ability to conduct data collection in Windhoek, Okahandja, Arandis and Keetmanshoop.

e) Capacity to conduct interviews in English and relevant local languages.

Initial: _____

f) Advanced data management and reporting capability using Excel or similar tools.

g) Experience with EU-funded programmes and TEI OP-VET systems will be an added advantage.

h) Independence from NUST, NIMT, NamWater Corporation Ltd, Hyphen Hydrogen Energy (Pty) Ltd and Zhero Molecules Walvis Bay (Pty) Ltd, including no existing contractual or institutional relationships with these entities.

i) Experience in collecting and summarising qualitative information from survey respondents (for example open-ended responses or short follow-up interviews), demonstrated by the Lead Consultant and the team members to be assigned to this contract **(Attached CV of the Lead Consultant and team members of the team members to be assigned to this project)**

PART 8: EXPERIENCE OF PROPOSED CONSULTING TEAM MEMBERS

The Consultant is required to propose a team for this engagement, managed by a single lead consultant. The team members will have the skills and experience necessary to undertake the range of key deliverables in this TOR. The expertise essential for the team is as follows:

Team Leader Requirements (Lead Consultant)

Attach CV and certified copies of relevant qualifications of the Lead Consultant

a) A Bachelor's Honours Degree in Monitoring and Evaluation, Statistics, Economics, Social Sciences, Development Studies, Research Methodology, Education, or a related field. A Master's degree will be an added advantage.
b) A qualified Team Leader/Lead Consultant with a minimum of three (3) years' experience in quantitative data collection, tracer studies, graduate employability surveys, impact assessments, or related monitoring and evaluation assignments.
c) Demonstrated experience in designing survey instruments, managing field data collection, data quality assurance, statistical analysis, and preparation of analytical reports.
d) Excellent English communication (oral and written), report writing, stakeholder engagement, and presentation skills.
e) Proven experience in leading multidisciplinary teams and successfully delivering similar assignments within the required timelines.
f) Excellent English communication (oral and written), report writing, and presentation skills.

Team Members Requirements

Attach CV of all team members to be assigned to this project and certified copies of their relevant qualifications

Initial: _____

a) A Bachelor's Degree or Diploma in Statistics, Monitoring and Evaluation, Social Sciences, Economics, Education, or a related field.
b) At least one (1) year of experience in quantitative data collection, tracer studies, surveys, or related research assignments.
c) Demonstrated experience in data collection, data analysis, and preparation of assessment or survey reports.

PART 9: BUDGET

The consultant is expected to submit a detailed financial proposal, including consultancy fees, disbursement including all projected expenses, and any other costs associated with the conduct **tracer studies and related monitoring activities**. The contractor must provide, in addition to completing F-4 form of the bid document, an official proposal on their company overhead of all costs related to this assignment.

PART 10: CONFIDENTIALITY

The consultant will maintain strict confidentiality concerning all matters related to the organization, its data and processes. Personal data shall be handled as set out under clause 2.8 (Data protection) of Part 2 and Article 5.4 of the Contract.

Initial: _____

ANNEXURE - 2

SUPPLEMENTARY INFORMATION FOR CONSULTANT

PROPOSALS

The interested consultants should submit a detailed technical proposal outlining the approach, methodology, and timelines. The technical proposal must include all the consultant's relevant qualifications, experience, and references.

The financial proposal must include all costs associated with the conduct tracer studies and related monitoring activities process.

1) TECHNICAL PROPOSAL

a) **Adequacy and quality of the proposed methodology and work plan in responding to the Terms of Reference (TORs)** - The Consultant must describe how it will deliver the demands of the ToR; providing a detailed description of the essential performance characteristics, reporting conditions, and quality assurance mechanisms that will be put in place while demonstrating that the proposed methodology will be appropriate to the key deliverable of NUST.

b) **Qualifications and competence of key consultants for the service:** i) Names and qualifications of the key personnel that will perform the services indicating who is the Team Leader, who is supporting, etc. ii) CVs demonstrating qualifications must be submitted **(Form F-2)**; and iii) Written confirmation from each person that they are available for the entire duration of the contract.

c) **Consultant's Track Record** - An outline of recent experience on comparable assignments/ projects executed during the last three years, which proves successful experience in conducting conduct **tracer studies and related monitoring activities** services exercises (Form F-3) – **(attached three (3) contactable reference letters).**

d) **Consultant's expertise**– Submit a detailed company profile describing the nature of the business, field of expertise, licenses, certifications, and accreditations. Ensure all **mandatory documents** as specified under **Clause 13** are attached.

Financial Proposal

The financial proposals should be given in the form of a summary of the Contract estimate **(Form F-4) and Annexure 5**. They must include a **detailed cost breakdown as per key deliverables**, including but not limited to estimated total cost and provisions for contingencies **(Form may be amended as appropriate). The financial proposal should be inclusive of ad hoc service fees for the one-year contract. The contractor must also provide an official quotation on its company letterhead.**

Initial: _____

Submission of Proposals

a) The proposals shall be submitted in **one (1) original** and **three** (**3) copies.**

b) **Technical** and **Financial** proposals must be submitted in one sealed envelope**.**

Contract Negotiations

1. The negotiations aim to reach an agreement on all points with the Consultant and initial a draft contract by negotiating. Negotiations commence with a discussion of a Consultant's Proposal, the proposed work plan, and any suggestions you may have made to improve the Terms of Reference. The agreement will then be reached on the final Terms of Reference and the bar chart, which will indicate periods in [weeks/months] and the reporting schedule.

2. Once these matters have been agreed upon, financial negotiations will take place and will begin with a discussion of your proposed payment schedule.

Initial: _____

FORM F-1

BID SUBMISSION FORM

From: _____ To: _____

_____ _____

_____ _____

Provision of independent external monitoring consultancy services to conduct tracer studies and related monitoring activities under the IGNITE GH2 Project

I/We _____herewith enclose Technical and Financial Proposals for selection as Consultant for **Namibia University of Science and Technology (NUST).**

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: _____

Address: _____

Initial: _____

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 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 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 qualifications, my experience, and me.

Date: *Day/Month/Year*

[Signature of Consultant]

Full name of consultant: _____

Initial: _____

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:

Sl. No	Name of assignment	Name of Project	Owner or Sponsoring agency	Cost of Project	Date of Commencement	Date of Completion	Was assignment satisfactorily completed

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.)***

Initial: _____

FORM F-4

Cost Estimate of Services[1]

Remuneration:

Consultant Name	**Hourly Rate (in currency) currency)**	**Working Months**	**Total Cost (in**
_____	_____	_____	_____

Sub-Total (Remuneration) _____

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

_____

(c) Lump Sum Miscellaneous Expenses[3] :

_____

Sub-Total (Out-of-Pocket) _____

Contingency Charges: _____

Total Estimate: _____

[1] Rates shall be used for extension of contract for Lump-sum basis and for Time-based contract at negotiation stage or as otherwise specified.

[2] Reimbursable at cost with supporting documents/receipts unless otherwise specified.

[3] 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.

Initial: _____

ANNEXURE 3

CONTRACT No._____

CONSULTANCY SERVICE CONTRACT

BETWEEN

[INSERT PUBLIC ENTITY NAME]

AND

[INSERT CONSULTANT NAME]

Initial: _____

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Initial: _____

THIS SERVICE CONTRACT entered into this *[date]*, between the *[insert public entity name]* [hereinafter called the "Public Entity"] and [*insert consultant's name]* (hereinafter called the "Consultant").

WITNESS THAT:

WHEREAS the Public Entity has determined the need to procure the services described, implied, or referred to in this Contract, subject to the terms and conditions hereinafter set forth.

WHEREAS the Consultant represents and affirms that he/she possesses the requisite experience, qualifications, capability, and skill to perform the said services.

NOW THEREFORE the parties hereto have agreed as follows:

ARTICLE I

SCOPE OF SERVICES

1.1 The services to be performed by the Consultant under this Contract (hereinafter called the Services) are those described in the Terms of Reference attached hereto as **Annexure I** to the present Contract. The Terms of Reference shall form an integral part of this Contract.

ARTICLE II

COMMENCEMENT OF SERVICES AND DURATION OF CONTRACT

2.1 The Consultant shall commence the Services on *[date]* upon signature of the present Contract, and shall carry out the Services in a manner most suited to the requirements of the Contract and in accordance with the schedules and time limits established under the Terms of Reference **(Annexure I)** or indicated by the Public Entity.

2.2 The Services shall be for *[insert no of days/months/years]*, beginning on the date of commencement of the Services and ending not later than *[insert completion date].*

Initial: _____

ARTICLE III

DUTIES OF THE CONSULTANT

3.1 The Consultant shall perform the services with all due care, diligence, and efficiency, in accordance with the highest standards of professional competence, organization, and responsibility, and a manner acceptable to the Public Entity.

3.2 The Consultant shall:

(a) regularly report to and obtain direction and guidance from the Public Entity on all matters arising from or relating to the present Contract.

(b) promptly comply with such instructions as may be issued from time to time by the Public Entity in connection with the performance of the services.

3.3 The Consultant shall perform the services to the satisfaction of the Public Entity in accordance with the Terms of Reference and at such intervals as the Public Entity may require.

3.4 The Consultant shall keep and maintain accurate and complete accounts in respect of expenditure incurred under the present Contract in such form and detail as shall be satisfactory to the Public Entity for the purposes of making payment or settlement under the Contract, where applicable.

3.5 The Consultant shall meet the cost of any insurance and/or medical examination or treatment required by him/her in the course of performing the services.

3.6 The Consultant shall seek and obtain any visas or residence permits that he/she may require to carry out the services and perform his/her obligations under the present Contract. The Public Entity shall, as necessary, assist the Consultant in obtaining such visas and/or permits.

Initial: _____

ARTICLE IV

PAYMENT FOR THE SERVICES

4.1 The Public Entity shall pay to the Consultant, in respect of the services, the various amounts specified in Annex II to this Contract (hereinafter referred to as the "Contract Amount").

4.2 The Contract Amounts shall be paid to the Consultant in accordance with the modalities specified in Annex II to the present Contract, which forms an integral part hereof.

ARTICLE V

CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS

5.1 All documents, statistics, reports, data, and other information provided, created, obtained, or made available to the Consultant in connection with or by virtue of the present Contract, shall be treated as confidential by the Consultant, and the Consultant shall not be entitled to use or make copies of them for any purpose that is not related to the present Contract.

5.2 The documents, statistics, reports, and data under the preceding paragraph shall, upon the completion of Services or termination of this Contract, be promptly returned to the Public Entity.

5.3 Any study, report, or other material, graphic, software, or otherwise, prepared by the Consultant for Public Entity under the Contract shall belong to and remain the property of the Public Entity. The Consultant shall not retain copies of personal data or of datasets containing personal data. It may retain copies of final reports only, with the Public Entity's written consent.

5.4 The Consultant shall process personal data in accordance with the EU General Data Protection Regulation, applicable Namibian law and the data protection requirements in the Terms of Reference. On completion or termination of the Contract, or at the end of the agreed storage period, the Consultant shall permanently delete all personal data in its possession and confirm the deletion to the Public Entity in writing.

ARTICLE VI

ASSIGNMENT AND SUB-CONTRACTING

Initial: _____

6.1 Except with the prior written consent of the Public Entity, the Consultant shall not:

(a) in whole or in part, assign, transfer or otherwise dispose of his/her rights or obligations under the present Contract.

(b) sub-contract, or otherwise transfer responsibility for, the whole or any part of the Services.

ARTICLE VII
LIABILITY OF THE CONSULTANT

7.1.1 The Consultant shall abide by and take all measures necessary to enable him/her to comply with all laws and regulations in force in any place where the Services are to be wholly or partially performed.

7.2 The Consultant shall be fully liable for the consequences of any error or omission on his/her part or for any damage caused by negligence on his/her part in carrying out the Services or performing his/her obligations under the present Contract.

ARTICLE VIII
FORCE MAJEURE

8.1 Neither Party to the present Contract shall be responsible for any delay or failure to perform the obligations under the Contract if the delay or failure is attributable to force majeure.

8.2 In the event of *force majeure* which delays performance of the whole or any part of the present Contract for more than sixty (60) days, either Party shall have the right, by notice in writing to the other party, to terminate the Contract.

8.3 For purposes of this Article, an event of force majeure shall mean an unforeseen and unavoidable event beyond the reasonable control and contemplation of the party invoking the existence of such event, and which impacts directly on the discharge of the obligation under the Contract.

ARTICLE IX
TERMINATION OF CONTRACT

Initial: _____

9.1 The Public Entity may, upon giving not less than *[30]* days' notice in writing to the Consultant, terminate the present Contract for cause if the Consultant has failed to perform the Services or to comply with his/her other obligations under the Contract.

9.2 The Public Entity may, at its option, terminate this Contract when it is in the interest of or for the convenience of the Public Entity *t*o do so, provided that the Consultant shall in that event be given a notice of not less than *[30 days]* days of such termination.

9.3 The Consultant may terminate the present Contract if the Public Entity has, within a period of forty-five (45) days after the due date, failed to pay any amount due to him/her in respect of which no dispute has arisen.

9.4 The Parties hereto may by mutual agreement terminate this Contract.

9.5 If the present Contract is terminated under this Article, the Public Entity shall be liable only for payment, in accordance with the payment provisions of the Contract, for the Services actually rendered prior to the effective date of termination, together with such other amounts incidental to the termination as may be reasonable in the circumstances.

ARTICLE X

DISPUTE SETTLEMENT

10.1 Any dispute arising out of or in connection with the present Contract shall unless it is amicably settled, be decided upon by the Accounting Officer of the Public Entity who shall transmit his decision in writing to both Parties.

10.2 Any dispute between the Parties as to matters arising pursuant to this Contract which cannot be settled amicably within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for arbitration under the applicable law.

ARTICLE XI

MODIFICATION OR AMENDMENT

11.1 Except by mutual agreement in writing between the Parties, no change, modification, or amendment shall be made to the present Contract.

Initial: _____

11.2 Notwithstanding the preceding paragraph, the Public Entity may at any time order or require changes in the scope of the Services. If such changes add to or reduce the cost of the Services, the Contract Amount shall be adjusted accordingly.

ARTICLE XII

EFFECTIVE DATE

12.1 The present Contract shall enter into force on the date of its signature by both parties.

12.2 Unless terminated under Article VIII or IX above, the present Contract shall expire upon completion of the Services and the discharge of all obligations arising out of or under the Contract.

ARTICLE XIII

CHANNEL OF COMMUNICATIONS AND NOTICE

13.1 For the purposes of the present Contract, the authorized representative of the Public Entity shall be the Accounting Officer of the Public Entity.

13.2 Any communication, notification, submission, notice, demand or request under the present Contract shall be deemed to have been duly transmitted if it shall have been delivered by hand, mail, or facsimile by either party to the other at the appropriate address indicated below, or at such other address as that other party may have indicated:

FOR THE PUBLIC ENTITY

Postal Address : _____

Physical Address : _____

Facsimile : _____

FOR THE CONSULTANT

Postal Address : _____

Initial: _____

Physical Address : _____

Facsimile : _____

ARTICLE XIV

(i) Governing Law

14.1 This Contract shall be governed by and construed in all respects in accordance with, the Laws of the Republic of Namibia.

IN WITNESS WHEREOF, the Parties hereto have caused the present Contract to be signed in their respective names in two original counterparts in English on the date first above written.

Date: _____ **Date: _____**

FOR THE PUBLIC ENTITY **FOR THE CONSULTANT**

_____ _____

Annex 1 - Terms of Reference
Annex 2 - Contract Amount and method of payment

Initial: _____

ANNEXURE 4

The following evaluation criteria shall be applied, notwithstanding any other requirement in the bidding documents.

The bidder must meet the following mandatory requirements.

MANDATORY REQUIREMENTS DOCUMENT EVALUATION CRITERIA

Mandatory Documents Requirements	
Mandatory Requirements	**Responsive or Not Responsive**
A valid certified copy of the Company registration certificate, for an entity incorporated or registered under the company or close corporation laws of Namibia, clearly indicating shareholders' and principals' contact details (as registered with BIPA) or a valid certified copy certificate of registration of a co-operative registered under the laws regulating co-operatives in Namibia; or In the case of a Trust, a valid certified copy of a document serving as evidence of registration as a trust and the trust deed for a trust registered under the laws regulating trusts in Namibia; or valid partnership agreement in the case of a partnership, a valid joint venture agreement in the case of a joint venture or a valid agreement in case of other similar arrangements **(Attach certified copies of the Identification Document of all shareholders/co-operative members/trustees or partners).**	
A valid original or certified copy of the company's good standing Tax Certificate from the Ministry of Finance (NAMRA).	
A valid original or certified copy of the company's good standing certificate from the Social Security Commission.	
A valid original or certified copy of Affirmative Action Compliance Certificate, or 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;	
A written undertaking, as contemplated in Section 138(2) of the Labour Act, 2007 **(complete and return with the bid)**	

NB: Only a valid copy of an original document certified by a Commissioner of Oaths appointed in terms of the Justices of the Peace and Commissioners of Oaths Act.1963 (Act No. 16 of 1963).

Initial: _____

At this stage, the bidder's submission will either be responsive or non-responsive. Non-responsive bids will be eliminated from the entire evaluation process and will not be considered further.

EVALUATION CRITERIA FOR TECHNICAL PROPOSALS

Evaluation Criteria	**Max Points**
1. Adequacy and quality of the proposed methodology and Work Plan	**30**
The number of points to be assigned for this criterion shall be determined considering the following sub-criteria and relevant percentage weights, which are required to be detailed within the proposed methodology and work plan: a) Research design for surveying all completers, including tracing and follow-up to achieve high response rates at baseline and endline. b) Data collection approach for the tracer, feedback and enterprise surveys, including baseline and endline timing for each cohort. c) Data quality assurance, Beneficiary ID verification, and data protection measures (including GDPR compliance, informed consent, secure transfer and storage, and deletion). d) Data management, cleaning, analysis (including disaggregation and response rates) and reporting approach aligned with TEI OP-VET reporting deadlines. e) Enumerator recruitment, gender balance, training, supervision and deployment plan. f) 12-month implementation schedule linked to deliverables and cohort training dates. • Comprehensive methodology and work plan fully addressing the TOR: **30%** • Inadequate methodology and work plan: **15%** • No methodology and work plan submitted: **0%**	
2. Qualifications and competence of key consultants for the service	**30**

Initial: _____

The number of points to be assigned for this criterion shall be determined considering the following sub-criteria and relevant percentage weights: **1. Position: Lead Consultant** a) Honours Degree in Monitoring and Evaluation, Statistics, Economics, Social Sciences, Development Studies, Education, or related field b) Minimum three (3) years' experience in quantitative data collection, tracer studies, survey implementation, or monitoring and evaluation c) Demonstrated experience in designing survey instruments, managing fieldwork, and producing analytical reports. **Points: 20%** **2. Position: Team Members** a) Relevant qualification in Statistics, Monitoring and Evaluation, Social Sciences, Economics, Education, or related field. b) Minimum two (2) years' experience in quantitative data collection, surveys, tracer studies, or related assignments. c) Experience in data collection, data management, and analysis. **Points: 10%**	
3. Consulting Firm's Track Record (years of experience)	**15**
Experience in conducting tracer studies, surveys, labour-market studies, monitoring and evaluation assignments, or related donor-funded research projects. ***These reference letters should include the entity's name, nature of the contract, contact person and office telephone number, and email address.*** • 3 reference letters attached substantiating the criteria: **15%** • 2 reference letters attached substantiating the criteria: **10%** • 1 reference letter attached substantiating the criteria: **5%** • 0 reference letter attached substantiating the criteria: **0%**	
4. The expertise of the Consulting Firm	**25**
The number of points to be assigned for this criterion shall be determined considering the following sub-criteria and relevant percentage weights: The bidder shall demonstrate: a) A detailed company profile provides a portfolio describing the nature of the business, the field of expertise, licenses, certifications, and accreditations. Any relevant and related work and assignments delivered by the consultancy firm. b) Business addresses (trading, telephone numbers, contact persons, and email), demographics information such as employees and physical facilities such as offices. c) a minimum of three (3) years of extensive expertise in designing and implementing tracer or panel surveys, including tracing respondents for follow-up interviews d) Demonstrated capacity in data cleaning, anonymisation, analysis, reporting, and management of large datasets.	

Initial: _____

e) Ability to conduct fieldwork in Windhoek, Okahandja, Arandis, and Keetmanshoop. f) Experience with EU-funded programmes and TEI OP-VET projects will be an added advantage. • Minimum of three (3) years of quantitative data collection for donour-funded development projects meeting above requirements **25%** • Two (2) years extensive experience extensive expertise in quantitative data collection for donour-funded development projects meeting above requirements: **15%** • No experience in quantitative data collection for donour-funded development projects: **0%**	
Total	**100**

a) Only Consultants scoring 70% and more will be considered for financial evaluation.
b) The bid will be awarded to the lowest responsive bidder who meets all the requirements.

Initial: _____

Bidders applying for the Margin of Preference shall submit, upon request, evidence of:

MARGIN OF PREFERENCE

No.	Category	Documentary Evidence	Margin of preference
1	Manufacturer	- Certificate of registration from a registering authority - Declaration by the bidder that the manufactured goods meet the local content as determined in Annexure 6 as per the cost structure for Value Added Calculation m Annexure 1, and as certified by an Accountant	**2%**
2	Micro, Small and Medium Enterprise	- SME registration certificate - Declaration indicating the percentage of Namibian MSME ownership	**1%**
3	Women owned enterprise	- ID's of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian female ownership	**1%**
4	Youth owned enterprise	- ID's of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian youth ownership	**2%**
5	Previously Disadvantaged Person Owned enterprise	- ID's of all shareholders - Founding statement/company registration indicating ownership structure/shareholder certificate - Declaration indicating the percentage of Namibian PDP's ownership	**2%**
6	Suppliers providing	- Declaration and proof that the bidder meets the requirements set out in the bidding document	**1%**

Initial: _____

	environment protection		
7	Suppliers providing eployment to Namibians	- Declaration that the bidder employs 50% or more Namibian citizens	**1%**

a) For procurement of non-consultancy services:

i) Namibian Shareholding

3% - if the bidder meets any of the qualification criteria under section 71 (3) of the Act;

ii) Services to be rendered by Namibian citizens:

(aa) 1% - if between 50% - 60% of the key employees to render the service inclusive of management are Namibian citizens;

OR

(bb) 2% - if more than 60% of the key employees render the service inclusive of management are Namibian citizens;

(cc) 3% - if 100% semi-skilled labour are Namibian citizens;

iii) Materials:

2% If the bidder has signed a declaration that 50% of the total value of goods or materials to be used for the services are manufactured, grown, mined or extracted in Namibia.

b) For procurement of consultancy services

(i) Namibian shareholding:

3% - if the bidder meets any of the qualification criteria under section 71(3) of the Act;

(ii) Services to be rendered by Namibian citizens:

(aa) 4%- if the Team leader is a Namibian citizen;
(bb) 1% - if between 50% - 60% of the employees to render the service are Namibian citizens;

OR

(cc) 3% - if more than 60% of the employees to render the service are Namibian citizens.

Initial: _____

c) For procurement of consultancy services (Individual):

5% - if an individual consultant is a Namibian citizen.

Initial: _____

Republic Of Namibia

Ministry of Labour, Industrial Relations and Employment Creation

Written undertaking in terms of section 138 of the Labour Act, 2015 and section 50(2)(D) of the Public Procurement Act, 2015

1. EMPLOYERS DETAILS

Company Trade Name:_____

Registration Number: _____

Vat Number: _____

Industry/Sector: _____

Place of Business: _____

Physical Address: _____

Tell No.:_____

Fax No.: _____

Email Address:_____

Postal Address:_____

Full name of Owner/Accounting Officer: _____

Email Address:_____

2. PROCUREMENT DETAILS

Procurement Reference No.:_____

Procurement Description: _____

Anticipated Contract Duration: _____

Location where work will be done, good/services will be delivered:

_____

3. UNDERTAKING

I _____*[insert full name]*, owner/representative

of _____*[insert full name of company]*

hereby undertake in writing that my company will at all relevant times comply fully with the relevant provisions of the Labour Act and the Terms and Conditions of Collective Agreements as applicable.

I am fully aware that failure to abide to such shall lead to the action as stipulated in section 138 of the labour Act, 2007, which include but not limited to the cancellation of the contract/licence/grant/permit or concession.

Signature: _____

Date: _____

Seal:_____

Please take note:

1. *A labour inspector may conduct unannounced inspections to assess the level of compliance*
2. *This undertaking must be displayed at the workplace where it will be readily accessible and visible by the employees rendering service(s) in relations to the goods and services being procured under this contract.*