



EXPRESSION OF INTEREST | EOI No: NPM01/2020; RESOURCE POOL

TERMS OF REFERENCE

1. BACKGROUND

The Namibia Institute of Public Administration and Management (NIPAM) is a Public Enterprise established by the Namibia Institute of Public Administration Act, (Act No. 10 of 2010). It is mandated to transform the Public Sector of Namibia into an effective, efficient and accountable system through training, operational research, consultancy, capacity evaluation and strategic partnerships. As part of its new strategic plan, NIPAM plans to offer the following programmes: Foundation Programme (FP), Supervisory Development Programme (SDP), Middle Management Development Programme (MMDP), Senior Management Development Programme (SMDP), Executive Development Programme (EDP), functional and short learning courses. Additionally, NIPAM also plans to expand its consultancy, capacity evaluation and research outreach to their entire unified Public Sector in various areas.

NIPAM hereby invites qualified and experienced individuals from unified Public Sector, Central Government, Regional and Local Government and Public Enterprises as well as private individuals/organisations to express their interest by way of applying to be listed and become members of its Resource Pool who will be used to render Training Facilitation, Workshops Facilitation, Consultancies and Capacity Evaluation, Research Activities as well as Training Material Development when required.

Required areas of specialisations are not limited to those listed below:

- **Good Governance**

- Public Sector Structures and Functions
- Corruption Prevention and / or Control
- Ethics, Accountability and Fraud Prevention
- Integrated Reporting for Public Enterprises (PEs)
- Corporate Governance including Board Induction
- Constitution and Constitutionalism

- **Organisational Development**

- Strategic Planning
- Turnaround Strategies
- Integrated Strategic Business Planning for Public Enterprises (PEs)
- Organisational Design
- Job Evaluation and Grading
- Performance Management System (PMS)
- Customer Service Charters
- Action Research & Learning
- Organisational Culture and Climate Assessment
- Capacity Evaluation

- **Human Capital Management**

- Strategic Human Resource Planning
- Employee Wellness
- Job Interview and Selection
- Training and Development
- Misconducts and Disciplinary Procedures
- Succession Planning
- Team Building
- Coaching and Mentoring (including Psychology)
- Emotional Intelligence and Self-Mastery
- Knowledge Management in the Public Sector

- **Public Administration and Management**
 - Public Sector Leadership
 - Public Policy Development, Implementation and Evaluation
 - Research Methodology (including experts in Statistics, economics, etc.).
 - Decentralisation (in the context of a Unitary State)
 - National Security and Development
 - Transport Management in the Public Sector
 - Waste Management in Local Authorities
- **Organizational Communication & Marketing**
 - Business Writing
 - Speech writing
 - Public Speaking
 - Marketing Strategy
 - Presentation Skills
 - Stakeholders' Engagement Strategy
- **Information Communication and Technology (ICT)**
 - e-Governance & Information Technology
 - COBIT/ITIL Certification
 - Microsoft Certification
 - Cyber Security
 - Communication Legal Framework (laws and regulation)
- **Financial Management**
 - Public Sector Budgeting and Fiscal Policies (Financial Planning)
 - Budget Control and Reporting
 - Risk Management
 - Auditing and Fraud Prevention
 - Assets Management
 - Public Procurement within the context of the Namibian Public Procurement Act, (Act No. 15 of 2015)
 - Gender Responsive Budgeting

- **Project Management**
 - Project Proposal Writing
 - Project Planning
 - Project Implementation(Budgeting, staffing, etc.)
 - Project Monitoring and Evaluation (including Evaluation Studies).
 - Public-Private Partnership Project Management
- **Law**
 - Training and Consulting in Legal related areas (e.g. Land Reform, Drafting of Municipal By Laws, Board Induction, Administrative Law and Contract Management, etc).
- **Training Material Development**
 - Training Needs Analysis
 - Curriculum Development
 - Qualification Pack Development
 - Unit Standard Development
 - Quality Assurance
 - Presentation Skills
- **Organisation and programs Accreditation**
- **International Relations**
 - Diplomacy and Etiquette
 - Bilateral Agreements' Management (e.g. initiation, drafting, signing, implementation and reporting)
 - Induction for new Ambassadors and High Commissioners'
- **Economics**
 - Local Economic Development
 - SME development
 - Pre-retirement planning
- **Management Consulting (to provide principles and techniques required by staff members whose employment require consultancy skills).**

Interested and qualified individuals are required to apply by completing the application form indicating their area(s) of specialisations on which they can be considered for listing.

2. REQUIREMENTS

2.1 For Senior Staff in Training, Consultancy, Research and Capacity Evaluation

The following criteria will apply in the selection of suitable and qualified persons to be listed as resource persons:

- A minimum of ten (10) years of experience in the Public and Private Sector, work occupation level with the specific themes/areas of interest, as mentioned above. ;
- Accredited qualification(s) levels at least an applicable degree Masters (NQF Level 9), and Doctorate (NQF Level 10) depending on the nature and level of the programme in which he/she will be engaged as a resource person; and
- Be willing to learn and have the appropriate experience in facilitating adult learning and in-service capacity building
- Functional specific knowledge on various themes of the selected area of expertise;
- They were capable and able to develop training materials in the areas of specialisations.
- Proof track records of the experience of having rendered the applied service previously.

2.2 For Field Staff in Research and Capacity Evaluation

- Junior Researchers are also being sought for the same. They need to have NQF level 7 or NQF level 8 qualifications with 1-3 years of experience.

3. COMMENCEMENT OF ENGAGEMENT

Shortlisted successful individuals will sign contracts with NIPAM to be contacted when required.

Engagement of all public servants by NIPAM is subjected to the approval of individual Executive Officer of the interested individual's entities on the recommendation of the Heads of Departments in consultation with the direct supervisors. The Short-listed candidates have to go through the Interview/Group Discussion. Selected candidates to be prepared to go through refresher/facilitation training.

Interested qualified and experienced individuals from the unified Public Sector and private persons/organisations should submit their proposals clearly indicating areas of their interests and expertise along with their CVs, and copies of supporting documents including approval letters from their Executive Officers (in case of public servants). Retired Public Servants are also encouraged to apply including ex-employees of NIPAM.

4. REMUNERATION OF RESOURCE PERSONS

Successful individuals will be remunerated according to NIPAM's policies for resource pool, and that will be communicated during the signing of a contract with those successful, which shall be renewed on a yearly basis depending on the performance.

5. DOCUMENTS AVAILABILITY / SUBMISSIONS

The Expression of Interest Documents are available at NIPAM:

Ground Floor, Procurement Office (Room 55)

NIPAM Administration Building

27 Paul Nash Street

Olympia, Windhoek.

The key documents, such as the application form and the TOR, will be e-mailed by the procurement unit.

NIPAM will not issue Hard Copies.

The EOI number and the applicant's surname should be used as a reference number when making payments.

Enquiries: Procurement Unit

E-mail: procurement@nipam.na

Telephone: +264612964820

6. CLOSING DATE

Friday, 03 July 2020 @ 10h00.

Kindly note that all applications must be handed in hard copy to the Procurement Office, Office 55 on or before the indicated closing date and time.

Individuals who had previously applied do not need to re-apply.



(A)Frequently Asked Questions (FAQs)

1. Q. I am not a public servant / do not work for government / Public Enterprise / Regional Council / Local Authority. Can I apply?

A. Yes, you are eligible to apply and be listed in NIPAM's Resource Pool database.

2. Q. I used to work for the Public Service some years ago, but I have now started my own business / am lecturing at NUST / UNAM or IUM, can I apply?

A. Yes.

3. Q. I am not a degree holder but poses a Diploma (NQF 6) with vast experience,

I am I eligible to apply?

A. Yes.

4. Q. I have a PhD in Communication and have been working as a Director of Operations in a Public Enterprise for five years. I would like to facilitate the Senior Management Development Programme. Do I qualify?

A. Yes, you do. Not only do you qualify to facilitate the SMDP, you also qualify to assist some modules on the EDP.

5. Q. I am working at a Regional Council and would like to apply how can I get these document without travelling to Windhoek?

A. These document is available on NIPAM's website and downloaded from there, but if you are unable to get it, it can be provided to you on request. Your reference should be, EOI NO: NIP01/2020-2021 and your surname. (For example EOI NO: NIP01/2020-2021 J. Smith). Send your reference to procurement@nipam.na and the documents will be e-mailed to you.

6 Q. Can I e-mail my application back to NIPAM after completing it?

No, all applications should be hand-delivered to NIPAM and be placed in the Tender Box on the Ground Floor, Procurement Office (Room G55) NIPAM Administration Building 27 Paul Nash Street Olympia, Windhoek

Or

Be couriered to NIPAM PROCUREMENT UNIT, Private Bag 13218 Windhoek, 27 Paul Nash Street, Olympia – Windhoek, at the applicant's own cost and must be received before the closing date and time.



RESOURCE POOL APPLICATION FORM

1: **Background** (please put a tick in the box alongside the Sector)

<input type="checkbox"/>	Central Government Employee (O/M/A)
<input type="checkbox"/>	Regional Council Employee (RC)
<input type="checkbox"/>	Local Authority Employee (LA)
<input type="checkbox"/>	Public Enterprise Employee (PE)
<input type="checkbox"/>	Private Sector

2: **Category** (please put a tick in the box alongside the category)

<input type="checkbox"/>	Trainer or Facilitator
<input type="checkbox"/>	Researcher
<input type="checkbox"/>	Materials Developer
<input type="checkbox"/>	Consultant
<input type="checkbox"/>	Coach / Mentor
<input type="checkbox"/>	Curriculum Developer

3: **Training area:** (field of specialisation (please tick next to the broad field)
Under the specific area column, please explain or elaborate):

	FIELD OF SPECIALISATION (TRAINING)	LEVEL (EDP / SMDP / MMDP / SDP / FP¹)	YOUR REGION / DUTY STATION	Indicate if you are capable of Developing Training Material within your field of specialisation with a (Y or N)
<input type="checkbox"/>	Good Governance			
<input type="checkbox"/>	Organisational Development			
<input type="checkbox"/>	Human Capital Management/Human Resource Management/Human Resource			

¹ EDP: Executive Development Programme / SMDP: Senior Management Development Programme / MMDP: Middle Management Development Programme / SDP: Supervisory Development Programme / FP: Foundation Programme



	FIELD OF SPECIALISATION (TRAINING)	LEVEL (EDP / SMDP / MMDP / SDP / FP¹)	YOUR REGION / DUTY STATION	Indicate if you are capable of Developing Training Material within your field of specialisation with a (Y or N)
	Development			
	Public Sector Structures and Functions			
	Public Sector Leadership			
	Organisational Communication			
	e-Governance & Information Technology			
	Staff Wellness			
	Risk Management			
	Ethics and Accountability			
	Public Sector Finance			
	Public Sector Asset Management			
	Public Procurement Act			
	Public-Private Partnership Project Management			
	Corporate Governance including Board Induction as well as Fraud Prevention and Ethics			
	Project Management for Effective Service Delivery			
	Self-Management			
	Project Planning, Management and Implementation			
	Procurement/Supply Chain Management and Logistics			
	Knowledge Management in the Public Sector			
	Namibia in the Global Political Economy			
	COBIT/ITIL Certification			
	Microsoft Certification			
	Cyber Security			
	Public Administration and Management, including a specialisation in Finance (Chartered Accountant).			
	Law (Legal Experts for Board Induction and related			

	FIELD OF SPECIALISATION (TRAINING)	LEVEL (EDP / SMDP / MMDP / SDP / FP¹)	YOUR REGION / DUTY STATION	Indicate if you are capable of Developing Training Material within your field of specialisation with a (Y or N)
	consultancies).			
	Security (National Security).			
	Project Management			
	Material Development			
	Curriculum Development			
	Qualification Pack Development			
	Unit Standard Development			
	Organisation and program Accreditation			
	Evaluation and Research			
	Statistics and Econometrics			
	Integrated Reporting			
	Quality Assurance			
	Programme Development			
	Psychology, including Mentoring and Coaching.			
	Communication Management Consulting,			
	Strategic Planning, Business Planning,			
	Integrated Strategic Business Planning (ISBP),			
	Performance Management,			
	Teambuilding, Mentoring and Coaching,			
	Turnaround Strategies,			
	Policy Development and Marketing			
	Economics			
	Other sector-specific areas (Indicate below)			

4: **Consultancy area:** field of specialisation (please put a tick next to the broad field.

Under the Explanation column, please explain or elaborate):

	FIELD OF SPECIALISATION: CONSULTANCY	EXPLANATION
	Strategic plans	
	Business plans,	
	Business Process Re-Engineering,	
	Performance Management	
	Team building,	
	Mentoring and Coaching	
	Policy Development	
	Organisational Turnaround strategy	
	Organisational development Interventions.	
	Others	

5: **Research Areas-** field of specialisation (please put a tick next to the broad area.

Under the Explanation column, please explain or elaborate):

	FIELD OF SPECIALISATION: RESEARCH	EXPLANATION
	Service Delivery	
	Market Research	
	Business Mergers and Acquisitions	
	Investments	
	Evaluation studies	
	Others	

PART A**BACKGROUND & PERSONAL DETAILS**

Surname	
First Names	
Title (Dr / Mr / Mrs / Ms / Hon./ Rev)	
ID/ Passport Number	
Date of Birth	
Citizenship	
If not a Namibian Citizen, state the type of permit in your possession, permit number and expiry date	
Residential address
Postal address
Telephone number	(Work).....(Res).....
FAX	
Mobile	
E-mail	

Languages Use the numbers to denote proficiency levels: 1=Beginners/ 2=Intermediate / 3=Advanced	Read 1/2/3	Write 1/2/3	Speak 1/2/3
English			

How do you rate yourself in the following areas?

Skills/ Competency	Rating		
	Excellent	Good	Average
• Facilitation & Presentation			
• Coaching & Mentoring			
• Curriculum Development			
• Instructional Design & Development			
• Action Research			
• Training Evaluation & Impact Assessment			
• Management Consultancy			
Soft Skills			
• Excellent communication (oral and written)			
• Interpersonal Skills			
• Analytical and Problem-solving skills			
• Change Management skills			
• Negotiation Skills			
• Stakeholder Engagement Skills			
Transformational Leadership			
• Visionary/ Strategic thinker			
• People and service centred			
• Emotional Intelligence			
• Intercultural - Intelligence			
• Innovation and Creativity			
• Integrity			
Other (Specify)			

PART B**EDUCATIONAL & PROFESSIONAL BACKGROUND****a) EDUCATIONAL BACKGROUND; POST- SECONDARY SCHOOL TO THE HIGHEST HIGHER EDUCATION QUALIFICATION ***

INSTITUTION	PERIOD		QUALIFICATION OBTAINED	COURSES PASSED	MAJOR SUBJECTS	NQF LEVEL
	FROM	TO				

**Please attach certified copies of all qualifications listed above.*

B) MEMBERSHIP OF PROFESSIONAL BODIES:

NAME OF THE PROFESSIONAL BODY	REGISTRATION / MEMBERSHIP NUMBER



PART C**EMPLOYMENT HISTORY**

ORGANISATION/ INSTITUTION	POSITION HELD	PERIOD		KEY PERFORMANCE AREAS
		FROM	TO	

PART D Assignments of similar nature successfully you have completed during the last five years

<u>Sl. No</u>	<u>Name of Assignment</u>	<u>Name of Project</u>	<u>Owner or Sponsoring Agency</u>	<u>Cost of Project</u>	<u>Date of Commencement</u>	<u>Date of Completion</u>	<u>Was assignment satisfactorily completed?</u>

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PART E

THE ROLE OF NIPAM IN TRANSFORMATION OF THE PUBLIC SECTOR

a) Write in not more than 100 words in the space provided below, your understanding of the role of NIPAM in the transformation of the Namibian Public Sector.

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b) Why do you think that you are a suitable candidate for the NIPAM Resource Pool?

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PART F

REFERENCES & UNDERTAKING

a) KINDLY PROVIDE US WITH 3 REFERENCES OF THE PERSONS WHO CAN ATTEST TO YOUR PROFESSIONAL CREDENTIALS
(Please provide full details)

REFERENCE No. 1	

REFERENCE No. 2	
REFERENCE No. 3	

UNDERTAKING

I certify that the information furnished in this application form is a true reflection of my credentials and that NIPAM may request for proof/verification in the course of the assessment.

Signature:

Name:

Date: