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TERMS OF REFERENCE (TOR)

BID CS/RFP/GIPF-01/2025

SURVEY ANALYSIS SERVICE PROVIDER FOR GOVERNMENT INSTITUTIONS PENSION FUND (GIPF) FOR THE 2025 TO 2027 FINANCIAL YEAR PERIODS

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1. INTRODUCTION

Government Institutions Pension Fund (GIPF) is a statutory pension fund that was created by the Namibian Government to provide retirement, death and ancillary benefits to civil servants as well as employees of some state institutions established by Acts of parliament. GIPF is a defined benefit fund that provides guaranteed pension benefits to its members. The benefits are defined in terms of the Rules of the Fund.

2. THE BRIEF IN SUMMARY

The GIPF Marketing and Stakeholder Engagement Department seeks a service provider to analyse and interpret all internal and external stakeholder surveys conducted for internal and external stakeholder engagement events hosted. The service provider will be required to analyse and interpret quantitative and qualitative data collected through surveys conducted.

3. SCOPE OF WORK AND TIMELINES

The Service Provider will be required to deliver on the below listed scope of work.

- Analyse qualitative and quantitative from raw data collected through surveys conducted. This data may be provided in the form of surveys conducted.
- Produce statistical outputs through graphs, tables, dashboards and charts etc.
- Provide reports with interpretations and recommendations based on data findings.
- Provide reports no more than 10 working days after surveys are provided

4. SUBMISSION REQUIREMENTS

Interested service providers should provide the and submit the following:

- Technical proposal indicating the approach, methodology, tools.
- Financial proposal indicating the costs to analyse, interpret and provision of the report costs per survey (surveys are not longer than 2 pages, and provides questions to ascertain levels of engagement and satisfaction levels).
- Company profile and CV of lead analyst.
- Demonstrate previous similar work conducted (for 3 to 5 organisations)
- Reference letters from (3 to 5 organisations) for similar work conducted.

5. EVALUATION CRITERIA

- Relevant experience
- Technical proposal
- Financial proposal
- Qualifications of key personnel

6. FINANCIAL PROPOSAL

The Financial Proposal must be submitted as a separate section in the submission and must follow the following framework:

- Total Price for the Project, inclusive of VAT in Namibian dollars.
- Itemised price per deliverable.
- Project Cost Calculation, derived from the work content and the tariffs.
- Proposed Payment Milestones directly linked to Project Deliverables and Project Milestones.

7. INCURRING COST

The Government Institutions Pension Fund assumes no responsibility or liability for costs incurred by the bidder for work performed in the preparation and production of their proposal or for any work performed prior the signing of a contract.

8. ENQUIRIES

For all bid enquiries, contact the following person:

Ms Gisela Naris
Procurement Officer
T +264-61-205-1746
E: gnaris@gipf.com.na

The last date for enquiries will be 28 July 2025.

Business Hours are 08:00 to 16:30 (Monday to Friday).

9. CLOSING DATE AND SUBMISSION OF PROPOSALS

Proposals should be posted or hand delivered in sealed envelopes citing the bid number and detailing the services to be rendered as per details below:

The Chairperson: GIPF Procurement Committee

BID CS/RFP/GIPF-01/2025: Survey Analysis Service Provider for Government Institutions Pension Fund (GIPF) for the 2025 to 2027 Financial Year Periods

GOVERNMENT INSTITUTIONS PENSION FUND

GIPF House, Ground Floor, Reception

Corner Dr Kenneth David Kaunda and Goethe Street

P.O. Box 23500

Windhoek, Namibia

Bidders are responsible for ensuring that their proposal reaches GIPF in good time.

Kindly provide your firm's contact person's details with the bid proposals to facilitate communication with our Procurement Office. Under no circumstances will GIPF be responsible for any late deliveries or loss of bid proposal documents.

Proposal deadline is **05 August 2025 at 12:00 p.m.**

Proposals received after the deadline will not be considered.
