

EXPRESSION OF INTEREST: NOTICE NUMBER: EOI/NCL-002/2025/26

REQUEST FOR PROPOSAL (RFP): REVIEW OF NAMCOL'S REMUNERATION STRUCTURE



TERMS OF REFERENCE FOR CONSULTANCY SERVICES

1. INTRODUCTION

The Namibian College of Open Learning (NAMCOL) is a public institution established an Act of Parliament (Act No. 1 of 1997) with a broad mandate to design, develop and offer professional, vocational, and general education programmes to adults and out-of-school youth, thereby contributing towards the social and economic development of Namibia. The College seeks to engage a qualified and experienced service provider to conduct a comprehensive review of its remuneration structure. The review must align with relevant legislative provisions, industry best practices, and prevailing market trends to ensure competitiveness and compliance.

2. OBJECTIVES OF THE ASSIGNMENT

The primary objectives of this assignment are to:

- Ensure that NAMCOL's remuneration aligns with the Public Enterprise Governance Act's remuneration guidelines.;
- Conduct a market benchmarking exercise to evaluate the competitiveness of NAMCOL's salary structure.
- Recommend a new remuneration structure for all grades

3. SCOPE OF WORK

The scope of the assignment shall include, but not be limited to:

- 3.1 Conduct a comparative analysis of the College's remuneration structure against industry benchmarks;
- 3.2 Reviewing the College's current remuneration structure, including basic salary, benefits, and allowances;
- 3.3 Convert NAMCOL's eleven (11) notch system to seven (7) notches;
- 3.4 Convert and/or align the PEGA's quartile system with NAMCOL's remuneration framework, incorporating Basic plus additional benefits;
- 3.5 Develop two (2) remuneration frameworks (i) Basic plus additional benefits and (ii) Total Guaranteed Package models, a viable remuneration framework that is equitable, sustainable, and compliant with regulatory standards;
- 3.6 Assess the impact of the proposed remuneration structure on employee attraction, retention, and motivation;
- 3.7 Develop strategies to address remuneration encroachment;
- 3.8 Propose cash benefit or incentive for employees;
- 3.9 Develop performance incentives for employees below Senior Management and Senior Management on a five-year appointment contract;
- 3.11 Develop a change management strategy and implementation plan;
- 3.12 Review the remuneration policy and develop procedures manual;

4. DELIVERABLES

The expected deliverables are as follows:

- 4.1 Inception report;
- 4.2 Detailed report outlining the process, findings, analysis, and recommendations;
- 4.3 Comparative remuneration benchmarking report;
- 4.4 Proposed remuneration framework/model;
- 4.5 Final remuneration structure;
- 4.6 Revised remuneration policy and procedures manual;
- 4.7 Detailed report with key findings and recommendations;
- 4.8 Presentations to the Board Human Resources and Remuneration Committee, management and employees; and
- 4.9 Provide post-implementation support for a three (3) months period to ensure integration of the new remuneration structure.

5. QUALIFICATIONS AND EXPERIENCE

The service provider must demonstrate the following qualifications and experience:

- 5.1 Proven experience in remuneration and salary benchmarking studies.
- 5.2 Expertise in labour legislation, compensation frameworks, and market analysis.
- 5.3 At least five (5) years of experience in human resources consulting or a related field.
- 5.4 Certification as a remuneration practitioner.

6. REQUIRED DOCUMENTATION

Interested service providers must submit the following:

- Valid Company Registration Certificate;
- Valid Good Standing Tax Certificate;
- Valid Good Standing Social Security Certificate;
- Valid Certificate Indicating MSME Status (for bids reserved for MSME)
- Valid certified copy of 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;
- Valid company profile with traceable references
- Description of the methodology to be used in the review process.
- List of similar projects undertaken, including reference letters within the five (5) years;
- team composition and proof of qualifications of key personnel;
- Fitness Certificate (Where Applicable)

7. INSTRUCTIONS

Interested service providers must submit a proposal that includes:

- 7.1 Service provider profile;

8. DURATION

The maximum duration of the assignment shall be for a period of thirty (30) days.

9. SUBMISSION INSTRUCTION

All proposals should be hand-delivered in a sealed envelope clearly marked:

NOTICE NO: EOI/NCL-002/2025/26 - REVIEW OF NAMCOL'S REMUNERATION TRUCTURE

Procurement Management Unit

Namibian College of Open Learning (NAMCOL)

Private Bag 15008, Katutura

Windhoek, Namibia

The documents must be deposited in the Tender Box located at the NAMCOL Head Office, Ground Floor, on or before 20 June 2025.

10. ENQUIRIES:

For more information or clarification, please contact:

10.1 TECHNICAL ENQUIRIES:

Ms. Hilka Kankondi
Manager: Human Resources
Tel: +264 61 320 5111
Email: hkankondi@namcol.edu.na
Or

10.2 ADMINISTRATIVE ENQUIRIES:

Ms. Himeezembi Katjivena
Head of Procurement Management Unit
NAMCOL, Head Office, Windhoek.
Tel: +26461 3025385
Email: himeezembi@namcol.edu.na or Procurement@namcol.edu.na

Closing Date and Time: Tuesday, 24 June 2025, at 10:00 a.m.

Kind regards,

Dr Ngepathimo Kadhila
ACCOUNTING OFFICER