

**REQUEST FOR PROPOSALS MCAN/COM/RFP 1B01001**  
**(Advisory Services to Establish a National Training Fund)**  
**QUESTIONS RECEIVED AND ANSWERS PREPARED**

1. Annex 1 of the ToR lists a number of studies which appear to be both crucial input into the ToR as well as critical background needed to prepare the approach & methodology of the bid. The studies were not attached to the RFP, therefore we would like to ask whether these documents can be made available to the bidders at short notice in order to increase the quality of the bids as well as ensure fair competition

**Answer –** In order to mitigate any perceived conflict of interest, and to enhance the quality of the bids, both of the studies mentioned in the RFP will be published on the MCA-N website by the close of business on Wednesday 17<sup>th</sup> of February for the perusal of all bidders.

2. One of the listed studies was drafted by Mr. Andre Peer / GOPA. Under the scope of services, the consultant is required to "Draft a summary of the actionable recommendations of the GOPA and NEPRU studies...". We also note that GOPA is on the shortlist, thus to us, it appears to constitute a possible unfair advantage (1.8.8. of the instruction to bidders) or even conflict of interest (1.8.1 of the instruction to bidders), depending on the relevance of the mentioned study for the quality of the approach & methodology.

**Answer –** See above

3. Given the above situation, and assuming that you will be able to make the mentioned background studies available to all bidders, we would like to enquire whether an extension of the deadline for submission of the bid can be granted; as to give all bidders the full preparation time with access to all pertinent documents.

**Answer –** MCA-N can unfortunately not consider an extension of the deadline.

4. Will scanned and/or faxed versions of an original signed and initialised document be accepted as being in accordance with the requirement of the RFP and other documents governing this tender (i.e. be considered an original document)?

**Answer –** Scanned or faxed copies will not be considered original documents. Bidders are required to provide original hard copies as part of the original proposal.

5. We have on 15 February 2010 received 3 documents (Doc 1: Namibia Financing and Funding Vocational Education and Training Doc 2: The Establishment of a Vocational Training Levy in Namibia REPORT and Doc 3: Vocational Education and Training Act, 2008) and answers (Clarification: Request for Proposal MCAN/COM/RFP 1B01001) to the request for clarifications.

The question might be understood as requesting all the documents mentioned in annex 1 and as three of the documents have been provided, and given that the answer does not specifically mention that no other documents will be provided within the timeframe for replying to request for clarifications we have the following request for clarification: The cooperation with the assistance offered through Lux Development is mentioned several times in the ToR. Will the Lux Development mission report mentioned in annex (National Study on Vocational Education and Training (VET) in Namibia FEB-OCT 2008 – Mission Report, Lux Development Nam 339 07 142) be made available to the bidders and if so can it be provided as soon as possible?

**Answer –** Yes. The LUX Report is now available through the link provided on the MCA Namibia Website.

6. The ToR mentions that the majority for the Vocational Training Centres (VTCs) in Namibia have been supply driven, with most programming delivered by four state-owned VTCs. What is the current status of these four VTCs?

**Answer –** The VTCs are undergoing a transformation towards self-financing entities and a demand-driven approach. The Zambezi VTC was the first to engage in this transformation process. All VTCs now resort under the NTA.

7. How many entities are registered at present with the Registrar of Vocational Training Centres?

**Answer –** The accreditation of training institutions is part of the mandate of the Namibian Qualifications Authority (NQA), however, vocational training schools are registered with NTA. At present, some 4 VTCs (Government), 10 Community Skills Development Centres (COSDECs) and a further 7 private vocational training service providers are registered with the NTA.

8. What is the reason for selecting only three specific locations for the Consultative meetings with industry groups and other stakeholders? As indicated by ToR the consultative meetings should take place in Windhoek, Swakopmund and Ondangwa.

**Answer** – The locations were proposed to ensure that there is sufficient coverage of the consultative meetings. In their proposals (under methodology), consultants may propose alternative locations and alternative no. of meetings as long as the coverage is optimized.

9. What is the present capacity of the National Training Authority in terms of the staff?

**Answer** – The NTA currently employs 17 staff, as follows: an Acting CEO, 6 Acting Managers, 1 Personal Assistant, 5 Admin Staff and 4 Support Staff. The NTA Board is recruiting the CEO which process is expected to be concluded by early March 2010. Recruitment for the Financial Manager and General Manager will be next, followed by the other professional and support staff. The Consultant will be required to assist with the establishment of the NTF department, as per the TOR. The organizational structure for the NTA is finalized and approved by the NTA Board, except for the NTF department.

10. What is the role of (and relationship between) the NTA and MCA in the project?

**Answer** – MCA-N is the contract manager for this contract and will be the focal point of contact for the Consultant in terms of contract management. MCA-N and NTA have formally entered into a partnership through an Implementing Partnership Agreement and will work together closely during the implementation of this project.

11. Can additional information be provided on the financial system to be developed through support from Lux Development such as: What is the objective of the system? What is the status of the system? When will it be ready for testing? Who is developing the system?

**Answer** – LUX Development Fund is a development partner for NTA, funding Financial Management Data and Management Information System Development. This system combines an MIS with an internal and external Financial Management System (as a VET MIS) that will eventually form the basis for managing and disbursing the NTDF (subject to appropriate inputs and agreements). The system is currently under development with the MIS component 80% complete. The Financial Management System is also under development and will be informed by the TA inputs. Close cooperation between the Consultant and the developers of the VET MIS (through NTA) is anticipated. The VET MIS system development is contracted (through a service contract) to Deloitte South Africa.

12. What support will be provided for stakeholder meetings; e.g. venues?

**Answer** – MCA-N shall not provide any support for stakeholder meetings. Whatever inputs are provided by MCA-N are as stipulated in the Instructions to Consultants (ITC 1.5), and stakeholder meeting support is not included. Consultants would have to include a plan and budget for that in their proposals.

13. Explain in detail how the cumulative (weeks) on the “deliverable and payment schedule” table work or have been calculated?

**Answer –** The timing provided is on the basis of calendar weeks and MCA-N has made provision for approval time within the given schedule to ensure that any time spent by MCA-N in the approval stages does not negatively affect the Consultant’s management of the timelines. MCA-N will ensure swift communication and adherence to timelines.

14. Task 3 (“Recruitment and Selection”) might take a long time and this might affect the start date for task 4. What would you suggest? Can Task 4 commence before all activities in Task 3 are completed?

**Answer –** MCA-N considers the time set aside for recruitment to be sufficient; having provided for an ample period of 6 months for the completion of Task 3 and a further 4 weeks for approvals. Task 4 cannot effectively commence without Task 3 being completed, however, the consultant is free to propose ways in which the piloting can commence without a *full* staff complement.

15. Who is included in the levy pilot and what is the process like? Please provide more information on the pilot.

**Answer –** The TOR comprehensively lists the step by step approach to piloting the NTF system. However, the latter stages of the pilot will require the consultant’s input; in monitoring the recruitment of the training providers, training funding agreements, funds disbursement, etc., a task which will require considerable national coverage.

16. From a strategic perspective, what priorities should the fund address? Can we have access to the National TVET training priorities?

**Answer –** NTA plans to procure training to respond to industry needs as determined by the Industry Skills Committees. The successful Consultant will be expected to assist the NTA in identifying transparent, effective and efficient training policies and processes that would facilitate funding agreements with training providers.

17. To what extent should the consultants develop NTF operational capacity – recruitment and selection of the (key) staff?

**Answer –** In as much as the success of the assignment rests on having the correct staff establishment within the NTF, the Consultant has a vested interest in ensuring a solid human resource platform from which the NTF can operate. Tasks 3.4 – 3.9 clearly outline the requirements of the consultant with respect to the requirements of human resources capacity. The onus is, therefore, on the consultant to develop an effective proposal which satisfies the requirements of the TOR.

18. Will consultative meetings and other costs (travel, per diem, venue, accommodation, possible allowances etc.) related to non-project participants be paid by MCA-N? If not, how do we budget for these?

**Answer –** As per the Instructions to Consultants in the RFP (ITC 3.6), per diem and in-country travel should be included in the total price in Form FIN 2. Consultants will provide **fully loaded prices** (including any international travel, communication, local transportation, office expenses, shipment of personal effects, direct and indirect rates and profits as well as **15% VAT payable in Namibia**).

19. When is the project expected to start?

**Answer –** The evaluation of proposals is expected to commence immediately after the tender closes on 12<sup>th</sup> March 2010. Given important milestones including the technical evaluation, the financial evaluation, the preparation of evaluation reports and the attainment of necessary approvals, MCA-N expects the assignment to start by May 2010.