# REQUEST FOR PROPOSAL SHEET

<table>
<thead>
<tr>
<th><strong>RFP Name</strong></th>
<th>CONDUCTING OF 180 DEGREE (ELECTRONIC) INSTITUTIONAL PERFORMANCE REVIEW FEEDBACK SURVEY AT SOUTHERN AFRICAN SCIENCE SERVICE CENTER FOR CLIMATE CHANGE AND ADAPTIVE LAND MANAGEMENT (SASSCAL)</th>
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<tr>
<td><strong>Delivery Times</strong></td>
<td>1&lt;sup&gt;st&lt;/sup&gt; March 2024 – 30&lt;sup&gt;th&lt;/sup&gt; April 2024</td>
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<td><strong>Due date for submission</strong></td>
<td>15&lt;sup&gt;th&lt;/sup&gt; February, 2024</td>
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<td><strong>Delivery Terms</strong></td>
<td>As per agreed and signed contract terms</td>
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<td><strong>Enquiries</strong></td>
<td>Ms. Johanna Mumangeni, Email: <a href="mailto:johanna.mumangeni@sasscal.org">johanna.mumangeni@sasscal.org</a>, Telephone number +264 61 – 226730 (office)</td>
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<td><strong>Submission address</strong></td>
<td>Proposals with supporting documentations shall be submitted by e-mail with the subject line: “Proposal for Institutional Review, 180 degree feedback for attention of Dr. Jane Olwoch, Executive Director, SASSCAL, Regional Secretariat, Windhoek, Namibia, to the email: <a href="mailto:tenders@sasscal.org">tenders@sasscal.org</a>”</td>
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<td><strong>Evaluation Criteria</strong></td>
<td>SASSCAL will evaluate the bid based on qualifications requirements, experience, proposed methodology/proposed approach, statutory compliance, costs, quality assurance and reference. Shortlisted service provider may be invited for presentation and discussion.</td>
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<td><strong>Requirements and Documents to be submitted</strong></td>
<td>Refer to the ToRs.</td>
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TERMS OF REFERENCE (ToRs)

Conducting of 180 Degree Electronic Institutional Performance Review Feedback (Survey) At Southern African Science Center For Climate Change And Land Adaptive Management (SASSCAL)

1. BACKGROUND
The Southern African Science Service Centre for Climate Change and Adaptive Land Management (SASSCAL) was established as a joint initiative of Angola, Botswana, Namibia, South Africa, Zambia and Germany in response to the challenges of global change. The Institution celebrated its 10th Year Anniversary in April 2022. As SASSCAL approaches the next decade, it is vital that we assess ourselves in all aspects that define the institution, looking at both internal and external factors. In a team-focused atmosphere, 180 degree feedback surveys can be very effective in letting the employee know how team members view the effectiveness of their performance and the impact they have on their work value chain. Employees will receive confidential and anonymous feedback from managers, peers, and direct reports on how they relate to/and live the company values while supervisors get a better understanding of their subordinates’ strengths and weaknesses.

It is in this spirit, that SASSCAL invites suitably qualified service providers to submit proposals (Request For Proposal, RFP)/quotations for the conducting /implementation of institutional review of 180-degree survey feedback in a manner that enhances the performance of the institution.

2. OBJECTIVES
The overall objective is to conduct a comprehensive 180 degree institutional review on individual performance that would strengthen the internal capacity of SASSCAL and ensure that staff and the Board are living the organisational values and effectively contributing to the success of the organisation.
3. SCOPE OF WORK AND DELIVERABLES

Working under the direct supervision of the Executive Director (ED), the consultant shall undertake but not necessarily limited to the tasks below:

- Develop, present (virtually) and discuss an inception report with interpretation of the terms of reference, a detailed data collection methodology and a detailed work plan with timeline, analysis methods.
- Conduct thorough assessment and diagnostic analysis of the organization’s structure, culture, processes and performance.
- Assess the organization’s culture and engage SASSCAL staff (virtually) and provide recommendations for creating a positive work environment.
- Develop an evaluation tool/questionnaire specifically aligned to the SASSCAL Value propositions, processes, structure, culture and conduct 180 degree Institutional assessment by collecting data (electronically) from the Board members and Staff at the Regional Secretariat and National Nodes (satellite offices in member states), **NB: No travelling will be required to collect data.**
- Develop and workshop the document/guide, describing step by step on how the 180-degree feedback will be conducted
- Produce a detailed assessment report on individual scoring integrating all issues raised by institutional review.
- Produce and present a summary report to management on the findings/achievements and recommendations.

4. REQUIREMENTS

The company shall possess the following requirements:

a) A fully registered organization with all relevant authority. Certified copies must be attached.
b) Must poses original good standings from relevant authorities in country of registration.
c) Must be registered for to provide management consulting services, organizational
development, Social Science or similar services as its core offering.

d) Must provide previous references for similar work done within the past 10 years preferably regional or international. At least two reference must be attached.

e) Must have a physical infrastructure in place by providing a lease agreement and fitness certificate from a competent local authority.

f) Must provide a bank confirmation letter

g) CVs of consultants:

i. Minimum of Master Degree in Industrial Psychology, Social Sciences field with particular emphasis on Performance Management; Organisational Development, Change Management, Human Resources Development, Business Administration or equivalent.

ii. Excellent oral and written communication, analytical, presentation and report writing skills

iii. Minimum three years of individual experience in conducting institutional review assessments.

5. PERIOD OF IMPLEMENTATION

The intended start date is as soon as the contract agreement has been signed by both parties and the period of implementation of the contract will be two months from the date of signature.

6. LOCATION

The location of this assignment will be SASSCAL Regional Secretariat, Namibia and its offices in member states, however the assignment will be undertaken virtually and all meetings will be facilitated virtually.
7. **EVALUATION CRITERIA**

SASSCAL will evaluate and select a company that offer best value for money and demonstrated excellent knowledge and experience on Institutional review assessment. The evaluation will be based on the following criterion:

A. **Qualifications**

- **Weight:** [20]
- **Criteria:** Must have relevant qualifications and certifications in Organizational Development, Performance Management, Human Resources Management and Training, Business Administration and related field.

B. **Experience and Expertise:**

- **Weight:** [15]
- **Criteria:** Demonstrated experience in institutional review and assessment. Provide reference letters and outputs of previous works indicate year, project name, cost, and status of execution.
- Indicate contactable references from previous clients who can testify and vouch for the Consultant.

C. **Statutory Compliance**

- **Weight:** [20]
- **Criteria:** Must provide all statutory business and legal documents from relevant authority such as tax authority, social security and relevant authorities in a country of registration.

D. **Methodology and Approach**

- **Weight:** [15]
- **Criteria:** Clear and well-defined methodology and approach for conducting 180 Degree Institutional Review feedback survey.
E. Cost

- **Weight:** [20]
- **Criteria:** Clear and well detailed cost on each activities.
- Must indicate a clear financials with phased work-packages and deliverables.

F. Quality Assurance Process

- **Weight:** [5]
- **Criteria:** Clear explanation of quality control measures.
- Internal and External Quality control measures or processes should be demonstrated clearly.

G. Confidentiality and Security

- **Weight:** [5]
- **Criteria:** Must be able to maintain professional secrecy and confidentiality and maintain integrity of data shared with them.

8. REPORTING REQUIREMENTS

a) SASSCAL will require an initial meeting for the successful bidder to present the inception report as well as agree on the process.

b) Progress meeting feedback may be held when necessary, until completion of the project.

c) Final report shall be submitted at the end of the project before the final payment is made.