



**Development
Bank of Namibia**

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PROCUREMENT MANAGEMENT UNIT

CLARIFICATIONS

Procurement Reference Number: SC/RFP/DBN-36/2025

Description: Provision of Corporate/Business and Team Coaching Services for the Development Bank of Namibia for a Period of Thirty-six (36) Months (Time-Based contract)

No.	Item	Comments/Response
1	<p>Clarification date: Monday, March 2026, 10:51 AM</p> <p>1. Scope & Demand Could you please indicate the anticipated volume of coaching engagements (e.g., number of individuals/teams per annum) expected under this contract?</p> <p>2. Coaching Mix Is there an anticipated split between: - Executive coaching - Team coaching - Business/corporate coaching</p> <p>3. Training Component The RFP indicates that training forms part of the scope. Could you please clarify: - The expected types of training (e.g., leadership development, team effectiveness, coaching capability)</p>	<p>Feedback date: Monday, November 24, 2025</p> <ul style="list-style-type: none">• We have a current workforce of about 140 employees. The coaching interventions will cut across the organization as the need arises for individuals and teams.• No. The Bank will guide or request for services required as the need arises.• It should be integrated. The main goals of coaching in the workplace focus on improving individual performance, honing employee skills, and encouraging professional growth to propel the organization forward. It seeks to close the gap between where employees

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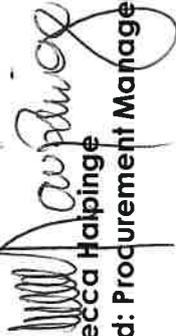
	<p>- Whether training is to be delivered as standalone interventions or integrated with coaching engagements</p> <p>4. Success Measures & Reporting What key success metrics or evaluation criteria will be used to assess the effectiveness of coaching interventions? Additionally, what level of reporting is expected (e.g., individual feedback, aggregate insights, executive reporting)?</p>	<p>currently are and where they can potentially reach, ultimately boosting their engagement at work.</p> <ul style="list-style-type: none"> • We will evaluate outcomes across individual behavior change, workplace relationships, performance improvement, and organizational impact. Considering, inter alia: <ul style="list-style-type: none"> ➢ Achievement of coaching objectives ➢ Behavioral change and application ➢ Emotional Intelligence and Self-Awareness ➢ Conflict Resolution and Relationship Improvement ➢ Performance and Productivity ➢ Stakeholder Feedback (360° Perspective) ➢ Employee Engagement and Workplace Climate ➢ Sustainability of Change ➢ Participant Satisfaction ➢ Organizational Impact <p>Evaluation Tools</p> <ul style="list-style-type: none"> ➢ Pre- and post-coaching self-assessment questionnaires ➢ 360-degree feedback surveys ➢ Manager feedback reports ➢ Coaching progress reports
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	<p>➤ Follow-up interviews or reflection reports</p> <p>It will be a combination of quantitative measures (scores, surveys) and qualitative evidence (observations, testimonials, behavioral examples) to obtain a balanced evaluation.</p> <p>Additionally, levels of reporting are expected (e.g., individual feedback, aggregate insights, executive reporting):</p> <ul style="list-style-type: none"> ➤ Monthly Progress Reports. ➤ providing detailed progress evaluation ➤ Reporting to managers/Executive teams ➤ Final Impact Report with actionable recommendations for ongoing development. 	<ul style="list-style-type: none"> • Skills Audit • Organizational Culture Change <ul style="list-style-type: none"> • A simplified Technical Proposal is required,
<p>5. Strategic Alignment</p> <p>To ensure alignment of the coaching interventions, could you please share any priority leadership, culture, or organisational effectiveness themes currently being focused on within DBN?</p>		
<p>6. Evaluation Criteria Clarification</p> <p>The Data Sheet indicates that a Full Technical Proposal is required; however, the evaluation criteria</p>		

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reference Simplified Technical Proposal scoring.
Kindly confirm which evaluation criteria will apply.



Rebecca Halpinge
Head: Procurement Management Unit

Date


DEVELOPMENT BANK OF NAMIBIA

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