



**Development
Bank of Namibia**

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PROCUREMENT MANAGEMENT UNIT

CLARIFICATIONS

Procurement Reference Number: SC/RFP/DBN-45/2026

Description: Provision of Evaluation Services for the National Mentoring and Coaching Programme, for a Period of four (4) Months (Lump-Sum contract)

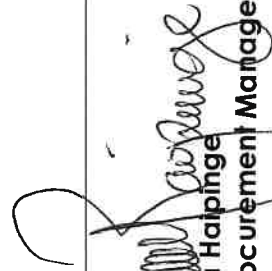
No.	Item	Comments/Response
1	<p>Clarification date: Tuesday, May 18, 2026, 18:54 PM</p> <p>a) The tender titled "Provision of Evaluation Services for the National Mentoring and Coaching Program for a Period of Four (4) Months (Lump-Sum Contract)." Upon reviewing the tender documentation, we noted that the Financial Proposal – Standard Forms appear to be omitted.</p> <p>b)</p>	<p>Feedback date: Wednesday, May 27, 2026</p> <ul style="list-style-type: none"> Financial forms are included in the document; bidders should refer to page 53 to page 59.
2	<p>Clarification date: Friday, May 22, 2026, 09:30 AM</p> <p>a) about the reference letters and how you calculate those numbers. would be possible to get excess of the project document. You know, just the project document that would give us that is in a public sphere that would give us information about the the goals and objectives and activities of the mentoring and coaching. Project. Just in order to contextualize our proposal a bit more.</p>	<p>Feedback date: Monday, November 24, 2025</p> <ul style="list-style-type: none"> Unfortunately, we do not have any documents that are in the public domain. We do, however, have guidelines, although I'm not sure whether those would be relevant. Even those are internal documents and form the basis on which we administer the program internally. What we can perhaps share are the topics covered, the expectations, and the reporting requirements. However, what is

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	<p>b) if a company has. Evaluation experience for duration of three years. in fields such as, let's say, evaluating the implementation of the health sector policies, education sector policies, or evaluating agricultural projects, but not necessarily within the SME landscape. Would that count or not?</p>	<p>important for us is to see in the technical proposal how the bidding companies intend to approach the project. For example, what is your approach to monitoring and evaluation? Have you done this before? What methodology would you use? What is your sampling approach, and so on? We would like to see the overarching principles you apply in evaluating projects.</p> <p>Once we are satisfied with the technical proposal, we would then move on to the financial proposal to determine whether it aligns with our budget. If that is also satisfactory, then once the project has been awarded, we will hold internal meetings to provide access to all the necessary information.</p> <ul style="list-style-type: none"> • Yes, the scope extends to all capacity-building programs, including those within the health sector. This broadens the requirement beyond a single program focus. The Bank's primary interest is in your organization's capability and expertise in conducting monitoring and evaluation (M&E). Specifically, we would like to understand your approach to assessing program performance, including baseline assessments, target setting, indicator development, outcome measurement, and impact evaluation. We are interested in how you determine whether program objectives
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		<p>were achieved, what results were attained, and what measurable changes occurred before and after program implementation. This is the level of expertise the Bank expects from an M&E consultant, and it is important that these competencies are clearly reflected in the proposal. The detailed specifications of the program itself will be shared with the successful bidder at a later stage. At that point, the appointed consultant will receive access to the relevant internal documentation and program-specific information required to execute the assignment effectively. At this stage, the key consideration is the quality of the proposed M&E framework, particularly the indicators, methodologies, and reporting approaches that will be used to produce credible and high-quality evaluation reports. In addition, bidders are encouraged to demonstrate an understanding of the broader objectives and intended outcomes of the SME program. Ultimately, the core requirement for this assignment is strong expertise in monitoring and evaluation, which is why the scope has been broadened to include experience across other capacity-building programs as well.</p>
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Date: 2026-05-29
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