

REQUEST FOR PROPOSALS

CONSULTANCY SERVICES FOR COMPANY WIDE BASELINE CULTURE ASSESSMENT



Namibia Diamond Trading Company (Pty) Ltd (NDTC) is seeking experienced Service Providers to provide proposals for Consultancy Services to provide a baseline scan of the organizations culture.

SCOPE OF SERVICES:

1. Baseline diagnostic of current state
2. Gaps / Shortcomings / areas of improvement identified
3. Recommendations on and expected outcomes
4. Project implementation plan.

Consultancy time schedule

A total of three (3) months has been allocated for the baseline assessments to be conducted (project schedule)

DOCUMENTATION TO BE SUBMITTED:

1. Business profile and areas of expertise for this audit.
2. Curriculum vitae (CV) of at least two (2) lead consultants nominated for the project, indicate years of relevant experience.
3. Outline the proposed research methodology for the audit.
4. Provide the proposed audit schedule.
5. Certified copies of qualifications of professionals.
6. Provide references, with at least two (2) corporate reference letters.

CLOSING DATE: 28 June 2023

SUBMISSIONS:

Registered businesses that are interested in providing such services are requested to submit the required documentation to:

Email Address: Tenders@ndtc.com.na

Subject line description: **NDTC 1002/2023 CONSULTANCY SERVICES FOR COMPANY WIDE BASELINE CULTURE ASSESSMENT**

File Type: Submissions to be in PDF format

DISCLAIMER

Disclaimer: The above deliverables may change based on additional or revised requirements from the NDTC Executive team and other key stakeholders. Any changes made will be formally communicated.

NDTC shall NOT accept any submissions rendered after the closing date and time.

ENQUIRIES

The Acting Senior Manager:

Human Resources

Tel: +264 61 204 3226

Email: JMcllune@ndtc.com.na

