

**Terms Of References**  
**For**  
**Expression of Interest for Training and Capacity**  
**Building Consultant (TCBC)**

M.P.

gvs

## **Table of Content**

1. Background .....	3
2. Description of Goods or Services (Specifications) .....	3
3. Contract Duration and Payment Plan .....	5
4. Required Documents and Other Deliverables .....	6
5. Approval of this Document .....	8

## **1. Background**

The National Commission on Research, Science and Technology (NCRST) is a Public Enterprise governed by the provisions of the Research, Science and Technology Act, 2004 (Act No. 23 of 2004) and the relevant sections of the Public Enterprises Governance Act, Act No 1 of 2019.

The NCRST with support from Social Security Commission aims to provide customised training for the National Innovation Challenge (NIC) Programme. The NIC Programme is a flagship initiative to drive innovation in Namibia, fulfilling the objectives of the Research, Science and Technology Act, 2004 (Act No. 23 of 2004). The NIC is a business acceleration programme aimed at fostering innovative entrepreneurs, start-ups, and Small to Medium Enterprises (SMEs) in Namibia.


The overarching goal of the programme is to enhance the entrepreneurship ecosystem in the country and promote job creation through innovative entrepreneurial ventures. Through targeted training modules, the NIC Programme equips participants with business planning, financial management, market research, and intellectual property knowledge to become ready to pitch to potential investors. This initiative also aims to support innovative entrepreneurs, start-ups, and SMEs in advancing through the Innovation Readiness Levels (IRLs) across diverse sectors.

## **2. Description of Goods or Services (Specifications)**

This document provides the Terms of Reference (ToR) for the expression of interest for potential trainer(s), or a training institution herein referred to as the Training and Capacity Building Consultant (TCBC) who will be contracted to provide customised training for the NIC Programme in collaboration with the NCRST. This document invites interested parties to express their interest.

### **2.1 Scope of Work**

The scope of work for this TOR aims to appoint a consultant who will be responsible for:

M.P. 

### **Phase I: 03 – 07 November 2025**

- a. Develop a practical training programme (including agenda, manual, presentations, and practical tools) based on the Business Model Canvas (BMC), Business Planning Development (BPD), Market Research, Introduction to Pitching, Intellectual Property, Business Registration in alignment with BIPA, SSC and NamRA.
- b. Develop training materials and practical tools to be submitted for approval by the NCRST prior to the training sessions.
- c. Deliver a 5-day face-to-face training and evaluate the training.
- d. Ensure that participants' BMC and Business Plan (BP) are developed, refined and aligns with the IRL.
- e. Provide a Phase I training report.

### ***Expected Outcome:***

Participants will gain practical skills through comprehensive training that deepens their understanding of business models, business planning, intellectual property, and local registration requirements. By the end of the programme, each participant should be able to develop compliant business documentation, including a refined BMC and BP, prepared for submission and further iteration. The BP will reflect how innovation progresses from one IRL to the next, demonstrating the venture's development and growth potential. This hands-on approach significantly enhances their entrepreneurial capacity, equipping them to effectively launch or improve their business ideas within Namibia's innovation ecosystem.

### **Phase II: 24-28 November 2025**

- a. Develop a practical training programme (including agenda, manual, presentations, and practical tools) based on Finance (costing & projections) towards developing a 3-year financial projection to implement the BP, Funding Opportunities and Pitching
- b. Develop training materials and practical tools to be submitted for approval by the NCRST prior to the onsite sessions.

- c. Deliver a 4-day face-to-face training module and evaluate the training.
- d. Provide a Phase II training report.

**Expected Outcome:** The training will equip participants with practical skills to develop accurate financial models, including detailed costing and 3-year financial projections, essential for sustainable business planning. The participant will gain knowledge of funding opportunities in Namibia and learn how to prepare compelling funding applications and business pitches. By the end of the training, each participant completes a robust financial projection and a refined business plan that supports moving their innovation through IRL. This comprehensive training enhances their confidence, entrepreneurial capacity, and readiness to implement and scale innovative ventures within Namibia's business ecosystem.

### 3. Contract Duration and Payment Plan

#### Contract duration

The contract is for a period of 2 months, depending on the milestone delivery, the contract will commence on date of signing of the contract.

The expected deliverables, payment and timelines are as follows:

	Deliverables/Outputs	Timelines (working days)
Pre-Phase I training	Develop a practical training programme (including agenda, manual, presentations, and practical tools) based on the BMC, BPD, Market Research, Introduction to Pitching, Intellectual Property, Business Registration in alignment with BIPA, SSC and NamRA	10 days before training starts
	Submit electronically to NCRST for approval	
	Approval of training materials and practical tools by the NCRST	5 days after submission
Phase I training	Completion of 5-days face to face training (maximum 20 participants) and evaluation of the participation of trainees	5 days
	Submission of Phase I training report for approval	5 days after training completion
	Approval of Phase I training report by the NCRST	5 days after submission
	Develop a practical training programme (including agenda, manual, presentations, and practical tools) based on Finance	10 days before training starts

Pre-Phase II training	(costing & projections) towards developing a 3-year financial projection to implement the BP, Funding Opportunities and Pitching	
	Submit electronically to NCRST for approval	
	Approval of training materials and practical tools by the NCRST	5 days after submission
Phase II	Completion of 4-days face to face training (maximum 20 participants) and evaluation of the participation of trainees	4 days
	Submission of Phase II training report for approval	5 days after training completion
	Approval of Phase II training report by the NCRST	5 days after submission

**The consultancy budget should cover:**

- Consultant fees
- Development of training materials for workshops
- Administrative costs
- Report writing costs

**Payment Schedule**

- **Initial Payment upon Approval of Phase I training report by the NCRST:** 50% of the total contract value will be paid upon submission and approval of Phase I training report.
- **Final Payment upon Approval of Phase II training report by the NCRST:** 50% of the total contract value will be paid upon the submission and approval of Phase II training report.

#### **4. Required Documents and Other Deliverables**

To be considered as a trainer (s), applicants must meet the following requirements:

- Hold at least a relevant bachelor's degree.
- Demonstrated experience in creating and executing training.
- Provide three relevant written references from the past three years, showcasing experience in the following areas:

- Business Model Canvas
- Business Planning
- Intellectual Property
- Business Registration
- Market Research Techniques
- Financial Projection
- Strategic Planning
- Funding Opportunities
- Pitching
- Excellent reporting and presentation skills in English

Below are requirements for firm/ company submission:

1. A brief implementation plan (max. 4 pages) covering:
  - Content
  - Approach
  - Training format (suggested for Phase I to Phase II, face-to-face)
  - Identification of specialists and mentors for participants during the trainings
2. Full updated CV highlighting relevant experience of the trainer(s).
3. Three written references with contact details for similar engagements.
4. Daily rate in Namibian Dollars.

*\*Original or duly certified copies of the prescribed documents specified above shall be included as an annex to the bid package. Non-Compliance to the above will render the submission invalid and therefore disqualified.*

## 5. Approval of this Document

This document was submitted and approved by:

### SUBMITTED BY:

NAME: MR. GRANT BALIE

MANAGER: IIR

NATIONAL COMMISSION ON RESEARCH, SCIENCE AND TECHNOLOGY

SIGNATURE: 

DATE: 20/08/25

### RECOMMENDED BY:

NAME: DR. PAUL MUNGEYI

ACTING GENERAL MANAGER: ITD

NATIONAL COMMISSION ON RESEARCH, SCIENCE AND TECHNOLOGY

SIGNATURE: 

DATE: 20/08/2025

### APPROVED BY:

PROF. DR. ANICIA PETERS

CHIEF EXECUTIVE OFFICER (CEO)

NATIONAL COMMISSION ON RESEARCH, SCIENCE AND TECHNOLOGY

SIGNATURE: 

DATE: 20/08/2025