

**TERMS OF REFERENCE FOR A CONSULTANT TO DEVELOP A
STRATEGIC AND ACTION PLAN OF THE NATIONAL SPATIAL DATA
INFRASTRUCTURE FOR NAMIBIA**

1. Background

The Namibia Statistics Agency (NSA) collects and compiles a wide range of data for its ongoing work in support of monitoring national development and to inform development planning and decision making in the country. Under the framework of the Statistics Act (Statistics Act No. 9 of 2011) and Namibia's Fourth National Development Plan, the NSA, together with the Ministry of Land Reform were charged to take the lead in developing a National Spatial Data Infrastructure (NSDI) Policy to improve the production, sharing and use of spatial data. The NSDI policy was formulated after a comprehensive stakeholder consultation. The Statistics Act also provides for the establishment of the Committee for Spatial Data to advise the minister in matters relating to the NSDI; this committee was established in the first quarter of 2014. The NSDI policy was approved by the Committee for Spatial Data and gazetted in the government gazette in March 2015. The policy provides the framework or basis within which a strategic plan for the development of the NSDI and sectorial spatial plans must be prepared.

2. Current Status of the NSDI Development

The NSA is in its initial stage in establishing the institutional framework for the NSDI within the agency. The institutional framework involves the establishment of a resourced NSDI Secretariat which is an organizational unit tasked in assisting the Statistician-General to implement and administer the NSDI and provide secretarial services (technical and administrative functions) to support the Committee for Spatial Data in its work. At the meeting of 27 February 2015, the Committee commissioned for the development of a 5 year strategy and action plan for the NSDI. The strategy and action plan once completed will guide the operationalization of the NSDI within the NSA.

3. This Consultancy

A consultant is required to provide technical guidance to the Committee for Spatial Data and therefore NSA on the development of a strategic Plan for the National Spatial Data Infrastructure. The consultancy has five high level outcomes as listed below which will form part of the strategy and action plan document:

- A mission and vision statement for the NSDI
- Outcome-oriented goals and objectives that address all aspects of the NSDI for the next 5 year period from 2015 – 2019.
- A clear description of how the goals and objectives are to be achieved. This should include a description of the resources needed to achieve the goals and objectives and how the NSA is to work with other agencies or NSDI stakeholders to achieve them.
- An unambiguous performance indicators/measures to achieving the stated goals; and
- External factors that could affect the achievement of the identified goals and objectives

Specific activities of the Consultant will include the following:

- Conduct debriefing meetings with the NSDI Secretariat and the Committee for Spatial Data to agree on the way forward;
- Conduct a desktop review of different NSDI strategic plans and best practices elsewhere and use them for benchmarking and formulation;
- Together with the Committee for Spatial Data and NSDI Secretariat, develop a mission and vision for the NSDI which aligns with the NSA and its NSDI stakeholders.
- Formulate priority goals and objectives for the next 5 years and enumerate clear activities to each objective;
- List the resources required to achieve each objective and potential alternative sources of such resources where applicable;
- Prepare progress reports of the consultancy and any other key findings;
- Identify weaknesses and threats in the NSDI system and suggest ways to address them;
- Identify strengths and opportunities in the NSDI and suggest ways in which the Committee for Spatial Data and NSA can take advantage of them;
- Suggest monitoring and evaluation strategies to track implementation of strategy and action plan;
- A 2-day strategic plan workshop is planned in June by the NSDI Secretariat where the Committee for Spatial Data and the Consultant will come together to finalise the strategy and action document.

- Compile and present final reports to the NSDI Secretariat and the Committee for Spatial Data;
- Develop and submit a Strategy and Action Plan document.

4. NSDI Applicability

The NSDI policy applies to the government institutions who are in any way custodians or producers of spatial data including all government spatial data sets. This makes the NSDI policy a multi-sectorial policy with different players, who are responsible for different fundamental datasets as prescribed. Due to the multi sectorial nature of the policy, the development of a strategic plan requires a holistic approach; therefore technical input from all stakeholders dealing with spatial data is imperative.

5. Deliverables

The consultant will be expected to deliver the following:

- Inception report
- Subsequent progress reports
- Scheduled presentation of the reports
- Strategic Plan Document

6. Timeline

The consultant will be hired for a duration of **31 working days**, starting from the date of signing of the consultancy contract. This is currently anticipated to be the end of **May 2015**. The timeline will be divided as follows:

Effort	Task
1 day	Inception Meeting with NSDI Secretariat
10 days	Stakeholder consultation and NSDI environmental scan, desktop study on best practices
5 days	NSDI strategic workshop with the Committee for Spatial Data and NSDI Secretariat
5 days	In-house review of draft strategy and action plan with the NSDI Secretariat
5 days	Circulate draft strategy and action plan to the Committee for Spatial Data and NSDI Secretariat for final comments
5 days	Incorporate final comments and finalization of the NSDI Strategy and Action Plan
Total Effort = 31 Days	

7. Payment and costs

The cost of this consultancy should be incorporated in the expression of interest, quoted in *Namibia dollars*. Travel costs where applicable will be paid as per NSA Travel and DSA policy and must not be included in the consultancy fees.

8. Qualifications and experience

- Minimum qualification of a Master Degree in Geo-Informatics/Geographic Information Science or related field. A higher level qualification would be an advantage and relevant work experience.
- Demonstrate experience in Geo-Information Technology/Geographic Information Science management and past experience of working with NSDI will be an added advantage.
- Strong analytical skills and ability to clearly synthesize and present findings, draw findings, draw practical conclusions, make recommendations and to prepare well-written reports in a timely manner;
- Knowledge and understanding of the implementation and coordination of a national spatial data infrastructure
- Knowledge of the status quo of spatial data management in Namibia;
- Demonstrate capacity to work both independently and as part of a team;
- Having knowledge / expertise in either of the following areas in their relevance and application to NSDI, is desirable
 - Geo-Information Technology / Geographic Information Science management
 - Public administration
 - NSDI management
 - NSDI technical design
- Excellent English writing, communication and presentation skills.

9. Key Competencies

The candidate should have proven competencies in the following areas:

- Communication
- Team work
- Leadership
- Planning and organizing
- Time management

- Technological awareness

10. Submission of Application

Applications must reach NSA not later than **15 May 2015 at 16:30**. Applications and any enquiries regarding this consultancy should be submitted electronically by email to Mr. Alex Mudabeti, Deputy Director: Spatial Data & NSDI, at AMudabeti@nsa.org.na or they can be physically delivered at the help desk on the Ground Floor, NSA Head Office, Post Street Mall , FGI House, Windhoek.

All applications should contain an application letter detailing the consultant's availability, experience, expected key milestones and a CV containing references of similar work previously completed. Notice that supporting documentation might be requested from applicants. Also note that no documents will be returned and only the successful applicant will be notified.