



TERMS OF REFERENCE

CONSULTANCY FOR FACILITATION AND DEVELOPMENT OF A STRATEGY FOR THE NAMIBIA ASSOCIATION OF MEDICAL AID FUNDS [NAMAF]

1. Statement of Purpose

Namaf is established in terms of the Medical Aid Funds Act, 1995 (Act No. 23 of 1995). In terms of section 10 (3) of the Act, 1995, Namaf's statutory objects is to *'control, promote, encourage and co-ordinate the establishment, development and functioning of funds in Namibia'*. To achieve this object, section 12 of the Act, 1995 empowers Namaf to:

'consider any matter affecting medical aid funds or the members of such funds and make representations or take such action in connection therewith as the Association may deem advisable'.

and

generally, do anything that is conducive to the achievement of its objects and the exercise of its powers, whether or not it relates to any matter expressly mentioned in this section'.

Hinged on the ended transformational strategy (2018-2020), the current three (3) years (2021-2023) strategy ends on 31 December 2023. The professional service of a Consultant is required to facilitate the strategy for next three years (2021 -2023) which will set the long-term direction for implementation of Namaf's statutory mandate.

2. Objectives

The overall objective of this consultancy is to develop a three-year strategy to ensure that Namaf fulfils its statutory mandate.

3. Scope of Work

The scope of work for the Consultant will include but not be limited to:

- 3.1 Review the vision and mission based on Namaf's statutory mandate.
- 3.2 Take stock of the level of performance of the current Strategy.
- 3.3 Through a facilitative and consultative process by application of the Business Model Canvas develop strategy.



3.4 Propose a strategy for achieving the strategic objectives and key results; and

3.5 Hold stakeholder meeting(s) to gauge expectations for inclusion and/or consideration in the Strategy.

4. Deliverables

At the end of the consultancy, the Consultant must produce and deliver a three-year Strategy (2024-2026).

5. Time Span

This assignment is expected to be carried out for a period of 60 man-days.

6. Institutional Arrangements

6.1 Reporting

The Consultant will report to the Chairperson of the Management Committee (MC) through the Chief Executive Officer (CEO).

6.2 Background Information

Namaf will provide the following:

- (a) Medical Aid Funds Act, 1995 (Act No. 23 of 1995);
- (b) 2018 – 2020 Strategy;
- (c) 2021 -2023 Strategy;
- (d) 2021 – 2023 Performance Reports;
- (e) Stakeholder Engagement Strategy;
- (f) Brand Strategy; and
- (g) Stakeholder Perception Survey, and any other information as may be required from time-to-time.

6.3 Liaison



The Stakeholder Relationship and Communication Manager, Ms. Uatavi Mbai, shall coordinate meetings and other activities under the Consultancy.

7. Expertise

7.1 Academic Qualifications

At least a Master's degree in a relevant field in planning, public policy, development studies, health economics.

7.2 Experience

- 7.2.1 At least five (5) years professional experience in strategic planning and management.
- 7.2.2 Proven experience in facilitation and development of strategy by using Business Model Canvas.
- 7.2.3 Knowledge of the medical aid funding is an added advantage.

7.3 Skills and Competencies:

- 7.3.1 Ability to work with minimal supervision.
- 7.3.2 High level written and oral communications skills in English.
- 7.3.3 Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy, and integrity.
- 7.3.4 Demonstrate excellent interpersonal and professional skills in interacting with diverse stakeholders and interested parties.
- 7.3.5 Skills in facilitation of strategy development process.
- 7.3.6 Evidence of having undertaken similar assignments.
- 7.3.7 Experience in healthcare financing or operations of medical aid funds.

8. Application process



Interested and qualified candidates should submit their proposals and applications which should include the following:

8.1 Detailed Curriculum Vitae of the Consultant any that of any person to be fielded to the engagement; and

8.2 Proposal for implementing the consultancy.

Applications should be emailed to corporatecomm@namaf.org.na and reach us not later than Thursday, 23 March 2023.