



NAMIBIA
INSTITUTE OF
CORPORATE
GOVERNANCE

EXPRESSION OF INTEREST POOL OF GOVERNANCE SERVICE PROVIDERS

The Namibia Institute of Corporate Governance (NICG) invites suitably qualified and experienced professionals, consultants and firms to submit applications for inclusion in its Pool of Governance Service Providers. Successful applicants may be considered for future governance-related assignments on an ad hoc and assignment-specific basis, subject to NICG requirements and applicable procurement processes.

AREAS OF EXPERTISE REQUIRED

Board and Management Training: Governance training; ethical leadership; risk governance and compliance; the role of the company secretary; integrated reporting; ESG; board induction; AI governance; IT governance; fiduciary duties; stakeholder governance; and public-sector, private-sector and non-profit governance.

Board and Executive Effectiveness: Board and EXCO retreats; board induction; board and executive development; boardroom dynamics; leadership alignment; and governance action planning.

Strategic Planning and Facilitation: Strategic planning sessions; strategy reviews; facilitation of Board and EXCO planning sessions; development of strategic priorities, implementation plans and performance measures.

Governance Frameworks and Documentation: Drafting and reviewing board charters, committee terms of reference, delegations of authority, codes of conduct, governance policies, committee workplans and governance manuals.

Company Secretarial and Governance Support: Company secretary support; meeting governance; agenda planning; minutes and resolutions; statutory and governance calendars; board packs; action tracking and committee administration.

Governance Advisory Services: General governance guidance and advisory support; governance maturity reviews; implementation of King IV, the NamCode, PEGA and related governance frameworks; institutional strengthening.

Board and Organisational Assessments: Board, committee and individual director evaluations; skills-gap analyses; governance audits; governance effectiveness reviews; institutional capacity assessments.

Risk, Compliance and Assurance: Enterprise and governance risk assessments; compliance reviews; risk appetite and risk framework development; policy compliance assessments; governance assurance support.

Benchmarking, Research and Thought Leadership: Governance benchmarking exercises; comparative governance reviews; policy and legislative research; governance rankings and assessments; white papers, research reports and thought-leadership publications.

Stakeholder and Community Governance: Stakeholder mapping and engagement; community governance and accountability; stakeholder-inclusive governance; governance-related dialogue and facilitation.

MINIMUM ELIGIBILITY REQUIREMENTS

- Suitably qualified independent professionals, consultants or registered firms with demonstrable governance-related expertise.
- Relevant academic and/or professional qualifications in governance, law, business, finance, risk, compliance, strategy, company secretarial practice, public administration or a related field.
- A minimum of five years of relevant professional experience in the proposed area of expertise.
- Demonstrable experience working with boards, executive teams, committees, public entities, private-sector organisations or non-profit organisations.
- Ability to provide high-quality, practical and context-appropriate governance support within agreed timelines.
- Good standing with relevant professional or statutory bodies, where applicable.

GENERAL COMPETENCY REQUIREMENTS

- Integrity, independence, professionalism and sound ethical judgement.
- Excellent facilitation, analytical, writing, presentation and stakeholder-engagement skills.
- Strong understanding of recognised governance frameworks and the Namibian governance environment.
- Ability to maintain strict confidentiality and manage sensitive institutional information.
- Accuracy, attention to detail, accountability and the ability to meet agreed deadlines.
- Ability to work collaboratively with NICG and its clients while maintaining professional independence.

REQUIRED SUBMISSION DOCUMENTS

- Cover letter indicating the service category or categories applied for.
- Comprehensive company profile or curriculum vitae.
- Certified copies of relevant academic and professional qualifications.
- Proof of company registration and good standing, where applicable.
- Valid tax and Social Security good-standing certificates, where applicable.
- At least two relevant references or examples of comparable assignments completed.
- A brief methodology or statement of capability for each selected service category.
- Indicative professional fee structure or daily rate.

APPOINTMENT AND ENGAGEMENT

Successful applicants will be considered for inclusion in the NICG pool of governance service providers. Inclusion in the pool does not guarantee appointment or a minimum volume of work. Service providers may be invited to submit assignment-specific proposals or quotations and will be engaged based on the nature of the assignment, expertise required, availability, performance, value for money and compliance with NICG procurement and contracting requirements.

HOW TO APPLY

Email	Training.events@nicg.org.na
Email subject	Expression of Interest – NICG Governance Service Provider Pool
Closing date	30 October 2026
Enquiries	Call +264 81 666 8645