



**INVITATION TO EXPRESSION OF INTEREST TO CONDUCT BUSINESS  
CONTINUITY MANAGEMENT TRAINING FOR NBFIRA BOARD OF  
DIRECTORS, EXECUTIVE MANAGEMENT AND RISK AND QUALITY  
ASSURANCE DEPARTMENT, INCLUDING RISK CHAMPIONS**

**NBFIRA EOI/002/2025-2026**

**1. PREAMBLE**

The Non-Bank Financial Institutions Regulatory Authority (NBFIRA) invites expressions of interest from reputable local companies/consultants with proven experience to carry our Business Continuity Management Training for NBFIRA Board of Directors, Executive Management Team and the Risk and Quality Assurance Department within the NBFIRA context.

**2. BACKGROUND**

The Authority exists to regulate and supervise the non-bank financial institutions (NBFIs) as per Section 4 of the NBFIRA Act, 2023 (CAP 46:08). The principal objective of the Authority is to foster the following: -

- a. Safety and soundness of the NBFIs;
- b. The highest standards of conduct of business by the NBFIs;
- c. Fairness, efficiency and orderliness of the Non-Bank Financial sector;
- d. Stability of the financial system; and
- e. Reduction and deterrence of financial crime.

**3. TERMS OF REFERENCE**

The bidder shall be required to meet to the following objectives:

- a. To provide an overview of Business Continuity and resilience within the non-bank financial regulation context;

- b. Evaluate the role of Board of Director, Executive Management and Risk Management key in Business Continuity management and resilience;
- c. To analyse the business continuity life cycle within NBFIRA context;
- d. Identify key Risks and Business continuity threat;
- e. Recognise Business Continuity Management (BCM) as an integral component of corporate governance, sustainability, and regulatory compliance to recommend measures to mitigate identified risks; and
- f. To facilitate the transfer of skills and knowledge to NBFIRA staff.

#### **4. SCOPE OF WORK**

The consultancy will develop a training programme that covers the following areas:

- a. **Introduction of BCM & Context for NBFIRA**- BCM within the context of NBFIRA;
- b. **Understanding of BCM Governance Structure and role of the Board of Directors, EXCO members, Risk and Quality Assurance Department in BCM Governance with NBFIRA**- provide understanding BCM Governance how Board level decision making strengths or weakens resilience of governance framework;
- c. **Demonstration of the BCM Life Cycle**- demonstrate how the board can identity governance touchpoint through the BCM Life cycle;
- d. **Provided understanding of NBFIRA's Strategic Risk and Business impact Analysis**; the Board should be able to interrogate management's analysis and demand resilience in critical services.
- e. **Crisis leadership and communication** -the Board of Directors, EXCO and Risk Management Team should be able to understand their leadership role on crises management;
- f. **Scenario Analysis** – NBFI sector specific risk.

#### **5. PROCESS**

The Authority shall select EOI submissions from the pool received and invite those shortlisted to submit full tender proposals for the required service. The Authority reserves the right to decide on the number of companies to be shortlisted based on the assessment.

#### **6. DURATION OF ASSIGNMENT**

The duration of training is expected to be a week training.

## 7. SUBMISSION OF PROPOSALS

Proposals should be submitted in sealed packages labelled **NBFIRA EOI/002/2025-2026 BUSINESS CONTINUITY TRAINING FOR NBFIRA BOARD OF DIRECTOR AND KEY STAFF.**

The Closing Date for submissions is **December 05 , 2025, at 12:00 hours**

Submissions should be hand delivered to:

3<sup>rd</sup> Floor Exponential Building, Plot 54352 New CBD,  
Off PG Matante Road, Gaborone  
Botswana

### Evaluation Criteria

Proposals will be evaluated based on following criteria:

#### Stage 1: Preliminary/ Compliance Stage

Bidders will be assessed eligibility under the following criteria:

	<b>Description</b>	<b>Yes</b>	<b>No.</b>
1.	Copy of valid Tax Clearance Certificate issued by Botswana Unified Revenue Services or exemption from tax. Alternatively, bidders can submit Certificate Number and Tax Identification Number (TIN) for verification online		
2.	PPRA Registration  Code317: Other Consultancy Services  Subcode 01: Management Consultancy Services  Registration will be verified on PPRA website		
3.	Copy of Certificate of Incorporation or applicable certificate. Registration will be verified on CIPA website.		
4	Copy of Certified identification document for Directors and Shareholders		

## Stage 2: Technical Evaluation

**Table 1 Technical Evaluation Criteria**

<b>Item No.</b>	<b>TECHNICAL SPECIFICATION OF ITEMS REQUIRED</b>	<b>MAXIMUM ATTAINABLE MARKS</b>
1	<b>Capability of the entity:</b>	<b>20</b>
	At least five (5) years of consulting and experience in similar jobs.  Bidders should submit a firm's profile indicating a list of all successful jobs done	5
	<b>Attach three relevant and traceable reference letters of recent similar projects (not more than 3 years back).</b> The reference letters must be traceable with names of contact people together with their contacts from past/current clients.  Each reference letter will be allocated (5) five marks. (The letters should contain client's address and contact numbers, contract title, contract amount and contract period).	15
2	<b>Project Team Professional Competence</b>	<b>34</b>
	<b>Project/Team Leader</b>	<b>10</b>
	<b>Qualification</b>  At least one relevant academic qualification. A Minimum qualification of Master's Degree in Risk Management , Business Administration, or related field. Membership in recognised international professional institute is preferred	5

<p><b>Experience</b></p> <p>Minimum 10 years of experience in financial regulation and Business Continuity. Proven leadership and strategic management skills, business continuity and crisis management.</p> <p>Strong analytical and report-writing skills.</p>	5
<p><b>2. Team Members:</b> At least three (3) resources, excluding the project leader should be assigned to the project.</p> <p><i>(breakdown of scoring below)</i></p>	<b>18</b>
<p><b>Team Members Evaluation</b></p>	<b>Evaluation Score</b>
<p>At least one relevant academic qualification. A minimum qualification Degree in Economics, Finance, Law, Business Administration, Risk Management or related field. Membership in recognised professional institutes and/or international regulatory bodies is preferred.</p> <p>Each member shall be awards a total of 3 marks which will constitute 1.5 marks allocated for relevant qualification and 1.5 marks allocated for professional membership from a recognised institution.</p>	9
<p>Minimum 6 years of experience in financial regulation and Business Continuity and Crisis Management. Strong leadership and team management skills. Expert knowledge in business Continuity, crises management, business impact analysis, risk management matters and familiarity with global standards.</p> <p>Strong analytical and report-writing skills</p> <p>Each member shall be awards a total of 3 marks which will constitute 1.5 marks allocated for experience and 1.5 marks allocated for relevant skill membership from a recognised institution.</p>	9

3	<p><b>Project Methodology:</b> The tenderer/consultants should provide a clear methodology and approach covering at least the following parameters:</p>	46
	<p>Bidders/consultants should demonstrate in their proposals adequate understanding of the specified requirements set out in the scope of work as shown below.</p> <ul style="list-style-type: none"> <li>(i) Introduction of BCM &amp; Context for NBFIRA;</li> <li>(ii) Understanding of BCM Governance Structure and role of the Board of Directors, EXCO members, Risk and Quality Assurance Department in BCM Governance with NBFIRA;</li> <li>(iii) Demonstration of the BCM Life Cycle;</li> <li>(iv) Provided understanding of NBFIRA's Strategic Risk and Business impact Analysis;</li> <li>(v) Crisis leadership and communication;</li> <li>(vi) Scenario Analysis;</li> </ul>	20
	<p>Proposed team structures indicating roles and responsibilities for the members.</p>	10
	<p>Quality Assurance: an elaboration on how issues of quality will be managed.</p>	10
	<p>Capacity Building Approach: Bidders/consultants must outline their strategy for transferring skills and knowledge to NBFIRA staff and provide evidence of prior experience in capacity building and training initiatives.</p>	6

**NOTE: Bidders who achieved a minimum Technical Score of 70% will be eligible for and recommended for prequalification. The Authority reserves the right to decide in the number of service providers to be shortlisted and invited to tender.**

### **Stage 3: Financial Evaluation**

Consultants or companies are required to provide a detailed financial indicative pricing including:

- (a) Professional fees
- (b) Travel and accommodation expenses
- (c) Data collection and analysis costs
- (d) Training program costs
- (e) Any other cost associated with the provision of the service.

Note: The financial evaluation is for indicative pricing ONLY and to be used by Authority in determining the budget and prevailing market conditions for the service required.

### **8. Disclaimer**

Submission of a proposal does not guarantee that the consultancy will be awarded the assignment.

### **9. Contact Information**

All Queries relating to the EOI may be addressed in writing and emailed to [procurement@nbfira.org.bw](mailto:procurement@nbfira.org.bw).