



NATIONAL SOCIAL SECURITY FUND

EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES TO SUPPORT THE NSSF INTERNAL INNOVATION

NSSF/CONS/2024-2025/00133

National Social Security Fund (NSSF) has allocated funds to be used for the acquisition of the Innovation Execution Partners in the categories of software development and content development.

The NSSF Amendment Bill (2021) mandates the Fund to increase coverage to all workers in the formal and informal sectors. The amendment has helped open new opportunities for the Fund to explore in terms of creating and delivering new benefits, products and services for its members. As a means of accelerating the achievement of these goals, the Fund has centred innovation as a core enabler to the business and is looking at experimenting new sustainable processes and business models enabled by technology to improve the value delivered to our customer and staff.

The Fund recognizes that delivering its innovation agenda sustainably given its fluid and experimental nature requires access to resources and partners (i.e. consultants, service providers, etc) that can bring new knowledge, technologies, and techniques to enable the Innovation Team to move with speed and agility demanded in innovation. The service providers and/or consultants will be engaged to execute different scopes of works to help advance the development of a Proof of Concept (PoC) and Proof of Value (PoV) around an innovation idea in a timely manner. The consultant(s) will become hands-on partners in advancing the Fund's Innovation Agenda end-to-end, in the following areas:

Lot 1: Content Development, Curation and Training

The consultant(s) will create engaging content that can be used to train and educate end users and/or stakeholders in its new or improved products and services and are able to digitise this content for hosting on its digital learning platform.

Lot 2: Software Development

This will involve Software Development Life Cycle, from capturing user requirements to development, testing and eventual deployment of successfully selected prototypes.

The Fund now invites eligible consultants to submit sealed expressions of interest for the procurement of innovation execution partners in software development and content development. The detailed terms of reference and detailed evaluation criteria can be found at the NSSF website: <http://nssfug.org>

Interested Consultants should provide information demonstrating that they are eligible and possess the required qualifications and experience to perform the services supported with relevant documentation.

1. The short-listing criteria will include:

- a) Evidence that the Consultant has the legal capacity to enter a contract by submission of certificate of incorporation
- b) A valid copy of the trading licence for 2025
- c) Submission of valid income tax clearance for 2024
- d) a valid NSSF clearance certificate as per the bid closing date,
- e) Registered Powers of Attorney
- f) Signed statement that the consultant is not insolvent, in receivership, bankrupt or being wound up,
- g) Signed statement that the business activities of the Consultant are not suspended,
- h) Signed statement that the consultant is not the subject of legal proceedings for any of the circumstances,
- i) Signed statement that the Consultant does not have a conflict of interest in relation to the subject of the procurement,
- j) Consultants should demonstrate the following experience and core competences detailed out in the terms of reference under detailed technical evaluation criteria found on the NSSF website: <http://nssfug.org>

2. Consultants may associate with other firms in the form of a joint venture to enhance their qualifications. The form of association, where applicable, should be indicated in the Expression of Interest.
3. Interested eligible consultants may obtain further information at the address given below from 8am-5pm during working days.
4. Three (3) copies of sealed Expressions of Interest must be delivered to the address below at or before 11:00am on 09th May 2025 *addressed to Head Procurement and Disposal Unit NSSF Workers House, 13th Floor, Southern Wing*
5. The planned Procurement schedule (Subject to changes) is as follows:

Activity	Date
a. Publication of Notice of Expression of Interest	17/04/2025
b. Closing date for receipt of Expression of Interest	09/05/2025
c. Evaluation of Expressions of Interest	16/05/2025
d. Display of shortlist	Within 5 working days from approval of shortlist by the Contracts Committee

Managing Director