



ELECTORAL COMMITTEE OF THE NIGERIAN BAR ASSOCIATION

ECNBA Secretariat, 1st Floor, Abuja Chamber of Commerce and Industry, Abuja Trade & Convention Centre, KM 8 Umaru Musa Yar'adua Express Way, (Airport Road), Abuja
info@ecnba.ng

REQUEST FOR PROPOSAL

For

**Election Management (e-Voting) System (EMS) Provider
to the ECNBA**

20 May 2022

INTRODUCTION & PURPOSE

At the National Executive Council (NEC) meeting of the NBA held on Thursday, 16 December 2021, in Abeokuta, Ogun State, a five-man Electoral Committee of the Nigerian Bar Association (ECNBA) was appointed pursuant to Section 10 and the Second Schedule of the Constitution of the Nigerian Bar Association (NBA) 2015 as amended in 2021 (The Constitution).

The Committee was inaugurated by the President of the NBA, Mr. Olumide Akpata, on Monday, 24 January 2022.

By virtue of the provisions of Section 10 and the Second Schedule of the Constitution, the ECNBA is mandated to conduct elections to the National Offices of the NBA and the Representatives of the Association to the General Council of the Bar.

Consequently, pursuant to Part III (2) of the Constitution, the ECNBA hereby issues the following Request for Proposal (RFP) to select the Information and Communication Technology (ICT) Services Provider (hereinafter Election Management Service (EMS) provider) to the ECNBA that will provide the platform and services related to the conduct of electronic voting and post-election activities as required by the ECNBA.

THE PROJECT & GOAL

The ECNBA was constituted to undertake the single project of conducting elections of the National Officers and representatives to the General Council of the Bar, scheduled to hold on Saturday, 16 July 2022. The goal of the Project is to deliver a free, fair, transparent, auditable election in both instances, using modern technology that ensures safe, secure, and seamless participation of all eligible members of the Association; irrespective of phones/computer systems utilized, locations, or level of computer literacy.

ROLE OF THE EMS PROVIDER

The EMS Provider shall be responsible for providing the enterprise grade, robust and modern election management system to be deployed for the conduct of the NBA 2022 general elections as well as the pre-election and post-elections activities required for a successful free and fair online election. Specifically, the EMS Provider shall play key roles in the following areas:

EMS Voting Platform

The voting platform shall:

- (a) be safe, secure, scalable electronic voting platform that is fit for purpose, and supports real-time online voting of 50,000– 60,000 members over a 24-hour period;
- (b) adhere to strong privacy standards, including privacy by design, be easy to use, and accessible across all known access devices (phones/computers) and effective in conducting the online election: and
- (c) be fully developed, tested and in a “ready to be deployed” state and in-place for the election. Adding a list of verifiable references attesting, as customers, to the suitability, effectiveness, and safety of the platform for election shall be an added advantage.

1. Pre-Election Services

Pre-election services shall include:

- (a) conducting Mock Elections to test run the platform and associated systems, with the mock election data cleanly expunged from the system with no impact or footprint that can impact the main election;
- (b) securely and safely uploading verified voters register;
- (c) secure assignment and dispatch of voter’s login credentials, with the capability of email or SMS delivery assurance and audit tracking of deliveries login messages, for ease of reporting;
- (d) testing login credentials prior to election date to assure that the login protocol and functions are working in a secure and seamless manner;
- (e) conduct penetration testing and security (including cybersecurity) assurance of the platform and associated systems.

2. Election day service:

On election day, the EMS Provider shall:

- (a) operate the platform optimally throughout the duration of the election, with built in redundancy plan provisioning for such excess computing and bandwidth capacities as shall be needed to meet scale, sporadic traffic surge, avoid service degradation and down time; and
- (b) monitor the system for any attempt to breach, manipulate or sabotage the integrity of the election and provide real time mitigation and resolution of all malicious attempts;
- (c) provide real-time display of voting in progress and provide real time results;
- (d) support independent observation of the election, with secure remote access for independent observers into a designated Monitoring Center to be provided by the ECNBA, where a dashboard with real time display of the election in motion can be seen by independent observers;
- (e) maintain logs of all activities on the system, including user profile, IP address, login / logoff time stamp and activity carried out, including unsuccessful function executions and attempts; and
- (f) be on hand to support the ECNBA with all data needed to carry out transparent and secure collation and determination of election results.

3. Post Elections, Audits & Reports:

The EMS Service Provider shall:

- (a) provide access to audit log and tracking information for the purpose of any independent auditing of the election by a third party;
- (b) perform independent assessment of the election and submit a full report on the election to the ECNBA;
- (c) retain all election related data for agreed period in conformity with the requirement by the constitution of the NBA on election data retention;
- (d) be able to export the logs and all election data out of the system for any forensic audit or analysis as may be required by the ECNBA for any purpose;

(e) be available to respond to any questions, inquiries or provide such written or oral commentaries as the ECNBA may require.

5. System Support:

(a) Provide Technical Support services, including 24/7 Call Centre from the commencement, and throughout the duration of, the election, to assist members on any technical issues relating to access, login, or logout process on the EMS; and

(b) Perform real time resolution of issues within agreed SLA time frame

TECHNICAL SPECIFICATION OF THE EMS PLATFORM

Here are the minimum specification, features, and capabilities that the EMS platform is expected to possess to deliver a free and fair election for the ECNBA.

S/N	Functional Area	Functionality	Sub-Functionality
1	Accessibility	Web based platform accessible securely over the internet	<ul style="list-style-type: none">- Support all modern browsers, Safari, Firefox, Google chrome and Microsoft edge- Supported on the major platforms, PC, Mobile and Tablet form factors- Supported on Windows, IOS, Android- Support for custom URL and white labelling- Support for SSL and TLS encryption technologies to secure communications between client and Voting platform.

2	Security	Secured login	<ul style="list-style-type: none"> - Strong Authentication mechanism with support for MFA and secure tokens. - Restriction of concurrent login and short session times. - Account lockout after pre-defined number of unsuccessful logon attempts - Ability to detect and flag unusual login attempts and patterns - Use of CAPTCHA or similar technologies to mitigate DDOS and bots' exploits.
3	Usability	Ease of use	<ul style="list-style-type: none"> - Simple and easy to use voters register upload process - Simplified and Easy to understand voting steps - System must be user friendly - Simple and easy to use candidates upload process including profile pictures, short biography etc.
4	Performance	Scalability	<ul style="list-style-type: none"> - System must be scalable to support increase in traffic during election - Detailed tracking of delivery of Election notifications sent by Email and SMS - Support for sending of voting reminder messages to users yet to vote during election.

EMS PROVIDER'S SCOPE OF WORK, DELIVERABLES & COST

Given the Project and goal of the ECNBA, the role outlined for the EMS Provider above, the proposal submitted under this RFP should address, and include a detailed description of the under listed in the relevant parts of the proposals:

- 1. Scope of Work:** the specific services to be performed by the respondent as EMS in fulfilling the above roles;
- 2. Deliverables:** the respondent's technical abilities, including certifications and qualifications of relevant staff members, to deliver the scope of work under the Project in a timely manner.
- 3. Cost:** the respondent's estimated cost or fees for its services under the scope of work, providing any assumptions upon which the cost or fees are based.
- 4. Supplemental Materials:** any additional information or materials which might enhance the ECNBA's understanding and appreciation of the respondent's capability, experience, or unique proposition, including any additional value-added services, support of latest technologies like Blockchain, or access to cater for voters logging in from bandwidth challenged locations and underserved areas, that may be of interest to the ECNBA.

SUBMISSION GUIDELINES & REQUIREMENTS

The under listed submission guidelines and requirements apply to this RFP:

1. Only qualified companies with demonstrable experience from similar roles without any conflict of interest should submit proposals in response to this RFP.
2. Respondent should submit along with the proposal, a certificate of incorporation or registration from the Corporate Affairs Commission (CAC), particulars of directors and shareholders, and current tax clearance certificate and Tax Identification Number (TIN) or equivalent for foreign companies.
3. Respondents should provide at least **one** substantially similar role played by the respondents in successful electronic or online elections as part of their response, including references for each, providing work examples as needed.

4. A technical proposal must be provided that is not more than **50** pages. It must provide an overview of the proposed EMS Platform, its functional and technical capabilities, how the respondent plans to carry out the pre-election, election day and post-election activities, specifying work schedule and milestones.
5. A financial proposal must not be more than one page. It should indicate the overall proposed fee for the services.
6. Proposals must be signed by a representative authorized to commit the respondent.
7. Proposals must be submitted:
 - a. Physical delivery or by a reputable courier company by 5pm on or before **Monday, 30 May 2022** addressed to:

The Secretary,

Electoral Committee of the Nigerian Bar Association
ECNBA Secretariat, 1st Floor, Abuja Chamber of Commerce and Industry,
Abuja Trade & Convention Centre, KM 8 Umaru Musa Yar'adua Express Way,
(Airport Road), Abuja
 - b. And electronically by 11:59pm on **Monday 30 May 2022** via info@ecnba.ng
8. Proposals must remain valid for 90 days.
9. The ECNBA will shortlist and publish successful respondents on the ECNBA/NBA website or any other major platform to afford members of the Association the opportunity to object or file any compliant against the engagement of any the respondents. The decision of the ECNBA in respect of the choice of the respondent shall be final.

RFP Selection Timelines

The RFP timeline is as follows:

Publish Request for Proposal	21 May 2022
Shortlist successful respondents and notify unsuccessful respondents	30 May 2022
Publish shortlisted respondents on ECNBA/NBA websites and major platforms, request for any objections/complaints	6 June 2022
Consider objections and complaints against shortlisted respondent(s)	9 June 2022
ECNBA's Due Diligence and final decision / Award Contract	13 June 2022

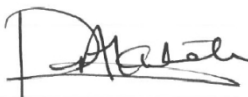
Evaluation Factors

The ECNBA will rate proposals based on the following parameters:

1. Response to specifications and conformity with the technical specification in this RFP (50%).
2. Cost, including an assessment of the total cost of service. (20%)
3. Technical expertise, relevant past performance/experience, list of verifiable reference of respondent. (30%)

The ECNBA reserves the right to engage the respondent that presents the best value to the ECNBA, determined solely by the ECNBA in its absolute discretion.

Dated 20 May 2022



Ayodele Akintunde, SAN, C.Arb
Chairman, ECNBA



Mabel Ekeke
Secretary, ECNBA