



**WebITSCure**

**Technologies & Innovations Limited**

RC No: 190156... Innovation & Technology that Works

**STATEMENT OF WORKS  
FOR  
INNOVATIVE TECHNOLOGY SERVICE  
& WORK PROCESS AUTOMATION**

1<sup>st</sup> JULY 2022

## **The President Nigerian Bar Association**

NBA National Secretariat:  
NBA House, Plot 1101 Mohammadu Buhari Way,  
Central Business District,  
Abuja F.C.T. Nigeria

1<sup>st</sup> July, 2022.

Mr. President,

### Provision of Innovative Technology Service & Work Process Automation of The Nigerian Bar Association Secretariat

This Statement of Work details the understanding between Webitscure Technologies & Innovations (“Webitscure”) and the Nigerian Bar Association (or “NBA”) with respect to certain services to be performed by Webitscure in connection with the provision of Innovative Technology Service & Work Process Automation to the NBA (“**Services**”).

Our Understanding is that the NBA is seeking to automate and improve its operations through innovative computer technology and as such requires the services of Webitscure. In particular, the NBA is currently faced with a number of technology & innovation challenges including:

- Absence of a proper Technology Delivery Process & structure.
- Lack of manpower with the required skill set, expertise and training.
- Inefficiencies in Technology Service operations and delivery.
- No Document Management, Data Security, Data Backup & Access Rights.
- Inefficient Computer Hardware & Software Management Process.
- Lack of proper software policies, processes and procedures.
- Low grade computer equipment and tech gadgets.
- Dependence on third party services and IT service providers for internal IT matters, data storage and email access.
- A poorly managed and inaccurate database.

The NBA Secretariat requires a robust and innovative technology service that will greatly increase efficiency and service delivery to its members and all in its sphere of influence. In this vein Webitscure is being engaged to implement frameworks to address these challenges.

## **Webitscure Technologies & Innovations Ltd Responsibilities & Deliverables**

Webitscure Technologies & Innovations Ltd will undertake the following responsibilities:

- ✧ Create an efficient and innovative technology service delivery process and structure, streamlining each according to service demand and requirements.
- ✧ Review, design, recommend and engage in the recruitment process of manpower with right skill set and expertise for computer hardware and software services.
- ✧ Review and design customized computer technology operations process that automates service delivery with great efficiency.
- ✧ Create a document management process, data backup and redesign access rights and privileges.
- ✧ Review and redesign an efficient computer hardware and software management process.
- ✧ Create software policies that will better protect organization data and increase efficiency in the delivery of service for the association.
- ✧ Recommend and procure the required grade of computer equipment and technology gadgets, access control technology and also develop a computer equipment & tech gadget, purchase, installation and maintenance policy.
- ✧ IT Staff Recruitment & Training, for computer hardware and software services for the office of a CTO and Media Officer.
- ✧ Setup a functional Media Office for Graphic & Video content development and management.
- ✧ Digital NBA Project Management Webitscure will proffer solutions for integrating global digital innovations and policies for Digital NBA project, the NBA Secretariat and also managing service providers, ensuring that services offered meet specific needs and requirements of the association.
  - Digital NBA Identity Review (Africa Prudential SoW Review & Recommendations)
  - Automated & Smart Members Service Portal ( Development cost and modules purchase required)
  - ICLE Portal & Mobile App (Development cost and modules purchase required )
  - USSD Service (Development cost and modules purchase required)

## **Deliverables**

The key deliverables on this engagement will be:

1. Fully functional and efficient IT Department manned by competent personnel engaged by the NBA.

2. Assist the NBA in the process of engaging a competent IT personnel.
2. Technology driven NBA Secretariat with innovative work process
3. Web portal security and integration to ensure seamless access, user friendliness, and connection to all service points.
4. Fully functional and efficient Media Office.
6. Develop and implement a scheme for Work Process Automation software in all departments of the NBA
7. Customized and secure Data access rights, privileges, and backup.
8. Standard Computer Hardware, purchase, installation, maintenance, repair and replacement process.
9. Handover full control of all NBA IT infrastructure, data and access rights to the NBA IT Secretariat while outsourcing only services that may raise conflict of interests' concerns.
10. Clean up the database of the NBA for accuracy.
11. Ensure that the NBA ceases to depend on third parties for its IT requirements including dependence for email set up and related services.
12. Assist with the implementation, functionality, and easy operation of the recently launched NBA App.

### **Exclusions**

The scope of this engagement letter excludes any other service not specifically mentioned herein. However, we would be pleased to discuss with you as a separate engagement, any additional services that you may require.

### **The Nigerian Bar Association's Responsibilities**

- The Nigerian Bar Association will designate a member of senior management, who will make all management decisions with respect to the engagement. The person(s) designated will be readily available throughout the duration of the project to provide relevant information and approve key project decisions.
- The Nigerian Bar Association will provide the necessary resources that will ensure that the project proceeds according to Management expectations, including data and information requested by Webitscure, logistics support for the project team and infrastructure to ensure efficient running of the project.
- The Nigerian Bar Association will ensure that its employees and relevant members of staff are fully informed about Webitwscure project mandate and activities, and that buy-in and adequate cooperation are obtained from the Management and members of staff to guarantee the provision of all required

information and other resources.

- In addition to the above-stated responsibilities, Webitscure shall have access to The Nigerian Bar Association management, staff and others associated with the project.
- Webitscure shall also have full access to such data and information as it may require from the Nigerian Bar Association in relation to the project, provided that Webitscure may retain such information to the extent required by law or any applicable governmental or regulatory authority, or to the extent reasonable to permit Webitscure to keep evidence that it has performed its obligations under the Services contract.
- Webitscure performance will be dependent upon the Nigerian Bar Association's timely and effective satisfaction of its responsibilities set out in this letter, including timely decisions and approvals.

### **Standard of Performance**

- Webitscure shall perform the Services in accordance with the degree of professional skill, care and diligence shown by a professional performing services of a comparable scope, purpose and magnitude customarily provided in the performance of such Services. Webitscure shall at all times act in the best interests of the NBA. Webitscure acknowledges that it is entrusted with and will have access to valuable and confidential information and records of the NBA and agrees to be held to the standard of care and diligence of a fiduciary. All Services that require the exercise of professional skill or judgment will be performed by professionals qualified and competent in the applicable discipline and appropriately licensed, if required by law. Webitscure remains responsible for the professional and technical accuracy of all Services and deliverables furnished, whether by Webitscure, Webitscure subcontractors or others on its behalf. All deliverables must be prepared in a form, content and schedule satisfactory to the NBA. Moreover, Webitscure shall use its best efforts, furnish its best professional skill and judgment and cooperate with NBA officials, employees, contractors and agents in completing the Services. If Webitscure fails to comply with these standards, Webitscure must re-perform, at its own expense, all Services required to be re-performed as a direct or indirect result of such failure. Any review, approval, acceptance or payment for any and all of the Services by the NBA does not relieve the Webitscure from this re- performance obligation or its responsibilities hereunder.

## Project Timelines

- The project will span a period of six (6) months.

## Fees & Expenses

Our professional fees are based on the project time frame, expected deliveries, present IT Infrastructure based on our understanding of the requirements of this assignment, and our willingness to support NBA on this very important assignment, our professional fee for the scope of services described in this Statement of Work will be a discounted fee of N 9,000,000 (Nine Million Naira only), with a 50% deposit at project commencement and monthly payments spanning the remaining months of the project engagement

This fee is exclusive of VAT and documented out-of-pocket expenses e.g., stationery, local transportation, meals etc. which will be billed separately at actual cost incurred, if not catered for directly by NBA. Webitscure will bill NBA in accordance with the schedule below:

% of Fees to be Billed	Billing Milestone	
50%	At project commencement and first report	
16.7%	Upon completion of first two deliverables	
16.7%	Upon completion of six deliverables	
16.6%	Upon Project Completion	

Our bill shall be presented at the milestone timing and is due upon presentation.

Please indicate your agreement to these arrangements by signing and returning to Webitscure Technologies & Innovations the enclosed copy of this Agreement.

Yours faithfully,



Adams Mshelia Makarios

Acknowledged and Accepted on behalf of the Nigerian Bar Association by:



**OLUMIDE AKPATA**

NBA President