ELECTORAL COMMITTEE OF THE NIGERIAN BAR ASSOCIATION
ECNBA Secretariat NBA House 9 Oro Ago Street Garki Abuja.
www.ecnba.org, info@ecnba.org

REQUEST FOR PROPOSAL FOR ELECTION SERVICE PROVIDER TO THE ECNBA.

Introduction

The Electoral Committee of the Nigerian Bar Association (ECNBA) was inaugurated on 18th December 2023 by the President of the Nigerian Bar Association (NBA), Mr Yakubu Chinoko Maikyau SAN, OON pursuant to NEC resolution passed in Abuja on the 7th day of December 2023.

By virtue of the provisions of Section 10 and the Second Schedule of the NBA Constitution, the ECNBA is tasked with the mandate to conduct elections to the National Offices of the NBA and the NBA Representatives to the General Council of the Bar. Towards this, and pursuant to Part III (2) of the Constitution, the ECNBA hereby issues this Request for Proposal (RFP) for the selection of an Election Service Provider (ESP) to the ECNBA to provide the Electronic Voting platform to facilitate electronic voting at the NBA Elections in accordance with the Constitution, throughout the electoral process and in respect of all post-election activities as required by the ECNBA.

The Project

The **ECNBA** was constituted to undertake the project of conducting elections of the National Officers and representatives to the General Council of the Bar, scheduled to hold 20th of July 2024. The goal of the Project is to deliver a free, fair, credible, transparent, and auditable election, using modern technology that ensures safe, secure, and seamless participation of all eligible members of the Association; irrespective of the mobile-phones/computer systems utilized, location, or level of computer literacy.

Role of the Service Provider/Scope

The Service Provider (SP) shall be responsible for providing the requisite consulting and advisory services necessary to attain the goal established by the ECNBA for the Project. Specifically, the SP shall play key roles in the following areas:

The service provider appointed by the ECNBA shall:

a. Review and validate the voters' register generated from the Association's database.
b. Provide a secure, and configured voting portal for use,
c. Send notifications to voters via electronic media including emails, SMS and any other electronic medium as may become applicable;
d. Integrate a Multifactor Authentication (MFA) protocol into the voting system;
e. Provide online real-time dashboard and leader-board for monitoring the election;
f. As well as provide a support help desk leading to and during the election.

Service Provider Selection Timelines

The RFP timeline is as follows:

- Publish Request for Proposal - 10th April 2024
- Shortlist successful respondents and notify unsuccessful respondents - 20th April 2024
- Publish shortlisted respondents on ECNBA/NBA websites and major platforms, request for any objections/complaints - 23rd April 2024
- Consider objections and complaints against shortlisted respondent(s) - 25th April 2024
- ECNBA's Due Diligence and final decision / Award Contract - 28th April 2024

Evaluation Factors

The ECNBA will rate proposals based on the following parameters:

1. Response to specifications and scope of work in this RFP **(50%).**

2. Cost, including an assessment of the total cost of service. **(20%)**

3. Technical expertise, relevant past performance/experience, samples of Work, staff, and qualifications of respondent. **(30%)**

Submission Guidelines & Requirements

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

1. Only qualified companies/entities or accredited In-Country Representatives with demonstrable expertise and experience in similar roles, without any conflict of interest, should submit proposals in response to this RFP.
2. Respondents should list and show evidence of at least **one** substantially similar role their proposed solution was deployed, as part of their response, including references for each, providing work examples as needed.
3. An end-to-end solution architecture including cybersecurity controls of the proposed solution must be provided, that is not more than **20** pages. It must include an end-to-end overview of the proposed solution demonstrating the back-end system, front-end interfaces, and applicable cyber security controls in line with NIST Cybersecurity Framework (NIST CSF) and or ISO 27001:2022 standard.
4. A proposed cost for the use of the solution and attendant services is expected to be included in the response to this proposal.
5. Proposals must be signed by a representative authorized to commit the respondent.
6. Proposals must be received on or before **5pm**, on **18th April 2024** for consideration, to be submitted in a sealed envelope addressed to THE SECRETARY, ECNBA, NBA INSTITUTE BUILDINGS, NO. 9 ORO-AGO CRESCENT, OFF TWON BRASS STREET, OFF MUHAMMADU BUHARI WAY, GARKI 2, ABUJA. A soft copy of the proposal and attachments shall also be submitted electronically via email to info@ecnba.org. Proposals must remain valid in all material respects for **90** days.
7. 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 make observations or file any complaint against the engagement of any of the Respondents stating substantial and verifiable grounds. **The decision of the ECNBA in respect of the choice of the respondent shall be final**.

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

Disclaimer: ECNBA reserves the right to reject any or all proposals received in response to this RFP and to award the contract in whole or in part.

Dated this 10th day of April, 2024.

OLUSEUN ABIMBOLA SAN
Chairman

HUWAILA IBRAHIM
Secretary