



THE PRESIDENCY

OFFICE OF THE SECRETARY TO THE GOVERNMENT OF THE FEDERATION
NATIONAL IDENTITY MANAGEMENT COMMISSION
Block 3B Room 3.89, 3rd floor Phase I, Federal Secretariat, Abuja.

Request for Proposals Privacy Impact Assessment (PIA) Study

PREAMBLE

The Federal Government of Nigeria has commenced the implementation of the National Identity Management System for Nigeria. Government intends to establish a reliable, secure and scalable Identity Management System that utilizes advanced biometric technologies to uniquely identify every individual in the country.

Pursuant to its implementation strategies and with particular reference to already identified privacy risks, the Government is desirous of conducting a Privacy Impact Assessment (PIA) to fully determine the extent of issues in the realm of privacy to be addressed in the actual implementation of the project. One of the cardinal objectives of the study is to ensure that the principles of fair information are observed by the Government and adequately provided for in a privacy policy document on the proposed system.

The National Identity Management Commission (NIMC) wishes to engage the services of experienced firms with proven technical competence and successful performance in similar capacity to submit proposals to assist the Commission in conducting Zonal Privacy Impact Assessment studies on the proposed National Identity Management System.

Six (6) firms (to be known as Research Teams) will be selected to carry out the zonal studies, one for each geopolitical zone of the Federation. The firms will be required to coordinate and conduct the study in their respective zone of residency and each firm must have a team comprising of an appropriate mix of multi-disciplinary professionals with in-depth knowledge of research, data gathering and analysis techniques. One firm would be selected to act as the General Coordinating Firm for all the zonal research teams. Selected firms will be required to execute a contractual agreement acceptable to the Federal Government of Nigeria.

SCOPE OF WORK

Each selected firm will be required to:

- Conduct, coordinate and supervise PIA studies on the proposed Identity Management System in one of the geopolitical zone;
- Be responsible for organizing study enumerators, data gathering and research analysts, etc;
- Design and develop the study methodology including standard data analysis and reporting templates as well as survey instruments, etc;
- Oversee and supervise the various activities of the proposed team members for the assignment;
- Monitor and evaluate the zonal conduct of the study in each state of their respective zones;
- Design, develop and implement quality assurance and control mechanism for consistency in the conduct of the study;
- Document all collected information, analyze and report the study outcomes;

- Based on the outcome of the study in the zone, identify elements of a privacy policy document on the project;
- In the case of the General Coordinating Firm, amongst others, assure quality and prepare a single final report on the PIA.

PROPOSED STRUCTURE AND FORMAT

Interested firms must include the following information in their proposals:

- Profile of the firm including structure and management team;
- Experience/track record of firm;
- Proof of Alliances / Partnerships (if applicable);
- Evidence of registration with relevant authorities;
- 3 year Audited Accounts of the firm(s);
- Tax Clearance Certificate for the past 3 years;
- List of similar assignments or projects undertaken by the firm;
- Names and Curriculum Vitae of Team leader and professional staff proposed for the assignment, including qualification and individual experience in handling similar assignments;
- Evidence of technical competence in conducting and supervising surveys, especially PIA and similar studies;
- Detailed understanding of privacy policies and risks;
- Project Management Approach, Methodology & Work Plan describing approach to completing each of the tasks specified in the scope of work;
- Major issues and challenges that may be faced in conducting and implementing the study;
- Ways of mitigating all the stated challenges;
- Solutions and Alternatives that your firm will provide to ensure that the NIMC overcomes stated challenges and achieve the proposed benefits;
- Key ways in which your company's services and offerings differentiate you from others;
- Proposed financial pricing to provide the services for each work / task highlighted in the work plan;

The duration of the assignment will be 3 months only.

SUBMISSION

Interested firms must submit proposal in 6 hard copies with an electronic copy (in CD) in a separate sealed envelope clearly marked "**Proposals for Privacy Impact Assessment Study**" and delivered to the address below on or before 4 pm December, 28, 2007. Late Submissions will be rejected.

National Identity Management Commission
Office of the Secretary to the Government of the Federation
Block 3B Room 3.89, 3rd floor phase 1,
Federal Secretariat Complex
Shehu Shagari Way, Maitama, Abuja Nigeria.

Only shortlisted firms will be contacted.