



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA (ICAN)

(Established by Act of Parliament No. 15 of 1965)

CALL FOR CONSULTANTS: PRE & POST-ELECTION ASSURANCE SERVICES FOR ICAN E-VOTING PLATFORM

The **Institute of Chartered Accountants of Nigeria (ICAN)** is a globally recognised professional accountancy body and Africa's largest and most reputable association of Chartered Accountants. A founding member of the **International Federation of Accountants (IFAC)** and the **Pan African Federation of Accountants (PAFA)**, ICAN has over **65,000 members** and is committed to **upholding the highest educational, professional, and ethical standards worldwide**.

ICAN conducts its elections through a **third-party e-voting platform**, supplying all necessary voter and election-related data. To ensure a **credible, secure, and transparent election process**, ICAN is seeking **independent consultants** to provide **Pre- and Post-Election Assurance Services**, focusing on **election security, compliance, and process integrity**.

1.0 SCOPE OF ENGAGEMENT

ICAN requires **independent consultants** with expertise in **election assurance, IT security, and forensic auditing** to oversee:

1.1 Pre-Election Assurance Services

Consultants will be responsible for ensuring the **readiness, security, and compliance** of the e-voting platform by:

- Assessing the platform's **architecture, security, and operational efficiency**.
- Reviewing **voter authentication mechanisms, registration integrity, and access controls**.
- Conducting **risk assessments, penetration testing, and dry-run simulations**.
- Verifying **data protection measures, backup systems, and contingency plans**.
- Providing **training and guidance** for election officers and stakeholders.
- Certifying the **platform's compliance with electoral and cybersecurity standards**.
- Delivering a **comprehensive pre-election assurance report**.

1.2 Post-Election Assurance Services

Consultants will conduct an **independent forensic audit and security analysis** of the election process, including:

- Performing an **independent forensic review** of the **e-voting system and data**.
- Verifying **vote accuracy, transparency, and integrity of result collation**.

- Analysing **system logs for security threats, unauthorised access, or irregularities.**
- Investigating any **election anomalies and validating reported complaints.**
- Conducting **stakeholder feedback analysis** and making recommendations for future elections.
- Delivering a **final compliance report on the election's credibility and security.**

Note: Organisations **CANNOT** apply to provide **both Pre-Election and Post-Election services.**

2.0 ELIGIBILITY CRITERIA

Interested applicants **must** submit:

- **Evidence of company registration** with the **Corporate Affairs Commission (CAC).**
- **Company profile**, including verifiable **physical address, telephone number, and email contact details.**
- **Verifiable list of similar engagements successfully executed**, including **reference contacts and certificates of completion.**
- **Demonstrable experience** in **election assurance, forensic auditing, cybersecurity, and IT governance.**
- **Only ICAN Firms with financial up to date partners** are eligible to apply.
- **Any firm that has representation in Council of the Institute cannot apply to avoid conflict of interest.**

3.0 CONSULTANT SUBMISSION REQUIREMENTS

Applicants **must demonstrate** their understanding of the assignment by providing:

1. **Methodology and Approach** – A clear plan on how they will **assess, test, and validate** the e-voting process.
2. **Technical Expertise** – Relevant experience in **digital election security, forensic auditing, and IT governance.**
3. **Risk Mitigation Strategy** – Key areas to be reviewed, including **cybersecurity, data protection, and system reliability.**
4. **Stakeholder Engagement Plan** – How the consultant will **collaborate with ICAN and the e-voting provider** for a seamless process.
5. **Deliverables and Timeline** – **Expected outcomes, reporting structure, and timeline** for pre and post-election reviews.

Confidentiality and Compliance:

- Consultants **must comply** with the **Nigeria Data Protection Regulation (NDPR)** and **global cybersecurity standards.**

- A **Non-Disclosure Agreement (NDA)** will be required before any access to sensitive election-related data.

4.0 SCORING CRITERIA

Proposals will be **evaluated based on the following criteria:**

Evaluation Criteria	Weight (%)
Understanding of Assignment & Methodology	25%
Relevant Technical Expertise & Experience	25%
Risk Mitigation & Security Strategy	20%
Stakeholder Engagement & Implementation Plan	15%
Deliverables & Timeline	10%
Compliance with Submission Requirements	5%
Total	100%

Financial Proposal Evaluation

Only firms that score **70% and above** in the **technical evaluation** will proceed to the **Financial Bid Stage**. The **financial proposal must include:**

- A **detailed pricing model**, including cost breakdowns.
- **Payment terms** (upfront, milestone-based, or post-completion).
- **Potential additional costs or contingencies.**

5.0 PROPOSAL SUBMISSION GUIDELINES

Applicants must adhere to the following guidelines:

- **Technical and Financial Proposals** must be **submitted separately in PDF format** and clearly labeled.
- Attachments **larger than 10MB** must be **compressed/zipped** before submission.
- **Late submissions** or **non-compliant proposals** will be **disqualified**.
- Submission of a proposal **does not guarantee selection** nor entitle any applicant to **claims or indemnity from ICAN**.

6.0 CONTRACT DURATION & PAYMENT TERMS

- The **Pre-Election Assurance engagement** will commence **two months before the election date** and conclude **one week before voting begins**.
- The **Post-Election Assurance engagement** will commence **immediately after election results are announced** and must be completed within **four weeks**.
- **Payment Terms:** Consultants will be paid **upon completion of deliverables** as outlined in the agreement.

7.0 DISPUTE RESOLUTION & CONFLICT OF INTEREST CLAUSE

- Any **disputes** arising from the engagement **shall be resolved through arbitration or mediation**, as per ICAN's governance policies.
- Firms **affiliated with the current e-voting provider** must disclose their relationship.
- Firms that **have worked on ICAN election-related projects in the last three years** must **disclose** prior engagements.

8.0 SUBMISSION OF PROPOSAL DOCUMENTS

- **Deadline: March 12, 2025**
- **Format:** Soft copy in **PDF format**
- **Submission Mode:** Official email (from a company domain) only
- **Email Address:** mtb@ican.org.ng
- **Email Subject:** REQUEST FOR PROPOSALS ON PRE-ELECTION OR POST-ELECTION SERVICES

For further inquiries, contact:

✉ Email: sabalogun@ican.org.ng, iadams@ican.org.ng

📍 Contact Person: i. Shakiru Balogun, FCA, Deputy Director, Membership Affairs-08067609136
ii. Imonikhe Adams, Assistant Director, Membership Affairs- 08067908190



Lanre Olasunkanmi, Ph.D., FCA
Registrar/Chief Executive, ICAN