15/08/2018

Request for Proposals # 001
Expression of Interest for Website Design

Dear Sir or Madam,

The Africa Network for Environment & Economic Justice (ANEEJ) under DFID grant – *Monitoring Asset Recovery in Nigeria through Transparency & Accountability* – is issuing a Request for Proposals (RFP) for the design of CSOs monitoring website that will be used for the reporting of how Cash Transfer (CT) of the Abacha loot is evenly distributed among enlisted beneficiaries.

Corruption remains a perennial challenge to development in Nigeria. Despite its wealth of massive crude oil deposits and other resources, the country continues to experience widespread poverty and underdevelopment. According to the UN and the AU, around $148 billion is stolen from Africa annually by political leaders, multinational corporations, the business elite and civil servants with complicity of banking and property industries in Europe, North America and elsewhere who facilitate the laundering of such funds through complex financial transactions and mechanisms. Estimates indicate that Nigeria lost about $40 billion as illicit financial flows between 2001 and 2010 alone.[1] Transparency International (TI), recently ranked Nigeria 148th out of 180 countries ranked in its 2017 Corruption Perception Index (CPI). The country, according to the CPI, scored 28 out of 100, a figure lower than the average in the Sub-Saharan region[2]

Hence, despite concerted efforts to address corruption at the national level through prosecution and related measures, the prospect of such anticorruption efforts being translated into tangible benefits for citizens depends largely on the ability of the country to track, trace, repatriate and utilise looted assets for developmental purposes. The Federal Government of Nigeria, working

---

[1] Illicit Financial Flows, Report of the High-Level Panel on Illicit Financial Flows from Africa, Commissioned by the Africa Union/ECW Conference of Ministers of Finance, Planning and Economic Development (2015). https://www.uneca.org/sites/default/files/PublicationFiles/iff_main_report_26feb_en.pdf.
[2] https://www.transparency.org/news/feature/corruption_perceptions_index_2017.

with the international community, has demonstrated obvious commitment and determination to doing this through the measures provided by the provisions of UNCAC, the commitments made at the London Anticorruption Summit in 2016, the Global Forum on Asset Recovery in 2017 and other mechanisms

Progress has been made in this regard. The Switzerland Government has, per an MoU signed by the Nigeria Government with Swiss Banks and the World Bank, recently returned $321 million to Nigeria as part of the over $4 billion stolen by late dictator, General Sani Abacha, which the Federal Government has committed to use in financing social welfare programmes. The United Kingdom has also agreed to return the $73 million from the Malabu oil deal whilst the United States is also in the process of returning $900,000 stashed in that country by the former Governor of Bayelsa State, Diepriye Alamieyeseigha.

Despite these encouraging developments, the recovery and management of recovered assets for the benefit of the poor citizens of Nigeria who are the ultimate victims of corruption is beset by many problems, including:

- The lack of a clear policy framework for the management of looted assets recovered
- The re-looting of recovered assets by corrupt public officials
- Low public awareness and advocacy on the recovery and use of looted assets

The MANTRA project is designed to address these problems within the broader objectives of the Anti-Corruption in Nigeria (ACORN) programme of the British Government's Department for International Development (DFID) to strengthen the anticorruption regime in Nigeria.

Part of the focus and vision of the Open Government Partnership is the use of technology to track and fight corruption. Therefore the Monitoring of Recovered Assets in Nigeria through Transparency and Accountability – MANTRA project needs a technological tool (website) to track, monitor and report how the Abacha returned loot is spent among beneficiaries. To this end, ANEEJ, seeks the service of a renowned web development firm having experience in website design using different platforms.

Project Goal
The project is created to achieve the goal of strengthening the capacity of CSOs and citizens to monitor the use of repatriated loot, embark on advocacy to improve the policy, legislative and institutional framework for the recovery and management of looted assets in Nigeria and mobilize collective action in demanding a cleaner society.

Companies or organizations should indicate their interest in submitting a proposal for the anticipated subcontract by sending an email indicating their intention to ANEEJ's Secretariat at info@aneej.org by 05:00pm on August 20, 2018.

ANEEJ is not obligated to execute a subcontract as a consequence of this RFP nor does the RFP commit ANEEJ to pay any costs incurred…

Sincerely,

MANTRA Secretariat,
The Africa Network for Environment and Economic Justice, ANEEJ.

General Requirements

ANEEJ anticipates issuing a subcontract to a company or organization in Nigeria, provided it is legally registered and recognized under the laws of Nigeria and is in compliance with all applicable civil, fiscal, and other applicable regulations. Such a company or organization could include a private firm, non-profit, or civil society organization.
Companies and organizations that submit proposals in response to this RFP must meet the following requirements:
(i) Companies or organizations, whether for-profit or non-profit, must be legally registered under the laws of Nigeria upon award of the subcontract.
(ii) Firms operated as commercial companies or other organizations or enterprises (including nonprofit organizations) in which foreign governments or their agents or agencies have a controlling interest are not eligible as suppliers of commodities and services.
(iii) Companies or organizations must have a local presence in Nigeria at the time the subcontract is signed.

Offerors may present their proposals as a member of a partnership with other companies or organizations. In such cases, the subcontract will be awarded to the lead company in the partnership. The leading company shall be responsible for compliance with all subcontract terms and conditions and making all partnership arrangements, including but not limited to division of labor, invoicing, etc., with the other company(ies). A legally registered partnership is not necessary for these purposes; however, the different organizations must be committed to work together in the fulfillment of the subcontract terms.

Required Proposal Documents

1. Cover Letter

The offeror's cover letter shall include the following information:
i. Name of the company or organization
ii. Type of company or organization
iii. Address
iv. Telephone
v. E-mail
vi. Full names of members of the Board of Directors and Legal Representative (as appropriate)
vii. Taxpayer Identification Number

viii. Official bank account information

ix. Other required documents that shall be included as attachments to the cover letter:

a) Copy of registration or incorporation in the public registry, or equivalent document from the government office where the offeror is registered.

b) Copy of company tax registration, or equivalent document.

c) Copy of trade license, or equivalent document.

d) Evidence of Responsibility Statement, whereby the offeror certifies that it has sufficient financial, technical, and managerial resources to complete the activity described in the scope of work, or the ability to obtain such resources. This statement is required by the Federal Acquisition Regulations in 9.104-1. A template is provided in Annex 3 "Required Certifications".

e) Applicable documents listed in I.4.A.

2. Technical Proposal

The technical proposal shall comprise the following parts:

Part 1: Technical Approach, Methodology and Detailed Work Plan. This part shall be between 3 and 5 pages long, but may not exceed 5 pages.

Offerors shall detail their technical approach, methodology, and detailed work plan for how they would go about completing the following:

o Propose a design for, and an approach for the creation of that design and deployment of, the Mantra-Acorn website.

o Work closely with the ANEEJ team in the interface design.

o Work closely with the ANEEJ team regarding any modification to the functional specification required prior to launching the website.

o Provision of a user's manual for ANEEJ staff to reference and assist a user that finds it difficult to navigate through the platform and access uploaded information.

o Provision of training of a core of up to three ANEEJ staff for at least one half-day.

o Provision of three months of technical support (offeror must indicate number of visits per year).

o Provision of licensing and hosting of the website in an appropriate and secure web location.

Part 2: Management, Personnel, and Staffing Plan. This part shall be between 2 and 5 pages long, but may not exceed 5 pages. CVs for personnel must be included in an annex to the technical proposal and will not count against the page limit.

In this section, the offeror will provide a narrative of the skills and experience of each proposed personnel proposed in the offeror's budget. The narrative should be detailed enough to demonstrate to the evaluation committee why the proposed personnel are best suited to execute the subcontract.

Part 3: Corporate Capabilities, Experience, and Past Performance. This part shall be between 2 and 3 pages long, but may not exceed 3 pages.

Part 3 must include a description of the company and organization, with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience and technical ability in implementing the technical approach/methodology and the detailed work plan. Additionally, offerors must include 3 past performance references of similar work (under contracts or subcontracts) previously implemented as well as contact information for the companies for which such work was completed. Contact information must include at a minimum: name of point of contact who can speak to the offeror's performance, name and address of the company for which the work was performed, and email and phone number of the point of contact. Applicants must indicate details of previous platform developed with links in their technical response which will enable ANEEJ team peruse the work they have done previously and know their competency

ANEEJ reserves the right to check additional references not provided by an offeror.

The sections of the technical proposal stated above must respond to the detailed information set out in Section.

3. Cost Proposal

The cost proposal is used to determine which proposals represent the best value and serves as a basis of negotiation before award of a subcontract.

The price of the subcontract to be awarded will be an all-inclusive fixed price. No profit, fees, taxes, or additional costs can be added after award. Nevertheless, for the purpose of the proposal, offerors must provide a detailed budget showing major line items, e.g. salaries, allowances, travel costs, other direct costs, indirect rates, etc., as well as individual line items, e.g. salaries or rates for individuals, different types of allowances, rent, utilities, insurance, etc. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. All cost information must be expressed in Naira.

GENERIC SPECIFICATIONS OF THE WEBSITE

The website must have and be able to do the following:

- ✓ Have a slider (carousel with width: 650px & height: 400px) on the homepage, each slider pictures/text should be linked to the post itself so when clicked on, redirects users to the read full details of the post.
- ✓ Have a standard responsive navbar with the (class="navbar navbar-inverse-top" data-spy="affix" data-offset-top="197") with dropdown and links to navigate to other pages/section of the website.
- ✓ All buttons/Link in the navbar should have a <button class="navbar-toggle" data-target=". navbar-responsive-collapse" data-toggle="collapse" type="button">
- ✓ Pages were reported information of CT beneficiaries are posted for public consumption (cREPORT,) should be paginated so previous post can be archived. The class active should be added to let users know the exact page he/she is on.
- ✓ Have a page created for frequently asked questions – FAQ and where responses can be posted.
- ✓ Have back-to-top glyphicon button in all pages of the website which will enable users scroll top easily.

- ✓ A standalone social media accounts (with glyphicons) dedicated for this project should be embedded in the website so users can like, share and follow updates from their social media accounts as well.
- ✓ The website should be a platform, as a services and an infrastructure.
- ✓ A newsletter notification pop-up where users can sign-up for monthly newsletter and receive emails directly in their mailbox.
- ✓ The platform will be designed such that an administrator will approve reports sourced from CT beneficiaries before it is made public
- ✓ A google calendar should be embedded in the website which will automatically give the date and time of the post published by the administrator.
- ✓ Have a **bandwidth** large enough if possible unlimited to enable speedy loading of pages in the website, necessary google ads & plugins should be embedded to enable efficiency of the website.
- ✓ Be cloud based with one year hosting plan.
- ✓ Capture all necessary details of CT beneficiaries as specified bellow under report to be generated.
- ✓ Categorize CT beneficiaries by state of origin and Local government.
- ✓ Identify CT beneficiaries who sent in reports and keep track of the date & time of the received post.
- ✓ Be dynamic (interactive) enough to allow users and viewers to engage with each other in the comments section of any of the post.
- ✓ Provide a feedback field in the contact page to enable viewers give reactions about the functionality of the website itself.
- ✓ Easy accessibility/navigation criteria should be taken into consideration.
- ✓ Ensure all pages have headings that are easily optimized by search engine (SEO)
- ✓ Provide all heading with the "<H> tag for easily navigation for screen reader users.
- ✓ All pictures, logo, gallery and buttons should be well labelled using alternative text for description. For social media plugins, use a plugin with well labelled graphical icons.
- ✓ Ensure all edit fields and check boxes in forms are properly labelled.
- ✓ In situation where the public need to fill in a date in a form, allow type-in date (dd/mm/yy) and not just pop up calendar only.
- ✓ Ensure users don't click more than three times before reaching the desired page/content.

BASIC REPORTING TO BE GENERATED FROM THE PLATFORM

The following information is expected to be generated from the platform:

- Picture of the CT beneficiary during skills acquisition and/or cash reception.
- Detailed report from trained CSOs on how Abacha loot was spent among beneficiaries.
- List of States in which beneficiaries were paid.
- Location: house number, street name and district/community.
- Extract useful management reports, e.g. showing whether the beneficiary received cash

TERMS OF REFERENCE

Developer must ensure the following:

- Proper technical oversight of the design, development, and debugging of the website
- Content, context, and language for the website are appropriate.
- The website has standard security protocols (SSL) to ensure that it is secure and complies with data protection laws of the Federal Republic of Nigeria.
- The website has password-protected access for users with levels
- Provide a basic back-end training manual for ANEEJ technical team use.
- Provide core training for at least two ANEEJ staff in the management of the website and its full functionality.
- At least one of ANEEJ technical staff will be a part of the development processes, and who will manage the platform after contract has been signed.
- Provide technical support to ANEEJ staff when the need arises after contract has been closed.
- Provide for one year of licensing and hosting of the website in an appropriate secure cloud/web location.
- Comply with specifications provided.
- Promote the website on social media platforms, in line with DFID branding and marking requirements, to include: Facebook, Twitter, Instagram, YouTube and relevant websites using designated page/account. The core focus of these promotion will be to build brand awareness and brand engagement (posts must drive likes, follows, and share).
- Compliance issues adhered to relevant laws that govern development of such platforms like: copy rights