



**NATIONAL CIVIL REGISTRATION AUTHORITY (NCRA)
2 WALPOLE STREET,**

FREETOWN, SIERRA LEONE



**REQUEST FOR EXPRESSION OF INTEREST (EOI)
FIRM SELECTION**

**Procurement for the Production and Issuance of Securitized Multi-purpose Identity Cards
(National & ECOWAS), ID Verification System and Public Key Infrastructure (PKI).**

Procurement Number: *NCRA/IDM/ICB/2021/001*

Issue date: 4th January, 2021

PROJECT BACKGROUND

The Government of Sierra Leone established the National Civil Registration Authority (NCRA) through an Act of Parliament dated 30th June, 2016 with mandate to among others carry out the continuous, permanent and compulsory recording of the occurrences and characteristics of vital events including Births, Deaths, Marriages, Divorces, Nullities, Adoptions, Legitimization and Recognition of citizens and non- citizens resident in Sierra Leone for the purpose of establishing and maintaining an Integrated National Civil Register on the population of Sierra Leone. Specifically, Sections 14 (b) and 15, Sub section 1 (j) mandates the National Civil Registration Authority (NCRA) to generate and assign unique National Identification Numbers (NIN) and to issue Multi-purpose National Identity Cards to citizens and other residents in Sierra Leone. The provision of legal Identity remains crucial for the social, political and economic wellbeing of every resident as well as guaranteeing the fundamental human rights of people i.e the right to legal identity and/or the right to be identified and accounted for.

The National Civil Registration Authority has a Biometric database of 5,111,089 records of citizens and non-citizens (approximately 75% of the total estimated population) of Sierra Leone that have been registered since 2017 to date. For each record, a unique Identifier is generated and assigned after the de-duplication of the Registrant's record known as the National Identification Number (NIN). The NCRA hosts a Central ICT and Identity Management Infrastructure that includes AFIS (Automatic Fingerprint Identification System), Identity Management System (IDMS) and Biometric Registration Kits to enrol citizens and non- citizens resident in Sierra Leone.

The objective therefore is for the production and issuance of Securitized Multi-purpose (National and ECOWAS) compliant "chip-based" Identity Cards to citizens and non- citizens resident in Sierra Leone as well as the provision of Public Key Infrastructure (PKI) and ID Verification System.

Bidding will be conducted through an International Competitive Bidding (ICB) procedure in accordance with the Sierra Leone National Public Procurement Act of 2016 and participation is open to all applicants who can demonstrate the eligibility requirements as stated in this EOI.



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SCOPE OF WORK – ID PRODUCTION AND ISSUANCE

1. Setting up of Decentralized Identity Card Production Infrastructure.
2. Capacity Building of NCRA staff on the production and management of the Infrastructure
3. Production and issuance of “chip-based” securitized Multi-purpose National ID Cards (age 12 and above) with no ECOWAS features.
4. Production and issuance of ECOWAS compliant ID Cards that will be issued on demand.
5. Support and maintenance of the Infrastructure

DELIVERABLES- ID PRODUCTION AND ISSUANCE

- (a) ID Card production Software
- (b) Customization and Personalization of the ID Cards
- (c) Stock Validation and Quality Control Software
- (d) Printers and Consumables
- (e) Printing and issuance of ‘Chip-based’ Identity Cards (National and ECOWAS Compliant)
- (f) Knowledge Transfer and Capacity Building for NCRA Staff
- (g) Transfer of Source Codes for all Applications
- (h) Communication and Public Education
- (i) Support and Maintenance

SCOPE OF WORK - IDENTITY VERIFICATION PORTAL

1. Design, Develop and Setting up of Person Verification Portal including all Hardware and Software components to establish this service.
2. A public portal needs to be established for access to the Central National Identity System to service requests from external government or private entities.
3. These requests will mainly focus on verification of personal information through demographic and biometric information.
4. The system must communicate to the Central National ID System through a web-service.
5. The web-service will interface with the Central National ID System database and AFIS to provide the required information.
6. The system must be deployed as part of the main personalization system infrastructure within a DMZ to protect the main personalization system against unauthorized access.
7. The scope includes all computer hardware (servers etc.) and networking (switches, routers, firewalls, cabling etc.) equipment of the system and must be fully redundant with no single point of failure.
8. Capacity building of NCRA staff on the management of the Infrastructure
9. Connectivity to the Central National ID System will be provided by the NCRA.
10. Support and maintenance of the infrastructure

DELIVERABLES- IDENTITY VERIFICATION PORTAL

- a) A person verification portal including all hardware and software components established.
- b) Data sharing layers for interoperability with other Identity Management Databases (Immigration, Sierra Leone Roads Authority, National Electoral Commission, NASSIT, NRA etc.) established.
- c) The system must communicate to the Central National ID System through a Web-service.



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- d) The web-service must interface with the Central National ID System Database and AFIS to provide the required information.
- e) The system must be deployed as part of the main personalization system infrastructure within a DMZ to protect the main personalization system against unauthorized access.
- f) The deliverables include all computer hardware (servers etc.) and networking (switches, routers, firewalls etc.) equipment of the system and must be fully redundant with no single point of failure.
- g) Capacity building of NCRA staff on the Management of the Infrastructure
- h) Support and Maintenance of the Infrastructure

SCOPE OF WORK - PKI SOLUTION:

1. Design, Develop and implement an ICAO-based PKI system to secure the production and verification of the National eID documents.
2. ICAO-based CA should meet the:
 - Secure generation and storage of key pair and certificate Country Signing Certificate Authority (CSCA) according to ICAO Doc 9303.
 - Issuance of Document Signer Certificate by CSCA on receipt of Document Signer certificate signing request.
 - Issuance of Certificate Revocation List.

All key pair generation, protection and signing operation must be done through FIPS-140-2 Level 3 or above HSM

3. Document Signing System
 - Secure generation of Document Signer (DS) key pair and the corresponding certificate signing request
 - All key pair generation, protection and signing operation must be done through FIPS-140-2 Level 2 or above HSM.
 - Conduct document signing by DS Key in the HSM for each National eID document.
4. Other cryptographic keys such as Active/Chip Authentication Key, if required by the system, shall be generated by the HSM.
5. Certificates based on X.509 UTI -T standard and be complied with ICAO Doc 9303 7th edition.

DELIVERABLES- PKI SOLUTION:

- a) ICAO-based PKI system to secure the production and verification of the National eID documents
Designed, Developed and Implemented.
- b) Delivered a PKI with a set of roles, policies, and procedures needed to create, manage, distribute, use, store, and revoke digital certificates and manage public-key encryption.
- c) This PKI will facilitate device and user certification, authentication, non-repudiation, confidentiality and the secure electronic transfer of information for a range of network activities such as e-commerce, internet banking and confidential email.
- d) The PKI will be required for activities where simple passwords are an inadequate authentication method and more rigorous proof is required to confirm the identity of the parties involved, the processes to be performed and to validate the information being transferred
- e) Other cryptographic keys such as Active/Chip Authentication Key, if required by the system, shall be generated by the HSM.



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- f) Certificates based on X.509 UTI -T standard and be complied with ICAO Doc 9303 7th edition.
- g) Capacity building of NCRA staff on the management of the Infrastructure.
- h) Support and maintenance of the infrastructure

ELIGIBILITY REQUIREMENTS

All Applicants must process and satisfy the under-listed requirements to be eligible to participate in this exercise of the procurement process. Therefore, an Applicant shall:

The required documentary evidence to be submitted by the bidder to confirm eligibility to bid is as follows:



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- a) Be a Company registered under the Companies Act of Sierra Leone for Local Firms or similar registration institution for businesses outside Sierra Leone, and shall submit a profile of the Company containing verifiable details such as office address, e-mail address, Website address, phone numbers etc.
- b) Provide evidence of registration with the Corporate Affairs Commission as a Company or an enterprise for Local Firms.
- c) Provide evidence of professional and technical qualification to carry out the Project.
- d) Provide evidence of professional and technical staff/experience of key personnel of the Company.
- e) Provide evidence of financial capacity to carry out the project.
- f) Submit a detailed Work Plan on how the project is intended to be carried out.
- g) must have at least 5 years' experience in executing similar Projects
- h) Experience in Civil Registration system will be an added advantage
- i) must provide verifiable proof of experience in successful implementation of such a Project in at least one country in the last five years either as a Lead Partner or Joint Venture/Consortium.
- j) Must have experience in the design and implementation of PKI, Securitised Card Production and online ID Verification System.
- k) Experience in Biometric engines and templates for Fingerprint and other Biometric Features is key.
- l) Evidence of payment of tax for the Company
- m) Provide a current sworn and Notorised Affidavit disclosing the following:
 - i. that the company is not in receivership, insolvent or bankrupt;
 - ii. that the company has no Director or superior authority that has been convicted of any offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter; and,
 - iii. that all the documents submitted for this procurement are true and correct in all particulars.
- n) Should provide details of similar projects undertaken including name and address of the client, project size, project scope, project cost, project start and end dates, types of cards issued, card production and implementation period. Certified copies of Certificates of Completion for the project or authentic and verifiable client reference for on-going projects MUST be attached.
- o) The Successful Bidder for the award of Contract **MUST** have a registered Firm/Company as their Local Partner/or Representative in Sierra Leone.

TYPE OF THE CONTRACT

The Contract will be a Public Private Partnership (PPP) between the National Civil Registration Authority (NCRA) representing the Government of Sierra Leone and the successful Bidder executing the Contract.



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SUBMISSION OF EXPRESSION OF INTEREST (EOI)

Interested and competent Applicants are requested to enclose their Expression of Interests and other accompanying documents in:

1. 2 Sets of sealed envelopes indicating the Procurement Activity on the outer envelope or
2. Electronic copies of same to procurement@ncra.gov.sl

The Expression of Interest should be addressed to:

**The Director General
National Civil Registration Authority (NCRA)
2 Walpole Street, Freetown
Sierra Leone**

All submissions must be made not later than Monday the 18th January, 2021 between the hours of 9 am and 4 pm each day. Except, the day of closing of submission, which shall be by 12 pm Sierra Leone time.

NOTATION:

- i. Notwithstanding anything contained in this invitation for Expression of Interest, the NCRA is not bound to consider any EOI and reserves the right to accept or reject any EOI at any time without liability or any obligation for such acceptance, rejection or annulment, and without proffering any reasons thereof.
- ii. Certificates may be referred to the respective issuing Authority for Verification and Authentication.
- iii. This advertisement should not be construed as a commitment or obligation on the part of NCRA to award this Contract.
- iv. All submissions must be made in English Language.
- v. Late submission of EOI would not be entertained.
- vi. Shortlisted Applicants may be required to make presentations upon submittal of their Request for Proposals (RFPs) at their own costs. These presentations will be conducted by the NCRA at any specified location or premises.
- vii. NCRA shall not be liable for any cost incurred by the Bidder in preparing, submitting, discussing or negotiating any agreement with respect to this EOI.