

## **Request for Proposal (RFP):**

### **Provision of an Online Nomination and Voting System for Trustee Elections of the Orion Namibia Pension and Provident Funds (FUND)**

**Issue Date:** 03 August 2026

**Closing Date:** 25 August 2026

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#### **1. Introduction**

The Fund invites qualified service providers to submit proposals for the design, deployment, and support of a secure online nomination and voting system for Trustee elections. The system must ensure fairness, transparency, security, and auditability, in line with the Fund's governance standards.

#### **2. Objectives of the Assignment**

The Fund seeks a service provider capable of delivering:

- 2.1 A secure online platform for member nominations
- 2.2 A secure online platform for member voting
- 2.3 Automated eligibility verification
- 2.4 Tamper-proof vote recording and counting
- 2.5 Full auditability and reporting
- 2.6 High-availability hosting and cybersecurity
- 2.7 User-friendly interfaces accessible via mobile and desktop

#### **3. Scope of Work**

Service providers must propose solutions covering the following components:

- 3.1 Online Nomination System
  - 3.1.1 Secure member login with multi-factor authentication
  - 3.1.2 Digital nomination form with document upload
  - 3.1.3 Automated eligibility checks
  - 3.1.4 Conflict-of-interest flagging
  - 3.1.5 Duplicate nominee detection
  - 3.1.6 Real-time status tracking
  - 3.1.7 Admin dashboard for Vetting Committee review
- 3.2 Online Voting System
  - 3.2.1 Secure digital ballot
  - 3.2.2 Anonymous voting
  - 3.2.3 One-member-one-vote enforcement
  - 3.2.4 Unique voting tokens

- 3.2.5 Real-time monitoring dashboard
- 3.2.6 Automated closing of voting
- 3.2.7 Non-identifiable confirmation receipts

### 3.3 System Administration

- 3.3.1 Role-based access control
- 3.3.2 Audit logs for all system actions
- 3.3.3 Reporting dashboards
- 3.3.4 Exportable audit reports

### 3.4 Member Support

- 3.4.1 Helpdesk support during nomination and voting periods
- 3.4.2 Clear instructions and communication templates
- 3.4.3 Mobile-friendly user experience

## 4. Nomination & Voting Eligibility Requirements

Service providers must demonstrate how their system enforces:

- 4.1 Eligibility to nominate (active members, verified contact details, authentication)
- 4.2 Eligibility to be nominated (fit-and-proper checks, conflict-of-interest declarations)
- 4.3 Eligibility to vote (membership list freeze, 2FA, unique tokens)
- 4.4 Restrictions (no proxy voting, no multiple votes, no manipulation)

## 5. Security Standards

Bidders must provide detailed descriptions of how their solution meets or exceeds the following:

- 5.1. Cybersecurity Architecture
- 5.2. AES-256 encryption
- 5.3. ISO compliant hosting
- 5.4. Daily encrypted backups
- 5.5. Disaster recovery plan
- 5.6. Multi-factor authentication
- 5.7. Privileged access management

## 6. System Integrity

- 6.1. Immutable vote ledger
- 6.2. Full audit logging
- 6.3. Real-time monitoring
- 6.4. Automated anomaly alerts

## 7. Data Protection

- 7.1 Separation of identity and ballot data
- 7.2 Compliance with Namibian Data Protection principles
- 7.3 Cryptographic deletion after retention period

## 8. Testing & Validation

- 8.1 Pre-election penetration testing
- 8.2 Load testing
- 8.3 Weekly vulnerability scans
- 8.4 Post-election audit support

## **9. Fraud Prevention**

- 9.1 Device fingerprinting
- 9.2 Duplicate vote prevention
- 9.3 Insider threat mitigation

## **10. Incident Response**

- 10.1 Defined escalation levels
- 10.2 1-hour response for critical incidents
- 10.3 Incident reporting within 3 days

## **11. Deliverables**

The selected service provider must deliver:

- 11.1 Fully functional online nomination system
- 11.2 Fully functional online voting system
- 11.3 System documentation
- 11.4 Training for Fund Secretariat and Election Administrator
- 11.5 Member communication templates
- 11.6 Support during nomination and voting periods
- 11.7 Post-election audit report
- 11.8 Security incident report

## **12. Proposal Submission Requirements**

Bidders must include:

- 12.1 Company profile and relevant experience
- 12.2 Description of proposed solution
- 12.3 Technical architecture diagrams
- 12.4 Security framework
- 12.5 Project plan and timelines
- 12.6 Support model and SLAs
- 12.7 References from similar projects
- 12.8 Pricing structure (licensing, hosting, support, optional modules)

**NB: The pricing structure should indicate separate costing for nomination process and the voting process to allow possible split between the two functions.**

## **13. Evaluation Criteria**

Proposals will be evaluated on:

- 13.1 Technical compliance with TOR
- 13.2 Security robustness
- 13.3 User experience and accessibility
- 13.4 Auditability and transparency features
- 13.5 Implementation timeline
- 13.6 Cost competitiveness
- 13.7 Experience with similar elections
- 13.8 Support and SLA commitments

## **14. Reservation of Rights**

The Fund reserves the right to:

- not appoint any service provider applying;
- request clarification or presentations;

- negotiate with one or more shortlisted service providers;
- verify references and submitted information;
- conduct interviews;
- amend or withdraw this tender process; and
- appoint in whole or in part, if this is in the Fund's best interests.

**Submission Instructions**

Proposals must be submitted electronically to [NAM-OrionPO@oldmutual.com](mailto:NAM-OrionPO@oldmutual.com)  
Subject Line: RFP – Online Nomination and Voting Solution

Deadline: 17h00 on 25 August 2026  
Late submissions will not be considered.

Contact for Queries  
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