



**GUIDELINES FOR CLEARANCE OF INFORMATION  
TECHNOLOGY (IT) PROJECTS BY MINISTRIES,  
DEPARTMENTS AND AGENCIES (MDAS)**

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## **1.0 PREAMBLES**

These Guidelines are issued in line with the need for a coordinated, standardized and orderly approach to the deployment of Information Technology (IT) systems by Federal Government Ministries, Department and Agencies (MDAs). MDAs are required to obtain (insert the Circular) clearance from the National Information Technology Development Agency (NITDA) for their Information Technology (IT) projects.

The purposes of these guidelines are to ensure:

- a. that IT projects are not replicated;
- b. integration of IT systems and services by MDAs to save costs, promote shared services, interoperability and improve efficiency;
- c. the technology and services being procured are suitable for the country from the point of view of security and the environment, among others;
- d. that there is indigenous capacity for after-sales-service to sustain the project beyond the initial deployment;
- e. that the project promotes indigenous content and that preference shall be given to indigenous companies where capacity or the product or service exists; and
- f. that the technology being implemented is up-to-date.

## **2.0 AUTHORITY**

These Guidelines are issued pursuant to:

- a. Section 6 of the National Information Technology Development Agency Act 2007; and
- b. SGF Circular Ref. No. SGF.6/S.19/T/65 of 2006

## **3.0 SHORT TITLE AND COMMENCEMENT**

These Guidelines shall be cited as 'Guidelines for Clearance of all IT Projects by MDAs' and shall come into effect on the .....

## **4.0 DEFINITION**

**Information Technology (IT)** means and encompasses all forms of technology used to create store, exchange and use information in its values forms (business data, voice, conversation, still images, motion pictures, multimedia presentation and other forms including those not yet conceived).

**Information Technology (IT) Projects** means and includes the creation/development, acquisition and distribution of IT goods and services.

**Ministries, Departments and Agencies (MDAs)** means all ministries, department and agencies of the Federal Government of Nigeria.

**SGF** means Secretary to the Government of the Federation

**NITDA Requirements** means all checklist as created by NITDA for the purpose of accessing and evaluating projects prior to clearance

**Clearance** means approval subject to tests or studies conducted to investigate and determine the technical suitability and costing of an equipment, material, product, process, services, or system for the intended objectives.

**FORM ITC.1** means an instrument for gathering information about the proposed IT project

**Compliance Portal** means an online application which MDAs will use to submit applications for IT projects, communicate with NITDA and receive information regarding the decisions made by NITDA on their IT projects and other notices

## 5.0 GUIDELINES

1. MDAs shall obtain an electronic certificate of approval from NITDA, for all their IT projects via the compliance portal and email;
2. MDAs requesting for approval from NITDA, with respect to their IT projects shall fill a copy of **FORM ITC.1** via <https://compliance.nitda.gov.ng> and shall comply with the following requirements:

MDAs shall:

- a. describe in detail each proposed IT project and the designated location for each project;
- b. describe in detail the service or specification and configuration of the IT products and services required for each project;
- c. specify the current market prices of all products or estimated cost of services needed to actualize each project;
- d. specify the expected duration for each project implementation
- e. fully comply with the provisions contained in the Regulatory Guidelines for Nigerian Content Development in ICT; and
- f. provide justification and deliverables for the proposed IT project

3. Upon submission of the above application, NITDA shall carry out technical evaluation of the proposed IT projects and make a decision.
4. NITDA shall ensure that a decision is made within 10 working days from the submission of the application and shall revert accordingly to the MDAs via email and through the Compliance Portal.
5. Where NITDA is unable to carry out a conclusive technical evaluation of the IT project within 10 working days, NITDA shall;
  - a. Reach out through email and the Compliance Portal to such MDA informing the MDA of the delay; and
  - b. Specify in detail, the reason for the delay
6. Where NITDA is unable to make a decision within 10 working days as specified in Section 5 subsection 5 and further fails to reach out to the MDA as specified in Section 5 Subsection 5(a), it shall be assumed that IT project has been approved for execution.
7. Notwithstanding Section 5 Subsection 5, NITDA may withhold approval for all IT projects where the proposed project does

not satisfy or meet NITDA's requirements; NITDA may refuse to give its approval.

8. Refusal of approval for any IT project shall be done through email and the Compliance Portal and shall:
  - a. Specify in detail the reason for the refusal; and
  - b. Give advice to the MDA on how NITDA's requirements can be met.

## **6.0 COMPLIANCE AND MONITORING**

- a. NITDA is responsible for ensuring compliance with the provisions of these Guidelines.
- b. NITDA shall monitor MDAs to ensure compliance with the provisions of these Guidelines.
- c. Upon a request written or through email, MDAs shall permit NITDA to carry out inspection of the approved project(s).
- d. Upon completion of the IT project, MDAs shall notify NITDA through email or in writing to obtain a certificate of compliance.

## **7.0 BREACH**

Any breach of these Guidelines is a criminal offense under Section 17 and 18 of the National Information Technology Development Agency Act of 2007.

## **8.0 ENFORCEMENT**

NITDA shall enforce violation of the provisions of these Guidelines in accordance with the National Information Technology Development Agency Act of 2007.

## **9.0 REVIEW AND AMENDMENT**

These Guidelines and its minimum specifications may be reviewed and amended as the need arises. Any such reviews shall be guided by the developmental aspirations of the country, the development of MDAs and the development of IT in general.

## **10.0 EXPLANATORY NOTES**

There is every need to ensure a coordinated, standardized and orderly deployment of Information Technology for the overall benefit of the nation.

Indeed, this is the intention of both the National Information Technology Development Agency Act of 2007 and the National Information Technology Policy approved by the Federal Executive Council in April 2001.