



RFP FOR THE WEB DESIGN AND DEVELOPMENT CONSULTANT FOR THE NBA-AML COMMITTEE

1. Background

African Center for Governance, Asset Recovery and Sustainable Development (the African Center), an NGO based in Abuja Nigeria, is implementing a project **to review of the implementation of key GFAR principles in asset return and AML/CFT/PF risk assessment of the Legal Profession in Nigeria.** With funding from the Foreign, Commonwealth and Development Office (FCDO), the project commenced in October 2024 and is scheduled to end in March 2025.

As part of its contributions to ensure that Nigeria is removed from the Financial Action Task Force (FATF) grey list in 2025, African Center through the project, will provide clear indicators of risks and mitigating factors as well as a policy brief to guide the NBA and regulators. Additionally, the project aims to support the NBA's Anti-Money Laundering and Combating of Financing of Terrorism Committee (NBA/AML/CFT Committee) to develop a detailed action plan, engage with stakeholders, develop regulatory capabilities as a self-regulatory body and build the capacity to provide support to the legal sector to implement the risk assessment report.

The risk assessment included a series of stakeholder workshops and action planning meetings held across 6 geo-political zones in Nigeria in October and November 2024. The need for a secure and efficient web platform to receive Suspicious Transaction Reports (STRs) from legal practitioners was clearly identified. This proposed platform will allay the concerns of lawyers about filing STRs and will address a significant gap identified by the FATF in the reporting of suspicious transactions by lawyers. It will ensure efficient management of confidential reports, and communication, transparency of data, and effective oversight of the NBA AMLC

2. Scope of Project / work

African Center is seeking the services of a qualified web design and development Consultant to develop the proposed web application / platform for the receipt of confidential suspicious transaction reports from the NBA members through an interface with the regulators such as the Nigerian Financial Intelligence Unit (NFIU) and Special Control Unit against Money Laundering (SCUML). The development of the website must follow a user-centred design process, where we would engage with partners and other stakeholders to ensure their thoughts/needs are taken into account



in the design. This proposed design is expected to meet current and future needs of the legal sector by employing robust authentication measures, a scalable backend, and user-friendly interfaces.

3. Objectives

The overall objectives of this consultancy is to design and develop a web application that will provide a secure and user-friendly platform for managing reports related to Anti-Money Laundering (AML) and Combating the Financing of Terrorism (CFT). The web developer will:

- Develop an easily accessible and intuitive platform for reporting suspicious financial activities.
- Ensure compliance with Nigerian financial regulations, including the Nigerian Financial Intelligence Unit (NFIU).
- Maintain confidentiality and security of sensitive information submitted by users.
- Provide features for tracking and updating reported cases.
- Ensure mobile responsiveness and accessibility

4. Terms of Reference

- Design system architecture including website layout, interface, and structure.
- Implement web functionalities, including the reporting form and admin dashboard with KPI tracking parameters
- Ensure cross-browser compatibility and responsiveness.
- Integrate security features and data protection protocols.
- Provide ongoing technical support after launch

5. Deliverables

- A fully functional, responsive website for reporting suspicious transactions and compliance.
- User interface (UI) and user experience (UX) design.
- Backend development for managing submissions and administrative tasks.
- Integration of secure data encryption and privacy features.
- An admin dashboard for reviewing, managing, and analyzing reported cases.
- Compliance with all relevant Nigerian data protection and financial reporting laws.
- Documentation for the website's use and maintenance.
- User Training provided to designated NBA AMLC Secretariat staff.
- Three months post-launch maintenance.



6. Duration

The consultancy is expected to last 5 weeks starting from the date of signing the contract.

7. ELIGIBILITY

All applicants should provide the following;

- CAC documentation (certificate of incorporation, article, and memorandum of association) of the bidding company.
- Corporate tax identification number (TIN).
- Organization profile, licenses relating to the service being offered.
- Verifiable physical office address.
- Minimum of three years (3) reputable references within the last Seven (4) years where similar activity was provided successfully,

8. Application Process

Please include the following documents/statements in your application:

- Overview of experience with user-centered design (UX, UI, etc.)
- Overview of experience with website design and build
- Overview of experience with electronic data interchanger and settlement
- Portfolio of previous work or list of previous projects
- Outline of proposed approach to the project (maximum 2 pages)
 - Include your approach to website security and data protection; accessibility; and interactive functionalities including AI
- Proposed Team Composition
 - Include CV of Lead Consultant and team members, if applicable
- Fee proposal including estimated level of effort, signed and stamped by authorized representatives of Service Provider.

9. PROPOSAL SUBMISSION

Interested applicants should submit a proposal by email to info@africancenterdev.org on or before 14 February, 2025.

African Center will not accept any proposal submitted in any other way. Incomplete proposal will not be considered, and vendors who are currently providing these services to African Center must re-apply with all of the documentation attached as mentioned above. Only qualified consultants will be contacted.