

Request for Proposal (RFP): Certification Training Service Provider for Compliance Officers

Background

Nigeria has recently exited the global Financial Action Task Force (FATF) grey list following significant reforms to its AML/CFT framework, marking a major milestone in strengthening financial system integrity. It is imperative to sustain and reinforce compliance efforts across all sectors to maintain this positive momentum and prevent any future risk of increased global scrutiny or Greylisting. The Nigerian Bar Association (NBA) Anti-Money Laundering Committee (AMLC), in partnership with the African Centre for Governance, Asset Recovery and Sustainable Development (“African Centre”), is leading efforts to build a culture of compliance in the legal profession. In September and October 2025, for instance, the African Centre trained NBA branch representatives from Kano, Owerri, and Edo State in a one-day AML/CFT Training of Trainers workshop, aimed at building the capacity of lawyers as frontline gatekeepers against financial crime. This initiative has further strengthened the NBA’s dedication to compliance, demonstrated by the launch of the NBA-AML Portal. NBA leadership regards this portal as a testament to the association’s unified commitment to promoting transparency, accountability, and the highest standards of ethical practice. The NBA-AML Portal, a first-of-its-kind self-regulatory platform for lawyers, exemplifies innovative digital support for compliance. Building on these efforts and the momentum of the ToT program, the NBA-AML Committee (with the support of the African Centre) now seeks to engage an expert training provider to develop and deliver a formal Certification Programme for Compliance Officers targeted at legal professionals.

Objectives

The primary objectives of the assignment are to:

- **Develop and deliver a robust Certification Programme in Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT)** tailored specifically for lawyers and legal professionals. The curriculum must comprehensively address key subject areas, including money laundering typologies and methods, sanctions compliance, bribery and corruption prevention, and other regulatory frameworks.
- **Build capacity among legal practitioners** by delivering professional-level training that reflects both Nigerian and international AML/CFT standards.
- **Adopt a blended learning methodology that** enhances learner engagement, accommodates diverse learning preferences, and ensures practical application of knowledge through interactive formats.
- **Implement a robust certification and assessment process:** develop examinations, quizzes, or case evaluations to test competencies, ensure fair and reliable grading, and issue official certificates or digital credentials to successful candidates. The system should maintain secure records of credentialing (in line with best practices for training providers).
- **Develop a comprehensive sustainability framework** for the Programme that incorporates robust mechanisms for effective knowledge transfer and capacity building among stakeholders

Scope of Work

The selected provider will be responsible for all aspects of Programme development and delivery, including but not limited to:

- **Development of Training Curriculum, Transcripts for 12 (minimum) training modules, and Content Development:**
A comprehensive certification syllabus covering AML/CFT fundamentals, financial crime laws, professional ethics, Nigerian regulatory frameworks, and the practical use of digital compliance tools such as the NBA AML Portal.
- **Learning Materials and E-Learning Content:**
Produce high-quality instructional materials, including slide decks, handouts, case studies, and simulation exercises.
- **Blended Training Delivery:**
Deliver the programme through blended learning—combining online modules via the NBA AML Portal or LMS with regional in-person workshops or live virtual sessions for interactive practice and discussion.
- **Assessment & Certification of NBA Branch Compliance Officers:**
Implement transparent assessments with clear grading, certification, and reporting systems to evaluate participants, track credentials, and manage re-sits or remediation in line with training program standards
- **Project Management and Reporting:**
Develop and implement a milestone-based project plan in coordination with the NBA-AML Committee and African Centre, ensuring regular progress reporting, feedback integration, and continuous programme improvement
- **Collaboration:**
Engage key stakeholders to align content with NBA standards, integrating insights from the ToT workshop and related initiatives where applicable.

Deliverables

The provider shall deliver the following:

- A finalized Certification Program curriculum document and syllabus, including detailed learning objectives and session plans for each module.
- All training materials, in both digital and print-ready formats: presentation slides, facilitator guides, participant workbooks, case studies, reference resources, etc.
- A suite of video-based learning modules and e-learning content hosted on an LMS or the NBA AML Portal.
- A fully developed Assessment package: question banks (MCQs, case scenarios), answer keys, grading rubrics, and guidelines for exam administration.
- A configured training delivery platform (LMS/portal), if not already available, or detailed guidance on using the NBA AML Portal for course delivery.
- Implementation of training sessions as per schedule: records of sessions conducted (dates, locations or virtual links), and attendee lists.
- Certificate issuance: Print-ready certificates or e-credentials for successful participants, with a secure process for authentication.

- A comprehensive final report summarizing the project: overview of activities, evaluation results, lessons learned, and recommendations for future offerings.

Eligibility Criteria

Proposals will be accepted only from organizations that meet the following minimum criteria:

- **Established Training Provider:** Legally registered educational or training institution (firm, academy, or university) with a strong track record in professional education. Accreditation or recognition by relevant bodies is a plus.
- **Expertise in Certification Programs:** Demonstrated experience designing and delivering professional certification or certification-equivalent programs, preferably in compliance, finance, or legal education. The bidder must show evidence of previous similar projects (e.g., AML/CFT or compliance certification) and positive references.
- **Certification and Assessment Management:** Established processes for conducting examinations, grading, and issuing verifiable credentials. Ability to maintain participant records and ensure exam integrity.
- **Subject-Matter Expertise:** Team members (instructors, designers) should have relevant credentials and experience in AML/CFT, compliance, or legal practice. An understanding of Nigerian AML laws and the legal sector is highly desirable.
- **Delivery Capacity:** Resources (facilities, equipment, or online infrastructure to conduct in-person workshops across Nigeria as needed, and to support a possibly large cohort of participants. (If relying on third-party venues or platforms, proposals must specify arrangements.)
- **Legal Standing:** Demonstrating good standing (no history of bankruptcy or legal violations). The organization should not be barred or disqualified from government or NBA contracts.

Proposal Format

Bidders must submit proposals in two clearly separated parts: **Technical Proposal** and **Financial Proposal**. Each part should be clearly labelled. The Technical Proposal should include:

- **Company Profile:** Overview of the organization, including years in operation, locations, and core competencies.
- **Relevant Experience:** Description of past projects or clients, especially those involving AML/CFT, compliance training, or legal sector programs. Provide at least three (3) references with contact information.
- **Program Design and Methodology:** Explanation of the proposed training approach, curriculum structure, pedagogical methods, and use of technology. Include a draft outline of topics/modules.
- **Implementation Plan:** Timeline and work plan showing key tasks, milestones, and delivery dates.
- **Team Composition:** Names and CVs of key personnel (instructors, project manager, content developers), highlighting relevant qualifications.

- **Quality Assurance:** Description of how you will ensure training quality, participant engagement, and continual improvement.

Submission Guidelines

Proposals must be written in English and submitted via email to info@africancenterdev.org, subject “RFP – Compliance Certification Program”, by **21 November 2025**. Late submissions will not be accepted. All pages must be consecutively numbered.