



REQUEST FOR PROPOSAL FOR THE MAINTENANCE AND LICENSING OF NBA ANTI-MONEY LAUNDERING COMMITTEE (NBAAMLC) PORTAL

1. Background

The **African Center for Governance, Asset Recovery and Sustainable Development** (African Center), in collaboration with the **Nigerian Bar Association Anti-Money Laundering Committee (NBAAMLC)**, is implementing a UK-FCDO-supported project titled “*Tackling Illicit Financial Flows (IFFs) through Asset Recovery and Management and Countering ML/CFT/PF in Nigeria.*”

A key component of this project is the **NBAAMLC Portal**, a digital platform designed to promote awareness, risk assessments, legal compliance, and reporting mechanisms among legal practitioners and stakeholders in the justice sector.

To ensure sustainability, optimal performance, and functional updates of the Portal, we are seeking a qualified **Portal Vendor** to provide maintenance and technical support services.

NBA AMLC Portal: <https://nbaaml.com/>

2. Scope of Work

The selected vendor shall provide the following services:

A. Routine Maintenance and Support

- a. Perform regular system checks, backups, and updates.
- b. Ensure data integrity and security patches are consistently applied.
- c. Monitor server performance and uptime.

B. User Support & Troubleshooting

- a. Provide technical support for portal users.
- b. Create and maintain a helpdesk ticketing/reporting system.

C. Portal Enhancements & Customization

- a. Incorporate periodic updates to features based on project needs (e.g., new reporting tools, dashboards, or security features).
- b. Maintain responsiveness and accessibility (mobile, desktop).

D. Data Analytics Integration

- a. Provide support for generating usage statistics and analytics reports.
- b. Integrate tools for measuring user engagement and traffic.



E. Security & Compliance

- a. Ensure compliance with the Nigeria Data Protection Regulation (NDPR).
- b. Monitor for vulnerabilities and implement cybersecurity best practices.

F.. Licensing

- a. Renewal of existing licensing and APIs due in January 2026.
- b. Updating API keys/tokens (to avoid service disruption).
- c. Checking for version updates (as old APIs may be deprecated).
- d. Verifying billing plans (as usage grows, higher-tier plans may be needed).
- e. Testing integration post-renewal to ensure systems remain functional.

3. Expected Deliverables

- a. Monthly system health and performance reports.
- b. Quarterly updates/feature roll-outs based on stakeholder inputs.
- c. Incident log and resolution documentation.
- d. Compliance/security audit report.

4. Eligibility and Requirements

All applicants should provide the following;

- a) CAC documentation (certificate of incorporation, articles, and memorandum of association) of the bidding company.
- b) Corporate tax identification number (TIN).
- c) Organization profile, licenses relating to the service being offered.
- d) Verifiable physical office address.

Required documents:

- a. Company profile.
- b. Corporate registration (CAC certificate).
- c. Evidence of similar work (with references or portfolio).
- d. CVs of key technical staff.
- e. Proposed fee structure (monthly or annual).
- f. Tax clearance certificate for the last 2 years.

5. Duration of Engagement

The contract will cover **6 months**.

6. Submission Details

Interested applicants should submit a proposal by email to info@africancenterdev.org on or before 8 August 2025. African Center will not accept any proposal submitted in any other way. An incomplete proposal will not be considered, and vendors who are currently providing these services to the African Center must reapply with all of the documentation attached as mentioned above. Only qualified consultants will be contacted.



Subject line: *“RFP Submission – NBAAMLC Portal Maintenance Vendor”*

7. Contact for Enquiries

For clarification or further information, please contact:

Phone: +234 915 119 5616

Email: info@africancenterdev.org

