**Request for Application for Consultancy**

**Engagement of Two AML Experts to Develop Curriculum and Facilitate a Training of Trainers (ToT) Workshop for NBA Branches and Legal Practitioners across Nigeria**

## 1. Background

The African Centre for Governance, Asset Recovery and Sustainable Development (African Centre)**,** with funding from the Africa Network for Environment and Economic Justice (ANEEJ) and the UK Foreign, Commonwealth & Development Office (FCDO)**,** is supporting the Nigerian Bar Association Anti-Money Laundering Committee (NBA AMLC) in strengthening compliance with Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT) standards among legal practitioners in Nigeria.

To enhance national rollout of the NBA's AML Compliance Portal and improve knowledge of AML obligations under Nigerian law, the project seeks to engage two qualified AML experts to develop a training curriculum and deliver a Training of Trainers (ToT) workshop across three key locations in Nigeria.

## 2. Purpose of the Assignment

The consultants will:

- Design a comprehensive training curriculum and materials tailored to legal professionals.
- Facilitate ToT workshops for representatives of selected NBA branches and compliance officers.
- Build capacity to support the use and adoption of the NBA AML portal and improve AML/CFT practices within the profession.

## 3. Scope of Work

Under the supervision of the African Centre and NBA AMLC, the two experts will jointly:

### a. Develop a Curriculum

- Review relevant laws, guidelines, and the newly developed NBA AML Portal.
- Design a standardized training curriculum and participant handbook.
- Include practical modules on portal use, risk assessment, suspicious transaction reporting, and client due diligence.

### b. Facilitate ToT Workshop

- Deliver three 1-day regional workshops (North, West, South) to representatives of NBA branches and private legal practitioners.
- Facilitate practical, interactive sessions, simulations, and guided portal demonstrations.
- Provide post-training mentoring support (remotely) to clarify follow-up questions.

## 4. Level of Effort and Timeline

- Total working days: 6 days per consultant (2 days for curriculum development, 3 days for facilitation and 1 day for Report writing)
- Implementation period: **September – October 2025**
- Work will involve both remote preparation and in-person facilitation in three locations.

## 5. Required Qualifications

Applicants (individuals or firms proposing named consultants) must demonstrate:

- At least 7 years' experience in AML/CFT compliance, regulation, or capacity building.
- Strong knowledge of Nigerian AML/CFT laws including MLPP Act, 2022; POC Act 2022; NBA AML Guidelines; and SCUML directives.
- Proven experience in training lawyers or legal professionals on AML/CFT.
- Familiarity with digital compliance tools or portals is an asset.
- Strong facilitation, technical writing, and adult learning skills.

## 6. Deliverables

- Curriculum and training handbook.
- Slide deck and facilitator's guide.
- Three ToT workshops delivered across regions.
- Training report including pre/post-test analysis, attendance, and recommendations.

## 7. Application Requirements

Interested applicants should submit:

- A CV or company profile (if applying as a firm).
- A brief technical proposal (max 5 pages) outlining methodology, content, and approach.
- A financial proposal
- Two samples of past training work (curriculum, slides, reports, or workshop photos).

- Two references from recent assignments.

## 8. Submission Guidelines

All applications must be submitted by **August 8, 2025** to info@africancenterdev.org with the subject line: **Application – Engagement of AML Expert to Develop Curriculum and Facilitate  Training of Trainers (ToT) Workshop for NBA Branches and Legal Practitioners across Nigeria.**

Only shortlisted candidates will be contacted.

## 9. Equal Opportunity

We strongly encourage applications from qualified women, persons with disabilities, and individuals from underrepresented regions of Nigeria. All applications will be assessed strictly on merit.