REQUEST FOR PROPOSAL

DEVELOPMENT OF MONITORING, EVALUATION AND ASSESSMENT TOOLS FOR THE NIGERIAN BAR ASSOCIATION ANTI-MONEY LAUNDERING COMMITTEE (NBA AMLC)

1. BACKGROUND

The African Center for Governance, Asset Recovery and Sustainable Development ("African Center"), in partnership with the Nigerian Bar Association Anti-Money Laundering Committee (NBA AMLC), is implementing the second phase of the UK Foreign, Commonwealth and Development Office (FCDO)-funded Anti-Money Laundering, Countering the Financing of Terrorism and Proliferation Financing (AML/CFT/PF) project.

The project supports the Nigerian legal profession to prevent and mitigate money laundering, terrorist financing and proliferation financing risks through capacity building, risk-based supervision, compliance support, and strengthening of the compliance and sanctions framework. The NBA AMLC requires practical, standardised tools to consistently assess, monitor, document and report on compliance and intervention results.

The African Center therefore seeks qualified Monitoring and Evaluation (M&E) Expert or Firm to develop a practical and sustainable set of M&E, assessment, compliance-monitoring and reporting tools for use by the NBA AMLC.

2. OBJECTIVE

The objective is to establish standardised tools that enable the NBA AMLC to measure and document AML/CFT/PF compliance, capacity-building outcomes and relevant results; track compliance gaps and corrective actions; generate reliable data; and use evidence to inform programme and supervisory decisions.

3. SCOPE OF WORK

The Expert/Firm will work closely with the African Center and NBA AMLC and will, at minimum:

- Review relevant existing materials, including the NBA AMLC Strategic Action Plan, reports, assessments, training records, supervision materials, processes and tools, and identify gaps, duplication and opportunities for improvement.
- Develop capacity-building assessment tools, including pre- and post-training knowledge/learning assessments and participant feedback tools.

- Develop risk-based supervision and compliance assessment tools, including law-firm assessment questionnaires/checklists, risk-rating or classification templates where appropriate, documentation review tools, CDD/EDD and beneficial ownership assessment tools, internal-control and policy assessment tools, and corrective-action/follow-up tools.
- Develop outcome and compliance tracking tools to monitor changes in knowledge, policies and procedures, CDD and beneficial ownership practices, management of higher-risk clients/relationships, record keeping, identified deficiencies and corrective actions.
- Develop standardised data collection and reporting templates, including assessment summaries, monitoring and corrective-action registers, indicator tracking sheets, periodic reporting templates and, where appropriate, dashboard/summary formats.
- Establish practical data-quality and verification procedures covering data collection responsibilities, timing, supporting evidence, verification, storage, documentation and quality assurance.
- Ensure tools are structured for future digital use and possible adaptation to the NBA AML Web Portal or another appropriate platform. The assignment does not require software development or portal integration.
- Conduct a practical orientation for designated NBA AMLC members and project personnel and provide user guidance for continued use and maintenance of the tools.

4. EXPECTED DELIVERABLES

- Inception report setting out the approach, methodology and work plan.
- Review/gap analysis of existing M&E, assessment and compliance-monitoring arrangements.
- Practical M&E and assessment framework, including indicators, definitions, data sources, frequency and responsibilities.
- Complete set of draft and final capacity-building, compliance assessment, supervision, outcome tracking, data collection and reporting tools.
- Data-quality and verification guidance and a user guide/manual.
- Validation/refinement of draft tools with designated NBA AMLC users, where feasible.
- Practical orientation/handover session and final package of editable tools and documentation.

5. TARGET USERS

The tools are primarily intended for NBA AMLC members, the NBA AMLC Secretariat and designated technical/project personnel, personnel involved in risk-based supervision of law firms, and relevant NBA officials involved in AML/CFT/PF compliance monitoring.

6. DURATION AND MANAGEMENT

The assignment shall be completed within four (4) weeks from the date of contract signing. Applicants should provide a detailed work plan showing proposed activities, deliverables, milestones and timing within the four-week period.

Deliverables will be reviewed and approved by the African Center in consultation with designated NBA AMLC representatives. The Expert/Firm shall incorporate reasonable comments and revisions arising from the review process.

7. QUALIFICATIONS AND EXPERIENCE

- Minimum 10 years of relevant professional experience in M&E, results-based management, programme assessment, compliance monitoring or a related field.
- Demonstrated experience developing M&E frameworks, assessment instruments, monitoring tools or institutional assessment systems.
- Demonstrated ability to develop practical tools for institutional or regulatory bodies.
- Experience in governance, rule of law, anti-corruption, AML/CFT/PF or related programmes is desirable.
- Demonstrated understanding of logframe-based programme management and results measurement.
- Strong analytical, report-writing and communication skills.
- For firms, evidence of legal registration/incorporation and capacity to deliver the assignment.

8. PROPOSAL SUBMISSION REQUIREMENTS

Interested Experts/Firms should submit a concise technical and financial proposal containing:

- Understanding of the assignment and proposed technical approach/methodology.
- Detailed work plan for completing the assignment within four weeks.
- CV(s) of proposed Expert(s) and description of relevant experience.

- Evidence of at least two comparable previous assignments, including client, scope and period of engagement.
- Financial proposal, clearly stating professional fees, applicable taxes and any other costs.
- Certificate of registration/incorporation, where applicable.

9. EVALUATION

Proposals will be evaluated on the basis of technical quality and cost. The technical assessment will consider:

Evaluation Criteria	**Weight**
Understanding of the assignment and methodology	25%
Relevant M&E, assessment and institutional monitoring experience	20%
AML/CFT/PF, governance, regulatory or compliance-monitoring experience	15%
Qualifications and experience of proposed personnel	15%
Quality and feasibility of proposed Work plan	10%
Relevant previous assignments	5%
Financial proposal	10%
Total	**100%**

Only proposals achieving a minimum technical score of 70% will proceed to financial evaluation.

10. CONFIDENTIALITY AND OWNERSHIP

The Expert/Firm shall maintain strict confidentiality regarding information accessed during the assignment and comply with applicable data protection requirements. All tools, templates, frameworks, reports and other materials developed specifically under the assignment shall be owned by the African Center and/or NBA AMLC, as agreed in the contract.

11. SUBMISSION INSTRUCTIONS

Proposals should be submitted electronically to: info@africancenterdev.org with Subject: REQUEST FOR PROPOSAL – Development of Monitoring, Evaluation and Assessment Tools for the NBA AMLC

Submission Deadline: 2 October 2026, 17:00 WAT. Only shortlisted applicants will be contacted.

For enquiries: African Center for Governance, Asset Recovery and Sustainable Development, Phone: 09151195616