Request for Proposal

Development of the ECOFEL Certification Program eLearning Course on Introduction to Risk Based Approach (RBA) and National Risk Assessments (NRA)

Background

The Egmont Group (EG) is a global organization comprised of over 180 Financial Intelligence Units (FIUs). The EG is supported by the Egmont Group Secretariat (EGS), based in Ottawa, Canada. The EGS provides strategic, administrative, and other support to the EG's overall activities.

The Egmont Centre of FIU Excellence and Leadership (ECOFEL) is an operational arm of the Egmont Group and is fully integrated into the Egmont Group Secretariat. ECOFEL is mandated to develop and deliver capacity building and technical assistance projects and programs related to developing and enhancing FIU capabilities, excellence, and leadership. The ECOFEL Certification Program (ECP) is an initiative created by ECOFEL designed to empower FIUs globally by providing foundational and operational knowledge crucial for combating financial crimes to ensure FIUs operate at the highest standards, aligning with international AML/CFT requirements.

For more information, please visit www.egmontgroup.org

Description of the job requirements and deliverables

Job requirements

ECOFEL is accepting proposals from Subject Matter Experts (SMEs) for the development of an eLearning course for the ECP as outlined in this document.

The SME is required to adhere to the ECOFEL eLearning Course Development standard operating procedures (SOPs) and the SOP for SMEs (SOP-SME), attached to this call. These documents provide structured guidelines for developing course content, detailing requirements, timelines, and quality standards to ensure clarity, accuracy, and effectiveness for learners. Applicants must review the SOPs before applying, as they detail mandatory deliverables, technical requirements, and processes essential for course development. Only candidates ready to comply with these frameworks will be considered to ensure the program meets ECOFEL's high standards and global FIU needs.

Deliverables

The SME is expected to deliver the following:

a) Proposal for course structure and content suitable for new and experienced FIU staff. The course must cover the elements as outlined in Annex A on a fundamental level and deliver baseline knowledge to FIU learners across the globe.
b) Develop all materials, including assessment questions, for an eLearning course of approximately 45 minutes duration of learner engagement on Intro to RBA/NRA, guided by the details in Annex A. Materials should involve graphics, and interactive and audiovisual elements, where appropriate. Materials must align with the requirements outlined in the ECOFEL eLearning Course Development SOPs and SOP-SME.
c) Submit all deliverables through designated platforms and in approved formats, including MSWord and MS PowerPoint. Deliverables should include text as well as high resolution graphics and audiovisual content, where appropriate, ensuring compatibility with ECOFEL's Learning Management System (LMS), as outlined in the SOPs.
d) Submit the final draft of all course materials within 25 working days following the completion of initial feedback rounds and approval of the content outline.
e) Adhere to mandatory quality assurance processes, with all materials reviewed against the quality benchmarks outlined in the SOPs to ensure clarity, accuracy, and learner accessibility.
f) Follow the detailed timeline and feedback process described in the ECOFEL eLearning Course Development SOP.
g) Remain available throughout the development process to address feedback provided by the ECP team in a timely and effective manner.
h) Participate in scheduled virtual meetings or consultations with the ECP team to clarify expectations and provide progress updates.
i) Address all comments from the ECP team thoroughly, ensuring revisions align with the established quality standards.

Required qualifications

a) Documented profound knowledge relevant for the course topics, especially on the items listed in Annex A.
b) Profound practical – especially FIU related – experience and abilities in the topics listed in Annex A.
c) Experience in delivering and developing training courses, particularly in eLearning formats, is an asset.
d) Working experience within an FIU, supervisory agency or comparable authorities is an asset.

Proposals must contain

a) A demonstration of education, experience, and knowledge.

b) A proposal for course content and structure as well as a workplan outlining proposed methods and cost as well as specific timelines and deliverables.

Application method

Applicants must review the ECOFEL eLearning Course Development SOP and the SOP for SMEs attached to this RFP thoroughly before applying, as they outline mandatory deliverables, timelines, and quality standards required for this role.

All submissions must be sent to ecofel.careers@egmontsecretariat.org no later than **October 16, 2026**. Applications received after the deadline may not be considered.

Subject line: ECP eLearning Course SME application

All proposals must be in ENGLISH.

Only selected candidates will be contacted.

Confidentiality and Ownership

All materials created by the SME for this course (including drafts, final content, graphics, scripts, and audiovisual elements) are the property of the Egmont Group. The SME may not use, reproduce, or distribute these materials outside of this engagement without prior written consent.

Additionally, any non-public information shared during the development process - including SOPs, internal guidance, and ECP team feedback - must remain strictly confidential and may not be disclosed to any third party.

Annex A

This Annex is an integral part of the Request for Proposal for ECP eLearning Course Development. Any offer must consider the guidance contained in this document. This course is a foundational level course, and the SME is expected to prioritize the following content accordingly to deliver an appropriate and complete learning experience.

Information sources

- Open-source materials from international organizations, private sector actors, and academia.
- Guidance material from FIU and other relevant bodies (law enforcement, international organizations, etc.).
- Input from industry experts and global AML/CFT practitioners.
- Any other information legally available to the SME and usable without infringing intellectual property rights.

All material must be obtained by the SME.

Course objectives

a) Gain a foundational understanding of key aspects and benefits of the RBA in AML/CFT, including international standards and principles.
b) Explain the FATF requirements related to NRA and risk-based approach and its purpose.
c) Describe the FIU's contribution to identifying and assessing national ML/TF risks.
d) Identify the principal quantitative and qualitative information that an FIU can contribute to the NRA.
e) Explain how NRA findings should inform FIU priorities, strategic analysis, stakeholder engagement and national AML/CFT measures.
f) Highlight the necessary collaboration between various national stakeholders for maximizing RBA / NRA benefits.

Target audience

- Financial Intelligence Unit staff from more than 180 FIUs
- Learners include new FIU staff as well as experienced personnel
- Learners are interested in acquiring globally applicable knowledge on a fundamental level

Tentative course content

The SME is expected to propose course content considering the following outline, ensuring that the course delivers all topic-relevant knowledge to FIU learners across the globe on a fundamental level.

- Introduction to National Risk Assessments
    - FATF requirements related to NRA and risk-based approach
    - Purpose and scope of an NRA
    - Main stages of the NRA process
- Why FIUs play a central role in NRA process
    - FIU data and its relevance to the NRA
    - Understanding of national ML/TF threats, trends and vulnerabilities
    - Connecting public authorities and the private sector
    - Interconnections between NRA and FIUs operational and strategic analysis
- FIU roles across the NRA process
    - Supporting NRA planning and methodology
    - Coordinating stakeholders and data collection
    - Providing quantitative and qualitative information
    - Analysing threats, sectors, products and emerging risks
    - Contributing to risk conclusions and the NRA report
    - Communicating findings to relevant stakeholders
- Translating NRA findings into action
    - Setting FIU strategic and operational priorities
    - Developing typologies, indicators and guidance
    - Informing the national AML/CFT strategy and action plan
    - Addressing data gaps and strengthening future assessments

All content should, if appropriate, be enhanced by

- Case Studies & Practical Applications (embedded throughout the course)
- Real-world examples of RBA benefits and NRA approaches
- Lessons learned and best practices