



TARABA GEOGRAPHIC INFORMATION SYSTEMS (TAGIS)

TADP Complex, Off Wukari road, Jalingo, Taraba State, Nigeria

+234 813 614 9787, +2348156611097, tarabagis1@gmail.com,

<https://www.tarabagis.com/index.php>

Terms of Reference for the Digitisation of CofOs Issued in Taraba State through the Creation of a Digital Archive

Consultancy services for “Creation of a Digital Archive System.”

A. OBJECTIVE

The aim of this consultancy is to establish a digital archive system for the Taraba State Geographic Information Service (TAGIS) Service Centre. The consultant is required to provide a comprehensive report that assesses the existing system's compliance with the requirements listed in section D of this TOR. The report should also identify any gaps in the digitisation process. In addition, the consultant should evaluate the extent of digitalisation of records and compare the comprehensiveness (coverage) of digital archive records to paper records.

B. SCOPE OF WORK

In undertaking the assignment, the Consultant shall collaborate closely with the Ministry of Lands, Survey and Solid Minerals to plan and agree on required activities for completing an assessment of the digital archive system. The specific tasks to be performed are as follows:

- Draft a concise inception report to define the timeline, approach, processes and activities to perform the assignment;
- Review existing workflows, rules and procedures for digitizing CofO records and their management in the digital archive system and physical paper archive. It should also be noted whether any land registration system is used for processing CofO records and how it is integrated with the digital archive system;
- Identify document types and their attributes, captured in the digital archive system and compare it with the minimum requirements as outlined in section D.
- Review and gather the statistics of CofO paper archives in all Ministry of Lands, Survey and Solid Minerals and compare it with numbers of records available in the digital archive;
- Identify any gaps in the existing process, which can be potentially improved through the modification of the digital archive system or process re-engineering;
- Review the existing digital archive system, including its technological platform, high-level architecture, required license(s), system feature, user roles, security measure and backup policy;
- Prepare a comprehensive Digital Archive Assessment Report, which includes all findings and recommendations. The report should cover at the following points:
 - Description of the current process for digitizing Certificates of Occupancy (CofOs).
 - List of document types and their attributes included in the digital archive
 - Statistics on the comprehensiveness of the digital archive compared to corresponding paper records.
 - Identified gaps in the digitisation process.
 - Technical review of the digital archive system, including platform, architecture, features, security, and backup measures



TARABA GEOGRAPHIC INFORMATION SYSTEMS (TAGIS)

TADP Complex, Off Wukari road, Jalingo, Taraba State, Nigeria

+234 813 614 9787, +2348156611097, tarabagis1@gmail.com,

<https://www.tarabagis.com/index.php>

- Confirmation of compliance with minimum requirements as outlined in Section D.
- List of reports that can be generated from the system.
- Recommendations for further process improvements and enhancements to the digital archive system.
- Present the Digital Archive Assessment Report, collect comments and finalise it;

C. MINIMUM REQUIREMENTS AND CAPABILITIES OF THE DIGITAL ARCHIVE SYSTEM

Minimum Requirements for Digital Archive System

The digital archive system must adhere to the following minimum requirements:

1. **Capture Key Information:**
 - Capture essential information related to the property and accompanying evidence.
2. **Capture Key Evidence and Documents:**
 - Certificate of Occupancy (CofO)
 - Land parcel survey diagram / location map
 - Owner's ID
 - Allocation letter (if applicable)
3. **Minimum Fields to Capture:**
 - Owner type (e.g., corporate entity/private individual)
 - Owner(s) name
 - Owner(s) gender
 - Ownership type (e.g., single owned; joint/co-owned between man and woman)
 - Property unique ID
 - CofO issuance date
 - CofO registration date
 - CofO reference number (matching the number on the physical record)
4. **Document Requirements:**
 - All other documents (evidence) should be captured with a document type and reference number and date.
 - PDF/A format for documents.
 - Scanning specifications:
 - Color: grayscale 8-bit
 - DPI: 150DPI for good quality documents, 300DPI for poor quality documents.
 - One multipage document (PDF) per physical document.
5. **Organizational Structure:**
 - Archive organization under the property or the CofO unique number.
 - Grouping and recording of all documents, including CofO and additional evidence, linked via the CofO unique number.
6. **Linking Physical Records:**
 - Indexed information for each CofO linked to scanned physical documents.
 - Traceable reference to physical records for verification purposes.



TARABA GEOGRAPHIC INFORMATION SYSTEMS (TAGIS)

TADP Complex, Off Wukari road, Jalingo, Taraba State, Nigeria

+234 813 614 9787, +2348156611097, tarabagis1@gmail.com,

<https://www.tarabagis.com/index.php>

7. **Search and Indexing:**

- The archive should be indexed and searchable using key alpha-numeric data.
- Minimum searchable field requirements include the mentioned data fields.
- Additional advantage: Searching by other document types.

8. **Statistical Reporting:**

- Ability to generate statistical reports on:
 - The overall number of CofOs
 - CofOs by gender, ownership type, issuance, and registration dates.
 - Summary statistics generation by periods (e.g., monthly, quarterly, yearly).

9. **System Features:**

- Multiuser system capability with network accessibility.
- Different roles and permissions for users.
- Preferable use of open-source platforms and tools.

10. **Ownership and Licensing:**

- Agency should possess full ownership rights to the system.
- Avoidance of license fees or acquisition of a perpetual license in the case of a commercial solution is preferable.



TARABA GEOGRAPHIC INFORMATION SYSTEMS (TAGIS)

TADP Complex, Off Wukari road, Jalingo, Taraba State, Nigeria

+234 813 614 9787, +2348156611097, tarabagis1@gmail.com,

<https://www.tarabagis.com/index.php>

D. Deliverables

The Consultant is responsible for delivering the following:

1. Inception report
2. Digital Archive Assessment Report
3. Presentation

E. Line Management

The Consultant shall directly report to The Governor. Close collaboration with the TAGIS staff is required to gather system requirements and facilitate system introduction.

F. Qualifications and Skills

The Consultant must possess:

- Master's or equivalent degree in Computer Science/Information Technologies, Land Administration, or a related field (e.g., Geographic Information Engineering, Engineering, Public Policy, etc.)
- Demonstrated knowledge of digital records management technologies applicable in land administration
- Understanding of networks, databases, and other IT technologies
- Experience in drafting digital land records and archive management strategies (an advantage)
- International experience in similar assignments in at least three different countries; experience in African countries is advantageous
- Proficiency in English and excellent technical writing skills to produce clear, correct, and technical English content.

G. Inputs by the Client

The Ministry of Lands, Survey, and Solid Minerals will provide the Consultant with:

- All available information and materials related to the existing digital archive system and paper archives.
- Access to the paper archive for review and assessment purposes.



TARABA GEOGRAPHIC INFORMATION SYSTEMS (TAGIS)

TADP Complex, Off Wukari road, Jalingo, Taraba State, Nigeria

+234 813 614 9787, +2348156611097, tarabagis1@gmail.com,

<https://www.tarabagis.com/index.php>

- Assistance in arranging necessary meetings and assigning a focal person to collaborate with the Consultant.
- Provision of adequate office space at the [Land Administration Office] premises, if required.

H. Reporting Requirements

- All reports will be shared with the management of the Ministry of Lands, Survey, and Solid Minerals.
- Reports shall be delivered in electronic form, along with hard copies for the final versions.
- Client-provided comments will be discussed during virtual and physical meetings.
- Required report amendments will be incorporated within one week after receiving these comments.

I. Further Enquiries:

For further information regarding these terms of reference, please contact us through any of the following channels:

TARABA GEOGRAPHIC INFORMATION SYSTEMS (TAGIS)

TADP Complex, Off Wukari road, Jalingo, Taraba State, Nigeria

+234 813 614 9787, +2348156611097, tarabagis1@gmail.com,

<https://www.tarabagis.com/index.php>

Signed:

Signed: General Manager
Taraba Geographic Information System
19th December 2023