



ANAMBRA STATE MINISTRY OF LANDS

Terms of Reference for the Creation of a Digital Archive of CofOs

(a) Background

The Anambra State Geographic Information System (ANAMGIS) was created in 2022 to enact global best practices, introduce automated processing of land deeds, provide digitized maps for sustainable land administration, planning, and comprehensive data management processes regarding land and land-based resources for optimal development of the State.

The Ministry of Lands, Anambra State (MOL) operations has already adopted ANAMGIS Platform to improve the land administration and information management. The ANAMGIS platform has been designed to improve data management and facilitate data sharing between departments by digital capture and storage of both historical and ongoing datasets between for the production of CofO.

(b) Objective

The consultant would work with MOL to enhance and deliver a good digital archive of CofOs to fully digitize the land-based records and information in the state as well as:

- Improve institutional Skills and Capacity.
- Produce a conceptual design and create an operational digital database structure, ISO compliant metadata structure based on industry standards and clearing house for ANAMGIS.
- Restructure of digital archive of CofO process.
- Achieve Technical reform toward online service delivery that will include implementation of online access for electronic retrieval of digital data.

(c) Scope of work

During the implementation of the project, the following works shall be performed with full documentation. The Consultant should assume that this is not an all-inclusive list. The MOL stores and manages its land records in both physical and digital files. These physical files are stored in the Registry and File Room. The Consultant is therefore required to scan and index these files in the system, extract the data from the files, compare it with the data in the system, and whenever required, modify, edit, add or delete the digital records which were digitally migrated from the old system (and other data sources).

The task is therefore divided into two sub tasks –

1. Scan and index physical files into the new system.
2. Data entry – compare, edit, modify, add or remove digital data according to the physical land records.

As part of the process the Consultant is required to provide the methodology which they intend to use for the physical data migration, including QA/QC procedures.

The Client expects and encourages the Consultant to use best practices to identify and propose additional areas that are essential for a successful implementation of the project which includes but not limited to .

1. **Create digital clearinghouse** by collating, indexing, and digitalizing all historic MOL CofOs and other available datasets. The consultant will train and coordinate selected MOL staff to scan all paper maps, plans, land records including CofOs that currently exist in paper form to mitigate decay, loss or damage. The resultant files will be stored in the ANAMGIS database. The historical records of existing registered CofOs maintained by Deeds Registry and all pending, cancelled, and transacted CofOs should be incorporated to be scanned to digital format. The metadata of these legacy datasets should be harvested and recorded in the clearinghouse.
2. **Scan and integrate** all land records after the consultant has trained selected staff of MOL to scan paper land records into digital copies, the consultant with the trained MOL staff would link existing digital CofOs.
3. **Incorporate all data relating to land acquisitions within GIS scanned historic, ongoing, and future land acquisitions must be incorporated in ANAMGIS, stored as layer** and metadata recorded in the clearinghouse. This will also include all parcels owned by the Anambra State Government, forest and grazing reserves extent and lands designated for agriculture.
4. **Capacity Building** of MOL staff by conducting a training needs assessment of staff within MOL with emphasis on administrative and technical skills relevant to the creation of the intended digital archive of CofOs.

(d) Stages of Creation of a Digital Archive of CofOs

- Document classification – Application form with all the necessary documents, Offer Letter (if any) Survey Plan, Payment (Voucher, Demand Notice, and Receipt), and C of O object
- Conversion format – PDF or JPEG
- Metadata collection – Compilation of all necessary metadata, such as document titles, dates, owner’s name, parcel location, UPI and other relevant information that is associated with each digital file.

- Barcode or Indexing: It is necessary to affix a barcode to each file after conversion and indexing to aid in document retrieval and organization
- Digital file Storage– A reliable Database is needed for the storage, management and retrieval of a digital file.

(e) Project Schedule

- Project duration.
- The Consultant should implement the system to be fully operative within a specific duration
- Project inception report, which includes the revised workplan, will be submitted for client's approval within 1 month from contract signature.
- The Consultant should prepare the project workplan and schedule showing the project methodology, covering each project stages, personnel of the project and their availability at each stage, duration of each activity, etc.

(F) Line Management

The Consultant shall report directly to the [Project Directors of the Land Administration Office]. The Consultant shall closely collaborate with the staff of the Land Administration Office] to elicit system requirements and introduce the system

(g) Key Staff

The following is a list of the key staff which is required to be engaged on the project. The list does not refer to the entire staff which will be engaged but rather to key personnel. Other staff (programmers, trainers etc.) may be required as the consultant may deem appropriate.

- Project Manager
- GIS Expert
- Software Engineer
- Database Expert
- Hardware and Network Expert

They will possess degree 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 and their application in land administration; Understanding of networks, databases and other IT technologies; The experience of drafting digital land records and archive management strategies is an advantage; masters degree

International experience of similar assignments in 3 different countries. African countries experience is an advantage; Proficient English and excellent technical writing skills. Ability to write clear, correct, and technical English.

(h) Inputs by Ministry of Lands, Anambra State (MOL)

The Director Lands with the collaboration of the Permanent Secretary Ministry of Lands, Anambra State (MOL) will provide the Consultant with all available information and materials, relevant to the existing digital archive system and paper archives. The Director MOL will provide access to the paper archive for their review and assessment.

The Ministry of Lands with the collaboration of the Permanent Secretary (MOL) will assist in arranging required meetings and delegate a focal person for demonstrating the digital archive system and working with the Consultant. If required, the MOL will provide an adequate office space, located at the Ministry of Lands, Anambra State (MOL) premises.

(i) Reports

During the project lifetime, the consultant will be required to submit the (minimum) following reports to Office of the Hon. Commissioner through the Permanent Secretary and the Director Ministry of Lands (Management of MOL) :

- Inception report.
- System requirements specifications report.
- System architecture structure report/Detailed design report.
- User acceptance tests report.
- System final installation report and user manual.

Note that the reports shall be delivered in electronic form and hard copies for the final versions. Comments, provided by the MOL will be discussed at virtual and physical meetings. Required report amendments will be incorporated not later than 2 week after receiving these comments.