



FEDERAL CAPITAL TERRITORY ADMINISTRATION

ECONOMIC PLANNING, REVENUE GENERATION AND PUBLIC PRIVATE PARTNERSHIP SECRETARIAT

NO. 1 KAPITAL ROAD, AREA 11, P.M.B, 24, GARKI-ABUJA. www.eprgppp.fcta.gov.ng

STATE ACTION ON BUSINESS ENABLING REFORMS (SABER)

Terms of Reference

Consultancy services for "Assessment and upgrade of the Digital Archive System"

A. OBJECTIVE

The objective of this consultancy is to assess and upgrade the existing digital archive system used in the Land Administration Office of the Federal Capital Territory and deliver a comprehensive report, indicating the compliance of the existing system with the requirements indicated in section C of this TOR, and identifying any gaps in the digitization process. The consultant shall also evaluate the degree of digitalization of records and comprehensiveness (coverage) of the digital archive records, compared to paper records.

B. SCOPE OF WORK

In undertaking the assignment, the Consultant shall work in close collaboration with all concerned Secretariats, Department and Agencies (SDAs), to plan and agree on required activities for the implementation of the digital archive system to meet up with the project requirements. The specific tasks to be performed are as follows:

- i. Draft a concise inception report to define the timeline, approach, processes and activities to perform the assignment;
- ii. Review existing workflows, rules and procedures of digitizing CofO records, their management in the digital archive system and physical paper archive. It should be noted also whether any land registration system is used for processing CofO records and how it is integrated with the digital archive system;
- iii. Identify document types and their attributes, captured in the digital archive system and compare it with the minimum requirements as outlined in section C.

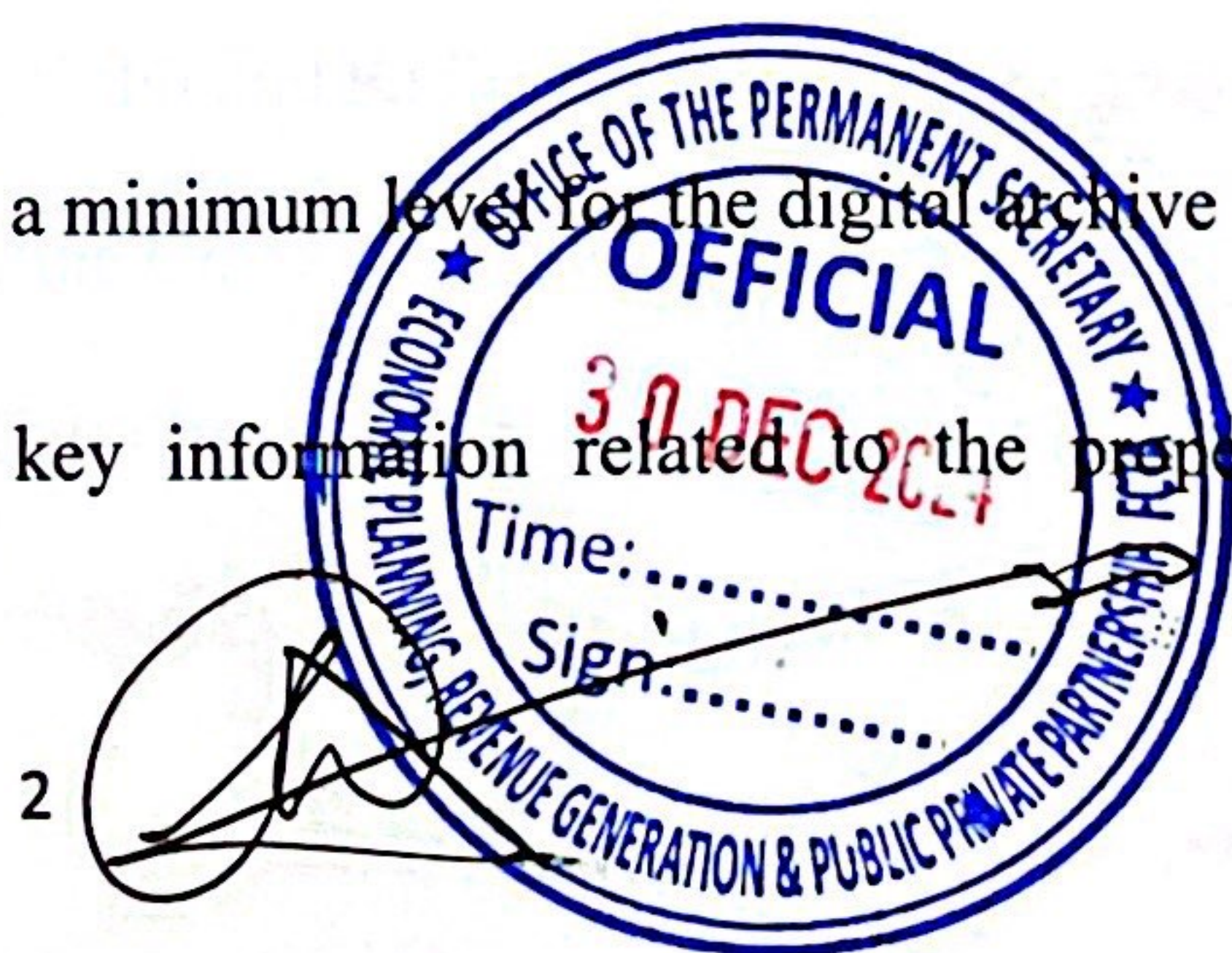


- iv. Review and gather the statistics of CofO paper archives and compare it with numbers of records available in the digital archive;
- v. Identify any gaps in the existing process, which can be potentially improved through the modification of the digital archive system or process re-engineering;
- vi. 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;
- vii. Prepare a comprehensive Digital Archive Assessment Report, which includes all findings and recommendations. The report should cover at the following points:
 - a. Description of the existing process of digitizing CofOs;
 - b. Document types and attributes captured in the digital archive;
 - c. Statistics of digital and corresponding paper records (digital archive comprehensiveness);
 - d. Identified gaps in the digitization process;
 - e. Technical review of the existing digital archive system (platform, architectures, features, security and backup measures);
 - f. Compliance with the minimum requirements as outlined in section D;
 - g. Reports that can be produced from the system;
 - h. Recommendations for further improvements of processes and the digital archive system;
- viii. Present the Digital Archive Assessment Report, collect comments and finalize it

C. MINIMUM REQUIREMENTS AND CAPABILITIES OF THE DIGITAL ARCHIVE SYSTEM

The following requirements are considered as a minimum level for the digital archive system:

- i. The archive has to capture the key information related to the property and accompanying evidence.



- ii. The following key evidence and documents have to be captured:
- a. Certificate of Occupancy (CofO);
 - b. Land parcel survey diagram / location map;
 - c. Owner's ID;
 - d. Allocation letter, if applicable.
- iii. The following minimum fields have to be captured:
- a. Owner type (For example, corporate entity/private individual);
 - b. Owner(s) name;
 - c. Owner(s) gender;
 - d. Ownership type (e.g., single owned; joint/co-owned between man and woman);
 - e. Property unique ID;
 - f. CofO issuance date;
 - g. CofO registration date;
 - h. CofO reference number (a certificate or document number that matches the number on the physical record);
- iv. All other documents (evidence) should be captured with a document type and document reference number and date.
- v. The minimum requirements for the documents are the following: PDF/A format, scanning color: grayscale 8-bit, Scanning DPI: 150DPI for good quality documents, 300DPI for poor quality documents. One multipage document (PDF) per physical document.
- vi. The archive should be organized under the property or the CofO unique number so that all the documents including CofO and additional evidence are grouped and recorded and linked (linking can be the CofO unique number).
- vii. The indexed information for each CofO has to be linked to a scan of the respective paper documents (i.e., CofO certificate, maps, plans and other certificates



associated with the property) and has to have a traceable reference to the physical records.

- viii. The archive has to be indexed and searchable through key alpha-numeric data. Minimum searchable field requirements are as per the data fields mentioned above. Searching by other document types would be an additional advantage.
- ix. The archive should allow for statistical reports on the overall number of CofOs, CofOs by gender, ownership type, and issuance and registration dates. The reports should allow generating the summary statistics and by periods (e.g., monthly, quarterly, and yearly).
- x. It is an advantage if the digital archive is a multiuser system, accessible over the network and with different roles and permissions. The use of open-source platforms and tools is highly advisable.
- xi. The agency should possess all ownership rights to the system and avoid licenses fee or have a perpetual license in the case of a commercial solution.

D. DELIVERABLES

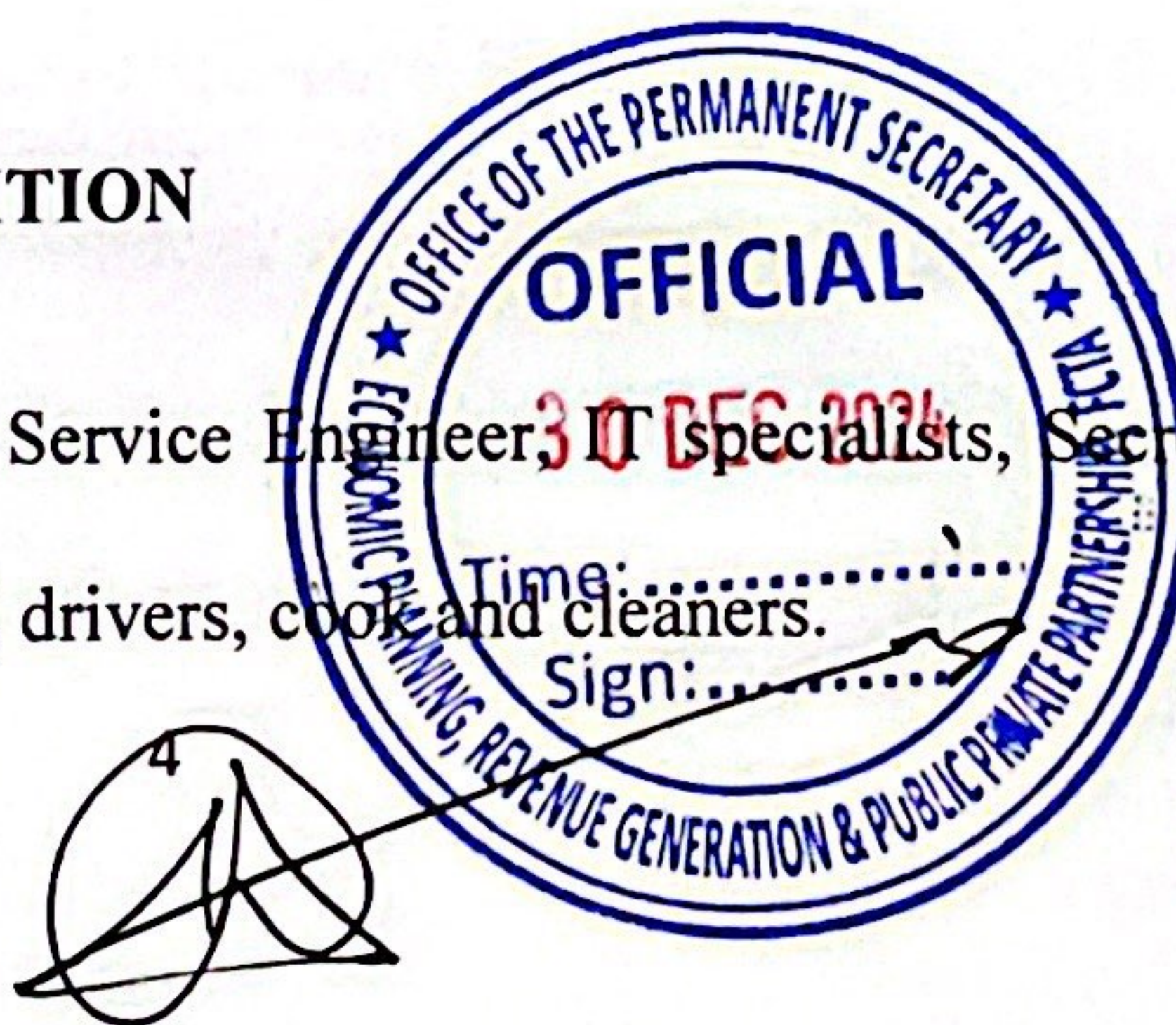
- i. Inception report;
- ii. Digital Archive Assessment Report;
- iii. Presentation;

E. LINE MANAGEMENT

The Consultant will report directly to the focal person. The Consultant will closely collaborate with the SDAs representatives to elicit system requirements and introduce the system.

F. PROPOSED TEAM COMPOSITION

Head GIS, Assistant GIS, Data analyst, Service Engineer, IT specialists, Secretary, system administrator, supervisors, co-opted staff, drivers, cook and cleaners.

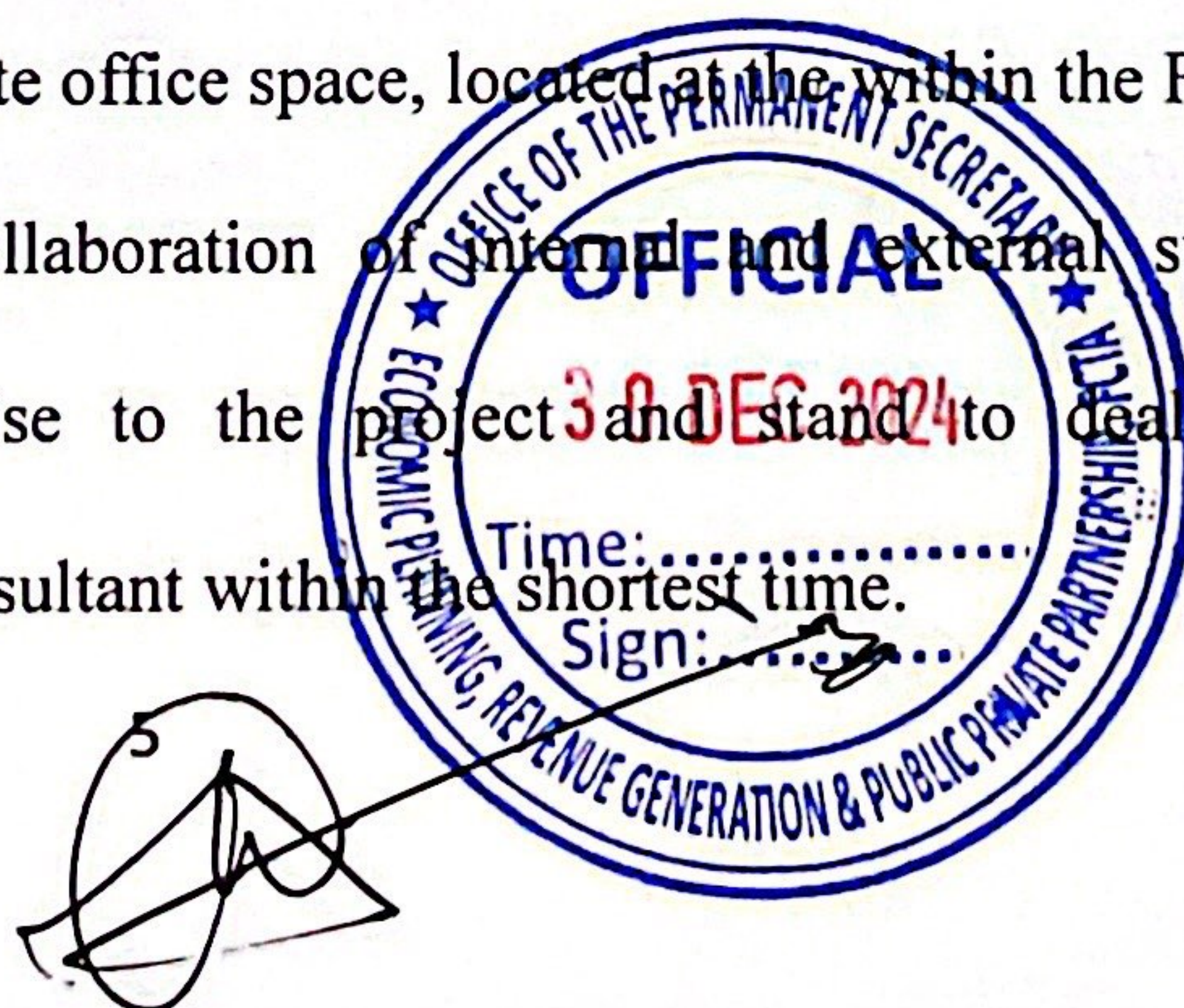


G. QUALIFICATION AND SKILLS

- i. Masters or similar degree in Computer Science/Information Technologies, Land Administration or a related field (e.g. Geographic Information Engineering, Engineering, Public Policy, etc.);
- ii. Demonstrated knowledge of digital records management technologies and their application in land administration;
- iii. Understanding of networks, databases and other IT technologies;
- iv. The experience of drafting digital land records and archive management strategies is an advantage;
- v. International experience of similar assignments in 3 different countries. African countries experience is an advantage;
- vi. Proficient English and excellent technical writing skills. Ability to write clear, correct and technical English.

H. INPUTS BY THE CLIENT

- i. All the key SDAs will provide the Consultant with all available information and materials, relevant to the implementation of the digital archive system.
- ii. The Client will provide access to the paper archive for their review and quick assessment.
- iii. The Client will provide the required equipment for the installation and testing of the digital archive system and arrange office space for conducting user trainings.
- iv. The Client will assist in arranging required meetings and delegate a focal person to work with the Consultant.
- v. The Client will provide an adequate office space, located at the within the FCT.
- vi. The Client must ensure full collaboration of internal and external stakeholders contributing directly or otherwise to the project and stand to deal with any insubordination alerted by the consultant within the shortest time.



I. REPORTING REQUIREMENTS

- i. All reports will be shared with the steering committee.
- ii. Reports will be delivered in electronic form and hard copies for the final versions.
- iii. Comments provided by the Client will be discussed at virtual and physical meetings.
- iv. Required report amendments will be incorporated not later than 2 weeks after receiving these comments.

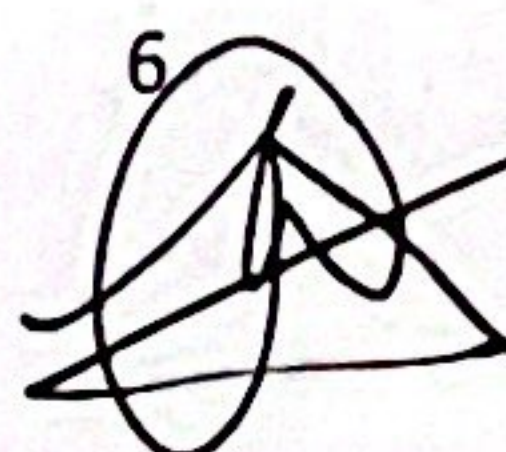
Appendixes

Appendix 1: Workflow:

Detailed below are the stages, relevant desks, and processes to be engaged during the assessment and upgrade of the FCT digital archive system.

STAGE/TEAM	TEAM/DESK RESPONSIBLE	TASK(S)	DELIVERABLE	EST. TIMELINE
Project Design/Planning	MD NGMT, Director of AGIS and Director of Lands	• Review the existing CofO process and document system to inform the design and business process for the proposed digital archive.	Baseline assessment and system improvement report.	3 weeks
		• Develop a digitization and upgrade plan in consultation with relevant stakeholders/SDAs. The plan will cover all requirements including business process engineering, ICT infrastructure, change management, maintenance, etc.	Approved digitalization plan	
		• Develop ToR and procurement plan.	Approved ToR and Procurement Plan	
		• Cost plans and develop a budget for project execution.	Approved project budget	
Assignment of operational space	MD NGMT and Director of Lands	• Assignment of operational space for digitalization operation and data/server room	Assigned operational space	1 week
Assessment and upgrade of the digitalization system	GIS Consultants (NGMT and Ministry of Lands)	<ul style="list-style-type: none"> • Procurement, deployment, and installation of all software and hardware required for the digitalization system. • Configuration/upgrade of the system including business process integration, access control definition, and data security parameters. 	Digitalization system – digital archive application, hardware, etc.	1 Month
Document sorting, arrangement, and preparation for scanning	Clerks, Land Bureau Office Support Staff, NGMT Support Staff	<ul style="list-style-type: none"> • Document review and sorting, ensuring folders contain all relevant information including Certificate of Occupancy (CofO), Land parcel survey diagram/location map, Owner's ID, and Allocation letter (if applicable). This includes repairing worn out/age-weakened documents/folders. 	Reviewed and sorted CofO documents/folders by index checklist	1- 2 Months for clearing backlog while subsequent documentation is reviewed and sorted upon

6




		<ul style="list-style-type: none"> Arrange documents with index tags using indexing checklist. 		processing.
Scanning And Digitization	NGMT Data entry operators, ICT technicians,	<ul style="list-style-type: none"> High-resolution scanning of documents reviewed and sorted by index checklist. Scanning is based on the following requirements. <ul style="list-style-type: none"> Format: PDF scanning color: Grayscale 8-bit Scanning DPI: 150DPI for good quality documents, 300DPI for poor quality documents, One multipage document (PDF) per physical document. Metadata assignment 	Documents scanned for data entry.	1- 2 Months for clearing backlog while subsequent documentation is digitalized upon processing.
Data Entry	NGMT Data Entry Operators, Land Record Managers	<ul style="list-style-type: none"> Indexing, feeding metadata and all needed to the document management system. Searchable fields will include Owner type (For example, 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 (a certificate or document number that matches the number on the physical record) Automated unique identifiers are assigned, ensuring the indexed information for each Cofo will be linked to a scan of the respective paper documents 	Digitalized Cofo O records according to indexing and metadata checklist as well as unique identifiers	2- 3 Months for clearing backlog while subsequent documentation is digitalized upon processing.
Storage and Management	NGMT IT Specialist, Database Administrator	<ul style="list-style-type: none"> Implement backup and disaster recovery measures including periodic system, data, and information security audits Preservation and maintenance of physical archives 	Robust data storage and security	2 months
Document management	NGMT IT Specialist, DB admin, Land Bureau Records Managers,	<ul style="list-style-type: none"> Configure access controls (including API) and permissions for document retrieval protocols to support data sharing. Day-to-day administration of EDMS application as well as periodic updates and monitoring of applications and records on the backend 	Access controls and APIs assigned	Real-time
			Optimal and updated EDMS	Real-time





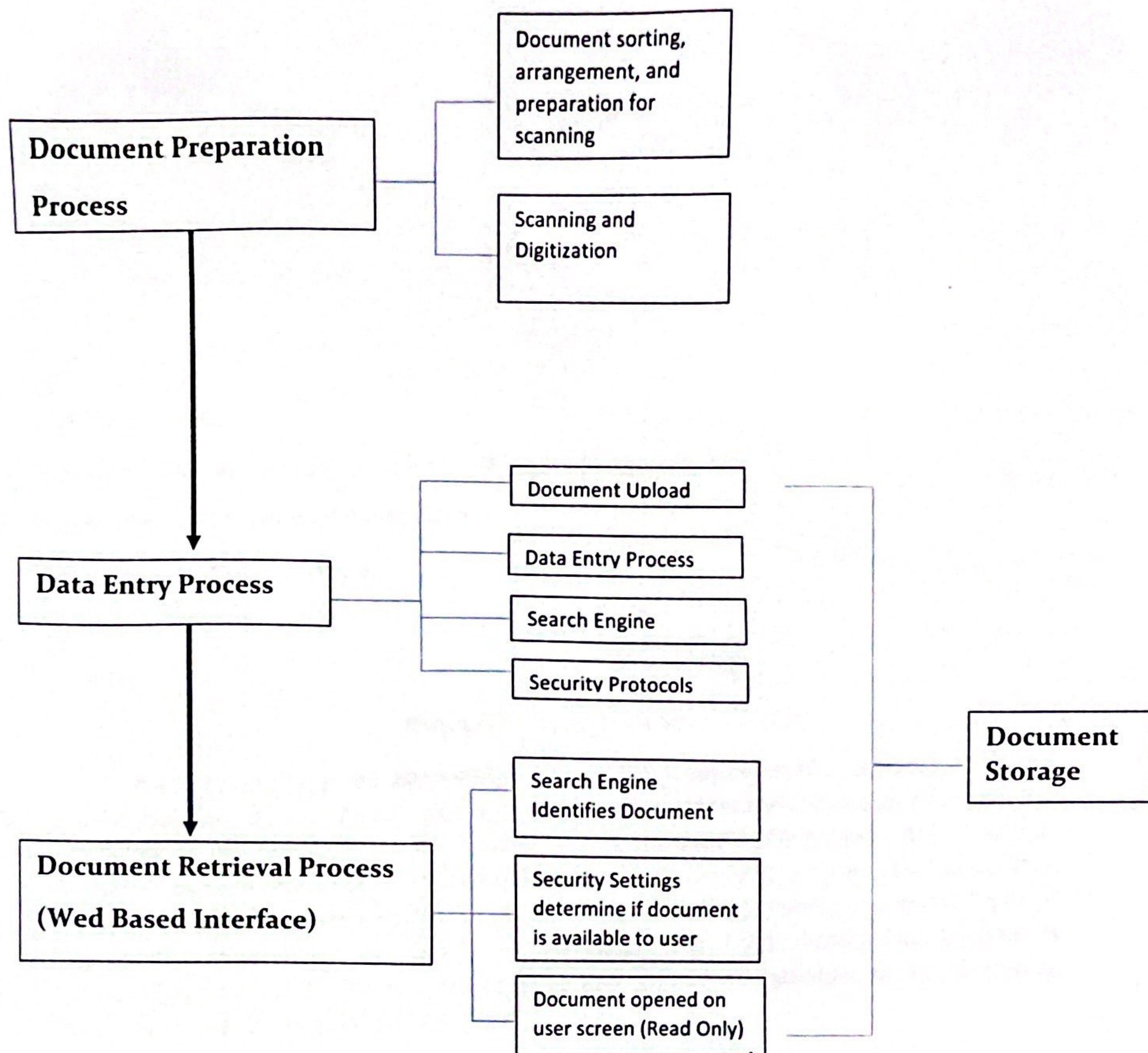
Appendix 2: Snapshot of the Database Schema

Source Name	DTSR N	Document File Number	Holder's Name	Type of Ownership	Gender	Cofo	Date of Cofo Issuance	Survey Plan	Survey Plan No.	Coordinate	Northings	Eastings
KADKAGRKA ▲●QC▲AQQ	1	GYDMKABKACBAAD	IDFACRGTGREX WUGTIF	Individual	Male	No	8/27/2021	Yes	2345/ST/011/220	Yes	249060.341	458299.6
KADKAGRKA ▲●QC▲AQQ	2	GYDMKABKACBAAB	MOEXWLE KYKAMUAC	Individual	Male	No	9/30/2021	Yes	2345/ST/011/221	Yes	249061.341	458300.6
KADKAGRKA ▲●QC▲AQQ	3	GYDMKABKACBAA	IDMOC GANSDTEX SL	Individual	Male	No	8/10/2021	Yes	2345/ST/011/222	Yes	249062.341	458301.6
KADKAGRKA ▲●QC▲AQQ	4	GYDMKABKACBAX	KYKANDGY DTGTGREX	Individual	Male	No	8/11/2021	Yes	2345/ST/011/223	Yes	249063.341	458302.6
KADKAGRKA ▲●QC▲AQQ	5	GYDMKABKACBAXO	IDMOC NSPRSLMC DA	Individual	Male	No	8/12/2021	Yes	2345/ST/011/224	Yes	249064.341	458303.6
KADKAGRKA ▲●QC▲AQQ	6	GYDMKABKACBAX	KYKANDGY DTGTGREX	Corporate	Coporate	No	8/13/2021	Yes	2345/ST/011/225	Yes	249065.341	458304.6
KADKAGRKA ▲●QC▲AQQ	7	GYDMKABKACBAXA	IDMOC DMFLGTSLQK	Individual	Co-owned	No	8/14/2021	No	2345/ST/011/226	No	249066.341	458305.6
KADKAGRKA ▲●QC▲AQQ	8	GYDMKABKACBAXO	IDMOC GTFEXKAPU	Individual	Male	No	8/15/2021	Yes	2345/ST/011/227	Yes	249067.341	458306.6
KADKAGRKA ▲●QC▲AQQ	9	GYDMKABKACBAXB	SUPOLDNFLGTGTX DTKA	Individual	Male	No	8/16/2021	Yes	2345/ST/011/228	Yes	249068.341	458307.6
KADKAGRKA ▲●QC▲AQQ	10	GYDMKABKACBAXB	OLSUPOTEXMOKYKADMG	Corporate	Coporate	No	8/17/2021	Yes	2345/ST/011/229	Yes	249069.341	458308.6
KADKAGRKA ▲●QC▲AQQ	11	GYDMKABKACBAXEA	FASLWLEXMOPSLMC	Corporate	Coporate	No	8/18/2021	Yes	2345/ST/011/230	Yes	249070.341	458309.6
KADKAGRKA ▲●QC▲AQQ	12	GYDMKABKACBAXEX	IDMOC DTOLXGYGYE	Individual	Male	No	8/19/2021	Yes	2345/ST/011/231	Yes	249071.341	458310.6
KADKAGRKA ▲●QC▲AQQ	13	GYDMKABKACBAXA	SUFANAFKA SUFALSU	Individual	Male	No	8/20/2021	Yes	2345/ST/011/232	Yes	249072.341	458311.6
KADKAGRKA ▲●QC▲AQQ	14	GYDMKABKACBAXO	IDMOC FASLOTOLGTIP	Individual	Male	No	8/21/2021	Yes	2345/ST/011/233	Yes	249073.341	458312.6
KADKAGRKA ▲●QC▲AQQ	15	GYDMKABKACBAXA	IDMOC FLGTXYELGYPL	Individual	Male	No	8/22/2021	Yes	2345/ST/011/234	Yes	249074.341	458313.6
KADKAGRKA ▲●QC▲AQQ	16	GYDMKABKACBAXAA	IDKADKAO KYKAMUGTE	Individual	Female	No	8/23/2021	Yes	2345/ST/011/235	Yes	249075.341	458314.6
KADKAGRKA ▲●QC▲AQQ	17	GYDMKABKACBAXAO	DMFLGTENFD GAGLUFU	Individual	Male	No	8/24/2021	Yes	2345/ST/011/236	Yes	249076.341	458315.6
KADKAGRKA ▲●QC▲AQQ	18	GYDMKABKACBAXAB	IDMOC GTMOCERKAG	Individual	Male	No	8/25/2021	Yes	2345/ST/011/237	Yes	249077.341	458316.6
KADKAGRKA ▲●QC▲AQQ	19	GYDMKABKACBAXAB	EXIFFAMO SUPOLMU	Individual	Co-owned	No	8/26/2021	Yes	2345/ST/011/238	Yes	249078.341	458317.6
KADKAGRKA ▲●QC▲AQQ	20	GYDMKABKACBAXABA	DMFLNSGRMI SLRSLC	Individual	Male	No	8/27/2021	Yes	2345/ST/011/239	Yes	249079.341	458318.6
KADKAGRKA ▲●QC▲AQQ	21	GYDMKABKACBAXA	CRKAMQIC NODNFL	Individual	Male	No	8/28/2021	Yes	2345/ST/011/240	Yes	249080.341	458319.6
KADKAGRKA ▲●QC▲AQQ	22	GYDMKABKACBAXO	DMFLGTENFD KAPDTPL	Individual	Male	No	8/29/2021	Yes	2545/DT/639/2019	Yes	242063.001	463506

The table above depict the snapshot of the database schema.



Appendix 3: Digital Archiving System (Workflow Diagram)



NGMT

New Age
Geo-Information
Mapping
Technologies Nigeria Limited
(RC1769889)



Head Office: Plot 1019, Gimbiya Street Area 11, Garki, Abuja.

Mobile: 08036879315, 08055515519. Email: ngmntniglt@gmail.com, enilolobo@gmail.com

Branch Office: No.6 Josiah Plenary Street, Off Tugu Road, Phase IV, Kubwa, Abuja.

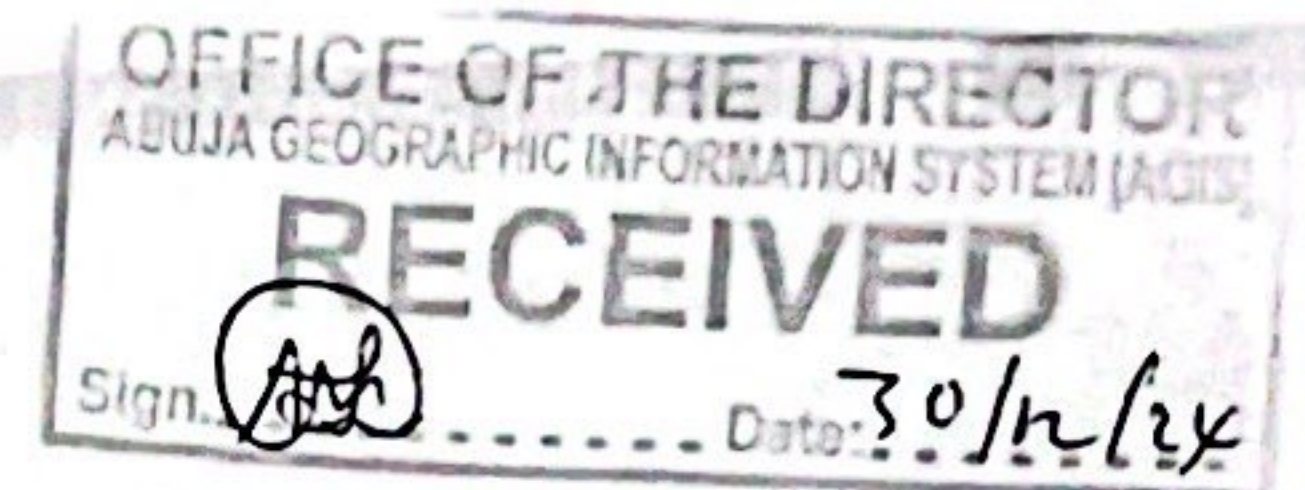
Our Ref: NGMT092024/E0455DCH-1

Your Ref:

Date: 30/12/2024

DIRECTOR AGIS,
The Focal Person,

State Action on Business Enabling Reforms (SABER),
Federal Capital Territory Administration,
Central Business District Abuja,



Dear Sir,

Request for authorization.

The Focal Person is humbly invited to recall that today being 30th December, 2024 is the deadline provided for the upload of all necessarily indicators and progresses to qualify the FCTA from qualifications to receive disbursement on the SABER project. It is however important to note that in order to validate all the items ready for upload, the Honourable Minister or the Permanent Secretary or the Chairman Steering Committee of the FCTA must sign an Executive Order and Terms of Reference. Where the Honourable Minister is unavoidably absent, the Permanent Secretary can append his signature on the Executive Order "EO" and Terms of Reference "TOR".

2. The Focal Person is hereby humbly and respectfully requested to please communicate this important action to the Permanent Secretary and secure his signature on these documents to avoid missing the deadline which is tomorrow.

3. Please accept as usual, a renewed assurance of our esteemed regards as we remain thankful for your usual cooperation.

Project Manager NGMT Limited

Enilolobo Lukman



AD, Admin

Pls handle.

DIRECTORS:
Enilolobo Henry Lukman, Phone No. 08036879315 (Nigerian)
Abdulwahab Latifah, Phone No. 08054452100 (Nigerian)

30/12
S. AGIS