



**Kogi State Government  
Kogi State Geographic Information Service (KOGIS)  
Government House, Okene  
[www.https://kogis.com.ng](https://kogis.com.ng)**

**Terms of Reference**

**Consultancy services for “Assessment of the Digital Archive System”**

**A. OBJECTIVE**

The objective of this consultancy is to assess the existing digital archive system used in the Kogi State Geographic Information Service (KOGIS) and deliver a comprehensive report indicating the compliance of the existing system with the requirements noted in section D of this Terms of Reference 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 the Kogi State Geographic Information Service (KOGIS) 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 C of O 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 C of O paper archives in Kogi State

geographic Information Service (KOGI) 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 measures 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 existing process of digitizing CofOs;
  - Document types and attributes captured in the digital archive;
  - Statistics of digital and corresponding paper records (digital archive comprehensiveness);
  - Identified gaps in the digitization process;
  - Technical review of the existing digital archive system (platform, architectures, features, security and backup measures);
  - Compliance with the minimum requirements as outlined in section D;
  - Reports that can be produced from the system;
  - Recommendations for further improvements of processes and the digital archive system;
- 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:

- The archive has to capture the key information related to the property and accompanying evidence.
- The following key evidence and documents have to be captured:
- Certificate of Occupancy (C of O);
  - Land parcel survey diagram / location map;
  - Owner's ID;
  - Allocation letter, if applicable.
- The following minimum fields have to be captured:
  - 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;
- C of O issuance date;
- C of O registration date;
- C of O reference number (a certificate or document number that matches the number on the physical record);
- All other documents (evidence) should be captured with a document type and document reference number and date.
- 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 multi page document (PDF) per physical document.
- The archive should be organized under the property or the C of O unique number so that all the documents including C of O and additional evidence are grouped and recorded and linked (linking can be the CofO unique number).
- 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.
- 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.
- 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).
- It is an advantage if the digital archive is a multi-user system, accessible over the network and with different roles and permissions. The use of open-source platforms and tools is highly advisable.
- 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**

- Inception report;
- Digital Archive Assessment Report;
- Presentation;

#### **E. LINE MANAGEMENT**

The Consultant shall report directly to the Kogi State Geographic Information Service (KOGIS). The Consultant shall closely collaborate with the staff of the Kogi State Geographic Information Service (KOGIS) to elicit system requirements and introduce the system.

#### **F. QUALIFICATION AND SKILLS**

- Masters or similar 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;
- 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.

#### **G. INPUTS BY THE CLIENT**

The Kogi State Geographic Information Service (KOGIS) will provide the Consultant with all available information and materials, relevant to the existing digital archive system and paper archives. The Client will access the paper archive for their review and assessment.

The Client 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 Client will provide an adequate office space, located at the Kogi State Geographic Information Service (KOGIS) premises.

#### **H. REPORTING REQUIREMENTS**

All reports will be shared with the management of the Kogi State Geographic Information Service (KOGIS). Reports shall be delivered in electronic form and hard copies for the final versions. The client's comments will be discussed at virtual and physical meetings. Required report amendments will be incorporated no later than one week after receiving these comments.

SIGNED:



**Director General KOGIS**



