



## NASARAWA STATE OF NIGERIA

### NASARAWA GEOGRAPHIC INFORMATION SERVICE

NAGIS Head Office, Jos Road, Lafia, NAGIS Service Centre, Abuja-Keffi Expressway,  
961105 Karu, Nasarawa, Nigeria  
[www.nagis.org.ng](http://www.nagis.org.ng), +234 703 267 7637

## Terms of Reference (ToR) for the Development of a Digital Archive System for Land Title Documents for Nasarawa State Geographic Information Service (NAGIS)

### Background

The Nasarawa Geographic Information Service (NAGIS) is focused on enhancing land administration through innovative technological advancements. The NAGIS technical platform utilizes the sophisticated 'Merlin' system, acknowledged by the World Bank as one of the premier Land Administration Systems (LAS) in Africa. Merlin connects seamlessly with the NAGIS Digital Data Repository, which contains highly accurate base maps and all digitized records, encompassing files, maps, registers, and documents. This framework enables NAGIS to efficiently handle applications and issue digitally secure Certificates of Occupancy and land document registrations.

### Purpose of the ToR

This Terms of Reference outlines the framework for engaging a consultancy to create a comprehensive digital archive system for land title documents in Nasarawa State. The system will feature a searchable index based on the **SEBER protocol**, facilitating searches through various criteria.

#### A. OBJECTIVES

The primary goal of this consultancy is to establish a digital archive system for land title documents that aligns with the specifications detailed in the Terms of

Reference. The consultant shall ensure the system enhances effective data management and improves service delivery in land administration.

## **B. SCOPE OF WORK**

In carrying out the assignment, the Consultant shall collaborate closely with NAGIS's designated activities to develop the digital archive system. The specific tasks to be undertaken are as follows:

1. **Develop Inception Report:** Define the timeline, methodology, processes, and activities for the assignment.
2. **Conduct Requirements Analysis:** Perform a comprehensive review to identify specific needs for the digital archive system.
3. **Design System Architecture:** Create a detailed design for the digital archive system, including:
  - Technical structure and integration with existing systems.
  - Data protection measures to secure sensitive land title documents.
4. **Formulate Implementation Plan:** Establish a phased strategy outlining timelines, resource allocation, and key milestones.
5. **Quality Assurance and Testing:** Create a framework to ensure the system meets all functional and performance standards prior to deployment.
6. **Training and Capacity Building:** Provide training for NAGIS personnel on the usage and maintenance of the digital archive system.
7. **Comprehensive Documentation:** Prepare detailed documentation, including user manuals and system specifications.

## **C. REQUIREMENTS OF THE DIGITAL ARCHIVE SYSTEM**

The following requirements are considered the minimum standard for the digital archive system:

1. The archive must securely capture and store land title documents and associated evidence.
2. The system should incorporate a searchable index based on the SEBER protocol, allowing searches by:

- Name
- Gender
- COFO registration date
- Owner type

3. All documents must be stored in a specified format (e.g., PDF/A) and adhere to established quality standards for scanning.
4. The system should support multi-user access with role-based permissions.
5. NAGIS shall retain ownership rights to the developed system and avoid licensing fees or possess a perpetual license for any commercial solutions.

#### **D. DELIVERABLES**

1. Inception Report: A document outlining the project timeline, methodology, and preliminary findings.
2. Digital Archive System Design Document: A comprehensive outline of the technical specifications and design of the digital archive system.
3. Implementation Strategy: A detailed blueprint for the deployment of the digital archive system.
4. Training Materials: User manuals and instructional resources for NAGIS personnel.
5. Final Project Report: A thorough document summarizing project outcomes, including recommendations for future enhancements.

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

The Consultant shall report directly to the Director General (Project Manager), NAGIS. The Consultant shall work closely with NAGIS staff to gather system requirements and facilitate the development process.

#### **F. QUALIFICATIONS AND SKILLS**

1. Degree in Computer Science, Information Technologies, Geographic Information Systems, Land Administration, or related fields.
2. Demonstrated expertise in digital records management technologies and their application in land administration.

3. Knowledge of networks, databases, and other IT technologies.
4. Proven experience in developing digital archive systems, particularly in land administration contexts.
5. Strong technical writing and communication skills in English.

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

NAGIS will provide the Consultant with all available information and materials relevant to the existing documentation and land title processes. The Client will facilitate access to physical archives for review and assessment and assist in arranging necessary meetings with relevant stakeholders.

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

All reports shall be submitted to NAGIS management in electronic and printed formats. Management feedback will be discussed at virtual and in-person meetings, and necessary amendments to reports will be incorporated.