



**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 “Implementation of the Digital Archive System”

### **A. OBJECTIVE**

This consultancy aims to implement a data-centric digital archive of Certificates of Occupancy (CofOs) that fully meets the minimum requirements outlined in section D of this TOR. The digital archive can be implemented using existing commercial or open-source products or as a custom development. The preference should be given to free and open-source platforms, avoiding recurrent license fees. A perpetual license should be provided and included in the overall cost for commercial products.

The Consultant is expected to deliver the digital archive system, introduce it in the Kogi State Geographic Information Services office, train local staff, hand over the system with all relevant documentation, and provide technical support services for three months.

## B. SCOPE OF WORK

In undertaking the assignment, the Consultant shall work in close collaboration with the Kogi State Geographic Information Service (KOGIS), the SABER Focal person and to plan and agree required activities for the implementation of the digital archive system. The specific tasks to be performed are as follows:

- Review existing workflows, rules and procedures of managing CofO records. It should be noted whether any information system is used for processing CofO records and how it can be potentially integrated with the digital archive system;
- Review and gather the statistics of CofO paper archives in all [Land Administration Offices] to understand the required hardware to run and operate the digital archive system;
- Draft technical specifications for computer hardware required for the digital archive implementation. This step can be skipped if the necessary equipment is available in the Bureau of Lands;
- Consult with the Kogi State Geographic Information Service (KOGIS) Bureau of Lands Unit, and prepare the final list of requirements for the digital archive system. It should be the System Requirements Specification (SyRS) in the case of a custom development;
- Develop and test the digital archive system as per SyRS (for custom development);
- Prepare user and administration guides on operating and administration of the digital archive system;
- Introduce the digital archive system in the Kogi State Geographic Information Service (KOGIS) for testing and training;
- Prepare the training plan and program;
- Deliver user and administrator trainings. It is expected 10 users will attend the training;
- Introduce the digital archive system into production in the Kogi State Geographic Information Service (KOGIS)
- Handover the system, documentation and source codes (for custom development);
- Draft the final report;
- Provide technical support online and offline for [three] months after the system introduction;

## **C. SYSTEM REQUIREMENTS**

The system requirements described below should be considered as a minimum set of system functions and capabilities required for implementation. Existing products can deliver more features.

### **General requirements**

- 1) The system shall allow multiuser access over the network.
- 2) The system should be a Hybrid Cloud-based application with server-side components, implementing business logic and database access.
- 3) The system can be supplied as a commercial, open-source or custom development solution.
- 4) If the system is supplied as a commercial solution, it shall have perpetual licenses for 100 users or more.
- 5) If the system is supplied as a custom development, the Kogi State Geographic Information Service (KOGIS) shall have full ownership rights and unrestricted access to the source code. Suppose a custom development uses any licensed components. In that case, it shall be agreed with Kogi State Geographic Information Service (KOGIS)-Directorate of Lands Unit prior to using them, and a required number of licenses shall be provided, allowing access to 50 users at least.
- 6) The system shall be supplied with the user and administration guides, as well as system documentation (e.g., database description, system architecture) in case of custom development.
- 7) In the case of custom development, the supplier shall provide a 6-month warranty covering bug fixing.

### **Functional requirements**

- 1) The user shall be required to log into the system using the username and password, assigned by the administrator.
- 2) The main screen shall have a list of folders (or categories or workflow steps) on the left side and relevant list of records on the right side, allowing quick filtering of records in the system.
- 3) The displayed list of records shall allow sorting by visible columns and ordered by the registration date by default.
- 4) The list of records shall be displayed in paged format (e.g. 20 records per page) and allow pages navigation.
- 5) The system shall allow records search by the key attributes (e.g. document type, range of registration dates, CofO number, owner name, folio number, status, etc.).
- 6) The system shall allow viewing of CofOs and relevant evidences through the search results or by opening it from the main screen.
- 7) The system may implement workflow steps for the data entry and its processing.
- 8) The system shall allow capturing various documents and recording it under CofO case. Those have to include, but not limited to:
  - a. Certificate of Occupancy (CofO);
  - b. Land parcel survey diagram / location map;
  - c. Owner's ID;
  - d. Allocation letter, if applicable.
- 9) All document types shall be defined with relevant metadata fields, which have to include, but not limited to the following:
  - a. Document type;
  - b. Document date;
  - c. Document number;
- 10) For CofO documents, the following fields shall be captured, but not limited to these fields:
  - a. Owner type;
  - b. Owner(s) name;
  - c. Owner(s) gender (mandatory);
  - d. Ownership type;
  - e. Property unique ID / Survey number;
  - f. CofO issuance date;
  - g. CofO registration date;
  - h. CofO reference number;
- 11) The system shall allow scanning and attaching of paper copies. It shall allow selecting file format, scanning resolution, color mode and pages setting (single or multipage). It shall also allow editing of a scanned document, adjusting its brightness/saturation, rotating and cropping scanned images. Native scanner applications can be used, but it shall be integrated with the user interface of the digital archive system;

- 12) Captured and committed documents shall stay read-only in the system. They can be enabled for editing by a user with a dedicated role and the system should request and record the reason for modification.
- 13) In the case of multi-department/office access to the digital archive, the system shall allow configuration of user access by department/office. Only records, relevant to user's department/office shall be displayed and accessible.
- 14) The system should track the history of record creation and modification, capturing user name, event type, date and time of such events. Recording modified fields and their previous values would be beneficial.
- 15) Every record shall display its modification log in a simple way.
- 16) The system shall allow generating of parameterized reports (e.g. by dates), for statistical reports, including, but not limited to the following:
  - a. Overall number of CofOs;
  - b. CofOs by gender;
  - c. CofOs by ownership type;
  - d. Captured documents by types;
- 17) The system shall implement various user roles, defining their access to system features.
- 18) A dedicated system administration role shall be implemented for managing user accounts and system settings.

#### Non-functional requirements

- 1) The system shall be easy to use and require minimum training for the end users.
- 2) All elements on the page shall have a clear style and proper spaces between them, not overcrowding page and placed into logical groups if needed.
- 3) Fonts and colors shall be consistent for the same UI elements throughout all pages.
- 4) Navigation elements shall be clear and help easy navigation between pages.
- 5) Horizontal scrolls shall be avoided to keep maximum width to 1024 pixels.
- 6) Form elements, which are not supposed to be modified, shall be displayed in different colors to distinguish from editable elements and be disabled for user input.
- 7) Before submitting page results, simple fields check shall be done and highlight occurred errors instantly with a clear description or appropriate alert message displayed.
- 8) Partial page updates shall be implemented where appropriate, to avoid a full- page reload and get faster feedback.

#### D. DELIVERABLES

- Technical specification for hardware to run the digital archive system (including, server, computers, scanners, network equipment) [subject to the equipment availability in the Kogi State Geographic Information Service (KOGIS)]
- Digital archive system and its source codes (if custom development);
- System documentation (user guide, administration guide). Other technical documentation in the case of a custom development (data base catalog, architecture description);
- Training plan and program;
- Trainings;
- Final report;

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

The Consultant shall report directly to the Kogi State Geographic Information Service (KOGIS) through the Director General, Kogi State Geographic Information Service (KOGIS). The Consultant shall closely collaborate with the Kogi State Geographic Information Service (KOGIS) to elicit system requirements and introduce the system as a major policy reform for Kogi State.

#### **F. PROPOSED TEAM COMPOSITION FOR CUSTOM DEVELOPMENT**

- Team leader / Business Analyst (1);
- Senior Software Developer (1);
- Software Developer (1);
- Tester/Technical support (1);

#### **G. QUALIFICATION AND SKILLS (TEAM LEADER/BUSINESS ANALYST)**

- A master's degree in Computer Science, business or related field;
- A minimum of 5 years of proven work experience as a business analyst;
- Exceptional analytical and conceptual thinking skills;
- The ability to convince stakeholders and work closely with them to determine acceptable solutions;
- Proven experience in stakeholder analysis, requirements engineering, costs benefit analysis and processes modeling;
- Understanding of networks, databases and other IT technologies;
- Advanced technical skills and knowledge of CASE tools;
- Experience creating detailed reports and delivering presentations;
- A track record of following through on commitments;
- Excellent planning, organizational, and time management skills;
- Experience leading and developing top-performing teams;
- A history of leading and supporting successful projects;
- Experience and knowledge of digital archive systems is an additional advantage;

- Proficient English and excellent technical writing skills. Ability to write in technical English clear and correct;

**H. QUALIFICATION AND SKILLS (SENIOR SOFTWARE DEVELOPER)**

- Masters or similar degree in Information Technology;
- A minimum of 10 years of proven work experience as a software developer;
- Managerial experience is an additional advantage;
- Advanced knowledge of programming languages including JavaScript, HTML5, Java, SQL, ASP.NET and PHP;
- Knowledge of system frameworks including .NET, Git, AngularJS;
- Ability to use version control software such as GIT and SVN;
- Experience designing and maintaining databases;
- Experience working with Agile development technologies;
- Understand emerging web and mobile development models;
- Experience with digital archive systems is an additional advantage;
- Proficient English and excellent technical writing skills. Ability to write in technical English clear and correct.

**I. QUALIFICATION AND SKILLS (SOFTWARE DEVELOPER)**

- Bachelor or similar degree in Information Technology;
- A minimum of 5 years of proven work experience as a software developer;
- Solid knowledge of programming languages including JavaScript, HTML5, Java, SQL, ASP.NET and PHP;
- Knowledge of system frameworks including .NET, Git, AngularJS;
- Ability to use version control software such as GIT and SVN;
- Experience designing and maintaining databases;
- Experience working with Agile development technologies;
- Experience with digital archive systems is an additional advantage;
- Proficient English and excellent technical writing skills. Ability to write in technical English clear and correct.

**J. QUALIFICATION AND SKILLS (TESTER/TECHNICAL SUPPORT)**

- Bachelor or similar degree in Information Technology;
- Five years of proven knowledge and experience in performing system and performance testing;
- Knowledge of best practices, methodologies and tools for conducting testing;

- Experience in preparation of test plans;
- Experience with Microsoft .Net, Java and databases;
- Experience of similar assignments in 3 different projects;
- Experience in providing technical support;
- Experience with digital archive systems is an additional advantage;
- Proficient English and excellent technical writing skills. Ability to write in technical English clear and correct.

#### **K. DURATION OF THE ASSIGNMENT**

The assignment will be fully implemented in [three (3)] months from the contract signing date and will be primarily conducted on behalf of the Kogi State Government.

#### **L. INPUTS BY THE CLIENT**

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

The Client will provide the required equipment for installing and testing the digital archive system and arrange office space for conducting user training.

The Client will assist in arranging the required meetings and delegating a focal person to work with the Consultant. The Client will provide adequate office space at the Kogi State Geographic Information Service (KOGIS) if needed.

#### **M. REPORTING REQUIREMENTS**

All reports will be shared with the Kogi State Geographic Information Service (KOGIS) management through the Director General to the Kogi State Geographic Information Service (KOGIS). Reports shall be delivered electronically, and hard copies will be made for the final versions. Comments provided by the Client will be discussed at virtual and physical meetings. Required report amendments will be incorporated within 2 weeks after receiving these comments.

### **Appendices**

#### **Appendix 1: Digitization Stages/Workflow:**

The digital archive system will be built with a MERN Stack application housed on an on-premises server with a failover repository on an online dedicated Cloud server. The server will be thoroughly encrypted, and the necessary Cloud firewall and physical Cisco firewall will be implemented. The archive will be indexed and

searchable through key alpha-numeric data and a unique identifier number. Below are the stages, relevant desks, and processes to be engaged in during the digitalization process and database maintenance.

STAGE	TEAM/DESK RESPONSIBLE	TASK(S)	DELIVERABLE	EST. TIMELINE
Project Design/Planning	Director General, KOGIS	<ul style="list-style-type: none"> <li>Review existing CofO process and document system to inform the design and business process for proposed digital archive.</li> </ul>	Baseline assessment and system improvement report.	1 Month
		<ul style="list-style-type: none"> <li>Develop digitization plan in consultation with relevant stakeholders/MDAs. The plan will cover all requirements including business process engineering, ICT infrastructure, change management, maintenance, etc.</li> </ul>	Approved digitalization plan	
		<ul style="list-style-type: none"> <li>Develop ToR and procurement plan.</li> </ul>	Approved ToR and Procurement Plan	
		<ul style="list-style-type: none"> <li>Cost plans and develop a budget for project execution.</li> </ul>	Approved project budget	
Assignment of operational space	Director General, KOGIS	<ul style="list-style-type: none"> <li>Assignment of operational space for digitalization operation and data/server room</li> </ul>	Assigned operational space	1 Month
Deployment, configuration, and installation of the digitalization system	Consultant/IT Coy	<ul style="list-style-type: none"> <li>Procurement, deployment, and installation of all software and hardware required for the digitalization system.</li> </ul>	Digitalization system – digital archive application, hardwares, etc.	2 Months
		<ul style="list-style-type: none"> <li>Configuration of the system including business process integration, access control definition, data security parameters.</li> </ul>		
Document sorting, arrangement, and preparation for scanning	Head KOGIS, Clerks, Land Directorate Office Support Staff, KOGIS Office Support Staff,	<ul style="list-style-type: none"> <li>Document review and sorting, ensuring folders contain all relevant information, including the 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.</li> </ul>	Reviewed and sorted CofO documents/folders by index checklist	2- 3 Months for clearing backlog while subsequent documentation is reviewed and sorted upon processing.

		<ul style="list-style-type: none"> <li>Arrange documents with index tags using indexing checklist.</li> </ul>		
Scanning And Digitization	Data entry operators, ICT technicians	<ul style="list-style-type: none"> <li>High-resolution scanning of documents reviewed and sorted by index checklist. Scanning is based on the following requirement. <ul style="list-style-type: none"> <li>Format: PDF</li> <li>scanning color: Grayscale 8-bit</li> <li>Scanning DPI: 150DPI for good quality documents, 300DPI for poor quality documents,</li> <li>One multipage document (PDF) per physical document.</li> <li>Meta data assignment</li> </ul> </li> </ul>	Documents scanned for data entry.	2- 3 Months for clearing backlog while subsequent documentation is digitalized upon processing.
Data Entry	Data Entry Operators, Land Record Managers	<ul style="list-style-type: none"> <li>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)</li> <li>Automated unique identifiers are assigned, ensuring the indexed information for each CofO will be linked to a scan of the respective paper documents</li> </ul>	Digitalized CoF O records according to indexing and meta data checklist as well as unique identifiers	2- 3 Months for clearing backlog while subsequent documentation is digitalized upon processing.
Storage and Management	IT Specialist, Database Administrator, Data Center Manager	<ul style="list-style-type: none"> <li>Implement backup and disaster recovery measures including periodic system, data and information security audits</li> <li>Preservation and maintenance of physical archives</li> </ul>	Robust data storage and security	<p>2 months</p> <p>Real-time</p>
Document management	Director General, KOGIS, Consultant, KOGIS Records Managers, IT Support, DB	<ul style="list-style-type: none"> <li>Configure access controls (including API) and permissions for document retrieval protocols to support</li> </ul>	Access controls and APIs assigned	Real-time

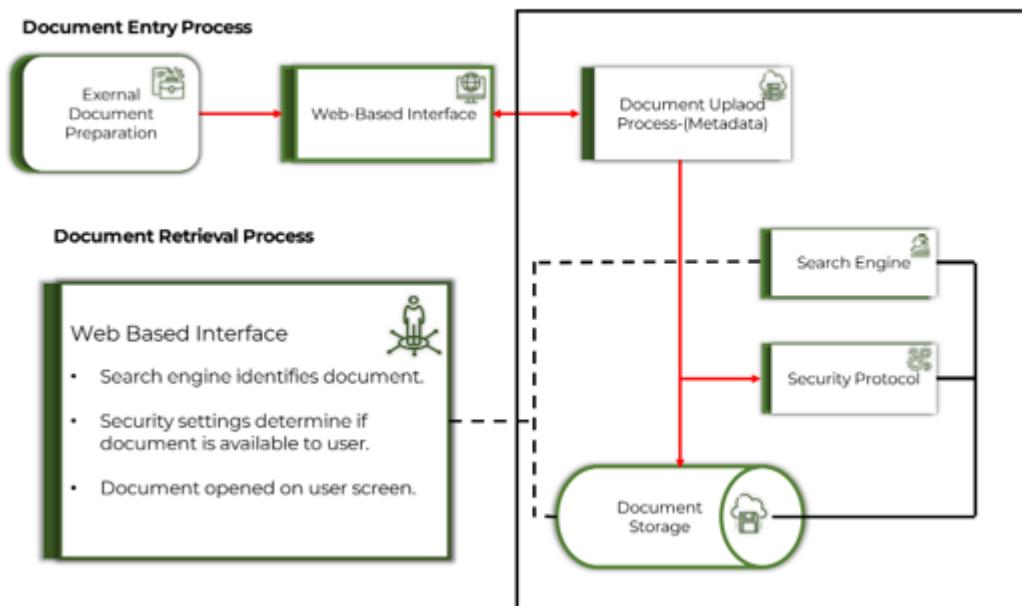
	<p>admin</p>	<p>data sharing.</p> <ul style="list-style-type: none"> <li>Day-to-day administration of EDMS application as well as periodic updates and monitoring of applications and records on the backend</li> </ul>	<p>Optimal and updated EDMS</p>	<p>Real-time</p>
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## Appendix 2: Snapshot of the Database Schema

#	Name	Type	Collation	Attributes	Null	Default	Comments	Extra	Action
1	parcel_id	int(20)			No	None		AUTO_INCREMENT	Change  Drop  More
2	location_state	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
3	location_city_or_town	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
4	location_lga	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
5	location_parcel_number	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
6	location_streetname	varchar(255)	utf8mb4_general_ci		No	None			Change  Drop  More
7	type_property_occupancy_type	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
8	location_ward	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
9	parcel_main_use	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
10	parcel_main_use_others	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
11	parcel_title_type	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
12	parcel_title_type_others	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
13	parcelfenced	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
14	parcel_have_swimming_pool	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
15	parcel_have_generator	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
16	parcel_area	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
17	parcel_main_water_supply	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
18	parcel_main_electricity_supply	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
19	parcel_waste_disposal_system	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
20	parcel_main_sewage	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
21	image	varchar(255)	utf8mb4_general_ci		No	None			Change  Drop  More
22	owner_type	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
23	owner_name	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
24	parcellegalityname	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
25	parcel_owner_nin	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
26	parcel_owner_tin	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
27	owner_gender	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
28	parcel_owner_marital	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
29	parcel_owner_phone_home	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
30	parcel_owner_phone_mobile	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
31	parcel_owner_email	varchar(255)	utf8mb4_general_ci		No	None			Change  Drop  More
32	owner_parcel_number	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
33	owner_street_name	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
34	owner_ward	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
35	owner_lga	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
36	owner_state	varchar(155)	utf8mb4_general_ci		No	None			Change  Drop  More
37	created_on	datetime			No	current_timestamp()			Change  Drop  More

*The table above depict the snapshot of the database scheme*

## Appendix: KOGIS DIGITAL ARCHIVING SYSTEMS



Signed



Director General  
Kogi State Geographic and Information Services (KOGIS)

31/12/2023



