

**OGUN STATE GOVERNMENT
BUREAU OF LANDS AND SURVEY**

**Terms of Reference for the recruitment of a Consultant
for the review of Ogun GIS system and LAMS**

1. Position Information

Job Title: Consultant for the review of Ogun GIS system and LAMS

Department: Bureau of Lands and Survey

Location: Ogun State Secretariat, Abeokuta

Reports to: Director-General/ Special Advisor, Bureau of Lands and Survey

Duration of Assignment: 10 -20 days (with at least 10 days in Abeokuta)

2. Background

Land is a factor of production central to all human activities. Efficient governance and management of land information is critical for achieving socio- economic improvements. The Ogun State Government (OGSG) via the Bureau of Land and Survey (BLS) is determined to strengthen the overall performance of government, by improving its structures for land management and administration and all related activities through its existing Geographical Information System (GIS).

The GIS is a viable and sustainable system to achieve corporate agility, strengthen the state's fiscal outlook and engender growth through standardization and interoperability, which will bring about positive change to land administration in the state and as a result strengthen the business environment.

The Ogun State GIS was conceived in 2012 to achieve the following objectives:

1. Create an agency that operates global best practices and recognizes the need for highly competent and skilled professionals to manage the process of land administration and titling.
2. Introduce an automated Land Administration business process workflow.
3. Establish judicious use and allocation of land for housing and development that will lead to significant growth and economic prosperity for the citizens of Ogun State and their future generations.
4. Provide a comprehensive and holistic data regarding land that is commercially viable to aid land planning and orderly development within the state.
5. Provide digitized base maps for the state and a master plan for the growth pools and focus on areas with the highest growth rate.

BLS has recorded significant progress across various sectors with the current GIS system, however there is a need to plan for the medium to longer term, to ensure that the achievements recorded to-date are sustainable and to prepare adequately for the future.

BLS needs a GIS and LAM consultant to review the impact, status and efficiency of its current GIS and LAM system and provide recommendations for improving the system to support the work of the policy reform team within BLS.

3. Objective

The consultant will work with the Project Manager for Lands to provide guidance to achieving full operationalisation of the OGIS/LAM system with a view to establishing interoperability amongst the relevant agencies with respect to deriving economic value from the OGIS/LAM systems.

Specific areas where the consultant will provide support to BLS include the following:

- a. Development of a comprehensive strategic plan for the OGIS/LAMS with a focus on the economic value that accrues to the Ogun State government and a methodology for achieving cost recovery through the development of market driven business models.
- b. Implementation of the recommendations from the previous assessments conducted by World Bank consultants on the OGIS/LAM systems.
- c. Develop a comprehensive methodology for change management within BLS with respect to the full adoption and operationalization of the OGIS/LAMS.

This assignment will be implemented concurrently with other policy and practice reforms across BLS that will be implemented by project teams that include other consultants and civil servants. It is envisaged that all consultants and civil servants will collaborate closely with each other during their respective related assignments.

4. Scope of Work

The scope of work for the consultant is to provide advice and support to BLS team working on Ogun State Agricultural Production and Industrialization Project led by the Project Manager at Bureau of Lands and Survey) regarding the following:

1. Conduct a detailed assessment of the current state of LAMS with specific focus on identifying the digital information management needs for the Certificate of occupancy and deeds at the Registrars office.

2. Assess the technical capacity of key staff in the BLS and OGIS in managing the GIS/LAMS systems, identify training and recommended training packages to bridge capacity gaps.
3. Build on existing mapped land transfer processes to identify workflow bottlenecks and propose an integrated and efficient online system to facilitate the process.
4. Identify the key business drivers to achieve interoperability of the GIS and LAMS systems amongst the relevant Ministries, Departments and Agencies in Ogun State.
5. Develop a comprehensive work plan and road map for reform for the GIS and LAM systems and validate with the key stakeholders.
6. Hold a stakeholder consultation and sensitization forum.
7. Identify members for technical working groups for effective reforms aimed at streamlining land transfer and registration processes and develop a charter for such a working group and the Ogun State GIS committee.
8. Identify and document the key indicators to measure the efficacy and performance of the OGIS/LAMS.
9. As part of the strategic plan, and based on the World Bank assessment report, develop a cost-based proposal for required systems and software license upgrades and provide justification for costing.
10. Liaise with key stakeholders including the Director-General/Special Advisor, BLS; Director, Research & Planning and GIS, BLS; Director, Land Services, BLS; Surveyor-General, BLS; Director, Land Management, BLS; Honourable Commissioner, Ministry of Urban and Physical Planning; Permanent Secretary (PS), Ministry of Urban and Physical Planning, Honourable Commissioner, Ministry of Agriculture; PS, Ministry of Agriculture and other identified stakeholders as required.

5. Deliverables

The following reports are expected at the end of the consultancy:

1. A detailed assessment report of the current Ogun GIS, which will cover the capacity of the system, staff, tools;
2. A proposed new workflow process for BLS designed to address bottlenecks with a proposed online system;
3. A comprehensive work plan and roadmap for the reform of Ogun GIS and LAMS with detailed key performance indicators;
4. A new strategic plan for new Ogun GIS and LAMS with detail cost-based proposal
5. Aide Memoires on all consultation and workshops carried out. This should describe the consultation process followed and outcomes.

6. Duration

10 - 20 days with at least 10 days in Ogun state. A work plan with clear timelines will be finalized before commencement of the consultancy.

7. Recruitment Qualifications

Education:

- Relevant qualifications at not less than Masters degree level in any of the following areas: geographical information systems, cartography, computer science/ software engineering, surveying, town planning, other numerical and analytical disciplines.

Experience:

- Five years' experience of undertaking data capture with state or federal government in any African country, working with a GIS consultancy in Nigeria or working in a senior capacity with a GIS provider/ developer.
- Demonstrable experience in developing business plans and managing business processes underpinned by technology, preferably geospatial technologies and land administration and management systems.
- Extensive working knowledge of geospatial data and technologies for land administration and management systems.
- Strong project management skills within an ICT
- Excellent communication skills.
- Critical thinking and complex problem solving skills.

Language Requirements:

- Excellent command of oral and written English

8. How to Apply

- The consultant should submit a CV to the address below, showing details of general and specific experiences. The specific experience should include previous similar assignments carried out, date of the assignments, scope and name of client
- The consultant must provide a provisional work plan including a proposed timeframe.
- A financial proposal that should include fees, local travel, subsistence and other costs

9. Reports

| Report type | Detail | Timeline | Payment schedule |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|------------------|
| Overall work plan for consultant | Detailed work plan with timelines for all deliverables | Within a week of signing the contract with Ogun State Government | 10% |
| Detailed Assessment Report | A detailed assessment report of the current Ogun GIS, which will cover the capacity of the system, staff, tools | Within three weeks of signing the contract with Ogun State Government | 25% |
| Workflow process report | A new workflow process for Ogun State Government based on reports and interviews | Within 5 weeks of signing the contract with Ogun State Government | 20% |
| Roadmap for Ogun GIS | A comprehensive work plan and roadmap for the reform of Ogun GIS and LAMS with detailed key performance indicators; | Within 6 weeks of signing the contract with Ogun State Government | 20% |
| Strategic plan | A new strategic plan for new Ogun GIS and LAMS with detail cost-based | Within 8 weeks of signing the contract with Ogun State Government | 20% |

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| proposal | | |
| Aide Memoires | Aide Memoires on all consultation and workshops carried out. This should describe the consultation process followed and outcomes. | Within 8 weeks of signing the contract with Ogun State Government 5% |

10. Facilities to be provided to the Consultant

The Employer will provide office accommodation, a secretariat, and available relevant data and reports.

11. Organizational Arrangement

The Director-General/ Special Advisor, Bureau of Lands and Survey will have overall responsibility for the assignment, while the OGAPIP Project Manager (Bureau of Lands and Survey) will be responsible for the day-to-day supervision of the consultant.