

# **Oyo State Ministry of Lands Housing and Urban Development (MLUHD) Terms of Reference (ToR) for Digital Archiving System for Land Title Documents (with Comprehensive Searchable Index)**

## **Introduction**

Land is one of the most valuable assets, and its proper documentation is crucial for individual ownership rights, economic development, and effective governance. The Oyo State Ministry of Lands, Housing, and Urban Development (MLUHD) has recognized the urgent need to transition from traditional paper-based land title management to a digital system. This project aims to modernize the way land title documents are stored, accessed, and protected through the creation of a secure, efficient, and user-friendly digital archiving system.

**Background:** MLUHD handles and oversees all Land administration in the State, including property registration, issuance of Certificates of Occupancy (C of O) and Land-related transactions. The existing physical land title documents create inefficiencies in management, access, and long-term preservation. The Ministry aims to transition from physical to digital land title management through this project, ensuring that all records are securely archived and retrievable in a modern digital system. The digital archiving initiative will include a searchable index for efficient retrieval, with the goal of improving service delivery, enhancing security, ensuring compliance with modern data protection standards and improving ease of access for both internal staff and the public.

## **Objectives:**

- **Digital Archive Creation:** Convert all existing land title documents and related records into a secure, searchable digital archive.
- **Searchable Index Development:** Ensure the creation of a comprehensive searchable index that allows users to retrieve records based on specific metadata.
- **Enhanced Accessibility:** Provide streamlined access to land title documents for ministry staff and authorized users, while improving public transparency and reducing service delays.
- **Data Security:** Implement robust security measures to protect sensitive data from unauthorized access, loss, or tampering.
- **Improved Efficiency:** Eliminate manual document retrieval processes, enhancing the efficiency of land transactions and document verification.
- **Provide technical infrastructure** that facilitates online access to land title documents, including integration with existing land administration and billing systems.
- **Re-jacketing Protocol:** Replace old, worn, or deteriorated file covers with archival-quality jackets made of acid-free materials to prevent further deterioration. Each file must be labelled with consistent identifiers (e.g., document type, date, and titleholder) to match the corresponding digital file metadata.
- **Shelving Specifications:** After re-jacketing, all files should be placed on specially designed adjustable archival shelving units. These units must be durable, allow for

adequate airflow, and be resistant to environmental factors like moisture, pests, and UV light. The shelving system should accommodate different file sizes and formats and must comply with international archival standards for document storage.

- **Physical Preservation Measures:** Implement environmental controls, including climate control (humidity and temperature regulation), pest control, and fire protection systems. This aligns with the World Bank's records preservation recommendations, which emphasize preventing degradation through controlled environmental conditions.

### **Scope of Work:**

#### **Records Assessment and Preparation:**

- **Assessment of Physical Documents:** Conduct a thorough assessment of all existing physical records, identifying the types of documents (C of O, deeds, survey plans, etc.), their condition, and the total volume.
- **Categorization and Prioritization:** Classify the records into relevant categories for scanning and indexing, based on criteria such as historical importance, frequency of use, and urgency for digitization.
- **Preparation of Physical Records:** Ensure that documents are appropriately organized, cleaned, re-jacketed and pre-processed for optimal digitization, including handling of fragile or damaged records to avoid further deterioration during scanning.

#### **Document Digitization and Archiving:**

- **High-Resolution Scanning:** Digitize all land title documents using high-resolution scanners to maintain legibility and authenticity. For fragile or deteriorating records, specialized scanning equipment should be used.
- **OCR Implementation:** Apply Optical Character Recognition (OCR) technology to convert scanned documents into machine-readable text, enabling search functionality within the digital archive.
- **File Format and Storage:** Ensure that all scanned files are stored in standardized formats such as PDF or TIFF for long-term preservation, with backup copies stored on redundant secure servers.
- **Searchable Index Requirement:** Create a detailed and searchable index for all digitized documents, tagging each with relevant metadata to enhance searchability. Metadata fields should include:
  - Document type (e.g. C of O, deed)
  - Owner's name and identification details
  - Title or reference number
  - Date of issuance, registration, or transaction
  - Owner type.
  - Owner gender.
  - Owner occupation.
  - Survey plan details.

- The index must allow for multi-criteria searches, enabling users to find documents quickly based on any combination of metadata fields.

### **System Development and Integration:**

- **Digital Archiving System:** Design and deploy a secure digital archiving platform, integrating it with existing ministry systems such as the Land Use Charge payment portal, C of O application portal, and GIS databases.
- **Search and Retrieval Functionality:** Implement advanced search functionalities that allow both internal staff and authorized external users to search for documents by owner name, property location, reference number, or other metadata. The system should provide a fast, user-friendly interface with filters and keyword search capabilities.
- **User Access and Permissions:** Develop a secure role-based access control system that ensures only authorized personnel can retrieve or modify sensitive documents. Public users should have limited access to non-sensitive information.
- **Web Access:** Ensure that the archiving system is accessible both via desktop platforms, enabling remote access for users and ministry staff.

### **Security and Compliance:**

- **Data Protection Measures:** Implement industry-standard encryption protocols for both storage and transmission of sensitive data, protecting land title documents from unauthorized access or tampering.
- **Audit Trails and Monitoring:** Create a system of audit trails that logs all access and modifications to the digital documents, ensuring accountability and traceability.
- **Backup and Disaster Recovery:** Develop a comprehensive backup and disaster recovery plan, with regular data backups stored offsite to ensure the preservation of documents in case of system failure or cyberattacks.

### **Training and Capacity Building:**

- **Training for Ministry Staff:** Provide extensive training on system use, including scanning, indexing, and document retrieval. Training should focus on both administrative and IT staff, ensuring they can manage and maintain the system post-implementation.
- **User Documentation:** Develop detailed user manuals and training materials that cover system operation, data management processes, and troubleshooting procedures.
- **Post-Implementation Support:** Establish a post-implementation support plan, including a helpdesk for technical issues, routine system updates, and capacity-building programs for ongoing staff training.

### **Deliverables:**

- **Audit Report:** A detailed report of all physical land title documents, including their classification, condition, and timeline for digitization.
- **Digital Archive:** A fully functional and searchable digital archive containing all scanned

and indexed land title documents.

- **Searchable Index:** A comprehensive searchable index, integrated with the digital archive, enabling fast retrieval of documents by multiple search criteria.
- **User Training and Documentation:** Training materials and user guides for staff on system use and management.
- **Security Protocols:** Documented security measures, data protection policies, and disaster recovery plans.
- **Progress Reports:** Monthly reports tracking project progress, including the number of documents digitized, index completion, and system deployment status.
- **A complete re-jacketing of all worn-out physical records, with organized placement in the shelving System.**

### **Roles and Responsibilities:**

#### **Ministry of Lands, Housing, and Urban Development:**

The Ministry will provide all necessary support, including access to physical records and ensuring the contractor has the resources needed to complete the project. Their role is pivotal in ensuring that the digital archiving system complies with Oyo State's regulations and meets its long-term land administration goals.

#### **Contractor:**

The contractor will lead all phases of the project, from scanning and digitization to the development of the searchable index and system. Regular updates will be provided to the Ministry to ensure the project stays on track, with specific milestones ensuring timely completion.

**Project Timeline:** The project is expected to be completed over a 24-month period:

Month 1-2: Initial assessment and planning.

Month 3-6: Scanning, OCR implementation, and index creation.

Month 7-9: System development and integration with existing platforms.

Month 10-11: Testing, training, and system roll-out.

Month 12: Adjustments, additional staff training.

Month 24: Final shelving, handover, and project close-out.

This ToR provides a detailed framework for the creation of a robust, compliant, and future-proof digital archiving system for land title documents in Oyo State, ensuring that all records are securely stored and easily retrievable through a robust, searchable index.

By digitizing land title documents, the Oyo State Ministry of Lands, Housing, and Urban

Development is not only embracing modern technology but also ensuring that land ownership in Oyo State is secure, transparent, and easily accessible. This project is a significant step towards better governance and improved public trust in the land administration system.

For further inquiries or clarification, please contact MLUHD office via email, phone numbers or visit <https://lands.oyostate.gov.ng>