

Tel: (+232-76-672-186)
Email: irumobilityproject@gmail.com

Project Fiduciary Management Unit
Ministry of Finance
13 Howe Street
Freetown
Sierra Leone



Government of Sierra Leone

REQUEST FOR EXPRESSIONS OF INTEREST **(Consulting Services – Individual Selection)**

Date of Issue: 10th February, 2022

Country: Republic of Sierra Leone

Name of Project: Sierra Leone Land Administration Project under the Ministry of Lands, Housing, and Country Planning.

Consulting Services: Recruitment of an Individual Consultant for the Development of Digital Land Records and Archive Management Strategy.

Reference No: SL-MOFED--CS-INDV

A. Background

The Government of Sierra Leone (GoSL) faces numerous other obstacles in achieving progress towards poverty reduction and shared prosperity. Sierra Leone compares relatively poorly on governance measures of government effectiveness, regulatory quality, corruption and the rule of law. The weak governance continues to act as a drag on economic growth and poverty reduction. The country's legal and regulatory frameworks remain outdated, contradictory and highly fragmented, particularly in relation to land administration.

The Land Governance Assessment Framework (LGAF), which was completed by the World Bank in September, 2015, identified among other issues, tenure of land insecurity under both customary and freehold tenure systems as a serious challenge to effective land management and administration in Sierra Leone. In the Western area, land tenure is administered under General Law (freehold system) and is plagued by inadequate land survey data, which results in the cadastre being outdated and inaccurate. This current cadastre and registry have contributed to an environment where land conflicts are common, collection of taxes remains difficult, land markets distorted, and the associated disaster risk management is undermined.

The Government of Sierra Leone with support from the World Bank is preparing the Sierra Leone Land Administration Project (SLLAP) to be financed through a US\$40 million grant. The proposed Project Development Objective (PDO) is to establish a transparent and efficient land administration system.

SLLAP would support real estate land property markets for the both the private and public sectors – potentially all immovable land and property owners in the country. It would assist the work of real estate agents, notaries, licensed surveyors and lawyers and help build the private sector in these disciplines. It would improve the transparency and security of property rights, which would help address the use of real estate in Sierra Leone and its use for collateral and

mortgage purpose. It would speed-up the real estate transaction processes and aim to reduce transaction costs. Another focus is to improve the efficiency of state property management and would continue supporting the various real estate privatization programs in the country. Many of these goals would be supported by making real estate market information accessible through information technology and linkage with e-Government initiatives.

Component 2 of the SLLAP will partly support the overall development of a digital land information management system (LIMS) in Sierra Leone, which will provide a unified database and application for keeping and maintaining the real property registration and cadaster data. The project will finance the required ICT equipment (servers, computers, internet, etc.), design and development of a LIMS with automated land administration processes; and the digitization of land records and cadastral maps and base mapping. This will include the development of a digital land records and archive management strategy, which will include an assessment of the record archives of the Ministry of Lands, Housing and Country Planning (MLHCP), Office of the Administrator and Registrar General (OARG) and the land registries at the Municipal Courts. A key principle of the LIMS will be to link ownership information held by OARG and cadastral boundary information held by MLHCP in the same system.

B. OBJECTIVE

The objective of this consultancy would be to assess land records and maps, available in paper archives of the Office of the Administration and Registrar General (OARG) and the Ministry of Lands, Housing and Country Planning (MLHCP). Following the assessment, a comprehensive digital land records and archive management strategy shall be drafted, including the methodology and organization of digitizing land records and maps, document types, quantities, attributes for metadata capturing, requirements for digital copies, procedures for paper and digital records management and an approach to keep them synchronized.

C. SCOPE OF WORK

In undertaking the assignment, the Consultant shall work in close collaboration with the MLHCP and the OARG. The specific tasks to be performed are as follows:

- Review relevant documents, including legal acts, reports from previous consultancies, operational manuals;
- Draft an inception report to define the timeline, approach, processes and activities to perform the assignment;
- Assess previous archive digitization attempts, identify any digitized records availability, and assess their quantity, quality, format and metadata completeness;
- Assess land registration records, available in paper archive of the OARG. Identify quantities, conditions, paper size and key attributes for metadata capturing;
- Assess survey records, available in paper archive of the MLHCP. Identify quantities, conditions, paper size and key attributes for metadata capturing;
- Assess paper (index) maps, available in paper archive of the MLHCP. Identify quantities, conditions, paper size and spatial reference system used;
- Develop assessment report, containing the findings and current situation;
- Assess required level of efforts and costs to digitize land records and maps from both archives, including the size of final dataset;
- Assess feasibility of in-house capacity of the MLHCP and OARG to complete the digitization, including human capacity and required equipment and tools;

- Develop a comprehensive digital land records and archive management strategy, including the methodology for digitizing of paper records, quality control, requirements to data format, metadata attributes, procedures, time and costs estimation, and an approach to paper and digital records management;
- Coordinate with the Consultant on the Business process re-engineering assignment;
- Conduct two one-day workshops for presenting and validating initial assessment and digital land records and archive management strategy.

D. DELIVERABLES

- Inception report of the current situation in the land registries of document management and archiving (electronic and paper records) at MLHCP, OARG and the Municipal Courts;
- Assessment report with options for digital archives including detailed costing, staffing and access consideration. This should include elaboration of the stages, resources and technologies needed for selected option;
- Digital land records and archive management strategy;
- Terms of Reference for the preparation of bidding documents to establish digital archives according to the archive management strategy.

E. LINE MANAGEMENT

The Consultant shall report directly to the Project Coordinator/PCU and work with other partners under the Project.

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;
- Solid demonstrated experience in drafting digital land records and archive management strategies;
- 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. DURATION OF THE ASSIGNMENT

The assignment will be fully implemented in nine (9) weeks, starting from the contract signing date.

No.	Description	Duration
1	Background reading/desk review and Preparation of Inception Report	1 Week

2	Review, Revision & Clearance of Inception Report	2 Weeks
3	Consultations and Preparation of Draft Main Report	4 Weeks
4	Review, Revision and Clearance of Final Main Report	2 Weeks

H. INPUTS BY THE CLIENT

The MLHCP and OARG will provide the Consultant with all required documentation, available in the ministries and agencies relevant to land registration and archive management. Additionally, all reports, legal acts and assessments, available from previous consultancies will be provided as well. The MLHCP and OARG will provide an access to their paper archives for conducting an assessment. The Client will assist in arranging required meetings and delegate a focal person to work with the Consultant. If required, the Client will provide an adequate office space, located in one of the agencies.

I. REPORTING REQUIREMENTS

All reports will be shared with the MLHCP, OARG and project coordination unit (PCU). Reports shall be delivered in electronic form and hard copies for the final versions. Comments, provided from the Client side will be discussed at virtual and physical meetings. Required report amendments will be incorporated not later than 1 week after receiving these comments.

J. Mode of Application

All applications in writing should be accompanied by up-to-date Curriculum Vitae with Covering Letter and supporting documents (Note: do not send originals) with the names and addresses of three referees, one of which should be the last or current employer and addressed to:

**The Project Coordinator, Sierra Leone Land Administration Project
Project Fiduciary Management Unit (PFMU)
Ministry of Finance
Howe Street
Freetown, Sierra Leone**

Or

By E-mail application as attachment (including all supporting documents) to: texcoco80@hotmail.com , alphajohcham@yahoo.com , kawenikargbo7@gmail.com .

Please indicate clearly on the envelope (in the case of hard copy application) or in the email subject heading and attachment (in the case of electronic applications) the post for which application is made.

Closing Date

The Closing Date and time for receipt of applications is **24th February at 5pm.**

Only short-listed candidates will be contacted.

