Call for Consultancy to Support Digitisation of the Land Registry Offices in Bong, Margibi, Lofa and Nimba

Location: Kakata, Margibi; Gbarnga, Bong; Sanniquille, Nimba and Voinjamah, Lofa Counties Land Registry Offices

Date for completion of Tasks: July 31, 2019

1. Background

The Catholic Agency for Overseas Development (CAFOD) is an international development charity and the official aid agency of the Catholic Church in England and Wales. In more than 40 countries across the world, CAFOD works with partners to promote hope, compassion and solidarity to poor communities, and its mission is to promote human development and social justice in witness to Christian Faith and gospel values.

CAFOD and her partners, Development Education Network-Liberia (DEN-L) and Liberia Law Society (LLS) are implementing a three-year European Union funded project, titled, ‘Land Rights for Liberia: Equitable Access to land for the poor and marginalized’ in Bong, Margibi, Lofa and Nimba counties. The project is in response to the call to improve legal certainty and enforcement of land rights, particularly for marginalized women and youths. The project works closely with key duty bearers, including the Land Authority as well as communities and civil society organizations to achieve the aim of this action through capacity strengthening and interventions tailored towards improving both the methods of land registration and how existing land rights laws and policies are practiced.

Land registry offices at the county level lack the capacity to collate and store vital data on land title and other land documents in a computerized system. There is limited, or in some places, no digital registration system to safely keep land registration information and store title deeds, instead there are paper files often kept in paper boxes that are at risk of disintegration and being attacked by vermin. In view of this urgent need to address the issue of title deed documentation through creating a computerized land registration system, CAFOD is working in close collaboration with the Liberia Land Authority to address the issue by capacitating the four county offices of the project with supplies, equipment and the needed training to strengthen the human resource capacity.
2. **Project Objectives & Outcomes:**

In contribution to the overall project objective targeted at supporting a transparent and secure land registry system, and minimize the risk of losing appropriate land information, CAFOD aims to support the Land Authority to establish a simple digitize system of scanning, saving and transferring files from the counties mentioned above to the central Land registry office in Monrovia.

Notably, the support to establish a digitized land registration system at the county level will accelerate the process around decentralization and digitization of land records nationally. In addition, this system is expected to feed into the government future wider plan of building a land cadastral and Land Information System (LIS) for Liberia. Other benefits of this action, include:

- The system will store all new land registration documents but also ensure that all physical land documents held are uploaded.
- Lay groundwork for the establishment of a sustainable, replicable, and reliable Land Information and management System
- Potential to reduce/minimize land related conflict through proper documentation and retention of land records
- Prevent or minimize cases of double dealing of land and fraud in the system
- Improve access to land records and transparency in land registry process
- Provide readily available transferable electronic data that can be cross-examined and referenced in a timely manner as appropriate
- Ensure the preservation of historical land deeds records in the counties mentioned.

3. **Expected Outputs**

An IT expert on a consultancy basis will be expected to undertake the development of the simple computerized registration system by way of installation as well as the training. Specifically, the consultant will be required to undertake the following to establish a simple digitized land registry system at the Land Authority county offices in Margibi, Bong, Lofa and Nimba that can be linked to the central/national level in future:

- Provide training to Deed registrars and other persons working in and supporting the Land Registry offices as identified. The training will include Microsoft office applications such as (Microsoft Word and Excel) Windows and internet navigation including emailing, usage of equipment (A3 scanners, backup drive, Desktop, e.t.c) and information management.
- Set-up computer-based system tools for efficient filing and record management
- Provide hands-on filing, record management and data protection training
- Train Deed Registrars and and their support staff to deliver effective services at county level
- All trainings are expected to be deliver for two weeks across the four counties, simultaneously.
4. Deliverables

- Two-week training delivered to deed registrars and their support staff in use of computer operations for documenting and storing and maintaining land information.
- Computer-based tools setup and filing and record management systems in place.
- Land registry staff are aware of data protection protocols and customer service improved
- Digitized land registration system in place at land registry offices in Bong, Nimba, Lofa and Margibi
- Established filing systems for both soft and hardcopy files

5. Scope of Work

The activities of the consultancy will cover the four Land Registries at the county Land Authority Offices in Margibi, Bong, Lofa and Nimba and other focus of work will include but not be limited to:

a) Develop training (s) manual in time and share with CAFOD for review and input and to inform the Land authority
b) Assess and identify the best and suitable areas in the Land registry offices for installation of the equipment.
c) Ensure the safety and dignity of every person and asset that will be involve in the process
d) Work in line with the Land Authority procedures that will be provided

5. Code of Conduct

The consultancy including any third party of their team will abide to CAFOD’s code of conduct and in line with the Safe, Accessible, Dignified and Inclusive programming framework throughout their engagement with CAFOD. Consultant will be required to sign the code of conduct at the signing of the contract, before commencement of any work.

6. Expertise

a) Academic Qualifications
At least a bachelor’s degree in information technology, computer science or business administration with a focus on information systems.

b) Experience
- Demonstrated experience in systems design and implementation, database development, electronic archiving and record management

Skills and Competencies:
- Computer programming
- High level written and oral communication skills in English
- Ability to multi-task and deliver independently within deadline
- Demonstrate excellent interpersonal and professional skills
- Organizing and training facilitation skills
- Effective and efficient reporting

5. **Application process**
Interested and qualified candidates should submit their applications which should include the following:
- Detailed curriculum vitae
- Letter of application
- Proposal to complete the assignment including budget

Please quote “**Application for establishing Digitize Land Registration System**” on the subject line.
Applications should be emailed to [jmibithi@cafod.org.uk; wsvalue@cafod.org.uk](mailto:jmibithi@cafod.org.uk;wsvalue@cafod.org.uk) or hand delivered to the below address not later than July 12, 2019 at 4:00 P.M.