

**CONTRACT FOR THE APPOINTMENT OF A SERVICE PROVIDER
TO CONDUCT A LAND AUDIT OF GOVERNMENT LANDS
WITHIN THE COMMONWEALTH OF THE BAHAMAS**

TERMS OF REFERENCE

BACKGROUND

The Commonwealth of The Bahamas (“**The Bahamas**”) is an archipelago of approximately 700 islands and more than 2,000 rocks and cays, located in the Atlantic Ocean, south-east of the coast of Florida, United States of America, and north-east of the Republic of Cuba. It is estimated that seventy percent of land in The Bahamas is either owned by the Government of The Bahamas (the “**Government**”), or the Government holds a leasehold or license interest in the land through multiple agencies of (together “**Government Lands**”). The Prime Minister is the Minister responsible for Crown Lands. The Government has identified the need to conduct a comprehensive land investigation and audit in order to determine all Government Lands (“**Land Audit**”). The Land Audit will build upon work executed under The Bahamas Land Use, Policy and Administration Project, 2009 (LUPAP).

DEFINITION OF SERVICE PROVIDER

The Government seeks a Bahamian Service Provider or a Bahamian Service Provider in partnership with an international Service Provider (hereinafter “**Service Provider**”) to conduct the Land Audit.

PROJECT DESCRIPTION

The Government will engage the Service Provider to conduct the Land Audit, including a technical investigation, which will:

- i) Spatially identify land and give ownership information of land within the study area in coordination with the Surveyor General;
- ii) Conduct a comprehensive assessment of all properties within the study area;
- iii) Create a user-friendly GIS database with ownership categories with useful fields that will assist in the planning and packaging of interventions;

- iv) Create a Land Audit report (maps, tables and graphs, not limited to the list above, as applicable) for each island; and
- v) In particular regarding Crown Lands and Treasury Lands, to determine:
 - a) What Government Land has been alienated for use by others, either in the form of lease holds, licenses, authorizations, joint ventures and contractual obligations;
 - b) What Government Land is presently under commitments to be alienated, either via grant, lease holds or other means which has not yet been perfected;
 - c) What Government Land is presently under consideration to be divested either via grant, conveyance, lease or other means which has not yet been perfected; and
 - d) Whether Government Land leased to third parties is being used for its agreed upon purpose.

It is the responsibility of the Service Provider to source relevant Title Documents for the Land Audit (Title Document includes all title documents inclusive of Crown Grants, deeds, conveyances, vesting documents, leases, license agreements, and other such title documents evidencing an interest in land by the Government). This project will entail fieldwork in coordination with the Surveyor General within the study area, and recording other important data. The Land Audit results should be spatially located by linking the Title Documents to the cadastral information from the Department of Lands and Surveys, and compared with the Title Documents information for verification purposes.

THE SCOPE OF WORK

A comprehensive Land Audit is requested from the Service Provider for the identified study areas. The types of cadastral land parcels that need to be audited includes the following categories:

- i) Crown Land;
- ii) Treasury Land;
- iii) Hotel Corporation Land;
- iv) Ministry of Housing Land;
- v) Ministry of Education Land;
- vi) Agricultural Land Holdings including that held by both the Ministry of Agriculture and Bahamas Agricultural & Industrial Corporation (BAIC);
- vii) National Insurance Board Land;
- viii) Reserved Land i.e. Marine Protected Areas including that held by The Bahamas Maritime Authority and the Bahamas National Trust;

- ix) Grants, leases, and licenses to the Government;
- x) Water & Sewage Corporation Land;
- xi) Bahamas Power & Light Land;
- xii) Public Hospital Authority Land; and
- xiii) All other Government Lands.

CONTENTS OF THE PROJECT PROPOSAL FOR LAND AUDIT

A clear and concise Project Proposal covering the aspects listed below must be submitted:

- i) An executive summary;
- ii) A Project Plan;
- iii) The proposed methodology indicating a detailed list of data to be gathered and how it will be processed. The methodology should also indicate the project milestones that will be used to measure the project's progress and should also have a community consultative component that will involve local leaders/ community leadership physically identifying active/ fallow land to be captured in the agricultural land database;
- iv) An all-inclusive costing model detailing a breakdown of costs, allowing for deductions where fieldwork has already been completed or will be completed by the Department of Lands and Surveys;
- v) Demonstration that the approach proposed is cost effective, but will achieve the highest value for money;
- vi) The available human resource capacity that will be directly involved in the project, including but not limited to:
 - a) The names and respective Curriculum Vitae of all the persons who will be directly contributing to the project, containing detailed information on relevant experiences and qualification, as required by this Terms of Reference, and their roles thereof, and
 - b) Full contact details (office, mobile and email); and
- vii) Any shortcomings in the study specifications, how these ought to be addressed and the cost implications thereof.

DELIVERABLES

- i) A Land Audit report containing methodology and Land Audit findings and recommendations;
- ii) A Land Audit database with Title Documents as applicable and information on structures in the study area, submitted in Microsoft SQL or IBM Data base 2 format;
- iii) An A0 map size with an overlay of subject land parcels; and
- iv) 2x copies of DVDs/ CDs with GIS spatial datasets (WGS84 ESRI or ITRF shapefiles) of the above.

TIME FRAME

This project should be completed over a period of six (6) months. However, the Government will be guided by Proposals for shorter or longer periods. Elements of the project

PROJECT MANAGEMENT

This project will be facilitated by a Steering Committee appointed by the Government.

REPORTING AND ACCOUNTABILITY

During the execution of the project, the Service Provider must submit regular progress reports and attend meetings at intervals reasonably determined by the Steering Committee.

SKILLS & EXPERIENCE REQUIREMENTS

The Service Provider is expected to have the following skills among its staff:

- i) Good GIS experience (database development) and imagery processing;
- ii) Proven experience in conducting Land Audits;
- iii) Thorough understanding of cadastral data and Title Document information;
- iv) Research, analytical, writing and communication skills; and
- v) Previous experience in capturing and analyzing agricultural development data.

TERMS AND CONDITIONS OF THE BID

Awarding of the project will be subject to the Service Provider entering into a Service Contract with the Government, and all rights to the deliverables belonging to the Government and the Government being provided with all license of use, as applicable. The Service Provider should commence with the project within ten (10) days after receiving the signed Service Contract. The first phase of the project is to be regarding Crown Lands.

During the execution of the project, the Service Provider is required to give reports on the progress of the project. Any deviation from the project plan should be put in writing and signed by all parties to the Service Contract. Any suggestions during the progress meetings, once accepted in writing by all parties, shall form part of the contract.

Payments will be on a work-completed basis i.e. on set milestones as per the Project Plan. When the Government accepts the final product, the appointed Service Provider will be liable to correct

errors and fill gaps that may be discovered in the data/ project, at no charge to the Government. This condition will apply for a period of one month from the day the project is completed and the final product is submitted to the Government. The Government reserves the right to terminate the contract in the event that there is clear evidence of non-performance.

CONTACT PERSONS FOR TECHNICAL ENQUIRIES AND COORDINATION

- i) Office of the Prime Minister – Permanent Secretary
- ii) Department of Lands & Surveys – Acting Director and Acting Surveyor General
- iii) Treasury Department – Acting Treasurer
- iv) National Insurance Board – Managing Director
- v) Hotel Corporation of The Bahamas – Chairman
- vi) Water & Sewage Corporation of The Bahamas – Chairman
- vii) Ministry of Agriculture – Permanent Secretary
- viii) Ministry of Education – Permanent Secretary
- ix) Bahamas Agricultural & Industrial Corporation (BAIC) – General Manager
- x) Department of Housing – Chief Housing Officer
- xi) All other Government Ministries, Departments or Authorities that hold an interest in land— Permanent Secretaries, Directors, Heads of Departments and Agencies

SUBMISSION OF PROPOSALS

Project proposals are due on Friday, 3rd August, 2018. Proposals are to be submitted to the Chairman of the Tenders Board, Ministry of Finance, Cecil Wallace-Whitfield Centre, West Bay Street.