SOLA Suite of Applications: Open Tenure

Checklist for country/community readiness assessment

Introduction

Open Tenure is a free and open-source software application, developed by the Food and Agriculture Organization of the United Nations (FAO) and distributed free of charge under a "Modified BSD License". Open Tenure supports indigenous peoples and other communities with customary tenure systems to identify all existing tenure rights and right holders, whether recorded or otherwise, an essential step towards the recognition or allocation of tenure rights to land, fisheries and forests by the States. Open Tenure supports systematic registration activities, as it consists of a mobile application for field data collection and back office processing workflow to document the situation on the ground. This is followed up by an approval process, allowing to submit claims/applications, review/approval/rejection of claims/applications, public display and final approval.

Open Tenure consists of two tools: mobile application (Open Tenure) and Web application (SOLA Community Server).

Open Tenure is a mobile application that supports community-based mapping and recording activities, capturing details of land parcels, information about the legitimate tenure right holders, evidence about their legitimate tenure rights when available. Additionally, it allows for the capturing of community boundaries (e.g. village boundaries).

Community Server is a web application that hosts and maintains data collected using the Open Tenure mobile application. It supports claims processing, dual printing maps and listings for the public display, producing land parcel records, recording secondary changes to the already recorded land parcels claims and managing community areas.

SOLA Community Server can be used as a stand-alone application, supporting initial systematic or occasional recording of information for land parcels and their legitimate tenure right holders or recording of secondary changes to the existing land parcels records. Open Tenure mobile application can be used solely in conjunction with SOLA Community Server, for initialization and further uploading of collected claims/data. It is also possible to establish data exchange between Open Tenure and SOLA Registry or other official Land Information Systems (LIS), transferring data from a community server to a national level database, upon recognition of the recorded rights.

Detailed information can be found on the FAO Website (http://www.fao.org/tenure/activities/administration/recording-of-rights/software/en/) and in the source code repository (https://github.com/SOLA-FAO/docs).

Purpose of the checklist

This checklist is designed for all interested parties (institutions, donors, consultants) who are considering the use of Open Tenure. This checklist creates an initial assessment of the community readiness to use Open Tenure while providing further guidance and recommendations to make this implementation successful and sustainable in the long-term.

Who should complete the checklist

This checklist can be used by land tenure institutions, communities or NGOs to justify their request for funding from the Ministry of Finance or from donors. Donors may also use it to assess country, community or NGO readiness in case of a request for support to implement Open Tenure. The checklist may be used by consultants as well, helping governments or local communities to prepare a project proposal. While completing this checklist, different experts can be involved, based on question types. Experts in project management, finance, land registration, cadastre, legislation, and IT should also be involved.

Required efforts

Considering that multiple experts are involved in populating this checklist, it may require 1-2 weeks to complete (subject to availability of experts, documents and information).

Checklist sections

> **Strategy & Scope** – Approach, business process, requirements.
> **Governance & Leadership** – Project management, institutional support.
> **Funding** – Capital and available funding.
> **Resources** – Staffing, services, equipment.
> **Conclusions & Recommendations** - Justification for supporting the system implementation.

Expected outcome

Once the checklist is completed and initial evaluation of preparedness is made, further conclusions and recommendations will be provided, guiding the system implementation and the way forward to prepare the final project document, addressing key concerns (duration, costs, equipment, communication lines, software, staffing, project management, etc.). This will also guide the drafting of an agreement with the Government or local communities.
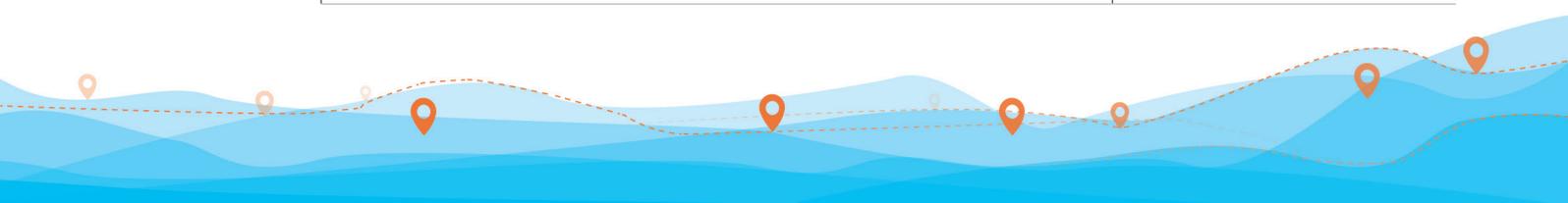
Strategy & Scope

Category	Request	Response	
Project definition	❗ Provide a clear description of the project vision, scope, objectives, needs and outcome, as well as high-level business requirements (if they exist).		
Project approach	❗ Describe the approach to operation and maintenance of Open Tenure from the project perspective.		
	Where is the system going to be implemented and when?		
	Does the community have a specific motivation to keep the captured records up-to-date?	O YES O NO	Comments
	Does the community plan to complete tenure recording and mapping for a very specific one-off purpose and not to maintain it?	O YES O NO	

Detailed requirements	Is there a list of attributes that need to be collected? **!** Please provide if they exist.	O YES O NO	Comments
	! Are different printing forms (including land title certificate) available?	O YES O NO	Comments
	! Is there a legal framework, supporting processes for customary rights recognition? Please specify.	O YES O NO	Comments
	Is there a need for a language localization of the Open Tenure, Community Server and Web Admin software? Supported languages: English, Arabic, French, Italian, Spanish, Khmer, Russian, Portuguese, Albanian, Vietnamese.	O YES O NO	
	Is there an existing Land Information System, which has to be linked for data exchange (e.g. uploading processed claims)?	O YES O NO	
	If there is a Land Information System to exchange the data, and is the data model of this system available with full access or intellectual property rights applied?	O ACCESSIBLE O PROTECTED O NOT APPLICABLE	
	Is it clear how exactly Open Tenure will provide benefits for the community or institutions?	O YES O NO	

Governance & Leadership

Category	Request	Response
Project management	Is project management defined/established?	O YES O NO
Institutional set up	**!** What is the institutional or local community set up?	
	What is the institutional or local community capacity to manage the software development, implementation, roll out and further maintenance and upgrade?	
Government support and stakeholders engagement	Are local stakeholders (institutions, organizations, individuals) involved and committed to implement the project?	O YES O NO O LOW INTEREST
	Is there a Government commitment to support the system implementation?	O YES O NO
	Is there a Government commitment to further invest in the system and scale it nationwide?	O YES O NO
	Are there other donors supporting the land tenure work?	

			Comments
	! Have there been facilitated discussions with the community and a "Community Protocol" agreed upon? If not please explain how and when a form of community engagement will occur.	O YES O NO	

| Category	Request	Response	Comments
Project risks	Do you have project risks and mitigations documented and managed? ! Please, provide risk management plan (if available).	O YES O NO O PARTIALLY	
	Is it likely that the proposed intervention can be completed within the time specified?	O YES O NO	
	What are the main contingencies if progress is slower than expected?		
	Is it likely that the proposed intervention can be completed within the available funding?	O YES O NO	
	What are the main contingencies if expenses are more than expected?		

Funding

Category	Request	Response
Capital planning	Have cost estimations/calculations of all resources been made for all phases?	O YES O NO
Available funding	Has the funding been secured/allocated? Have institutions and donors committed to the specified budgets?	O YES O NO
	Will the funding be available for post-implementation supportand maintenance?	O YES O NO

Resources

Category	Request	Response
Beneficiary's commitment	What is the eventual period and resources required for a national roll out?	
Staffing & services	Is there a team with all required skills and roles to deploy and sustain the system?	O YES O NO O PARTIALLY

Infrastructure	Is there affordable mobile internet coverage over the area where Open Tenure recording and mapping is planned, especially at the locations where the Community Recorders and Community Reviewer reside or would work from?	O YES O NO
	Is there a suitable and affordable cloud server service identified, with acceptable performance and Internet connectivity?	O YES O NO
	Are there secure premises with electricity within the community's area where a computer (to host Community Server), Wi-Fi router and printer can be kept?	O YES O NO
	Is there a recent high-resolution imagery for the community area available in the public domain that can be used with Open Tenure and Community Server?	O YES O NO
	! What is the cost of recent high-resolution imagery for the Community area?	
	How many Android mobile devices (less than 3 years old) are available in the community for use with Open Tenure recording and mapping?	
	Is there a server or laptop with sufficient resources to host Community Server? (see Quick Reference Guide for SOLA Community Server installation)	O YES O NO
	Is there a Wi-Fi router that the Community Server and Android mobile devices can connect to?	O YES O NO
	Is there a printer that can be connected to the Community Server over the network?	O YES O NO
	Can the community afford Internet connectivity, electricity and printer consumables required to complete and maintain the Open Tenure recording and mapping?	O YES O NO
Local specialists	Does the community (or agency) have access to people with appropriate skills to perform the "Community Technologist" role?	O YES O NO
	Does the community (or agency) have access to people with appropriate skills to perform the "Community Reviewer" role?	O YES O NO
	Does the community (or agency) have access to people with appropriate skills to perform the "Community Recorder" role?	O YES O NO
	Does the community have access to people with appropriate skills to facilitate community discussions concerning the implementation of Open Tenure recording and mapping, including the preparation of the Community Protocol?	O YES O NO
	Is there in-country or regional expertise and experience to lead and support Open Tenure implementation?	O YES O NO
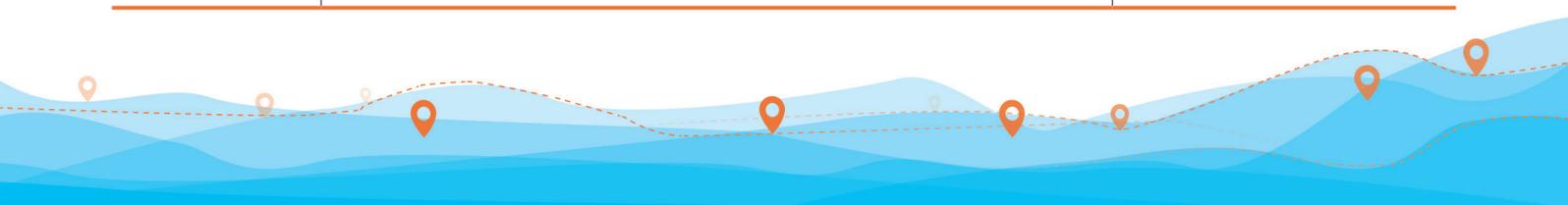
Conclusions & recommendations

The following section should be filled in by the evaluator of this checklist. Conclusions about SOLA implementation should be made, providing further recommendations and defining the way forward (if implementation is recommended).

Category	Request	Response
Conclusion	Is SOLA recommended for implementation in the requesting country?	O YES O NO O WITH CONDITIONS
Recommendations	**!** Recommendations for SOLA implementation in requesting country *(Please specify justification even if implementation is not recommended)*	

Annex 1 – Project proposal

This annex can be used as a guide in preparation of the project proposal document, if SOLA implementation is recommended.

Category	Subject	Proposal
Time	Expected project duration	
Cost	Cost estimate for hardware	
	Cost estimate for lines of communication	
	Cost estimate of general expenses	
Policy	**!** Government or local community agreement (draft)	
	! Sustainability strategy	
	! Recommended adjustments to legislation	
Infrastructure	**!** Recommended list of equipment	
	! Basic requirements for lines of communication	

Experts	! Recommended local team composition	
	! Skill requirements for local system administrators	
Training	! Training program outline and duration	

! Requests marked with this symbol may require the presentation of various documents. If this is the case, please provide a reference to such documents in the **Response** field (e.g. [*see **Project description.docx***]).