



SOLA Suite of applications: registry, state land, systematic registration

Checklist for country readiness assessment

Introduction

SOLA (Solutions for Open Land Administration) is an open source package, developed by the Food and Agriculture Organization (FAO) and distributed free of charge under a “Modified BSD License”. SOLA is a set of free and open-source tools to improve the transparency of tenure rights and reduce the cost of registration. SOLA Suite of Applications includes several desktop applications/products, supporting standard business processes of a formal property registration and cadastre systems which can be used independently or together:

- > **Registry:** implements official land registry functions, seamlessly integrating registration and cadastre concerns;
- > **Systematic registration:** supports systematic registration activities in collecting the data and producing public display listings and maps;
- > **State land:** implements state land administration including land acquisition and disposal.

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

Purpose of the checklist

This checklist was designed for interested parties (institutions, donors, consultants), who are considering the implementation of one or all of the SOLA products available (registry, state land, systematic registration). It provides an initial evaluation for SOLA implementation and gives further guidance and recommendations to ensure the implementation is successful and sustainable in the long-term.

Who should complete the checklist

SOLA solutions were originally designed for implementation in official (government) institutions, such as land agencies or ministries, responsible for land rights registration and state land management. The checklist can be used by land tenure institutions to justify a request for funding from the Ministry of Finance or from donors. It can also be useful for donors to assess country readiness in case they receive a request to support to implement one or several modules. It can be used by consultants as well, helping government to prepare a project proposal. While completing this checklist different experts can be involved, based on question type. Experts in project management, finances, land registration, cadastre, legislation and IT should be considered.

Required efforts

Considering multiple experts are involved in populating this checklist, 1-2 weeks may be required to complete all steps (subject to availability of experts, documents and information).

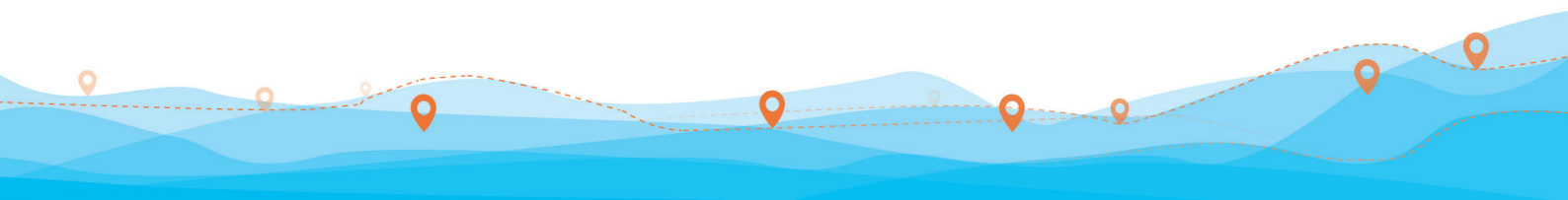
Checklist sections

- > **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 an initial evaluation of preparedness is made, further conclusions and recommendations will be provided to guide the system implementation and the preparation of the project document, addressing all key concerns (duration, costs, equipment, communication lines, software, staffing, project management, etc.).

This will also help guide the drafting of an agreement with the Government.



Strategy & Scope

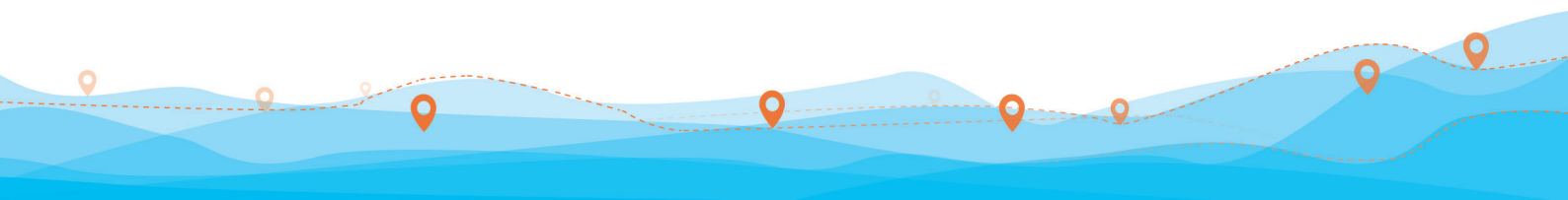
Category	Request	Response
Project definition	! Provide a clear description of the project vision, scope, objectives, needs and outcome, as well as high-level business requirements (if they exist).	
Project approach	! Describe the approach to the operation and maintenance of SOLA system from the project perspective.	
	What is the approach to SOLA customization and deployment?	<input type="radio"/> AT ONCE ("big bang") <input type="radio"/> INCREMENTAL
	Where is the system going to be implemented, and when?	
	Is it clear how the system will provide benefits for the receiving institution?	<input type="radio"/> YES <input type="radio"/> NO
Business processes	Which business processes would you like to automate?	
	What is the percentage of coverage of those processes by SOLA?	
	Has a business process re-engineering exercise been executed to capture information on existing land registry, cadastre processes and data structure?	<input type="radio"/> YES <input type="radio"/> NO
	Is there a legal framework, supporting those processes?	<input type="radio"/> YES <input type="radio"/> NO
Legacy data	Is there legacy data which must be migrated and made available in the new system?	<input type="radio"/> YES <input type="radio"/> NO
	If legacy data exists, is it available with full access or with intellectual property rights applied to its data model?	<input type="radio"/> ACCESSIBLE <input type="radio"/> PROTECTED <input type="radio"/> NOT APPLICABLE
Architecture and requirements	Is SOLA architecture in line with government expectations?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> PARTLY
	Are other systems in use which must be interoperable or upgraded using SOLA modules and what are the intellectual property rights of those systems?	
	Do you have internal capacity to draft SOLA customization plan and requirements?	<input type="radio"/> YES <input type="radio"/> NO

Governance & Leadership

Category	Request	Response
Project management	Is project management defined/established?	<input type="radio"/> YES <input type="radio"/> NO
Institutional set up	! What is the institutional set up?	
	How many institutions are in charge of the business process, defined for automation by SOLA?	
	What is the institutional capacity to manage the software development, implementation, roll out and further maintenance and upgrades?	
Government support and stakeholders engagement	Is there a Government commitment to support the system implementation?	<input type="radio"/> YES <input type="radio"/> NO
	Is there a Government commitment to further invest in the system and scale it nationwide?	<input type="radio"/> YES <input type="radio"/> NO
	Are there other donors supporting the land tenure work?	
Project risks	Have project risks and mitigations been documented and managed? ! Please, provide risk management plan (if exist).	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> PARTIALLY
		Comments

Funding

Category	Request	Response
Capital planning	Have cost estimates/calculations of all resources been made for all phases (short/long term)?	<input type="radio"/> YES <input type="radio"/> NO
Available funding	Has funding been secured/allocated? Have institutions and donors committed to specified budgets?	<input type="radio"/> YES <input type="radio"/> NO
	Will funding be available for post-implementation support and maintenance?	<input type="radio"/> YES <input type="radio"/> NO



Resources

Category	Request	Response
Beneficiary's commitment	Have you identified active staff members ("champions" ¹), coordinators, product owner and testers?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> PARTIALLY
	Is appropriate office space allocated for development and deployment operations?	<input type="radio"/> YES <input type="radio"/> NO
	What is the eventual time period and resources needed for a national roll out?	

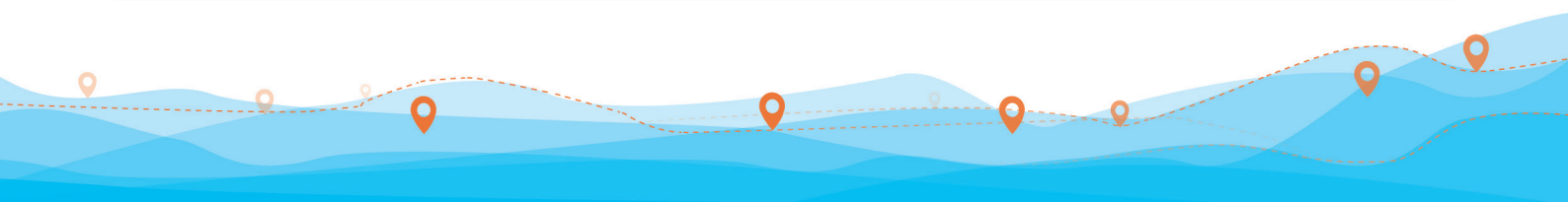
¹ <http://www.businessdictionary.com/definition/champion.html>

Local expertise	Do you have in-house software developers with confident skills in Java programming, PostgreSQL, GeoServer, Glassfish/Payara and JasperReports?	<input type="radio"/> YES <input type="radio"/> NO
	If in-house developers are not available, what is the local market capacity?	
Infrastructure	Is the necessary technical infrastructure available in the country to support system implementation nationwide?	<input type="radio"/> YES <input type="radio"/> NO
	Do you have appropriate equipment, space and network to run the system? It may include, but should not be limited to: <ul style="list-style-type: none"> > Local Area Network (LAN) > Server room > Database and application servers > Backup facilities > Computers and laptops > Printers, scanners, plotters and consumables > Stable power supply > Software licenses (if necessary) 	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> PARTIALLY (please specify)
	Will your infrastructure allow scaling up 50-100% in the next 3-5 years (increase of data size, number of connected users, network traffic)?	<input type="radio"/> YES <input type="radio"/> NO

Conclusions & Recommendations

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

Category	Request	Response
Conclusion	Is SOLA recommended for implementation in the requesting country?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> WITH CONDITIONS
Recommendations	! Recommendations for SOLA implementation in requesting country. <i>(Please specify justification even if implementation is not recommended)</i>	



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 customization	
	Cost estimate for hardware	
	Cost estimate for lines of communication	
	Cost estimate of general expenses	
Policy	! Government 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 developers	
	! 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**]).