

A-TAB GIS Consultant's Handbook

From Terms of Reference to Final Delivery

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A-TAB Global Informatics

About this sample

This free sample covers the work that surrounds every GIS consultancy assignment: reading the terms of reference, agreeing indicators, recording data and decisions, checking results and handing over. These steps decide whether a client accepts your work, yet most GIS training skips them. The sample does not teach a specific analytical method. The A-TAB Assignment Kits do that, one complete client job at a time.

You can read this sample in under an hour. Chapter 7 holds a one-page checklist that you can apply to your next assignment straight away.

About this publication and its evidence base

This handbook sample is informed by the lead consultant's more than 15 years of professional experience in geospatial information science, spatial analysis, remote sensing, data management and programme analytics. Its methods have been developed through practical work, review of published research and experimentation with Python-based geospatial scripts and analytical workflows.

The examples use an invented study area called **Example State**. Figures shown are illustrative teaching values, not findings from a real client assignment.

The guidance is intended for learning and professional practice. They do not constitute engineering certification, an investment recommendation, an economic appraisal, a clinical assessment or a guarantee of project impacts. Real-world decisions require locally checked datasets, calibrated assumptions, engineering costs, relevant safeguards and professional review.

Publisher and lead consultant

A-TAB Global Informatics Nig Ltd is a Nigerian private limited company providing geospatial information advice, GIS and data-analytics consulting, geospatial solutions, and digital tools and workflow kits. Its work supports decisions in public health, infrastructure, agriculture, environmental planning and related sectors.

The company's lead consultant is a geospatial professional with a BSc in Geology and Geographical Information Systems and an MSc in Informatics with Management Studies. The consultant brings more than 15 years of experience applying geospatial methods, analytical software and spatial decision-support techniques across multidisciplinary assignments.

The methods in this handbook sample draw on established academic and technical literature. A-TAB's contribution is the organisation, adaptation and practical implementation of those methods into an end-to-end teaching workflow. No claim is made that the underlying published algorithms or standard indicators were invented by A-TAB.

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Technical development and review: Lead Geospatial Consultant. Individual client and project identities are intentionally omitted.

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A note on the examples

Every example in this sample takes place in **Example State**, a fictional state with fictional wards, facilities and settlements. No client data, client deliverables or real programme results appear anywhere in this document. Where the text draws on A-TAB's project experience, it describes the lesson, not the project.

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This sample was drafted with AI assistance and reviewed by A-TAB for accuracy.

Chapter 1. Introduction

Most GIS training teaches software. Clients, however, do not pay for software. They pay for an answer they can act on and defend in front of their own managers, donors or ministers. A technically correct map that answers the wrong question, rests on an indicator nobody agreed, or arrives without the files to reproduce it, will be rejected or quietly ignored.

The gap between a GIS analyst and a GIS consultant therefore sits in the steps around the analysis. The consultant reads the brief closely, agrees definitions before touching data, records every decision, checks results before the client does, and hands over a package that someone else can maintain. None of these steps needs advanced software. All of them need discipline, and all of them can be learnt.

1.1 Overview

This sample covers five of those steps, one per chapter:

- Chapter 2 shows you how to read a terms of reference (ToR) for deliverables, decisions and hidden assumptions, and how to turn your questions into an inception note.
- Chapter 3 sets out how to specify indicators so that two analysts working apart would produce the same number.
- Chapter 4 covers the data inventory, the licence check and the decision log.
- Chapter 5 sets out quality assurance at the input, process and output stages.
- Chapter 6 covers the deliverable package, the report and the handover.

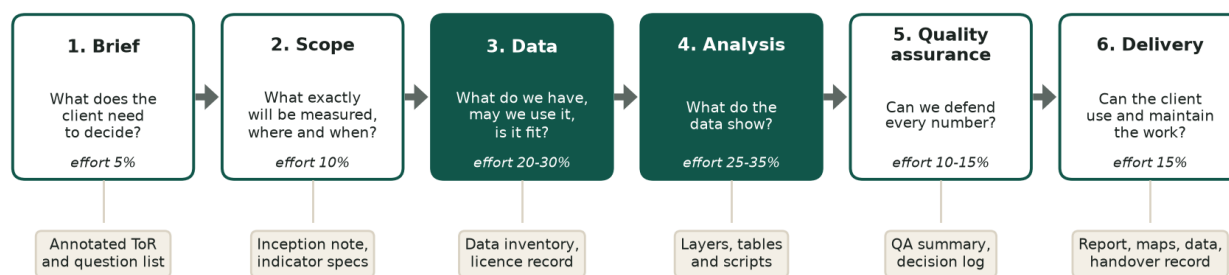
Chapter 7 condenses all five into a one-page checklist.

1.2 The assignment lifecycle

Every GIS consultancy assignment, whatever its subject, passes through the same six stages. The table below shows the question each stage answers and what it produces.

Stage	Key question	Main output	Typical share of effort
1. Brief	What does the client need to decide?	Annotated ToR and question list	5 per cent
2. Scope	What exactly will be measured, where and when?	Inception note with indicator specifications	10 per cent
3. Data	What do we have, can we use it, and is it fit?	Data inventory and licence record	20 to 30 per cent
4. Analysis	What do the data show?	Processed layers, tables and scripts	25 to 35 per cent
5. Quality assurance	Can we defend every number?	QA summary and decision log	10 to 15 per cent
6. Delivery	Can the client use and maintain the work?	Report, maps, data package and handover record	15 per cent

The analysis itself rarely takes more than a third of the effort. Data preparation takes almost as much, and the stages before and after it take the rest. A consultant who prices an assignment on analysis time alone will underquote it every time.



Analysis is rarely more than a third of the work: price the stages around it.

Figure 1. The six-stage assignment lifecycle as a horizontal flow, with the main output under each stage.

1.3 The running example: Example State

Each chapter applies its method to one fictional brief, so that you can see the steps connect.

Example State brief. The Example State Primary Health Care Board plans to build three new primary health care facilities in the next budget cycle. The Board wants to know which wards have the poorest access to existing facilities, how many people live in those wards, and where the three new facilities would serve the most people. The consultant has 25 working days. The Board will provide a facility list and ward boundaries.

The brief looks simple. By the end of Chapter 2, you will have found at least six questions it leaves open, and any one of them can derail the assignment at final review.

1.4 How to use this sample

Read the chapters in order once. Thereafter, keep Chapter 7 open at the start of each new assignment and work through it stage by stage. The checklist takes about thirty minutes at inception and saves days of rework at the end.

The tables in Chapters 3 to 6 are templates. Copy them into your own project files and fill them in as you work. Additionally, adapt the column headings to your client's language, since a ministry team will engage more readily with a document that uses its own terms.

Chapter 2. Reading the Terms of Reference

The terms of reference is the technical heart of your contract. It states what the client believes they are buying. Your task is to find the distance between what the document says and what the client needs, and to close that distance in writing before you start the analysis.

Read the ToR three times, each time with one question in mind:

1. **Deliverables.** What exactly must I hand over, in what format, and by when?
2. **Decisions.** What will the client do with my work, and who will make that decision?
3. **Assumptions.** What does the document take for granted about data, access, time and approval?

2.1 What to extract

The table below lists the parts of a typical ToR, what to pull from each, and the question to put to the client if the answer is missing.

ToR section	What to extract	Question for the client if unclear
Background	The programme, the funder and the problem	What prompted this assignment now?
Objective	The decision the work will inform	Which decision will this analysis support, and who makes it?
Scope	Geography, period, subject	Which administrative level do you need results at?
Tasks	Each analytical step requested	Is this list complete, or are these examples?
Deliverables	Each output, its format and due date	Do you need editable files or final documents only?
Data	What the client will provide, and when	Who holds each dataset, and when will I receive it?
Timeline	Working days and milestones	How many review rounds are planned, and how long is each?
Reporting	Focal person and approval route	Who signs off the final deliverables?

2.2 Warning signs

Certain phrases appear in many ToRs and signal risk. Recognising them early lets you deal with them at inception, when changes cost nothing.

What the ToR says	The risk	Your response
"Analyse all available data"	Scope without limit	List the datasets you will use in the inception note, and treat additions as change requests
"Map access to health services"	No agreed indicator, so the review becomes a dispute about definitions	Propose a written indicator specification (Chapter 3)
"Data will be provided by the client"	Delays that eat your analysis time	Tie milestones to the date data arrives, not to the contract start date
"Field validation" within a short timeline	Quality loss or missed deadline	Propose a sample-based validation, or a separate phase
No named reviewer	Endless rounds of comments from different people	Agree one focal person and a fixed number of review rounds
"Interactive dashboard" with no hosting detail	Licence costs and maintenance nobody planned	Confirm the platform, who pays for it and who maintains it after handover

2.3 The inception note

Turn your questions and proposals into a short inception note of two to four pages, and send it within the first week. A good inception note contains:

- your understanding of the objective and the decision it supports
- the indicator specifications you propose (Chapter 3)
- the data you need, who holds it and the date you need it by
- the assumptions you are making (Chapter 3)
- the deliverables list, with formats and dates
- the review process: focal person, number of rounds and turnaround time

Ask the client to confirm the note in writing. An email reply is enough. From that point, the inception note, not the original ToR, governs the assignment.

2.4 Applying it to Example State

Reading the Example State brief from Chapter 1 against the tables above produces these questions:

No.	Question	Why it matters
1	Does "access" mean straight-line distance, travel time along roads, or walking time?	Each gives a different ranking of wards
2	What distance or time threshold counts as access?	A 5 km threshold and a 10 km threshold produce different priority lists
3	Does the facility list include private facilities, and does it record which facilities are functional?	Including non-functional facilities overstates access
4	Which population source and which year should the analysis use?	Population estimates vary between sources, and the client may have an official figure
5	Will the Board choose the three sites, or should the analysis recommend them?	A recommendation needs selection criteria the Board must agree
6	Are there land, security or ownership limits on where facilities can go?	Without them, the analysis may recommend sites that cannot be built

Each question becomes an item in the inception note, with a proposed answer for the client to accept or amend.

Lesson from practice. In campaign and settlement work, the most expensive errors come from definitions agreed by voice and never written down. A team may agree in a meeting what counts as a "reached" settlement, then three weeks later two officers apply two different rules. Write the definition down, share it, and get it confirmed.

Chapter 3. Indicators and Scope

An indicator is a promise about how a number will be produced. If two analysts working apart on the same data would produce different values, the indicator is not yet specified. Most disputes at final review are disputes about definitions that nobody wrote down at inception.

3.1 The indicator specification

Specify every indicator in a table with the fields below. The fields force decisions that a one-line description leaves open.

Field	What to write
Name	A short name the client will recognise
Definition	One sentence in plain language
Numerator	What is counted
Denominator	What it is counted against
Unit of analysis	Ward, LGA, grid cell or settlement
Threshold	Any cut-off value, with its unit
Data sources	Each input dataset and its version
Reference date	The date the indicator describes
Known limits	What the indicator does not capture

The Example State brief asks for access to primary health care. The specification below sets out one way to define it.

Field	Example State specification
Name	Population within 5 km of a functional PHC facility
Definition	The share of each ward's population living within 5 km straight-line distance of a functional primary health care facility
Numerator	Population in grid cells whose centre lies within 5 km of a functional PHC facility
Denominator	Total ward population
Unit of analysis	Ward
Threshold	5 km straight-line distance
Data sources	Board facility list (version agreed at inception), population grid (source and year agreed at inception), ward boundaries from the Board
Reference date	Facility status as at the date of the facility list
Known limits	Straight-line distance ignores roads, rivers and terrain. Walking time along roads is reported as a sensitivity test

Notice the last field. Stating the limits at inception protects you at review, because the client agreed to them before seeing the results.

3.2 Spatial and temporal scale

Two choices about scale change results more than most clients expect.

Unit of analysis. The same data summarised by ward, by LGA or by grid cell can show different patterns. A ward with good average access may contain settlements with none. Agree the unit with the client, and where the decision is about siting facilities, report at a finer unit than the ward as well.

Reference dates. Check that your datasets describe the same period. A population grid for one year combined with a facility list from five years later will misstate access in areas that have grown. Where dates differ, record the gap in the assumptions register and state it in the report.

3.3 The assumptions register

Every assignment rests on assumptions. Writing them down turns hidden risks into agreed terms. Keep a register like the one below, and send it with the inception note.

ID	Assumption	Effect if wrong	Agreed with	Date
A1	The facility list marks functional status correctly	Access is overstated where closed facilities are listed as functional	Board focal person	[date]
A2	The population grid year is close enough to the facility list date	Access is misstated in fast-growing wards	Board focal person	[date]
A3	Ward boundaries supplied by the Board are the current official boundaries	Ward totals and rankings shift	Board focal person	[date]
A4	No land or security limits apply to candidate sites unless the Board lists them	Recommended sites may not be buildable	Board focal person	[date]

3.4 Controlling scope

Once the client confirms the inception note, apply one rule without exception: any new output, dataset or analysis requested after that point is a change request. Record it in a short change note that states what was asked, the extra effort in days, the effect on the timeline, and who approved it.

This rule is not about refusing work. Clients add requests in good faith, and many additions are reasonable. The change note makes the cost visible, so the client can decide with full information, and it stops ten small additions from consuming the time reserved for quality assurance.

Chapter 4. Data Inventory, Licensing and the Decision Log

Data work takes a fifth to a third of most assignments. Three records keep it under control: the data inventory, which tells you what you have, the licence record, which tells you what you may do with it, and the decision log, which tells anyone later why the results look the way they do.

4.1 The data inventory

Open the inventory on the first day and update it whenever a dataset arrives or changes. The columns below cover what you will need at handover.

Column	What to record
Dataset	A short name
Source	Organisation or website, with a contact or link
Version or date	The release date, or the date you received it
Format	Shapefile, GeoPackage, CSV, raster and so on
Coordinate reference system	As supplied, and as converted
Coverage	Geographic and time coverage
Licence	The licence name, or "client data, restricted"
Quality notes	Gaps, known errors, missing fields
Status	Requested, received, checked, in use, retired

For Example State, the inventory at the end of week one looks like this:

Dataset	Source	Licence	Status	Quality notes
Ward boundaries	Board	Client data, restricted	Checked	Two wards share a duplicated name
Facility list	Board	Client data, restricted	Received	14 records without coordinates
Population grid	Open data provider	CC BY 4.0, to confirm	Checked	Reference year earlier than facility list
Road network	Open map data	ODbL, to confirm	Received	Rural tracks incomplete in the north
Settlement points	Board	Client data, restricted	Requested	Due in week two

4.2 The licence check

Check the licence of every dataset before you use it, and record the result. The table below gives a plain summary of the licence types you will meet most often. It is a guide, not legal advice, so read the full terms of each dataset you use.

Licence type	What you may generally do	What you owe
CC BY 4.0	Use, adapt and share, including commercially	Attribution to the source, and a note of any changes
ODbL (Open Database Licence)	Use and adapt	Attribution. If you publicly share a database derived from it, that database must carry the same licence
Client or government data	Only what your contract or data-sharing agreement allows	Confidentiality, and return or deletion at the end of the assignment if the agreement requires it
No licence stated	Treat as restricted	Written permission from the owner before any reuse

Two points catch consultants out. Firstly, maps and reports built from open data are usually fine to deliver, but a derived database may carry share-alike duties, so check before you promise a client exclusive rights to a dataset. Secondly, permission to use data on one assignment is not permission to use it on the next. Client data stays with the assignment it was supplied for.

4.3 The decision log

Every assignment involves dozens of small judgements: which records to drop, which duplicate to keep, which threshold to apply. Each one is reasonable at the time. Three months later, when the client asks why a ward's figure changed between the draft and the final report, nobody remembers. The decision log answers that question in a minute.

No.	Date	Decision	Options considered	Reason	Effect on results	Approved by
D1	[date]	Straight-line 5 km as the main indicator, walking time as a sensitivity test	Straight-line only, walking time only, both	Board wants a simple headline figure that matches past reports	Headline figures comparable with past reports	Board focal person
D2	[date]	Exclude 14 facilities without coordinates from the main analysis	Geocode from addresses, exclude, estimate from ward centroid	Addresses too vague to geocode reliably. Board confirmed 9 are non-functional	Access in two wards may be understated. Noted in report	Board focal person
D3	[date]	Merge two records for the same facility listed under different names	Keep both, merge, drop one	Same coordinates and same facility code	Facility count reduced by one	Consultant, reported to Board

Keep entries short. Log a decision whenever it changes a number in the results, removes or merges records, or departs from the inception note. Send the log with the final deliverables, because it is part of what makes your work defensible.

Decision_Log.xlsx · sheet: Decisions							
	No.	Date	Decision	Options considered	Reason	Effect on results	Approved by
2	D1	[date]	Straight-line 5 km as the main indicator; walking time as a sensitivity test	Straight-line only; walking time only; both	Board wants a simple headline that matches past reports	Headline comparable with past reports	Board focal person
3	D2	[date]	Exclude 14 facilities without coordinates from the main analysis	Geocode; exclude; ward centroid	Addresses too vague to geocode; Board confirmed 9 non-functional	Access in two wards may be understated; noted in report	Board focal person
4	D3	[date]	Merge two records of one facility listed under two names	Keep both; merge; drop one	Same coordinates and same facility code	Facility count reduced by one	Consultant, reported

Figure 2. A sample decision log page as it would appear in the companion template.

Chapter 5. Quality Assurance Before Delivery

Your client will check your work. The only question is whether they find the problems before you do. Quality assurance (QA) is the set of checks that lets you find them first, at three points: when data arrives, while you process it, and before results leave your hands.

5.1 Input checks

Run these checks on every dataset as soon as it arrives, and record the results in the data inventory.

Check	How to run it	Action if it fails
Completeness	Count records and compare with the expected total. Count empty values in key fields	Ask the data owner about missing records before you start
Duplicate identifiers	Count records per unique ID	Investigate each duplicate before merging or dropping
Duplicate names within an area	Group by name and administrative unit	Check whether they are two places with one name, or one place entered twice
Coordinates outside boundary	Spatial join against the administrative boundary	Classify the cause (see 5.2)
Impossible coordinates	Look for zero values, swapped latitude and longitude, or points in the sea	Correct only where the cause is certain. Otherwise flag the record
Coordinate reference system	Confirm the CRS of every layer	Reproject to one agreed CRS before analysis
Administrative names	Compare spellings against the official list	Build a lookup table rather than editing names by hand
Date range	Check minimum and maximum dates	Confirm that out-of-range records belong in the dataset

For lists of places, the A-TAB Location Data Checker runs most of these checks in one pass. For survey data, the Data Monitor in the A-TAB Survey Form Checker runs the equivalent checks every day while data comes in.

5.2 Classify conflicts, do not delete them

When a record conflicts with another source, for example a settlement that falls in the wrong ward, the quick response is to delete or move it. That response destroys information. Instead, find out why the conflict exists and classify it.

Cause	Typical evidence	Action
True relocation	Community moved, confirmed by field team or local officials	Update the location and keep the old one in the history
Spelling variation	Same place, different spelling across sources	Link both spellings to one record through the lookup table
Coordinate error	Point far from the named place, or digits swapped	Correct if the right location is known. Otherwise flag for field checking
Boundary change	Record is correct but the boundary layer is outdated or different	Confirm the official boundary with the client before reassigning
No longer exists	Abandoned or merged settlement, confirmed by field report	Mark as inactive. Do not delete

Lesson from practice. On settlement lists, many apparent errors turn out to be correct records seen through an outdated boundary or a different spelling. Automatic deletion removes real communities from the list, and those communities then drop out of planning. A review queue, where a person confirms each flagged record, takes longer but keeps the list honest.

5.3 Process checks

While you work, keep the analysis reproducible:

- Script or record every processing step, so that you can rerun it from the raw inputs.
- Keep raw inputs untouched in their own folder, and write all outputs to a separate folder.
- Check record counts after every join, since a join that silently drops or duplicates records is the most common source of wrong totals.

5.4 Output checks

Before any result leaves your hands, test it for plausibility:

- **Totals reconcile.** The sum of ward populations matches the population source for the state, within rounding.
- **Extremes make sense.** Review the five highest and five lowest values. Each one should have an explanation.
- **Local knowledge.** Ask someone who knows the area to look at the main map. They will spot an impossible result in minutes.
- **Sensitivity.** Rerun the main indicator with a different threshold or method, for example 10 km instead of 5 km, or walking time instead of straight-line distance. If the priority list changes completely, say so in the report.

5.5 The QA summary

Close QA with a one-page summary that shows what you checked and what changed. A before-and-after table is the clearest format.

Item	Before QA	After QA	Notes
Facility records	[n]	[n]	[duplicates merged, records without coordinates excluded]
Settlement records	[n]	[n]	[records flagged for field checking]
Records outside boundary	[n]	[n]	[classified by cause]
Wards with complete data	[n]	[n]	

Sign and date the summary, and send it with the final deliverables. A client who sees that you checked your own work trusts the rest of it more.

Chapter 6. Delivery and Handover

An assignment ends when the client can use, understand and maintain your work without you. Until then, you have produced files, not a deliverable. This chapter covers the package, the report and the handover.

6.1 The deliverable package

Agree the package contents in the inception note, and deliver exactly that list.

Item	Format	Purpose
Technical report	PDF, plus editable source	Findings, method and limits for the decision maker
Maps	PDF or PNG at print resolution	Ready for presentations and reports
Data package	GeoPackage or agreed format	All final layers, with consistent field names
Scripts or model	Python, QGIS model or documented steps	Lets the client rerun the analysis
Data inventory and licence record	Spreadsheet	Shows where every dataset came from and what may be done with it
Decision log and QA summary	Spreadsheet or PDF	Makes every number defensible
Handover record	One page, signed	Confirms what was delivered and accepted

6.2 File structure

A clear folder structure lets the client's team find things after you leave. Use the same structure on every assignment.

```
ExampleState_PHC_Access_2026/  
  01_admin/      inception note, change notes, handover record  
  02_data_raw/   inputs exactly as received  
  03_data_final/ final layers in the agreed format  
  04_scripts/    processing scripts and models, with a README  
  05_outputs/  
    maps/  
    tables/  
    report/  
  06_qa/         data inventory, decision log, QA summary
```

Add a short README file at the top level that explains each folder and names the version of every software package you used.

6.3 Writing for the decision maker

The person who decides will often read only the first page. Structure the report for that reader:

1. **One-page summary first.** State the answer to the client's question, the three to five main findings, and the main limit.
2. **Findings in plain words, with numbers and denominators.** Write "41,000 people in Ward 7, or 63 per cent of the ward population, live more than 5 km from a functional facility", not "Ward 7 has poor access".
3. **Method in brief.** Refer to the indicator specification and the decision log rather than repeating them.
4. **Limits stated plainly.** List what the analysis does not capture, and how it might change the findings.
5. **Annexes for detail.** Put full tables, the QA summary and data sources at the back.

The Ward 7 figures above are illustrative values for Example State.

6.4 Map checklist

Before you export any map, confirm that it carries:

- a title that states what the map shows, not just the place name
- a legend with units and class breaks explained
- data sources and their dates
- the coordinate reference system
- a scale bar and north arrow
- the date of production and a version number
- attribution text required by any open data licence

1 Example State: people more than 5 km from a functional public PHC facility

Share of each ward's population, straight-line distance, facility list as at [date]

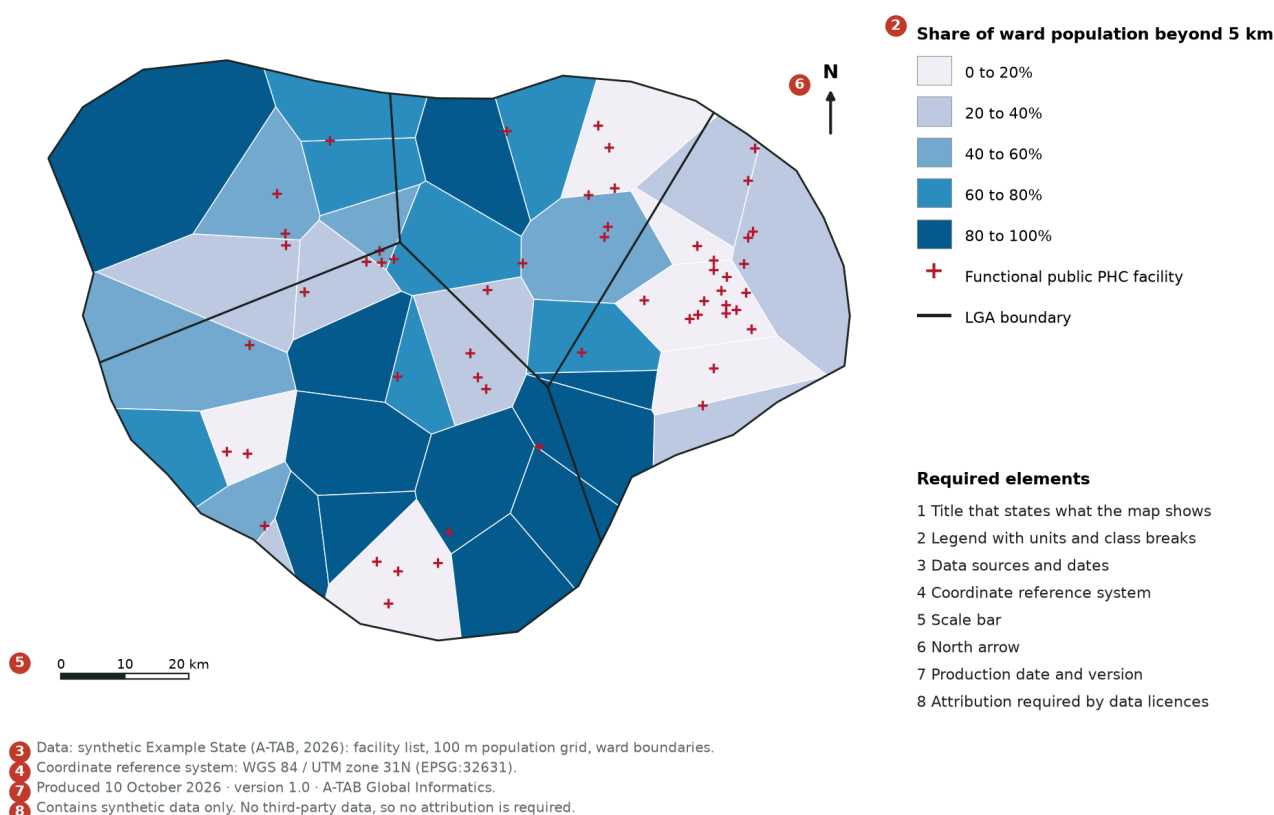


Figure 3. An annotated example map of Example State showing each required element.

6.5 Handover and acceptance

Hold a handover meeting, in person or online, of about an hour. Walk the client's team through the folder structure, rerun one step of the analysis in front of them, and show them where the decision log and QA summary sit. Then ask the focal person to sign a one-page handover record that lists the items delivered and confirms acceptance against the criteria agreed at inception.

The signed record closes the assignment cleanly. It also protects you if questions arise months later about what was delivered.

6.6 After handover

Within a week, write a short lessons note for your own files: what took longer than planned, what the client valued most, and what you would change in the inception note next time. Over a few assignments, these notes become your most accurate guide to quoting time and spotting risk.

Chapter 7. The ToR-to-Delivery Checklist

Keep this page open at the start of each assignment. Tick each item as you complete it.

Stage 1. Brief

- ☐ Read the ToR three times: for deliverables, for decisions, for assumptions
- ☐ Named the decision the work will support, and who makes it
- ☐ Listed every question the ToR leaves open
- ☐ Flagged warning phrases (Section 2.2) and prepared a response to each

Stage 2. Scope

- ☐ Written an indicator specification for every indicator (Section 3.1)
- ☐ Agreed the unit of analysis and the reference dates
- ☐ Opened the assumptions register (Section 3.3)
- ☐ Sent the inception note, and received written confirmation
- ☐ Agreed the focal person and the number of review rounds

Stage 3. Data

- ☐ Opened the data inventory on day one (Section 4.1)
- ☐ Checked and recorded the licence of every dataset (Section 4.2)
- ☐ Ran input checks on every dataset (Section 5.1)
- ☐ Tied milestones to data delivery dates where data comes from the client

Stage 4. Analysis

- ☐ Kept raw inputs untouched and separate from outputs
- ☐ Scripted or recorded every processing step
- ☐ Checked record counts after every join
- ☐ Logged every decision that changes a number (Section 4.3)
- ☐ Recorded every change request in a change note

Stage 5. Quality assurance

- ☐ Classified conflicts rather than deleting records (Section 5.2)
- ☐ Reconciled totals with the source data
- ☐ Reviewed the highest and lowest values
- ☐ Asked someone with local knowledge to review the main map
- ☐ Ran at least one sensitivity test
- ☐ Signed the QA summary (Section 5.5)

Stage 6. Delivery

- ☐ Delivered exactly the package agreed at inception (Section 6.1)
- ☐ Organised files in the standard structure, with a README (Section 6.2)
- ☐ Put the one-page summary first in the report (Section 6.3)
- ☐ Checked every map against the map checklist (Section 6.4)
- ☐ Held the handover meeting and received the signed handover record
- ☐ Wrote the lessons note within a week

What comes next

This sample covers the steps around the analysis. The full **A-TAB GIS Consultant's Handbook** extends each chapter with proposal writing, effort estimation, dashboards, monitoring and evaluation outputs, training handover and complete templates.

The **A-TAB Assignment Kits** take one complete client job from terms of reference to handover, with a short guide, a QGIS project on the Example State demonstration district, a notebook, checklists and a sample client report. The first kit is the **A-TAB Healthcare Accessibility Assignment Kit**, which applies every step in this sample to the Example State brief, from straight-line distance through road travel time to catchment-based access measures.

For single tasks, the **A-TAB Workflow Kits** give tested prompts and code: the A-TAB AI Workflow Kit for GIS and the A-TAB Survey & Questionnaire Kit. For checks and analyses you repeat on every assignment, A-TAB desktop tools such as the A-TAB Location Data Checker, Spatial Access Analyser and Survey Form Checker run them on your own data, offline.

Join the waiting list at <https://atabinformatix.com/assignment-kits.html> to hear when it opens.

For consultancy enquiries, contact A-TAB Global Informatics at enquiries@atabinformatix.info.