

**TERMS OF REFERENCE**  
**for**  
**Technical Assistance for Design and Works Supervision for Refurbishment of Cadaster/Land**  
**Registration Offices**

**1. Background**

Real Estate Registration Project - additional financing is implemented on the basis of the Decision on Ratification of the Loan Agreement (Additional Financing) for the Real Estate Registration Project between Bosnia and Herzegovina and the International Bank for Reconstruction and Development, published in the Official Gazette of Bosnia and Herzegovina no. 19, International Agreements, dated 15 December 2020.

The objective of the Real Estate Registration Project (Project) is to support development of a sustainable real estate registration system with harmonized land register and cadaster records in urban areas of both the Federation of Bosnia and Herzegovina and the Republika Srpska. Real estate registers, land registers and cadasters provide base information layers for land administration and the establishment of a National Spatial Data Infrastructure. They are considered to be harmonized when their contents are aligned, interlinked and verified. Sustainability is measured by the degree an institution generates revenue to match its costs, charges affordable fees and delivers quality services without discrimination and within a reasonable time. A key driving force for the real estate registration system will be the registration of real estate rights and mortgages, and the availability of reliable information to facilitate investments, real estate taxation and spatial planning, and to enable social monitoring of real estate transactions.

The Project in the FBiH is managed by the Federal Administration for Geodetic and Real Property Affairs. The Project Implementation Unit, established in the Federal Administration for Geodetic and Real Property Affairs, is the operative and executive body of the Project, consisting of civil servants and contracted specialists with professional background necessary for successful implementation of the Project activities.

**2. Objective**

The development of real estate registration infrastructure is a continuation of activities from the Real Estate Registration Project implemented with loans from the International Development Association in the period 2013-2020, related to improving working conditions and infrastructure in cadastral and land registry offices in the Federation of BiH.

Within this activity, working conditions and infrastructure will be improved in 8 cadastral and land registry offices in the Federation of BiH, as well as at the location of the FGA Archive Warehouse. Working rooms, rooms for receiving customers and archives, will be completely renovated and equipped with office furniture with the aim of improving services to users of cadastral and land registry data.

The overall objective of the assignment is to:

- a) Develop master design of rehabilitation and refurbishment of selected locations with bill of quantities and estimate costs in line with existing regulation and general technical standards in design and civil engineering.
- b) Carry out supervision and site supervision of complete building and craft works during construction.

### **3. Scope of Work and Tasks**

Consultants should visit these selected locations (listed in Annex 1) and based on the extent of required works, develop project design documentation which will be a part of construction works tender. These should be considered a minimum and if other documents are required for professional reasons or for municipal approval purposes, they should be included.

In short, the Consultant shall review/prepare an assessment of the current status of the premises, develop complete design documentation, bill of quantities and estimated costs of works, perform supervision of works, prepare plans and reports for all phases of activities, all in accordance with details specified in this document and its annexes.

The Consultant will be responsible for the services specified in this TOR, under the management of Project Implementation Unit representative.

#### ***PHASE I – Development of complete design documentation for rehabilitation of cadaster offices, Land Registration Offices and the FGA Archive warehouse***

The Consultant will, on the basis of scope of works specified, perform the following:

- a) Prepare assessment of the current status of each location listed in Annex 1,
- b) Prepare design for rehabilitation works as needed (architectural, civil, water supply and sewage, electrical, mechanical as described in Annex 2),
- c) Upon the interim review of the preliminary design with the representatives of the beneficiaries (municipality or court representatives) and PIU, the Consultant will start with the development of main designs and bill of quantities, as well as cost estimates for works. Units order list for Main design will be agreed after the signing of the contract. Main designs should be submitted to PIU for review and approval.

Preliminary and main design of rehabilitation and refurbishment of cadaster offices in Federation of Bosnia and Herzegovina will be done in line with the laws regulating architectural services in Federation (Decree on type, content, marking and storing, control and validation of investment documents - "Official Gazette of Federation B&H", No. 33/10 and No. 98/14).

#### ***PHASE II – Supervision of works***

The Consultant will, within this phase, perform the following activities related to the performance of works:

- a) Supervision for all types of works under the contract;
- b) Verify and monitor the progress of the work in the field, in accordance with dynamic plan - conduct regular site inspections to verify the quality of the workmanship and materials in accordance with local regulations, building norms and standards;

- c) Perform control of all works in accordance with final design and take prompt reaction and measures in case of unforeseen changes during execution of works. The Consultant shall report any changes of the specifications to PIU Consultant for civil engineering works and suggest changes in bill of quantities, type of works or similar and provide technical details and solutions in case of a problem during performance of works. Proposed changes in specification, bill of quantities and type of works, shall be applied only after PIU's approval.
- d) Verify and endorse the construction logs. Perform supervision of contractor's building log and measurement book and other technical documentation;
- e) Make verification of payment requests, verify progress of works payments, and ensure assistance to the PIU for preparation of payment order to the Contractor in timely manner and in accordance with the Contract conditions;
- f) Take part in final acceptance of works. Technical acceptance of completed works and installed equipment based on positive legal regulations will be conducted by Commission for technical acceptance composed of PIU Consultant for civil engineering works and related municipalities departments representatives;
- g) Control and supervise over liquidation of damages specified in the Record on Acceptance of Works.
- h) Perform control of implementing Environmental Management Plan measures

#### **4. Duration of Assignment**

The preparation of designs and of cost-estimate documents for Cadaster offices, Land Registration Offices and the FGA Archive warehouse shall be completed within 90 days from the signing of the contract.

Supervising of the rehabilitation works will commence upon construction contract signing and shall last until the works are completed (six (6) months from the date of signing the contract).

#### **5. Experience and Qualification**

The Consultant should have the following qualifications:

- Registration in design and supervision of works with at least five (5) years of experience in that area;
- Company annual turnover in each of last three (3) years greater than 250.000 BAM;
- Management of the projects for office building design similar in size and type to this one; at least one (1) similar contract in the amount greater than 100.000 BAM in last five (5) years;
- Knowledge of relevant National legislation, technical standards and regulations;

- d) The Consultant shall provide a team adequate for the provision of the services requested. This team shall include, as a minimum:
  - a. Five (5) experts or more, employed within the firm, which of:
    - Team Leader – main designer with an appropriate university degree (Architect) with professional exam and at least 5 years of experience;

- Supervision of works expert with an appropriate university degree (Architect or Civil engineer) with professional exam and at least 5 years of experience;
- b. Team of Engineers, as appropriate, each with a relevant degree and at least 5 years' experience. Competent and experienced staff (architects, civil engineers, electrical and mechanical engineers etc.);

## 6. Reporting Requirements

The Consultant will work closely with Consultant for civil engineering works in Real Estate Registration PIU, FGA and each of the local cadasters/land registries office representatives, and if necessary with PIU Head of unit. The Consultant is responsible for providing monthly progress reports during phase I and phase II to the PIU Consultant for civil engineering works and the Head of unit, and a final report which includes the final calculation.

## 7. Expected Outcome

The Consultant is expected to:

### I PHASE

- Visit all premises planned for rehabilitation and, based on technical requirements and assessments provided by PIU consultant for civil works and the scope of rehabilitation works needed, prepare assessments of the works required.
- Develop design documents including technical description, drawings, cost estimates and bill of quantities for all works required and layout with furniture and equipment required as per the staffing needs provided by LRO and Cadaster head of office.

### II PHASE

- Provide monthly reports on supervision and advancement of works
- Prepare final report

### Deliverables

<u>Item</u>	<u>Deliverable</u>	<u>Schedule</u>
<b>I phase</b>		
1.	First report with detailed time table (for site visit) and with statement of beginning of works	Within one (1) week after contract signing
2.	Monthly progress report (with main design and bill of quantities for previous agreed units from a list)	Monthly after item 1.
3.	Final report (with all foreseen main design for CO)	Within three (3) months after contract signing
<b>II phase</b>		
4.	First report with detailed time table and statement of beginning of work issued by Contractor	Within two (2) weeks after contract signing with Contractor

5.	Monthly report of works progress	After beginning of works and within one (1) week after each month
6.	Final report of contracted works	Two (2) weeks after completion of works and final acceptance

All reports will be submitted in Bosnian and English.

Master design broken down by all phases, including all contents required, shall be produced in electronic form and two (2) hard copies, except for the preliminary designer estimate, which shall be submitted in one copy. The materials in electronic form shall be submitted in the original form and on an electronic medium (CD, DVD). Any bill of quantities shall, in addition to the standard form, be created in Microsoft Office Excel.

## ANNEX No. 1

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List of Cadaster and Land Registration Facilities in Federation of Bosnia and Herzegovina to be refurbished:

<b>Item</b>	<b>Location</b>	<b>Design</b>	<b>Supervision</b>
	<b>Land registration Offices (LRO)</b>		
1	Mostar	<b>Yes</b>	<b>Yes</b>
2	Odžak	<b>Yes</b>	<b>Yes</b>
3	Banovići	<b>Yes</b>	<b>Yes</b>
4	Kladanj	<b>Yes</b>	<b>Yes</b>
	<b>Cadaster Offices (CO)</b>		
5	Maglaj	<b>Yes</b>	<b>Yes</b>
6	Breza	<b>Yes</b>	<b>Yes</b>
7	Visoko	<b>Yes</b>	<b>Yes</b>
8	Novi Travnik	<b>Yes</b>	<b>Yes</b>
9	Goražde	<b>Yes</b>	<b>Yes</b>
10	<b>FGA archive warehouse (optional)*</b>	<b>Yes*</b>	<b>Yes*</b>

Proposed number and locations of cadaster/land registry offices will be subjected to change in accordance of defined or amended Project Priorities. (Maximum of 20%)

## ANNEX No. 2

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### **General requirements for renovation / adaptation**

- a) A registration office is an organizational unit operating within the basic court. A cadaster office is an organizational unit operating within the municipality. In terms of architectural requirements, the cadaster/land registry office needs to comply with basic functional requirements as well as office equipment/archives equipment requirements to ensure the appropriate conditions for customers and staff.
- b) In terms of design outline, cadaster and land registry offices should have adequate public reception area that has sufficient space for queuing, seating, public notice boards and filling in application forms. The public reception area should be open and clearly separated from the staff, processing documents, by a clear reception counter and a transparent screen. Operational process in cadaster office requires usage of geodetic equipment on a daily basis. Proper storage of field equipment will significantly improve working conditions. The document flow between the clerk receiving applications, the archive and the staff checking and registering documents should be efficiently engineered to minimum delays.
- c) The Law and other regulations in place for construction of enterprises and business facilities regarding sanitary/hygiene requirements, construction and utilization of facilities and business space, technical requirements, work protection and equipment will be applied in accordance with the FBiH Regulations and Norms.
- d) Materials compliant with quality standards and easy for maintenance will be used for the rehabilitation of facilities. Facilities should be well-lighted and have a sufficient number of electric sockets and telephone and computer installations. Heating will be decided based on specific requirements for individual locations, i.e. type of heating will be decided according to type of facility. All facilities should have appropriate heating and an adequate sewage system which should be connected to public water supply network or should have its own water supply. Communications within facilities should be wide enough to ensure wheelchair access, and if rehabilitation works include access to cadaster/land registry office from street it should be have ramp for disabled and wheelchair access.
- e) The Designer shall comply with the provisions of the Environmental Management Plan, including the measures pertaining to the mitigation of potential negative impacts (mitigation measures). When carrying out supervision, the Supervisory Authority shall check whether the Contractor is implementing the provisions of the Environmental Management Plan.
- f) It is necessary to provide optimal technical and protective conditions for storage of archive material in the FGA Archive Warehouse, which will be renovated and adequately equipped within this phase (authorized access to the building, fire, air conditioning, fire alarm and fire extinguishing equipment) in accordance with valid standards and regulations on the conditions of accommodation, equipment, protection and processing of archival material).