Federation Administration for Geodetic and Real Property Affairs

Geospatial Infrastructure and Valuation Enhancement project - GIVE, Project Implementation Unit

Building Registry and Data Capture Specialist, Terms of Reference

I. Background Information

The *Geospatial Infrastructure and Valuation Enhancement (GIVE) Project* (hereinafter: "Project") is implemented on the basis of the Loan Agreement - *Geospatial Infrastructure and Valuation Enhancement Project* - between Bosnia and Herzegovina and the International Bank for Reconstruction and Development (IBRD) (hereinafter: "Bank").

The objective of the Project is to improve the accuracy and accessibility of land administration information in the Federation of Bosnia and Herzegovina (FBiH). The Project supports the development of geospatial infrastructure, enabling harmonized data collection, storage, and accessibility through a digital platform in compliance with international standards. It also aims to enhance real estate valuation systems to foster transparency, efficiency, and reliability in the real estate market. These efforts contribute to better-informed decision-making in areas such as spatial planning, infrastructure investments, disaster risk management, and property taxation.

The GIVE Project is structured around key components, including the development of a Spatial Data Infrastructure (SDI), the establishment of a comprehensive Building Register, the enhancement of real estate valuation systems, and capacity-building for institutions involved in land administration. These activities are aligned with global best practices and designed to facilitate sustainable development, economic growth, and social equity in FBiH.

The Project is managed by the Federal Administration for Geodetic and Real Property Affairs (FGA). The Project Implementation Unit (PIU) established within the FGA serves as the operational and executive body responsible for the day-to-day implementation of project activities. The PIU consists of civil servants and contracted specialists with expertise in geospatial data management, real estate valuation, procurement, and project monitoring, ensuring the successful execution of the GIVE Project's objectives.

Specialists in mass valuation and building registry are essential to support the development and implementation of advanced property valuation systems. These consultants will contribute to creating efficient data capture processes, valuation standards, methodologies, and automated systems to ensure transparency and reliability in property valuation. Their work will support taxation, investment planning, and disaster risk management by providing accurate and standardized real estate market data. The Building Registry and data capture Specialist will lead the development of the Building Registry, coordinate field data capture activities, and contribute to designing workflows and methodologies for property valuation.

II. Description of Tasks and Responsibilities

The Building Registry and data capture Specialist in the GIVE Project Implementation Unit will, among other things, be required to:

a) support the specifications and standards for the Building Registry, including data attributes, workflows, and integration requirements with other systems,

b) develop technical documentation and terms of reference (ToR) for outsourced activities related to data capture, registry design, development, and implementation,
c) engage with municipalities, cadastral offices, and relevant stakeholders to gather input for registry design and ensure their needs are reflected in the specifications,
d) prepare comprehensive specifications and ToRs for field data capture, including methodologies, equipment requirements, and quality control protocols,
e) manage all field data collection activities, ensuring adherence to timelines, methodologies, and quality standards. Validate data quality, address inconsistencies, conduct audits, track progress, and report on risks with mitigation plans,
f) define requirements for integrating Building Registry data with cadastral, land registry, and geospatial systems,
g) ensure that the Building Registry complies with interoperability standards for seamless data sharing across systems,
h) facilitate collaboration between contractors and other stakeholders to ensure smooth data integration and harmonization,
i) provide technical guidance on how the Building Registry data can be utilized effectively for mass valuation modelling and analysis,
j) support the development and delivery of workshops on Building registry topics to build institutional capacity,
k) ensure all activities comply with local property valuation laws, and adopted international standards,
l) take responsibility for managing the contracts within his/her scope of work,
m) take responsibility for the proper and timely usage of STEP system – Contract management module,
n) implement the prescribed Quality Assurance/Quality Control procedures,
o) prepare and provide comprehensive inputs for the project's quarterly reports within the scope of the consultant's responsibilities. Inputs include compiling data, analysing progress, identifying challenges, and detailing actions taken to address issues and implement activities,
p) submit monthly activity reports and other required reports to the Head of the Unit and PIU Team leader,
q) create, manage, and archive project documentation and digitally store all project-related documents and content using the agreed document management tool, following internal procedures for its proper use,
r) perform other tasks in the domain of his/her expertise at the request of and in agreement with the Head of the Unit and PIU Team leader.

III. Terms and Conditions of Employment

The incumbent shall enter into a full-time consultant contract. The GIVE Project Implementation Unit shall provide the incumbent with the working space, a laptop computer, with required software, and other required equipment.

IV. Required Professional Expertise and Qualifications

The Building Registry and data capture Specialist is required to have the following professional qualifications:

a) A University degree in Geodesy, Geoinformatics, Land Administration, Information technology or some other related field;

b) Minimum 2 years of work experience in performing and managing comparable activities or experience in related fields;
c) Ability and skill to coordinate and report on various activities;
d) Knowledge of laws of Bosnia and Herzegovina, practice, and policies in the land administration sector is preferable;
e) Strong knowledge of geospatial data management and field data capture methodologies is preferable;
f) Familiarity with cadastral systems and property valuation processes is preferable.
g) Excellent reporting, interpersonal, and team working skills;
h) Ability to design and implement strategies and methodologies;
i) Experience working with international organizations, especially with the World Bank procedures is preferable;
j) Excellent knowledge and skills in MS Office applications;
k) English language skills, both oral and written;
l) Possession of valid driver's license is preferable.

Preference will be given to candidates with previous experience in the land administration sector and implementation of international projects.