Federation Administration for Geodetic and Real Property Affairs

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

Finance 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.

The Finance Specialist is needed to execute the financial management of the GIVE Project, ensuring accurate budgeting, disbursement, and reporting. This consultant will ensure that all financial transactions comply with both local laws and World Bank standards. They will play a critical role in maintaining financial discipline, preparing financial reports, and supporting audits to ensure the project's financial health and accountability.

II. Description of Tasks and Responsibilities

The Finance Specialist in the GIVE Project Implementation Unit will, among other things, be required to:

a) take responsibility for accounting, disbursement, planning, financial reporting, budgeting and financial audits of the Project,
b) ensure the Project financial management's conformity with FBiH regulations, World Bank Rules/Guidelines for financial management of the project and the Projects' documentation,

c) take care of the acquired Fixed assets and the works performed during the Project in accordance with the applicable legal regulations,
d) submit monthly and other required reports and financial statements to the Head of the Unit and PIU Team leader,
e) maintain and update all information in the financial software and database on a daily basis,
f) take responsibility for the proper and timely usage of WB information systems,
g) ensure correct and timely payment of authorized payment orders,
h) control incoming and outgoing invoices, prepare pending invoices, ensure the that sufficient funds are timely available on special and transaction accounts,
i) manage petty cash register of the Project,
j) prepare plans for withdrawing and spending financial resources based on dynamics in implementation of activities,
k) cooperate with the Ministry of Finance and Treasury of Bosnia and Herzegovina, the Federation Ministry of Finance and Federation Administration for Geodetic and Real Estate Affairs' Finance Department,
l) implement the prescribed Quality Assurance/Quality Control procedures,
m) 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,
n) submit monthly activity reports and other required reports to the Head of the Unit and PIU Team leader,
o) 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,
p) perform all 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 Finance Specialist is required to have the following professional qualifications:

a) A University degree in economics, finances or some other related field;
b) Minimum 3 years of work experience in performing comparable activities;
c) Experience working with international organizations, especially with the World Bank procedures is preferable;
d) Ability and skill to coordinate and report on various activities;
e) Knowledge of laws of Bosnia and Herzegovina and the Federation of Bosnia and Herzegovina governing finance and public procurements;
f) Knowledge of laws of Bosnia and Herzegovina, practice, and policies in the land administration sector is preferable;
g) Excellent reporting, interpersonal, and team working skills;
h) Excellent knowledge and skills in MS Office applications;

i) English language skills, both oral and written.

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