Federation Administration for Geodetic and Real Property Affairs

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

Geospatial/SDI 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.

To establish a robust Spatial Data Infrastructure, the project requires a Geospatial/SDI Specialist with expertise in geospatial data management and harmonization. This consultant will support the development of geospatial standards, data digitization, and metadata creation, ensuring compliance with international guidelines like INSPIRE. Their role is critical in building interoperable and accessible geospatial platforms for efficient data sharing across institutions.

II. Description of Tasks and Responsibilities

The Geospatial/SDI specialist in the GIVE Project Implementation Unit will, among other things, be required to:

a) support the design, development, and operationalization of the SDI framework in alignment with international standards such as INSPIRE,
b) identify and document metadata standards, data models, and interoperability protocols to ensure seamless integration of geospatial datasets,

c) coordinate the harmonization of geospatial data across relevant data sources and registries,
d) support the development of methodologies and guidelines for data integration and quality control,
e) collaborate on the development of e-services that provide easy and reliable access to geospatial data for stakeholders,
f) ensure data accessibility and usability while maintaining compliance with data privacy and security regulations,
g) provide technical guidance and coordination to partner institutions on geospatial data management, SDI standards, and interoperability best practices,
h) support the development and delivery of workshops on SDI-related topics to build institutional capacity,
i) ensure the effectiveness of geospatial tools and systems implemented under the GIVE Project, recommending improvements as necessary,
j) facilitate collaboration between government agencies, municipalities, and other stakeholders to ensure alignment in SDI development,
k) ensure alignment with local laws and regulations pertaining to geospatial data management and sharing,
l) support preparation of technical documentation, terms of reference, and specifications for geospatial tools and systems,
m) take responsibility for managing the contracts within his/her scope of work,
n) take responsibility for the proper and timely usage of STEP system – Contract management module,
o) implement the prescribed Quality Assurance/Quality Control procedures,
p) 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,
q) submit monthly activity reports and other required reports to the Head of the Unit and PIU Team leader,
r) 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,
s) 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 Geospatial/SDI specialist is required to have the following professional qualifications:

a) A University degree in Geodesy, Geoinformatics, Geography, Computer science, Information technology or some other related field;
b) Minimum 2 years of work experience in performing and managing comparable activities;
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) Excellent reporting, interpersonal, and team working skills;
f) Ability to design and implement strategies and methodologies;
g) Experience working with international organizations, especially with the World Bank procedures is preferable;
h) Strong knowledge of SDI principles, geospatial data standards (e.g., INSPIRE, ISO 19115), and metadata management is preferable;
i) Excellent knowledge and skills in MS Office applications;
j) Proficiency in GIS software (e.g., ArcGIS, QGIS) and geospatial database systems (e.g., PostgreSQL/PostGIS) is preferable;
k) Familiarity with e-service development and geospatial system integration is preferable;
l) English language skills, both oral and written;
m) 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.