

Federation Administration for Geodetic and Real Property Affairs
Geospatial Infrastructure and Valuation Enhancement project - GIVE,
Project Implementation Unit

Architect for civil works,
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 Architect will oversee the design and refurbishment of project-related civil works, such as office renovations and archive facilities. Their responsibilities include preparing design plans, ensuring compliance with building codes and environmental standards, and supervising contractors to ensure timely and cost-effective execution of works.

II. Description of Tasks and Responsibilities

The Architect for civil works in the GIVE Project Implementation Unit will, among other things, be required to:

- a) provide technical input to assist the Head of the PIU for implementation of the civil works activities of the Project,
- b) review the physical structure of each office/building to be renovated under the Project and discuss the necessary reconstructions, renovations, repairs and refurbishments,
- c) review terms of reference for architectural/engineering design and works supervision for reconstructions, renovations, repairs or refurbishments,

- d) review the design and bill of quantities for civil works related with reconstructions, renovations, repairs or refurbishments,
- e) participate in the process of tendering, evaluation and contract negotiation with design and supervision firm,
- f) participate in the process of evaluation and preparation of contracts for renovation works,
- g) monitor design and technical control phases as well as performance of works at all stages. Participate in preparation of documents for the works required,
- h) assist the Municipalities/cadastral department, land registry office in identifying the best suitable premises corresponding to the long term needs of their cadastral office, when necessary,
- i) review and assess existing office layouts and building conditions. Prepare an office layout plan and report on the condition of the building,
- j) discuss the functional requirements of the building with the Municipalities, land registry office taking special attention on: customer reception areas; working areas; archives; and technical infrastructure like security measures and fire detection, lighting, computer networking, telecommunication and power supply. Full staffing levels and job tasks will be considered when preparing building renovations designs,
- k) review the proposed design drafted by the design firm and ensure that common suitable standard will be applied as far as possible, to make cadastral offices, land registry offices easily recognizable by the clients because of similar design,
- l) ensure that all planning and building approvals required are obtained by the design firm or by the contractors.
- m) monitor construction works and, on behalf of the PIU, coordinate activities between design and supervision company, contractor for construction works and beneficiaries (municipal courts and cadastre offices),
- n) analyse requests for modifications of specifications regarding construction works, prepare recommendations and submit it to the PIU for further consideration and final adoption,
- o) submit any necessary proposal to the PIU for decision in matter of renovations,
- p) monitor the contracts with the design/supervision firm and construction firm, draft reports on the progress,
- q) prepare technical specifications for procurement of office furniture required for offices which are subject to renovation,
- r) organize the technical acceptance of all construction works and ensure completion of all required documentation for contracts closure,
- s) prepare final reports on implemented activities at each construction site in accordance with the existing reporting form,
- t) contribute to development of procurement plans of the PIU for the civil works component,
- u) take responsibility for managing the contracts within his/her scope of work,
- v) take responsibility for the proper and timely usage of STEP system – Contract management module,
- w) implement the prescribed Quality Assurance/Quality Control procedures,
- x) 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,
- y) submit monthly activity reports and other required reports to the Head of the Unit and PIU Team leader,
- z) 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,
- aa) 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 part-time (50%) 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 Architect for civil works is required to have the following professional qualifications:

- a) University degree in Architecture;
- b) At least 5 years experience of designing/organization/managing of civil works;
- c) Experience of working on implementation of international projects and programs is preferable;
- d) Computer literate, including familiarity in the use of Windows, MS software (Word, Excel, Power Point), and MS-Project;
- e) Very good local and English language skills both orally and written;
- f) Commitment and ability to work in multi-task team environment;
- g) Excellent communication skills, both written and oral;
- h) Ability to drive, possession of valid driver's license;

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