

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

Cadastral 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.

A Cadastral Specialist is required to address challenges in cadastral data management and harmonization. This consultant will support the integration of cadastral and land registry data, ensuring consistency and accuracy.

II. Description of Tasks and Responsibilities

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

- a) monitor situation in the land administration sector, with a special attention to outcomes and results of the Project activities,
- b) provide support in development of business plans, works plans and activity reports,
- c) participate in development of scope of work and Terms of References for activities supporting the process of data harmonization in cadastral sector,
- d) facilitate the effectiveness and coordinate the process of data harmonization in cadastral sector,
- e) prepare compiled monthly reports presenting progress in data harmonization in cadastral sector in all sites,

- f) complete all data required for preparation of bidding documents,
- g) verify final reports with overview of completed work relevant to harmonization of data in cadaster,
- h) participate in development of annual plan of activities in the cadaster sector with special attention to identification of areas which require further development of legislation and related studies,
- i) participate in development of terms of reference for completion of work related to establishment of real estate cadaster commenced in accordance with the Law on survey and real estate cadaster from 1984.,
- j) participate in development of Terms of Reference for establishment of the Real Estate Cadaster with survey completed by 1991.,
- k) participate in development of the Terms of References for studies and other materials required for organization of seminars and other events,
- l) take responsibility for managing the contracts within his/her scope of work,
- m) participate in development of the PR related materials, brochures, flyers, etc.
- n) take responsibility for the proper and timely usage of STEP system – Contract management module,
- 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 report and other required reports to the Head of the Unit and PIU Team leader,
- q) implement the prescribed Quality Assurance/Quality Control procedures,
- 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 employment 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 Cadaster Specialist is required to have the following professional qualifications:

- a) University degree in geodesy;
- b) Minimum 3 years of work experience in performing comparable activities;
- c) Excellent knowledge of laws of Bosnia and Herzegovina and the Federation of Bosnia and Herzegovina, practice, and policies in the geodesy sector;
- d) Ability and skill to coordinate and report on various activities;
- e) Excellent reporting, interpersonal, and team working skills;
- f) Excellent knowledge and skills in MS Office applications;
- g) English language skills, both oral and written;
- h) 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.