

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

**Procurement 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.

Given the scale and complexity of procurement activities in the GIVE Project, the Procurement Specialist is essential to ensure compliance with World Bank guidelines and local regulations. This consultant will manage procurement plans, prepare bidding documents, coordinate evaluation committees, and oversee contract management. Their expertise will help mitigate risks, streamline procurement processes, and ensure efficient allocation of resources while maintaining transparency and fairness.

II. Description of Tasks and Responsibilities

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

- a) develop periodical procurement plans as part of the multi-year procurement plan, based on respective annual activity plans of the Unit,
- b) develop and maintain the procurement tracking system, with updated status of every procurement activity,
- c) take responsibility for the procurement audit,

- d) take responsibility for the proper and timely usage of STEP system,
- e) coordinate, report and oversee the proper and timely usage of STEP system – Contract management module,
- f) prepare all bidding documents required for procurement and contracting of goods, works, services and engagement of consultants in accordance with the actual World Bank guidelines/rules,
- g) carry out the procurement procedures and conduct tenders in line with the World Bank procedures,
- h) prepare and advertise procurements of goods/works/services and consultants when required,
- i) coordinate and provide support to the bid evaluation committees, prepare bid evaluation reports and recommendations for awarding the contracts,
- j) prepare required documents for signature of approved contracts,
- k) monitor and document distribution of procured goods and services,
- l) oversee contracts management and take responsibility for close out of contracts,
- m) implement the prescribed Quality Assurance/Quality Control procedures,
- n) submit monthly activity reports and other required reports to the Head of the Unit and PIU Team leader,
- 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) 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,
- q) 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 Procurement Specialist is required to have the following professional qualifications:

- a) A University degree in economics, law, technical field or some other related field;
- b) Minimum one year 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 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.