

Federation Administration for Geodetic and Real Property Affairs
Geospatial Infrastructure and Valuation Enhancement project - GIVE,
Project Implementation Unit
Social and Environmental 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 project's impact on communities and the environment, a Social and Environmental Specialist is crucial for managing associated risks and ensuring compliance with World Bank Environmental and Social Standards (ESS). This consultant will develop and implement a grievance redress mechanism, monitor social and environmental safeguards, and ensure that project activities are inclusive and environmentally sustainable.

II. Description of Tasks and Responsibilities grupisati pojedinačne tasks kao VM & kao SM prema utvrđenima metodologijama

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

- a) take responsibilities for social and environmental monitoring and implementation of the GIVE Project’s Environmental and Social Commitment Plan (ESCP),
- b) timely prepare comprehensive quarterly reports on Environment, Social, Health and Safety (ESHS) performance by the GIVE project,

- c) prepare Monthly monitoring reports on Contractors' ESHS performance,
- d) act as the focal point for the Grievance Redress Mechanism (GRM), ensuring that citizens are informed about channels for inquiries, complaints, and access to justice,
- e) ensure that grievances are recorded, categorized, addressed promptly, and resolved in a transparent and fair manner, maintaining a log of all complaints and their outcomes,
- f) ensure resource efficiency monitoring through monitoring of the procurement processes to ensure compliance with energy efficiency and e-waste management standards and, per need, conduct periodic reviews to assess the effectiveness of resource efficiency measures,
- g) ensure that Incidents and accidents reporting procedures established in the project Operation Manual are followed including timely and effective response to any incidents or accidents related to the GIVE project, follow up actions, reporting and provision of relevant training,
- h) continue implementation of the methodology for vulnerability mapping by preparation of Vulnerability Mapping Reports identifying vulnerable groups, their needs and possible constraints in accessing land administration information and services,
- i) continue implementation of the methodology for social monitoring including defined activities and preparation of Social Monitoring Reports based on defined and the Final Social Monitoring Report with conclusions and recommendations, after the harmonization of data is completed in each of selected municipalities,
- j) provide interested citizens with information on the available channels for making inquiries, filing complaints and access to justice and provide support in organizing public hearings to disseminate and discuss the results of the customer satisfaction surveys, ensuring that potentially vulnerable groups are invited to participate,
- k) organize an annual Open-Door Day, where citizens will be invited to share their opinions on GIVE activities,
- l) coordinate the public awareness and information activities and promote the Project with the strong focus on gender equality, aiming to ensure that women are duly informed about their rights and are encouraged to actively participate in the real estate registration activities,
- m) taking responsibility for managing the contracts within his/her scope of work,
- n) develop promotional and informative and other materials related to the Project Development Objective and progress in cooperation with the relevant institutions and civil society organizations;
- o) organize training for the PIU staff on identifying, managing, and reporting social and environmental risks and lead the development and implementation of education and training plans for employees in the land administration sector,
- p) provide support and participate in development and updating of business plans, work plans and activity reports,
- q) take responsibility for the proper and timely usage of STEP system – Contract management module,
- r) Implement the prescribed Quality Assurance/Quality Control procedures,
- s) 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,
- t) 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,
- u) Submit monthly activity report and other required reports to the Head of the Unit and the PIU Team leader,

- v) Perform other tasks in the domain of his/her expertise at the request of and in agreement with the Head of the PIU and the 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 Social and Environmental Specialist is required to have the following professional qualifications:

- a) A University degree in law, political science, public administration or another related social sciences field;
- b) Minimum 2 years of work experience in performing and managing comparable activities;
- c) Knowledge of laws of Bosnia and Herzegovina and Federation of Bosnia and Herzegovina, and practices and policies in the land administration sector in the Federation of Bosnia and Herzegovina are essential;
- d) Ability and skill to coordinate and report on multiple activities;
- e) Excellent reporting, interpersonal, and team working skills;
- f) Experience in working with international organizations, especially with the World Bank procedures is preferable;
- g) Excellent knowledge and skills in the MS Office applications;
- h) English language skills, both oral and written;
- i) 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.