

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

The Land Registry Specialist will focus on harmonizing and updating land registry data to ensure its accuracy and reliability. This consultant will support data integration, quality control, and the implementation of methodologies for land registry updating. Their expertise is critical for improving land administration services and ensuring compliance with identified standards.

II. Description of Tasks and Responsibilities

The Land Registry Specialist in the Real Estate Registration Project Implementation Unit will, among other things, be required to:

- a) monitors situation in the land administration/LR sector, with a special attention to outcomes and results of the Project activities,
- b) develops annual plan of activities in the Land Administration sector with special attention to identification of areas which require further development of legislation and related studies,

- c) coordinates, oversees and compiles reports on harmonization of data in land registry offices and provides support to municipal courts,
- d) coordinates, oversees and compiles reports on supporting activities of harmonization of data in land registry offices (public announcements on land registry establishment, resources, media coverage and other),
- e) coordinates and implements activities related to engagement, education and support to the work of the temporary land registry clerks,
- f) support the development and delivery of workshops on Land Registry topics to build institutional capacity,
- g) develops terms of reference for development of studies and materials required for seminars, roundtable discussions, etc.
- h) takes responsibility for managing the contracts within his/her scope of work,
- i) develops promotional and informative fliers and other materials related to the Project development objective and progress,
- j) provides support in development of business plans, work plans and activity reports,
- k) take responsibility for the proper and timely usage of STEP system – Contract management module,
- l) implements the prescribed Quality Assurance/Quality Control procedures,
- m) 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,
- a) 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,
- n) submits monthly activity report and other required reports to the Head of the Unit and PIU Team leader,
- o) performs 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 Land Registry Specialist is required to have the following professional qualifications:

- a) University degree in law or another related field;
- b) Minimum 2 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 land administration sector;
- d) Experience working with international organizations, especially with the World Bank procedures is preferable;
- e) Ability and skill to coordinate and report on various activities;
- f) Excellent reporting, interpersonal, and team working skills;
- g) Excellent knowledge and skills in 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.