

Bosnia and Herzegovina
Federation of Bosnia and Herzegovina
Federal Administration for Geodetic and Real Property Affairs
Geospatial Infrastructure and Valuation Enhancement

Terms of Reference:

***Quality Control (QC) Support Consultant(s) for Cadastre and Land Administration
Activities (Activity A.4.3.7)***

Sarajevo, February 2026

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1 BACKGROUND

The Geospatial Infrastructure and Valuation Enhancement (GIVE) Project is implemented on the basis of the Loan Agreement - Geospatial Infrastructure and Valuation Enhancement Project – concluded between Bosnia and Herzegovina and the International Bank for Reconstruction and Development (IBRD). The Project is founded on the following formal document:

- Declaration of Loan Effectiveness by the World Bank No. 96760-BA, dated March 27, 2025;
- Decision on the Ratification of the Loan Agreement No. 96769-BA, adopted by the Presidency of Bosnia and Herzegovina on December 12, 2024 and published in the Official Gazette of Bosnia and Herzegovina – International Treaties No. 1/25, dated January 23, 2025;
- Project Agreement between the International Bank for Reconstruction and Development (IBRD) and the Federation of the Bosnia and Herzegovina (hereinafter: F BiH), signed on February 25, 2025;
- Subsidiary Agreement between Bosnia and Herzegovina (hereinafter: BiH) and the F BiH, signed on March 4, 2025.

The main objective of the GIVE Project is to improve the accuracy and availability of information on land and cadastral administration through the digitization, harmonization and standardization of data. This Project aims to enhance the quality of services provided to both citizens and the business sector.

The GIVE Project will implement a series of activities designed to improve the availability and quality of geospatial data in FBiH, including the establishment of data standards, harmonization of key datasets, digitization of analog records, and the development of the interoperable digital platforms and e-services. Additionally, the Project will contribute to the substantial strengthening of institutional capacities through specialized training, development of legal and technical guidelines, and public awareness campaigns, ensuring the long-term sustainability of the achieved results.

In the Federation of BiH, the Project is implemented by the Federal Geodetic Administration (FGA) through its Project Management Sector within the Public Investment Program and the Unit for the Implementation of the Project Geospatial Infrastructure and Valuation Enhancement (hereinafter: the Unit).

Completion of the activities of harmonization of real estate data between cadastral and land registries will secure an up-to-date and reliable registry of real estate rights, what will in turn improve level of legal security and provide better conditions for speedy conclusion of real estate transactions thus enabling faster economic growth.

The Geospatial Infrastructure and Valuation Enhancement (GIVE) Project continues to implement activities aimed at harmonizing cadastral and land registry data. Within Component A, the Project includes a set of cadastral and land administration activities implemented through Framework Agreements (FA) and multiple Call-Off Contracts. To ensure consistent, timely and well-documented quality control across these contracts, the FGA and GIVE PIU require continuous QC support under Activity A.4.3.7, covering (inter alia) the following activity packages: A.4.1.1 Harmonization data on cadastre, A.4.2.1 Preparation and conversion of Real Estate Cadastre (REC) data for handover to Land Registry, A.4.2.2 Support to the process of public display of cadastral data, and A.4.3.6 Cadastral scanning and indexing for digital archives.

2 PURPOSE AND PROCEDURES OF THE ENGAGEMENT

Individual Consultant(s) (IC) – “Quality Control (QC) Support Consultant(s) for Cadastre and Land Administration Activities” (hereinafter: the Consultant(s)) – shall, on behalf of the Federal Administration for Geodetic and Real Property Affairs (FGA) and the GIVE Project Implementation Unit (GIVE PIU), provide continuous technical and administrative support for quality control, review, and acceptance of deliverables under Activity A.4.3.7 (Quality control support).

The supported activities will be implemented through one or more Framework Agreements (FA) and a series of Call-Off Contracts. Accordingly, the Consultant(s) will support the PIU in coordinating reviews across multiple call-offs, preparing documented findings and recommendations, tracking corrective actions, and supporting field verification where needed.

The Consultant(s) will work under the day-to-day supervision of the GIVE PIU (PIU Coordinator and/or PIU Cadastre Specialist) and in coordination with relevant FGA technical staff. The GIVE PIU will assign tasks through written Work Assignment Notes (Task Orders) that specify the Call-Off reference, deliverable(s) to be reviewed, expected review approach (including sampling where applicable), locations/field visits if required, timelines, and expected outputs.

3 DESCRIPTION OF THE TASKS

During their engagement, the Consultant(s) shall carry out the following tasks (cross-cutting and activity-package support), as assigned through Work Assignment Notes:

- Maintain a QC Tracker for all assigned Call-Off Contracts (deliverables received, review status, findings, required corrective actions, resubmissions, and recommendations for acceptance).
- Review deliverables submitted under Call-Off Contracts against the applicable Technical Specifications/ToR and provide structured Deliverable Review Notes with clear findings and recommended corrective actions.
- Support the GIVE PIU in coordinating the review cycle with Contractors (consolidation of comments, version control, tracking responses, and closure of findings).
- Provide documented acceptance recommendations (accept / accept with minor corrections / resubmit) to the GIVE PIU for each reviewed deliverable.
- Support the review and validation of data transfer / handover packages between Cadastre and Land Registry (including consistency checks and completeness checks), in accordance with the relevant TS/ToR for the Call-Off.
- Support quality control activities related to public display processes (tracking of materials, evidence of disclosure, received remarks, status of addressing remarks), in accordance with PIU procedures and relevant Call-Off requirements.
- Support quality control for cadastral scanning and indexing deliverables (sampling checks, completeness checks, structure of archives, and support to acceptance procedures), in accordance with the relevant TS/ToR for the Call-Off.
- Participate in coordination meetings, prepare brief meeting notes and action lists, and support escalation of risks/issues to the GIVE PIU when needed.
- Undertake field visits to LSGUs and Land Registry offices when required for verification, coordination, or resolution of issues, and prepare short mission notes.

Additional tasks for Data Harmonization Call-Off Contracts (Activity A.4.1.1)

During their engagement, for data harmonization contracts, the Consultant(s) shall carry out the following tasks:

- Introducing the Contractor into the Project implementation process;
- Coordinating the transfer of the data from the municipalities and the municipal courts that are required for project implementation;
- Preparing reports on data transfer;
- Coordinating activities related to developing and adopting the parcelization plan – rehabilitation plan;
- Preparing monthly progress report for the Project;
- Coordinating activities between the Contractor, relevant municipal departments and authorized persons from the FGA who are in charge of supervision;
- Quality control of the division plans produced by the Contractor, in accordance with the adopted review instructions;
- Coordinating advertising and local public information campaign activities with the Contractors and other parties involved in the Project implementation;
- Coordinating activities related to the transfer of data from registration application sheets into the LR.
- Coordinating activities related to the transfer of condominiums data into the LR database;
- Preparing the final report with an overview – detailed comparison between the planned and performed services.

4 REPORTS AND QUALITY CONTROL

The Consultant(s) shall submit to the GIVE PIU the following outputs, in formats agreed with the PIU:

- (i) Deliverable Review Notes and acceptance recommendations for deliverables submitted under Call-Off Contracts, within the timeline defined in the relevant Work Assignment Note;
- (ii) An up-to-date QC Tracker covering all assigned call-offs and deliverables (deliverables received, review status, findings, corrective actions, resubmissions, and recommendations);
- (iii) Monthly QC Support Reports summarizing progress across call-offs, key findings, outstanding issues, risks, and recommendations;
- (iv) Short mission notes for any field visits, when performed;
- (v) For Data Harmonization Call-Off Contracts (A.4.1.1), additional outputs such as data transfer notes/reports and a final summary report (planned vs. performed works) may be prepared when explicitly requested through the relevant Work Assignment Note.

Quality control of the Consultant(s)' work and approval of outputs shall be performed by the GIVE PIU and/or designated FGA technical staff, coordinated by the Head of the GIVE PIU.

5 REQUIRED PROFESSIONAL EXPERIENCE AND QUALIFICATIONS

In terms of professional qualifications, candidates for the position of Project Managers shall be to meet the following requirements:

- a) University education (VSS-7th level of professional education), completed Faculty of Geodesy or another faculty in a related field;
- b) Successfully passed professional examination for employees in the geodetic field, in accordance with the Rulebook on the manner and program of taking the professional examination for employers in geodetic activities and legal regulations of the Federation of BiH ("Official Gazette of the Federation of BiH" No. 13/02, 108/12); this requirement is preferable and shall be considered an advantage;
- c) Knowledge of the laws of the Federation of BiH, as well as practice and policies in the sector of land administration;
- d) Excellent communication, interpersonal and teamwork skills;
- e) Knowing of the MS Office software.

In addition to the above, it shall be considered an advantage if the candidates for Project Managers also meet the following criteria:

- a) Experience in managing similar projects and/or projects in the sector of land administration;
- b) Experience in working with international organizations;
- c) Knowing the English language – written and spoken.

6 CONDITIONS OF WORK AND CONTRACT DURATION

The Consultant(s) will be engaged as Individual Consultant(s) (IC) under a time-based contract for an initial duration of twenty-four (24) months, with the possibility of extension subject to satisfactory performance and the needs of the FGA/GIVE PIU, in accordance with applicable procurement and contractual provisions.

Depending on implementation needs, the assignment may be carried out by one Individual Consultant or multiple Individual Consultants engaged under separate IC contracts, all coordinated by the GIVE PIU.

The supported activities will be implemented through one or more Framework Agreements (FA) and a series of Call-Off Contracts. Accordingly, tasks will be assigned through written Work Assignment Notes (Task Orders) that specify the Call-Off reference, deliverable(s) to be reviewed, expected review approach (including sampling where applicable), locations/field visits if required, timelines, and expected outputs.

The primary place of IC service delivery is the premises of the FGA in Sarajevo. Field visits to Local Self-Government Units (LSGUs) and Land Registry offices may be required based on Work Assignment Notes and project needs.

Remuneration shall be defined in the contract as a monthly fee (time-based), covering all professional services. Payment shall be conditional upon submission and approval of the Monthly QC Support Report and confirmation by the GIVE PIU that assigned tasks for the month have been performed satisfactorily.

The contract may be terminated for unsatisfactory performance, repeated failure to deliver agreed outputs within timelines, or other grounds defined in the contract.

7 LANGUAGE

The official language of the Contract shall be one of the official languages of Bosnia and Herzegovina. All Monthly QC Support Reports, Deliverable Review Notes, mission notes, and confirmations of completed tasks shall be submitted to the GIVE PIU in one of the official languages of BiH/FBiH, unless otherwise agreed for specific deliverables.

8 MISCELLANEOUS PROVISIONS

For the performance of tasks under this Contract, the FGA/GIVE PIU will provide a computer and workspace as needed and will enable access to relevant documentation and systems in line with applicable policies. For approved field activities, the FGA may provide the use of an official vehicle, subject to availability and internal procedures.

The Consultant(s) shall comply with confidentiality, data protection and information security requirements applicable to cadastral and land registry information and shall handle all project data and documentation exclusively for the purposes of this assignment.

9 EXTERNAL REFERENCES

The Consultant(s) shall perform the assignment in accordance with the applicable legislation, by-laws, internal rules and procedures of the Federation of Bosnia and Herzegovina and the Federal Administration for Geodetic and Real Property Affairs (FGA), as well as the project-related documents listed below (as applicable to each task and Call-Off Contract):

- Technical Specifications / Terms of Reference for (i) Harmonization of Property Data Between Cadastre and Land Registry (A.4.1.1) and related review instructions;
- Technical Specifications for Preparation and Conversion of Real Estate Cadastre data for handover to Land Registry (A.4.2.1);
- Technical Specifications for Cadastral scanning and indexing for digital archives (A.4.3.6).
- Relevant procedures/guidelines for supporting the public display process of cadastral data (A.4.2.2), as provided by the GIVE PIU;
- Agreement with municipalities and municipal courts on joint implementation of activities related to systematic updating of real estate data in cadasters and land registries and other activities subject to this ToR.