**Kosovo Real Estate Cadaster and Geospatial Infrastructure Project (REGIP)**

**Terms of Reference for**

 **Two (2) Legal Consultants**

(Contract Ref number: REGIP XK-KCA-388660-CS-INDV)

The Government of Kosovo GoK has received a Credit from the International Development Association (IDA) in the amount of EUR 14.60 million to finance the Real Estate Cadaster & Geospatial Infrastructure Project, expected to be implemented within a five years period. The proposed Project aims to assist the Government of Kosovo to increase the transparency and quality of land administration and geospatial data and services. The Kosovo Cadastral Agency (KCA) is the implementing agency for REGIP project within which a Project Implementation Units (PIU) will be established. The PIU will be staffed with a Head of PIU, Procurement Specialist, Financial Management Specialist, Public Relation and Communication, Legal Specialist and other technical staff such as GIS/Cadastre expert, etc. The PIU will be responsible for day-to-day Project implementation and for providing specific technical oversight to project activities. The PIU will be responsible for all fiduciary aspects, such as procurement, financial management, monitoring and evaluation, and safeguards under the Project.

The PIU is looking for a Legal Consultants to assist KCA Legal Department on Legal Issues related to the project.

**Job Description**

The functions and responsibility of the Legal Experts will be as follows:

* Supports the Legal Department of KCA in dealing with claims as a first instance body for the 3 Northern Municipalities, as well as appeals as a second instance body in administrative procedure;
* Participates in working groups in the drafting of laws and by-laws;
* Represents the Cadastral Agency at work and other meetings from other Institutions;
* Take part in the Commission or sub-commission for Cadastre Reconstruction;
* Actively participates during the whole process of realization of the Cadastre Reconstruction project;
* Prepares and participates on preparation of ToR’s, participates on Evaluation committees, and other activities at KCA;
* Prepare information and reports for the Executive Director of KCA and Head of PIU on their request;
* Other special tasks from the Legal Department or Executive Office of the Kosovo Cadastral Agency.

**Legal Consultants**

**Qualifications**

1. University degree in Law.
2. Minimum three (3) years relevant professional experience in real estate law, after graduation.
3. Good knowledge of applicable laws in the Republic of Kosovo on registration of property rights and cadastre.
4. Excellent drafting, analytical, communication, coordination and interpersonal skills.
5. Knowledge of the Serbian language is an advantage.
6. Good knowledge of the English language is preferred.
7. Excellent knowledge of computer applications (Word, Excel, Access).

**Required Knowledge, Skills and Abilities:**

Knowledge of:

* Laws, policies, procedures, and functions of the Cadastral Sector in Kosovo
* Laws, rules, and regulations related to property issues
* Data base and word processing software
* Modern office methods and procedures.

**Ability to:**

* Work independently with little supervision
* Able to practice property laws required
* Produce written technical documents, with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
* Work and report cooperatively with Executive Director of KCA, Director of KCA Legal Department and Head of PIU.

**Period of Performance**

The Legal consultants will work on full time basis and contract duration is expected until the end of the project completion. The duration of contract will be subject to satisfactory performance agreed during a formal scheduled evaluation at the end of each year. The remuneration will be paid based on the monthly rate agreed in the contract. Consultant is expected to commence services upon signing of the contract.

**Reporting**

The Legal consultants will report to Director of KCA Legal Department and will submit monthly time-sheets to account for the actual days worked during the calendar month, which will be approved from the Head of PIU

**Selection process**

Experienced and qualified individuals will be selected under the provisions of the World Bank’s Procurement Regulations for Investment Project Financing (IPF) Borrowers, July 2016, based on Selection of Individual Consultants open call competitive.

Kosovo Cadastral Agency is dedicated to the principles of equal employment opportunities and it is also dedicated to take decisions for employment based on merits. We are dedicated to apply the state laws offering equal employment opportunities, as well as all the laws that have to do with employment conditions. The Agency desires to keep a working environment without sexual harassment or without discriminations based on the race, religion, colour, national origin, sexual orientation, physical and mental disabilities, marital status, age or any other condition defended by state laws.