

Kosovo Real Estate Cadaster and Geospatial Infrastructure Project (REGIP)

Terms of Reference for

GIS Specialist for Address System

(Contract Ref number XK-KCA-377069-CS-INDV)

The Government of Kosovo GoK has received a Credit from the International Development Association (IDA) in the amount of 14.60 million EUR 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.

Component C: Information Technology and Geospatial Infrastructure. The purpose of this component is to support the implementation of the Information Technology Strategy of the KCA and the strategy of the National Spatial Information Infrastructure (NSDI) in the Republic of Kosovo which have been developed within the project for Immovable Property Registration in Cadastre (RECAP). Both strategy papers show the vision for: (a) further simplification of business processes, (b) increased data standardization and access to data that would improve the efficiency of staff and offices, (c) increased transparency and accountability; (d) equal access to information; (e) increase the use of geospatial data and services for the development of new products and services; and (f) minimize opportunities for corrupt practices.

One of the main activities within the Component C, is the completion of Address System in Kosovo. The activity includes completing the assigning of addresses to buildings, signalization of road names and house numbers and registration of related data in the central Address Register (ARIS) The activity will be implemented in a joint effort by the KCA and Municipalities.

The Municipalities, monitored by KCA, will be the overall responsible for the completion of Address System project and will perform the overall project management.

For the implementation of the Address Completion Project, the Address Unit at KCA needs to be strengthened with GIS specialist, who will be assigned to support the quality control of the activities for the Project of Address System.

The PIU is looking for full time GIS specialist to assist PIU/KCA on Address System issues within the scope of REGIP project.

Overall Objective

The overall objective is to support the establishment, maintenance and use of an address system in Kosovo by supporting KCA and Municipalities in Kosovo and ensuring sustainability at the central and Municipal level over the long term, based on Address System Law and Administrative Instructions.

The specialist will be responsible for supporting the KCA and the Municipalities in completing the address system in accordance with the legislation in force. The specialist will work closely with the designated responsible staff of the KCA and the Municipalities to perform, digitization of address data, maintenance, quality assurance / control (QA / QC) of address data, including streets, address points, address point numbering, address signs, reference points as well as interconnection with other systems.

Results to be achieved by the GIS specialists:

- Result 1: QA/QC reports for the data collected in the field by the contractor and digitization into ARIS the data collected in the field.
- Result 2: QA/QC reports on production and installation of road name and address number signs, monitoring the process.
- Result 3: QA/QC reports on the process of linking the Address System with Civil Status System.

Specific tasks of the GIS specialist are:

- Cooperating, assisting, supporting and advising KCA Address Unit and Municipalities in implementing the address system;
- Monitoring the process of collecting the address data in the fields;
- QA/QC of the address data collected in the field by the engaged contractor;
- Evaluating the data quality (completeness, accuracy, consistency, validity, and integrity) of data obtained from third parties to the completion of the address system
- Preparing the QA/QC reports of the address data collected in the field by the contractor;
- Assist the municipalities with digitizing the address data to the Address Registration Information System (ARIS) collected in the field by the contractor in accordance with the Law and Administrative Instructions and applicable methodology;
- Supporting the KCA and municipalities with digitization and spatial analysis;
- With support of World Bank, KCA and Municipalities, to develop a methodology for digitization and maintaining address sign data in the most efficient manner;

- Assisting municipalities with digitizing road signs in ARIS in accordance with the Administrative Instructions and applicable methodology;
- Preparing a road sign map for each municipality in digital format and support KCA and municipalities to print the required maps;
- Assisting the KCA and municipality to prepare detailed maps and lists of address sign for address sign procurement;
- Monitoring the process of product and installation of road name and address number signs in the field;
- Monitoring the process of linking the Address System with Civil Status System;
- Participating in different trainings for building professional capacities;
- Reporting to the Director of Cadaster/Geoinformation Directorate and responding to ad-hoc requests from the KCA/Address Unit for additional information;
- Any other duties required by the Executive Director of KCA, Director of Cadastre/Geoinformation Directorate of KCA and Head of PIU.

GIS Specialist

Required qualifications, knowledge, and experience

- University degree in Geodesy or related fields;
- Minimum 2 years of work experience in the use of Geographic Information Systems.
- Working experience with the Address Registration Information System would be an added advantage;
- Knowledge and experience with GIS desktop software (GeoMedia, ArcGIS, QGIS, or similar);
- Knowledge and experience with WebGIS would be an added advantage;
- Excellent skills in Microsoft Word, Excel and Power Point are required;
- Knowledge, skills and experience in projects funded by international organizations will be an added advantage;

Required competencies and abilities

- Ability to communicate and write reports in English and in Albanian. Serbian would be an advantage;
- To be well organized and able to learn complex systems and procedures quickly;
- Ability to work independently and effectively in a team environment;
- Ability to work effectively with minimum supervision and careful attention to details;
- Ability to take initiative, prioritize and coordinate work, handle pressure from strict deadlines and long hours;

- Ability to function within a diverse multiethnic and multicultural working environment;

Period of Performance

GIS specialist will work on full time basis and contract duration is expected until August 2024. 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 GIS specialist will report to the Director of Cadastre/Geoinformation Directorate of KCA and will submit a monthly report and time-sheets to account for days actually worked during the calendar month.

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 open call.

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, color, national origin, sexual orientation, physical and mental disabilities, marital status, age or any other condition defended by state laws.