

Request for Expression of Interest

Country: Kosovo

Project ID: P164555

World Bank Credit Name: Real Estate Cadaster & Geospatial Infrastructure Project

Contract Identification No.: XK-KCA-315949-CS-INDV

MUNICIPAL SUPPORT STAFF - CONSULTANTS (FOR GATHERING AND UPDATING OF ADDRESS DATA)

Background information

The Government of Kosovo (GoK) has received a Credit from the World Bank Group's International Development Association (IDA) in the amount of EUR 14.60 million to finance the Real Estate Cadaster & Geospatial Infrastructure Project (REGIP), which is expected to be implemented within a five-year period. REGIP aims to assist the GoK 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, under which a Project Implementation Units (PIU) has been established. The PIU will be responsible for day-to-day project implementation and for providing specific technical oversight to project activities. The PIU is responsible for all fiduciary aspects, such as procurement, financial management, monitoring and evaluation, and safeguards under REGIP. The project consists in the following components:

Component A - Policy, Legal and Institutional Support;

Component B - Cadastre Modernization;

Component C - ICT and Geospatial Infrastructure and

Component D - Project Management, Capacity Building, Public Outreach, and Monitoring & Evaluation.

The scope of work for Municipal support staff – Consultants (for gathering and updating of address data) are indicated under the Terms of Reference (TOR) for this assignment.

The TOR can be found at KCA website link: <http://www.kca-ks.org/vend-pune>

The overall objectives of the project are to:

The process of completing the Address register consists of three main components:

- I. **Updating entrances that should have an address number according to field developments.** The data about entrances that should have an address are not updated regularly from the year 2012. Information about entrances to buildings built from the

year 2012 up to now, and which are not identified, should be collected in the field, numbered, and registered in the Address register (ARIS).

- II. **Collection of addresses internally in buildings** - the registration of internal addresses, such as to apartments and business premises, is another important process, where data about the floors and apartments in collective buildings should be collected. Entrances to apartments and businesses should be numbered and registered into ARIS.
- III. **Collection and registration of information about road name signs of the related data into ARIS** - The process of address signalization is one of the most important processes. During this phase, it is important to collect and digitize the important data of road name signs. After the collection and digitalization of road name sign data, it is also necessary to support the municipalities in the inspection of the process of installation of street name signs and address number signs.

I. Updating entrances according to field developments

This process includes the collection of missing address points for addressable objects, that are points giving information about the location of entrances to buildings etc. and assigning their address numbers. The points should be indicated on paper maps in the field for subsequent office work on digitizing the points and giving of numbers using a GIS system.

II. Collecting, numbering and registration of addresses internally in buildings

The collection and registration of internal addresses is another important activity for the completion of the Address System. For collective buildings, an address is or will be assigned for each entrance on ground floor. In addition, it should be given numbers to entrances to apartments or offices, as that occurs within the collective buildings, during an internal numbering process and subsequent registration of the numbers into ARIS. Information about the internal entrances to apartments and business/office premises in collective buildings should be collected, the entrances should be numbered and digitized into ARIS.

III. Collection and registration of data about road name signs

ARIS should have information about the location and other relevant data about road name signs. Such data are currently largely missing in ARIS. The process of address signalization is one of the most important processes. During this phase, it is important to collect and digitize the important data of road name signs. After the collection and digitalization of road name sign data, it is also necessary to support the municipalities in the inspection of the process of installation of street name and address number signs.

Duration of the assignment

The contracted municipal support staff – consultants will be working in a full-time position in one municipality for a period of up to 6 months. The work is conducted in office and in the field. The consultant will report to the Director of urban planning directorate of the respective municipality, who will also prepare the overall work plan and supervise the daily work. The municipality is responsible for providing office space, access to computer, and other equipment, as well as transportation needed for the field work.

Minimum Required Qualifications

- Mandatory qualifications:
 - Completed High school
 - Experience in working and gathering geospatial data and navigating with map in the field
- Preferred qualifications (points for the evaluation is indicated in brackets):
 - University degree (minimum Bachelor's degree) in Geography, Geodesy or in other related fields.
 - Experiences from working with addresses system and related signalization
 - Experiences from working with other technical matters in municipalities
 - Basic knowledge in information technology, preferred knowledge on GIS systems;
 - Knowledge of the municipal area prioritized for work

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 the selection method for Individual Consultants (IC), (Open Competitive Consultants Selection)".

Interested consultants may obtain further information at the address below during office hours: **08:00 - 16:00 hrs (Monday to Friday)**

Expression of interest may be submitted to the below stated address until, **24 October 2022 time 14:00 hrs (local time)**.

Kosovo Cadastral Agency

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