

Request for Expression of Interest

Country: Kosovo

Project ID: P164555

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

TRANSLATOR/INTERPRETER SERBIAN LANGUAGE

Background

The Government of Kosovo has received a Credit from the International Development Association (IDA) in the amount of EUR 14.60 million to finance the Real Estate Cadastre & Geospatial Infrastructure Project, expected to be implemented within a five-year period. The project proposed aims to assist the Government of Kosovo in enhancing transparency and quality in land administration, geospatial data and services. The Kosovo Cadastral Agency (KCA) is the implementing agency for the REGIP project, within which the Project Implementation Unit (PIU) will be established. The PIU will be staffed with the Head of PIU, Procurement Specialist, Financial Management Specialist, Public Relations and Communications Specialist, Legal Specialist, and other technical staff such as GIS/Cadastre Experts, etc. The PIU will be responsible for the day-to-day implementation of the project and ensuring specific technical oversight for project activities. It will oversee all aspects of the project, including procurement, financial management, monitoring and evaluation, and project safeguard measures.

Within the World Bank (WB) project, the Kosovo Cadastral Agency (KCA) has also planned the project for the completion of the Address System.

One of the activities for completing the Address System is the address signage (installation of street name signs and entrance number signs) throughout the territory of Kosovo, which began several years ago and is now in its final phase.

The Kosovo Cadastral Agency, in cooperation with the Municipal Cadastral Offices and the Municipal Assemblies of the respective municipalities, has carried out the naming of streets and the digitalization of address data in the ARIS system (the address database).

It is now planned that these street name signs and entrance number signs will also be produced and installed in the field in the remaining municipalities of this phase: Leposavic, North Mitrovica, Novo Brdo, Zubin Potok, and Zvečan.

Since the process of installing street name signs and entrance number signs requires meetings and cooperation with municipal officials of the respective municipalities, the engagement of a Serbian Language Translator/Interpreter, who will be part of these activities, is necessary.

Overall Objective

The work activities of the Translator/Interpreter will be carried out at the KCA offices and in the municipalities of Leposavic, North Mitrovica, Novo Brdo, Zubin Potok and Zvecan, according to the description in TOR.

1. Required education and professional experience

- Mandatory qualifications:
 - A completed university degree (at minimum a Bachelor's degree);
 - A minimum of three years of professional experience in translation/interpretation;
 - Professional knowledge of both Serbian and Albanian.
- Preferred qualifications:
 - A degree in language and literature, law or a related discipline;
 - Proficiency in MS Office and translation software tools;
 - Strong command of professional terminology, both spoken and written;
 - Knowledge of the English language will be considered an advantage;
 - Possession of a valid driving license and willingness to drive will be considered an advantage.

The Duties, Responsibilities, Experience required as well other information's related to these positions are indicated under TOR.

Period of Performance

The engaged Translator/Interpreter will be employed on a full-time basis at the KCA offices for a period of up to twelve months. Duties will be performed both in the office and on site in the field. The Translator/Interpreter will report directly to the Project Manager and will work in close cooperation with the KCA Address Officers.

The KCA will ensure appropriate working space, access to computers and other equipment, as well as the necessary transportation required for field operations.

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, issued in July 2016, and revised November 2017 and August 2018, 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, color, national origin, sexual orientation, physical and mental disabilities, marital status, age or any other condition defended by state laws.

Evaluation Criteria:

- General qualification - 30 points
- Specific experience related to the assignment – 70 points

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

Expressions of interest should be submitted to the e-mail address provided below before:

24 December, 2025, 16:00 (Kosovo time). Late submissions will not be accepted. Submissions must include cover letter, CV, and accompanying documents such as diplomas, references, certificates.

Kosovo Cadastral Agency

Attn.: Procurement Specialist, REGIP

Address: Str. “Arbënor e Astrit Dehari” No. 25, Archive Building 2nd floor
10 000, Pristine Republic of Kosova

Email(s):

To: prokurimi.regip@rks-gov.net

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