

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-441066-CS-INDV

Municipal Support Staff - Consultants for Interconnection the citizens with addresses

Background

The Government of Kosovo (GoK) has received a Credit from the World Bank Group's International Development Association (IDA) for EUR 14.60 million to finance the Real Estate Cadaster & Geospatial Infrastructure Project (REGIP), which is expected to be implemented within five years. REGIP aims to assist the GoK in increasing the transparency and quality of land administration and geospatial data and services. The Kosovo Cadastral Agency (KCA) is the implementing agency for the REGIP project under which a Project Implementation Unit (PIU) has been established. The PIU is responsible for day-to-day Project implementation and providing specific technical oversight of project activities. The PIU will be responsible for all fiduciary aspects, such as procurement, financial management, monitoring and evaluation, and safeguards under the REGIP

Within the World Bank project, the Kosovo Cadastral Agency has also planned the project for the completion of the Address System. One of the activities of the completion of the Address System is the connection of the citizen with an official address.

Taking into account the results of the pilot project and the funds available for this process, it has been decided that the connection of the citizen with the address will be realized through the methodology of engagement and contracting the staff of 55 people for the time period of 12 months by KCA and their placement in the municipalities in the local civil registry offices, in order for the CRA to condition services to citizens, where citizens, before performing the services, are obliged to declare the address to the staff engaged by KCA, then the staff register the address in the module developed by KCA for the generation of the Certificate of Address. The module for generating the Certificate of Address will be available to the CRA. Then, from this module, the address data will be updated in the Civil Status System. This process is planned to last at least 12 months, supported by a large public information campaign.

The Kosovo Cadaster Agency will recruit and pay for total of 55 consultants to strengthen the capacity of the municipalities to do the work. The consultants will be distributed to 34 municipalities, to work in one of the listed municipalities for a period of 12 months. Candidates should/can indicate the municipality or municipalities (up to three) which they apply for.

Overall Objective

A very important process for the Address System is the connection of Civil Registry with Address Register, through equipping citizens with official addresses. The Local Civil Registry Offices and Municipal departments of Urban Planning shall be the key actors responsible for planning and implementation of the project on completing the interconnection of Civil Register with Address Register.

The activity of interconnection will take place in 34 municipalities.

Distribution of consultants to municipalities

Consultants are distributed to municipalities according to the table below:

| No. | Region | Municipality | Municipal support staff for address data updating |
|-----|-----------|--------------|---|
| 1 | Prishtina | Novoberde | 1 |
| 2 | Peja | Istog | 1 |
| 3 | Gjakova | Rahovec | 1 |
| 4 | Prizren | Malisheve | 1 |
| 5 | Ferizaj | Shterpce | 1 |
| 6 | Gjilan | Partesh | 1 |
| 7 | Gjilan | Viti | 1 |

Required qualifications

Mandatory qualifications:

- Completed University degree (minimum Bachelor's degree);
- Possession of valid driver's license

Preferred qualifications:

- Graduated in Geospatial fields (Geography, Geodesy or in other related fields);
- Experience in working with geospatial data and navigating with map in the field;
- Experiences from working with addresses system;
- Experiences from working with other official matters in municipalities;
- Basic knowledge in information technology, preferred knowledge on GIS systems;

Knowledge of the municipal area prioritized for work

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

Period of Performance

The contracted municipal support staff – consultants will be working in a full-time position in one municipality for a period of up to 12 months. The work is conducted in office and in the field. The consultant will report to the Head of local civil status office and 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.

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:

29 October, 2024, 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

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Email(s):

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