

Request for Expression of Interest

Country: Kosovo

ID of the Project: P164555

World Bank Credit Name: Real Estate Cadastre & Geospatial Infrastructure Project (REGIP)

Contract identification number: XK-KCA-441066-CS-INDV

MUNICIPAL SUPPORT STAFF – CONSULTANTS (For interconnecting citizens with addresses)

Background

Within the World Bank Project, the Kosovo Cadastral Agency has planned the project for the completion of the Address System. One of the activities for completing the Address System is interconnecting citizens with official addresses.

To identify an appropriate methodology for the interconnecting process, the German GIZ supported a pilot project for interconnecting citizens with addresses in two municipalities, Istog and South Mitrovica.

The results of the pilot project were unsatisfactory, considering that not all addresses were visited, and only a small number of citizens were provided with an official address. In the Municipality of Istog, the number of citizens is higher, and in addition to operational issues, there were signs with street names and address numbers. However, in the Municipality of South Mitrovica, the number of citizens provided with addresses was very low, and in addition to operational challenges, there were no address number signs.

Considering the pilot project results and the funds available for this process, it was decided that interconnecting citizens with addresses would be implemented through a methodology involving the engagement and contracting of 55 staff members for a period of 12 months by KCA. These staff members will be placed in municipalities at local Civil Registry Offices to ensure that CRA conditions services for citizens. Citizens, before receiving services, will be required to declare their address to the staff engaged by the KCA. The staff will then record the address in the module developed by the KCA for generating the Address Certificate. The Address Certificate generation module will be available to the CRA. Subsequently, address data from this module will be updated in the Civil Registry System. This process is planned to last at least 12 months and will be supported by a large public information campaign. The process is also planned to be supported by a service on the e-Kosova platform, where citizens can declare their official address online without having to appear in person at the Civil Registry Offices. First, the textual component of ARIS will be integrated into the e-Kosova platform, followed by the graphical component of ARIS, which will be integrated through web services.

The Kosovo Cadastral Agency will recruit and pay a total of 55 consultants to enhance the capacities of municipalities to perform this task.

The consultants will be deployed across municipalities according to the table below to work in one of the listed municipalities for a 12-month period. Applicants must/may specify the municipality or municipalities (up to three) for which they are applying.

General objective

A critical process for the Address System is the interconnection of the Civil Registry with the Address Registry by providing citizens with official addresses. The local Civil Registry Offices and Municipal Urban Planning Departments will be the key stakeholders responsible for planning and implementing the project to complete the interconnection of the Civil Registry with the Address Registry.

The interconnecting activity will be carried out in 34 municipalities.

Deployment of Consultants across municipalities

The contracted Consultant will work in the municipality according to the table below:

No.	Region	Municipality	Municipal support staff for updating address data
1	Peja	Deçan	1

Required qualification

Mandatory qualifications:

- University degree in completed studies (minimum Bachelor's degree).
- Possession of a valid license.

Preferred qualifications:

- Degree in geospatial fields (geography, geodesy or other related areas);
- Work experience with geospatial data and map navigation in the field;
- Work experience in the address system;
- Work experience in other official municipal matters;
- Basic knowledge of information technology, preferably knowledge of GIS

systems;

Familiarity with municipal issues relevant to the job.

Duties, responsibilities, required experience and other information regarding these positions are indicated in the ToR.

Period of performance

The contracted Consultant for the Municipality of Deçan will work full-time in the Municipality for the period January-August 2025. Work will be carried out both in the office and in the field. The consultant will report to the Head of the local Civil Registry Office and the Director of the Municipal Urban Planning Directorate, who will also prepare the overall work plan and supervise daily activities. The municipality will be responsible for providing office space, access to computers and other equipment, as well as necessary transportation for fieldwork.

Selection process:

Experienced and qualified individuals will be selected according to the provisions of the World Bank Procurement Regulations for Borrowers for Investment Project Financing (IPF), issued in July 2016 and revised in November 2017 and August 2018, based on the selection of individual Consultants through an open call.

The Kosovo Cadastral Agency is committed to the principles of equal employment opportunities, and making employment decisions based on merit. We are committed to implementing state laws that provide equal employment opportunities, as well as all laws related to employment conditions. The Agency aims to maintain a workplace free of sexual harassment and discrimination based on race, religion, colour, national origin, sexual orientation, physical and mental disabilities, marital status, age or any other condition protected by state laws.

Evaluation criteria:

- General qualifications: 30 points
- Specific experience related to the task: 70 points

Interested individual consultants can obtain further information at the following address during business hours: 08:00 - 16:00 (Monday to Friday)

Expressions of interest must be submitted to the email address provided below before **30 December 2024, at 16:00 (Kosovo time)**. Expressions of interest submitted late will not be accepted. The expression of interest must include a Cover Letter, CV and supporting documents such as diplomas, references and certificates.

Kosovo Cadastral Agency

For the attention of: Senior Procurement Specialist, REGIP

Address: Str. "Arbënor e Astrit Dehari" Street, No. 25, Archive Building, floor 2, 10 000, Republic of Kosovo

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