TERMS OF REFERENCES FOR

Twenty-nine (29) MUNICIPAL SUPPORT STAFF - CONSULTANTS
(FOR GATHERING AND UPDATING OF ADDRESS DATA)[1]

1. **Introduction**

Giving addresses to buildings, with signalization of road names and address numbers, and establishing an address register, started in 2010. With funding from a World Bank loan, the work should be completed for all municipalities during the coming year. Much of the work will be done locally in the municipalities. 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 are distributed to municipalities according to the table included below, to work in one of the listed municipalities for a period of six months. Candidates should indicate the municipality or municipalities (up to three) which they apply for.

Current situation:

The project of establishing the Address System started in 2010 and continues to be implemented now.

Activities carried out during 2010-2021 are:

- Preparation of the legal basis (Law on Address System, five Administrative Instructions and Address Manual),
- Capacity building at municipal and central level,
- Development and installation of a modern web-based Address Register (ARIS) at KCA
- Data collection and digitalization of information about Public Circulation Areas (PCAs), street, square, park, boulevard, etc.,
- Collecting information about building entrances in the field and registration of related address numbers in ARIS (about 450,000 entries)
- Street naming in 33 municipalities,
- Signalization with road name signs in 31 municipalities,
- Signalization with entrance number signs in 12 municipalities,

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[1] For more information see the following links:
 http://www.kca-ks.org/urdheresa-administrative,
http://www.kca-ks.org/documents/10179/1737436/Doracaku+i+Adresave.pdf/e79eeeea-73bb-4218-a903-1bd26e3788da.

- Sharing of address data to 16 local and international institutions, such as TomTom and OpenStreetMap,

2. Activities to complete the address system for Kosovo

A very important process for the Address System is the completion of the digital Address Register, through collecting data in the field. Lack of updating the Address register by municipalities is causing a lot of problems for the users of the Address register. The Municipal departments of Urban Planning shall be the key actors responsible for planning and implementation of the project on completing the address system for Kosovo.

The project of updating the address data has to do with gathering of the address data that are missing in the Address register and updating the register accordingly. This process will take place in 34 municipalities, excluding the 4 northern municipalities.

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.

3. Recruitment of Municipal support staff – Consultants

The consultants will mainly work on the three activities mentioned above, but can also be assigned to other address related activities. The work of the consultants is further detailed in point 3.2. below.

3.1 **Distribution of consultants to municipalities**

Consultants are distributed to municipalities according to the table below.

Nr.	Region	Municipality	Number of municipal support staf – consultant
1	Prishtinë	Lipjan	2
2		Novobërdë	1
3		Graçanicë	1
4	Mitrovicë	Skenderaj	2
5		Mitrovica Veriore	
6		Leposaviq	
7		Zveçan	
8		Zubinpotok	
9	Pejë	Pejë	3
10		Istog	1
11		Klinë	1
12	Gjakovë	Gjakovë	2
13		Junik	1
23	Prizreni	Prizren	3
24		Suharekë	1
25		Dragash	1
27		Mamushë	1
28	Ferizaj	Ferizaj	2
29		Kaçanik	1
30		Hani i Elezit	1
31		Shtërpcë	1
32	Gjilan	Viti	1
33		Ranillugë	1
34		Kllokot	1
35		Partesh	1
Total			*29*

Candidates applying for work as consultant should indicate their preferred municipality for carrying out their work. Candidates can indicate up to three municipalities in prioritized order.

3.2. Specific tasks of the municipal support staff – consultants are:

- Getting knowledge of Law and Administrative Instructions and Manual on Address System;
- Getting knowledge of ARIS;
- Collecting address data in the field;
- Digitizing the address data collected in the field into ARIS in accordance with the Law and Administrative Instructions and applicable methodology;
- Collection and registering attribute data to each address;
- Performing quality control of addresses data;
- Digitizing road signs in ARIS in accordance with the Administrative Instructions and applicable methodology;
- Assigning attributes to each road sign in ARIS;
- Preparing a road sign map for each municipality in digital format and support KCA and municipalities to print the required maps;
- Collecting and digitalization of road name signs data in ARIS;
- Supporting municipality for Inspecting the process of installation of address signs (road names and address number signs)
- Other activities relevant to the completion of the Address system.

Related training of the consultants will be provided by KCA.

4. Working conditions

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.

5. Required qualifications education and work experiences

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

6. 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 is also dedicated to take decisions for employment based on merits. We are dedicated to applying 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.