

Terms of Reference

Country: Kosovo

Credit No. IDA-63540

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

Contract Identification No.: XK-KCA-101492-CS-QCBS

Quality Control Contractor for Cadastral Reconstruction

I. Background

The Government of Kosovo GoK has received a Credit from the International Development Association (IDA) in the amount of US\$ 16.00 million to finance the Real Estate & Geospatial Infrastructure Project (REGIP), expected to be implemented within a five years period. The Project aims to assist the Government of Kosovo 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 project within which a Project Implementation Units (PIU) is established. The PIU is responsible for day-to-day Project implementation and for providing specific technical oversight to project activities. The PIU will be responsible for all fiduciary aspects, such as procurement, financial management, monitoring and evaluation, and safeguards under the Project.

Under the REGIP project one of the most important components is component B: Cadastre Modernization. The objective of this component is to continue the modernization of the cadastre in Kosovo, which commenced under the RECAP project. This component will finance the provision of support to continue the modernization of Kosovo cadastre through: (a) the carrying out of Reconstruction of Cadastral Information; (b) data quality improvement; (c) development of a utility cadastre; (d) development and update of the Kosovo's building register; and (e) the carrying out of reengineering of eligible MCOs.

KCA currently holds cadastral information in a centralized IT system – KCLIS (Kosovo Cadastral Information System) which has a textual part (KCLIS-T) containing information about rights, rights holders and other descriptive information, and a graphical part – KCLIS-CM. For historical reasons, the data held in KCLIS-CM and KCLIS-T may not be consistent, nor necessarily correctly represent the situation on the ground. A network of Municipal Cadastral Offices (MCO) is responsible for providing updates to KCLIS through cadastral operations at the municipal level, and they undertake cadastral survey and cadastral activities in accordance with powers mandated by law and delegated from the central level.

For various reasons, the information held in KCLIS-CM and KCLIS-T may not fully reflect the actual situation on the ground in terms of parcels, rights, rights holders. KCA use the CR process as way to make corrections and update the official cadastral registers (KCLIS-CM and KCLIS-T)

The KCA has prepared detailed Technical Specifications for Cadastral Reconstruction (CR) to be undertaken in up to 120 cadastral zones across Kosovo and intends to appoint one or more Service Providers (referred to as the Economic Operator – **EO** in the technical specifications) to carry out that work (under separate contracts). KCA now wishes to appoint a contractor (“QC Operator”) who will undertake quality control of the Service Provider of the CR work on behalf of the KCA and report to the KCA on the CR process.

II. Objective of the Assignment

KCA intends to appoint a company/consortium to act as the QC Operator and to execute the QC of the whole cadastral reconstruction work according to the established methodology for CR that are described in these ToR and the Technical specifications (TS) for CR that are attached as Annex One.

The CR project is divided into 12 lots and it is expected that the QC Operator will perform the Quality Control of all deliverables and activities of CR for 1-12 individual contracts of RCO (see Annex One for description of CR activities undertaken by the EO and the QC contractor)

III. Scope of Work of the CR process

Within REGIP, for the Kosovo Cadastral Agency one of the most important activities is the capital project of Cadastral Reconstruction (CR). Within REGIP are planned to implement CR projects in 120 priority Cadastral Zones. The total planned area is 113,892 ha, while the total number of parcels is around 258,525. Within this project it is estimated to be created around 70,036 buildings as new cadastral units. The 120 Cadastral zones are divided into 12 lots and these lots and their characteristics are listed in Annex I

The CR programme will be implemented by the Service Provider (the contractor carrying out the cadastral reconstruction) who will work systematically by cadastral zone. The work will be quality controlled by a QC Operator (appointed separately and responsible to KCA) and all cadastral changes must be approved by a specially appointed CR commission. In each cadastral zone the Service Provider (EO) will perform activities which are described in more detail in Annex I

(Technical Specifications for CR in 120 Cadastral Zones: chapter three).

The CR Service Provider (EO) will undertake the activities described below for all the cadastral zones covered in the CR contract. The following is a short summary and the detailed activities are described fully in annex !.:

- a) Obtain copies of all existing cadastral information held in KCLIS-CM and KCLIS-T for the respective Cadastral Zones (CZ) under reconstruction, plus additional information from Municipal Cadastral Offices (MCO) and other public bodies.
- b) Via KCA, receive the list of property claims from KPCVA¹ to be reconstructed in the CZ.
- c) Prepare a detailed work plan for each cadastral zone and divide the cadastral zone into blocks. This work will plan will include the planning and preparation of an Inventory of Cadastral Changes (ICC) which will be used to systematically identify all property units within the cadastral zone and list the cadastral actions to be undertaken during the CR programme (see Annex I).
- d) Undertake a public information campaign and inform the local community of the programme, with specific measures to ensure social inclusion and participation of women and minorities to be laid out in a separate annex.
- e) Systematically visit each property within the cadastral zone and determining what cadastral action needs to be taken and record this in the ICC:- for example, no action, update of the rights, rights holders and other descriptive information (KCLIS-T), measurement of parcel to update / correct KCLIS CM etc, (see Annex I)
- f) In all cases the KCLIS- T data is checked to be sure it is correct and the Service Provider will perform field measurement of the parcels as required according to the ICC.
- g) For those buildings which are considered as illegal constructions (single occupancy dwelling), carry out building measurements as described in the technical regulations and prepare the technical elaborate of measurements necessary to support legalization. The documentation is subject to quality control and delivered to the KCA for transmission to the Municipal Urban Planning offices Directorate.
- h) Identify and resolve inconsistencies between existing KCLIS-T and KCLIS-CM data.
- i) Where the entry in the KCLIS-T cadastre is incorrect, then the Service Provider will collect information and evidence to allow KCLIS to be updated. In the event that the correction is not straightforward, and there has been a change, such as a change of owner, an inheritance, or there are historical unregistered transactions (that may have taken place prior to 1999), then the Service Provider will assist the occupier to regularize the entry which may involve formalization using official mediators, notaries, courts, or assistance with preparation of documents to submit to the CR commission.
- j) Enter all textual information into an IT tool provided by the KCA (the CR system) which is also hosted by KCA.

¹ KPCVA – Kosovo Property Comparison and Verification Agency

- k) Enter all graphical data into the KCLIS-CM system according to the protocols and instructions of KCA.
- l) Undertake preparation for public display and host the public display for a minimum 60 calendar days for each Cadastral Zone,
- m) Record any objections, corrections and take appropriate action.
- n) Submit all results to the CR commission for approval before transfer to the KCA and final acceptance.

The quality control activities in all phases of CR project to be undertaken by the QC operator are described in Annex 1(Technical Specifications for RCI in 120 Cadastral Zones) to these ToR. The KCA have the right to make additional inspections as they may see fit.

IV. Summary of Activities to be undertaken by the QC operator.

The QC Operator will be required to undertake the QC actions as described in Annex One Technical specifications for CR in 120 cadastral zones and report on its activities as follows:-

1. **Initial Preparation:** Meet with the KCA, representatives of the MCO, CR commission etc to understand the CR programme and its objectives. Thoroughly read and understand the CR Technical Instructions and seek any required clarifications.
2. **Inception report:** within one month prepare a detailed Inception Report that sets out in detail the QC Operators understanding, Approach and Methodology, Resource plan and Work Plan to complete this assignment, including
 - a. Understanding of the assignment and identification of risks
 - b. Detailed Approach and Methodology; describing how the QC Operator is intending to meet the QC requirements, including a detailed step by step description of how the QC will be applied (consistent with the Technical Specifications- Annex One) and the procedures and systems (and KPI) it will use for managing and tracking the QC activities across all Lots / cadastral zones
 - c. Specific QC sampling plan showing how the QC operator will implement the *Sampling standards for QC actions* (Annex H to the Technical Specifications for RCI) for all QC tasks
 - d. Detailed work plan and resource plan; showing the personnel that will be employed to implement the QC and how they will be assigned to support the QC across the 12 Lots and 120 Cadastral zones over the lifetime of the project.
 - e. Proposed arrangements for bi weekly reporting of progress to KCA, and CR commissions.
 - f. Risk matrix and risk mitigation strategy.
3. The Inception report is to be presented to the KCA and project stakeholders in an Inception Workshop to be held within one month of the start of the programme and

covering all items outlined above. The QC Operator will receive comments on the Inception Report from the KCA within ten days of submission and will then revise and resubmit.

4. **Brief Monthly reporting** on activities to KCA: reporting to be undertaken according to an agreed format and structured so as to accurately report on QC activities (by cadastral zone) according to agreed KPI; actions completed and those planned for next month; solutions proposed; developed; ongoing and planned work for the next month. Report to be prepared by the end of each calendar month (last working day) and submitted to KCA. Monthly report to include statistics on all activities carried out by the CR Service Provider.
5. **Monthly progress meeting** with KCA and follow up actions: to be held within first week of each month and to review the monthly progress report.
6. **Quarterly Progress Report (QPR):** detailing all QC activities completed in the last three months and cumulatively from the start of the project according to agreed metrics, KPI. Report is structured so as to support quarterly invoicing in a form agreed with KCA. QPR will show progress of actual v planned for the overall programme, identify any bottlenecks, delays and propose corrective actions. Work schedule, resource plan and Work plan to be updated. Risk matrix updated.
7. **Technical QC reports** as required in support of the QC operations according to the Technical Specifications (see Technical Specifications, annex 1).
8. **Final report**, summarizing all actions undertaken, indicating numbers of parcels measured, in the field, entered and approved to KCLIS-CM; KC LIS –T entries updated, Building footprints prepared etc, by cadastral zone. Report to include problems encountered. Solutions developed, lessons learned etc. and recommendations for future CR and CR/QC programmes.

All reports are subject to review and acceptance by the KCA. The Quarterly Progress Report is to be used as the basis for quarterly invoicing according to progress achieved.

The QC Operator will be required to ensure that it has adequate tools in place to accurately track the progress of all QC activities on all Lots / Cadastral Zones, and can accurately report on the QC status of any cadastral zone. This tool is to be maintained as required and will provide the basic reporting needed for the QPR.

V. Resources to be supplied to the QC Operator by KCA.

KCA will provide all data, materials, support to the QC operator as described in the Technical specifications for CR in Cadastral zones (Annex One to these TOR).

Further, the QC Operator will have access and advanced training to the CR system (the data capture tool used by the CR Contractor), and the KCLIS –CM system as used by the CR contractor).

VI. Resources to be supplied by the QC Operator.

The QC Operator is responsible for providing Key Experts and all technical supporting staff necessary to complete the assignment as described in the Technical Specifications (Annex One). The Key Experts and supporting technical staff are to be provided according to the profiles and for the number of man months specified in section VIII.

It is up to the QC Operator to specify the resource level of Key experts and non-key experts and ensure that enough capacity is assigned to meet the overall QC objectives as specified in Annex One in a timely and professional manner.

The QC Operator will also provide (at their own cost), all necessary technical systems, including IT equipment, surveying equipment, transport, office accommodation, including all required supporting staff costs necessary to implement the contract according to these ToR and the RCI Technical specifications. All surveying equipment is subject to KCA survey experts review and approval and must have valid certification/calibration certificates.

The QC Operator must also provide an IT based tool that will allow it to systematically track all QC activities carried out in all LOTS/CZ and be able to produce reports on demand.

VII. Qualification Requirements

The company or any consortium member should prove the participation as a contractor, at least one (1) successfully completed contract within last five years in the nature to the services/works proposed (Quality control of the establishment of large geospatial / cadaster datasets or Cadastral Reconstruction or production and Quality Control of cadastral and land administration data).

The company (or lead company in the case of consortium) should provide audited balance sheets within the last three (3) years (i.e. 2021, 2022 and 2023) and should show a good standing with financial records for the last two years;

The lead company or at least one consortium partner must prove that they can demonstrate the following technical qualifications between them:

- Either a valid License for Cadastre Surveying issued by the KCA or an equivalent License for Cadastre (Notarized License) depending on their country of registration.

- Documentation showing that the company/consortium has experience of applying international standards (ISO) for quality control, information technology and information security related to geospatial and land administration data;

VIII. Professional and Technical requirements required

For this assignment, the QC Operator must appoint Key Staff composed of: one (1) team leader, one (1) GIS Specialist, one (1) specialists from field of Surveying and Cadaster, one (1) specialist from the field of law and legislation, one (1) IT Specialist and three (3) QC Team Supervisors from field of Surveying and Cadaster

In addition to the Team leader and the Key staff, the QC contractor should demonstrate in their proposal that they are able to provide adequate resources to undertake this assignment and should show they are able to provide the following additional non-key technical staff²:

- 6 Survey and cadastre technical experts with minimum bachelor degree education on Surveying;
- 6 Lawyers with minimum bachelor degree education on Law;
- 6 Survey technicians with minimum secondary education in Surveying;

The company/consortium needs to demonstrate that it has adequate human and technical resources to complete this assignment and will be required to demonstrate this in their proposal. The company/consortium is responsible for ensuring that enough human resource and technical equipment (including surveying equipment, IT systems, vehicles, office accommodation, etc) are provided by the company/consortium to ensure the timely and satisfactory completion of this assignment.

It is required that Key Staff are exclusive; non Key staff may be non-exclusive

Requirements for Team Leader:

- Master or Graduated Engineer degree in Geodesy and Surveying or similar qualification
- Minimum ten (10) years working experience in Geodesy and Surveying
- Minimum seven (7) years working experience in Quality Control or Management of projects dealing with cadaster, surveying, sporadic and systematic registration
- Experience in managing projects in the field of cadaster and surveying
- Experience in report writing and drafting of professional reports;
- Fluent in English or Albanian Language; knowledge of Serbian language will be an asset.

Requirements for Survey and Cadastre Specialist:

- Master or Graduated Engineer degree in Geodesy and Surveying or similar qualification
- Minimum seven (7) years working experience in Geodesy and Surveying
- Minimum five (5) years working experience in Quality Control or Management of projects dealing with cadaster, surveying, sporadic and systematic registration
- Experience in managing projects in the field of cadaster and surveying
- Experience in report writing and drafting of professional reports;
- Fluent in Albanian or English Language, knowledge of Serbian language will be an asset.

Requirements for GIS Specialist:

- Master or Graduated Engineer degree in Geodesy, Geography, Geoinformatics or relevant field
- Minimum seven (7) years working experience as GIS specialist
- Experience and knowledge in the field of property registration
- To be certified for advanced analyses on GIS
- Fluent in Albanian or English language, knowledge of Serbian language will be an asset.

Requirements for Specialist in Law:

- Master or Graduated degree in Laws or relevant field
- Minimum seven (7) years working experience as a lawyer;
- Experience and knowledge the field of property registration and legal framework
- Experience in report writing and drafting of professional reports;
- Fluent in Albanian Language, knowledge of English and Serbian languages will be an asset.

Requirements for IT Specialist:

- Master degree in IT, Informatics or relevant filed
- Minimum seven (7) years working experience as IT specialist
- Experience and knowledge in computer and network maintenance
- Fluency in Albanian or English language, knowledge of Serbian language will be an asset.

Requirements for QC Team Supervisors

- Bachelor degree in Geodesy and Surveying or similar qualification
- Minimum three (3) years working experience in projects dealing with cadaster, surveying, sporadic and systematic registration
- Experience in report writing and drafting of professional reports;
- Fluent in Albanian, knowledge of English and Serbian languages will be an asset.

Requirements for Survey and cadastre technical experts:

- Bachelor degree from the field of Geodesy and Cadaster
- Minimum one (1) years working experience dealing with cadaster, surveying
- Experience in cadaster surveying and data processing
- Fluent in Albanian Language, knowledge of English and Serbian languages will be an asset.

Requirements for Lawyer:

- University degree in Laws or relevant field
- Minimum one (1) years working experience as a lawyer;
- Experience and knowledge the field of property registration
- Fluent in Albanian Language, knowledge of English and Serbian languages will be an asset.

IX. Equipment Requirements

The Company must demonstrate that it will have equipment listed below:

No.	Equipment Type and Characteristics
6	GNSS rovers
6	Total Stations
1	One - Unmanned aerial vehicle (drone) / Optional

Documentary evidence required:

The company must provide proof of ownership for the equipment or contract for rent.

The bidder should prove also the certification of measuring instruments which is done by the institution or company authorized by the instrument manufacturer. The certificate / certificates for the instrument must not be older than two years.

X. Period of Performance and Level of effort

The selected Company will be contracted by the KCA, the implementing agency, with an estimated start date of August 2024 to August 2025.

The estimated level of effort for this assignment is 25 persons, 234 person-months:

- Key staff - 7 persons (Project manager, Cadaste, Law & GIS Specialists and 3 QC Team Supervisors Survey), **54 person months**
- Non key staff -18 persons (6 Survey and cadastre experts, 6 Layer Specialists and 6 support staff for field work), **180 person months**

XI. Payment conditions

The payment will be realized upon deliverables completed by cadastral zone in phases listed below:

1. 15 % of contract amount upon approval of dynamic plan by KCA
2. 10 % of contract price of cadastral zone upon approval by KCA of public awareness campaign in cadastral zones or part of cadastral zones
3. 35 % contract price upon acceptance by KCA of final data prepared for public display in cadastral zones or part of cadastral zones
4. 20 % of contract price upon acceptance by KCA of public display report and correction of the data requested in public display in cadastral zones or part of cadastral zones
5. 20 % of contract price upon entering the reconstructed data in KCLIS and acceptance by KCA of final report for cadastral zones or part of cadastral zones.

Payment is made quarterly for each cadastral zone completing the specified milestone, based on percentage (activities from 2-5) of lump sum price offered for each respective cadastral zone or part of cadastral zone.

Except the phase 1 (15 % of contract upon approval of dynamic plan by KCA), all payments will be done quarterly, based on the actual progress to date as reported in the Quarterly Progress reports (QPR).