

## **KOSOVO REAL ESTATE CADASTRE & GEOSPATIAL INFRASTRUCTURE PROJECT (REGIP)**

### **Terms of References**

**Four (4) Local Cadastral Experts as members of subcommittees to support the Committee in reviewing and making decisions on the formalization of the factual situation and inconsistencies with the Immovable Property Rights Register (the Committee)**

The Government of Kosovo has received a Credit from the International Development Association (IDA) in the amount of 14.60 million US dollars finance the Real Estate Cadastre & Geospatial Infrastructure Project, expected to be implemented within a five-year period. The project aims to assist the Government of Kosovo in improving 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 have personnel consisting of the Head of the PIU, Procurement Specialist, Financial Management Specialist, Communication and Public Relations Specialist, Legal Specialist, and other technical staff, such as GIS/Cadastre Experts, etc.

Within the REGIP, one of the key activities is the Cadastral Reconstruction (CR) project. CR is planned to be implemented in 115 priority cadastral zones.

CR will be carried out by contracted economic operators who will reconstruct cadastral information in the designated cadastral zones. The activities performed by the economic operators will be monitored by the quality control contractor.

Based on Article 42 of Law No. 08/L-237 on Cadastre of Immovable Property, KCA will establish subcommittees to fulfill obligations arising from the reconstruction process and to provide support to the Committee during this process.

The PIU is currently seeking four (4) Local Experts in the field of cadaster

### **Job description and responsibilities**

The responsibilities of the Local Experts, who will be part of the subcommittees supporting the Committee for Cadastral Reconstruction, are defined in Article 42 of Law No. 08/L-237 on Cadastre of Immovable Property and Article 13 of Administrative Instruction (MESPI) No. 08/2024 on Subcommittees and Committees for Cadastral Reconstruction and Immovable Property Rights Register, as well as any other tasks required by KCA or the CR Committee.

The Experts will be stationed at KCA premises in Prishtina but must be willing to travel to various project locations across the country, hold multiple meetings, and work under pressure. Transportation will be provided by KCA.

## **Cadastre Experts (4)**

As a member of the sub-committee, the Cadastre Expert shall:

- Review and decide on cases related to the completion or correction of cadastral data during the project;
- Monitor the implementation of the public information plan and materials prepared by the EO public information;
- Prepare work reports for KCA and other responsible institutions regarding the progress of the project implementation;
- Review cases for the recognition and formalization of uncontested property rights over immovable properties for cases of unformalized inheritance;
- As a member of the subcommittee, prepare in cooperation with the EO and propose the opening of the public viewing, including announcing the date, organizing and leading the public viewing;
- Take statements from parties, obtain documentation and necessary evidence for decision-making;
- As a member of the subcommittee, support the Committee in reviewing the requests and complaints of owners;
- Review cases of data completion or correction when cadastral data is incomplete or contains errors and forward them to the Commission for approval;
- Prepare and propose the time and place for public information meetings for residents of cadastral zones included in the project;
- Cooperation with institutions and persons with public authorizations to utilize necessary data for obtaining documentation and evidence for decision-making on the correction of incomplete or erroneous cadastral data;
- Other tasks assigned by the KCA.

## **Qualifications required**

- Bachelor Degree in Geodesy;
- At least three (3) years of work experience in similar activities and at least 2 years of specific experience in Cadastre;
- Excellent drafting, analytical, communication, coordination and interpersonal skills;
- Fluency in the Albanian language is required;
- Knowledge of English and Serbian is an advantage;
- Excellent knowledge of computer applications (Word, Excel).

## **Work outcomes**

The main outcome of the professionally performed work should satisfactorily support the main CR Committee during the project implementation.

Regarding the fulfillment of tasks described in the job description and responsibilities, the Local Experts will be required to prepare and submit work reports for the specified tasks, in accordance with the CR implementation plan, in coordination with the CR Committee.

## **Working conditions and performance period**

The recruited Local Experts will work full-time (8 hours), and the contract duration is expected to be until the end of the REGIP project (30 November 2026). Payment will be made based on the monthly amount agreed upon in the contract. The Expert is expected to commence services upon signing the contract. The Experts will be stationed at KCA premises in Prishtina but must be willing to travel to various project locations across the country, hold multiple meetings, and work under pressure.

## **Reporting**

The Local Experts will report to the responsible person designated by the KCA, and will submit a monthly work attendance report to calculate the actual working days during the calendar month.

## **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 an open call for selection of Individual Consultants.

The Kosovo Cadastral Agency is committed to the principles of equal employment opportunities and making employment decisions based on merits. 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 and any other condition protected by state laws.