

# **Terms of Reference**

Technical Services for the  
Interior Design Project for the new premises of the Kosovo Cadastral  
Agency

Reference No. XK-KCA-506786-CS-CQS

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## **Abbreviations**

**KCA**     **Kosovo Cadastral Agency**

**IT**        **Information Technology**

**GIS**       **Geographical Information System**

**EO**        **Economic Operator**

## **I. Background and Objectives**

### ***1.1 Contracting Authority***

The Contracting Authority is the Kosovo Cadastral Agency (KCA), responsible for managing the cadastre, spatial data and property registration in the Republic of Kosovo. KCA is currently modernizing its technical and spatial infrastructure.

### ***1.2 Project Purpose***

The Kosovo Cadastral Agency (KCA) requires the interior design of its new building, with a gross area of **4,081.88 m<sup>2</sup>**, which constitutes the main objective of the project.

The new KCA building needs a functional, modern and representative interior design that clearly reflects the institutional role and importance of KCA.

## **II. Scope of Services**

### ***2.1 General Tasks:***

The Economic Operator will be responsible for:

- Providing professional interior design services with qualified staff experienced in similar public projects;
- Preparing a conceptual design and visual presentation for KCA's supervisory committee;
- Delivering the main project with all technical specifications, materials, and implementation planning;
- Complying with deadlines for each phase: concept development, approval and implementation;
- Ensuring all interior elements comply with legal construction standards, ergonomics, functionality and safety;
- Closely collaborating with KCA technical representatives and officials to align the design with institutional functions;
- Performing and verifying measurements of existing spaces before starting the design and as needed throughout the process;
- Supervising implementation and performing quality control throughout the execution phase.

### ***2.2 Strategic Objectives***

The interior design of KCA must achieve the following strategic objectives:

1. Reflect the technical and professional role of KCA;
2. Convey institutional credibility and national-level importance;
3. Ensure functional clarity and a distinct identity for each unit;
4. Integrate modern technology and digitalization;
5. Provide representative spaces for cooperation and official visits.

### **2.3 Specific Objectives**

#### **1. The technical and professional role of the institution.**

The spaces must clearly show that this is the place where the state's most important spatial data are produced, processed and stored, including property data, administrative boundaries and geographic information.

#### **2. Institutional credibility and national importance:**

The interior must convey the feeling of a secure, serious and transparent institution that safeguards legal property documentation and provides sensitive services for both citizens and the state.

#### **3. Functional clarity and a distinct identity for each unit:**

Each floor or department (e.g., GIS, Cartography, Cadastre, Finance, IT) should have a unique design character that supports orientation and reinforces the professional identity of the respective unit.

#### **4. Presence of modern technology and digitalization:**

For KCA's facilities, the Economic Operator's obligations must reflect the transition from analogue to digital systems through the use of modern equipment, smart lighting, digital elements, information screens and a clean, functional design.

#### **5. Representative spaces for cooperation and official visits:**

The conference hall and reception areas must be designed to meet high aesthetic and symbolic standards, addressing expectations during visits from citizens, professionals, and representatives of local and international institutions.

## **III. Expected Results/Deliverables/ Reports**

### **3.1 Initial Design Concept**

- 2D and 3D visualizations
- Functional schemes and floor plans
- Specifications of proposed materials
- Presentation for KCA representative

### **3.2 Main Project (Detailed Design)**

- Detailed architectural plans
- Technical details for built-in and movable furniture
- Technical details describing and specifying materials

- Technical details for preliminary measurements and cost estimates
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- Technical documentation delivered in printed and digital format, in line with the requirements of the Contract Manager at KCA
- Specifications for the **institution's interior graphics**
  - Wall and thematic maps
  - Informative elements with a unified design (office nameplates, floor signage)
  - Integration of symbols of the Republic of Kosovo and the Kosovo Cadastral Agency

#### **IV. Timeline and Key Milestones**

The total deadline for completing the task is 45 calendar days.

##### **Acceptance procedures:**

- Submission of the draft;
- Submission of the final version and technical documentation;
- Final acceptance will be carried out by the KCA commission.

##### **Payment schedule:**

Payment will be made in a single installment after the final acceptance of the project.

#### **V. Risks and Limitations**

The consulting company must request guidance from KCA on any issues that may arise during implementation. If an unplanned event occurs beyond KCA's control, the activity manager will address the matter with KCA management.

#### **VI. Communication Arrangements/Data, Services, Staff or Equipment Provided by KCA**

Throughout the process, the company must remain in continuous contact with the project manager and KCA management to ensure successful implementation.

Communication between KCA and the consulting company will take place in English.

The consulting company will use its own equipment and working tools. In addition to providing office space, KCA will offer logistical support, data, information, access to the Agency's stakeholders, and assistance with arranging meetings and providing advice upon request.

#### **VII. Minimum Qualifications of the Bidder**

##### **7.1 Professional Qualification of the EO:**

- Registration of the Economic Operator in the professional, commercial or corporate registry in the country of establishment;
- The company must be registered with a business activity related to the design of technical projects for construction works of the relevant type.
- Fiscal number registration
- VAT registration.

*Required supporting documentation:*

- A copy of the business registration certificate, including all relevant information
- Fiscal number registration
- A copy of the VAT certificate

**7.2 Economic and Financial Capacity:**

Bank turnover of at least €20,000 in the last three years

*Required supporting documentation:*

Bank account confirmation for the last three years

**7.3 Technical and Professional Capacity**

The Economic Operator must prove that it has implemented contracts within the last three years (counted from the date of contract notice publication) in the field of project design and development for public or private institutions (project typology similar to the one required), with a minimum of 3 references, each valued at no less than €10,000.

*Required supporting documentation:*

The Economic Operator must submit a list of contracts executed during the last three years, original, signed and sealed by the Economic Operator, supported by references or technical acceptances, submitted as copies signed and sealed by the respective Authority.

These documents must include: procurement or contract number, contract value, contract signing date, nature of services, service delivery location, project presentations including plans, renderings, and implementation photos, and a minimum of 3 references.

**The company must propose a team of experts, consisting of at least:**

- a) Project Manager – Architectural Engineer
- b) Architectural Engineer
- c) Electrical Engineer
- d) Interior Designer

**Estimated level of effort**

The table below presents an estimate of the expected workload for the implementation of this task. These estimates represent the anticipated level of engagement of the key team members; however, the distribution of working days may be revised as necessary during the implementation of the project, in consultation with the KCA and in line with the evolving requirements of the task.

| Description                           | Unit | Total working days |
|---------------------------------------|------|--------------------|
| Project Manager                       | Day  | 35                 |
| Architectural Engineer                | Day  | 10                 |
| Electrical Engineer                   | Day  | 15                 |
| Interior Designer                     | Day  | 20                 |
| <b>Total activities (person-days)</b> |      | <b>80</b>          |

#### **7.4 Staff Qualification:**

The EO team must consist of 4 experts: Project Manager / Architectural Engineer, Architectural Engineer, Electrical Engineer, and Interior Designer.

For the selection process, qualified staff must submit the following documentation:

**a) Project Manager**

- A university degree or a Master's degree in Architecture.
- At least 5 years of professional experience in design or supervision.
- At least one reference for designing or supervising administrative interior spaces.

**b) Architectural Engineer**

- A university degree or a Master's degree in Architecture.
- At least 10 years of professional experience in designing or supervising projects.
- At least one reference for designing or supervising administrative interior spaces.

**c) Electrical Engineer**

- A university degree or a master's degree in Electrical Engineering.
- At least 10 years of work experience in design or supervision.
- At least one reference for designing or supervising administrative interior spaces.

**d) Interior Designer**

- University degree in design
- Minimum 5 years of work experience
- At least one reference for designing administrative interior spaces.

### **8 Selection Process**

The EO will be selected based on the following criteria:

1. Specific experience of the Consulting Company:
2. Qualifications and competencies of key professional staff:

Experienced and qualified consultants will be selected in accordance with the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers, July 2016, based on the Consultant Selection method – Selection based on Consultant Qualifications (CQS, Open Competitive Consultants Qualification Selection).