Federation Administration for Geodetic and Real Property Affairs

**Geospatial Infrastructure and Valuation Enhancement project - GIVE,
Project Implementation Unit**

**IT Specialist,
Terms of Reference**

I.   Background Information

The *Geospatial Infrastructure and Valuation Enhancement (GIVE) Project* (hereinafter: "Project") is implemented on the basis of the Loan Agreement - *Geospatial Infrastructure and Valuation Enhancement Project* - between Bosnia and Herzegovina and the International Bank for Reconstruction and Development (IBRD) (hereinafter: "Bank").

The objective of the Project is to improve the accuracy and accessibility of land administration information in the Federation of Bosnia and Herzegovina (FBiH). The Project supports the development of geospatial infrastructure, enabling harmonized data collection, storage, and accessibility through a digital platform in compliance with international standards. It also aims to enhance real estate valuation systems to foster transparency, efficiency, and reliability in the real estate market. These efforts contribute to better-informed decision-making in areas such as spatial planning, infrastructure investments, disaster risk management, and property taxation.

The GIVE Project is structured around key components, including the development of a Spatial Data Infrastructure (SDI), the establishment of a comprehensive Building Register, the enhancement of real estate valuation systems, and capacity-building for institutions involved in land administration. These activities are aligned with global best practices and designed to facilitate sustainable development, economic growth, and social equity in FBiH.

The Project is managed by the Federal Administration for Geodetic and Real Property Affairs (FGA). The Project Implementation Unit (PIU) established within the FGA serves as the operational and executive body responsible for the day-to-day implementation of project activities. The PIU consists of civil servants and contracted specialists with expertise in geospatial data management, real estate valuation, procurement, and project monitoring, ensuring the successful execution of the GIVE Project's objectives.

The GIVE Project relies heavily on development of IT infrastructure to support the implementation of geospatial data platforms and e-services. An IT Specialist is required to manage the development and maintenance of IT systems, ensuring interoperability between various registries and databases. This consultant will also implement cybersecurity measures, support the digitization of records, and develop innovative IT solutions to enhance project efficiency and service delivery.

II.   Description of Tasks and Responsibilities

The IT Specialist in the GIVE Project Implementation Unit will, among other things, be required to:
   a)   provide oversight and quality control for the implementation of IT-related contracts, ensuring alignment with project objectives and compliance with contractual obligations,
   b)   participate in the development and implementation of ICT strategic documents, including agreements for data exchange between institutions and agencies, to ensure efficient collaboration and interoperability,
   c)   lead and oversee the planning, development, and implementation of e-services, ensuring user-friendly and accessible solutions for stakeholders,

d) ensure seamless integration and interoperability of IT systems with other internal and external institutional registries, adhering to international and local standards,

e) contribute to the formulation of strategies and terms of reference for developing project related IT tools and systems, ensuring scalability and efficiency,

f) participates in the development and implementation of documents and agreements on exchange of data between institutions and agencies,

g) support the development and delivery of workshops on IT related topics to build institutional capacity,

h) take responsibility for managing the IT contracts within his/her scope of work,

i) ensure compliance with data security and privacy standards for all IT systems and processes, incorporating relevant local regulations and international practices such as GDPR,

j) take responsibility for the proper and timely usage of STEP system – Contract management module,

k) submits monthly activity report and other required reports to Head of the Unit and PIU Team leader,

l) implements the prescribed Quality Assurance/Quality Control procedures,

m) oversee and coordinate the maintenance and functionality of internal systems used by the PIU, including communication tools, information databases, hardware resources, and shared platforms. Ensure proper operation, troubleshooting, and continuous improvement of these systems to support PIU efficiency and collaboration,

n) prepare and provide comprehensive inputs for the project's quarterly reports within the scope of the consultant's responsibilities. Inputs include compiling data, analysing progress, identifying challenges, and detailing actions taken to address issues and implement activities,

o) create, manage, and archive project documentation and digitally store all project-related documents and content using the agreed document management tool, following internal procedures for its proper use,

p) performs other tasks in the domain of his/her expertise at the request of and in agreement with the Head of the Unit and PIU Team leader.

III. Terms and Conditions of Employment

The incumbent shall enter into a full time consultant contract. The GIVE Project Implementation Unit shall provide the incumbent with the working space, a laptop computer, with required software, and other required equipment.

IV. Required Professional Expertise and Qualifications

The IT Specialist is required to have the following professional qualifications:

a) University degree in Computer science, Information technology, Electrical engineering, Geodesy/Geoinformation or another related field;

b) Minimum one year of work experience in performing comparable activities;

c) Excellent knowledge of laws of Bosnia and Herzegovina and the Federation of Bosnia and Herzegovina, practice, and policies in the geodesy sector is preferable;

d) Ability and skill to coordinate and report on various activities;

e) Excellent reporting, interpersonal, and team working skills;

f) Excellent knowledge and skills in MS Office applications;

g) English language skills, both oral and written;

h) Possession of valid driver's license is preferable.

Preference will be given to candidates with previous experience in the land administration sector and implementation of international projects.