

Federation Administration for Geodetic and Real Property Affairs
Geospatial Infrastructure and Valuation Enhancement project - GIVE,
Project Implementation Unit

Monitoring, Evaluation and QAQC 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 requires a Monitoring, Evaluation, and QAQC Specialist to design and oversee a comprehensive monitoring and evaluation (M&E) framework. This consultant will ensure that project progress is systematically tracked against defined milestones and performance indicators. They will also implement quality assurance/quality control procedures to maintain the highest standards in project execution. By providing periodic reports and actionable insights, this role will be important in ensuring transparency, accountability, and adherence to project goals.

II. Description of Tasks and Responsibilities

The Monitoring and Evaluation Specialist in the GIVE Project Implementation Unit will, among other things, be required to:

- a) design and develop Monitoring and Evaluation system for the Project and ensure compliance with relevant Project documents and procedures,
- b) update information on the Project's progress, periodically document and report on the results of the activities,

- c) prepare quarterly Project Monitoring and Evaluation Reports based on key performance indicators,
- d) compile reports of team members of the Unit required for Quarterly Reports and draft Quarterly Reports,
- e) review, monitor and assess the progress of Project implementation against the milestones and performance indicators established in the Project documents,
- f) develop, based on reports of team members of the Unit, aggregate overviews of project activities, deadlines and progresses, and present those overviews at the Unit's meetings,
- g) responsible for compiling and processing project data and feeding the Project performance database/system,
- h) develop and organize quality assurance and propose necessary modifications, improvements and initiatives,
- i) responsible for up to date implementation and overseeing prescribed Quality Assurance/Quality Control procedures,
- j) responsible for all project control aspects of implementation activities and the supporting operations,
- k) provide support for reporting in line with the Project reporting calendar,
- l) assist with drafting and/or reviewing any Project related documents,
- m) provide support to the management where required on project implementation and control matters,
- n) take responsibility for managing the contracts within his/her scope of work,
- o) take responsibility for the proper and timely usage of STEP system – Contract management module,
- p) provide support in development of business plans, work plans and activity reports,
- q) communicate with relevant departments of FGA and the ministries, organizations and agencies involved in implementation of the Project,
- r) submit monthly activity reports and other required reports to the Head of the Unit and PIU Team leader,
- s) 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,
- t) perform 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.
- u)

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 Monitoring and Evaluation Specialist is required to have the following professional qualifications:

- a) A University degree in economics, statistics or some other related field is preferable;
- b) Minimum 3 years of work experience in performing and managing comparable activities;
- c) Ability and skill to coordinate and report on various activities;
- d) Knowledge of laws of Bosnia and Herzegovina, practice, and policies in the land administration sector is essential;
- e) Excellent reporting, interpersonal, and team working skills;

- f) Ability to design and implement strategies and methodologies;
- g) Experience working with international organizations, especially with the World Bank procedures is preferable;
- h) Excellent knowledge and skills in MS Office applications;
- i) English language skills, both oral and written.

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