

**Request for tender for Consultant:** Analyst and Modelling expert, for the project “*Digital Enhancement of Land Management for the European Future of Bosnia and Herzegovina (DELEF)*”

**Introduction:** DELEF is a five-year project with aim to support Bosnia and Hercegovina for reforms in land administration and its institutions in order for BiH to approach EU membership. The project is a cooperation between the Federal Administration for Geodetic and Real Property Affairs (FGA) of the Federation of Bosnia and Herzegovina, the Republic Authority for Geodetic and Property Legal Affairs (RGA) of the Republika Srpska and Lantmäteriet, The Swedish mapping, cadastral and land registration authority.

**The project's purpose** is to strengthen the capacity of the participating authorities, and thereby to contribute to their transformation into modern technologically developed, trustful, and effective authorities. Authorities who collect the information for which they are responsible and ensure that the information is easily accessible and transparent for all users in BiH.

One important aspect of the project is creating contact surfaces between the entity’s authorities and institutions in BiH in order for them to exchange information and cooperate more and better.

**The four project key components** are:

1. Overall capacity development,
2. Mass Valuation,
3. Spatial Data Infrastructure (SDI) and
4. Geodetic Infrastructure.

Experts from Lantmäteriet and the Swedish Tax Agency will train and exchange experiences with colleagues from the corresponding Geodetic Authorities and Tax Authorities in BiH.

**The expected outcomes of the project are:**

**Overall Capacity Development:** *GA are modern, transparent and efficient organizations contributing to economic and social development in close cooperation with stakeholders involved in land administration in BiH.*

**Mass Valuation:** *GA contribute to a transparent property market by managing a real estate mass valuation system to benefit all citizens and the business community.*

**Spatial Data Infrastructure (SDI):** *GA and other spatial data providers enable service-based sharing of up-to-date and accurate spatial data used by stakeholders to face and resolve sustainable development challenges.*

**Geodetic Infrastructure:** *The accurate, reliable, and easily accessible geodetic infrastructure is globally integrated and used by all stakeholders.*

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<p><b>Scope of work</b></p>	<p>Analyst and Modelling expert will be engaged full time at the Federal Administration for Geodetic and Real property affairs (FGA) through the DELEF project.</p> <p>The Local Consultant will perform the following:</p> <p>a) General project activities:</p> <ul style="list-style-type: none"> <li>• Coordination of all process related to project component 2, Mass Valuation, together with component coordinator on behalf of FGA;</li> <li>• Monitors and implements new information technologies, participates in the design, implementation and supervision of the realization of the project component in the business, organizational and IT sense;</li> <li>• Maintains communication with interest groups and performs other duties as directed by the immediate manager;</li> <li>• Participate in workshops and organize trainings, monitoring and reporting;</li> <li>• Follow up implementation progress and reports;</li> </ul> <p>b) Specific project activities:</p> <ul style="list-style-type: none"> <li>• Analyze and determine methods for data capture of additional market data;</li> <li>• Analysis of the property market for the property categories;</li> <li>• Create and calibrate models for valuation of different value categories;</li> <li>• Performs statistical analyses for time adjustment of data, calculation of time parameters, formation of price ranges and value levels for individual categories of real estate;</li> <li>• Performs spatial analysis of time-adjusted sets of market data;</li> <li>• Create and graphically interpret value zones according to adopted price ranges and value levels for individual categories of real estate;</li> <li>• Performs other tasks as ordered by the immediate FGA manager or the Lantmäteriet Project Manager.</li> </ul> <p>c) Expected results from the work performed:</p> <ul style="list-style-type: none"> <li>• Critical competence for FGA is built;</li> <li>• Capabilities for systems implementation and tools for the acquisition are developed for FGA;</li> <li>• Competence in data processing, transformation, analysis, storage, presentation and use of information is developed for FGA;</li> <li>• Activities of DELEF project component are supported.</li> </ul>
<p><b>Contract</b></p>	<p>The contract will be made up of the following documents in given order:</p> <ol style="list-style-type: none"> <li>1. Written amendments and additions to the contract</li> <li>2. The contract</li> <li>3. The invitation to tender (tender documents) including questions and answers</li> <li>4. Approved amendments, additions and clarifications to the Contractor's tender including attachments</li> <li>5. The supplier's tender including attachments</li> </ol>

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	The parties will undertake their activities in this assignment in good faith and according to all applicable laws and regulations, and they will use all reasonable endeavors to ensure the best possible results.
<b>Contract period</b>	Planned contract period is 24 months, with a possibility for an extension under the same terms.
<b>Terms –  financial framework, volume and payments</b>	<ul style="list-style-type: none"> <li>• The Contract includes the right to take 20 work days for time off each calendar year, without payment. (Approved by responsible manager from FGA and Lantmäteriet)</li> <li>• Contract includes 3 and 6 months’ probation evaluation milestones to make sure the expert is performing on the right level.</li> <li>• Holiday days in FBiH are also non-working days which will not be paid for.</li> <li>• Invoicing and payment will be conducted monthly based on accrued working hours approved by the Lantmäteriet Project Manager.</li> <li>• Cost of person working day can be adjusted after 12 months based on index agreed between parties.</li> <li>• DELEF project will provide the Consultants with Computer, office materials and other logistics for daily tasks;</li> <li>• DELEF project will cover the Consultants expenses while traveling within project scope, with local FBiH per diem included;</li> <li>• DELEF project will ensure that a professional individual or a company is available for administrative and other support for registration and closure of self-employed business entities.</li> </ul>
<b>Qualifications of the consultant</b>	<p><b>Mandatory Requirements:</b></p> <ul style="list-style-type: none"> <li>• <b>Contractual Requirement:</b> The selected consultant must register as a self-employed business entity before entering into the contract.</li> <li>• <b>Educational Background:</b> A minimum of a Bachelor's degree or equivalent from a recognized university in Geodesy, Geoinformatics, Computer Science, Law, Economy, Information Technologies, Agriculture, Natural Sciences, Mathematics, Statistics, or a related field.</li> <li>• <b>Language Proficiency:</b> Fluency in English, both written and spoken.</li> <li>• <b>Technical Skills:</b> <ul style="list-style-type: none"> <li>○ Proficiency in GIS applications, data analytics, and modelling tools.</li> <li>○ Strong computer skills, particularly in the use of data analysis and modelling tools.</li> </ul> </li> <li>• <b>Work Approach &amp; Soft Skills:</b> <ul style="list-style-type: none"> <li>○ Results-oriented mindset with strong problem-solving abilities.</li> <li>○ Enthusiastic team player who understands others' needs and works effectively in groups.</li> </ul> </li> </ul>

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	<p><b>Preferred Qualifications:</b></p> <ul style="list-style-type: none"><li>• <b>Work Experience:</b> At least one year of previous work experience. Experience with data analysis or geospatial databases will be considered an advantage.</li><li>• <b>Additional Skills:</b> Previous experience with geospatial databases or data analysis.</li><li>• <b>Other Assets:</b> A valid driver's license is preferred.</li></ul>
<b>Beneficiaries</b>	The main primary beneficiaries, and project participants, in this project is FGA. The consultant hired and FGA will strive for the consultant to become permanent FGA staff after this assignment.