

TERMS OF REFERENCE (TOR) FOR THE CONSULTANT FOR MAINTENANCE OF THE BUILDINGS REGISTER (10(ten) Consultants)

I. Background

The Republic of Serbia and the International Bank for Reconstruction and Development (Hereinafter: IBRD) concluded the Loan Agreement (Hereinafter: LA) for the Second Real Estate Management Project in Serbia (Hereinafter: The Project), signed by the two parties on August 21st, 2024 and ratified by the Parliament of the Republic of Serbia in its session on November 27th, 2024 (“Official Gazette RS – International Agreements”, No 9/2024 of December 3rd, 2024).

The implementation of The Project has been entrusted to the Republic Geodetic Authority (Hereinafter: RGA). A Project Council and a Project Steering Committee are supervising the Project implementation.

The Project consists of three components: (A) Implementation of the Property Mass Valuation System; (B) Integration of Information Systems and the NSDI Services Development; and (C) Institutional Improvement, RGA Sustainability and Project Management.

The Project Development Objectives are to improve the transparency, accessibility, and reliability of Serbia’s real property management systems.

A full description of the Project is provided in the document “Project Appraisal Document”¹ (PAD) and Loan Agreement² (LA). The PAD is considered a part of the necessary background materials to be understood by Consultants.

Implementation is entrusted to the Republic Geodetic Authority (Hereinafter: RGA).

II. Objective

Consultants are engaged for purpose of realization of the activities in relation to the Strategic Action Plan for the NSDI of the Republic of Serbia, defined in 2021. Its aim is to lay the foundation and provide guidelines for strengthening and improving the impact of the existing NSDI on public administration, business and citizens, as well as on the entire economy and society of the Republic of Serbia, and it is aligned with the UN Integrated Geospatial Information Framework and the EU INSPIRE Directive (NIGP Strategic Action Plan). Action plan contains a set of key measures for implementation, including those related to the data, standardization and innovation. Moreover, the realization of activities supports directly Project Component A: Implementation of real-estate mass evaluation system in relation to the development of Building register and procurement of VHR satellite imagery, and Project Component B: Integration of information systems and development of NSDI services. In addition, it supports the Project Development Goals measured through the improved data from multiple registers available through NSDI platform as well as available new E-services providing authoritative data for official use.

The works primary includes activities on collection of vector topographic data from newest available orthophoto imagery for the purpose of forming the Basic Topographic Model (hereafter: BTM) database and for the purpose of update of Record on identified changes on buildings (hereafter: Record).

Through the Project will be collected vector topographic data for production of the building theme data set of BTM database and update of Record data base for the territory of the Republic of Serbia.

In addition, the work will include prior data quality control of imagery obtained during implementation of the REMP2 Project, that will be used for the collection of vector data.

III. Scope of Work and Tasks

Collection of vector data for the building register must be in line with the Specification for Basic Topographic Model (hereinafter: BTM) and the Rulebook on records on identified changes on buildings (“Official Gazette of the Republic of Serbia”, No. 102/2020), as part of the topographic-cartographic database.

¹ [https://www.rgz.gov.rs/content/images/stranice/dokumenta/2025/P500611%20-%20PAD%20-%20Official%20\(Eng\)%20WEB%20version.pdf](https://www.rgz.gov.rs/content/images/stranice/dokumenta/2025/P500611%20-%20PAD%20-%20Official%20(Eng)%20WEB%20version.pdf)

² [https://www.rgz.gov.rs/content/images/stranice/dokumenta/2025/P500611-%20REMP2%20-%20Official%20\(Eng\).pdf](https://www.rgz.gov.rs/content/images/stranice/dokumenta/2025/P500611-%20REMP2%20-%20Official%20(Eng).pdf)

Data quality control of imagery (source imagery, orthorectified imagery and digital orthophoto) will be in accordance with the Rulebook on topographic surveying and topographic-cartographic products ("Official Gazette of the Republic of Serbia" No. 7/2015) and Instructions provided.

When performing work activities, the following norms should be respected:

- a) Number of new buildings created in the process of the building register update is 150 on the average, for 1 working day;
- b) Control of source images is 350 km² on the average, for 1 working day;
- c) Control of orthorectified images is 300 km² on the average, for 1 working day;
- d) Control of digital orthophoto is 250 km² on the average, for 1 working day.

Depending on characteristics and specific traits of area for production, these results may vary in line with the evaluation by Head of Department for Topography. Head of Department shall evaluate work results.

Working conditions

The Consultant will work in the premises of the RGA, in the Geo sector, Department of Topography.

The Consultant will be trained for work covering the described duties in accordance with the work processes of the Geo sector.

The Consultant will work full-time, in case when it is needed work will be organized in two shifts.

The Consultant will be responsible and execute orders of Head of the Department for Topography.

IV. Work Products / Deliverables

In accordance with the planned schedule, the Consultant is expected to deliver the following:

- Data control reports;
- Vector data on buildings (geometry and attributes) in accordance with the technical specification;
- Weekly and Monthly reports with a precise specification of the work performed;
- Ad-hoc reports upon RGA's request.

V. Professional Experience

The Consultant must have the following qualifications:

Minimum requirements

- a) High school degree in geodesy or other related technical high schools;
- b) Computer skills including (MS Windows, MS Office);
- c) Capability for performing task on vector data collection in GIS software environment.

Advantages

- d) Experience of using GIS/CAD software;
- e) Experience with collection data for purposes of topographic products production.

Selection

The Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants as set out in the World Bank's "Procurement Regulations for IPF Borrowers" (February 2025).

The salary level shall be defined as an outcome of negotiations between the Client and Consultant with a view to the budget allocation for the position.

The contract shall be signed for the period of one year with possibility to be extended but no longer than the life of the Project.

VI. Reporting

The Consultant will report to Head of Department for Topography.

VII. Resources

The Consultant will be provided with all reasonable office space, office furniture and equipment to undertake the tasks assigned.