

**TERMS OF REFERENCE  
FOR  
QUALITY CONTROL OF DATA IN SALES PRICES REGISTER DATA**

**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 Law on State Surveys and Cadastre (LSSC, October 2023) with appropriate amendments provides a solid foundation for the project. A viable single agency, the Serbian Republic Geodetic Authority (RGZ), is implementing the LSSC. A Project Council and Project Steering Committee are supervising the Project implementation.

The Project consists of four 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" (PAD) and Loan Agreement (LA). The PAD is considered as a part of the necessary background materials to be understood by Consultants.

Implementation is entrusted to the Project Implementation Unit (Hereinafter: PIU) of the Republic Geodetic Authority (Hereinafter: RGA).

**II. Objective**

Component A (Implementation of the Property Mass Valuation System) of the Project aims to:

***Support to Mass Valuation for Residential and Non-Residential Properties will finance:***

- a) the development of mass valuation models for non-residential properties in Serbia;
- b) the national rollout of mass valuation models already developed for residential properties for the majority of Serbia's population;
- c) the development of an information system for mass property valuation; and
- d) the creation of a residential property index that includes all types of residential property, with sub-indexes for different types.

***Sub-Component A.2: Building Register Advancement will finance***

- e) the development of a Building Register module as part of ISREC;
- f) establishment of a central database;
- g) migration of data from the existing Building Register and from other external data sources;
- h) integration of the Building Register with the information system for mass property valuation and GeoSrbija;
- i) the acquisition of very high-resolution satellite imagery and climate-related data;
- j) creation of a digital orthophoto and processing of its data;
- k) updates to the Building Register's Registry of Established Changes to Constructions; and
- l) consulting services to assess the options for automating and obtaining of data from external sources, quality assurance and quality control during software development and the development of a long-term sustainable model for the maintenance of the Building Register and the information system for the mass property valuation system.

Objective of this TOR is to support Component A through control of continuous input of data to the sales price register, control of input of additional data on real estate and control of verification of data entered in the sales price register from sale contracts.

### **III. Scope of work and tasks**

There are near 90.000 backlog contracts (as of December 12, 2024), with more coming in every week to every local cadastral office. In addition to registration, paper contracts will need to be scanned and saved in the database using Property Price Register Application. Data for registration is:

- Basic contract data (date, price, seller, buyer, real estate);
- Additional/quality data (defined by Code book); and
- Scanned contract should be saved in data base via web app.

The Consultant is responsible for accuracy and quality control of entered data on transaction prices from regularly received property conveyance contracts and of additional/qualitative data for registration in the Property Price Register (PPR), including other works as assigned by the Head of Department.

### **IV. Work Products / Deliverables**

The products resulting from the work to be performed by the Consultant include:

- a) Continuous control of input of property sales contracts data (daily norm of 50 contracts entered; the norm may be amended by the manager subject to workload);
- b) Control of additional data for valuation for contracts entered in the Property Price Register.

Work products will be evaluated by the Head of Department for Mass Valuation from the RGA based on the report generated by the software and reports of employees performing data verification and evaluation proposed by the team leader/head/coordinator of the input and control process appointed by the Head of Department.

### **V. Professional Expertise Required**

The consultant must possess the following qualifications:

#### ***Minimum requirements***

- a) High School degree education in Geodesy, Economy or Civil Engineering;
- b) Computer skills including MS Office and Web browsers;
- c) Serbian as native language;
- d) Driving license, category B.

#### ***Advantages***

- e) Experience with data entry into the Property Price Register or experience in Real Estate Cadastre/Digital cadastral map establishment/maintenance;
- f) Experience in property valuation;
- g) Knowledge of minorities' languages and English; and
- h) Knowledge of local property market.

#### ***Selection***

A Consultant will be selected in accordance with the Open Competitive Selection of Individual Consultants method 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. The contract will also define the price adjustment clause considering that the contract shall cover a period longer than 18 months. Annual salary adjustment (for contracts longer than 18 months) will be made based on the formula agreed with the Bank which may rely on the living cost increase according to the official statistical data from the relevant source, as may be agreed with the Bank. The first adjusted remuneration rate will become effective from the 13<sup>th</sup> month and, from then on, the rate will be adjusted every 12 months.

### **VI. Reporting**

The Consultant will report to the Unit Coordinator designated by the Head of Department for Mass Valuation from the RGA on a monthly basis.

## **VII. Resources**

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