

REPUBLICA E KOSOVËS-REPUBLIKA KOSOVA
AGENCIA CADASTRALE E KOSOVËS-NOSQË SHI KADASTRAKAL-AGENCIA
No. Sr: 01/1958/25
No. iq. / Sr. str.:
Data / Datumi: 29-9-2024

REAL ESTATE CADASTRE & GEOSPATIAL INFRASTRUCTURE PROJECT (REGIP)

Project No. P164555

REPUBLICA E KOSOVËS-REPUBLIKA KOSOVA
ZEMËBËRIMET DHE KADASTRI
No. Sr: 02 09/402/01-0060238/25
Data / Datumi: 30.09.2025
Setor: Mbrojtje - Mbrojtje

**CONTRACT FOR SMALL ASSIGNMENTS
TIME-BASED PAYMENTS
(IBRD/IDA FINANCED)**

Contract Identification No.: REGIP-CS-INDV/2025/08

CONTRACT

THIS CONTRACT ("Contract") is entered into this 01.10.2025, by and between Kosovo Cadastral Agency (hereinafter referred to as "the Client"), having its principal place of business at Str. "Arbënor & Astrit Dehari", No. 25, Prishtinë, Republic of Kosovo, and Ilir Mustafa (here in after referred to as "the Consultant"), having its principal office located at "Liridashësit", no.17, Mitrovicë, Republic of Kosovo.

WHEREAS:

- a) The Client and the Consultant desire to enter into a Contract for the provision of consultancy services for the project titled "Municipal Support Staff for Interconnection the citizens with addresses";
- b) The Kosovo Cadastral Agency and the Municipality of Mitrovica have agreed on cooperation for this consultancy, with the project being co-financed by REGIP project funds and municipal funds, according to the Memorandum of Understanding (MOU) signed between the parties on 04 September 2025;

THEREFORE, the Parties agree as follows:

1. **Services**
 - (i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").
 - (ii) The Consultant shall provide the reports listed in Annex B, "Consultant's Reporting Obligations," within the time periods listed in such Annex, and the personnel listed in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.
2. **Term**

The Consultant shall perform the Services during the period commencing **01 October 2025** and continuing through **28 February 2026**, or any other period as may be subsequently agreed by the parties in writing.

The consultant shall be engaged full-time (40 hours per week).
3. **Payment**
 - A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed a ceiling of **3,500.00 Euro** (Three Thousand Five Hundred Euros only). This amount has been established based on the understanding that it includes all of the Consultant's costs and profits, any tax obligation that may be imposed on the Consultant according to applicable laws in Kosovo. **The Consultant shall be solely responsible for the declaration and payment of any such taxes, and the Client shall bear no responsibility in this regard.** The payments made under the Contract consist of the Consultant's remuneration as defined in

sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.

B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate(s) per man/month spent in accordance with the rates agreed and specified in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates."

C. Reimbursable

The Client shall pay the Consultant for reimbursable expenses, which shall consist of and be limited to:

- (i) normal and customary expenditures for official travel, accommodation, printing, and telephone charges; official travel will be reimbursed at the cost of less than first class travel and will need to be authorized by the Client's coordinator;
- (ii) Such other expenses as approved in advance by the Client's coordinator.

D. Payment Conditions

Payment shall be made in Euro not later than 30 days following submission of invoices in duplicate to the Coordinator designated in paragraph 4.

Payments shall be made by bank transfer to Consultant's bank account presented in monthly invoice.

4. Project Administration

A. Coordinator

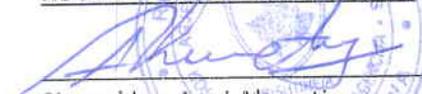
The Client designates Mr. Avni Ahmeti, act. Executive Director of KCA as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.

B. Timesheets

During the course of their work under this Contract, including field work, the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify

IN WITNESS WHEREOF, the Client and Consultant hereto have caused this Contract to be signed in five (5) originals in English in their respective names as of the day above written.

KOSOVO CADASTRAL AGENCY


Signed by: Avni Ahmeti

act. Executive Director of KCA



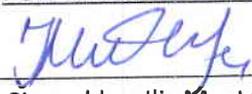
MUNICIPALITY OF MITROVICA


Signed by: Bedri Hamza

Mayor of the Municipality



FOR THE CONSULTANT



Signed by: Ilir Mustafa

The Consultant



LIST OF ANNEXES

Annex A: Terms of Reference and Scope of Services

Annex B: Consultant's Reporting Obligations

Annex C: Cost Estimate of Services, List of Personnel and Schedule of Rates

Annex D: Fraud and Corruption

Annex A: Terms of Reference and Scope of Services

Kosovo Real Estate Cadaster and Geospatial Infrastructure Project (REGIP)

Terms of Reference for Municipal Support Staff - Consultants for Interconnection the citizens with addresses

Within the framework of the World Bank (WB) project, the Kosovo Cadastral Agency (KCA) has also planned the project for the completion of the Address System. One of the activities of the Address System completion is the linking of citizens with an official address.

In order to identify the appropriate methodology for this linking process, pilot projects were implemented, which highlighted the need for expansion throughout Kosovo.

From October 2024 until now, for a period of almost 12 months, KCA has contracted 55 consultants across municipalities in Kosovo. These consultants have been placed in or near civil status offices and continue to assist citizens in registering their official address through ARIS and subsequently linking them with the Civil Status System of the Civil Registration Agency (CRA).

As the project continues to be successfully implemented across municipalities, KCA will continue to increase the number of consultants in some municipalities as complementary, additional, or reserve consultants.

The number of engaged consultants is limited to 15 and does not include all municipalities, with distribution based on the needs that arise over time.

The engagement duration is up to 5 months.

Candidates must indicate in their application email up to three municipalities they are applying for.

1. Current situation:

The Address System Project started in 2010 and continues to be implemented to this day.

Key activities carried out during 2010–2025 include:

- Preparation of the legal basis (Law on Address System, five Administrative Instructions, and the Address Manual);

- Capacity building at both municipal and central level;
- Development and installation of the web-based Address Registry (ARIS) at KCA;
- Collection of data and digitization of information on Public Circulation Areas (PCA), streets, squares, etc.;
- Field collection of data on building entrances and registration of corresponding address numbers in ARIS (around 450,000 entrances);
- Naming of streets in all municipalities;
- Installation of signage for street names and building entrance numbers in 33 municipalities;
- Updating of road segments and address numbers with the latest data;
- Sharing of address data with 16 local and international institutions, including Google, TomTom, and OpenStreetMap.

2. Activities to complete the address system for Kosovo

A crucial process for the Address System is the linkage of the Civil Registry with the Address Registry, aiming to provide citizens with an official address.

Civil status offices, in cooperation with municipal Directorates of Urbanism and Administration, are responsible for planning, implementing, and completing the linkage of the civil registry with the address registry.

The linkage activity will be carried out in 34 municipalities, including the 4 northern municipalities.

The process of linkage consists of two main components:

1. **Registration of citizens and their addresses in the Address Certificate module**
 - Citizens' data will be recorded in the certificate module. Citizens will request to register their address with their ID card number, and then designate their official address in ARIS.
2. **Verification of the address in the field if the citizen cannot identify the address on the computer (map)**
 - If the citizen cannot identify the address on the computer (map), a field visit will be conducted by the address officer or consultant to identify the citizen's address.

Additionally:

- **Distribution of address information letters to citizens in the field**
 - To accelerate and facilitate the process of linking citizens with addresses and to inform them about their official address, informational letters will be distributed in the field.

3. Recruitment of Municipal support staff – Consultants

Consultants will primarily work on the activities mentioned above but may also be assigned to other address-related activities.

3.1. Distribution of consultants to municipalities

Consultants are distributed to municipalities according to the table below:

No.	Regioni	Number of Consultants Required
1.	Prishtine	3
2.	Mitrovice	3
3.	Peje	2
4.	Prizren	3
5.	Ferizaj	2
6.	Gjilan	2

3.2. Specific tasks of the municipal support staff – consultants are:

- Knowledge of the Law, Administrative Instructions, and the Address System Manual, as well as civil status procedures;
- Familiarity with ARIS (address certificate module);
- Registration of citizens and their addresses in ARIS;
- Printing address identification forms;
- Identifying addresses in the field if necessary;
- Delivering address information letters to citizens in the field;
- Performing quality control of the data;
- Supporting the municipality in the registration process of citizens and their addresses;
- Other activities related to the completion of the address system.
- Relevant training for consultants will be provided by KCA.

4. Working conditions

Contracted municipal support staff – consultants will work full-time in one municipality for a period of up to 5 months. Work will be carried out both in the office and in the field. Consultants will report to the Head of the Civil Status Office, the Director of

Urbanism, and/or the Director of Administration of the respective municipality, who will prepare the overall work plan and oversee daily tasks and continuity.

The municipality is responsible for providing office space, access to a computer and other equipment, as well as necessary transportation for fieldwork.

5. Required qualifications education and work experiences

- **Mandatory qualifications:**
 - Completed University degree (minimum Bachelor's degree);
- **Preferred qualifications:**
 - Graduated in Geospatial fields (Geography, Geodesy or in other related fields);
 - Experience in working with geospatial data and navigating with map in the field;
 - Experiences from working with addresses system;
 - Experiences from working with other official matters in municipalities;
 - Basic knowledge in information technology, preferred knowledge on GIS systems;
 - Knowledge of the municipal area prioritized for work

6. Evaluation Criteria:

- General qualification - 30 points
- Specific experience related to the assignment – 70 points

7. Selection Process

Experienced and qualified individuals will be selected under the provisions of the World Bank's Procurement Regulations for Investment Project Financing (IPF) Borrowers, issued in July 2016, and revised November 2017 and August 2018, based on Selection of Individual Consultants open call competitive.

Kosovo Cadastral Agency is dedicated to the principles of equal employment opportunities and is also dedicated to take decisions for employment based on merits. We are dedicated to applying the state laws offering equal employment opportunities, as well as all the laws that have to do with employment conditions. The Agency desires to keep a working environment without sexual harassment or without discriminations based on the race, religion, color, national origin, sexual orientation, physical and mental disabilities, marital status, age or any other condition defended by state laws.

Annex B: Consultant's Reporting Obligations

THE CONSULTANT WILL REPORT TO THE HEAD OF THE CIVIL STATUS OFFICE, THE DIRECTOR OF URBANISM, AND/OR THE DIRECTOR OF ADMINISTRATION OF THE RESPECTIVE MUNICIPALITY AND HEAD OF PIU

THE CONSULTANT SHALL REPORT THE WORK MONTHLY TO SPECIFY THE SERVICES PERFORMED.

THE CONSULTANT SHALL PREPARE THE FOLLOWING REPORTS THAT INCLUDE THE ACTUAL NUMBER OF DAYS SPENT AND BRIEF DESCRIPTION OF THE TASKS PERFORMED:

1. MONTHLY PROGRESS REPORT
2. TIME SHEETS

Annex C: Cost Estimate of Services, List of Personnel and Schedule of Rates

(1) Remuneration of Staff

Name	Source of funding	Time period	Rate (per month in Euro)	Time spent (number of months)	Total (Euro)
Ilir Mustafa Municipal Support Staff for Interconnection the citizens with addresses	REGIP, Project No. P164555	01 October 2025 28 February 2026	175.00 ¹	5	875.00
	Municipality of Mitorvica	01 October 2025 - 28 February 2026	525.00 ²	5	2,625.00
Sub-total (1)					3,500.00

(2) Reimbursables

	Rate	Days	Total
Sub-total (2)			-

CONTRACT CEILING 3,500.00€

¹ 25% of monthly rate

² 75% of monthly rate

Annex D: Fraud and Corruption

(Text in this Appendix shall not be modified)

1. Purpose

1.1 The Bank's Anti-Corruption Guidelines and this annex apply with respect to procurement under Bank Investment Project Financing operations.

2. Requirements

2.1 The Bank requires that Borrowers (including beneficiaries of Bank financing); bidders (applicants/proposers), consultants, contractors and suppliers; any sub-contractors, sub-consultants, service providers or suppliers; any agents (whether declared or not); and any of their personnel, observe the highest standard of ethics during the procurement process, selection and contract execution of Bank-financed contracts, and refrain from Fraud and Corruption.

2.2 To this end, the Bank:

a. Defines, for the purposes of this provision, the terms set forth below as follows:

- i. "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
- ii. "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
- iii. "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- iv. "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- v. "obstructive practice" is:
 - (a) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - (b) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 2.2 e. below.

- b. Rejects a proposal for award if the Bank determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- c. In addition to the legal remedies set out in the relevant Legal Agreement, may take other appropriate actions, including declaring mis procurement, if the Bank determines at any time that representatives of the Borrower or of a recipient of any part of the proceeds of the loan engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices during the procurement process, selection and/or execution of the contract in question, without the Borrower having taken timely and appropriate action satisfactory to the Bank to address such practices when they occur, including by failing to inform the Bank in a timely manner at the time they knew of the practices;
- d. Pursuant to the Bank's Anti- Corruption Guidelines and in accordance with the Bank's prevailing sanctions policies and procedures, may sanction a firm or individual, either indefinitely or for a stated period of time, including by publicly declaring such firm or individual ineligible (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;³ (ii) to be a nominated⁴ sub-contractor, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project;
- e. Requires that a clause be included in bidding/request for proposals documents and in contracts financed by a Bank loan, requiring (i) bidders (applicants/proposers), consultants, contractors, and suppliers, and their sub-contractors, sub-consultants, service providers, suppliers, agents personnel, permit the Bank to inspect⁵ all accounts, records and other documents relating to the procurement process, selection and/or contract execution,, and to have them audited by auditors appointed by the Bank.

³ For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

⁴ A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the particular bidding document) is one which has been: (i) included by the bidder in its pre-qualification application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

⁵ Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.