**Annex-1- Tentative Terms of Reference for BIH-1012**

**OBJECTIVE**

* To empower the Islamic Community in Bosnia and Herzegovina (ICBH) with a robust and modern Waqf property management system by developing and implementing the Digital Hub. This initiative will replace outdated practices with a cutting-edge digital solution that enhances efficiency, transparency, and accessibility in the management of these vital cultural, historical, and religious assets. This objective will be achieved by:
* Modernizing record-keeping: Transitioning from outdated methods to a centralized digital system for secure and easily accessible Waqf property information.
* Improving functionality: Streamlining processes related to tracking, analyzing, and managing Waqf properties to optimize administrative efficiency and decision-making.
* Providing detailed information: Creating a comprehensive database with spatial data, including maps and geographic information, to enhance understanding and management of each property.
* Creating a user-friendly platform: Developing a web-based application that provides authorized users with an intuitive and efficient interface for accessing and managing Waqf property information.
* This project will ultimately contribute to the preservation and effective utilization of Waqf properties for the benefit of the community and future generations.

**SCOPE & DELIVERABLES**

The detailed scope of the Project includes as follows:

* Development of Project Conceptual Design
* Existing Condition Analysis
* Database Establishment and Development of Applications for Public and Registered Users, Data Modelling
* Data Layer

This layer stores geospatial data and may consist of:

Spatial Databases:

PostGIS (PostgreSQL), Oracle Spatial, MySQL Spatial – enable storage and querying of vector data

Raster Data:

GeoTIFF, NetCDF, HDF – store satellite images, digital terrain models, etc.

Spatial Data Files:

Shapefile, GeoJSON, KML, CSV

* Application Layer – GeoServer

GeoServer is the main service for distributing spatial data via web services:

WMS (Web Map Service): Serves map tiles

WFS (Web Feature Service): Enables retrieval and editing of vector data

WCS (Web Coverage Service): Serves raster data

WMTS (Web Map Tile Service): Enables caching and faster rendering of large maps

GeoServer retrieves data from databases or files and serves them to clients in GIS tools (QGIS, ArcGIS) or via web applications.

* Web Application Layer – GeoNode

GeoNode is a web application that relies on GeoServer and provides:

Upload and management of geospatial data

Map and layer visualization through a web interface

Map creation and sharing with users

User rights and access management

Metadata search and addition

Technically, GeoNode uses Django (a Python framework) and APIs to communicate with GeoServer and databases.

* Client Layer – User Interface and API Access

Web GIS Interface (GeoNode UI): A web application through which users manage data

Desktop GIS Applications (QGIS, ArcGIS): Directly access GeoServer services

API Access (REST, OGC API): Enables integration with other applications

* Acquisition of Digital Copies of Survey Plans for the Work Area and Tuzla Muftiate
* Field Data Collection for Each Parcel (by Organizational Units), Processing and Verification of Documentation, and Coordination with Up-To-Date Parcel Documentation in Cadastral Offices
* Parcel Making, Parcel Description, Document Scanning, Data Processing & Entry, Entry Verification and Database Updating

**EVALUATION CRITERIA AND SELECTION PROCESS**

The Consulting Firm will be procured through Consultant Qualifications Selection (CQS) as per IsDB guidelines for procurement of consulting services where consultants will be evaluated based on the Consultants ‘qualifications, experience, and proven competence in the area of the assignment

**THE SHORTLISTING CRITERIA / SUB-CRITERIA ARE:**

1. The consultant should demonstrate general experience in providing consultancy services in spatial data management systems, development of web applications, processing and managing large volumes of data, knowledge of property administration in Bosnia and Herzegovina, and the establishment of IT infrastructure for projects of this type, with a minimum of fifteen (15) years of experience.
2. Proven success in similar consultancy services (at least 3 projects in the same field within the last 5 years), as follows:

i. Development of databases in projects related to spatial data management.

ii. Development of web applications in projects related to spatial data management.

iii. Establishment of IT infrastructure in projects related to spatial data management.

1. Contracts with reference clients proving the implementation of projects related to spatial data management (3 projects in the last 5 years).
2. The company should demonstrate that it possesses the technical and managerial capabilities to successfully carry out the task, through a brief presentation of the company’s management structure and number of full-time employees.
3. The firm should demonstrate having technical and managerial capabilities to successfully execute the assignment through a brief presentation of the firm’s management structure and number of permanent staff.

**DURATION OF THE ASSIGNMENT**

The consultant assignment is expected to take not more than 24 months starting from November 2025. Below is a detailed workplan with a tentative timeline:

|  |  |
| --- | --- |
| **Tasks** | **Due Date (After Signing the Contract)** |
| Development of Project conceptual design | 2 Months |
| Existing condition analysis | 3 Months |
| Database establishment and development | 4 Months |
| Acquisition of digital copies of plans | 4 Months |
| Field data collection for each parcel | 6 Months |
| Parcel operations | 5 Months |

**PAYMENT MILESTONES AGAINST DELIVERABLES**

|  |  |
| --- | --- |
| **Payment milestone** | **Deliverables** |
| 10% | Inception Report |
| 30% | Deliverables 1  |
| 30% | Deliverables 2 |
| 30% | Project Completion |