



Republic of Serbia
Republic Geodetic Authority (RGA)

Terms of Reference
for
PROVIDING CONSULTING SERVICES FOR ACQUISITION OF DATA ON RENT MARKET
FOR COMMERCIAL PROPERTIES

March 2021

BACKGROUND

The Republic of Serbia and the International Bank for Reconstruction and Development (Hereinafter: IBRD) concluded the Loan Agreement (Hereinafter: LA) for the Real Estate Management Project in Serbia (Hereinafter: The Project), signed by the two parties on April 17th, 2015 and ratified by the Parliament of the Republic of Serbia in its session on Jun 24, 2015 (Official Gazette of the Republic of Serbia – International contracts, No. 13-15).

The Law on State Surveys and Cadastre (LSSC, 2009) 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) Valuation and Property Taxation; (B) E-governance for Enabling Access to Real Estate Information; (C) Institutional Development of the RGA; and (D) Project Management and Support Activities.

The objective of the Project is to improve the efficiency, transparency, accessibility and reliability of the Republic 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 Consultant.

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

For more details about the Project, see:

<http://documents.worldbank.org/curated/en/541411468182064197/pdf/PAD955-PAD-P147050-R2015-0041-1-Box385415B-OUO-9.pdf>

OBJECTIVE

Within the Project Component A is developing models for mass property valuation for all taxable properties. Most models rely on property market data on property sales, but commercial properties are rarely subject of sales so a different approach is in order. Models for mass valuation of commercial properties are usually based on income approach. Income approach uses data on how much money property generates through rent. In order to develop appropriate model for mass valuation, RGA needs data on rent rates for commercial properties which includes offices, retail space, warehouses and some other types business premises which would be essential for mass property model development. Objective of this ToR is to engage a consulting company to acquire data on the territory of pilot municipality Vračar.

SCOPE OF WORK AND TASKS

The Republic Geodetic Authority plans to engage a consulting company (Hereinafter: Consultant) to acquire rental data on properties rented from private landlords on the territory of pilot municipalities that were leased within the last five years (01/01/2016-12/31/2020). Consultant's tasks include:

- Identifying properties rented from private landlords on the territory of the Vračar municipality that were leased between 01/01/2016 and 12/31/2020;
- Collecting data on leases signed between 01/01/2016 and 12/31/2020;
- Collecting data/characteristics of the properties including, but not limited, to data presented in **Annex A** and other data defined by RGA's Department for valuation and registration of property values;
- All collected data must be stored and delivered in a data/file format prescribed by RGA's Department for valuation and registration of property values.

CONSULTANT'S QUALIFICATIONS

The Consultant should meet the following qualifications:

- The Consultant will be registered in the Republic of Serbia as a company specialized for real estate conveyance or real estate valuation;
- The Consultant key experts (team leader) must have experience with rent/sale/valuation of commercial real estate properties for at least 3 years prior to this engagement;
- Experience with rent of commercial properties on the territory of Vracar municipality will be considered as an advantage.

Required Team of Experts and Professional Qualification

A Consultant, as a part of their technical proposal, will submit CV's of the key members of the team (Team leader, Controller / Field coordinator and at least 5 Interviewers):

a. Team leader:

Essential:

- Education: University diploma in Economy, Mathematics or other related field;
- Good mediation and facilitation skills;
- At least 3 years' experience in rent/sale/valuation of commercial real estate properties.

Advantages:

- Strong oral and written communication skills.

b. Controller / Field coordinator:

Essential:

- Education: University diploma;
- Good organizational and communication skills;
- Experience to lead a team of the field surveyors.

Advantages:

- At least 3 years' experience in rent/sale/valuation of commercial real estate properties.
- Strong oral and written communication skills.

c. Interviewers (at least 5):

Essential:

- Education: High school;
- Good communication skills;
- Computer literate.

Advantages:

- Working experience within real estate industry.

WORK PRODUCTS AND DELIVERABLES

The Consultant will closely cooperate with RGA's Mass Property Valuation department and relevant stakeholders (municipality and local taxation office) during the preparation and rental data collection for

the municipality Vračar. Draft questionnaire form is shown in Annex A and it will be finalized together with consultant before start of the data gathering. Final questionnaire will be part of the inception report.

Client's input

The RGA shall provide Consultant with all the relevant documents and all other resources (access to the RGA data if necessary, support of the local cadastre office, etc.) required for the successful completion of the task.

Period of Performance

The work will take place over **six months'** period with the following timeline:

- Inception report: 15 days after the contract signing;
- Action plan/Data collection strategy: 15 days after acceptance of the Interim report;
- Monthly progress reports including the collected data for the reporting period: Every month upon start of data collection;
- Database of the gathered field data in format proscribed by the RGA;
- Final report: One month before contract closing date.

REPORTING

Interim report will be delivered within two-week period from the contract signing date. It must demonstrate company's ability to understand processes and activities within MPV department.

Action plan must describe every stage of process (who contacts local governments and tax administrations on behalf of the collecting company, how many consultants will be hired in the field, whether they work individually or in teams, how long it takes on average to process one client, etc.). If questionnaires' are planned, they must be approved by the RGA along with the action plan.

Monthly reports will present information about the progress in the field and it will be delivered along with the data collected for the reporting period.

Draft final report will be delivered one month before the contract closing date.

The Consultant will submit reports in written form in one copy in Serbian language. All reports must be approved by the head of the Department for the Mass Property Valuation of the RGA.

Commercial premises	
Attribute	Description
<i>Location attributes</i>	
Municipality	
Cadastral Municipality	
District	
Street	
House number	
House letter	
Cadastral parcel number	
Cadastral parcel subnumber	
Commercial premises number	unique id of commercial premises within the building
<i>Rent</i>	
Rent	
Rent and expenses	
Date of lease	when the property was leased
Billing type	monthly/yearly
Vacancy	how long the property was unleased
<i>Building/premises attributes</i>	
Year of construction	
Condition of building/premises	renovated or not
Type of premises	Shopping mall/Commercial or office building/Residential-commercial building
Type of building	Old/newly built
Commercial premises in a house	yes/no
Business type	
Area	
Floor	
Parking	yes/no
Parking Zone	
Equipment	furnished/unfurnished
Heating/Ari Conditioning	Type
Physical-technical security	yes/no
Elevator	yes/no
Entrance position	towards main street/other
Shopping window	yes/no
Number of rooms/structure	number
Bathroom	yes/no
Terrace	yes/no
Possibility of expansion	yes/no
Height of building (storage buildings/halls)	
Access (storage building/hall)	yes/no