

## TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

### I. General information

Assignment name	Preparation of technical land management documents for the division and consolidation of 24 land plots
Beneficiary	State Enterprise "Centre for Certification and Expertise of Seeds and Planting Material" (SE "CSCEM")
Country	Ukraine
Duration of the service	Up to 50 days.

### II. Context and justification of the need

The rationalization of public agricultural land plots, in particular through centralized management, is an important objective for the Ukrainian state: half of the 800,000 hectares of state-owned land are currently unused. Management of these plots, which are held by various institutions and ministries, is transferred to the SPFU. The SPFU undertakes all the legal, accounting and financial procedures required to auction the land for subleasing, through a specific operator, the Land Bank.

Expertise France provides the SPFU with two-dimensional assistance: firstly, legal assistance in registering the plots in the various state registers, which involves resolving a number of legal and technical hurdles, and secondly, technical assistance in dividing up the plots before they are auctioned.

The division of the land plots consists in the removal of the parts that are not useful or profitable for the future user, such as non-arable land, servitudes, or buildings. The process is as follows:

- 1) The plots that are analyzed by Expertise France, that submits a proposal for division, creating new, smaller land plots;
- 2) Based on this technical requirements, Expertise France identifies and hires a land survey company to perform the division.
- 3) The hired land survey company goes on the field in order to take geodesic measurements and enter into the state cadaster register the new cadaster information, such as size, location, features, of the newly divided land plots.
- 4) The land survey company issues the technical document certifying the new features for each newly divided land plot to the owner, a state-owner enterprise.
- 5) Based on the delivery of the technical documentation to the owner, the service is fully provided, and the remaining part of the payments is disbursed.

The procured work is needed for the proper legal registration and optimization of land plots used by SE "CSCESM", and their future transfer to the Land Bank for leasing. It will include the division of the land plots and the preparation and submission of the newly established technical documentation for the new land plots.

### III. Objectives and desired results

#### 1) General objective

The objective of the assignment is to legally prepare and register technical land management documentation for 24 land plots belonging to SE "CSCESM" based on their division.

#### 2) Specific objectives

1. Preparation of technical documents on land management for the division and consolidation of 24 land plots.
2. Ensure extracts from the State Land Cadastre are obtained for the 68 newly divided land plots.
3. Fulfill legal and procedural requirements related to land use rights for permanent use.

#### 3) Anticipated results

1. Complete sets of land management documentation following the division of the 24 land plots.
2. State registration of 68 newly created land plots in the State Land Cadastre.
3. Two sets of documents produced: one for the customer and one for the State Fund of Land Management Documents, for each plot.

### IV. Description of the assignment

#### 1) Planned activities

The service provider must support Expertise France and the beneficiary SE "CSCESM" in line with the above mentioned methodology in order to perform the following activities:

Deliverables	End date
1. Complete sets of land management documentation following the division of the 24 land plots.	T0 + 30 days
2. State registration of 68 newly created land plots in the State Land Cadastre.	T0 + 50 days
3. Two complete sets of documents (customer and fund)	T0 + 60 daysS

#### Assignment preparation

- Review the customer's application, owner's decision, and existing legal grounds.
- Examine all relevant legal and cadastral documentation.

### Phase I: Carry out the division through measurements and geodesic work;

- Conduct information sessions with SE "CSCESM" staff.
- Visit land plots and assess geographical distribution.
- Carry out measurements and geodesic work to divide the land plots as proposed.

### Phase II: Creation of the technical documentations

- Prepare and deliver technical documentation on the 68 land plots.
- Coordinate with relevant cadastral bodies to register the 68 land plots.

### Phase III: Formalization of the division in the State register.

- Submit documents for state registration.
- Produce final documentation for both customer and Fund.

### Post-assignment follow-up:

- Provide support for potential registration issues.
- Attend final review meeting with SE "CSCESM".

## **2) Anticipated deliverables**

Deliverables	End date
4. Complete sets of land management documentation following the division of the 24 land plots.	T0 + 30 days
5. State registration of 68 newly created land plots in the State Land Cadastre.	T0 + 50 days
6. Two complete sets of documents (customer and fund)	T0 + 60 days

## **3) Coordination**

The service provider shall designate a single contact person for project implementation purposes. M. Clement Lapointe, Team Leader for the "Assistance to SPFU" project for Expertise France, will be the coordinator of the work procured.

E-mail: [clement.lapointe@expertisefrance.fr](mailto:clement.lapointe@expertisefrance.fr)

A launch meeting shall be held 5 days after the contract award has been notified.  
Furthermore, regular exchanges must take place with the Coordinator on assignment progress and any difficulties that may be encountered.

## **V. Place, duration and terms of performance**

- 1) **Implementation period:** As per contract
- 2) **Start date:** up to 15 days after contract signing
- 3) **End date:** up to 100 days after the signing of the contract
- 4) **Effective duration per assignment:** To be proposed by the service provider
- 5) **Schedule/programme:** To be proposed by the service provider.

## **VI. Required expertise and profile**

### **1) Profile of the designated expert(s) responsible for contract execution**

#### **A. Qualifications and skills:**

- Postgraduate degree in land management, geodesy, or related field
- Skills in reporting, and legal land registration
- High proficiency in Ukrainian and good knowledge of English
- Excellent qualities/capacities in:
  - Communication
  - Teamwork and interpersonal skills
  - Knowledge transfer
  - Analysis and reporting
  - Problem identification and resolution
  - Decision-making and taking initiatives

#### **B. General professional experience**

- Minimum 5 years in land management, geodesy, or cadastral services
- Experience with land documentation and registration procedures in Ukraine

#### **C. Specific professional experience**

- Proven record of preparing and registering land plots for public institutions
- Familiarity with Ukrainian land laws and cadastre systems
- Valid certification as a land surveyor granted by the State Cadastre of Ukraine.

## VII. Assignment reports

- A final report must be submitted by email upon completion, including a summary analytical report.

## VIII. Monitoring-evaluation

### Performance indicators

Deliverables	Final target	Intermediate effects	Verification sources
Number of plots documented and registered	68		Extracts from the State Land Cadastre
Compliance with cadastral regulations	1		SE "CSCEM" confirmation of receipt
Timely delivery of documentation	1		Final report

### Evaluation Criteria:

- **Financial proposal** – 50 points  
The competitiveness and cost-effectiveness of the financial offer.
- **Geographical coverage** – 15 points  
Demonstrated capacity to perform the required tasks across more than two oblasts.
- **Timeliness of implementation** – 35 points  
Ability to complete the assignment in the shortest possible timeframe, while maintaining quality.

**IX. Practical information**

№ з/п	Місце розташування	Кадастровий номер	Форма власності	Вид користування	Цільове призначення	Площа, га	Орієнтовна кількість земельних ділянок після поділу, шт.	Наявні обмеження	Наявні сервітути
1	Волинська область, Луцький район, Торчинська селищна рада	0722880900:04:000:0175	державна	постійне користування	для дослідних і навчальних цілей	244,3708	6	встановити	встановити
2	Миколаївська область, Жовтневий район, Галицинівська сільська рада	4823380600:09:000:0001	державна	постійне користування	для дослідних і навчальних цілей	307,8945	4	встановити	встановити
3	Харківська область, Вовчанський район,	6321689600:01:000:0195	державна	постійне користування	для дослідних і навчальних цілей	335,3702	2	встановити	встановити

TERMS OF REFERENCE / SPECIFICATIONS

	Юрченківська сільська рада								
4	Кіровоградськ а область, Долинський район, Маловодянськ а сільська рада	3521984900:02:000:751 3	державн а	постійне користуванн я	для дослідних і навчальних цілей	1742,73 7	4	встановити	встановит и