



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Natural Resource and Environment
Department of Land
Enhancing Systematic Land Registration Project (ESLRP)
IDA No:6982-LA and SDC Grant No. TFOB6525

No: **3409** /DoL. MoNRE
Vientiane Date:**20 SEP 2023**

REQUEST FOR EXPRESSIONS OF INTEREST

(Project ID No. P169669)

The Government of Lao Peoples Democratic Republic (GoL) through the Department of Land of the Ministry of Natural Resource and Environment (DOL-MONRE) has received financing support from the World Bank's (WB) International Development Association (IDA): IDA69820 and funds in form of grant provided by the Swiss Agency for Development and Cooperation (SDC, TF B6525).

The objective of the project is to support the Government of Lao PDR in improving tenure security and land administration services in selected areas, and to provide immediate and effective response in case of an eligible crisis or emergency. The project development objective (PDO) will be achieved by supporting and improving the GOL's systematic land registration process and advancing the issuance of property titles to beneficiaries in all 18 provinces of Lao PDR. The PDO will also be achieved through support to the modernization of the land administration system and related services for citizens.

The ESLR Project, Department of Land (DoL-MoNRE) now invites eligible Private Survey Company (Contractor) to indicate their interest in providing the Services. Interested Contractors should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services, as details below:

- **Piloting the Use of Private Survey Company (Systematic Land Registration)**
(Reference No. CF-3, "4 months")

A Private Survey Company will be selected in accordance with the method set out in the Procurement Regulations as **Consultant's Qualifications Based Selection (CQS)**.

The attention of interested Contractor is drawn to paragraphs 3.14, 3.16 and 3.17 of the World Bank's Regulations-Procurement in Investment Project Financing - Goods, Works, Non-Consulting and Consulting Services (July 2016, revised November 2020 edition), setting forth the World Bank's policy on conflict of interest.

Contractors may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

1. The Terms of Reference (TOR) and other information can be obtained at the address below during office hours from 8.00am to 16.00pm, Monday to Friday. Expression of Interest must be delivered to the address below by 16.00pm (Local time of Vientiane Capital, Lao PDR, GMT+7) of **06 October 2023** (electronic submission is acceptable)

The detailed Terms of Reference (ToRs) for the assignments can be downloaded from the following weblink: Ld.monre.gov.la and <http://ppmd.mof.gov.la/>

Expressions of Interest must be delivered in a written form to the address below (in person or by e-mail) by **06 October 2023, 16:00 PM**. Only Short-listed Private Survey Company will be contacted. **Ministry of Natural Resources & Environment**, Department of Land having its registered office at Chao Anou Road, Thongkankham Village, Chanthabouly District, Vientiane, Tel: +856 21223486.

Contact Person:

Mr. Phontip Nokeo, Mobile:+856 2055999954, E-mail:phnokeo@gmail.com

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Director General



Virana SONNASIT

Department of Land, Ministry of Natural Resources and Environment

Enhancing Systematic Land Registration Project

(Project ID P169669; IDA IDA69820, IDA V2890, TF B6525)

Term of Reference (TOR)

(Systematic Land Registration)

(Piloting the Use of Private Survey Company)

(LUMP-SUM CONTRACT)

Reference No. CF-3 (4 months)

1. Procurement method	Consultant's Qualifications Based Selection (CQS)
2. Project Name	Enhancing Systematic Land Registration Project (ESLR)
3. Component:	Component 1 and sub-component 1.1
4. Related Major Activity:	Systematic Land Registration
5. Consultant Title:	Output Base Consultancy Service (Survey works)
6. Project Location	Department of Land (DOL); Ministry of Natural Resources and Environment (MONRE), Lao PDR.
7. Target villages	2741 parcels across 6 villages (Nahoy, Thankham, Hauana, Nakamhung, Pakngum and Nongnad) in 3 Districts (Sangthong, Xaythany and Pakgum) in Vientiane Capital City
8. Fund Source:	The World Bank/IDA and Swiss Agency for Development Cooperation (SDC)
8. Reports to:	National Project Manager (NPM)
9. Counterpart/coordinator	DoL DDG Mr. Khitlaxay Kokmila
10. Station and Provision	<ul style="list-style-type: none">The Contractor will work from its office and travel to the selected villages for the surveying Accommodation, transportation and other necessary facility for works in the selected villages will be included in the budget cost for the service.
11. Assignment Period:	4 months

<p>12. Scope of the work:</p>	<ul style="list-style-type: none"> • Prepare the Project Management Plan (PMP) • Conduct a desk review on laws related to land surveying • Prepare an Inception Report (IR) and submit to DoL for approval (in English and in Lao) • Coordinate with DoL and the District Natural Resources and Environment Offices (DoNREs) to = schedule and approve the collection of data and information in targeted villages • Collect data on unregistered land parcels in targeted villages • Participate in Public Awareness and environment and social framework (ESF) screening (lead by SAT/DoNRE) • Coordinate with DoNREs for Public Awareness Raising in targeted villages • Research and collect information on land ownership (identification card and family book), as well as supporting legal documentation and technical data to attach to the land document • Conduct land surveying and record data in A1; obtain signature and endorsement from the owner, as well as signatures and acknowledgement by the neighboring land owners and village chief of the land boundaries and ownership rights • Prepare preliminary sketching of all landholdings • Install the corner markers of the parcel with a concrete monument when possible (residential areas) • Conduct Parcel survey of the entire property. The detailed survey works shall be undertaken in accordance with the common surveying and mapping requirements and specifications stipulated the Guidelines on Cadastral Surveys and Mapping 6377 • Ensure quality control of surveying and correct survey results when needed • Coordinate regularly with the DONRE for the verification and approval of survey returns • Upon Approval of the Surveys, the Contractor shall receive from DONRE Approved Survey Results with Hard Copy maps and tables as well as in digital format/electronic files • Input data surveyed into Lao Land Reg, including ownership, land size and boundary data • Print A2 form and print a cover to the land document. • Submit data to DoNREs for technical review, comment, and approval, and revise accordingly • Scan endorsed land documents • Submit all land documents and digital data to DoNREs. • Prepare the Completion Report on the activities, results, lesson learned, and recommendation (in English and in Lao).
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<p>Qualification Company and personnel</p>	<ul style="list-style-type: none"> • Company should have at least five (5) years of experiences in land surveying, land allocation, and registration. Bidders must propose competent staff in all key functional areas of project management, field survey, computations and adjustment, cartography. Proposals which do not provide competent staff across all functional areas may be rejected. • An annual turnover from all works averaged over the last five (5) years equal to one hundred percent (100%) of the Bidder's price for the Lot(s) to be bid as evidenced by the financial statements stamped "received" by the BIR, for the last five (5) years. • Be registered as land business regulations (Optional)
<p>Personnel</p>	<p>Key Composition of the Teams</p> <ul style="list-style-type: none"> • Lead Surveyor: The Lead surveyor must have a license from the DoL/MoNRE and successful experience leading a survey firm in the survey works of at least two (2) contracts of a similar nature, complexity, and area to the lot(s) (cadastral mapping, reallocation mapping etc.) in the last five (5) years. For this purpose, similar contracts shall refer to survey works as cadastral, relocation, subdivision surveys etc. Ongoing contracts can be cited if the work is more than 50% complete; and • Surveyor(s): This surveyor(s) will support the lead surveyor and must also be a licensed surveyor by DoL/MoNRE • The company can use additional persons for data checking, GIS-work etc. as required
<p>13. Delivery</p>	<ul style="list-style-type: none"> • The inception report, including the final project management plan/workplan (in English and in Lao) • Boundary polygon of the working area (e.g. residential and agriculture areas) • Administrative preparation of Assignment Letters to get "Work Orders" from DoNRE • Data on parcels that have been mapped in the area (previously) • List of names and numbers of land parcels located in the village area which are designated as pilot locations • Registration maps • List of Parcels • A1 and A2 forms, Field sketch, Survey results and documents, • Other land registration maps • Data entered to LaoLandReg • Final Report(in English and in Lao)

I. Background And Rationale

DOL within MoNRE, is the implementing agency for the ESLR Project ('the Project'). The objective of the project is to support the Government of Lao PDR in improving tenure security and land administration services in selected areas, and to provide immediate and effective response in case of an eligible crisis or emergency. The proposed Project to be implemented in five years (tentatively from July 2021 to June 2026) will be financed by IDA resources amounting to around US\$ 25 million and a grant from SDC amounting to US\$6.375 million.

II. Background: Legal Basis

Cadastral Measurements and Mapping regulations / technical standards applicable to Lao PDR

- Land Law (2019)
- Guideline on Cadastral Survey and Mapping (6377)
- Guideline on Land Registration (6036)
- Regulation on Legal Registration related to Land No. 500
- Regulation on the business related to the Land (4392)
- Lao Land Reg manuals (for importing survey data)
- Regulations and guidance set by ESF-manuals and tools especially Standardized Environment and Social management Plan (S-ESMP)

III. Objective Of the Survey Work

Contract private survey firm to support Systematic Land Registration (SLR) including joining Public Awareness meeting and ESF screening under the supervision of the DoL/PoNRE/DoNREs, field data collection (including filling in A1 and A2 forms), demarcation of boundaries (by boundary markers), and surveying and recording property information. The A-forms will be handed to DoNRE for checking. The contractor must also complete data cleaning, data transfer, and import into LaoLandReg. All of these activities are included as part of the 'Survey Work' specified. Full adjudication and title issuance will be the responsibility of DoNREs. Quality control (in the field) will also be carried out by DoNRE. The Quality control will cover approximately 20% of the contractor's surveyed parcels. Error corrections and any necessary resurvey measurements shall be at the expense of the contractor.

The surveys will be implemented in three districts of Vientiane Capital across six villages. The contractor shall coordinate its survey activities with other parcel surveying that is being implemented by different DoNRES with the supervision of DoL/PoNRE (VTC). The parcel survey of each owner/household shall be based on the estimated parcels within each targeted village. Only Systematic Land Registration related surveys will be done by the contractor. The contractor's survey work can move forward from parcel to parcel. Introduction to SLR will be given to each company at DoL prior to commencement of work.

The Contractor will be legally responsible for the surveys that determine the boundaries of the parcels for each owner/households and will then send the parcel boundaries and supporting data for verification and approval by DoNRE.

The Contractor who conducts these parcel surveys must have the necessary licensed geodetic engineer(s), investigators assessing the rights of owners, equipment and software, and support the services as specified to produce the individual tabular technical description of each parcel necessary for the generation of a land title.

IV. Project Description, Areas

This activity will engage the services of a survey firm (the 'Contractor') to conduct the surveys in Vientiane Capital. The following table describes the target District and village names and the rough estimation of the landholdings in each area.

Province	District	No. of parcels (estimate)
Vientiane	Santhong	918
	Xaythany	544
	Pakngum	1279
		2741

V. Scope Of Project/Output

The works shall include the following features:

- Prepare the PMP (see below).
- Conduct a desk review on law and legislation of land survey
- Prepare an Inception Report (in English and in Lao)
- Research all ownership, legal, and technical data in coordination with DoNRE
- Coordinate with the DONRE for scheduling of field survey work
- Participate in Public Awareness and ESF screening (lead by SAT/DoNRE);
- Gather village/parcel related documents. First target villages should be done with the guidance of SAT/DoNRE/DoL
- Prepare the final master list based on those inscribed as registered owners of the parcels
- Conduct initial discussion with the owners
- Fill in the A-forms (A1 and A2). A2 form shall be printed and included in the land documentation
- Prepare preliminary sketching of all landholdings.
- Install the corner markers of the parcel with a concrete monument when possible (residential areas)

- Conduct Parcel survey of the entire property. The detailed survey works shall be undertaken in accordance with the common surveying and mapping requirements and specifications stipulated the Guidelines on Cadastral Surveys and Mapping (6377)
- Prepare the survey results, computations using the development of cadastral map applies the UTM (Universal Transverse Mercator) the measurement system Datum WGS84 as the reference point. Submit survey results for DoNRE checking.
- Correction of survey results when needed
- Coordinate regularly with the DONRE for the technical review, verification and approval of survey returns and revise as needed
- Scan endorsed land documents
- Upon Approval of the Surveys, the Contractor shall receive from DONRE Approved Survey Results with Hard Copy maps and tables as well as in digital format/electronic files
- Input data into Lao LandReg (standalone version), including ownership, land size, and boundary data.
- Ensure accuracy of all land documents and digital data and submit both hard and softcopies to DoNRE and DoL
- Prepare the Completion Report on the activities, results, lesson learned, and recommendation (in English and in Lao) and Submit final report

During the implementation in the field, the Contractor must report and always coordinate with the DoNRE and DoL, in accordance with the organizational structure and the applicable provisions; and must use this Technical Specification.

The contractor must follow strictly the rules given in the S-ESMP. This requires short training from S-ESMP focal persons.

VI. Responsibilities Of DoNRE and DoL

DoNRE responsibilities

- a. Conduct Public Awareness and ESF screening
- b. Review survey results for completeness
- c. To ensure that the landholdings for parcel surveys have been validated by the Contractor
- d. Supervises the operation and monitor the progress of the survey works
- e. To ensure the prompt and accurate submission of survey results and pertinent documents as may be required by the DONRE
- f. Coordination with partner agencies and other entities on matters pertaining to project implementation.
- g. Supervises the operations and monitors the performance
- h. Monitor the progress of the approval of survey results

As the implementer of the project, the DoL has the following responsibilities

- a. Procure services of the Contractor in accordance with the existing procurement rules and regulations.

- b. Give training on survey works (steps needed, ESF, entering survey data to LaoLandReg (standalone), all others related)
- c. Assist the Contractor to conduct initial and final field survey and validation.
- d. Review the completeness and correctness of the survey returns.
- e. Supervision of the operation of the Contractor, and issuing instructions from time to time, as may deemed necessary for the proper execution of the services
- f. Payment based on the actual area/parcels accomplished.
- g. Pilot Project Evaluation and lessons learned
- h. Prepare updated ToR covering larger areas
- i. Monitor, evaluate and approve final report

VII. Contract Duration

The Survey Firm(s) are required to complete the subdivision survey work, on a per village basis, as follows. In the below Table the duration is to be referenced from the date of the Survey Firm's notice to proceed. The table with estimated duration should be part of the technical proposal.

Province	District	Village	No. of Parcels (estimate (residential/agriculture))	Days spent for the survey (minimum amount)
Vientiane	Santhong	Nahoy	321/176	
	Santhong	Thankham	304/117	
	Xaythany	Hauana	19/284	
	Xaythany	Nakamhung	22/219	
	Pakngum	Pakngum	296/480	
	Pakngum	Nongnad	147/356	
	Totals			1109+1632 = 2741 parcels

VIII. Qualifications Of The Bidders

1. Contractor requirements:

Contractor should have at least five (5) years of experiences in land survey, land allocation surveys etc. Bidders must propose competent staff in all key functional areas of project management, field survey, computations and adjustment, cartography. Proposals which do not provide competent staff across all functional areas may be rejected.

An annual turnover from all works averaged over the last five (5) years equal to one hundred percent (100%) of the Bidder's price for the Lot(s) to be bid as evidenced by the financial statements stamped "received" by the BIR, for the last five (5) years.

For this purpose, similar contracts shall refer to survey works as cadastral, relocation or sub-division surveys.

2. Contractor's Personnel

Personnel are to be assigned to the project. The bid shall show a schedule of key personnel to be assigned to the project. In designing the schedule, the bid must satisfy the timelines for delivery of the outputs for each Lot.

A standard survey team on a per province basis is shown below. Variation from this is possible provided the bidder has explained the reason in the bid:

- Team leader (Licensed Cadastral Surveyor)
- Surveyors (Licensed)

2. The Leader surveyor must have a license from the DoL/MoNRE and successful experience within a survey firm in the survey works of at least two (2) contracts of a similar nature, complexity, and area to the lot(s) (cadastral mapping, reallocation mapping etc.) to be bid in the last five (5) years. Ongoing contracts can be cited if the work is more than 50% complete; and

b. Surveyor(s). Surveyor(s) will support the lead surveyor and also must be a licensed surveyor (DoL/MoNRE)

3. Equipment To Be Used By The Contractor

At a minimum, the bidder should have proof or evidence that the following minimum equipment and licensed software are available:

- Surveying and ancillary equipment. Should include at least 1 RTK system (base station and at least one rover)
- At least 1 total station
- Computer equipment with appropriate software (AutoCAD, ArcGIS, QUANTUM GIS or equivalent, survey processing software, etc.) necessary to process the field observations and produce the material required for the survey result and produce the outputs requested by DoNRE under this contract.
- Digital camera/Mobile phone
- Vehicles, cars and means of transport for employees and equipment
- Office equipment including computers, printers, scanners, plotters
- Stationary

All equipment and software to be used in the execution of the works must be calibrated and registered and in good working condition at all times. National Geographic Department/Ministry of Home Affairs (MoHA) will provide the certification and calibration services (when needed). Evidence of valid and current instrument calibration should be submitted with the bid.

4. Project Management Plan (PMP)

An indicative PMP shall be submitted with the bid per lot. Bids without PMP will be rejected.

The PMP is to clearly show, on a time scale the activities per parcels per Village, the activity schedule, start and completion dates, and the resources allocation including staff by position and name. In addition, a table must enumerate the equipment and personnel allocated to each major activity.

Quality Assurance must be shown in the PMP, including those staff having full or partial responsibility for QA functions. The Contractor shall operate a QA system throughout the execution of the contract. The nature of the system will be described in the response to call for bids. The QA must be built into all major processes and not left to a final check only.

Survey work must not commence until the DoNRE has approved in writing the submitted PMP.

During project execution, the contractor shall keep the PMP up-to-date and continually available to the DONRE, and will be the basis for coordination of activities with the DONRE field office. Any significant change to the PMP must be agreed by the DONRE.

IX. Professional Standards and Quality Assurance

All work shall be managed and operated in accordance with good practices and following the rules set by Regulation on the Business Related to the Land (4392)

X. Stages of the Work

2. Job preparation and planning

- a. Generation and preparation of the work plan /PMP
- b. Data/Material collection
- c. Preliminary survey

2. Collection of the physical data

- a. Verified ownership information using A-forms and assisted by Village Chief (Naiban) (with DoNRE)
- b. Identification and delineation of the parcel boundaries
- c. Setting boundaries and measuring land parcels
- d. Verification of the registered land parcels
- e. Making field sketch
- f. Mapping
- g. QC
- h. Entering the survey data to Lao Land Reg
- i. Parcel map printing

Deliverables

- Inception Report, including final PMP/workplan (in English and in Lao)
- Boundary polygon of the working area (e.g. residential and agriculture areas)
- Administrative preparation of Assignment Letters to get “Work Orders” from DoNRE
- Data on parcels that have been mapped in the area (previously)
- List of names and numbers of land parcels located in the village area which are designated as pilot locations
- Registration maps
- List of Parcels
- A1 and A2 forms, Field sketch, Survey results and documents,
- Other land registration parcel related maps
- Data entered to LaoLandReg
- Final Report (in English and in Lao)

Director General



Virana SONNASINH