



TERMS OF REFERENCE

ICLEI - LOCAL GOVERNMENTS FOR SUSTAINABILITY - AFRICA SECRETARIAT

ICLEI Africa seeks to appoint a service provider to support the Tanzanian Ministry of Lands, Housing and Human Settlements Development (MLHSD) with necessary support required to update the 2007 Tanzania Planning Guidelines

Bids due: 30th June 2020

Appointment: 15th July 2020

Email bids and technical queries to Kirsty Robinson,
kirsty.robinson@iclei.org

Please indicate interest for submitting a bid and any queries by 17th June 2020, so responses to queries may be shared with all bidders.

Bids will still be accepted if interest is not indicated, but bidders must accept that they may not have received the responses to questions other bidders may have received.



Terms of Reference

As a contribution to the [Urban Natural Assets \(UNA\) programme](#), described below, this terms of reference relates to supporting the Ministry of Lands, Housing and Human Settlements Development (MLHSD) with the necessary support required to update the 2007 Tanzania Planning Guidelines to include key recommendations developed in 2019 (see 'Background' for more information). The service provider is expected to only undertake work indicated within this Terms of Reference.

BACKGROUND

This Terms of Reference is for a portion of work that forms part of the broader programme: *Urban Natural Assets for Africa*, which ICLEI Africa is implementing utilising funding from the Swedish International Development Cooperation Agency (Sida) through SwedBio at the Stockholm Resilience Centre. A project description is provided below to give the context in which this Terms of Reference takes place.

Implemented by ICLEI's Cities Biodiversity Center, the UNA programme is designed to support local governments in Africa in addressing the daily challenges they experience around protecting and revitalising their urban natural assets.

It specifically seeks to improve human well-being, contribute to poverty alleviation and build climate resilience through integrating nature-based solutions into land-use planning.

Since the programme's initiation in 2014, three flagship projects have been developed under the UNA umbrella: *Urban Natural Assets for Africa* (UNA Africa), *Urban Natural Assets for Africa: Rivers for Life* (UNA Rivers) and *Urban Natural Assets for Africa: Coasts for Life* (UNA Coasts). Projects share several common overarching objectives. Broadly, they aim to:

- **Support** the exchange and co-production of knowledge through dialogue between important parties in participating cities.
- **Encourage** key stakeholders to co-ordinate activities and work together towards integrating nature-based considerations into land-use planning and decision-making processes.
- **Build capacity** and provide access to a wide variety of informational resources and tools that have been adapted to the African context.
- **Improve** awareness of nature-based solutions through capacity building.
- **Mobilise** project activities through alignment with international policies and processes (such as the Aichi Biodiversity Targets, the Paris Agreement and the Sustainable Development Goals).
- **Connect** local communities with nature to promote appreciation and human well-being.
- **Create and enhance** sustainable livelihoods at the local level.



For more information on the UNA Rivers project please see: <https://cbc.iclei.org/project/una-rivers-life/>

The UNA programme cities are: Addis Ababa (Ethiopia), Lilongwe (Malawi), Dar es Salaam (Tanzania), Kisumu (Kenya), Kampala and Entebbe (Uganda), Nacala and Quelimane (Mozambique).

In Dar es Salaam the programme has supported the Tanzanian Ministry of Lands, Housing and Human Settlements Development (MLHSD) with the update of the 2007 Tanzania Planning Guidelines. These guidelines were developed in line with the Urban Planning Act (2007), the Human Settlements Development Policy (2000) and the Land Act (1999).

In mid-2018, the MLHSD expressed a need to revise these guidelines to include more up to date legislation as well as address urban challenges including, but not limited to, planning for urban natural assets and climate change. The major concerns on the 2007 Tanzania Planning Guidelines raised by the MLHSD included the following:

- The role of the private sector not adequately considered;
- MLHSD's decentralization to the zonal level not reflected;
- The version of the 2007 Tanzania Planning Guidelines developed in isolation and did not allow for extended consultation from practicing planners or other stakeholders;
- Limited guidance on how to undertake stakeholder engagements; and
- Critical issues, such as drainage, planning for urban natural assets, climate change, topography and rivers, not outlined as requirements to be considered in plans.

In response to the expressed need from MLHSD, ICLEI Africa provided funding in 2019 to appoint a service provider to undertake a review of the 2007 Tanzania Planning Guidelines and develop, in consultation with identified key stakeholders, a 'Recommendations Report' detailing critical areas to be updated within the guidelines.

Following the presentation of the Recommendations Report to MLHSD in October 2019 and the Town Planners Association in November 2019, the Recommendations Report was completed at the end of 2019.

The MLHSD have reviewed and approved the Recommendations Report however have expressed the need for further support to incorporate the recommendations included in the Recommendations Report into an updated version of the Tanzanian Planning Guidelines. Their requirements are details under 'Key Deliverables' and will form the basis of this Terms of Reference.



KEY DELIVERABLES

The overarching objective of assignment is to incorporate recommendations to date into an updated version of the Tanzania Planning Guidelines. In order to meet the requirements of this Terms of Reference, the appointed service provider is expected to undertake the following deliverables:

Deliverable 1: Inception Report

Prior to commencing with the work required to support MLHHS, the service provider is expected to submit an Inception Report.

The Inception Report should include the following:

- A clear outline of the proposed methodology to be followed for all deliverables indicated in this Terms of Reference.
- An expanded work plan indicating timeframe and specific activities for all deliverables indicated in this Terms of Reference.
- An overview of anticipated challenges and potential risks that may arise through the development and delivery of the work (particularly in light of the COVID-19 pandemic) described in this Terms of Reference; and how the service provider plans to overcome these challenges.

Deliverable 2: Development of a Summary Document

The "Recommendations Report" (see above) includes extensive detail of all the research undertaken prior to developing the recommendations included in the report, detail of all the stakeholders who were consulted, and detail on the process for development as well as the recommendations themselves making for a lengthy document. The MLHHS has requested the development of an easy to understand short summary version of the Recommendations Report which summarises the respective recommendations proposed to be included in the updated version of the Tanzanian Planning Guidelines. This will be for officials to reference in meetings and /or workshops going forward discussing the updating of the current Tanzania Planning Guidelines. This piece of work should be submitted to ICLEI Africa for sign off prior to being finalised and distributed. This output should be in both Swahili and English with printed versions distributed at various engagements.

Deliverable 3: Development of a Training Module

During the development of the Recommendations Report, key members from the MLHHS and PO:RALG as well as number of town planners were present in the respective workshops. However,



in order to begin the process of updating the Tanzania Planning Guidelines, all relevant officials from MLHSD are required to be familiar with the recommendations.

The service provider should develop a training module/ package which:

- Highlights the issues identified during the research phase of developing the Recommendations Report (i.e. what are the key gaps in the 2007 Tanzania Planning Guidelines and what do key stakeholders such as PO: RALG, MLHSD, the Town Planners Association etc. request to be included in an updated version of the Tanzania Planning Guidelines); and
- Provides a detailed overview of the recommendations taken from the Recommendations Report on areas where the Tanzania Planning Guidelines can be improved (this detail can be taken from Deliverable 2).

This piece of work should be submitted to ICLEI Africa for sign off prior to undertaking Deliverable 4.

Deliverable 4: Training Session(s)

As noted above, all relevant officials from MLHSD are required to be familiar with the recommendations prior to proceeding with updating the 2007 Tanzania Planning Guidelines. The service provider is required to undertake a 1-day training session with the MLHSD officials as well as officials from PO:RALG and the various regional officials training them on the content included in Training Module (Deliverable 3).

Given the current global COVID-19 pandemic, the training should be undertaken in accordance with the national laws of Tanzania relating to the Tanzania COVID-19 pandemic response. As such in the inception report, detail on how the training will be undertaken (either in person utilising the nationally endorsed precautions such as social distancing, use of face masks etc. or via an online platform such as Zoom or GoToWebinar etc.) should be included in detail. The two approaches should also be outlined in the proposal budget (i.e. if training will be in person then budget for per diems and face masks could be included, but if the training will be online then the budget may be reallocated to data costs for participants).

Deliverable 5: Letter of commitment from MLHSD

A key deliverable critical to this project is the signing of a letter of commitment from MLHSD. The letter should state that MLHSD advises that the 2007 Tanzania Planning Guidelines require updating, include detail on the recommendations on where updates are required (detail to be taken from Deliverable 2) and most importantly, commitment to incorporate the recommendations into an updated version of the Tanzania Planning Guidelines and a way forward on how this will be done. The letter of commitment from MLHSD should be obtained during the training session when all the stakeholders are together.



Deliverable 6: Reporting and Stakeholder Engagements

In addition to the deliverables outlined above, throughout the duration of this project, the appointed service provider is required to undertake the following activities:

- A monthly progress report should be submitted to ICLEI Africa and the MLHSD during the first week of each month (i.e. between the 1st and 7th of each month). These monthly updates should include a brief overview of all engagements and work relating to this Terms of Reference for that month.

Deliverable 7: Close Out Report & Financial Report

Following the submission of Deliverable 5: Letter of commitment from MLHSD, the service provider should submit to ICLEI Africa a Close Out Report which includes detail on the outcomes of the project as well as lessons learnt. The Close Out Report should also include a Financial Report indicating how funds were spent for the duration of the appointment period.

Please note: The appointed service provider is required to implement the deliverables indicated in this Terms of Reference in close collaboration with the ICLEI Africa, MLHSD as well as other important stakeholders (such as PO:RALG) as required.

KEY REQUIREMENTS

- The service provider should be based in Tanzania.
- Working knowledge of Swahili would be beneficial.
- Established relationships with representatives of both MLHSD and PO: RALG would be beneficial.
- Proposals may be submitted by an individual or a team of individuals (as a consortium).
- The service provider must demonstrate experience working with African cities and an ability to access the relevant information required for completion of the activities.
- It will be important in the proposals submitted that potential service providers detail their ability and skills to undertake the work.
- The service provider must demonstrate experience developing similar outputs to those expected, based on this ToR.
- The service provider must be able to supply accurate and comprehensive financial records of project-related expenses (including, but not limited to disbursements, accommodation, travel and subsistence costs), which contribute to a financial report that is submitted with all the final deliverables to ICLEI Africa prior to receiving the final payment.
- Project implementation and/ or use of funding must support and align with the objectives of the [UNA programme](#); see background information above.
- The service provider must ensure costs of handing over all the project reports are in their budget considerations.



BUDGET

The budget should be inclusive of all costs estimated to undertake this piece of work. It should clearly indicate:

- The total for professional fees, including hourly rate and the number of hours per consultant;
- Fees for resources for engagements, training as well as printing etc.
- Travel and per diems for stakeholder engagement if training will be in person will be conducted (if possible due to COVID-19 travel restrictions); or costs for undertaking online training such as data reverse charges if in person training is not possible;
- VAT

Each of the above must be indicated as a separate line item with the full total (inclusive of VAT) reflecting at the bottom.

Table 1: Estimated number of staff days anticipated to support budget

Deliverable	Number of Staff Days estimated
1: Inception Report	5 staff days
2: Summary Document	7 staff days
3: Training Module	10 staff days
4: Training Session	5 staff days (one day engagement and the remainder for preparation and post training reporting)
5: Letter of Commitment	N/A to be obtained during the training session
6 & 7: Reporting & Concluding assignments	6 staff days
Total Staff Days estimated	33 staff days



TIMELINE

It is estimated that the project will commence on 15th July 2020 and culminate on 31st August 2020.

- 10th June 2020: Terms of Reference released
- 16:00 (SAST) on 30th June 2020: Proposal submission closing date
- 15th July 2020: Service provider appointed.
- 22nd July 2020: Deliverable 1: Inception Report submitted to ICLEI Africa
- 31st July 2020: Deliverable 2: Summary Document submitted to and approved by ICLEI Africa
- 14th August 2020: Deliverable 3: Training Module submitted to and approved by ICLEI Africa
- 21st August 2020: Deliverable 4: Training Session completed
- 21st August 2020: Deliverable 5: Letter of Commitment signed
- 31st August 2020: Final delivery of all products, including Close Out Report and Financial Report

SUPPORT TO BE PROVIDED

The following services and resources will be provided by ICLEI AFRICA:

- ICLEI Africa will provide the service provider with access to the Recommendations Report developed in 2019;
- ICLEI Africa will designate a focal person to serve as direct point of contact for all issues related to this assignment; this staff person will be responsible for timely coordination with co-workers and others as needed. ICLEI Africa shall strive to provide timely responses to service provider inquiries.

ACCESS TO DATA AND INTELLECTUAL PROPERTY

For the purposes of this assignment some data has to be collected, but this will need to be finalised in consultation with the key stakeholders. All data used (that is not available from a public and open source platform) and related outputs produced are confidential and not to be shared without written permission of ICLEI Africa and the relevant government representative. On completion of the contract, the intellectual property of all outputs will be transferred to ICLEI Africa. The appointed service provider will be expected to sign a confidentiality agreement to this effect, as part of the Letter of Appointment.



SUBMISSION PROCESS

Kindly submit your proposal to Kirsty Robinson at Kirsty.robinson@iclei.org by 16:00 (SAST) on 30th June 2020. For any queries related to submission please contact ICLEI Africa via the email above.

Please use the subject line: Service Provider: Tanzania Guideline when submitting your proposal. When submitting your proposal, please include the following information:

- Proof of all requirements for this work (see above section for requirements)
- Draft work plan and related budget in USD. Each deliverable should be unpacked to include the following information:
 - Detailed outline of the team working on each deliverable with time allocated to each deliverable (with accompanying staff per deliverable)
 - Total number of hours/ days assigned to each task
 - Approach and methodology
 - Expected outcomes and results
- Curriculum vitae of the service provider and/ or each team member of service providers.
- Company profile.
- Indicated how project implementation and/ or use of funding supports and aligns with the objectives of the UNA programme.
- Indicate how project implementation and/ or use of funding supports and aligns with national policies and plans and how this contributes to the Sustainable Development Goals.
- Risk Matrix and mitigation measures (in light of COVID-19)

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER IN RELATION TO THIS TERMS OF REFERENCE

Please note: If you have not heard from ICLEI Africa by August 2020, please note that either ICLEI Africa has decided not to appoint a service provider for this piece of work, or you have been unsuccessful in your application.

For more information on ICLEI Africa see: <http://www.iclei.org/> and <http://africa.iclei.org/>
For more information on the UNA Rivers project see: <https://cbc.iclei.org/project/una-rivers-life/>