TERMS OF REFERENCE

ICLEI Africa

ICLEI Africa seeks to appoint a professional service provider to translate a number of technical urban planning and development control documents, public awareness materials and training modules from English to Tanzanian Swahili, and some internal documents from Swahili to English.

Key dates

The project will be active for the remainder of 2021 with a number of key deliverables expected in the first quarter of 2022. Key dates to be considered:

- **30 July 2021**: Terms of Reference released
- **13:00 (SAST) on 16 August 2021**: Proposal submission closing date
- **20 August 2021**: Contract starts

Kindly indicate your interest to submit a proposal via email to Kevin Mutia (kevin.mutia@iclei.org) by 17:00 (SAST) on **5 August 2021** in order to be part of the “question and answer” process. Service providers who do not express interest in submitting may still submit but will not be sent the answers to the collated questions. Please submit any queries related to the submission process or proposals to Kevin (kevin.mutia@iclei.org) by **5 August 2021**. Responses to all questions will be collated and sent to all interested applicants by **10 August 2021**.

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Terms of Reference

ICLEI - Local Governments for Sustainability is a global network of more than 2,500 local and regional governments committed to sustainable urban development. Active in 100+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

This Terms of Reference (ToR) relates to supporting ICLEI Africa in translating a series of deliverables (technical reports, training documents and public awareness materials) related to urban planning and development control from English to Tanzanian Swahili. The service provider will be expected to translate a number of documents throughout the remainder of 2021, and in the first quarter of 2022. The service provider is expected to undertake work indicated within this Terms of Reference, with some flexibility required for project-related work that might be required beyond this.

BACKGROUND

This Terms of Reference is for a project entitled Urban Planning and Development Control Strengthening Programme, under the Dar es Salaam Metropolitan Development Project (DMDP), for the President’s Office, Regional Administration and Local Government Tanzania (PO-RALG). ICLEI Africa is the primary technical consultant on this project, and a key partner.

In the last two decades Tanzania has experienced rapid population growth and accelerated urbanisation - leading to a number of pressures and challenges to meet growing urban demands. Thus, there is a need to develop an appropriate skillset and toolkit among planners and other Local Government Authority (LGA) staff to support them in taking on roles as coordinators, enablers of private investment, marketers, regulators and enforcers. There is also a need for a shift in everyday practice away from development of economic and urban plans in isolation, and toward a more integrated approach. The development of new tools, systems and training at all levels of government (ministerial, zonal, regional secretariat, municipal, ward, mtaa) is needed.

ICLEI Africa has therefore been appointed, along with local partners, to lead an urban planning and development control strengthening programme which will assess opportunities for strengthening current practices, develop comprehensive training materials, and ultimately deliver targeted trainings to civil servants and elected officials at the ministerial, regional secretariat and municipal level in 18 LGAs. The programme will also prepare and pilot intensive development control training at the ward, and sub-ward (mtaa) level in these 18 LGAs, while also laying the groundwork for future scale up of these trainings throughout other Tanzanian cities and towns.

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The overall purpose of the public awareness campaign component is to increase urban residents’ understanding of the meaning and importance of urban planning and development control, increase voluntary compliance with urban plans and urban development laws/regulations and increase political appetite for urban planning and political willingness to support development control. This will be done through designing public awareness-raising interventions and materials to be distributed among the media and local government authorities, for them to share with the public, and supporting these public awareness-raising materials and interventions with a broad social media campaign and 1-day dissemination event.

**AIM OF THE ASSIGNMENT**

The aim of the assignment is to translate English documents produced as part of the project (technical, training and public awareness) into Tanzanian Swahili to be accessible to local governments authorities and communities across Tanzania. These will include training manuals, reports and public awareness materials. There may also be a number of feedback documents needing translation from Swahili to English, for internal use.

**Primary Target Audience**

The primary target audience for these documents and training sessions is city leaders and officials, including technical staff from cities across Tanzania. Some of the public awareness materials will also be aimed at the broader Tanzanian public.

**KEY TASKS**

**Task 1: Improving Urban Plan Implementation and Development Control Strengthening Training Package**

The preparation of relevant training materials on specific themes relating to urban planning and development control to be delivered to officials at different levels of government including ministerial, municipal, ward and mtaa level officials in a pilot training covering 18 LGAs is being undertaken.

The first round of pilot trainings should occur between late August and September 2021 while the follow up trainings should occur between 22 November and 13 December 2021.

The task will involve translating specific sections of the training material that is aimed at LGAs where Swahili would be the language of instruction. The translation work for the training materials is expected to be around 30 pages, and will need to be translated within 12 working days.

**Task 2: Research Dissemination/Peer Learning Workshop and Exhibition Event - Agenda**

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The translation work for this event will extend only to the agenda, which is expected to be around 5 pages.

The tentative dates for the Exhibition Event will be within the week of 15 November 2021.

**Task 3: Distance Learning Modules**

This deliverable will include approximately 6 course modules, at an estimated 10 pages each. The content will be distance learning training packages for local government officials, on land use planning and development control.

The duration for the development of the instructional design to be used to develop the open distance learning modules runs from the 23rd August 2021 to 22nd November 2021.

**Task 4: Public Awareness Raising Materials**

This project deliverable is aimed at the Tanzanian public to raise awareness about Urban Planning and Development Control. Materials will take the form of very simple slogans, infographics and posters (which will require translation, but will not be particularly wordy). Additionally, there is a scope for a video and a script for a radio drama. These may require translation.

These materials should begin being produced from August 2021 to be completed by the end October 2021.

**Other tasks**

While the above mentioned deliverables are confirmed, other documents may arise on an ad hoc basis and require translation. Any additional deliverables will be within the same field of urban planning and development control and will also require swift turnaround times. These will be discussed with the service provider as and when they arise.

**SERVICE PROVIDER REQUIREMENTS**

The successful service provider must:

- Have extensive and demonstrable experience in translating from English to Tanzanian Swahili.
- Have the ability to translate technical urban planning and development control subject matter to a high standard.
- Ensure documents translated into Tanzanian Swahili are proofread and error-free before submission to ICLEI Africa.
- Be able to translate documents within very short timeframes and to a high standard.

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• Communicate with ICLEI Africa in a professional and timely manner on progress.

Please note: The service provider may only sub-contract other parties to assist them if approved by ICLEI Africa.

SUPPORT TO BE PROVIDED BY ICLEI AFRICA

ICLEI Africa will provide the service provider with:

● Approved and copy-edited English documents in a timely and agreed upon manner.
● A glossary of common urban planning and development control concepts with approved translations.
● Swahili feedback which will need to be translated into English.

ACCESS TO DATA AND INTELLECTUAL PROPERTY

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. On completion of the contract, the intellectual property of all outputs will be transferred to ICLEI Africa.

COSTING PER WORD

Interested service providers will be required to submit a per word rate in order to be considered. This will be the maximum rate that can be charged for any of the deliverables, but potential service providers should indicate whether reduced bulk rates would be considered.

SUBMISSION TIMELINE

The project will be active for the remainder of 2021 with a number of key deliverables expected in the first quarter of 2022.

● 30 July 2021: Terms of Reference released
● 13:00 (SAST) on 16 August 2021: Proposal submission closing date
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SUBMISSION PROCESS AND TEST

Interested service providers will be expected to complete a test as part of the application. The test can be found in Appendix A. Kindly submit your proposal to Ruby Schalit

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Please use the subject line: Service Provider: PO-RALG Translation when submitting your proposal. Please include the all of the following information:

- **Per word** costing for translating from English to Tanzanian Swahili.
- **Per word** costing for translating from Tanzanian Swahili to English.
- Full CV of translator(s) that will be working on this assignment, and website address/links to previous work, if available. CVs can be anonymous at this stage.
- Company Portfolio if applicable.
- Completed test (See Appendix A) by the translator(s) that will work on the assignment.
- **For South African-based service providers only**, provide proof of status for preferential procurement:
  - A B-BBEE certificate
  - If the service provider has an annual turnover of less than R10 million and/or does not have a B-BBEE certificate, a completed and signed sworn affidavit.

**SCORING OF PROPOSALS**

All proposals will be considered against the following criteria:

- Price
- Skills and expertise (specifically for Swahili-speaking African audiences)
- Outcome of test
- BEE Status (if applicable)

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 23 August 2021, 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://africa.iclei.org/

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APPENDIX A

Please translate the below texts from English to Tanzanian Swahili (Text 1 and 2) and Tanzanian Swahili to English (Text 3).

Text 1 - Technical piece

3.6.8 Comprehensiveness and Standardised criteria for approving DPS

Detailed schemes approval process is affected by the absence of sector comprehensive and standardised criteria/parameters for approving DPS at Municipal and Ministerial levels. Currently, DPS’s approval depends on the Town Planner’s discretion, which differs from one person to another. Interviewees have mentioned the process of instigating unethical practices and preventing automation of some basic processes.

Thus, there is a need to formulate comprehensive and standardised criteria/parameters for approving DPS. Some checklists and signoffs may be made by the planning officer and head of the planning department. The same may need to obtain a “no objection” by utility agencies and other departments so long as it is provided within a specified period. The DPS approval checklist can be integrated with ILMIS and city joint mapping platforms to allow for electronic entry, documentation, review and approval.

3.7. Institutionalising and financing development control

As defined in earlier sections, Development Control refers to how authorities manage the extent and nature of urban growth. Landowners or leaseholders wishing to develop on their land must apply to the local authority for Development Permission, and Development Proposals must comply with the requirements. Urban planning and development regulation evolved in tandem; they are distinct aspects of what can be termed urban development control. Plans can be thought of as sets of agendas, policies, designs, and strategies for physical development, encapsulated in a ‘two-dimensional layout of the city’s physical form’ (Neuman, 1998). Urban development regulations are binding rules concerning ‘what is built, where it is built, and when and how it is built’ (Kaiser et al., 1995). Generally, these comprise land use regulations, zoning ordinances and building codes.

Text 2 - Public Awareness

Tweets and slogans:

Let’s work together for our cities, to make them healthy, safe and productive spaces to live in! How could our city improve for your community? #BetterPlanBetterCity

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Communities with controlled development are healthier, safer and more productive spaces. Go to your local government office for information about how to comply with new development regulations and help make our city better to live in! #OurPlannedCity

Planned development means a better city for all!

**Text 3 - Internal Notes**

**CHANGAMOTO ZINAZOKUMBA UPANGAJI WA MIJI KATIKA KATA NA MITAA**


Jambo la udhibitishaji wa majengo mapya linaendelea kuleta changamoto kwa serikali za mitaa. Jambo hili linaendelea kuwa changamoto kwa sababu ya mambo kadhalika. Kwa mfano, sheria na kanuni ambazo zinahusu upangaji wa miji hayafuatwi na watu ambao wanaishi miji kwa ujenzi. Pia watu binafsi wanakosa kufuata sheria hizi kwa vile kumekosekana kuwa na kampeni za uhamasishaji wa umma ambazo zinaeleza wananchi kuhusu faida ya kufuata sheria za umma wanapojenga.

Kuongezea, sheria za upangaji wa miji na sheria zinahusu udhibitishaji wa maendeleo hazijachuwa chini kwa kwanza cha serikali za mitaa. Hivyo basi, ujenzi unaendelea kiholela. Kuongezea afisa wa halmashauri warakose kujua mamlaka yao maalum kwa kutekeleza wajibu wa kuhakikisha kwamba ujenzi unaendelea katika mitaa na kata ambazo zinafuata sheria na kanuni. Hivyo basi kwa kuwa na mawasiliano na serikali kuu ambazo zitachangia kufanana wajibu wa afisa wa halmashauri katika kuendeleza upangaji wa miji kwa njia halisi.