

TERMS OF REFERENCE TO DEVELOP GUIDELINES FOR PREPARATION AND IMPLEMENTATION OF DISTRICT, URBAN AND LOCAL PHYSICAL DEVELOPMENT PLANS.

1. Introduction

In 2010 the Physical Planning Act was made an Act of parliament to regulate physical planning processes within Uganda. This Act repealed the Town and Country Planning Act of 1964.

In the Physical Planning Act 2010, the whole country is declared a planning area which requires that all developments should conform or comply with approved physical development plans. The Act also provides for the preparation of Physical Development Plans at national, regional, urban and local levels. The hierarchical development of Physical Development Plans aids and guides developments and ensures consistency with the plans drawn at the different levels.

Until 2010, the need for Physical Development Plans at different levels sufficed to guide and control developments in a rather rapid urbanizing environment. Such fast urbanizing environments infringe on the development of urban areas as a system since unsustainable utilization of resources takes lead.

Physical Development Plans therefore play a central role in guiding and controlling development in both urban and rural/local areas which otherwise would grow haphazardly.

The Ministry of Lands, Housing and Urban Development guides physical planning interventions among consultants and local governments through the Department of Physical Planning.

2. Rationale

The hierarchy of plans ranging from national, regional, district, urban to local Physical Development Plans (PDPs) provides a profound framework for guiding and controlling development.

The ideal process would entail preparation of all the plans in a hierarchy sequence although often this is affected by the limited resources. The process of preparing the first ever National Physical Development Plan started in 2016 and it is in its final stages of approval. So far, the Greater Kampala Metropolitan and the Albertine Graben are the only two regional PDPs that have been prepared and approved, the Northern Uganda Economic Corridor

Physical Development Plan (17 districts) is also being prepared. Government also started on planning for districts, under which; Bududa, Kabarole, Bunyangabu and Nwoya are in their final stages of approval.

Although a number of Local Governments have prepared physical development plans to guide urban development, there is lack of a comprehensive guideline for the planning process. As a result, each planning process follows a dissimilar approach which has on many occasions affected the quality of the PDPs produced by the Local Governments and consultants.

In addition, often, preparations of Physical Development Plans are demand driven and in some situations due to unavailability of resources which vary from one authority to the other.

Due to the limiting factors for the hierarchical plan preparation, there is need to develop guidelines for the preparation of the Physical Development Plans to allow the authorities responsible for preparing Physical Development Plans follow similar strategies that allow the plans at the different levels synchronize while at the same time attaining the intended objectives specific to the urban or local area.

The Government of Uganda has therefore allocated funds towards developing guidelines for the preparation of Physical Development Plans at national, regional, urban and local levels. Through the Ministry of Lands, Housing and Urban Development, the government would like to hire the services of a competent consultancy firm to prepare the guidelines.

3. Objectives of the consultancy

The overall objective of this assignment is to develop guidelines for the preparation of Physical Development Plans to promote orderly and sustainable development.

b. Specific objectives

- i. Promote and ensure full stakeholder participation and consultation in the development of the guidelines.
- ii. To ensure compilation and analysis of relevant data and make relevant studies and reports for the assignment.
- iii. To ensure timely and quality outputs of this assignment.

4. Scope of activities:

a) The consultancy firm is expected to execute the following tasks;

- i. Review existing processes that are followed in preparation of physical development plans to identify key aspects that need to be customised for plan preparation.
- ii. Review the institutional framework that is involved in the processes of plan preparation to guide the preparation of future physical development plans.
- iii. Make a detailed review and analysis of the existing situation in rural and urban areas to inform processes and approaches that can be used to guide Physical development plans in urban and rural areas.
- iv. Analyse the relevance of hierarchical Physical Development Plans as provided for in the Physical Planning Act 2010 and their relevance in guiding development.
- v. Provide a framework to guide the utilisation of the hierarchical physical development plans streamlining the linkage between the plans prepared at the different levels.
- vi. Review the legal framework that provides a basis for the development of Physical Development Plans and analyse specific and relevant legal framework that informs the preparation of physical development plans.
- vii. Review some existing Physical Development plans at National, Regional, District, Urban and Local to inform the guidelines.
- viii. Generate guidelines for preparation and implementation of physical development plans following a consultative process to ensure that the plans are holistic focusing on social, economic and environmental aspects in urban and rural areas.

b. Specific tasks/Roles/Responsibilities of MLHUD

- I. Directorate of Physical Planning and Urban Development will be solely responsible for the supervision of the consultancy firm. The consultant will work closely with MLHUD and the local government.
- II. Ensure timely delivery, quality control and approval of the required deliverables.
- III. Provide supporting and introductory letters to the stakeholders at the various institutions.

- IV. Coordinate communication flow between the consultant and the local government.
- V. Provide the consultant with all supporting documents, legal frameworks required for the execution of the assignment.

5. Expected outputs/deliverables:

The Consultant will provide the following key deliverables;

- 1. An inception report showing the preliminary activities already conducted.
- 2. Activity reports detailing the processes involved.
- 3. A comprehensive report detailing guidelines for the preparation of Physical development Plans.

6. Timelines and Reporting requirements

The duration for this assignment is 120 man days (6 months). The assignment will commence in October 2019. The consultant will report to the Commissioner Physical Planning, Ministry of Lands, Housing and Urban Development.

No	Activity	Time Frame	Out put
1	Consultative workshops with key stakeholders	20 working days	Inception report
2.	Data collection and document review	25 working days	Documents reviewed
3.	Data Analysis	20 working days	Data analysis report
4.	Preparation of draft guidelines	25 working days	Draft Report
5.	Presentation of draft guidelines	10 working days	Draft Report
6.	Preparation of final guidelines	20 working days	Final Guidelines
Total		120 working days/6months	

7. Qualifications and experience of the consultant

- a. The consultant/team must have knowledge and experience on physical planning, policy formulation and analysis, knowledge and skills in sociology, environmental management, urban Economics and a have legal specialist on the team.

	Key personnel	Minimum qualification / area of experience	Minimum Experience
1.	Physical Planners (Team Leader)	A Master's degree in Spatial Planning or a closely related field, with skills in preparing Physical Plans at regional, sub-regional and district level, experience in embedding these in other Development Plans and setting up implementation mechanisms. He/She should be an accredited Physical Planning consultant registered with the National Institute of Planners in Uganda or an equivalent body outside the country, with minimum of fifteen years' experience as a team leader in Sub-Saharan Africa.	15 years/
2.	Economist	A basic degree in economics or closely related subject. Should have not less than ten years' experience in undertaking economic development strategies and projects, economic and financial projections and appraisals, and long term planning of financing of development.	10 years
3.	Environmental Planner	A basic degree in science, engineering or environment. He/she should have not less than ten years' experience in Environmental Planning at sub-regional scale, and Strategic Environmental Assessment.	10 years
4.	Sociologist	A basic degree in Sociology, Social Administration, Arts or other relevant qualification. He/she should have not less than ten years' experience in carrying out of socioeconomic surveys, projections and urban and rural settlement policies, studies and other relevant expertise.	10 years
5.	Legal Expert	A basic degree in law with significant experience in policy formulation and analysis for at least 10 years.	10 years

b. Other knowledge, additional competences of the team

- A high level of interpersonal and managerial skills and ability to work with teams at all levels of organization.
- Good oral and written communication skills.
- Should be fluent in English.
- Experience in workshop organisation or events management.

The consultant may, with justification, propose additional staff for effective & efficient execution of the assignment.

August, 2019