Terms of Reference for engaging Consultancy Firm

A. Brief Information about the GIZ and Project

Deutsche Gesellschaft fur Internationale Zusammenarbeit (GIZ) GmbH is a federal enterprise with operations around the globe. With a global footprint in over 130 countries, GIZ leverages its regional and technical expertise for local innovation. It supports the German Government, public and private sector clients in about 130 countries to achieve their objectives in the field of international cooperation for sustainable development and international education. GIZ works together with its partners to develop effective solutions that offer people to improve their living conditions. Germany has been cooperating with India since 50 years.
Under the Indo German Bilateral Development Cooperation, in the field of environment, GIZ is providing technical cooperation under the "Land Use Planning and Management (LUPM)" project to the identified partner departments at central, state, district and local levels, on various identified (tentatively identified as on date) demonstration areas in the State of Odisha and Tamil Nadu. Department of Land Resources (DoLR), Ministry of Rural Development (MoRD) is the national partner to GIZ for facilitating ministerial coordination at nation level and providing national platform for replication or upscaling or peer learning from state to state. Department of "Planning, Development and Special Initiatives (P&D)" in Tamil Nadu and "Department of Housing and Urban Development (H&UD)" and "Department of Revenue and Disaster Management (R&DM)" in Odisha are the State level partners to GIZ for implementation of the state level works. The project focusses on the sub-objectives mentioned below (Project objective mentioned in point B.):

a) developing land use policy at state level;
b) norms (guidelines, standards, toolkits, binding cooperation mechanisms, Standard operating procedures) at district level;
c) showcasing demonstration of district spatial plans by practical application of the norms developed (mentioned in point b above) and set up a planning process of linking it to a larger regional plan in Tamil Nadu and connect to a local area master plan in Odisha;
d) build capacities of identified mix of stakeholders for learning the process of integrated land use plan preparation; and
e) initiate organisational development for the integrated land use planning and management.

The LUPM project has duration of 3 years from October 2015 to October 2018.

B. Background and Context

In India, urban or industrial or other developments are not always accompanied by coherent land use planning. Lack of an integrated overall concept for spatial and land use planning aggravates conflicts between various sectoral land use forms and encourages excessive exploitation of resources. State level planning institutions are using instruments of integrated spatial and land use planning to a limited extent. Inconsistent spatial and land use planning is increasing risks to protected areas and often leads to social conflicts. DoLR, MoRD and GIZ jointly selected the state of Odisha as one of the demonstration state for showcasing integrated land use planning and management mentioned above in point A.

The Department of H&UD, Government of Odisha [through Directorate of Town Planning (DTP)],the Departmentof R&DM, Government of Odisha, and GIZ have agreed (Note of Cooperation to be signed shortly) to cooperate for achieving *objective of the project*, i.e. *to strengthen the overall culture of democratic and integrated spatial and land use planning at all levels by enhancing the capacities of state planning institutions in applying standardised land use planning and management instruments* by utilising the technical assistance as offered/ provided by GIZ.
The project intends to achieve the sub-objective as mentioned in point A above.
As part of the project interventions, the Cooperation shall ensure achievement of following indicators in the process of achieving the sub-objectives:

1. State planning institutions apply the policy framework and planning instruments for integrated spatial land use planning and management.
2. State nodal departments apply new coordination mechanisms for better coordination and integration of various sectoral planning processes.
3. Equal consideration of ecological, economic and social aspects in a transparent process as part of developing plans for the Demonstration Projects by State Planning Institutions.

4. Evident participation of women and underprivileged groups as part of developing plans for the Demonstration Projects by State Planning Institutions

In Odisha, the District of Ganjam has been selected and finalised as the project location for demonstrating the application of spatial land use planning at district level. The second demonstration project would be at a town/rural level within Ganjam.
GIZ India hereby plans to engage services from planning consultancy firms experienced in regional plan/ spatial district plans etc. and requests for proposals for developing spatial land use plan for the district of Ganjam.
The demonstration will showcase how to bring about changes for successful district land use planning and document lessons learnt that can be applied to future upscaling of the project.

C. Brief Introduction about Ganjam

Ganjam, is a southern coastal district of Odisha, characterised by both plateaus and coastal plains. The topography is a mix of riverine plains and highlands.
Located in Ganjam (8,206 sq km), the city of Berhampur is the third largest city by population and the southern trading centre of Odisha. The Gopalpur beach of Ganjam is a famous destination that attracts huge tourist inflow as well as international trade. The districts along the coastline is a scenic delight with immense potential for tourism.
Following are some of the key characteristics of Ganjam district which are relevant to the project:

- Ganjam has moderate population density as well as growth rate as compared to rest of Odisha, however it fares better in terms of sex ratio as compared to rest of Odisha. (This gives potential for involvement of vulnerable groups like women in the planning process).n
- Ganjam has substantial share of forest cover along with presence of varied economic sectors but not limited to agriculture, forests, mining, industries (MSMEs, Large Scale Industries), three major Industrial Estates, urban sector, tourism etc.
- Presence of environmentally sensitive areas, proximity to Chillika lake, considerable impact of mining (Limestone, Manganese, Sand, Talc, Granite) and disaster proneness due to the long coastline (cyclones and flooding).

A base map and satellite imagery for the entire district is available with the Government of Odisha (ORSAC).

D. Services to be provided by the firm of consultants

The main objective of the services to be provided by the Firm of Consultants is to prepare and showcase a district spatial and land use plan for the district of Ganjam, strongly involving all relevant stakeholders identified by GIZ's stakeholder Analysis map and applying norms developed by GIZ. (GIZ shall provide the stakeholder analysis map to the consultancy firm.)

The services to be provided by the Firm of Consultants for the field of intervention as mentioned in the objective, are categorised into the following six parts:

1. Baseline documentation, analysis and gap findings with stakeholder dialogues and expert dialogues,
2. Prepare district vision document linking to state vision
3. Detailing out solutions as alternatives plan options working closely with all stakeholders (Referring to GIZ stakeholder analysis and applying GIZ Norms and policies.)
4. Giving feedback to norms and policies work packages from understanding of the district spatial and land use planning process.
5. Applying modification results of GIZ norms and State policies in district spatial and land use plans for revisions and finalising through participatory process (including underprivileged and women).
6. Develop a replicable and up scalable project
7. Documentation of the whole process.

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Details of Tasks and Sub-Tasks

I. Main Task: Project start up and Mobilisation activities

Sub-tasks to be performed by the Firm of Consultants:

a) Project/assignment planning presentation in form of meeting before GIZ land use team and State partners, including technical and methodological processes and procedures, operational plan with resource allocation, (including participatory planning process strategy, gender and underprivileged group inclusion strategy).
b) Joint introductory meeting with GIZ State technical expert
c) Discussion to be conducted for synergy with other work packages of the GIZ overall project
d) The project plan should comprise of strategy, scoping, processes, procedures and operational plan etc. and needs to be updated periodically. Project planning needs to be in principle approved by GIZ
e) Participation in GIZ organised Conference in Delhi on Sept 6-7 and making presentation on baseline analysis and gap findings.
f) Participate or organise workshops (at least 3 workshops to be organised by consultancy firm) for sharing baseline analysis, district vision and district spatial and land use plan with various stakeholders in a large platform. Strategic selection of invitees of the workshop to be approved by GIZ and Partners.

Final deliverables:
a) Draft modalities plan presentation/ report
b) 3 workshops and workshop reports

II. Main Task: Baseline Documentation and Analysis

Sub-tasks to be performed by the Firm of Consultants:

A. General tasks:

a) Preparing checklist of data to be collected, stating its relevance for project and get it approved from GIZ experts.
b) Secondary data collection visiting different stakeholders as identified in GIZ stakeholder analysis (SHA) at state, district and local offices. Using desk research done by GIZ for the State of Odisha and working on further modifications required for baseline assessment. If any further stakeholder is identified in the process then GIZ needs to be informed for its inclusion in the SHA.
c) Mapping of collected data spatially on cadastral maps (available with ORSAC) of Ganjam district and correlating it to state parameters to create a regional setting (including regional linkages, existing land use pattern, growth profile and potential with respect to state and other districts).
d) All mapping to be done in Arc GIS (preferably 10.1) format. Any other form of drawing file received as data needs to be converted to Arc GIS format. Also all thematic maps generated for State and district needs to be exported in good quality jpeg legible in 1:50,000 scale for district and 1:4000 to 1:10,000 scale for any local area plan if prepared as demonstration area 2.
e) Verification of GIS interpreted maps through discussion with relevant officials in state and district departments wherever necessary.
f) The baseline analysis needs to be coherent with and contributory to other work packages of GIZ overall project.
g) Referring to existing district plans, district statistical records, district census handbook and other updated census information.

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B. State level rapid baseline assessment, mapping and report preparation parameters for linking to District spatial plan:

a) Detailed socio-demographic spatial and temporal analysis including mapping of absolute population, population density, population growth trends/ population dynamics, migration trends, rural urban share, workforce share, workforce participation rate, sex ration, SC/ST share, livelihood trends, literacy rate etc. (comprising of gender and underprivileged groups segregated data mapping) with respect to tehsil/ TALUK/ C.D. Block and district boundaries for the whole state (including local areas, village revenue boundaries or Notified area councils, census towns or any other types of urban areas as defined in census of India metadata).
b) District economic profile considering: Purchasing power parity, per capita, GDP, major economic activity, occupational structure etc.
c) Analysis of existing land use pattern and classification of Ganjam district with respect to the State of Odisha.
d) Plotting of government projects/ schemes/ programmes which influences land use development in Ganjam District.
e) Mapping of areas like Eco-sensitive zone, Notified corridors, wild life areas, coastal regulation zones, social unrest areas, disaster prone areas, Mining and other environmental hotspots, any other regulated areas under Forest Rights Act, Panchayat extension of Schedules Areas Act etc.
f) State-wise location of major infrastructure and need for future infrastructure if coming up through projects or proposal.
g) State wide regional linkages and access to and from Ganjam district.

C. Ganjam District baseline profile thematic mapping and report preparation should include the following points:

a) Population concentrations within district, and all of the socio-demographic param,eters already covered in State level analysis within Ganjam District. Detailed land use distribution, land cover, land use transition in last 20 years, land use conversion trends for district of Ganjam and necessary linkages with a bigger region/ state. The sectors should necessarily comprise of the following sectors:
    i. Agriculture
    ii. Rural development (including revenue)
    iii. Trade and Commerce
    iv. Mining
    v. Urbanisation
    vi. Transportation
    vii. Environment and Forest
    viii. Tourism
    ix. Disaster
    x. Tribal areas and social inequities
    xi. Transportation
    xii. Environment and Forest
    xiii. Tourism
    xiv. Disaster
    xv. Tribal areas and social inequities

b) Settlement pattern, hierarchy of settlements, growth nodes, hierarchy of growth nodes.
c) Activity zones, concentration of different activity zones
d) Physiographic (as translated from ORSAC GIS maps and verified with current update) and geo-physical data and parameters mapping,
e) Environmental parameters mapping (includes regulated forest areas like protected forests, reserved forests etc., unregulated vegetated areas, eco-sensitive zones, environmentally fragile zones, International Union for Conservation of Nature (IUCN) wetlands, natural water bodies, and any other environmental features, biodiversity areas (flora-fauna etc.).

f) Archaeological Survey of India (ASI) heritage areas
g) Slope analysis/ watershed analysis of Ganjam district with respect to State
h) Prevalent wind direction, solar radiation, rainfall data, air quality, water quality etc. parameters from secondary sources
i) Proposed (sanctioned and non-sanctioned) and existing sectoral and integrated land use projects
j) Existing physical and social infrastructure assessment
k) Mapping of different land ownership typologies
l) Mapping of authority of different department with respect to land areas/ land ownership/ planning rights on map (tentative).
m) Mapping of zonal boundaries for areas under some form of regulation
n) Identification of conflict areas on base map
o) Demarcation of planning rights of different authorities on land areas within district of Ganjam
p) Area affected/ prone by disasters (earthquake, tsunami, cyclone, flood etc.)
q) Environmental hotspots, mining hotspots etc.
r) The final output will have all thematic layers on one baseline map

D. Ganjam District baseline survey

At least 3 field visits with documentation supported with field visit photographs marking location on map and explaining the situation of the space.

E. Ganjam district baseline survey for planning requirements/ needs assessment

At least 4 field visits to document current issues with land use planning in the district talking to local citizen within Ganjam district and their desired development/ land use planning need. Consultancy firm have to select strategically areas to survey and prepare survey questionare that needs to be approved by GIZ for matching the purpose of a rational system of land use planning.

F. Individual meetings and joint meetings with Stakeholders

Individual meetings/ interviews (at least 10 sectoral departments mentioned in D.II.C.a) and joint meetings with major stakeholders at State, district and local level as identified in GIZ stakeholder analysis to understand the status quo of current practice of land use planning. Meeting must include assessment of citizen with participation of women and other underprivileged group from the district.

G. Analysis and Gap findings

Multi-criteria land suitability analysis is to be done with respect to potential for different alternatives of land uses. All the thematic layers mapped need to be assessed along with survey outputs and stakeholders discussions and gap findings needs to be detailed in form of report and maps.

All the soft copies of maps in *.shp format and *.JPEG format for maps and Word document and pdf format for baseline reports are to be delivered to GIZ. It is essential to record all data sources in reports and maps. Also the relevant data collected from different stakeholder departments needs to be handed over to GIZ.

Final deliverables:

1. Baseline Map
2. Baseline documentation and analysis report with supporting maps
3. Thematic maps
4. Documentation of relevant case examples (relevance with respect to applicability in assignment)
5. Minutes of meetings

6. Questionnaires
7. Stakeholder discussion documentation
8. Overall process documentation

III. Documentation of examples (good practices as well as failures), India and relevant International examples

- Formation of parameters for district spatial and land use plan,
  (With justification of selection of the example district/s)
- Compatibility with state millennium development goals, Vision document etc.
- Documentation of Indian cases of District spatial and land use planning,
- Documentation of relevant international cases.
- Interview/ meeting/ discussion with few relevant officials involved in the example district spatial planning

Final Deliverable: Documentation report of case examples supported with images, graphics, tabulated information, infographics, explanatory write up.

IV. Perspective Analysis and District Vision preparation

- All 10 sectoral growth patterns,
- Spatial analysis for future development zones (aligning with project policies and norms,
- Socio-economic trends drafted spatially, sectoral demands and growth patterns (to be prepared from State level rapid baseline assessment).
- Perspective plan for a 15 year period

Final Deliverable: District vision report with a spatial perspective plan.

V. Preparation of District Spatial and Land Use Plan

a) GIZ would provide draft norms to the firm. The draft plan to be prepared by firm should apply the draft norms provided by GIZ and hence should prove its applicability. (The firm may also refer to existing planning guidelines like URDPFI, RADPFI etc. depending on status of new norms developed by GIZ).

b) Collecting the planning projections from different government sources, private sources by meeting relevant officers from various departments.
c) Assimilate various projections and develop projections specific to Ganjam district for Odisha.
d) Preparation of maps in Arc GIS (preferably 10.1) and exporting in AutoCAD format if required for project purpose by Partner departments.
e) Referring to all findings from baseline situation analysis, surveys, stakeholder discussions and good case examples while preparing proposals.
f) Developing alternatives for different development options of the district in the form of land use plan and preparing justification note referring to meetings and stakeholder consultations. The stakeholder interaction plan and forms should be discussed in advance with GIZ. Minimum 6 number of strategic stakeholder assessment with different department officials (senior government bureaucrats, technical officials across state, district and local level administration, business entrepreneurs).
g) Discussion on 1st draft district spatial and land use plan with partners, sectoral departments and GIZ, in segregated meetings and multi stakeholders' dialogues, round tables (minimum 8 number of such interaction should apply to 1st draft plan discussion).
h) Incorporation of feedback and call for formal public participation in form of FGDs or any other form of participation applicable to the situation.
i) Plan should address cross sectoral issues like climate change, and apply disaster prevention spatial planning principles, broad energy or resource efficient principles.

j) The land use classification proposed for the district spatial and land use plan should be comprehensive and standardisation of land use classification on the platform of norms should be facilitated by consultancy firm.
k) The plan developed should be under the exiting legal and regulatory framework of the state of Odisha. If any change is desirable in the field of regulations/ acts/ policies as discovered in the process of district spatial and land use plan preparation, it may be suggested to Partners and GIZ.
l) Plan should apply overall principles of sustainability.
m) Incorporation of feedback and preparation of 2nd draft plan
n) Suggesting modification to norms, Human Capacity Development (HCD) modules, policies (input in form of verbal communication in meetings)
o) Multi-stakeholder discussion in form of workshop/ Focussed Group Discussions (FGD) (Minimum 8 numbers of such discussion required on 2nd draft plan).
p) Final draft district spatial and land use plan

VI. Contribution to Norms and feedback to State policy (as defined in point A. above)

Participate, contribute and take back excerpts from working group meetings for relevant applicable norms for Ganjam district spatial and land use plan. Participation in Working group meetings (3 nos.) or meeting with GIZ staff and Partners in Odisha.

Final Deliverables: Document points from Norms and policy discussions that will be applied into Ganjam District spatial and land use plan and list of points that is suggested from the district land use plan preparation to the formulation of Norms and Policy.

VII. Process documentation

Recording process of work with success and failures. Participatory process separate chapter.

Final Deliverable: Project Process Documentation report supported with process flowchart and explanation.

E. Location and Timeline

The consultant firm shall work from its own office space in Odisha. A second office space for the district coordinator must be in Ganjam district. The total time input for the assignment is estimated to be up to a period of 10 months.

Eligibility of personnel and level of effort

The firm of consultants shall be responsible for technical and administrative coordination of the tasks and sub-tasks mentioned above. The experts/ consultants in the team shall be obliged to work jointly with GIZ staff and Partners.

The firm of consultants shall coordinate all short-term experts (if they hire any) and ensure their logistical support. Client and partner orientation, efficient work practices, interdisciplinary thinking are mandatory for Sr. Expert and district expert.

Overall duration of the contract shall be 10 months (August 2017 to May 2018Equivalent expert days considered for the project is 670 out of which inputs from team leader should be up to 26 expert days and inputs from senior planner should be up to 80 expert days. The work on this assignment shall be started from the day upon signing of the contract. We expect that the assignment would require around 5 experts across a period of 1st August, 2017 to 31st May, 2018. The Consultancy Firm should be prepared for a cost neutral extension of its contract in case of any cost neutral extension of overall GIZ Land Use Planning and Management project. Total inputs from experts is estimated to be 670 expert days (8 hours a day).

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The estimated level of effort of experts is summarised below:

1.	Team leader up to	26 expert days
2.	Senior Planner upto	80 expert days
3.	Planner upto	180 expert days
4.	District coordinator upto	192 expert days
5.	Spatial Analyst upto	192 expert days

F. Reporting and deliverables

All reports/ documents have to be submitted in English language in editable soft copy form.

Table 1: Deliverables and timeline

WP	Title	No. of soft copies	No. of hard copies	Soft copy format	Due date
1	Project Management report	1	1	*.docx *.pdf	01.09.2017
2a.	Baseline Analysis Report	1	1 (A4 write up and maps in A3 colour where required)	*.shp *.pdf	01.11.2017
2b.	Base map	1	2 (A0 colour)	*.shp *.pdf	01.12.2017
2c.	Set of thematic maps	1	1 (A0 colour)	*.shp *.pdf	30.10.2017
3	Case example report	1	1	*.docx *.pdf	30.10.2017
4	Perspective analysis/ District vision report	1	1	*.docx *.pdf	01.12.2017
5a. **5b.**	District Land Use Plan District spatial and Land Use Plan report	1 1	1(A0 colour) 1 ((A4 write up and maps in A3 colour where required)	*.shp *.docx *.pdf	31.01.2018 (1st draft) 15.03.2018 (2nd draft) 01.03.2018 (Final draft)
7	Process documentation report	1	1	*docx *pdf	31.05.2018

G. Qualification Criteria

1. Experience of Firm

The consultant for this assignment should have the following desirable skills, experience and expertise:

- The firm should have at least 10 years of professional technical experience in spatial and land use planning at least 5 years in India.
- Experience of working as a consultant for government sector and preferably bilateral and multilateral agencies.
- Proven experience in spatial and land use planning with high preference to projects carried forward for implementation.
- Experience in stakeholder analysis and application in land use planning.
- Preparation of land use plan for areas above 100 sq km in India

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- Experience of working in India and South Asia.
- Minimum value of projects executed should be above 50,000 Euros

Other details should follow form in Annexure 1

Requirements from Experts

To achieve the specified objectives, the Consultancy Firm shall engage a **team leader**. He/ she shall be responsible for the implementation of project activities and the achievement of the project objectives as described above, as well as be in charge of quality control, project steering and supervision.

1) Key tasks of the team leader include

Project management

- Responsible for steering and coordinating international and national expert/consultant team within the available budget
- Coordinate with the project director (AV) in Delhi
- Plan and steer the support and advisory services as well as activities for the project work in Delhi
- Coordinate stages of the project with key stakeholders and ensuring transparency for the partner; coordinate stakeholders and resources at all levels
- Coordinate the organisation and implementation of advisory and training measures
- Guarantee the evaluation and appropriate documentation of best practices for the up-scaling of learning and experiences

Technical support/ inputs

- Provide advisory services to district vision preparation, district spatial and land use plan preparation, and contribution to norms and policies work packages of GIZ.
- Provide technical expertise and training support
- Support the replication of successful experiences

Qualifications and required experience

- Graduation in Planning/ Architecture/ Civil/ Geography/ Economist/ Sociologist, Urban and Regional planning.
- Post-graduation Degree in Urban and Regional Planning/ equivalent. At least 15 years of relevant experience in the industrial wastewater sector
- Technical background in regional spatial and land use planning, district spatial planning
- Practical experience in the fields large scale land use planning of area more than 100 sq km
- High technical and advisory competences, strong in intercultural communication and sensitive in interacting with cooperation partners
- Ability to lead a team including managing a budget
- Proven ability to facilitate high level meetings and stakeholder processes, and work as part of a team
- Minimum 5 years working experience in a developing country, preferably in South Asia/ India
- Excellent command of English (both spoken and written)

If the team has any international consultant then the requirements are as follows.

Key tasks of the international senior experts include

Qualifications and required experience

- University degree in Engineering as Urban and Regional Planning/ planning or related subject
- At least 10 years of relevant experience in land use planning sector
- Technical background with respect with respect to international practices and applied knowledge
- Practical experience in effective land use planning
- Proven experience as consultant to Indian Government companies
- High technical and advisory competences, strong in intercultural communication and sensitive in interacting with cooperation partners
- Minimum 2 years working experience in a developing country, preferably in South Asia/ India

- Excellent command of English (both spoken and written)

3) National Senior Expert

Key tasks of the national senior experts/consultants include

Technical support/ inputs

- Provide advisory services, technical expertise, district spatial and land use planning
- Provide advisory services to various stakeholders to arrive at participatory strategic planning decisions
- Support the replication of successful experiences
- Strategic layout of surveys
- Conflict resolution skills between different stakeholder interest

Qualifications and required experience

- Graduation in Planning/ Architecture/ Civil/ Geography/ Economist/ Sociologist, Urban and Regional planning.
- Post-graduation in Urban and Regional Planning/ equivalent. Degree in Planning is must.
- At least 10 years of relevant experience in the industrial sector in India
- Technical background and practical experience with respect participatory planning approach for preparing large scale land use plans (for areas more than 100 sq km is preferred) .
- Excellent command of English (both spoken and written), Hindi and understand Odiya

3) Planner

Key tasks of the Planner include

Technical support/ inputs

- Provide support services to the senior experts/consultants with respect to information/data collection and management, monitoring, documentation of results, organisation of workshop/trainings etc.
- Provide technical expertise in preparing baseline assessment and analysis
- Provide technical expertise in preparing draft land use plans

Qualifications and required experience

- Graduation in Planning/ Architecture/ Civil/ Geography/ Economist/ Sociologist, Urban and Regional planning.
- Post-graduation in Urban and Regional Planning/ equivalent (optional)At least 2 years of relevant experience in the industrial sector in India
- Excellent command of English (both spoken and written) and Hindi and understand Odiya

4) District Co-ordinator

Key tasks of the District Co-ordinator include

Technical support/ inputs

- Extensive strategic communication skills required to bring out planning issues and play an active role in developing the participation in district spatial and land use planning
- Provide technical expertise in preparing baseline assessment and analysis
- Provide technical expertise to translate documents and speeches given in Odiya to the project team
- Plan the modalities of various meetings and manage

Qualifications and required experience

- Economist/ Sociologist/ Urban and Regional planning/ Public Policy or other relevant
- Post-graduation in Urban and Regional Planning/ equivalent (optional) or other relevant
- Degree in Planning is preferable
- Excellent in Odiya dialects, excellent communication skills, ground level communication works with NGOs, other well-known development sector and local citizens

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5) Spatial Analyst

Key tasks of the Planner include

Technical support/ inputs

- able to translate local language and Hindi in maps to English
- prior experience of working with land use planning companies preferable
- prior experience to juggle large number of drawing files and expertise in converting other forms of drawing file to shape files and vice versa preferred

Qualifications and required experience

- Experience in analysing GIS data for land use planning work and land modelling quality of assimilating data tactically.

Activities	**Days**
1. Organising workshop for sharing baseline analysis and findings with approx. 20 stakeholders	1 day
2. Organising workshop for sharing the district vision with approximately 20 stakeholders	1 day
3. Organising workshop for sharing 1st draft of District spatial and land use plan with approximately 25 stakeholders	1 day
4. Organising 10 meetings with different sectoral departments (10 sectors)	3.5 days
5. Organising 3 field visits for site reconnaissance survey and documentation	1.5 days
6. Organising 4 field visits for baseline citizen survey	2 days
7. Participating for meetings in Delhi for general project workshops, norming and policies	4 days
8. Organising meetings for discussing alternative plans with partner department and important government stakeholders total of 6 nos	3 days
9. Organising discussion forum in various forms total of 8 nos. for 1st draft plan	5 days
10. Organising discussion forum in various forms total of 8 nos. for 1st draft plan	4 days
Total	26 days

Note.:

- Workshops to be organised in Odisha
- Workshop cost to be borne by Consultancy Firm

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Annexure 1

Project Data Sheet

Assignment Name:		
Country: **Location within Country** :	**Duration of Assignment:**	
Name of Client:	**Total No. of staff-months of the Assignment:**	
Address:	**Approx. Project Cost:**	**Approx. value of the Services provided by Firm:**.
Start Date: **Date of completion :** **Status:**	**№ of Professional staff-months by Associated Consultant:**	
Name of Associated Consultants, if any:	**Name and Function of Senior Professional Staff of Firm:** Project Advisor : Project Leader : Team : Specialists / Experts (if any)	
Narrative Description of Project:		
Description of Services Provided:		

Definition of a Relevant Project

A project would be considered relevant if, and only if satisfies all of the following criteria:

1. **Project Period:** Last 5 years before the last date of bid submission
2. **Project status:** more than 75% complete
3. **Project Area:** more than 100 sq.km.
4. **Value of technical services provided by the firm:** more than 50000 Euros

5. **Project components:** The project shall have one or more of the following components with specific focus on Spatial Planning and Land Use Planning Aspects
   i. Spatial Plan of Regional Development
   ii. District Development Plan with Spatial Components
   iii. Urban Area Spatial, Land Use and Development
   iv. City Master Plan
   v. Rurban Plan
   vi. Disaster Management Plan
   vii. Coastal Zone Management Plan
   viii. River Management Plan with Spatial Planning Components
   ix. Tourism Development Plan with Spatial Components
   x. Industrial Region Development Plan (like PCPIRs, SIRs, etc.)
   xi. Environmental Management Plan with Spatial Components along with consideration of at least three additional sectors like Urban, Rural, Agriculture, Industries, Mining, Tourism etc.
   xii. Mining development plan including R&R Components with spatial context
   xiii. Irrigation / Watershed Management Plans with consideration of at least three additional sectors like Urban, Rural, Agriculture, Industries, Mining, and Tourism in spatial context etc.

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Note: City Development Plans made under JnNURM, UIDSSMT or other similar schemes shall be considered if and only if a new land use plan was proposed as part of the same.

6. **Project Processes:** The project Development and Spatial Planning processes shall have well documented proofs for at least two of the following activities in each of the following head:
   i. **Comprehensive Planning: addressing following**
      a. Sustainable and social growth of the region in a resource efficient manner
      b. Consonance with national and state level goals for the region
      c. Address negative externalities of urbanisation
      d. Controlled and balanced urban sprawl (spatial and economic)
      e. Inter-regional dispersal of economic activities (secondary as well as tertiary sector)
      f. Promote other growth centres for balanced economic development, housing, social & urban infrastructure provision thereby improving quality of life.
      g. Conserve natural, urban and rural environment
   ii. **Inclusive Planning: considered following**
      a. Stakeholder identification and involvement to understand perspectives (views, opinions, needs etc.) on existing urban and rural structure of the region.
      b. Bring stakeholders on a common platform to participate, communicate & gather feedback from them
      c. Articulation of stakeholder expectations and formulation of Vision Document with specific focus on marginalised population as well as gender sensitivity.

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