Technical Cooperation with India

Land Use Planning and Management (LUPM)

Project no.:

PN 2013.2110.8-001.00

Training on Land Use Planning and Management

Terms of References

giz

Table of Contents

1. Brief description of the project 3
1.1 Background 3
1.2 Objective 4
1.3 Training for Planners 7
2 General Terms 8
2.1 General Terms 8
2.2 Property rights 8
3 Sope of Work 8
3.1 Inception 8
3.2 Preparation of course outline, training plan and material 8
3.3 Conduction of training course 9
3.4 Two follow-up on-the-job trainings 9
3.5 Preparation of a Training Handbook of Land Use Planning in Tamil Nadu 9
3.6 Review meeting 9
4 Deliverables 9
5 Team: Qualifications and responsbilities 11
5.1 Senior Trainer (24 man-days) 11
5.2 Training Assistant 1 (20 man days) 11
5.3 Training Assistant 2 (20 man days) 11
5.4 GIS Expert (20 man days) 12
6 Administrative Terms 12
6.1 Travels 12
6.2 Total No. of mandays required 13

Annexure

1. Brief description of the project

1.1 Background

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an enterprise owned by the German Government, GIZ implements sustainable development through international cooperation, on behalf of Government of Federal Republic Germany. With a global footprint in over 130 countries, GIZ leverages its regional and technical expertise for local innovation. Germany has been cooperating with India by providing expertise through GIZ for more than 50 years. GIZ cooperates with the Government of India in implementing the project “Land use Planning and Management” (LUPM).

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. With Department of Land Resources (DoLR) of Ministry of Rural Development (MoRD), Government of India as a National Partner, the project envisages developing instruments for integrated spatial and land use planning and building capacities of state planning institutions. The projects also looks forward to practical application of above instruments at one demonstration district each in the states of Odisha and Tamil Nadu.
In pursuance of above, Housing and Urban Development Department, Government of Tamil Nadu, the Planning, Development and Special Initiatives Department [through State Planning Commission], Government of Tamil Nadu, and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH have agreed to cooperate for achieving objectives 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 cooperation intends to enable development of a guiding framework (policy and related documents) for enhancing integrated spatial and land use planning and management at state level; customising and applying norms of integrated land use planning and management at various scales within the state by demonstration in two selected areas (hereinafter referred to as “the Demonstration Projects”); develop a cooperation mechanism for establishing interaction between relevant departments within the State Government of Tamil Nadu at various levels; Human Capacity Development (HCD) for applying integrated land use planning and management tools and necessary Institutional Development.

As part of the project interventions, the Cooperation shall ensure achievement of following Outputs:
Output A: Land use policies (guidelines and principles)
The states developed guidelines and principles of integrated spatial and land use planning that include aspects of sustainable development, the protection of ecosystem services and resource-efficient land use.
Output B: Planning instruments
Technical and methodological as well as administrative and procedural planning instruments that are in line with the implementation of the guidelines and principles of integrated spatial and land use planning, are tested.
Output C: Human Capacity Development (HCD)

Education and training programmes for integrated spatial and land use planning that focus on urban and regional planning and management, environmental planning, resource management and procedures for participation are acknowledged.

Output D: Organisational and institutional development

Concepts of integrated spatial planning and land use planning institutes pertaining to strengthening professionalism, enhancing advisory and enforcement capacities as well as to political/social awareness generation are discussed in the public (expert meets).

Proposal

GIZ is proposing to enter into a contract and engage a Mastertrainer for contribution to Output C: Human Capacity Development, as per TOR below.

1.2 Objective

Planners work on a multitude of activities, including the preparation and amendments of plans, land use conversions and building approvals. The assessment revealed that existing plans need to be streamlined and improved in quality. This Training should give Planners and planning practitioners applicable methods and instruments to facilitate their work during preparation of District and Regional Plans, Comprehensive Development Plans, Masterplans and Zonal Plans, Local Area Plans and Town Planning Schemes. The focus lies on operational level at selected planning authorities in the states of Odisha and Tamil Nadu.

The objective of this assignment is

(1) to train selected officials and staff of selected planning authorities in the states of Odisha and Tamil Nadu in a pilot training (as per Figure 1),

(2) to train and capacitate state trainers to impart trainings on Land Use Planning in the future and

(3) to develop a training hand book for Land Use Planning based on experiences of the training

Duration

The duration of the consultancy contract will be from signing of the contract to a period of seven months.

Content

The five day training programme shall contain the modules described in the diagram on the next page (Figure 1).

Broad learning objectives for the participants are described below.

- Participants understand the different levels of spatial planning (local, regional, state), its respective mandates, stakeholders and authorities
- Participants are familiar with the hierarchy of plans (detailed developed plans, masterplans, regional plans, etc.)
- Participants have a comprehensive overview on all relevant steps of spatial planning, from data collection, digital tools, contracting and reporting to implementation and enforcement of plans
- Participants can refer to standards for masterplans and district plans which give them a reliable and stable frame of reference to monitor and assess quality of plans
- Participants have improved leadership skills for improved cooperation and coordination
- Participants have an increased proactive behavior towards coordination and communication as well as towards adoption of changes

- Participants are motivated to apply newly acquired knowledge and are willing to learn on a hands on the job basis

Methods

The training should simulate a practical planning process, with real case examples. While theoretical parts should be limited to the necessary, majority of the time should be spent on learning through practical application of real data. For this purpose, preparation processes of existing draft Masterplans can be critically reviewed and improved by participants. The training has a focus on the process and methods of plan preparation applying innovative planning methods.

Modular Training: "Planning vom A to Z"

Module 1

Data Base Management

- Introduction to spatial planning; Types of plans, scales and guidelines
- Data requirements
- It's utility for plan preparation
- Delineation methods of planning area for plan preparation

Module 2

GIS and RS

- Basic knowledge on GIS for spatial planning
- Survey techniques to fill data gaps

Module 3

Planning and Visioning

- Interpretation of data into thematic maps and strategic planning
- Decision making methods for master- and district planning
- Methods of public participation
- Report writing

Module 4

Commissioning Management

- Commissioning plan preparation to external consultants
- Definition of standards
- Design of ToR/RfP
- Quality control
- Communication

Module 5

Plan application and implementa-tion

- Application of land use plans for decision-making processes
- Using plans for conflict resolution
- Using plans as support for decision-making of building approvals

2 Follow-up trainings on the job

Follow-up 1

Application of lessons learnt

- Review of lessons learnt
- Selection of current challenges
- In-depth work on specific tasks

Follow-up 2

Work on current challenges

- Review in-depth work
- Analysis of lessons learnt
- In-depth work on specific tasks

Figure 1: Training Modules

1.3 Training for Planners

An intensive capacity assessment has revealed that there is currently no regular training offered for spatial planning officials in Tamil Nadu (refer to Annex I). Rapid urbanization and industrial growth require increased control of land development and enhanced balancing of sectoral interests. Spatial planning beyond boundaries of urban jurisdictions and beyond boundaries of sectoral departments must respond to the new challenges. Capacities of respective government institutions not only in quantitative terms, but also in qualitative terms. A training on spatial planning is required for practicing planners in the State Government to strengthen the existing capacities. Tamil Nadu Institute of Urban Studies (TNIUS), Coimbatore is charged with introducing this training to the annual training curricula.
Based on the capacity assessment of state officials in Tamil Nadu, target profiles for selected target groups and the outline for training modules were developed together with Akademie für internationale Zusammenarbeit (AIZ) in Bonn, Germany.
In Tamil Nadu, Officials and staff of Directorate of Town and Country Planning (DTCP), namely Assistant Directors, Supervisors, Draftsmen Gr. III and Surveyors/Assistant Draftsmen have been nominated for training on Land Use Planning.

Figure 2: Training methodology

The overall goal of this approach is not only to train the nominated officials and staff (Trainees) but also to train and capacitate state trainers (State Expert) to impart trainings on Land Use Planning in the future. As the envisaged training is a pilot training, adequate particpants of the group of trainees are to be identified and selected for future trainings.

Summary

The assignment consists of four phases:
1. Preparation (2 months)
2. Implementation (5 days)
3. Follow-up (2x2 days)
4. Documentation (3 months)

The training consists of five modules and two on-the-job sessions (Follow-up), were specific issues by the participants are jointly discussed in group and with the two trainers.

2 General Terms

2.1 General Terms

The contracted consultant is responsible for the tasks as described below (3 Sope of Work) and the deliverables (4 Deliverables). The contracted consultant must cooperate closely with the trainers from the state, with GIZ project Director Georg Jahnsen and GIZ-LUPM team located in New Delhi Chennai.
The quality of proposed methodology, didactics and evaluation of the trainings will be assessed by GIZ.
The contracted consultant will abide by all the rules of GIZ while travelling for the above mentioned job. All activities will be implemented in close collaboration between GIZ, Tamil Nadu Institute of Urban Studies and the contracted Trainer.

2.2 Property rights

All deliverables produced by the Trainer team will go into the property of GIZ and Government of Tamil Nadu.

3 Sope of Work

The broad scope of work will include the following:

3.1 Inception

The Mastertrainer creates a Working Plan for the work packages (Preparation, Conduction, Follow-up, Documentation and Review) including timeline, meetings, deliverables. This is discussed and finalized with GIZ and TNIUS in a meeting 1 week after signing of the contract.

3.2 Preparation of course outline, training plan and material

In close coordination with the state trainer assigned by TNIUS, a course outline, a training plan and training material will be prepared. A draft version of the training plan is discussed and finalized with GIZ and TNIUS. Learning objectives and a broad frame of the different modules are provided in the GIZ Documentation “Capacity Assessment” (see Attachment). It is crucial to align course contents to the formulated learning objectives and to align the methodology and didactics of the training to the knowledge, experience and every day work reality of participants. The training plan also includes a recommendation on participants’ grades.

3.3 Conduction of training course

The five day training course will be conducted at TNIUS in Coimbatore, Tamil Nadu. The training modules shall be tought jointly with the Trainer from the states. Facilities, accommodation and provisions for the participants is provided by TNIUS.

3.4 Two follow-up on-the-job trainings

1 month after the course (refer 3.3) is conducted at TNIUS in Coimbatore a follow-up training are to be hold in DTCP Headoffice Chennai. Participants of the course should have applied selected contents of the training course in their daily work. The follow-up trainings give participants the opportunity to review their work and to follow up on specific questions with the trainer. In that way, issues which were neglected during the training course can be addressed. The contracted consultant is asked to provide two follow-up trainings, each 2 days, in coordination with DTCP. The results of the pilot training will be evaluated ex-post judging the utility of the training for the participants work.

3.5 Preparation of a Training Handbook of Land Use Planning in Tamil Nadu

Course design, training material and training methods shall be compiled in a well structured handbook for future Land Use Planning Trainings in the state. Desired contents are technical inputs, exercises, experiences from the pilot phase, etc. to guide the Trainers.

3.6 Review meeting

Particapation of a joint review meeting for presentation of the Training Handbook, reviewing the experiences and discussion on the way forward with state partners if needed.

4 Deliverables

Table 1: Deliverables

No.	Deliverables	Deadline
1	Working Plan for the work packages (Preparation, Conduction, Follow-up, Documentation and Review) including timeline, meetings, deliverables	1 week after signing of the contract
2	Course schedule draft, Training plan draft	1 month after signing of the contract
3	Course schedule, Training plan and material	2 months after signing of the contract
4	Conduction of Training	2 months after signing of the contract
5	Evaluation report of the course	3 weeks after the training course
6	Training Handbook of Land Use Planning in Tamil Nadu	3 months after training conduction

Figure 3: Timeline

5 Eligibility Criteria for Consulting Firms

The Consulting firm should meet the following eligibility criteria (refer to attached table for elegibility of consulting firm):

a. 10 years teaching experience
b. 1 training with regional planning aspects conducted
c. 10 years of urban and rural planning experience
d. 3 planning projects in the government domain
e. Experience in South India
f. Minimum 10 employees
g. Minimum Euro 40,000 average annual turnover for the last three financial years

6 Team: Qualifications and responsbilities

The contracted consultant should put together a team of technical experts and academics. Every member of the team must be approved by GIZ. Every additionally appointed expert must be approved by GIZ.

6.1 Senior Trainer (22 man-days)

The Senior Trainer leads the team and takes responsibility of all deliverables as per Table 1. and works in close coordination with GIZ Team and TNIUS Coimbatore. The Senior Trainer will introduce the course and will guide the 5 day Training from start to end, with a substantial focus on modules 4 and 5.

Eligibility

a. PhD holder, Masters's Degree in Urban and/or Regional Planning
b. Min. 10 years of work experience in teaching, research and advocacy urban and regional land use planning
c. Profound and verifiable expertise in sustainable planning of land and water resources, cross sectoral coordination of government departments and joint decision making processes for spatial plans as well as in participatory planning methods
d. Experience in the application of didactics of adult education (preferably government sector), innovate teaching methods
e. Practical expertise in plan preparation for Central and State Governments as well as Districts and ULBs.
f. Understanding of regional planning as a cross-sectoral domain

6.2 Trainer 1 (26 man days)

The Assistant Trainer 1 contributes essentially to the course schedule, design of training modules, preparation of material, pedagogical concept design and preparation of the training handbook in close coordination with the Senior Trainer. The Assistant 1 will be responsible for the content of Module 1 (Data Base Management).

Eligibility

a. Master's Degree in Urban and/or Regional Planning
b. Min. 5 years of teaching, research and advocacy experience in urban and regional planning
c. Profound and verifiable expertise in innovate urban planning methods, including data quantitative and qualitative data collection and interpretation, methods of public participation and visioning
d. Practical expertise of secondary and primary data collection at a regional level

6.3 Trainer 2 (24-26 man days)

The Assistant Trainer 1 contributes essentially to the course schedule, design of training modules, preparation of material, pedagogical concept design and preparation of the training handbook. The Assistant Trainer 2 will mainly contribute to Modules 3, 4 and 5 and will be interacting closely with the Senior Trainer.

Eligibility

a. Master's Degree in Urban and/or Regional Planning

b. Min. 5 years of teaching, research and advocacy experience in urban and regional planning
c. Verifiable experience with State Government projects
d. Profound and verifiable expertise in land and water resources management, preservation of agricultural land and protected areas

6.4 GIS Expert (7-9 man days)

The GIS Expert is mainly responsible for preparation and conduction of Module 2 (GIS and RS). The aim is to give an introduction to the system and to work with many sample data to impart knowledge about characteristics and quality of spatial information.

Eligibility

a. Master's Degree in Remote Sensing, Geoinformatics, Urban and/or Regional Planning or similar
b. Exposure of GIS application in Urban and Regional Planning
c. Min. 5 years of teaching experience in GIS application

7 Administrative Terms

7.1 Travels

Selected members of the team will be required to travel to Chennai, Coimbatore and Delhi:

1) <u>Travels of Senior Trainer</u>
   Up to 2 travels during preparation phase to Delhi, Chennai or Coimbatore
   Up to 1 travel during implementation to Coimbatore
   Up to 2 travels for follow-up up to Chennai
   Up to 1 travel to Delhi of monitoring and review meeting

2) <u>Travel of 2 Training Assistant (total):</u>
   Up to 2 travel during preparation phase to Delhi, Chennai or Coimbatore
   Up to 2 travels during implementation to Coimbatore
   Up to 2 travels for follow-up up to Chennai
   Up to 2 travels to Delhi of review meeting

3) <u>Travel of 1 GIS Expert (total):</u>
   Up to 1 travel during implementation to Coimbatore
   Up to 1 travel for follow-up up to Chennai

Table 2: Time estimation

	Preparation	Conduction of Training	Follow-up	Documen-tation and Review	Total
Senior Trainer	7	7	4	4	**22**
Assistant 1	10	4	2	10	**26**
Assistant 2	10	4	2	10	**26**
GIS Expert	3	2	0	2	**7**

7.2 Total No. of mandays required

Total no. of man-days required including preparation, conduction of training, follow-up and documentation and review estimated at 81 days (Travel time not included) spread over till seven months after signing the contract.