

TERMS OF REFERENCE FOR CONSULTANT TOWN PLANNER

1. BACKGROUND AND RATIONALE

The Infrastructure and Development Bank of Zimbabwe (IDBZ, "the Bank") is undertaking various housing development projects countrywide. The projects are in support of the Bank's Long Term Strategy (2021-2030) which is underpinned by the National Development Strategy 1 (2021-2025) and the country's Vision 2030, as well as the United Nations Sustainable Development Goals (SDGs), specifically SDG 3 – *Good Health and Well-being*, SDG 5 – *Achieve gender equality and empower all women and girls*, SDG 6 – *Clean Water and Sanitation*, and SDG 11 – *Sustainable Cities and Communities*.

It is against this background that the Bank wishes to engage the services of a Consultant Town Planner.

2. OBJECTIVES OF THE ASSIGNMENT

2.1 Overall Objectives

- i. The objective of the Consultancy Service is to give advice on technically, economically, and environmentally sustainable housing infrastructure planning for the Bank's projects providing sufficient implementation details, including layout planning of the utilities and other infrastructure.

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iii. 2.1.2 Specific Objectives

The key tasks for the Planner include the following:

- Ensuring that plans for housing developments are compliant with Planning and Development Regulations and guidelines;
- To ensure that developments are in accordance with zoning requirements for respective rural, town, urban, and municipal authorities.
- Drawing site plans for plot (building) developments and processing their approval;
- Inspecting structures to ensure compliance with the land use plan;
- Maintaining the planning information, equipment and records; and
- Advising Local Authorities on balanced development.
- Capacity building training for local authorities

2.2 Project Documentation

2.2.1 In respect of all works, the objectives include

- Generating documentation and clearly communicating information about the projects
- Arrange, attend and articulate key outcomes of meetings with clients, authorities and other consultants during the planning phase.
- Develop the approved plan concept and present documents and other information to adequately explain the developed plan,
- Assist the client in lodging formal development/planning applications with statutory bodies where necessary/required,
- Prepare applications, including plans, with other details and schedules to enable statutory approvals,

2.3 Roles and Responsibilities

The Consultant's primary role and responsibilities shall include the following; -

- a) Site visits to understand the boundaries and extent of various project sites, and other features that can impact planning. The consultant shall carry out thorough data collection and do their own analysis of the area and also make recommendations.

- b) **Detailed study of the existing environment and infrastructure**
 - i. Existing scenario: climate & vegetation, topography & land features, existing land use pattern, existing land ownership pattern.
 - ii. Existing amenities & facilities: road & circulation network, footpaths, institutional establishment & offices, heritage, religious structures & sacred sites, existing housing, social amenities, workshops and Industries etc.
 - iii. Existing utilities & services: drinking water supply & distribution, storm water drainage system, sewerage & solid waste disposal system, electricity, streetlighting, telecommunication and other services.
 - iv. Analytical study: slope, aspect, contour and hazard analysis.
- c) **Settlement studies**
 - i. Vital building elements
 - ii. Building heights
 - iii. Traditional Architecture
 - iv. Significant cultural landscape areas
- d) **Demographic studies and planning standards**
 - i. Demographic studies & carrying capacity
 - ii. Existing population studies
 - iii. Population projection
- e) Site survey and review of current status & potential
- f) Formulation of development vision & conceptual plan
- g) Land use distribution and public utilities layout plan
- h) Initial environmental impact evaluation
- i) Project implementation scheme
- j) Include site topographical survey map
- k) Proposed infrastructure and urban services, maps- mapping facilities/infrastructure based on the projected population, demand, capacity, proposed options for additional networks and distribution facilities and more:
 - i. Water supply and sanitation
 - ii. Firefighting facilities
 - iii. Waste management and disposal system
 - iv. Utilities network (electricity, telecom, TV cables, etc.)
 - v. Street lighting and underground utility corridor

3. QUALIFICATIONS AND EXPERIENCE

Consultant

The Consultant should have a minimum 10 years' experience as a Rural and Urban Town Planner, minimum qualification of a Post Graduate Degree in Rural and Urban Planning or Equivalent, or any other relevant qualification, registered with the regulatory and professional bodies.

Interested applicants should submit their applications together with a detailed Curriculum Vitae by no later than **Friday, 30 May 2025**. **Disabled persons and female candidates are strongly encouraged to apply.**

To be considered, interested candidates are requested to forward their applications via email to hr@idbz.co.zw. All applications should be addressed to:

Director - Corporate Services and Human Resources

IDBZ House

99 Gamal Abdel Nasser Road

Harare.