

## **TERMS OF REFERENCE**

### **Selection of Experts for the Project Monitoring Unit to Monitor the Preparation of Master Plan and Regional Plan in Tamil Nadu**

#### **Directorate of Town and Country Planning**

##### **I. Introduction**

Tamil Nadu (TN) is the leading urbanizing State in India with its capital, Chennai being the sixth most populous city in India. As per Census 2011, TN is about 48.5% urbanized. About 35 million people reside in urban areas and account for 9.6% of India's urban population. TN is in the third position in the number of urban inhabitants after Maharashtra (>50 million) and Uttar Pradesh (> 40 million). The urban growth rate, at 27% from 2001 to 2011, outpaced the rural growth rate of 6% during the same period. Urban growth combines net in-migration into urban areas, expansion of city boundaries to accommodate peri-urban growth, and natural growth of the existing urban population. Urbanization in TN is widely dispersed and encompasses 25 municipal corporations, 138 municipalities, and 490 town panchayats. In addition, 374 "census towns" are identified as areas with urban characteristics but have not formally been notified as urban.

##### **About DTCP**

The Directorate of Town and Country Planning (DTCP) in Tamil Nadu plays a pivotal role in shaping the development of both urban and rural areas across the state. The DTCP with its headquarters in Chennai and 37 district offices, holds jurisdiction over the entire state except for the Chennai Metropolitan Area. Its responsibilities extend to planning and development activities in corporations, municipalities, town panchayats, and village panchayats.

The Directorate of Town and Country Planning was established in the year 1971. It is tasked with the role of planning, development, management and improvement of urban and rural areas. Urbanization has been increasing rapidly in the state in the last three decades. Cities have been contributing more to the economic development of the state. Leveraging technology will ensure planned development that will bring greater economic and social benefits to the state.

Government constituted the Directorate of Town and Country Planning (DTCP) under the Tamil Nadu Town and Country Planning Act, 1971 after repealing the Tamil Nadu Town Planning Act 1920. It functions under Housing and Urban Development Department. The total geographical area of the state is 1, 30,058 sq.km.

DTCP the process of preparing 135 GIS based Master Plans under different schemes/ Phases like AMRUT 1.0, AMRUT 2.0, Phase II and Phase III.

In AMRUT 1.0 ,17 Master Plans prepared under this scheme, the Final Master Plan of Rajapalayam was approved by the Government. Draft Master Plans of Nagapattinam with Velankanni, Salem, Vellore and Tirunelveli were given consent by the Government. The remaining 12 Draft Master Plans are in the verge of completion.

AMRUT 2.0 ,51 Master Plans prepared under this scheme was launched in 2021, Under this GIS-based master plans are being prepared for Class 2 towns with populations ranging from 50,000 to 1 lakh. The notification of tender for the preparation Master Plans were issued and are being processed for awarding of contract. Following this, work for the preparation of remaining Master Plans under Phase II, Phase III, and Announcement is under various stages.

### **About PMU**

The objective of appointing urban planning professionals is to provide technical assistance to DTCP in reviewing the preparation of Regional Plans and 135 Master Plans by DTCP through various consultants and concerned District Town and Country Planning Offices and to monitor and ensure that they are prepared and notified in timely manner in accordance with the provisions laid down under Tamil Nadu Town and Country Planning Act, 1971.

It is intended that the PMU will work for the Directorate of Town and Country Planning, Chennai. The team leader of the PMU would report to the Director of Town and Country Planning. The PMU will provide support to the Director of Town and Country Planning, Tamil Nadu, for a period of 30 months.

The DTCP intends to procure the following experts for the Project Monitoring Unit (PMU)

1. Team Leader - 1 No.
2. GIS Specialists - 2 No.
3. Economic Development Specialist - 1 No.
4. Infrastructure Expert - 1 No.
5. Traffic and Transportation Expert - 1 No.
6. Housing and Real Estate Expert - 1 No.
7. Environmental Safeguards Expert - 1 No.

## II. Qualification and Experience of experts and supporting staff to be procured

The table below presents the desired qualifications and experience of the 8 (Eight) candidates to be procured in the PMU, DTCP.

S. No	Designation	No. of Position	Time input (in months)	Minimum Qualifications and Experience
1	<b>Team Leader</b>	1	30	<ul style="list-style-type: none"> <li>• Postgraduate in Planning or equivalent with specialization in Urban Planning/Urban and Regional Planning</li> <li>• Minimum 10 years of experience</li> </ul>
2	<b>GIS Specialists</b>	2	60	<ul style="list-style-type: none"> <li>• Masters/Postgraduate diploma in Remote sensing or in GIS/Planning or</li> <li>• Minimum 3 years of experience</li> </ul>
3	<b>Economic Development Specialist</b>	1	10	<ul style="list-style-type: none"> <li>• Postgraduate in Economics</li> <li>• Minimum 10 years of experience.</li> </ul>
4	<b>Infrastructure Expert</b>	1	10	<ul style="list-style-type: none"> <li>• Graduate in Infrastructure Planning/ Public Health Engineering or equivalent</li> <li>• Minimum 10 years of experience</li> </ul>
5	<b>Traffic and Transportation Expert</b>	1	10	<ul style="list-style-type: none"> <li>• Postgraduate in Transportation Engineering / Planning with graduation in Civil Engineering</li> <li>• Minimum 10 years of experience</li> </ul>
6	<b>Housing and Real Estate Expert</b>	1	10	<ul style="list-style-type: none"> <li>• Postgraduate in Planning with specialization in Housing or equivalent course in Real Estate Investment and Management</li> <li>• Minimum 10 years of experience</li> </ul>

<b>S. No</b>	<b>Designation</b>	<b>No. of Position</b>	<b>Time input (in months)</b>	<b>Minimum Qualifications and Experience</b>
7	<b>Environmental Safeguards Expert</b>	1	10	<ul style="list-style-type: none"> <li>• Postgraduate in Environmental Planning Engineering/ Science</li> <li>• Minimum 10 years of experience</li> </ul>
	<b>TOTAL</b>	<b>8</b>		

### **III. Responsibilities of the experts to be procured**

#### **1. Team Leader**

- i. The Team Leader is expected to play a key role in interface with project executing team and the PMU.
- ii. Lead and coordinate the PMU team, which may include project experts and other specialists.
- iii. Provide procurement support during project preparation/ implementation (including prior and post reviews of all procurement documents and decisions).
- iv. Provide strategic vision, guidance and leadership on matters relating to PMU planning and strategy, management, and its operations.
- v. Convene meetings at stipulated intervals to monitor the overall progress.
- vi. Collection and analysis of data related to project performance, ensuring accuracy and timeliness.
- vii. Work on procurement matters across sectors in the performance of the project's fiduciary functions, seeking guidance on complex projects/issues from senior staff;
- viii. Presentation on project performance and allied progress report to the stakeholder.
- ix. Provide operational advice to all staff of the Project Monitoring Unit (PMU) on concepts, policies and procedures for procurement;
- x. Team Leader of a Project Monitoring Unit ensures that projects are delivered on time, within scope, and on budget, while maintaining quality and compliance with regulations.

#### **2. GIS Specialists**

Monitor to develop necessary GIS data base for Master Plan and Regional Plan.

- i. Utilize GIS tools to monitor the spatial development and implementation of projects, tracking land use changes, infrastructure progress, and compliance with Master plan/Regional Plan.
- ii. Monitor and assess the environmental impact of projects, such as deforestation, water resource depletion, and changes in biodiversity.
- iii. Ensure that all spatial data collected and used in the project adheres to industry standards and formats, promoting consistency and interoperability.
- iv. Ensuring thematic database, and the attribute information content for relevant layers.
- v. Assist in preparing maps that define legal boundaries, property lines, and zoning regulations to ensure the project complies with local laws and land use policies.
- vi. To Prepare and assist of Land use maps / Landcover maps for the Master Plan /Regional Plan.
- vii. To assist in integrating all informative suggestions in a single GIS platform during the preparation of the Master Plan /Regional Plan.
- viii. To ensure the proper guidelines and template of the base map and other thematic maps.

### **3. Economic Development Specialists**

The Economic Development Specialists is expected to:

- i. Review previous planning practices in Tamil Nadu and international best practices in preparation of master plans and strategic plans, with a particular focus on population projection, economic sector analysis, and economic growth strategies.
- ii. Familiarize himself/herself with the previous works/ studies done on urban economy, labor market/employment, enterprises, land value, etc., specifically for the State of Tamil Nadu.
- iii. Coordinate within DTCP's consultants towards understanding trends and impact of urban agglomeration in the Master plan/Regional Plan. Work with higher- level official, and/or with DTCP's consultants towards development of a framework for undertaking real-time agglomeration modeling that can feed into the Master plan and Regional Plan process.
- iv. Review the work of the consultants and consultant firms (working on various planning studies commissioned by DTCP) on topics related to urban economics and economic planning, including economic sector analysis (using location quotient and other measures to depict the sectors with the highest potential to contribute to economic growth and jobs creation), municipal finance performance (robustness of revenue structure and municipal revenue sources, budget and expenditure on capital investments and operational costs, debt services and credit worthiness, execution of the budget, financial reporting and auditing, etc.),

productivity (economic output vs. land and other natural resources consumed), economic analysis of investment planning and prioritization, as well as doing business environment, etc..

- v. Coordinate closely and liaise effectively (including working level interaction) with other team members within the DTCP and other various government agencies and private sector entities working throughout the process of the elaboration of various plans to ensure synergy and consistency in scenario planning and recommendations.
- vi. Support the DTCP and provide technical input to conceptualize, create and maintain a database to monitor land values, rents, household income, land use changes, building permits issued, size of developments, building prices, etc., linking the database to indicators for diagnosis and action to normalize the indicators in collaboration with the GIS experts in the PMU and DTCP consultants working on these subjects.
- vii. Provide knowledge transfer to the staff of DTCP through everyday work and give technical training to the team of analysts and perform quality assurance and quality control of their work and deliverables.

#### **4. Infrastructure Expert**

The Infrastructure Expert is expected to:

- i. Develop and establish lines of communication with DTCP (PMU), consultants, Lenders and various internal and external agencies and stakeholders.
- ii. Work closely with stakeholders, including government agencies, contractors, engineers, urban planners, and local communities, to ensure that infrastructure projects meet community needs and technical requirements.
- iii. Collaborate with other experts in the PMU, such as urban planners, economists, and environmental specialists, to ensure the infrastructure aligns with broader urban development goals.
- iv. Provide technical guidance during the planning and design phase of infrastructure projects, ensuring that the design meets required standards, is feasible, and is aligned with the project's goals.
- v. Review all Infrastructure related reports, proposals, programs, projects and initiatives relating to Master plan and Regional Plan.
- vi. Guide the preparation of Master plan and Regional Plan for sectors in Transportation and guidelines.
- vii. Support and coordinate the undertaking of infrastructure-related projects and their relevance

to urban planning.

- viii. Provide knowledge transfer to the staff of DTCP through everyday work and give technical training to the team of analysts and perform quality assurance and quality control of their work and deliverables.

## **5. Traffic and Transportation Expert**

The Traffic and Transportation Expert is expected to:

- i. Provide operational assistance in developing principles and policies for a sustainable transport system for the master plan and Regional plan.
- ii. Review all transport related reports, proposals, programs, projects and initiatives relating to Master plan and Regional Plan.
- iii. Facilitate coordination and initiate engagement between stakeholders for urban transport initiatives for the implementation of proposals recommendations involving overlapping areas of institutions and organizations.
- iv. Deliver the inputs for planning strategies for multi modal integration and sustainable urban transportation.
- v. Lead all transport-related discussions with stakeholders during the coordination meetings and provide technical inputs for effective implementation and integration of urban transport projects and programs.
- vi. Guide the preparation of Master plan and Regional Plan for sectors in Transportation and guidelines.
- vii. To organize and attend PMU meeting and implement the actions taken by the consultant.

## **6. Housing and Real estate Expert**

The Housing and Real estate expert are expected to assist the PMU through the following tasks, among others:

- i. Assisting PMU in screening the appropriate land for housing problems to cooperate and facilitate real estate investment decisions.
- ii. Support in data collection (from various stakeholders including line departments, academic institutions, and NGOs.) and synthesis.
- iii. To review and enhance the housing strategy for the project and conduct a housing market feasibility and demand assessment.

- iv. Extensive knowledge of the housing sector, affordable housing programs, housing policies, and to guide the PMU.
- v. Analyze existing housing policies and programs, identifying gaps or areas for improvement and Develop strategies to promote affordable housing, balancing economic viability with social inclusion.
- vi. Ensure that housing policies align with relevant regulatory frameworks, including zoning laws, land use regulations, and environmental standards.

## **7. Environmental and Safeguard Expert**

The Environmental and Safeguard expert is expected to support the PMU in undertaking the following tasks, among others:

- i. Support in data collection (from various stakeholders including line departments, academic institutions, and NGOs.) and synthesis.
- ii. Integrate climate change adaptation and mitigation considerations in different urban planning initiatives/analytics.
- iii. Support and coordinate undertaking of environment, energy, waste and water audits as relevant to urban planning.
- iv. Assist and support the analysis of Hazard, Vulnerability, and Risk Assessment (HVRA) studies ensuring these meet internationally accepted standards.
- v. Support in initiatives related to spatial mapping of micro and macro drainage systems.
- vi. Provide inputs to climate and disaster resilient studies/initiatives from housing policies and regulations.
- vii. Render support in organizing stakeholder meetings and related communication activities
- viii. Monitor, document and report the progress of all activities related to climate and environmental resilience/planning.

## **IV. Time Duration**

Appointment to the position will be on a contract basis for a period of 30 months.

## **V. Reporting Arrangements**

The Experts will be reporting to the Director, DTCP or any other official delegated with this responsibility by the Director, DTCP.