

TERMS OF REFERENCE FOR CONSULTANTS

CONSULTANCY SERVICES TO PROVIDE TECHNICAL SUPPORT AND CAPACITY DEVELOPMENT IN URBAN PLANNING AND DESIGN

A. Introduction

Male' City Council (MCC) seeks a consultancy firm to complete 3 major urban planning and design related work. The primary objectives of this consultancy are as follows:

- Develop practical and lasting solutions for urban challenges.
- Address the skill gap in the council's urban planning and development teams through specialized training and capacity-building support.
- Advance urban development projects based on public input while ensuring compliance with laws, regulations, international standards, and best practices.
- Enhance the urban environment, improve the quality of life, and foster social, economic, and environmental progress.
- Acquire data and use new technologies to support informed decision-making and meet legislative requirements.

B. Scope of Services

At the outset, the Consultant Team shall discuss the requirements outlined in this ToR, including expectations and possible constraints for efficient collaboration. The outcome of these discussions shall form the basis for the detailed scope of work, deliverables, and timeline.

Component 1: Development of GIS for Land Auditing Purposes

- a) Geodatabase creation
- b) Web map development for land use plan
- c) Land auditing analysis and reporting

Component 2: Urban Design Interventions

- a) Conceptual urban design plans
- b) Detailed design of selected areas
- c) Landscape design
- d) Heritage mapping
- e) Road network design
- f) Public consultation workshops

Component 3: Revision of Existing Land Use Plan (LUP)

- a) Site analysis and assessment report
- b) Topographic survey and drone mapping (if required)
- c) Socio-economic survey (if required)
- d) Land use plan revisions
- e) Final land use plan and report



Component 4: Capacity Building and Training Workshops

- a) Urban planning and GIS training
- b) Community engagement and public consultation techniques
- c) Environmental impact assessment procedures

C. Duration and Location of Assignment

The project implementation period is two years. The assignment will be based in Male' City, and the project will cover Male', VilliMale' and HulhuMale. Travel to the project sites will be required.

D. Implementation Arrangements

MCC will oversee the Technical Assistance (TA) with the consultancy reporting to the MCC Secretariat. The TA is to offer continuous support to the MCC during the implementation phase.

The consultancy will be directed by a designated Team Leader responsible for coordinating all team activities and contributions. In the absence of the Team Leader, the Deputy Team Leader will assume this responsibility.

E. Expertise Required

- The consultant team may consist of a single firm or a group, partnership, or consortium of firms and organisations, capable of delivering the services required under this technical consultation. The consultant team should be multi-disciplinary and have experience in urban design, urban planning, and infrastructure planning.
- Proposal submissions must include a detailed work plan, human resources, timeframe, schedule of activities, and a budget breakdown, inclusive of all provisional and reimbursable expenses. All positions under the contract must be included and budgeted for in the proposal, in accordance with the person-months allocation.
- The consultant team will encompass an estimated 90 person-months. Proposing firms have some flexibility to determine the number and nature of the experts required to achieve the contract objectives, in accordance with the proposed approach and methodology, ensuring that the output deliverables meet an agreeable standard.
- The consultant will be required to mobilise a team including, at a minimum, the following experts. CVs of these mandatory experts must be submitted.



Table 1: Required Experts and Qualifications

Position Title	Total person months	Experience
Team leader – urban planning specialist	24	<p>Experience: Minimum 10 years' experience in urban and regional planning, management, and urban design. Experience in urban infrastructure projects and familiarity with urban planning/policy issues, urban design, infrastructure needs assessments, including sustainable development, green infrastructure, climate change, and disaster risk management, is desirable.</p> <p>Role: The team leader must have demonstrated experience in supervising a team of experts and working on similar projects, including providing inputs towards the development of spatial plans, land use plans, and urban designs for priority areas.</p>
Urban design specialist (Deputy Team Leader)	24	<p>Experience: At least 5 years' experience in urban design/urban planning, and spatial and land use planning.</p> <p>Role: The specialist will be expected to lead the development of scenarios, concept designs, spatial and land use plans for the city, including development control plans and guidelines. The specialist will work closely with the technical team and contribute to the facilitation of workshops and the preparation of the capacity development programme.</p>
Environmental specialist	12	<p>Experience: Registered EIA Consultant at EPA, with a minimum of 5 years' experience in environmental planning and management, and sustainable development, with a sound understanding and knowledge of environmental legislation, policies, and frameworks.</p> <p>Role: The specialist will contribute towards the development of spatial and land use plans, urban designs, and the capacity building programme to ensure environmental considerations are integrated.</p>
GIS data specialist	18	<p>Experience: Minimum 5 years' experience in GIS mapping, with previous experience on urban planning projects and urban GIS-based mapping.</p> <p>Role: The specialist will work closely with the technical team to integrate data into a spatial planning database system.</p>
Geomatics Surveyor	12	<p>Experience: Registered surveying practitioner at the Maldives Land and Survey Authority with a minimum of 2 years' experience in land surveying. Must be able to work in the field.</p> <p>Role: The geomatics surveyor will work closely with the GIS data specialist and also be expected to contribute towards the spatial and land use plans.</p>



F. Deliverables

The consultants shall submit to MCC the following key project deliverables. All reports and deliverables shall be carried out in full consultation with relevant parties and stakeholders. Deliverables will be prepared in the English language, unless specified.

Table 2: List of Deliverables

Deliverable	Expected Submission Date
Geodatabase creation, Web map development, Land auditing analysis	12 Months
Technical submissions (reports and accompanying plans) <ul style="list-style-type: none"> • Provincial spatial plans • Land use master plans • Land use plans 	To be agreed case-by-case
Capacity building needs assessment and training framework	Within first 6 months of signing the contract
Training manuals, guidelines and materials	
Monthly progress briefs	10 th of Every Month
Quarterly progress reports	Within 10 th day of the end of quarter
Project completion report	Within 30 days of completion of each project deliverable.

Academic Requirement		
A degree in a field directly related to the consultant's specific area of expertise.	Holding only a first degree.	5
	Holding only a Master's degree.	10
	Holding both first and master's degrees.	20
Experience Requirement		
Experience in a field relevant to the designated consultancy work.	1-4 year	5
	5-9 years	10
	10 or more years	20



Urban Planning and Design Consultancy - Price Proposal (MVR)

#	TOR Scope Reference	Component	Description	Monthly Base Rate	Additional Rate	Lump Sum Price
1	Component 1	Development of GIS for Land Auditing Purposes	Geodatabase creation, Web map development, Land auditing analysis			
2	Component 2	Urban Design Interventions	Urban design plans, rejuvenation of selected areas, landscape design, heritage mapping, road network design etc. - Includes preliminary meetings and discussions (problem solving), visioning & conceptualization			
		Urban Design Interventions - Additional Work	Rate-based price for additional design and consulting work - Include land survey, detailed design, stakeholder consultation, costing, tender		Refer to table 1	
		Revision of Existing Land Use Plan (LUP)	Includes preliminary meetings and discussions (problem solving), visioning & conceptualization			
3	Component 3	Revision of Existing LUP - Additional Work	Rate-based price for additional revisions and consulting work - Site analysis, Topographic survey, Socio-economic survey, Conceptual land use plan, Final land use plan and report		Refer to Table 2	
		Capacity Building and Training Workshops	On the job knowledge transfer process			
4	Component 4	Capacity Building and Training Workshops - Additional Work	Rate-based price for additional training and workshops			



Table 1

Design Document Details		Rate/sqft in MVR Gross Floor Area	Foot Print	Cost per unit/ type
1	Land Survey			
2	Architectural Design			
3	Civil and structural Design			
4	MEP Design			
5	Public consultation			
6	Landscaping (Hardscape and Softscape) Design			
7	Outdoor Furniture Design			
8	3D Perspective Renderings			

Costing and Material Specifications

Bill of Quantities (BOQ)	Tiers	Area/sqft (GFA)	Floors	MVR
	1	0 - 2000	1 to 3	
	2	2000 - 5000	3 - 5	
	3	5000 - 10,000	5 - 10	
	4	10,000+	10+	

Table 2

LUP revisions	Revision tiers	Area/Ha	MVR
	1	0 - 5	
	2	5 - 20	
	3	20 - 100	
	4	100 - 200	
	5	200+	

