



**TERMS OF REFERENCE**

**FOR THE PREPARATION OF DETAILED PLANS (PD)**

**GROUP 1 – Simão Ribeiro, Achada Leitão Baixo, Calabaceira and Praia Baixo**

**CABO VERDE**



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## 1 BACKGROUND

### 1.1 Background/current situation

The Government of Cabo Verde (GoCV), with financial assistance from the World Bank, has approved a project aimed at improving fiscal management through State-owned Enterprise (SOE) reforms. The Project objective is to strengthen SOE related fiscal management.

Creating centralities requires organized cities, as planned, safe urban centers, with an optimal level of sanitation and designed for civic and environmental awareness. They are key centers to boost local economy, which is why investments in territorial planning, regeneration, urban and environmental rehabilitation and upgrading are reproductive at economic and social level, which, added to the dimensions related to municipal attitudes and citizenship, enhance quality of the territory.

The Cabo Verde 1/2006 Legislative Decree of February 13, 2006 created the Basic Law for Land Management and Urban Planning (LBOTPU). The first amendment to it was made through 6/2010 Legislative Decree of June 21, and the second amendment by 4/2018 Legislative Decree of July 6, 2018, which in Base VII defines the Land Management System, in which spatial and urban planning are based on a territorial management system that takes into consideration the territory in its entirety, preserves its unity, respects territorial diversity and discontinuity, preserves biodiversity and strengthens resilience in the face of disaster risks.

The Land Management Tools (IGT), according to Base VIII of the LBOTPU and Article 14 of the National Regulation on Land Management and Urban Planning (RNOTPU) established in Decree-Law n° 43/2010 of 10 December, amended by Decree-Law n°61/2018, of December 10, are typified according to the different functions they are entrusted with:

- **Strategic**
  - o National Land Management Directive (DNOT)
  - o Regional Land Management Scheme (EROT))
- **Regulatory**



o Land Management Special Plans (PEOT)

o Detailed Plans or Urban Plans (PU)

The Detailed Plan, as an urban plan, is the land management tool defining in detail the parameters for the use of land in any delimited area of the municipal territory, use of which is established by the Municipal Master Plan (PDM). It builds up and implements proposals for the spatial organization of any specific area in the municipal territory, defining in detail the design of the form of occupation and serving as a basis for infrastructure projects, architecture of buildings and outdoor spaces, according to the priorities established in the PDM.

Despite the scarcity of financial resources, the government has made an effort to provide the municipalities with Detailed Plans (PD), some of which are currently in the final phase of implementation. However, taking into account the number of PD identified in the PDM, there is still a significant need for work in this direction, especially to respond to the needs of city expansion in a perspective of proactive planning as well as for upgrading and rehabilitation of neighborhoods that have grown in a disorganized manner.

## **2 SCOPE: GENERAL OBJECTIVE, SPECIFIC OBJECTIVES AND EXPECTED OUCOMES**

### **2.1 General objective**

The general objective of this Technical Assistance is to contract a consulting and urban planning firm to prepare Detailed Plans (PD) provided for in the Municipal Master Plan (PDM). The DPs are intended for developing and implementing the PDMs for the structuring of land occupation and use, providing the reference framework for the enforcement of urban policies and defining the location of the main collective infrastructure and equipment.

The PDs will cover areas within the municipality and included in the urban perimeter of the PDM, and also the complementary rustic lands of one or more urban perimeters, which prove to be necessary to establish an integrated planning intervention. They may also cover other areas in the municipal territory likely be intended for urban use and



purposes, namely the location of industrial, logistical or service facilities or parks or the location of tourist developments and associated equipment and infrastructure.

With the implementation of the DPs, we will be provided with planning tools that govern the land organization of a certain portion of the municipal territory, integrated into the urban perimeter, which requires an integrated intervention, developing, in particular, soil qualification. The PD is the planning tool that specifies in detail the parameters for the land use in any delimited area of the municipal territory, according to the use established in the PDM.

## 2.2 Specific objectives (Needs)

The PD builds up and implements proposals for land organization of any specific area in the municipal territory, detailing the occupation form design and serving as a basis for the implementation of infrastructure projects, architecture of buildings and outdoor spaces, according to the priorities established in the execution programs included in the PDM. The PD can be characterized, exclusively or predominantly, as urban and rural habitat expansion or rehabilitation and can develop and implement territorial action programs.

Due to the strong tourist pressure that Cabo Verde has been subject to, it becomes even more important to provide municipalities with tools for planning their territory, to allow for their sustainable growth.

In this context, and in close collaboration with the municipalities, urban areas were identified, which, due to their tourist and economic potential, urgently need Detailed Plans for an integrated planning of urban expansion and rehabilitation.

The following table presents the PDs proposed in the PDMs, which will be tendered, selection criteria of which were based on the following principles

- a) Municipalities that have not been benefited yet with funding for PD preparation;
- b) Municipalities, intervention domain of which coincides with the intervention domains of the housing program identified through the National Housing Plan (PLANAH);

- c) Municipalities showing highest incidence of constraints in land availability for construction in order to help in the definition and solution of the problem.

The specific objective of firm contracting is:

- Preparation of Urban Expansion and Rehabilitation Plans in Cabo Verde, identified from the PDs (proposed in the PDMs) shown in the table below

N.º O	Municipalities	Quant.	Location
1	Praia	1	Simão Ribeiro
2	São Salvador do Mundo	1	Achada Leitão Baixo
3	Ribeira Grande de Santiago	1	Calabaceira
4	São Domingos	1	Praia Baixo
<b>Total</b>		<b>4</b>	

### 2.3 Outcomes to be achieved by the contracting party

The following outcomes are expected:

- Technicians and decision makers of the beneficiary municipalities provided with tools to plan and implement urban upgrading projects, with a strong positive impact on the population's quality of life, improvement of the local and environmental economy;
- Increased implementation quality of tools specified in Cabo Verdean legislation for land management;
- Improved management and communication procedures absorbed by the stakeholders involved in this project, namely City Councils, citizens and investors;
- Development of methodologies and procedures that consolidate project management in a sustainable manner;
- Inclusion of the topic of Risks and Disasters in the Plans, as guided by the latest legislative amendment;
- Contribution to national level dissemination of best project management practices resulting from international partnerships;
- Ensuring that different stakeholders in private sector and civil society are consulted for the preparation and validation of plans through public consultation process

established by law and for an effectively participatory planning process throughout its phase; and

- Endow the municipalities with mechanisms that promote the fiscal/economic sustainability of new settlements, reducing infrastructure installation and maintenance costs for governments (central and local), increasing accessibility levels for current and future dwellers and users in the regions covered by the plans.

### **3 ASSUMPTIONS AND RISKS**

#### **3.1 Underlying assumptions to project intervention**

The Detailed Upgrading and Expansion Plans will be the planning tools that specify in detail the parameters for sustainable land use.

#### **3.2 Risks**

- Dispersion of baseline elements for characterization of the benchmark case;
- Long- term implementation of DPs, as a legal tool for land management;
- Challenges in multi-year project monitoring and management; and
- Timely monitoring of different stakeholders according to legal requirements namely when public consultation is conducted.

### **4 SCOPE OF THE PROJECT**

#### **4.1 General considerations**

##### **4.1.1 Task description and expected outputs**

The Detailed Plan shall include the following documents, preparation of which shall conform to Decree-Law nr 43/2010 of September 27 as firstly amended by Decree-Law nr 61/2018 of December 10, 2018:

- Regulation;
- Graphic design pieces;
- Report;
- Implementation plan.



The documents mentioned above shall be delivered in paper (2 copies) and digital format, being the final delivery open (DWG e SHP).

#### **4.1.2 Geographic area covered**

It covers the municipalities of Praia (Simão Ribeiro), São Salvador do Mundo (Achada Leitão Baixo), Ribeira Grande de Santiago (Calabaceira) and São Domingos (Praia Baixo) and each municipality has a plan providing for implementation of the National Housing Program. And or areas previously identified by the PDM.

#### **4.1.3 Target-groups**

The resident population and others working there, national and international tourists and in a comprehensive way, the country.

#### **4.2 Specific activities**

The Detailed Plan shall be made up of material pieces (material content) and documentary pieces (document content) and prepared in line with Decree-Law nr 43/2010 of 27 September, which approves the National Regulation on Land Management and Urban Planning (RNOTPU) prior to the first amendment made by Decree-Law nr 61/2018 of December 10, 2018.

##### **4.2.1 Material content:**

The Detailed Plan establishes at least the following aspects, without prejudice to the specificities required for its preparation, namely:

- More relevant definition and characterization in the Biophysics part of the intervention area, identifying, in detail, the risk areas and the natural areas to be protected;
- Conformation and detailing of PDM provisions;
- Land status of the intervention area, transforming it or dividing or subdividing it in parcels as necessary;
- Establishment of lots for construction;



- Urban design, specifying public spaces, road and pedestrian circulation, parking lots as well as the respective treatment, alignments, implantations, land modeling, volumetric distribution, as well as the location of equipment and green areas;
- Distribution of roles and definition of urban standards, namely indexes, density of dwellings, number of floors, heights;
- Demolition, preservation and rehabilitation operations of existing buildings;
- Public space occupation and management rules;
- Implantation of infrastructure networks, with objective delimitation of the areas benefited by them;
- Building regulations, including urban insertion criteria and the sizing of equipment for collective use, as well as the respective location in the case of public facilities;
- Identification of the plan implementation systems, the respective deadline and programming of associated public investments, as well as their interaction with private investments;
- Structuring of compensation actions and redistribution of benefits and charges in the intervention area.
- Addressing gender issues, with regard to the use of public space, considering different needs and routines when it comes to access to the city (access, mobility, safety and violence control, health and hygiene, climate resilience and ownership safety) by girls and women and sexual and gender minorities of all ages and professions.
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#### 4.2.2 Document content:

- **Regulation:** focuses on building specific system and subdivision of urban property, distribution of roles and establishment of urban parameters, namely indexes, density of dwellings, number of floors and heights, and may also include indicators relating to the colors and materials to be used as well as the conditions for reconversion of areas of illegal origin.
- **Graphic pieces:**
  - **Framing Plan**, covering the intervention area, duly marked, the main communication routes, facilities and relevant collective equipment, the most

important urban centers, extracts of the strip adjacent to the border of the PDs of the surrounding areas, if any, and other elements deemed relevant.

- 1:1000 or 1:500 scale **plan of the existing situation**, in which the main elements of the vegetation, property division, buildings and existing general and local infrastructure are indicated
  - **Spatial Constraints Plan**, which identifies the easements and public utility restrictions in force that may constitute limitations or impediments to any specific form of use;
  - **Legal plan**, on the same scale as the plan of the existing situation, in which and using conventional graphic symbols, the special incidence of indicative measures and binding provisions of the plan are registered, namely parcels, limits of construction areas, access, including organization of parking lots, and public spaces;
  - **Overview/Summary Plan** including the main solutions adopted in planning;
  - **Disaster Risk Plan**, with a view to identifying risk areas and characterizing the type of risks and their restrictive features.
- **Report:** This document shall substantiate the main solutions adopted and their integration in planning and programming of the Municipality's activity, including the following:
    - The extract of the PDM or PDU in force for the area, indicating the adapted or detailed provisions;
    - The characterization and diagnosis study, focusing more on the Biophysical characterization of the intervention area, identifying risk areas and natural values to be protected;
    - The development strategy, including the location, distribution and development of economic activities, substantiating the main solutions adopted.
  - **Implementation program:** The document shall include indicative provisions on implementation of the planned municipal interventions, as well as funding assigned to them.



Expected end product	Activities	Qt	Output	Deadline
<b>Detailed work plan and schedule of tasks for the PDs of Simão Ribeiro, Achada Leitão Baixo, Calabaceira and Praia Baixo</b>	It shall include all the tasks to be performed, the material and human resources and the description of the methodology to be used for each of the activities, and a detailed activity implementation schedule	1	Detailed Plan.	10 months following contract signature.
<b>Written pieces</b>	They shall include the reports according to the material content of the plan. It should include the entire material and document content of the PD according to the LBOTPU and RNOTPU.	4	Characterization and diagnosis report (of each PD) integrating, for the area in force, the extract of the current PDM, indicating the adapted or detailed provisions, the Study of characterization and socio-economic diagnosis of the area of intervention, identifying, when needed, the	3 months following contract signature



		cultural and natural values to be protected	
		- Planning report (of each PD); substantiating the main solutions adopted and their integration into the planning and programming of the Municipality's activity	7 months following contract signature
		- Regulation (of each PD), providing for the specific system for the building and subdivision of urban property, the distribution of functions and the definition of urban parameters, namely rates, density of dwellings, number of floors and indicators relating to the colors and materials to be used, among others	
		-Implementation plan and funding (of each PD). containing indicative provisions on the execution of	



			planned municipal interventions, as well as on the means of financing them	
<b>Graphic pieces</b>			-Framing Plan (of each PD), covering the intervention area, duly marked, the main communication routes, infrastructure, and relevant collective equipment, the most important urban centers, extracts of the strip adjacent to the border of the PDs of the surrounding areas, if any, and other elements considered relevant; - Plan of the Existing Situation (of each PD) at 1:1,000 or 1:500 scale, in which the main elements of the green cover, the division of the property, the constructions and the existing general and local infrastructure are marked;;	



		<p>- Spatial Constraints Plan (of each PD), identifying the easements and public utility restrictions in force that may pose limitations or impediments to any specific form of use;</p> <p>-Legal Plan (of each PD); at the same scale as the plan of the existing situation, in which the special impact of the indicative measures and the binding provisions of the plan, namely the subdivision, the limits of the construction areas, the access system, including the organization of parking, and public spaces are marked with internationally agreed graphic symbols;</p> <p>- Disaster Risk Plan (of each PD); indicating the risks of disasters to</p>	
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		<p>which the territory is subject ( namely hazards, exposure and vulnerability) and the predictable impacts of climate change, based on the preservation of environmental and landscape values, conservation of nature and biodiversity, in the promotion of increased resilience to disaster risks associated with hazards of geological, biological, technological, climatic and meteorological origin, promoting measures to reduce exposure and vulnerability and integrating the principle of “build back better” in post-disaster reconstruction and rehabilitation processes;</p> <p>-</p> <p>Overview/Summary and other pieces required by law (of</p>	
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		each PD), including the main solutions adopted in planning, other components required by law (see Article 119 of the RNOTPU) and others that prove necessary (of each of the PDs).	
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### 4.2.3 Management structure

The project is technically managed by MIOTH through the National Institute for Land Management (INGT) and the General Directorate for Planning, Budget and Management (DGPOG).

Issues relating to the administrative and financial component of the contract are managed by the Special Projects Management Unit, an entity empowered by the Government in this field, together with the World Bank.

### 4.2.4 Client's Input and Counterpart Personnel

A team will be available to monitor the work to be carried out by each Project Office. Whenever necessary, MIOTH will provide a meeting room with broadband connection to Internet.

## 5 LOGISTICS AND SCHEDULING

### 5.1 Location

Project management team will be based in Praia, at the MIOTH facilities

Project implementation team will be based in the contracting Project Office.



## 5.2 Contract and implementation period

Contract duration is 10 and a half months (9 months + 1 month for public exhibition and + 15 days for administrative proceedings of the public exhibition period) from the contract signature date.

The contracting party reserves the right not to sign the contract with entities that, at the time of the tender, are in default with the project management entity (MIOTH/INGT).

For reasons of efficiency in meeting deadlines and the tender schedule, the contracting party reserves the right not to sign more than two contracts with each winning company.

## 6 COMPOSITION OF THE TECHNICAL TEAM AND REQUIREMENTS OF THE SENIOR EXPERT

### 6.1 Team

The PD shall be prepared by a consulting firm, with a minimum of 5 (five) years of experience in land planning, with the execution of at least 3 PDs in Cabo Verde or similar realities. For reference, PDs prepared and in force are available for consultation on the INGT website: <https://ingt.gov.cv/ingt/documentos/#42-115-plano-detalhado-cha-das-caldeiras>.

The contractor's technical team shall be coordinated by one of its members and shall ensure, at least, the participation of specialists in the fields of architecture, urbanism, landscape architecture, civil engineering, economics, law, spatial planning and urban design, individually with proven professional experience, in addition to other specialties that prove indispensable or advisable to perform the task. The technical team shall be of sufficiently good repute and be sufficiently experienced, namely within the scope of the Municipal Land Management Plans.

### 6.2 Senior Experts

Senior experts are indicated and shall present their resume and statements of exclusiveness and immediate availability.

With regard to this contract, senior experts shall present the following profile:

- Senior expert 1: Team leader– Architect and urban planner.

- Qualifications and skills
  - Minimum of 10 years of professional experience similar projects;
  - College degree.

### 6.3 Other experts, support personnel and services

- Expert 1: Architect
  - Qualifications and skills
    - Minimum of 5 years of professional experience in urban planning and design projects;
    - College degree.
- Expert 2: Geography and Land Management
  - Qualifications and skills
    - Minimum of 5 years of professional experience in spatial planning projects, ecologic structure and values in landscape and urban design;
    - College degree.
- Expert 3: Civil engineer
  - Qualifications and skills
    - Minimum of 5 years of professional experience in urban infrastructure projects;
    - College degree.
- Expert 4: Legal expert
  - Qualifications and skills
    - Minimum of 5 years of professional experience in regulation on construction specific system and sub-division of urban property;
    - College degree



- Expert 4: Sociologist (with experience in gender issues to ensure that PD drafting includes a participatory approach)
- Qualifications and skills
  - Minimum of 5 years of professional experience in urban infrastructure projects;
  - Minimum of a bachelor's degree

Expert 4: Sociologist (with experience in gender issues to ensure that PD drafting includes a participatory approach)

o Qualifications and skills

Minimum of 5 years of professional experience in urban infrastructure projects;

Minimum of a bachelor's degree

Support services (including the eventual need for topographic survey, acquisition of maps, and other supporting documents) are considered included in the bidder's financial proposal.

## 7 MONITORING AND EVALUATION

### 7.1 Definition of indicators

Each PD progress shall be evaluated based on the presentation of and not limited to:

- Precautionary measures and prior document (study phase)
- Preparation of the plan proposal;
- Prior approval of the Plan proposal;
- Public exhibition;
- Final approval of the plan;
- Reports and other minutes of in person and distance coordination meetings;
- Field missions.

## 8 PROVISION OF KEY DOCUMENTS AND OTHER INFORMATION

INGT shall provide, under this technical assistance, the documents available in the service's database.



1. base maps available at the entity
2. limits of the information area;
3. all other relevant information available on IDECV (Cabo Verde Spatial Data Infrastructure)
4. The remaining sector information that may prove necessary is the sole responsibility of the contracted team, as well as land survey with georeferenced planimetric information necessary for the design of projects that allow field delimitation, for example, of terrain vertices, altimetric survey of the terrain with level curves every 50 cm of difference, which includes all the necessary elements, such as walls, vegetation, buildings, drainage, access, alignment, interference in underground networks, etc. , the cost of which is borne by the contract.

Others tender for prepare Detailed Plans (PD) for others region will be launched.

Consultants are asked to provide dedicated Key staff and resources for each tender. So, Key staff proposed for contract shall not be repeated.

The Client reserve the right to not awarded more than two (2) contracts for preparation of the PD.