

I. Preliminary ToR for Preparation of Local Area Development Plans for six informal areas in the Greater Cairo Region

1. Background Information

The Participatory Infrastructure Project (PIP) is an Egyptian-German development measure implemented in cooperation between the Ministry of Housing, Utilities and Urban Communities (MoHUUC) and the *Deutsche Gesellschaft für Internationale Zusammenarbeit* (GIZ). The PIP extends over an implementation period from April 2017 until September 2022. It is funded and supported by the German Federal Ministry for Economic Cooperation and Development (BMZ), the European Union (EU) and the Egyptian partners.

The overall objective of the PIP is to contribute to the **local socio-economic development in the informal areas of the Greater Cairo Region (GCR)** by enhancing the delivery of basic services. The action will therefore focus on the provision of infrastructure benefiting the residents of the informal areas. The social and technical infrastructure will be delivered in collaboration with the relevant local authorities and the communities of informal area residents. The project will, additionally, promote the activities of local community groups by establishing a Local Initiative Fund (LIF), which will provide funding for socioeconomic activities performed by civil society organisations. Furthermore, the PIP will feed in its experience in urban upgrading into multiple policy dialogues and exchange mechanisms regarding participatory urban planning procedures.

The PIP is a logical successor of the Participatory Development Programme in Urban Areas (PDP). Within the PDP an important aspect was the integration of the participatory development practices in urban upgrading. Therefore, the PDP invested significant efforts to build capacities related to participation in local government layers, civil society and local communities.

Hence, the PIP is designed to follow through with PDP activities and utilise **the infrastructure upgrading measures as a hands-on learning experience** for all involved stakeholders. The application of participatory upgrading to the infrastructure measures of PIP will allow the mainstreaming participatory upgrading across several sectors. The range of possible infrastructure improvements will indicatively encompass the paving of streets, infrastructures related to water and sanitation, street lighting, and fire hydrants. Social infrastructures, such as community schools, health centres or recreational facilities could also be targeted, mostly for their upgrading. The infrastructure measures to be implemented are chosen as an output of conducting Local Area Development Plans (LADPs). For the first phase, geographically, the target area of both the PDP and PIP covers a total of nine informal settlements in Greater Cairo (three in the Governorates of Cairo, Giza and Qalyubeya respectively) with an estimated total population of two million residents.

Furthermore, an agreement with the national partner to widen the scope of the LADP methodology, an additional six informal areas within Greater Cairo (two in the Governorates of Cairo, Giza and Qalyubeya respectively) to conduct the LADPs process have been chosen. The LADP process is supposed to support the formulation of the development vision within the new target areas, in close collaboration with local administration and national partners. The selection of proposed measures will be done in consideration to respective finance, governance mechanisms and

potential partnerships while the implementation of the chosen infrastructure measure will be managed through the national partner.

2. Scope of Assignment

The LADP of each area will form a **voluntarily agreed development plan document with the local authorities**, which would be situated on an intermediate level between the strategic and detailed planning levels stipulated in the Egyptian Unified Building Law No. 119/2008. It will express the overall development vision for the area and link development objectives to certain locations. The document will analyse all social, economic and environmental aspects of the area, identify the type of change desired and the location of the actions. In consequence, the LADP will be able to:

- a) Provides a framework to identify urban upgrading projects within the target areas of governorate
- b) Considers the synergies of physical and socio-economic potentials and challenges as well as their impact on the residents of the target areas.
- c) Creates an agreed vision for the development of the area, which the local administration can integrate into statutory documents such as detailed plans

This is a preliminary version of the description of the scope and shall be replaced by a more detailed version in the proposal stage of this tendering process.

The LADP is a document which integrates all physical and non-physical planning aspects into one. It divides the target area into sub-areas (action areas) which have certain common/ complementary characteristics. The plan will further set objectives which will build on identified strengths and capture opportunities for sustainable development. The final LADP document will consist of a detailed description of these strengths, weaknesses, and ongoing development initiatives, as well as a series of spatial maps which document proposals for actions and provide detailed guidance on future interventions.

Among the sectors which an LADP has to address, are challenges and opportunities in the fields of:

<ul style="list-style-type: none"> • Accessibility • Climate change adaptation • Commercial activities • Demography • Environment • Economy • Green spaces • Hazards • Social Inclusion aspects 	<ul style="list-style-type: none"> • Housing • Recreational facilities • Social Infrastructure (incl. educational and health facilities) • Solid Waste Management • Safety and Security • Transportation & Mobility • Utilities • Gender considerations
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The plan must comply with the following requirements:

- It has to be elaborated in a participatory dialogue between all relevant stakeholders
- It is based on a complex analysis of the local situation¹
- It is prepared in close cooperation with civil society organisations, local authorities and national partners as well as PIP staff and finally issued, adopted or endorsed by the respective governorate.
- All available background documents² will be shared with the Consultant at kickoff of the assignment.

Further objectives of the contract include:

- The knowledge of governorate staff on elaborating, implementing, and monitoring LADPs in informal areas is enhanced. The increased capacities shall include skills in the field of participatory tools and methods as well as climate change adaptation measures
- Governorate, districts, and other relevant stakeholders have been intensively involved in the elaboration and are capacitated to repeat similar processes.
- National partner supports the LADP process along all phases and milestones including discussions on the integration of the LADP methodology within the planning processes.

3. Work packages and Milestone

The process to prepare the LADP will adhere to the following work packages for each area. The work packages are not listed in order of implementation and may overlap. The indicated duration in weeks might be not continuous but distributed over the 10-months duration.

3.1. Preparation

Task:	Approximate duration in weeks
Preparation	1
Description	
Consolidation of a work plan for the entire process of the LADP elaboration.	
Deliverables	
Work plan including work schedule, team composition, functions/role and contact details	

¹ Despite the complexity of the analysis, the consultant is expected to communicate the main development rationale in an easy-to-understand manner, making it thus more accessible to non-technical people

² Project background documents, log frame of the project activities, available previous studies, manuals and tools relevant to the assignment.

3.2. Establish and Support in Running an LADP Committee

Task:	Approximate duration in weeks
Support in establishing and running an LADP committee	4
Description	
The LADP elaboration will require a steering structure in order for the process to be fully operational through the establishment of an LADP committee. In collaboration with local administration the consultant will support the selection of members for an inter-sectorial committee, creating a meeting schedule and clarifying roles.	
Deliverables	
Agreed description of functions, memberships and procedures of the LADP Committee	

3.3. Conduct Stakeholders' Analysis and elaborate the participation activities for the relevant stakeholders at each stage of the LADP.

Task:	Approximate duration in weeks
Conduct Stakeholders' Analysis and elaborate the participation activities for the relevant stakeholders at each stage of the LADP.	A. 2 B. 4
Description	
The consultant should conduct a stakeholder's analysis to identify the relevant stakeholders to be involved in the participatory process for each stage of the LADP's development. Moreover, the consultant shall develop a participation strategy, which includes the proposed participation activities with the relevant stakeholders that will govern the LADP's formulation in its different stages.	
Deliverables	
A. Stakeholder's mapping and analysis report as an initial step to engaging the various stakeholders who will assist in carrying out the tasks of work package 3.4 B. Work plan elaborating the proposed engagement activities; its objective, target group, and expected outcomes for work packages 3.4 to 3.7.	

3.4. Spatial mapping of target areas and assessment of services and public utilities.

Task:	Approximate duration in weeks
Spatial mapping of target areas and assessment of services and public utilities.	12
Description	

The consultant will study the area by creating a bilingual (Arabic and English) spatial database for the target areas which represents the status quo of the different sectors, public utilities and services. This shall be carried out through site visits, urban surveys and data collection from the relevant stakeholders and elaborated in GIS format.

The data collection shall rely on plans and GIS maps provided by different governmental entities, the census data for the area and its surroundings for the year 2017 developed by the Central Agency for Public Mobilization and Statistics (CAPMAS). The data collected should be verified and updated through field surveys in cooperation with the different governmental directorates³ and companies such as Health, Education and the holding companies for water and sanitation utilities, etc. (A data catalogue will be provided in the full application phase). This GIS data will be the base of the LADP assignment, and it will be used in the situational analysis work package 3.5.

Deliverables

- GIS database about the current state of the area, representing all features of the data catalogue for the 2 areas (one lot) in Geo-Database format and all the attribute data will be bilingual (Arabic- English)
- A descriptive status quo of the area including socio-economic activities and spatial patterns (Land-use) in order to create an understanding of the context.

3.5. Situational Analysis

Task:	Approximate duration in weeks
Situational Analysis	A. 4 B. 2
Description	
<p>The consultant shall conduct a thorough Situational Analysis to have an in-depth understanding of the target areas; covering its potentials, challenges, key stakeholders, ongoing and planned development activities, etc., The consultant shall develop an extensive assessment of the different sectors [in line with the data collected in work package 3.4] including the urban, environmental, socio-economic and institutional aspects. Subsequently, the consultant is expected to overlay the spatial and socio-economic analysis of the area in order to identify the so called Hotspots areas where proposed development solutions and measures would be later identified in the further phases of the LADPs.</p>	
Deliverables	
<p>A.1 Situational Analysis report to include spatial documentation and narrative description of the main findings, potentials and challenges, identification of Hotspot areas.</p> <p>A.2 Interim presentation to the LADP partners.</p>	

³ This will be facilitated through PIP and Urban Upgrading Unit (UUU) on the governorate's level.

B. The participation activities and workshops results for this phase are carried out and documented.

3.6. Building Development Scenarios and Identify Integrated Solutions

Task:	Approximate duration in weeks
Development Scenarios and Identify Integrated Solutions	A. 8 B. 4
Description	
<p>The consultant will develop all planning aspects of the LADP taking into consideration the results of the data collection, situational analysis and stakeholders participation workshops. The consultant shall conduct planning workshops engaging all relevant stakeholders to assist in the identification of the development scenarios and measures (physical, socio economic and governance) within the Hotspots areas. Subsequently, the consultant will devise integrated solution packages within the Hotspots areas. The consultant is expected to conduct a second series of planning workshops divided by the Hotspot Areas to develop possible solutions for each with the relevant stakeholders.</p>	
Deliverables	
<p>A.1 Overall vision, technical and legal constraints of the area are clarified and agreed with local administration and consider the results of the stakeholder engagement process</p> <p>A.2 Proposed strategic development scenarios for all relevant sectors</p> <p>A.3 Consolidation of maps and plans which document these development scenarios in a spatial context</p> <p>B. Planning workshops results brief and documented results for each workshop conducted ensuring the integration of all relevant stakeholders' perspectives throughout the planning process</p> <p>C. Integrated solutions packages for each action area</p>	

3.7. Evaluation of Solutions and Drafting of Action Plans

Task:	Approximate duration in weeks
Evaluation of Solutions and drafting of Action Plans	4
Description	
<p>The consultant shall develop Evaluation Grids to evaluate the impact and feasibility of identified solutions and assess the role of stakeholders. Moreover, the consultant shall conduct a series of Validation and Verification Consultation Workshops engaging relevant stakeholders with the objective of verifying proposed measures and enhancing the Solution Packages in 3.6. Following the evaluation of measures, the consultant shall draft an Action Plan detailing the main and</p>	

sub activities of the identified solutions and measures including the potential partners for implementation, operation and sources of financing.

Deliverables

Evaluation grids for each area documenting the results of the assessment workshops carried out with the LADP committee and other relevant stakeholders

Final (Action plan) of projects, which should include project location in GIS format, description, project activities, operation and maintenance ... etc., for all projects per area

3.8. Submission of Final Report

Task:	Approximate duration in weeks
Submission of Final Report	4
Description	
The final LADP process document is developed based on the preceding steps including recommendations from the consultant on the guidelines for the LADP process and further dissemination and capacity development to the relevant stakeholders	
Deliverables	
Final report of the Local Area Development Plan and its process	
Contributions to Knowledge Management and Publications	

4. Geographic Areas and Tender Lots

At the proposal stage of this tendering process, consulting firms will be asked to submit technical and financial bids to develop LADPs as per the geographical scope of the areas identified below (See Annex 4).

Lot	Geographic Area	Governorate	Amount of Target Areas
1	Khanka, Bahteem	Qalyubeya	2
2	Kirdas, Badrashin	Giza	2
3	Ain Shams 1, Ain Shams 2	Cairo	2

Consulting firms selected to participate in the proposal stage may submit proposals for all Lots but may not be awarded with more than two Lots.