



COUNTY GOVERNMENT OF LAMU



Department of Land, Physical Planning, Infrastructure &
Urban Development

TERMS OF REFERENCE

FOR

**CONSULTANCY SERVICES FOR PLANNING, SURVEY &
REGULARIZATION OF KIWAYU VILLAGES AND FARMS**

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DEPARTMENT OF LAND, PHYSICAL PLANNING, INFRASTRUCTURE & URBAN
DEVELOPMENT

Table of Contents

Contents

1.0 Introduction	3
2.0 Location of Kiwayu villages and Farms	3
3.0 Objectives of the assignment.....	4
4.0 Scope of works	4
5.0 Methodology.....	5
6.0 Deliverables/ Expected Outputs	5
6.1 Inception Report	5
6.2 Ground Control survey report	5
6.3 Comprehensive Advisory Plan & Zoning Plan	6
6.4 Cadastral Plan	6
6.5 Approved List of beneficiaries	6
6.6 Final survey report	6
7.0 Obligations of the Client	6
8.0 Estimated Consultancy Time.....	7
9.0 Payment Structure	8
10.0 Qualifications of the Consultancy	9
11.0 Implementation framework/institutional delivery framework	9

1.0 Introduction

Insecure land tenure system has had adverse impact in terms of the overall development of Lamu County in both the urban and rural areas. The County Government of Lamu has prioritized and allocated funds for planning and survey of urban centres and rural settlements for purposes of ensuring orderly, planned developments, provision of infrastructure and services and issuance of ownership documents to the residents.

The planning, survey and regularization of Kiwayu villages and Farms is one of the key priority projects for implementation in the Financial year 2018/2019.

2.0 Location of Kiwayu villages and Farms

The planning area is located in Kiunga Ward approximately 60 kilometres North East of Lamu island and 4 kilometres South of Mkokoni village. The island is accessed via the ocean with Mkokoni village being the closest in the main land.

The planning area measures approximately **450 hectares** with two villages in the island (Cha Ndani & Cha Nje)

Figure 1: Location of Kiwayu villages and Farms



3.0 Objectives of the assignment

The key objectives of the assignment include:

- 1) To prepare a Comprehensive Advisory Plan and zoning plan to guide the development, survey and regularization of Kiwayu villages and Farms.
- 2) To carryout survey and demarcation of individual plots, farms and public utilities for purposes of registration and issuance of title deeds.
- 3) To prepare a survey plan and a list of beneficiaries for submission to the Ministry of Lands and Physical Planning for registration and issuance of title deeds.

4.0 Scope of works

The scope of services will require the consultant to:

- I. Include personnel from the National/County Ministry of Land and National Land Commission to undertake stakeholder sensitization, identification of beneficiaries, dispute resolutions and project supervision.
- II. Prepare a **comprehensive Advisory plan** covering approximately 450 hectares for immediate implementation.
- III. Prepare a **Zoning plan** to guide the growth and development of the island in a sustainable manner and help to implement the land use objectives of the community's comprehensive Advisory plan.
- IV. Undertake a survey data search of all existing surveys in and around the project areas.
- V. Identify and recover existing survey control points in and around the project areas suitable for use as datum points for establishment of controls for the projects.
- VI. Establish survey control points and undertake the controls survey sufficient to place block corner beacons in the whole project area(s).
- VII. Establish and survey block corner beacons to delineate all roads.
- VIII. survey and Beacon all plots, show the beacons to beneficiaries in liaison with the Ministry of Lands and County Government of Lamu and issue beacon certificates where applicable.
- IX. Compile the resulting survey data, field notes, computations, survey plans and submit them to the relevant authorities for approval through the County

Government of Lamu & County Surveyor. The consultant will be expected to follow up the approvals.

- X. Follow up preparation and approval of Deed Plans /RIMs in liaison with County Surveyor.
- XI. The projects are expected to be completed as shown in the implementation plan.

5.0 Methodology

The process of undertaking planning, survey and regularization of Kiwayu villages and Farms should be guided by the following:-

- I. Existing legal framework
- II. Benchmarking for best practices
- III. Structured Public participation
- IV. Multi-sectoral/Multidisciplinary approach
- V. Project development objectives
- VI. Terms of Reference.

6.0 Deliverables/ Expected Outputs

The Consultancy is expected to submit six (6) hard copies and soft copies of the following reports to the authorized and accounting officer:-

6.1 Inception Report

It will describe the approaches and timelines proposed to prepare and deliver the scope of works outlined within three weeks of commencement of the consultancy. The relevant officers within the department will provide comments on this report within two weeks of receipt and the consultancy will adjust the opening work according to the comments received.

6.2 Ground Control survey report

It will describe how you will establish the survey control points that will be used in placing and picking the beacons for the plots. The report will be prepared and delivered within three weeks after submission and approval of the Inception report.

6.3 Comprehensive Advisory Plan & Zoning Plan

This is a short term plan for immediate implementation that provides the necessary framework for survey and demarcation of plots including provision of infrastructure and services.

It should be prepared in consultation with the County Government of Lamu , community and other key stakeholders. The same to be approved by the County before implementation.

A zoning plan is a detailed land use plan with provisions for the use, protection and design of areas and physical surroundings. The purpose of Kiwayu zoning plan is to segregate incompatible land uses, define the island development limit and promote developments that enhance conservation to safeguard the ecosystem in and around the island from human interference. The Zoning plan will describe the land use permitted in the planning area including the building typologies, heights, plot ratio and coverage, road width, methods of waste disposal, riparian reserve etc.

6.4 Cadastral Plan

The consultant to provide a plan of the area which shows the individual plots, farms and public utilities with area, angular and linear measurements.

The consultant will survey and beacon all the individual plots, farms and public utilities, show the beacons to the beneficiaries and prepare a cadastral plan of the same to be approved and submitted to the Director of Surveys by the County Government in liaison with the County Surveyor.

6.5 Approved List of beneficiaries

The County Government of Lamu will spearhead the identification of beneficiaries in partnership with the community, Ministry of Lands, National Land Commission and the consultant.

6.6 Final survey report

A summary of all the works done including the all the deliverables excluding the inception report .

7.0 Obligations of the Client

County Government of Lamu will provide the following inputs:-

- 1) The County Department of Land in partnership with the Ministry of Lands and National Land Commission will spearhead stakeholder sensitization, formation of local survey committees, identification of beneficiaries and overall project supervision and quality assurance.

- 2) Regularization/Advisory plans within the project area.
- 3) Part Development plans within the project area.

8.0 Estimated Consultancy Time

The contract will take place over duration of **18 Weeks**. The consultant shall advise the client in writing on any delay that affects the achievement of the objectives as per the set timeline.

The bidder is expected to propose the timelines for delivery of the above deliverables in the technical report and the activity work schedule which shall be discussed and agreed on with the County Government of Lamu during negotiation.

The consultant shall submit the following reports in the numbers and formats indicated. All the reports shall be in English and prepared on A4 size paper apart from plans which **MUST** be printed to scale:

Item	Broad major essential aspects to be covered	Cumulative Period From Start	No. of Copies
Comprehensive Inception Report for the Entire Assignment	Methodology of Works Work Plan of Tasks	Bidder to Propose	6 + soft
Ground control survey report	Provide survey control diagram Provide ground control coordinate list	Bidder to Propose	6 + soft
Comprehensive Advisory Plan & Zoning Plan	Undertake stakeholder consultations to seek views from the community and County Government Prepare a framework to guide settlement of squatters & provision of infrastructure & services Prepare a Zoning plan to guide the various land uses & developments	Bidder to Propose	6 + soft (pdf & dwg format)
Cadastral Plan	General boundary Survey & beaconing of plot File compilation/Field sheet maps Processing at Director of Surveys	Bidder to Propose	6 copies of certified survey plan/RIM + soft
List of beneficiaries report	List of allottees/claimants Area list indicating the acreage for each parcel	Bidder to Propose	6 + soft

Final survey report for the entire assignment	Description of all the works undertaken & achievements /challenges	Bidder to Propose	6 hard copies and soft copy
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9.0 Payment Structure

The client shall make payment of fees and reimbursable expenses as shall be agreed during negotiation. The following format shall be applied to payment of the deliverables:

No	Item	Deliverable	Payment % of project sum	Timeline
1	Project Inception and Reconnaissance Survey	-Inception Report -Notice of Intention to Plan	20	2 weeks
2	Establishment of Controls	Ground control survey report	20	2 weeks
3	Preparation of Comprehensive Advisory Plan & Zoning Plan	-Stakeholder consultation meeting reports -Comprehensive Advisory Plan -Zoning Plan	30	10 weeks
4	-Placement of beacons -Preparation of cadastral plan -List of beneficiaries	-Cadastral plan and final list of beneficiaries -Final survey report	30	10 weeks
		TOTAL (Inclusive of VAT)	100%	23 weeks

N/B: The total cost of the aforementioned activities should be inclusive of facilitation costs of the following items:

- 1) Stakeholder consultations / sensitization meetings.
- 2) Technical officers selected by the County Government to supervise the project.
- 3) Security
- 4) Identification of the beneficiaries by the County Government in liaison with the Ministry of Lands and National Land Commission.
- 5) Transport costs both water and vehicle transport
- 6) Allowances for the Local Committee elected by the community to assist the County and consultant to implement the project.

- 7) Verification of the List of beneficiaries and survey plan by the community and County Government of Lamu.
- 8) Advertisement costs (Notice of intention to plan & completion of plan)

10.0 Qualifications of the Consultancy

The County Government of Lamu invites eligible consultants, who must be firms of **Registered & practising Physical Planners** and **Licensed Land Surveyors** to indicate their interest in providing the services.

The consulting firm should have a wealth of previous experiences in similar work.

11.0 Implementation framework/institutional delivery framework

The preparation and implementation of the project will require cooperation, collaboration and partnership between the Consultant, County/National government Kenya Wildlife Service and local community.

The County Government of Lamu, National Ministry of Land, National Land Commission and Kenya Wildlife Service will provide the necessary leadership to steer the process as the mandate falls within their domain. The consultant through the County Government of Lamu will facilitate personnel nominated by National/NLC/County for purposes of stakeholder sensitization, identification of beneficiaries, dispute resolutions and overall project supervision.