



**MBERENGWA RURAL DISTRICT COUNCIL
(RDC) MASTER PLAN**



Inception Report

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1.0 INTRODUCTION

- 1.1 **Mberengwa Rural District** is located in Midlands province. It is approximately 180 kilometres from Bulawayo along the Bulawayo – Masvingo Road. The centre was established an administrative centre for the District of Mberengwa. The centre has remained predominantly an administrative centre. Mberengwa district has never had a Master Plan. The development of the centre was predominantly on a piece meal approach where local development plans were developed to address pressing development needs. There has never been a comprehensive plan in form of a master plan that has been developed to guide spatial growth of the centre in an orderly way
- 1.2 Efforts to provide a guiding framework for the area were undertaken when efforts were made through Local Plans, which were mainly on ad-hoc basis. A master plan therefore will give a more comprehensive development plan with specific socio- economic trajectories that will carry the development of the centre. Most of the development plans are out dated, which therefore requires new ones that have a current development themes that address the national developmental goals. These uncoordinated local plans need to be consolidated into a master plans that reads the development of the centre into future in line with the national development thrust of achieving an upper middle class economy by 2030. There is need for inclusive development that will take in to account all the stakeholders in the centre and beyond. A good master plan will likely generate a new inertia in the demand of land for various uses, which will lead to increased growth of the centre. The new land demands require a better land management toll, which will come inform of the master plan produced. Against these backdrops, it becomes compelling that a well thought out development guide and strategy be put in place in order to ensure coordinated and orderly growth as well as development of all the settlements in the proposed Planning area.
- 1.3 As a district capital the centre has been the growth pole of the district, which has seen a lot demand for land from investors. This therefore calls for a comprehensive spatial planning that will guide the development of the centre. The district has been heavily endowed with mineral resources that are dotted around the district, which has formed a major drive for development in the district. Importantly also the above developments are bound to positively change the social, economic and demographic profile of the proposed Planning Area. The call to service by the President will therefore help to usher in orderly development in line with the country's vision 2030 of middle-upper economy. Development of Mater Plan for Mberengwa is the first step towards the national vision and will usher in orderly development.

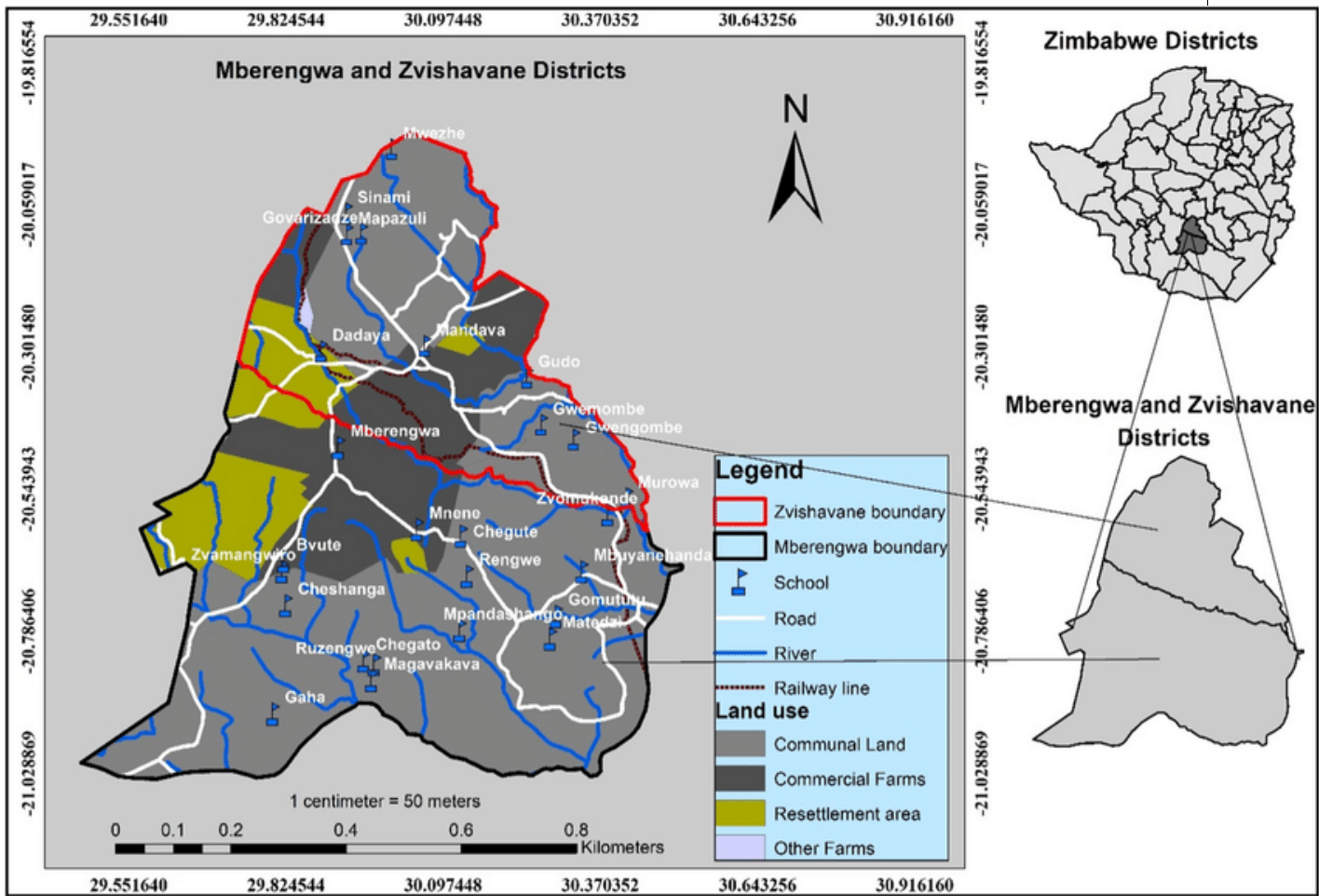
- 1.4 The development of a master plan is supposed to change the built and the natural environment in the areas through:
- (i) Changing from the haphazard and ad-hoc nature of development especially in areas where potential exists for mixed use development.
 - (ii) Rapid alteration of land resources in the planning area for human habitation.
 - (iii) The changing pattern of the economy in all its aspects, formal and informal, as well as the public and private sector.
- 1.5 This situation informed the decision to call for the preparation of a plan to strategize and
- guide the current and future spatial development of Mberengwa in the coming 10 years.
- 1.6 Generally physical planning efforts are geared towards realising the objectives of creating functional and sustainable human settlements that thrive as places to live in, work in, conduct business and commerce as well as attracting investments, in the secure knowledge that health, safety and the general welfare of residents are guaranteed. It is on the basis of all the foregoing in the proceeding paragraphs that it is believed that Mberengwa Rural District will support this national development thrust. This Master plan will therefore be the guide towards Vision 2030 were the quality of life in the district will be changed towards upper middle class.
- 1.7 The preparation of the Master plan shall be in line with land use principles such as
- Sustainable development, inclusive development and economic growth. Sustainable development strives to create a balance between human and natural ecosystems through the preservation of ecosystem integrity including the capacity of natural systems to maintain their structure and to support biological diversity; the respect for the right of future generations to the sustainable use of resources; and the attainment of durable and equitable social. Inclusive development makes sure that no one is left out in the development. The women, youth and the informal sector will be given chance to participate in the development process. The plan will also try to

stimulate all the development potential of the district so that they find space in the development of the district. Spatial plans or frameworks on the other hand do not generate jobs or income themselves but fundamentally is the leverage for the development of the areas if adequately supported.

The Project Area

1.8 The project area constitutes Mberengwa Rural District Area as shown on Map 1.

Map 1 – Mberengwa Rural District and Its Environs



2.0 GOALS AND OBJECTIVES

2.1 The Overall Goal

- 2.1.1 The overriding goal in the preparation of Mberengwa Rural District Master Plan (2024-2034) is to understand the factors affecting the growth and change in the built and natural environments of the Planning Area, and come up with strategies and policies to better guide the current and future development of the area, with a view to deriving maximum economic and social benefits whilst emphasizing environmental protection.
- 2.1.2 The task of understanding these factors can be divided into sectors which include among others: economic activity, demography, housing and associated community facilities, transport, the built and natural environment relationships, infrastructure facilities and the institutional and legal framework.
- 2.1.3 Having understood the factors affecting growth and changes in the Planning Area, a further task is to identify major performance gaps or key developmental problems and issues obtained from the way spatial development occurs in the Planning Area.
- 2.1.4 Lastly, the task will involve coming up with development options or probable solutions based on issues and opportunities identified both within the built and the natural environment of Mberengwa RDC Area. These will together help in the formulation of strategies, policies and a strategically focused implementation framework.

2.2 Specific Objectives

- 2.2.1 The following are the specific objectives of the project: -
- (a) To critically examine the role of the Planning Area in terms of its national and regional context outlining its strengths and weaknesses.
 - (b) To carry out an investigation into the area's natural system specifically focusing on its land systems (geology, topography, slope and soil); air systems (climate, rainfall, temperature, wind and vegetation); water systems (surface hydrology including flood plains, catchments, groundwater including aquifers and their recharge areas) in a logical sequence and the natural and cultural sense of the area. The investigation should focus on understanding the interaction between the human and natural ecosystems in the area in order to create a balance between the two; to protect environmentally sensitive areas, to identify

hazards and to identify areas with natural resource potential including minerals.

- (c) To create a development vision for Mberengwa in the coming 10 years.
- (d) To critically examine the existing transportation systems in the area including road/vehicle based movement, cycling, walking and any other modes of movement in order to understand the relationship between movement patterns and other elements of the settlement system so as to create smart and inclusive mobility.
- (e) To carry out an investigation into the public transport system of the area (both formal and informal) and recommend ways of improving the existing system in order to make it efficient and convenient.
- (f) To carry out an investigation into the area's public places and spaces (both hard and soft open spaces) and come up with ways of improving them in order to turn them into spaces which enhance recreational, social and economic opportunities.
- (g) To critically assess the existing pattern of public facilities focusing on their accessibility and adequacy.
- (h) To study and understand the Planning Area's economic system (formal and informal), how it has changed over time and the key factors, either internal or external, influencing this pattern of change in the key sectors of the local economy and come up with ways of improving the lagging areas and further strengthening and protecting the stronger sectors of the economy.
- (i) To study the Planning Area's population dynamics from both the demographic and socio-economic standpoint.
- (j) To carry out an investigation into the housing sector.
- (k) To carry out an assessment of the area's public infrastructure (roads, electricity and telecommunication, sewerage, water and storm water drainage) and indicate short, medium and long term requirements.
- (l) To carry out an investigation into the sanitation system including the proposed landfill sites.
- (m) To identify priority precincts (mixed use areas, public transport corridors, activity corridors, nodes, upgrade schemes, etc.) within the built up area for detailed design.

- (n) To determine suitable future growth directions for Mberengwa RDC.
- (o) To carry out Strategic Environmental Assessment of the proposed policies and strategies for the planning and development of the area.
- (p) To carry out the necessary consultations in order to ensure that the views of interested and affected parties are taken on board. These consultations will be done through meetings with key stakeholders.

3.0 SPATIAL AND NATIONAL PRINCIPLES UNDERPINNING THE PREPARATION OF THE PLAN

3.1 Key Spatial Principles

3.1.1 In line with the Terms of Reference, the formulation of the Mberengwa RDC Planning Area Master Plan (2024-2024) shall be underpinned by the following generic land management and spatial planning principles: -

- (i) **Sustainability:** the sustainable management of and the use of the built and natural resources in a manner that ensures that the needs of the present generation are met without compromising the ability of future generations to meet their own needs. Overall sustainability is based on three pillars as follows:
 - *Economic Sustainability:* economic sustainability is twofold. Firstly, development must be accessible and affordable to the intended beneficiaries and the local authority responsible for maintenance of

services. Secondly, development must aim to broaden the economic base through diversification linked to the local resource base.

- *Environmental Sustainability*: damage to the natural environment must be avoided. Development must conserve resources, particularly water and minimize waste and pollution of the environment.
- *Social Sustainability*: development that promotes a sense of identity and safety. Development should contribute to the physical and psychological well-being of people through among other things access to opportunities, facilities and services.

- (ii) **Efficiency**: the desired spatial outcomes must be produced with the minimum expenditure of resources.
- (iii) **Integration**: the separate and diverse elements involved in development planning and land use should be linked and coordinated into a more complete harmonious whole.
- (iv) **Equality**: requiring that everyone affected by spatial planning, land use management and development actions or decisions must enjoy reasonable protection and benefits.

3.1.2 To this effect, in order to fully meet the requirements of the Client's Terms of Reference during the preparation of Mberengwa RDC Planning Area the Master Plan, will be adhering to the following ethical principles:

- (i) To meet and satisfy the expressed needs of the community and the Client.
- (ii) To design and propose implementable and sustainable programmes in terms of viability and funding.
- (iii) To prepare and submit a plan acceptable to and owned by the community.
- (iv) To advocate plan proposals that are environmentally friendly.

3.2 National Principles

3.2.1 The preparation of Mberengwa RDC will be done in line with the Regional and National development thrust. Nationally this exercise is Call to Action by the president, for No Compromise to Service Delivery, which a call to all local authorities to be geared for improved quality of living in line with the

national vision 2030 of achieving an upper-middle class economy. Vision 2030 is outlined in the National Development Strategy 1, which call for achieving an Empowered and Prosperous Upper Middle-Income Society by 2030. The Master plan will the first step in bringing improved quality of life in the whole country. The master plan will also be guided by regional development plans such as Africa Vision 2060, which aims to achieve a high quality of life among Africans.

- 3.2.2 These National Principles have set the broader context for the objectives of development planning in Zimbabwe both at National, District that leaves no one behind. It therefore calls for inclusive developmental planning. The objectives are Sustainable development and Rapid economic growth.
- 3.2.3 Furthermore, the Master Plan will keep a focus on Zimbabwe Agenda for Sustainable socio – economic transformation whose general framework and principles address issues of Sustainable development, Economic diversification, Job creation, Environmental protection and Food security.
- 3.2.4 ZimAsset’s themes also call for equity in resource distribution, social safety net, consultation and gender equality. All these themes and principles are relevant in guiding the preparation of Mberengwa RDC Master Plan and we as planning Consultants are obligated to ensure that the themes inform and are reflected in the Development Proposals to be formulated.

4.0 PLAN PREPARATION PROCESS AND METHODOLOGY

4.1 Introduction

- 4.1.1. In order to attain a successful and timeous execution of a project of this nature and scope, we propose to have a clearly focused project design that will be executed in five stages as follows: -

(i) Inception Report Stage

- 4.1.2 This phase shall include, inter alia, the project work plan and programme and commencement details. This shall entail the mobilization of the project team and the adoption of the methodology for the execution of the project in terms of manpower, work programme and logistics. At this stage, initial reconnaissance visits will be undertaken by the team members in order to get a feel of Mberengwa RDC and its environs.
- 4.1.3 Equally important, the Consultant will at this stage open up lines of communication by having introductory discussions with all the major stakeholders such as government Ministries and Departments, Mberengwa RDC, Parastatal Organizations, Private Sector and the Urban Development

Committee/Resident Association. Communication shall also be made with the members of the Reference Group. The Consultant will also start assembling all relevant reports and maps. The end product of this phase of the project will be the Inception Report. Upon acceptance of this Report by the Client, the Consultant will proceed to the next phase of the project.

(ii) The Study (Report of Survey Stage)

4.1.4 This stage of the project involves the updating of the Base Map and an understanding and review of the physical environment, ecological, social and economic situation as they presently exist in Mberengwa RDC. To do this, extensive and in-depth sectoral field surveys, covering, inter alia, land tenure and use; physical environment; housing; health and educational facilities including infrastructure services will be carried out. This exercise will enable the identification of pertinent planning issues, considerations and development opportunities. The outcome of this phase will be presented in the Study (Report of Survey).

(iii) Draft Master Plan Stage

4.1.5 At this phase of the project, alternative growth options, development proposals, strategies and policies will be formulated to address planning issues and constraints and opportunities identified at the Report of Survey stage. The Development Vision for Mberengwa will also be outlined. This phase will also entail the translation of the Development Strategies into a spatial framework, a structure plan, to guide growth and shape the future growth of Mberengwa. The timing and number of the projects for implementation will then be set out in a sequential manner. The costing will be factored in, and all these will be captured in a Capital Improvement Programme.

4.1.6 The Draft Master Plan shall be taken to all stakeholders for consultation in order to solicit their input and comments.

4.1.7 The Consultant shall thereafter, collect all comments and address them accordingly, prepare a comprehensive consultation report and refine the Draft Master Plan. This will culminate in the production of the Draft Final Master Plan.

(iv) Draft Final Master Plan Stage

4.1.8 The Draft Final Master Plan shall be taken through to stakeholders to establish the extent to which comments raised at Draft Master Plan stage

have been incorporated. Thereafter, the revised Draft Final Master Plan shall be presented to key committees of Council including Full Council for consideration before being tabled by the Department of Physical Planning.

(v) Final Master Plan Stage

- 4.1.9 The Consultant shall incorporate all comments made on the revised Draft Final Master Plan to facilitate the production of the Final Master Plan.
- 4.1.10 Three advanced copies of the Final Master Plan shall be submitted to the Client who will check and verify that all comments from the Planning and Works committee, Mberengwa RDC and the Minister of Local Government, Public Works and National Housing if any, have been addressed. In the absence of such comments, the Consultant shall omit this requirement.
- 4.1.11 The Consultant shall produce and deliver the final copies of the plan with the Client's written instruction.

4.2 Deliverables

- 4.2.1 The following deliverables will be presented to the Client in the form of milestones for the project: -
- (i) Inception Report:
 - (ii) The Study (Report of Survey): 10 hard copies and an editable digital copy.
 - 40 executive summary reports for the reference group
 - (iii) Draft Master Plan -10 hard and editable digital copies will be submitted as follows:
 - 40 executive summary reports for the reference group; and
 - A comprehensive Consultation Report.
 - (iv) Draft Final Master Plan: 5 hard copies and an editable digital copy.
 - (v) Final Master Plan: 20 hard copies, an editable digital copy, all associated maps, graphs and figures, 2 AO size laminated copies of the final master plan map and a Project Completion Report (PCR) which will highlight all the successes and holdups of the project.
- 4.2.2 All the graphics included in the plan shall be of GIS professionally high standard and quality, and shall be presented on A4 or A3 format. The Master Plan proposal map shall be presented in AO or A1 format. The editable digital format shall be compatible with the software available at Mberengwa

RDC and Department of Physical Planning Being Arc View 3.2, Arc GIS 9 and AutoCad 10.

4.3 Master Plan Report Format

4.3.1 The Master Plan report will be formatted as follows: -

PART I – THE STUDY (REPORT OF SURVEY)

1.0 INTRODUCTION

- 1.1 General Background
- 1.2 Statutory Provisions
- 1.3 Need for the plan
- 1.4 Scope, Functions and Underlying Principles
- 1.5 Plan Goals and Objectives
- 1.6 Review of Previous Plans
- 1.7 Planning Process

2.0 NATIONAL AND REGIONAL CONTEXT

- 2.1 Geographic Location and Size
- 2.2 Regional Context
- 2.3 Regional Functions, Linkages and Impacts

3.0 THE PHYSICAL ENVIRONMENT

- 3.1 Physiography
- 3.2 Hydrology and Hydrogeology
- 3.3 Geology
- 3.4 Soils
- 3.5 Climate
- 3.6 Vegetation
- 3.7 Wildlife
- 3.8 Natural, Scenic and Historical Features
- 3.9 Physical Constraints
- 3.10 Environmental Issues, Challenges and Development Opportunities

4.0 LAND TENURE AND EXISTING LAND USES

- 4.1 Land Policies and Guidelines
- 4.2 Land Tenure
- 4.3 Settlement Form and Structure
- 4.4 Land Use Disposition
- 4.5 Land Use Issues, Challenges and Development Opportunities

5.0 POPULATION CHARACTERISTICS AND ECONOMIC

PROFILE

- 5.1 Population Policies and Guidelines
- 5.2 Population Growth Trends
- 5.3 Population Composition, Structure and Characteristics
- 5.4 Population Distribution
- 5.5 Employment and Economic Activities
- 5.6 Population Characteristics and their Implications for Development
- 5.7 Population and Economic Issues, Challenges and Development Opportunities

6.0 HOUSING

- 6.1 Housing Policy
- 6.2 Institutional Framework for Housing Delivery
- 6.3 Housing Stock and Demand
- 6.4 Housing Characteristics
- 6.5 Household Characteristics
- 6.6 Housing Issues, Challenges and Development Opportunities

7.0 EDUCATIONAL FACILITIES

- 7.1 Education Policy
- 7.2 Pre-Primary Education
- 7.3 Primary Education
- 7.4 Secondary Education
- 7.5 Tertiary Education
- 7.6 Education Facilities Issues, Challenges and Development Opportunities

8.0 HEALTH FACILITIES

- 8.1 National Health Policy
- 8.2 Public Health Care
- 8.3 Private Health Care
- 8.4 Environmental Health
- 8.5 Health Issues, Challenges and Development Opportunities

9.0 SOCIAL AND COMMUNITY FACILITIES

- 9.1 Policies and Guidelines on Social and Community Facilities
- 9.2 Central and Local Government
- 9.3 Postal Services
- 9.4 Community Centres
- 9.5 Recreational Facilities
- 9.6 Places of Worship
- 9.7 Cemeteries
- 9.8 Social and Community Facilities Issues, Challenges and

Development Opportunities

10.0 INFRASTRUCTURE SERVICES

- 10.1 Current Policies on the supply and delivery of Infrastructure Systems
- 10.2 Water Supply and Demand
- 10.3 Sanitation System
- 10.4 Roads, Traffic and Transportation
- 10.5 Power Supply
- 10.6 Telecommunications
- 10.7 Infrastructure Systems Issues, Challenges and Development Opportunities

11.0 IDENTIFIED PLANNING ISSUES, CONSTRAINTS AND DEVELOPMENT OPPORTUNITIES

- 11.1 Planning Issues and Constraints
- 11.2 Population Growth Projections
- 11.3 Future Land Requirements
- 11.4 Conceptual Spatial Growth Scenarios
- 11.5 Evaluation of Spatial Growth Scenarios
- 11.6 Preferred Spatial Growth Scenario

PART II - MASTER PLAN PROPOSALS, IMPLEMENTATION, PHASING AND COST ESTIMATES

12.0 MASTER PLAN PROPOSALS

- 12.1 Introduction
- 12.2 Proposed Structure Plan
- 12.3 Elements of the Plan
- 12.4 Recommended Policies and Development Guidelines
- 12.5 Strategic Environmental Assessment

13.0 IMPLEMENTATION, PHASING AND COST ESTIMATES

- 13.1 Plan Implementation and Phasing
- 13.2 Monitoring
- 13.3 Cost Estimates

4.4 Step-by-Step Plan Preparation Process and Methodologies

- 4.4.1 Having elaborated on how we propose to design and structure the execution of the project, what follows is a step-by-step plan review process and methodologies of performing each required specific task.

“Survey-Analyse-Plan” Approach

- 4.4.2 Our methodology in the preparation of Mberengwa RDC Master Plan will be based on the Geddesian model of **Survey-Analyse-Plan**. This planning approach means to survey the existing situation and collect data which would be analysed to establish remedial actions required. The analysis of the information would then provide a basis for the formulation of policies, strategies and preparation of the spatial framework for development of the planning area.

Participatory Approach

4.4.3 Consultation shall form a key cornerstone in all the stages during the planning process. As a result, our approach to the preparation of the plan will be all-inclusive and participatory, involving all segments of the town, the Client and other stakeholders. The adoption of this approach is informed by the fact that development should be people-centered and people-driven. This is due to the fact that people are the ultimate beneficiaries of all development initiatives. In addition, participation of the people will act as a safeguard to ensure “**planning with**” the people as opposed to “**planning for**” the people. Therefore, the Consultant will utilise existing structures within Mberengwa RDC to encourage the community to actively participate in the plan preparation process in order to capture their needs, aspirations and goals.

Organisational Framework for Participation

4.4.4 In order to make this participatory approach work, we propose to secure the active involvement of the community and all stakeholders through community based organizations and structures such as Urban Development Committee and Residents Association. Structures of Government, the Planning and Works committee and the Reference Group would also constitute important platforms for community participation and stakeholder involvement.

Multi-disciplinary Approach

4.4.5 The Mberengwa RDC Master Plan document will serve as a coordinating tool for all development programmes in the town and for the Consultant to produce such a document, the project team will be multi-disciplinary in order to comprehensively address all facets of development in the town.

Proposed Methodologies for achieving Objectives in the Terms of Reference

Specific Task/Objective	Technical Approaches and Methodology	Project Personnel
To capture the existing land uses to reflect the existing situation in	<ul style="list-style-type: none"> Avail, peruse and study all base maps, detailed layout plans, aerial photographs and cadastral drawings in the Planning Area. These will be sourced from the Department of Surveys and Mapping, Department of Physical Planning and Mberengwa RDC 	Lead Planners and GIS Expert

Mberengwa Planning Area	<ul style="list-style-type: none"> • This exercise will be followed by an extensive field work and ground truthing exercise to confirm existing land uses and also to capture those not reflected on the maps. • The outcome of this task will be depicted on updated existing land use maps within the Planning Area 	
To review existing land uses and make proposals for changes where necessary and zone land for specific purposes with a view to meeting future development needs	<ul style="list-style-type: none"> • Examine and assess existing land uses and their dispositions to determine their compatibilities and appropriateness to where they are located. • Identify incompatibilities and land use conflicts. Apply urban design concepts, land and soils suitability assessments as well as GIS spatial analysis tool in recommending changes where necessary and zone land for specific uses based on the above considerations taking into account projected populations and future development needs. • Outcomes/results of this task to be depicted on Tables, Graphs and Maps 	<p>Lead Planners Urban Designers GIS Expert</p>
To carry out a	<ul style="list-style-type: none"> • Field surveys will be conducted to ascertain the number and types of sanitation systems in the planning area including sewer lines and treatment works, effluent disposal 	

<p>thorough investigation of the existing general sanitation system including institutional treatment works and general effluent disposal in the project area and make appropriate recommendations</p>	<p>methods if any. Importantly, their capacities and locations will be noted as well as the possible impacts on the environment. In addition, solid waste collection and disposal methods and frequency will be captured and their adequacy determined as well as prevailing problems militating against an efficient sanitation system. Remedial actions and measures will thereafter be recommended that will take into account the need for underground water protection.</p> <ul style="list-style-type: none"> • Information will be sought from Mberengwa RDC environmental health department and engineering • Consultations will the held with officials from EMA 	<p>Infrastructure Engineer and Lead Planners</p>
<p>To study existing</p>	<ul style="list-style-type: none"> • Take an inventory of existing road network system in the planning area, analyse the hierarchies and functionalities. • Carry out a traffic study – traffic counts, origin and destination, traffic generations by major land uses, traffic black spots if any. • Examine road conditions and note areas needing improvements, examine transport modes and preferences, as well as 	

<p>road network and indicate phases of proposed road network improvement as well as new roads to be constructed</p>	<p>issues of parking and transport terminals.</p> <ul style="list-style-type: none"> • Analyse all emerging issues and consider solutions and recommendations with regards to proposed road network improvements and new roads to be constructed in view of spatial expansion and layout plans for new areas and recommend phasing arrangements. • Consult with Council Roads Department, Central Government Roads Department, ZINARA etc • Map proposed road construction and road network systems and phasing arrangements in the Planning area 	<p>Infrastructure Engineer and Lead Planners</p>
<p>To investigate water resources and determine the short, medium and long term needs of the community and thereby establish adequacy of existing water sources</p>	<ul style="list-style-type: none"> • Source all relevant data from reports, maps, ZINWA and archives of the Department of Geological Surveys dealing with hydrology for information on aquifers, groundwater resources and borehole locations. • Conduct tests to establish water quality in terms of Total Dissolved Solids (TDS). • Source information from the Town’s engineering department which will be augmented with field surveys all with a view of determining the adequacy of existing water sources 	<p>Infrastructure Engineer, Lead Planners</p>

	<p>given the population demands.</p> <ul style="list-style-type: none"> • Use population projections and ZINWA standards to determine the short, medium and long term water needs of the Planning Area 	
<p>To carry out a general terrain evaluation of the future expansion area</p>	<ul style="list-style-type: none"> • With the aid of topographic maps of the area, backed by the onsite observation, establish the general terrain conditions of the future expansion areas. Soil investigations and other key considerations such as the need to preserve fertile agricultural areas and environmentally sensitive area would be crucial in the choice of future expansion areas. • Identify site opportunities and constraints. • Analyse land uses and determine logical spatial and activity relationships between intended land uses. • Analyse spatial linkages and relationships of the sites with surrounding and adjoining developments. • Consider environmental impacts and recommend mitigation measures • Constantly consider urban design principles and refer to the urban development standards. <p>-Bear the following check list in mind:</p>	<p>Lead Planners Urban Designer GIS Specialist</p>

	<ul style="list-style-type: none"> • Consult widely (DPP, Council) • Establish a feasible density range and land use allocations • Provide community/neighbourhood focal points • Plan for balanced and self sustaining neighbourhoods • Provide a descending order of traffic circulation system and a safe pedestrian circulation system 	
<p>To critically investigate and analyse the available economic resources and indicate how they can be harnessed to promote developments in the Planning Area</p>	<ul style="list-style-type: none"> • Conduct field surveys and literature to identify and inventories all available economic resources including minerals, veld products etc • Conduct an economic base study of the area and identify economic activities, employment opportunities establish areas of comparative advantage and do a SWOT analysis. • Source employment and unemployment statistics from Zim Stats • Analyse all information and data and recommend strategies and policies for promoting economic growth and development in Mberengwa Planning Area. 	<p>LeadPlanners Socio - Economist</p>
<p>To formulate policies and strategies best suited to facilitate spatial development</p>	<ul style="list-style-type: none"> • Carry out a spatial analysis of the settlements with a view of determining best viable commercial and industrial nodes in the 	

and guide investment decisions in the Planning Area	<p>context of the Planning Area as a whole.</p> <ul style="list-style-type: none"> • Conduct an economic viability study of the Planning Area and determine areas of comparative advantage. Conduct a SWOT analysis • Recommend strategies and policies for attracting investment, guiding investment decisions and orderly spatial development. 	Lead Planners Socio Economist
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4.5 Reporting Schedule

4.5.1 The Consultant’s Project Manager shall report to the Town Board Secretary through the Technical officer, Mberengwa who will be directly charged with the responsibility of preparing Mberengwa Master Plan. In order to facilitate liaison with other stakeholders during the execution of the project, the Client should prepare an introductory letter for the Consultant.

4.5.2 There shall be a plan coordinating Reference Group where the Consultant shall report progress of the plan preparation. The Reference Group shall comprise of the following: -

- (1) Director, Department of Physical Planning
- (2) Director, Department of Geological Surveys
- (3) Director, Department of Wildlife and National Parks
- (4) Director, Department of Forestry and Range Resources
- (5) Director, Department of Environmental Affairs
- (6) Director, Department of Mines
- (7) Director, Department of Surveys and Mapping
- (8) CEO Mberengwa RDC
- (9) CEO, Attn. Planning Officer Mberengwa RDC
- (10) CEO, Attn. Treasurer, Mberengwa RDC
- (11) CEO, Attn. Housing Officer, Mberengwa RDC
- (12) District Administrator’s Officer, Attn. The District Administrator
- (13) Police Services, Mberengwa RDC
- (14) Director, ZNCC
- (15) Director, ZPC
- (16) Director, NANGO

- (17) Chief Executive Officer, ZETDC
- (18) Chief Executive Officer, Tel One
- (19) Chief Executive Officer, ZINWA
- (20) C. E. Officer, National Railways of Zimbabwe
- (21) Director, Regional Education
- (22) Zimbabwe National Tourism Authority
- (23) Residents Association Representative
- (24) Informal Traders Representative

4.5.3 The Consultant shall carry out the necessary and required consultation with all relevant parties including Ministries and Departments, Mberengwa RDC, Parastatals, Private Sector and members of the public.

4.5.4 The Consultant shall prepare four reports at different stages of work. These are Inception Report (10 copies), The Study (10 copies), Draft Master Plan (10 copies) and Final Master Plan (20 copies). At the draft Master plan stage, the consultant shall produce 30 summary copies of the report for the Reference Group, thereafter the production of the remaining copies will be by the Client's instructions. The submission of the reports shall be in hard copies and editable digital format.

4.6 Quality Assurance Plan

Elements of our Quality Assurance Plan

4.6.1 The elements of quality assurance revolve around the following parameters: -

- (i) Plan document that meets acceptable high professional standards which will meet both Client and community needs;
- (ii) Excellence in cartography and mapping using GIS technology; and
- (iii) Factual presentation of data on all existing situations, professional data analysis and rational proposals.

Mechanism for Ensuring Acceptable Quality Outputs

4.6.2 In order to ensure that the Client gets a product of high professional standards that meets both Client and community needs, and to ensure that the Client gets value for money, the Consultant will put every milestone report to vigorous checking and approval. This will entail that the Client is presented with a "day run" of each milestone for checking and discussion with the Consultant. Any corrections will be made immediately so that the Client's needs are satisfactorily met. Thereafter, the report will be presented to the

Reference Group for comments and further refinements if there is the need. The Project Manager will have direct responsibility for checking, verification and editing of all work submitted to the Client in order to maintain quality standards.

- 4.6.3 In terms of maintaining excellence in cartography and mapping, virtually all the maps in the plan documents will be digitised in the format compatible with Arc View 3.2, Arc GIS 9 and AutoCad 10. To conform to cartographic mapping standards, the Consultant shall use the Department of Physical Planning's standards legend palette which shows symbols and mapping colours in order to attain the acceptable quality standards. In addition, all the maps will be subjected to the scrutiny by the Department of Physical Planning's Quality Control Unit in conjunction with the Client's Project Manager to ensure that the quality of the maps is of high standard. It is only when they have been approved that the maps will be included in the report before submission of a "day run". This quality assurance mechanism will greatly reduce delays in the execution of the project.
- 4.6.4 The base map (s) to be used in the production of final maps will be provided in a DXF format and base maps will be sourced from a reliable source such as the Department of Surveys and Mapping in order to produce high quality and accurate maps.
- 4.6.5 The Consultant will ensure that all information presented is accurate by regularly cross and double checking with Local and Central Government officials as well as the community through regular consultations. This will also serve to ensure that all community needs and aspirations have been addressed and met. We believe that the quality assurance plan so proposed will lead to the production of a Mberengwa RDC Master Plan that is acceptable and of high quality.

5.0 WORK PROGRAMME

5.1 A detailed work programme, which reflects project completion time frame of 3 months (92 working man-days) indicating specific activities has been prepared. This will leave another month to carry out all logistics that are needed at council level before submission to the president on 30 June 2024. This include relevant consultative meetings and the adoption of the plan by Council before submission to the president.

5.2 We will present each milestone report within the time frames shown below:

(i) Inception Report: early February 2024

(ii) Report of Survey: Mid-February 2024.

(iii) Draft Master Plan: 31 March 2023

(iv) Draft Final Master Plan: 30 May 2024

(v) Final Master Plan: 30 June 2024

5.3 It should be noted that after the submission of each milestone report, the Consultant will make a presentation to the Reference Group for comments within 2 weeks. These comments shall be incorporated into the Report. In addition, the Consultant shall hold a workshop with community structures and key stakeholders during the Draft Master Plan stage in order to enable them to have an input in the formulation of proposals and growth options.

5.4 The proposed Work Programme is based on the 30 June 2024 deadline pronounced by the President. The time for the preparation of the plan will be split and allocated to the various stages of the Project as shown in Figure 1.

6.0 PROGRESS TO DATE

6.1 The preparation of Mberengwa RDC Master Plan commenced as soon as possible to be completed by 30 June 2024. The Consultant has also started collecting information through the gathering of relevant documents on the project area.

6.2 The completion of the first milestone in the planning process is marked by the submission of this Inception Report to the Client and presentation to the Reference Group.