

PD-ABK-932

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UNITED STATES OF AMERICA
AGENCY FOR INTERNATIONAL DEVELOPMENT

REGIONAL ECONOMIC DEVELOPMENT SERVICES OFFICE
FOR EAST AND SOUTHERN AFRICA (REDSO/ESA)

United States Postal Address
U.S.A.I.D./REDSO/ESA
UNIT 64102
APO AE 09831-4102

International Postal Address
POST OFFICE BOX 30261
NAIROBI, KENYA

September 30, 1993

Mr. Joseph L. M. Mugore
Regional Director
Municipal Development Programme
7th Floor, Hurudza House
14-16 Baker Avenue
Harare, Zimbabwe

RECEIVED
JAN 13 1994
SECTION

Subject: Grant No. 623-1008-G-00-3196-00

Dear Mr. Mugore:

Pursuant to the authority contained in the Foreign Assistance Act of 1961, as amended, the Agency for International Development (hereinafter referred to as "A.I.D." or "Grantor") hereby grants to Municipal Development Programme (hereinafter referred to as "MDP" or "Grantee") the sum of \$10,000 to provide support for the "Urban Planning and Management Workshop for East and Southern Africa," as more fully described in the Schedule of this Grant and Attachment 2, entitled "Program Description."

This Grant is effective and obligation is made as of the date of this letter and shall apply to commitments made by the Grantee in furtherance of program objectives during September 30, 1993 through November 30, 1993.

This Grant is made to the MDP, on condition that the funds will be administered in accordance with the terms and conditions as set forth in Attachment 1 entitled "Schedule", Attachment 2 entitled "Program Description", and Attachment 3 entitled "Standard Provisions", which have been agreed to by your organization.

FUNDS AVAILABLE

RFMO NAIROBI / KENYA
DATE 9/28/93

SCHEDULE

A. PURPOSE OF GRANT

The purpose of this Grant is to provide partial support for the "Urban Planning and Management Workshop for East and Southern Africa," as more specifically described in Attachment 2 to this Grant, entitled "Program Description."

B. PERIOD OF GRANT

The effective date of this Grant is September 30, 1993. The estimated completion date of this Grant is November 30, 1993.

C. AMOUNT OF GRANT AND PAYMENT

1. A.I.D. hereby obligates the amount of \$10,000 for program expenditures during the indicated period set forth in Section B. above. A.I.D. shall not be liable for reimbursing the Grantee for any costs in excess of the obligated amount.
2. Payment shall be made to the Grantee in accordance with procedures set forth in the Standard Provision of this Grant entitled "Payment - Cost Reimbursement", as shown in Attachment 3.
3. Documentation required by the payment provision noted above shall be submitted to:

RFMC
P.O. Box 30261
NAIROBI, KENYA

D. Financial Plan

The following is the Financial Plan for this Grant. Revisions to this Plan shall be made in accordance with the Standard Provision of this Grant, entitled "Revision of Grant Budget". The Grantee may adjust costs among line items by +/- 15%. Any adjustment greater than this shall require the prior approval of the Grant Officer. In no case may the total obligated amount shown in C.1. above be exceeded.

Financial Plan

9/30/93 - 11/30/93

<u>Cost Element</u>	<u>TOTAL</u>
Conference Facilities	\$ 5,600
Local Transport	3,200
Equipment and Materials	1,200
Total USAID share	<u>\$10,000</u>
	=====
Other Donors share	\$65,000
Total Program Cost	\$75,000

E. Reporting and Evaluation

1. Financial Reporting

- a. Financial reporting requirements shall be in accordance with Standard Provision of this Grant entitled "Payment-Cost Reimbursement", as shown in Attachment 3.
- b. Financial reports shall be submitted within 30 working days of the end of the reporting period.
- c. All financial reports shall be submitted to, and in the format acceptable to, the AID office cited below:

Financial Office

RFMC
P.O. Box 30261
Nairobi, Kenya

Project Office

REDSO/ESA/UID
P.O. Box 30261
Nairobi, Kenya

2. Technical Reporting

- a. The Grantee shall submit to the USAID Project Officer three (3) copies, in English, its final report of the workshop. The report will include a detailed agenda of the workshop, a complete list of participants, a summary of the substantive topics covered and the workshop discussions, a brief critical assessment of the workshop, and other material as appropriate.

F. Indirect Cost Rates

No indirect costs shall be applicable to or charged to this Grant.

G. Closeout Procedures

This section prescribes uniform closeout procedures for AID Grants and Cooperative Agreements.

1. The following definitions shall apply for the purpose of this section:

- a. Closeout. The closeout of a Grant or Cooperative Agreement is the process by which AID determines that all applicable administrative actions and all required work of the Grant or Cooperative Agreement have been completed by the Grantee or Recipient and AID.
- b. Date of Completion. The date of completion is the date on which the work under Grants or Cooperative Agreements is completed or the date on the award document, or any supplement or amendment thereto, on which AID sponsorship ends.
- c. Disallowed Costs. Disallowed costs are those charges to a Grant or Cooperative Agreement that AID or its representative determines to be unallowable in accordance with the applicable Federal cost principles or other conditions contained in the Grant or Cooperative Agreement.

2. AID closeout procedures include the following requirements:

- a. Upon request, AID shall make prompt payments to a Grantee or Recipient for allowable reimbursable costs under the Grant or Cooperative Agreement being closed out.
- b. The Grantee or Recipient shall immediately refund any balance or unobligated (unencumbered) cash that AID has advanced or paid and that is not authorized to be retained by the Grantee or Recipient for use in other Grants or Cooperative Agreements.
- c. AID shall obtain from the Grantee or Recipient within 90 calendar days after the date of completion of the Grant or Cooperative Agreement all financial, performance, and other reports required as a condition of the Grant or Cooperative Agreement. AID may grant extensions

when requested by the Grantee or Recipient.

- d. When authorized by the Grant or Cooperative Agreement, AID shall make a settlement for any upward or downward adjustments to AID's share of costs after these reports are received.
- e. The Grantee or Recipient shall account for any property acquired with AID funds, or received from the Government, in accordance with the provisions of Paragraph IT of Chapter 1, AID Handbook 13.
- f. In the event a final audit has not been performed prior to the closeout of the Grant or Cooperative Agreement, AID shall retain the right to recover an appropriate amount after fully considering the recommendations on questioned costs resulting from the final audit.

H. Cost Sharing/Matching

The program which is funded by this Grant is being funded by multiple donors, in the amount shown in Section D. above.

I. Title to Property

Title to nonexpendable property funded by AID under this Grant shall vest in the Grantee in accordance with the Standard Provision entitled "Title to and Use of Property (Grantee Title)".

J. Authorized Geographic Code

The authorized geographic code for procurement of goods and services under this Grant is 935.

K. Participant Training

All Participant Training funded under this Grant shall be accomplished in accordance with the policies, allowances, guidance, and reporting requirements of AID HB 10, Participant Training. Further guidance may be found in the Standard Provision of this Grant entitled "Participant Training".

L. Approval For Purchase of Non-Expendable Personal Property

In accordance with OMB Circular A-122, the Grantee must obtain the approval of the Grant Officer prior to the purchase of any

item of non-expendable personal property valued in excess of \$500, or the local currency equivalent. The purchase of any item which exceeds \$500, will require the prior approval of the Grant Officer. The Grantee is reminded of the need to adhere to all pertinent rules and regulations, including, but not limited to, the following Standard Provisions found in Attachment 3: "AID Eligibility Rules for Goods and Services", Procurement of Goods and Services" "Ocean Shipment of Goods", and "Local Cost Financing".

ATTACHMENT 2

PROGRAM DESCRIPTION

MUNICIPAL DEVELOPMENT PROGRAMME

ACTIVITY NO: R7

ACTIVITY TITLE: **METHODOLOGICAL WORKSHOP ON URBAN PLANNING AND MANAGEMENT FOR EASTERN AND SOUTHERN AFRICA.**

LOCATION: DAR ES SALAAM - TANZANIA

PARTNER INSTITUTION: Center for Housing Studies (CHS) of ARDI Institute,
Dar Es Salaam - Tanzania.

BACKGROUND:

The planning of towns and cities for the provision of services and infrastructure to accommodate growth and economic development is critical to the sustainability of the town/city and the living conditions of the inhabitants. Conventional technical approaches (master plans or structure plans) are often inappropriate to the needs of rapidly growing, under serviced and fiscally weak urban centers. Municipalities rarely make an effort to analyze their strengths and weaknesses nor competing for scarce resources from the national budget nor take advantage of strengths that can draw investment, increase revenue and expand employment, in the formulation of their plans.

As support to urban centers from the national budget continues to decline and in some cases eliminated, urban authorities need to develop effective planning and management systems which ensure the generation of meaningful levels of revenue for sustainability and improvement of the centers. Corporate planning techniques, coupled with realistic resources assessment can lead to building blocks for local economic development and more disciplined and responsible municipal investing.

Despite the ineffectiveness of the conventional technical approaches planners have been slow to adopt alternative approaches which would improve the process and plan development and implementation. There is need for the development of general principles on how to plan effectively for our urban development, based on clear understanding of the urban dynamics and development in general. In the few cases where efforts have been made towards meaningful urban planning, these have been on departmental and/or sectorial basis, each focussing on its specialty and area of responsibility. Such plans rarely get incorporated into a comprehensive plan from which linkages can be analyzed and priorities set for resource allocation, nor are they related to the national planning formats so as to avoid conflicts in interpretation and implementation. The informal sector, albeit it is providing livelihood for the majority of the urban dwellers in most countries in the region, continues to be declared illegal and there is no effort to regularize it and facilitate its improvement and development. It is therefore necessary to involve in the planning process and in implementation of plans actors at all levels.

REGIONAL WORKSHOP:

The Municipal Development Programme (MDP) in partnership with the Center for Housing Studies (CHS) of the ARDHI Institute in Dar Es Salaam - Tanzania, in an effort to address the lack of effective planning for the urban centers and in response to Tanzania's need as a country to develop an alternative approach to the planning of their urban centers (expressed during the Strategy Planning Workshop for CHS), will organize a regional workshop on Urban Planning and Management in the Eastern and Southern Africa sub-region, for policy makers and practitioners in the urban sector, governments and related fields.

OBJECTIVES:

The prime objective of the activity and the workshop in particular is to develop tools and techniques for effective planning and development of urban centres for sustainable development in the countries of Eastern and Southern Africa. This will be carried out through the analysis of the "state-of-the-art" in the sub-region: a review of experience in urban planning and development, presentation of case studies, identification of issues and good practices and synthesis of the findings into general principles.

WORKSHOP PARTICIPATION:

The workshop will be attended by selected policy makers and practitioners from central government and local authorities, non governmental and community based organizations, the commercial and private sector, training/research institutions and development agencies. Participants will be invited in their personal capacities but with regard to their responsibilities and competence to ensure continuity and coherent follow-up actions on the outcome of the activity. These individuals will have to be working on, or be involved in and have interest in and some knowledge of urban dynamics in their country and/or urban centers. The selection will ensure a mix of relevant skills and positions of responsibility in policy development and implementation.

The following will be invited:

<u>Country</u>	<u>Institution/Position</u>	<u>Participants</u> <u>Name</u>
1. Tanzania:	1. Director of City of Dar Es Salaam	Mr. Omari Mukhandi
	2. City Planner - Dar Es Salaam	Mr. P. Baruti
	3. Deputy Director of Planning - NPC	Mr. Nyumayo
	4. Director of Urban planning-MLH&UD	Prof. A.M. Hayuma
	5. Director of Housing - MLH&UD	Mr. J Mungweno
	6. Commissioner for Urban Planning-MLG	Mr. F. Ndaba
	7. Director of Environment - Zanzibar	Mr. A Issa
	8. Executive Secretary - WAT	Mrs. Tabitha Siwale
	9. Director of the Stone Town Conservation Authority - Zanzibar	Mr. A. Sheikh

2. Botswana:	10. Director of Urban Planning -Ministry of Local Government and Lands	Mr. D. Modibetsani
3. Eritrea	11. Deputy Director - Town and country Planning.	Mr. Gabriel Tzeggai
4. Kenya	12. The Mayor - Nairobi City Council 13. Director of City Planning - NCC 14. Director of HRDU- Nairobi University	Mr. Stephen Mwangi Mr. Kuria Gathoni Dr. Peter Odiege
5. Lesotho	15. Commissioner of Lands	Mrs. Lineo Mdee
6. Malawi	16. National Planning Commission 17. Treasurer Lilongwe City Council	Mr. M. Moyo Mr. S. Y. Kumwenda
7. Namibia	18. Minister for Local Government and Housing 19. Consultant - First National Development Corporation.	Hon. Dr. Amatilda Ms. Rose Namoya.
8. Swaziland	20. Ministry of Natural Resources, Land Utilization and Energy	Mr. M. C. Dlamini
9. Uganda	21. Kampala City Council - Engineer 22. Ministry of Finance and Planning	Mr. Byandala Mrs. Muduuli
10. Zambia	23. Town Clerk - Lusaka City Council 24. Commissioner of Town and Country Planning	Mr. Wynter Kabimba Mr. Mwaimbolwa
11. Zimbabwe	25. Deputy Director of Planning - MLGU&RD 26. Director - Housing and Social Services Harare City Council. 27. Town Treasurer - Kwekwe Municipality 28. National Planning Commission	Mr. A. Mlalazi Mr. A. Musekiwa Mr. H. Chikumbu Mr. Chigundu

METHODOLOGY:

The workshop will be fully participatory and all participants must be prepared to contribute towards the output. Participants will prepare and submit a short country paper analyzing the experience in their country on urban planning and development. The paper should be a joint effort of all participants from a country and will be presented by a representative or in sections by each of the participants.

An overview of the process of urban planning in the sub-region will be presented to set the context for the workshop and this will be followed and substantiated by resource persons who will discuss in detail specific topics on planning issues. Under the guidance of a facilitator the key elements of and issues for comprehensive urban plans will be identified and agreed on. Working groups made up of a mix of the participants will debate the topics with further guidance from the resource persons and a view to understand and recommend how best the subject could be incorporated in urban planning. The group recommendations will be further debated in plenary for a consensus on what will be the tools and techniques for preparing comprehensive urban plans. The following topics will be examined in detail:

1. An overview on urban planning and development in sub Saharan Africa - trends, challenges and opportunities for more effective, appropriate and relevant planning approach.
2. Management of cities, municipalities and towns - institutional set up, administration, human resources, financial management, institutional linkages and relationships.
3. Urban infrastructure, planning, financing, development, operation and maintenance.
4. Urban economy: employment, commerce, industry, manufacturing, urban agriculture, informal sector and linkages.
5. Social welfare and health: social facilities and programmes - provision and access by all levels of the society - women, the poor and the disadvantaged.
6. Urban land use planning: availability, tenureship, access, servicing, distribution and pricing.
7. Urban environment, sustainability of cities and city development and linkages with other sectors of development and the rural development activities; (Case study of Dar Es Salaam Sustainable City Programme)
8. Case study on Lilongwe City Council: departure from the traditional planning approach to an Integrated Development Strategy: process, application and lessons.
9. Case study of Jinja Municipal Council in Uganda: Planning for rehabilitation - plan development and implementation strategy.

Resource Persons:

Each of the topics will be presented by a preselected resource person. The resource persons will be individuals who are qualified and experienced within the region in the field covered by the topic. The following persons have been identified:

<u>Paper No:</u>	<u>Resource Person:</u>
1. Overview - Planning issues in the region.	Prof. J. Materu - CHS
2. City management - Institutional aspects and financial management.	Mr. John Mbogua - Nairobi
3. Urban Infrastructure:- planning, financing, development, operation.	Dr. K. Wekwete - UNCHS
4. Urban Economy - Employment, commerce, industry manufacturing, urban agriculture, the informal sector and linkages.	Mr. Musembi Manundu - Nairobi University
5. Social welfare and health - availability and access by all.	Mr. Davinder Lamba - Mazingira Institute.
6. Urban Land use planning, access and pricing	Mr. Kironde - Tanzania
7. Dar Es Salaam Sustainable City	Mr. Chris Radford - UNCHS (Dar Sustainable City Programme - CTA) Mr. Kessy - CHS Staff.
8. Lilongwe City Integrated Development Strategy.	Mr. Aggrey Kawonga - Lilongwe City Council, Planner.
9. Jinja Urban Study - Case Study	Mr. C. Katarikawe - Jinja Municipal Council.

Papers and Presentations:

The resource persons will present papers analyzing experiences in the sub-region and outlining problems of urban planning in relation to the topic, suggest discussion points and present them for group discussion by the participants. The presentation will be 30 to 40 minutes long and will conclude with questions from the participants and response from the resource persons on points of clarification. The case studies will present the experience in the case situation, draw out general principles, problems, opportunities, successes, good practices and lessons.

Discussions:

Participants will be divided into groups of not more than 10 persons and under a chair person (to be selected by each group), and pre named rapporteur will discuss at least two topics and make recommendations which will be presented and discussed in plenary. The resource persons will participate in the discussions and will assist the rapporteur in summarizing the key points for reporting in plenary. The group discussion sessions will be an opportunity for each participant to make a contribution. The group chair persons will ensure that issues are exhaustively discussed to bring out all controversial point and as much as possible arrive at a group position. The groups will recommend in as much detail as possible the approach they consider best for incorporating the topic subject in the alternative planning approach.

At the plenary session, the workshop facilitators will guide the discussions to a consensus on the principles for the alternative planning approach. The rapporteurs will record the proceedings, conclusions and recommendations.

OUTPUT.

The record of the proceedings, conclusions and recommendations will be the first draft of the framework - guidelines - tools for the alternative planning approach. The facilitators assisted by the rapporteurs will be responsible for producing the final report.

VENUE AND TIME:

The workshop will be held in Dar Es Salaam Tanzania from September 15th to September 22nd 1993. The CHS campus does not have adequate accommodation and conference facilities. Conference facilities and accommodation will be found in the city. The Kilimanjaro hotel has large conference facilities and accommodation can be arranged in the nearby hotels. Participants will be expected to arrive in time for the workshop to start on Wednesday 12th and leave after the closing on Wednesday the 20th. This gives six working days with a week end in between during which the participants will visit programmes relating to urban development on in Dar Es Slaam and on in Zanzibar.

PROGRAMME:

The following is a tentative programme developed for planning purposes. A revised programme will be ready for distribution to each participant on arrival.

- | | | | |
|-------------------|--|-------------------|---|
| Day One. | October 12, 1993.
(Tuesday) <ul style="list-style-type: none">. Arrival and Registration. | Day Six. | October 17th, 1993
(Sunday) <ul style="list-style-type: none">. AM. Visit programmes in Zanzibar. PM. Boat Trip back to Dar Es Salaam. |
| Day Two. | October 13, 1993.
(Wednesday) <ul style="list-style-type: none">. AM. Registration
Opening Ceremony
Overview presentation. PM. Country Presentations
Evening.. Reception. | Day Seven. | October 18th, 1993.
(Monday) <ul style="list-style-type: none">. AM. Case study
Presentations
Group Formation. PM. Group Discussions |
| Day Three. | October 14, 1993
(Thursday) <ul style="list-style-type: none">. AM. Country Presentations. PM. Resource Persons
presentations | Day Eight | October 19, 1993.
(Tuesday) <ul style="list-style-type: none">. AM. Group Discussions. PM. Group reports |
| Day Four. | October 15, 1993
(Friday). <ul style="list-style-type: none">. AM. Resource Persons
presentations. PM. Agree on key
discussion issues | Day Nine. | October 20th, 1993.
(Wednesday) <ul style="list-style-type: none">. AM. Group reports. PM. Conclusion
Evening.. Closing Ceremony. |
| Day Five. | October 16, 1993(Saturday) <ul style="list-style-type: none">. AM. Visit programmes/
projects in DarPM. Boat trip to
Zanzibar. | Day Ten. | October 21st, 1993.

Departure. |

WORKSHOP ORGANIZATION:

The MDP in partnership with the CHS will be responsible for the organization of the workshop. The organization activities will be carried out as described below:

- . **Invitation:-** Invitation letters will be signed by both the Director of the CHS and the MDP Regional Director and sent out either from Harare or Dar es salaam depending where it will most convenient.
- . **Resource persons:-** Resource persons will be identified by both CHS and MDP. MDP will contract them.

The CHS will set up a secretariat which will be responsible for the following tasks:-

- . **Local administration and logistics:**
 - booking of conference and accommodation facilities.
 - arrival and departure arrangements for participants - entry and exit visas where necessary.
 - make all protocol arrangements as necessary.
 - guiding the participants in Dar Es Salaam and in Zanzibar
 - arrangements for local transport
- procurement of locally available materials
- reproduction and distribution of papers
- typing, reproduction and distribution of materials generated during the workshop.

The MDP will be responsible for the following tasks:

- for air tickets for participants and resource persons
- for transfer of funds to Tanzania and liaise with the resident mission for release of funds to CHS for local expenses.
- the payment of per diems will be the responsibility the MDP with assistance of the CHS staff.

ATTACHMENT 3

STANDARD PROVISIONS