



LEGAL NOTICE NO.

THE PHYSICAL AND LAND USE PLANNING ACT, 2019
(No. 13 of 2019)

IN EXERCISE of the powers conferred by section 90 of the Physical and Land Use Planning Act, 2019, the Cabinet Secretary makes the following Regulations—

**THE PHYSICAL AND LAND USE PLANNING (PROCUREMENT)
REGULATIONS, 2020**

PART I—PRELIMINARY

Citation. **1.** These Regulations may be cited as the Physical and Land Use Planning (Procurement) Regulations, 2020.

Interpretation. **2.** In these Regulations, unless the content otherwise requires—

“Consortium” means association of two or more firms contracted to provide physical and land use planning services beyond the capacity of any one firm.

“Consultant” means an individual, a firm or a consortium contracted to provide physical and land use planning services

“Consultancy services” means services of predominantly an intellectual, technical or advisory nature, and includes services offered by any professionals;

“County Director of Physical Planning” means the person appointed under section 18 of the Act;

“County Executive Committee Member” has the meaning assigned to it by section 2 of the Act;

“Director-General” means the person appointed under section 11 of the Act;

“lead consultant” means a licensed physical planner or physical planning firm contracted to provide physical and land use planning services;

“physical and land use planning services” includes—

- (a) Specialized studies including scenario building necessary in the process of formulating of policies, standards, guidelines and strategies;
- (b) the preparation of physical and land use development plans;
- (c) undertaking research on matters relating to physical and land use development planning at national and county levels;

“planning authority” has the meaning assigned to it in section 2 of the Act;

“planning team” a multi-disciplinary team of professionals constituted by a lead agency to undertake physical and land use planning services;

“procurement” means the acquisition by purchase, rental, lease, hire purchase, license, tenancy, franchise, or by any other contractual means, of any type of works, assets, services or goods or any combination thereof; and includes advisory, planning and processing in the supply chain system;

No. 33 of 2015. “public entity” has the meaning assigned to it in section 2 of the Public Procurement and Asset Disposal Act, 2015;

“planning team” means a quality control team constituted by a planning authority for monitoring the process of the delivery of physical and land use planning services ensure the achievement of the desired outcome; and

Cap. 299. “surveyor” has the meaning assigned to it in section 2 of the Survey Act.

PART II—PROCURING PHYSICAL AND LAND USE PLANNING CONSULTING SERVICES

Procurement of consultancy services.
No. 33 of 2015. **3.** A planning authority or public body shall ensure the procurement of consulting services is conducted in accordance with the Public Procurement and Assets Disposal Act, 2015.

Mode of consulting. **4.** A planning authority may fully or partially outsource some components of physical and land use planning services to a consultant.

Functions and compositions of planning teams. **5. (1)** A planning team shall coordinate the identification of key planning issues, analysis and formulation of physical and land use planning proposals.

(2) A planning team shall include persons from the disciplines of policy analysis, modelling, urban planning, urban design, architecture, transport planning, environmental management, sociology, land economics, economics, surveying, agriculture, rangeland management, water management and disaster risk management

General guidelines

6.

Reporting.

7. (1) A planning authority shall specify to a consultant the quality control benchmarks to be satisfied when performing the consulting services.

(2) A planning authority shall specify to a consultant the quality control benchmarks to be satisfied when performing the physical and land use planning services.

(3) A consultant shall submit to the respective planning authority periodic reports on the benchmarks.

(4) A planning authority may outsource the supervision and quality assurance process under this regulation where the authority deems it necessary.

Procurement of physical and land use planning services.

8. When procuring the physical and land use planning services a planning authority—

- (a) conduct a planning needs assessment;
- (b) delineate the planning area;
- (c) prepare a concept paper and terms of reference;
- (d) constitute a planning team;
- (e) procure consultancy services;
- (f) give public notice on the intention to undertake a physical and land use planning service;
- (g) give a public notice of the completion of the physical and land use ; planning service.....
- (h) process approval or adoption of the output of physical and land use planning service in accordance with the Act; and
- (i) maintain registers of all approved or adopted output of physical and land use planning services .

Performance of

9. When providing consulting services in the development of a

consulting services.

physical and land use development plan, a consultant shall—

- (a) prepare a base map;
- (b) scope and undertake data collection;
- (c) undertake detailed situational analysis and synthesis of key planning issues;
- (d) compile and package the plan; and
- (e) submit the plan for approval and gazettelement.

Ownership of professional work.

10. (1) A physical and land use development plan or report prepared and approved under these Regulations shall be deemed to be the property of the relevant planning authority.

(2) A planning authority shall acknowledge the contribution and participation of consultant in the preparation of a physical land use and development plan.

PART III—COSTING OF CONSULTING SERVICES AND PHYSICAL AND LAND USE PLANNING SERVICES

Costing for provision of physical and land use planning services.

11. The costing for the provision of physical and land use planning services shall be in accordance with the guidelines set out in the First Schedule.

Factors influencing costing.

12. A consultant shall consider the factors set out in the Second Schedule when costing for the development of a physical and land use development plan.

Costing elements.

13. The costing of the activities specified in the third column of the table set out in the Third Schedule, for the phase specified in the second column thereof, shall be based on the elements set out in the fourth column thereof.

Professionals' roles.

14. The roles of the professionals engaging in consulting services or physical and land use planning services shall be as set out in the Table set out in the Fourth Schedule.

MISCELLANEOUS

General Guidelines

15. in case of a consortium, the lead consultant shall be a licensed physical planner or firm.

16. The Cabinet Secretary shall issue guidelines from time to time on the scope of consultancy services

17. Preference shall be given to local consultants during procurement of physical and land use planning services

FIRST SCHEDULE

(r. 11)

Guidelines for Costing Physical and Land Use Planning Services

The main costing elements may be clustered into the following—

- (a) public participation – publications and stakeholder workshops;
- (b) personnel - hiring of planning department personnel;
- (c) tools and equipment – procuring computers, GPS, software, plotters, printers, servers, internet, vehicles and setting up a GIS laboratory;
- (d) data acquisition – socio-economic data, mapping information (satellite images, aerial photography, topographic information);
- (e) work sessions/technical workshops - expert work sessions;
- (f) packaging, printing and dissemination; and
- (g) logistical costs – transport, daily subsistence allowance (per diem), airtime and lunch allowances.

SECOND SCHEDULE

(r. 12)

Factors Considered when Costing for the Development of a Physical and Land Use Development Plan

The cost of preparing a plan is dependent on several factors which include the—

- (a) geographical size of the planning area;
- (b) number of experts;
- (c) range of equipment and tools;
- (d) type of plan;
- (e) mechanism of delivery;
- (f) population of the planning area;
- (g) number of public work sessions;
- (h) source of planning information; and
- (i) number of copies to be produced.

THIRD SCHEDULE

(r. 13)

Costing Elements

S/N o.	Phase	Activity	Possible costing elements
1.	Initiation	Conducting planning needs assessment	Field work – rapid appraisal of the area Planning needs assessment workshop
		Delineation of the planning area	
		Preparing a concept paper	Technical workshop for development of concept paper
		Preparing Terms of Reference (ToRs)	
		Deciding the mode of delivering the plan	Meeting
		Procurement of consultancy services (when outsourcing)	Advertisement for consultancy services
		Presentation of inception report	Technical workshop
		Constituting of the planning team	Team building workshop
		Conducting data needs assessment	Technical workshop Fieldwork
		Stakeholder analysis	Work session
		Sensitization and awareness creation	Publication of the notice of intention to plan in the local dailies, electronic media, public barazas.
2.	Base mapping	Data acquisition	Satellite imagery Aerial photography Spatial data Ground controls Participatory mapping
		Data processing (digital and topographic mapping and base mapping)	Work session
3.	Scoping and data collection	Expert and sector engagement workshop	Reconnaissance Research Stakeholder workshops
		SWOT analysis and preliminary visioning Socio-economic data collection	Research and fieldwork
4.	Detailed	Preparation of	Work session

	situational Analysis and synthesis of key planning issues	thematic maps	
		Socio-economic data analysis	Work session
		Situational analysis validation	Analysis validation workshops Technical workshop
5.	Visioning	Setting objectives	Visioning workshop
		Scenario building	
6.	Plan formulation and associated outputs	Development of the land use plan	Work session
		Formulation of policies and measures Development of strategies	Work session
		Formulation of the implementation framework	Work session
		Validation of draft plan	Technical workshop Stakeholder workshop
		Finalization of the plan and associated outputs	Work session
7.	Compilation and packaging	Printing, publishing and publication	Printing, publishing and publication of notice of completion
8.	Plan approval and gazettement	Sensitization and awareness creation	Gazettement of the approved plan

FOURTH SCHEDULE

(r. 14)

Roles of Different Professionals in the Preparation of a Physical and Land Use Plan

Professional	Role
Transport Planner	Guides in formulation of future policies, goals, investments and designs to prepare for future needs to move people and goods to destinations
Environmentalist	Presents concerns and advice on the mechanisms for the protection of the environment
Sociologist	Guides on issues concerning development, structure, and functioning of human society
Economist	Brings issues of production, consumption, and transfer of Resources

Urban Designer	Presents and advices on how to shape the physical setting for life in cities, towns and villages.
Surveyor	Data capture and preparation of base maps, confirms areas of parcels and buildings, and fixes boundaries
Land Economist	Provide advice on the administration and use of land and property

Made on the, 2020.

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