

**Saint Vincent and the Grenadines**  
**Regional Disaster Vulnerability Reduction Project**

**Terms of Reference (TOR)**

**For the**  
**Consultancy services for**

**The preparation of a Draft National Physical Development Plan**

**SVGRDVRP-C-IC-37**

**Ministry of Economic Planning, Sustainable Development, Industry, Information and  
Labour**

**February 2017**

## **1. BACKGROUND**

Saint Vincent and the Grenadines (SVG), a Small Island Developing State (SID), is the second most disaster-prone country in the world by land size and fifth in relation to the size of its population.

The absence of an overall guiding vision for development highlights the need for a new National Physical Development Plan (NPDP), in keeping with the statutory requirements to produce a plan under the Town and Country Planning Act, CAP 4334 of the revised laws of St. Vincent and the Grenadines 2009.

The island's geomorphology, topography, volcanic activity and susceptibility to natural hazards, compounded by its small size, limit interior settlement and development. The scarcity of "developable" land has resulted in the rapid conversion of predominantly agricultural lands to residential and industrial use.

A draft NPDP was produced in 2001 however SVG has yet to realize an approved development plan. The current draft plan was developed to guide development policies and strategies over the period 2001 to 2021. It provides a framework for prioritizing and guiding development activities recognizing sectoral needs and the desire to manage and improve the national quality of life through land use/land management policies designed to enhance social-economic development, environmental stewardship and natural resources management. Notably, the plan does not include considerations for climate change and disaster risk vulnerability.

The Physical Planning Unit (PPU) within the Ministry of Housing, Informal settlements, Land & Surveys, and Physical Planning (MoHILP), is charged with the implementation and enforcement of the NPDP. The plan will formulate broad land use policy for the use and development of land in the country and establish the planning framework within which more detailed plans and policies for the control of development will be prepared. This will allow the PPU to fulfill its function of ensuring the orderly and progressive development of land and provide potential investors, developers, and the public at large with a national framework and strategy for guiding future land use activities.

With assistance from the World Bank, under the Regional Disaster Vulnerability Reduction Project (RDVRP), the Government of SVG (GoSVG) is seeking to revise and update the current draft NPDP and integrate policies designed to promote disaster risk reduction and climate change resilience as guiding tenets in a revised NPDP.

## **2. OBJECTIVE**

The objective of this consultancy is to provide the MoHILP with a revised draft NPDP, which articulates a vision for the orderly, progressive and sustainable development of SVG's spatial resources (land, sea and air) and provides an enhanced framework for the mitigation of vulnerabilities to natural disaster risk and future the impacts from climate change. The revised plan is expected to guide development activities through to 2035.

### **2.1 Purpose and Scope**

The purpose of this consultancy is to produce a draft NPDP which, on completion will be submitted for approval, in accordance with the requirements of Town and Country Planning Act, CAP 334 of the revised laws of St. Vincent and the Grenadines 2009.

The scope of this activity includes the review of existing legislation and policies, identification of key vulnerabilities to natural disaster and climate change impacts, consultations with affected ministries and agencies, revision of the draft NPDP, review and assessment of implementation capacity and support with communication and dissemination of the revised NPDP.

## **3. TASKS**

This activity is divided into 3 tasks. Task 1 - Review of draft NPDP, Legislation and Policies and Disaster Risk/Climate Change and Institutional Assessment, Task 2 - NPDP Preparation, Task 3 - Communications strategy.

### ***Task 1 - Review of draft NPDP, Legislation and Policies and Disaster Risk/Climate Change and Institutional Assessment***

Under this task, the consultant shall conduct a comprehensive review of the current draft NPDP as well as a review of national legislation and policies, particularly those adopted post 2001, to identify gaps and deficiencies in the current draft plan. The consultant shall also review recommendations provided in the report prepared in 2013, "*St Vincent and the Grenadines National Physical Development Plan: Methodological Framework Report.*"

Additionally, the consultant shall review information and data relating to anticipated impacts of climate change and historical experience with natural disaster and disaster risk vulnerability. Relevant documents include the first and second "National Communication on Climate Change." During the review process, the consultant shall engage the affected

government agencies to assess the relevance and adequacy of the current draft plan and identify needed revisions and modifications required.

Finally, the consultant shall review of all Local Area Physical Development Plans (LAPDPs) in the context of the NPDP and identify policies and procedures to be developed to ensure local plans are harmonized with national plan requirements.

Specifically, the consultant will:

- Review and prepare an abstract summarizing existing government policies and legislation relevant to the development of the NPDP.
- Review the existing methodological framework for formulating the NPDP (2013) in collaboration with the MoHILP and recommend measures to address any deficiencies in the framework.
- Review the capacities and requirements of existing agencies/authorities relevant to the implementation of the NPDP and prepare recommendations for incorporating relevant agencies in the revised NPDP to include roles and responsibilities.
- Review of all LAPDPs and the planning process to ensure the draft NPDP adequately incorporates requirements for their development.
- Prepare a gap analysis based on the 2001 Draft NPDP to include observations with respect to disaster resilience and climate change.
- Meet with relevant government agencies to prepare a scoping of the NPDP, particularly with respect to their respective sectors of influence, and compile and document their observations and concerns with the existing draft NPDP, current development priorities through 2035, and recommendations for the development of the new NPDP.
- Prepare a detailed outline for the revised NPDP for approval.

### ***Task 2 - NPDP Preparation***

Based on the findings in Task 1, the consultant shall prepare a draft NPDP designed to guide development activities through to 2035. The NPDP will be prepared such that it will guide the pattern and form of the physical development in urban and rural areas; the

strategic development of green field, brownfield and infill development; the preparation of more detailed regional and local plans for particular themes/areas; the strategy to update the relevant physical planning legislation; the decisions on development proposals (development control, enforcement and related activities); the conservation of key environmental, social and economic resources and assets (including ecologically and environmentally sensitive areas, ecosystems and the service they provide, watersheds, forest and marine reserves and integrated management of coastal zones); the provision and maintenance of strategically important infrastructure; other strategic investments and interventions by the government and the private sector as well as other considerations contained in Annex I. The plan shall include elements promoting disaster risk resilience and climate change adaption considerations.

During the development of the plan, the consultant shall also prepare guidance and implementation strategies required to make the plan operational based on the roles of the various government and private sector entities and national policy and legislation.

Specifically, the consultant shall:

- Prepare an initial draft of the NPDP based on the information and format prepared under Task 1.
- Conduct and document detailed consultations with stakeholder groups such as the MoHILP, the Ministry of Transport, Works, Urban Development and Local Government, line ministries and departments, statutory bodies, and non-government organisations and revise the draft in accordance with the guidance received.
- Prepare a revised draft NPDP for final GoSVG comment and revise accordingly.
- Prepare a final draft document for public comment and review.
- Prepare a revised final draft incorporating comments received.
- Providing support to the MoHILP for meetings related to the NPDP including possible cabinet presentations.

### ***Task 3 - Communication Strategy***

The consultant will develop a communication strategy, which will inform a national information campaign to raise awareness of issues (past, current and emerging);

disseminate information related to best practice requirements for land-use zoning, regulations and administration, and to highlight the need for an efficient physical development plan and facilitative institutional framework to govern land development in SVG. The communication strategy will be used in, but not be limited to:

- Issuance of press releases and public information messages and materials, with prior approval by the relevant ministry;
- Preparation and broadcasting of one short television and three radio programs highlighting the need for a strong national policy framework in relation to the development of efficient physical development plans for SVG;
- Stakeholder consultations – facilitating dialogue and consultation with specific target audiences.

#### 4. **INPUTS**

The MoHILP will make available to the consultant, all existing policies, reports and plans relevant to the proposed work that is in its possession and might be necessary and applicable in the execution of the work required under these TOR. These include but are not limited to:

- i. The existing draft NPDP
- ii. The methodological framework for the NDPD (2013)
- iii. The National Economic and Social Development Plan 2013 - 2025
- iv. The Town and Country Planning Act and planning guidelines
- v. Land planning legislation and policies
- vi. Supporting reports (Census, National Communications on Climate Change, disaster management policies, related technical studies, natural resource management, Integrated Water Resource Management study, and other available documents and reports)
- vii. GIS Base maps
- viii. LAPDPs
- ix. GIS support

The MoHILP will not be responsible for collating or providing any information outside of the existing documents in its possession.

The MoHILP will provide office facilities for the consultant and organize meetings as needed.

## **5. DURATION**

The duration of the consultancy, inclusive of MoHILP reviews and approvals, is six (6) months. Where MoHILP approvals are provided within the allotted time frame, the savings accrue to the overall project time.

## **6. REPORTING REQUIREMENTS AND DELIVERABLES**

- i. Inception report - this report will detail the implementation plan and strategy for the formulation of the draft NPDP and the schedule for the completion of the consultancy as well as any applicable comments on the TOR.  
This report will be due two (2) weeks after the commencement of the consultancy;
- ii. Short term communication plan/strategy - due four (4) weeks after the commencement of the consultancy;
- iii. Draft NPDP gap analysis, implementation strategy and consultation & stakeholder report - due eight (8) weeks after the commencement of the consultancy;
- iv. Consultation & stakeholder report - due ten (10) weeks after the commencement of the consultancy;
- v. Draft NPDP report outline and format - twelve (12) weeks after contract signing.
- vi. Draft NPDP - due eighteen (18) weeks after the commencement of the consultancy;
- vii. Revised NPDP - due twenty (20) weeks after the commencement of the consultancy;
- viii. Final draft NPDP - due twenty-four (24) weeks after the commencement of the consultancy.

## **7. QUALIFICATIONS AND EXPERIENCE**

- Minimum qualification of MSc. Spatial Planning, or equivalent
- Minimum of 10 years' experience in preparing spatial/physical development plans at a national level in a SIDs
- Experience in leading the work of multi-disciplinary teams of professionals and technicians in spatial planning related subjects
- Experience in developing integrated strategies to address developmental issues
- Experience in planning for Caribbean SIDs
- Experience in communicating information at a community, or higher, level

# Annex I

## **1. Implementation framework**

- i. Goals and objectives of the plan
- ii. Legislative Authorities and Policies
- iii. Relationship to development process
- iv. Agency authorities roles and responsibilities
- v. Implementation guidance

## **2. Disaster Risk Reduction and Natural Resources Management**

- i. Hazard and Disaster Risk Management
- ii. Climate Change
- iii. Environmental Protection
- iv. Coastal Zone Management
- v. Watershed Protection and Integrated Watershed Management

## **3. Shelter Provision**

- i. Housing and Settlement
- ii. Informal Settlements

## **4. Economic Development**

- i. Tourism
- ii. Agriculture and Food Security
- iii. Service Sector
- iv. Manufacturing
- v. Mining

## **5. Social Development**

- i. Cultural Heritage

## **6. Infrastructure**

- i. Integrated Transport and Communication
- ii. Airports and Seaports
- iii. Health Facilities
- iv. Police and Fire Services
- v. Education
- vi. Sports and Recreation

vii. Other Community facilities

**7. Urban Renewal and Transformation**

- i. Urban Design
- ii. Kingstown Renaissance
- iii. Arnos Vale Development

**8. Rural Transformation**

**9. Grenadines Opportunities**