

National Environment & Planning Agency

Draft Masterplan for the SMART Cross Roads Local Planning Area

Terms of Reference: Urban Planner

Prepared by:

National Environment & Planning Agency

Updated October 2023

Terms of Reference for Urban Planner

1.0 BACKGROUND

Cross Roads is an outlying business district located midway between the central business district of Down Town Kingston and Half Way Tree. This growth centre/local planning area is comprised predominantly of business and commerce. The area offers a wide range commercial/offices, transportation, health, education, financial and recreational facilities interspersed with an older type of residential setting in the interior areas.

The growth and development of the local planning area warrants the need for smart, sustainable, resilient and technology driven strategies and concepts to address urban issues such as uncoordinated development, traffic congestion, inadequate parking, inadequate public open space and improper solid waste collection and disposal. The preparation of the masterplan will provide a holistic and sustainable approach to land use planning and management to address matters relating to building densities, heights, economy, physical and social infrastructure and protection of the urban ecosystem. It is therefore imperative that spatial policies be formulated to effectively manage the development process within the study area.

The preparation process related to the Masterplan includes but is not limited to; preparatory work and desk research, reconnaissance and land use surveys, preparation of planning policies, statements and objectives, thematic plans, land use zoning maps, GIS and 3-D modelling and stakeholder consultations.

Guiding Principles

The following guiding principles which are in line with the United Nations Sustainable Development Goals, the Vision 2030 Jamaica –Urban Planning and Regional Development Sector Plan 2009-2030 and the Government of Jamaica Growth Agenda Policy Paper 2015 were proposed and included to guide the preparation of the masterplan:

- **Principle #1:** Increase the intensity of land use over present levels and hence the more efficient use of infrastructure
- **Principle #4:** Maintain or enhance the existing pedestrian environment.
- **Principle #5:** Reduce reliance on the automobile and improve opportunities for alternative transportation.
- **Principle #6:** Improve the quality of the natural environment and the creation of a just, safe, resilient city developed along green principles.
- **Principle #8:** Provide for a diverse and compatible mix of land uses that accommodate employment opportunities for local residents and offer more live and work choices.
- **Principle #9: Strategic Investment Projects** – to include tourism in which Jamaica has a comparative advantage and will seek to leverage limited government resources in the provision of certain types and scale of infrastructure by ensuring value for money and determining contingent liabilities that may be adequately managed.

2.0 PURPOSE AND SCOPE OF WORK

The purpose of this Terms of Reference is to engage an Urban Planner to undertake spatial planning activities towards the preparation of the Draft SMART Cross Roads Masterplan and assist in the preparation of Seymour Lands Masterplan.

2.1 The objectives of this project are to:

- a) Create a Masterplan to set out the Long Term Vision, Goal, Objective and Strategies for the Cross roads Local Planning Area
- b) Prepare Land Use Plan, 3-D Images & Modelling Plan, Physical Infrastructure Plan, Social, Cultural, Economic, Financial, Institutional Plan and Environment and Risk Sensitive Plans
- c) Prepare a Feasibility Plan for implementing the recommendations/findings of the masterplan

2.2 Scope of Work for Urban Planner:

The Urban Planner is being recruited to undertake the urban and regional planning or spatial planning activities towards the Draft SMART Cross Roads Masterplan.

The Urban Planner is required to work as part of a team of professionals including the Architect/Planner, Urban Planners & GIS Technician.

The Urban Planner will be engaged to provide services for a period of five (5) months to assist in the Draft SMART Cross Roads Masterplan.

3.0 URBAN PLANNER OUTPUTS/DELIVERABLES

3.1 Draft Masterplan for Cross Roads completed by March 2024.

Work activities can vary depending on the project, typical duties include;

- a) Background/Secondary Research
 - i. Collection and review of primary and secondary data include but not limited to: (Vision 2030 – Jamaica’s National Development Plan, National Physical Plan, National Settlement Strategy, Population Census, Local Sustainable Development Plans, Other Government Policy, Housing Demand Surveys, Physical Infrastructure and Utilities Development Plan, Trend in New Town Development, Jamaica’s Growth Induced Strategy, Examine the Driver of Jamaica’s Economic Growth and Development, UN Urban Agenda, Sustainable Development Goals, Development Orders, Tourism Masterplan, Squatter Settlement Report, Settlement Strategy)
- b) Preparation of sectoral papers and associated technical documents as required
- c) Conduct and participate in Reconnaissance and Land Use Surveys
- d) Preparation of Maps (Density, Land use and Zoning Proposals)
- e) Preparation of policies, standards and guidelines
- f) Preparation and compilation of the Draft SMART Cross Roads Masterplan
- g) Participate/attend stakeholder consultations
- h) Deliver presentations on the Draft SMART Cross Roads Masterplan
- i) Additional duties and administrative functions as required

All work will require close coordination with the NEPA team.

4.0 RESPONSIBILITIES AND APPROVALS

4.1 Responsibilities of NEPA

The NEPA through the Spatial Planning Division (SPD) will be responsible for the following:

- Call inception meeting to clarify the Terms of Reference.
- Provide documentation available within the Agency to assist the Urban Planner
- Provide the Urban Planner with relevant maps, planning policies and guidelines, designs schematics, frame of reference for activities and a letter of introduction for entities to be engaged.
- Conduct periodic review meetings.
- Elevate issues as necessary for resolution.
- Manage the process of the masterplan preparation.

Responsibilities of the Urban Planner

The Urban Planner will work under the coordination and in cooperation with NEPA, through the Spatial Planning Division (SPD) to complete the activities.

The Urban Planner will liaise with NEPA in order to execute the scope of work. Working within the framework of the terms of engagement, the Urban Planner shall:

- i. Work closely to network with the project team as necessary and have regular update meetings seeking clarification and resolution of issues;
- ii. Elevate any issues and request, in writing, meetings with Project Coordinator and Senior Physical Planner on project to resolve any issues as soon as they arise; and
- iii. Submit all deliverables on time and within budget.

4.2 Approval of deliverables:

Deliverables must be approved and be found satisfactory by the Project Coordinator and Senior Physical Planner before payment is made.

5.0 URBAN PLANNER DELIVERY SCHEDULE

The Urban Planner will have direct responsibility for the following deliverables:

- Monthly Progress Reports shall be submitted to include but not limited to
 - The update, accomplishment of the activities, problems encountered with the preparation of the masterplan and solutions provided.
- Prepare draft masterplan for Cross Roads by March 2024

6.0 CHARACTERISTICS OF ENGAGEMENT

Language of delivery:	English
Type of Engagement:	Project Staff
Duration of Engagement:	5 Months

Dates of Engagement:

1 November 2023 to March 2024

Work Logistics:

The Urban Planner is expected to operate as a Project Staff

7.0 QUALIFICATIONS AND EXPERIENCE

a. Education

- i. BSc. Degree in Urban and Regional Planning, Geography or related discipline.

b. Work Experience and Related Knowledge

- i. Professional working experience as an Urban Planner.
- ii. Knowledge and training in GIS technology such as ArcGIS, City Engine and AutoCAD, cartography and geospatial engineering would be an asset.
- iii. Familiarity with the preparation process of Planning Studies, Development plans or policies.
- iv. Ability to work alone and as part of a team.
- v. Excellent oral and written communication skills.

8.0 MANAGEMENT RESPONSIBILITY AND STANDARDS

The Urban Planner will report to the Project Coordinator and work closely with the Senior Physical Planner responsible and relevant Branches/Divisions of NEPA and relevant Government Agencies where needed.