

**Tamil Nadu Urban Habitat Development Board**  
**Project Management Unit (World Bank and Asian Development Bank Projects)**

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**Terms of Reference**  
**Town Planning Specialist (TPS)**

**Introduction:**

The Tamil Nadu Urban Habitat Development Board (TNUHDB) is the State nodal agency to implement PMAY - Housing for all schemes jointly funded by Government of India and Government of Tamil Nadu. Presently TNUHDB has formulated Tamil Nadu Housing and Habitat Development Project which is financed by World Bank. The objective of the project is to strengthen the housing sector institutions of Tamil Nadu for increased and sustainable access to affordable housing. This project will finance technical assistance and capacity building support to state-level institutions and their programs. Under this component, support will be extended to TNUHDB to improve their institutional performance and capacity, and to enhance the effectiveness of their programs and sustainability. The project aims to ensure that the TNUHDB's housing project interventions lead to environmentally sustainable outcomes and to provide a systematic approach for the TNUHDB.

The World Bank funding is aimed towards increasing efficiency of TNUHDB in operationalizing and implementing the TNUHDB Sustainability Framework. As part of this Framework, a comprehensive Resilient Urban Design Framework (RUDF) has been adopted by TNUHDB to design high quality, sustainable and climate resilient developments for TNUHDB schemes, along with Environmental Management Framework (EMF) and Social Sustainability and Grievance Management Framework (ESGMF).

Further, TNUHDB is also coordinating with Asian Development Bank to provide Inclusive Resilient Sustainable Housing for Urban Poor Project in Tamil Nadu. The proposed project will support the resettlement of slum households from vulnerable waterways to safe relocation sites and provide safe shelter.

TNUHDB under PMAY-HFA has obtained approvals for about 325 AHP Schemes in the past 5 years including the projects proposed under ADB. The projects are at various stages of implementation.

**Scope of Work:**

- Lead the design aspects of TNUHDB projects, adopting best practice urban design and architecture solutions, compliant with Tamil Nadu Combined Development and Building Rules (TNCDBR) and the Resilient Urban Design Framework (RUDF)
- Understand the TNUHDB project lifecycle and interdependencies of the three sustainability frameworks, namely Environmental Management Framework (EMF), Social Sustainability Framework and RUDF. Ensure seamless coordination across the three framework requirements from a design perspective.
- Provide technical information and advice on the different aspects relevant to adopt & implement the RUDF in TNUHDB housing projects
- To receive, review and respond to requests for information, or address grievances pertaining to RUDF implementation in the context of the TNUHDB's housing projects.
- To participate in external meetings, seminars, conferences and other events on behalf of TNUHDB's work to (a) presents TNUHDB's work and (b) obtain up-to-date information on best-in-class technologies and approaches relevant to RUDF implementation.

- To work in close coordination with the staff of TNUHDB's Planning Wing, Environmental Cell, Community Development Wing, the Project Management Unit (PMU) and other functions / departments of TNUHDB, and under the overall direction of the Managing Director, TNUHDB.
- To coordinate and support the staff of the Planning Wing, Environmental Cell and Community Development Wing in coordinating with the World Bank and Asian Development Bank (ADB) as may be required in terms of planning missions / site visits, furnishing documents and responding to other requests.
- To assist and facilitate the implementation of the RUDF within the TNUHDB.
- Train or assist in the training of TNUHDB staff on RUDF and design best practices to be adopted in TNUHDB projects.
- Identify areas for development of detailed guidelines (building on the RUDF) and assist in the preparation of these guidelines
- Collate relevant community inputs on design considerations and incorporate relevant inputs (in discussion with the World Bank task team) into the additional detailed guidelines developed for RUDF.
- Coordinate with TNUHDB technical staff as well as external consultants across disciplinary domains (e.g., landscape architecture).
- Mobilize TNUHDB staff towards the dual vision (namely, "Enriching the Lived Experience" and "Building Resilient Communities") outlined in the RUDF.

#### **Planning and Design Stage**

- To conduct a site visit and screen the proposed project sites as per the requirements of the three sustainability frameworks.
- Develop a comprehensive design brief (with relevant data) to form the basis of the design (developed in-house or through a consultant).
- Organize national and international design competitions on behalf of TNUHDB, as required.
- Provide ToRs for design consultants and review technical competencies of shortlisted consultants, when designs are to be developed by external consultants.
- Assist in preparation of site plans, floor plans and type designs for housing projects (including associated social amenities) as per TNCDBR and RUDF. If the designs are prepared by external consultants, review the site plans prepared by third parties and provide comments.
- Review the Site Plans & Type Designs prepared by Planning Wing & PMU with respect to RUDF and TNCDBR compliance.
- Facilitate the stakeholder consultation during preparation of site plans (pre-concept, draft concept and final concept stages) for housing projects.
- Assist to submit applications for planning permission, land use conversion and demolition plan to Chennai Metropolitan Development Authority (CMDA)/ Directorate of Town and Country Planning (DTCP) / Urban Local Body for the housing projects and follow up the applications with officials of CMDA / DTCP / Urban Local Body in coordination with TNUHDB officials.
- Assist in the preparation of Proposals for EIA Clearance / CRZ Clearance for the projects which attract EIA/CRZ Clearance.
- Adopt technological approaches (e.g., Energy Modelling, BIM etc.) to introduce innovative design approaches and streamline project delivery.

## **Implementation / Operation Stage**

- To ensure adherence to the RUDF and TNCDBR in all TNUHDB's housing projects and policy requisites of the Asian Development Bank in the subprojects of the ADB financed project.
- To undertake regular site visits during the pre-construction and construction stage of the housing project in order to ensure that the implementation is in line with RUDF.
- Conduct site visits and supervise the implementation of the Environmental Management Plan by the Contractors.

## **Monitoring and Reporting**

- To prepare site visit monitoring reports and identify issues that require the intervention of the senior / top management of TNUHDB so that effective corrective and preventive actions may be taken.
- To prepare monthly, quarterly and biannual implementation performance reports for TNUHDB's internal management and progress / monitoring reports for the World Bank/ Asian Development Bank. These reports should clearly identify deviations in RUDF implements, if any, and corrective and preventive actions taken or being taken.
- To collate reports on the adoption of the RUDF approved by the Board in all the TNUHDB's housing projects for the monitoring reports for the World Bank.
- Liaise closely, via the TNUHDB, where technical guidance is required, with the Planning Wing of TNUHDB, Urban Design and Environmental Specialists of the World Bank/ADB task team.
- Undertake post occupancy studies with respect to design parameters, and develop reports, as required.

## **Required Qualifications and Experience at Minimum:**

- Post Graduate degree in Urban Design / Housing/ Town Planning / Urban Planning with an undergraduate degree in Architecture or allied discipline.
- Minimum 3 years of post qualification experience in urban planning, urban design and architecture in government / semi-government / autonomous organizations or urban local body / Public Sector Undertaking / private company of repute.
- Knowledge of landscape architecture is preferred.
- Experience of urban planning or architecture in urban development / housing / slum development related projects / programs will be preferred.
- Experience of working with state / central government organizations will be preferred.
- Experience of working with World Bank and/or International Financial Institutions funded projects will be preferred.
- High level of computer literacy, including Word, Excel, email and the internet.
- Strong conceptual design thinking skills with an urban design approach to planning
- High degree of technical competence in the use of design-related software including AutoCAD, SketchUp, Revit, Rhino, BIM etc.
- Strong visualization skills
- Familiarity with GIS is preferred
- Ability to integrate relevant stakeholder/ community inputs to revise site designs
- Ability to liaise with TNUHDB technical staff as well as external consultants towards desired design outcomes.
- Strong communication skills and good interpersonal relations.
- Good written and oral communication skills in English and Tamil.
- Ability to interact with staff in the relevant implementing agencies and planning approval authorities.
- Ability to work in a team

**Duty Headquarters**

The duty headquarters of the Town Planning Specialist will be in Tamil Nadu Urban Habitat Development Board, Chennai. She/he will be required to travel frequently within and outside the city and occasionally outside the state for project purposes.

**Duration**

Appointment to the post will be on contract basis initially for a period of two years and likely to be extended based on the performance.

**Reporting Arrangements**

The Town Planning Specialist will report to the Project Director (WB and ADB Projects), TNUHDB.