

## Terms of Reference for REGIONAL EXPERT ON PUBLIC PARTICIPATION IN THE URBAN PLANNING PROCESS

### Background Information

As in most of the former socialist countries, which applies also for the most part of the Balkan area, urban planning was done strongly on central level. In consequence, individual social, economic and environmental features could hardly be considered and urban development often took an undesired and not intended trend. This development was accelerated by the fact that the monitoring and enforcement of the plan implementation was as well done by the central Government. However, especially in the political transition periods, monitoring could not keep pace with the settlement development, resulting in unplanned and unauthorized urban structures, which are hampering an organized and functional urban growth.

After 1990 various negative factors resulted with development of informal settlements, such as:

- wars and political tensions, which created refugee streams, which had to be accommodated within short time periods
- periods of political changes, in which the legal base for urban development and its control was weak or non-existent
- negligence in enforcing existing law

Since there are numerous informal settlements in the Balkan constituting an enormous market potential and providing housing for a considerable population, the policy has to be to given priority to legalize and integrate those informal settlements into the urban structures in order to avoid social hardship.

In addition to this, the national and regional representatives of South Eastern Europe undersigned the Vienna Declaration, which emphasizes the policy as mentioned above and stipulates in paragraph VI that “The urban, social and economical integration of formal settlements within the overall city structure will be a key factor in preparing for accession to the EU”

The GTZ support through the “Open Regional Fund” (ORF) of NALAS aims to improve municipal affairs and among others to improve urban planning processes with emphasis on the urban integration of informal settlements.

A key issue in any urban planning process is the participation of the public, including the affected citizens as well as governmental and non-governmental organizations.



Only by realizing proper participation in the planning process:

- basic democratic principles can be realized,
- transparency in decision processes can be secured and
- equitable and fair treatment of citizens can be guaranteed

*In order to achieve the proper participation in the pilot urban planning projects in Sukth (Albania) and Prijedor (Republic of Srpska, Bosnia and Herzegovina), NALAS seeks experienced experts in the field of application and implementation of models for public participation in the urban planning process.*

### **Overall Project Goal**

Social, economic and physical integration of informal settlements and meeting requirements for accession to the EU

### **Objectives of the Measure**

The intensification of participation of the public shall enrich the planning processes in the two pilot municipalities. However, the main objective is to produce model participation methods and, thus, contribute and/or induce a process of transparency of planning and decision making by the authorities.

In order to assess the appropriate ways of public participation in planning processes in NALAS member states and other SEE countries respectively, different models for participation may be applied and the application process monitored. Furthermore, the legal framework shall be analyzed in the countries of the pilot municipalities, in view of requirements for improvement of the legal base for participation, according to EU standards and other positive examples.

### **Tasks**

The tasks to be carried out will mainly include:

- Establishing contacts with all relevant governmental and non-governmental institutions, including representatives of citizens interest groups in the pilot municipality
- Assessment of the existing legal framework concerning participation of the public in the planning process
- Assessment how the participation of the public is in practice
- Assessment of deficits in the law and practice concerning the participation of the practice
- Evaluation of specific demands from citizens in informal settlements/housing in terms of participation requirements
- Consideration of applicable participation models and discussion with all parties concerned
- Testing/application/implementation of selected models agreed upon

- Accompanying the municipality with the participation issues through the entire planning process
- Drafting of proposals for changing/amending the according laws
- Elaboration of according by-laws and/or statues if applicable
- Contribution to the internet platform
- Training of a counterpart on the job from the pilot municipality
- Preparation of a manual for proper participation of the public in planning processes, with emphasis on the consideration of citizens in disadvantaged conditions, e.g. in informal settlements

### **Qualifications**

The applicants should have the following minimum qualifications:

- University level degree. Master degree in related field is preferred.
- At least 5 years' experience in similar missions; experience with an international organization and / or local government is preferred.
- Good command of English writing and speaking. German and French would be an asset.
- Good knowledge of the NALAS member countries' languages is an advantage.

### **Framework Conditions**

- For the execution of the tasks 30 working days are foreseen over a time period of 6 month, extendable to further 30 working days
- The applicant should come from a member country of NALAS
- The work of the expert will be supported by NALAS program officer and the international core advisor of the project
- The expert contracted continuously should closely cooperate with the NALAS Urban Planning Task Force and the core advisor of the GTZ.
- The expert contracted should forward detailed monthly reports in order to monitor the implementation process and to feed the internet platform
- Working and reporting language is English
- The job will be fairly demanding and requires comprehensive experience in the field of participation of the public high engagement, field trips and own initiative

To be considered for the above positions, please send your CV in English language, a brief cover letter that clearly states your motivation and qualifications for the respective position and references of similar regional missions.

Applications will be accepted by e-mail at [info@nalas.eu](mailto:info@nalas.eu). The deadline for submission is 17:00, Friday, 7 November, 2008.

Only the short-listed candidates who meet the minimum requirements will be invited for an interview.