



THE UNITED REPUBLIC OF TANZANIA

**PRESIDENT'S OFFICE REGIONAL ADMINISTRATION AND
LOCAL GOVERNMENT**



THE CITY COUNCIL OF DODOMA

**DODOMA INTEGRATED SUSTAINABLE TRANSPORT
PROJECT (DIST) (P176623)**

**TERMS OF REFERENCE FOR RECRUITMENT OF URBAN
TRANSPORT PLANNING SPECIALIST FOR THE CITY
COUNCIL OF DODOMA (CCD)**

The City Council of Dodoma (CCD)

August, 2025

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1. INTRODUCTION

The Government of United Republic of Tanzania has secured a credit from the World Bank to finance the Dodoma Integrated and Sustainable Transport (DIST) Project. This multi-agency initiative involves four (4) key implementing entities: the Tanzania National Roads Agency (TANROADS), the Tanzania Rural and Urban Roads Agency (TARURA), the Land Transport Regulatory Authority (LATRA), and the City Council of Dodoma (CCD).

As part of this strategic initiative, a portion of the credit funds will be allocated to appointing an Urban Transport Planning Specialist through Individual Consultancy Services. The selected consultant will play a critical role in strengthening CCD's institutional capacity in urban transport planning and management, parking policy development and implementation, and transport infrastructure planning and development.

This technical support will enable CCD to effectively fulfill its mandate in developing sustainable transport solutions for Dodoma's growing urban needs.

2. OBJECTIVES OF CONSULTANCY

The primary objective of this assignment is to provide urban transport planning expertise for the CCD and support the daily implementation of the Dodoma Integrated and Sustainable Transport (DIST) Project by providing technical expertise and advisory services to the CCD and the DIST Project Technical Working Group (TWG). Key focus areas include transport planning and management, urban mobility strategies, parking management solutions, transport infrastructure planning and development, and capacity building for CCD staff.

The Urban Transport Planner Specialist will play a pivotal role in strengthening the transport planning capabilities of CCD personnel through hands-on project execution under the DIST Project.

CCD is seeking a highly skilled and proactive Urban Transport Planner Specialist to drive the successful delivery of these initiatives. The ideal candidate should be a dynamic, motivated, creative, and open-minded individual consultant to support the implementation of the projects in the capacity of Urban Transport Planner Specialist.

3. SCOPE OF SERVICES

The Services of the Urban Transport Planner Specialist shall include, but are not limited to the following tasks: -

(i) Strategic Urban Transport Planning:

- *Advising on issues of transport planning in the city for current and future plans:* This includes utilizing relevant transport and land-use data to analyze existing transport challenges, forecasting future needs, and developing comprehensive, long-term urban transport plans that integrate different modes of transport (public transport, private vehicles, cycling, walking).
- *Policy Formulation:* Advising the development and review of evidence-based urban transport policies, regulations, and strategies aligned with national and local development goals, ensuring accessibility and equity, informed by data analysis.
- *Land Use and Transport Integration:* Advising the City Council staff on how to integrate the land use plan and transport plan, utilizing data on travel patterns and land use to promote sustainable mobility and reduce travel demand. In addition, provide a guiding framework for CCD to provide transport comments on new land-use developments within the city.

- *Accessibility and Equity:* Advising data-driven strategies to improve accessibility for all residents, including vulnerable groups, and ensure equitable access to transport services.

(ii) Public Transport System Improvement:

- Establishing the role of each public transport mode (formal and informal modes) within the broader integrated transport network plan for Dodoma.
- Analyzing existing public transport networks (bus and daladala routes, potential for BRT/ LRT) using ridership data, operational data, and passenger surveys to optimize efficiency, coverage, and connectivity.
- Providing technical advice on the planning and design of public transport infrastructure (terminals, stations, corridors), informed by passenger flow data and future projections.
- Providing technical advice on the public transport operational planning in terms of service provision for each public transport mode to ensure that supply responds to passenger demand in a fiscally and financially sustainable manner.

(iii) Parking Management Strategies:

- Advise on establishing the role of parking within the broader context of Travel Demand Management to manage congestion through both ‘push’ (more punitive measures) and ‘pull’ (creating a sustainable alternative to travel) measures.
- *Advise on issues of parking planning, parking policies, and parking management strategies in the city for current and future plans:* This involves analyzing current parking occupancy data, demand patterns, and revenue generation to develop effective policies.
- *Parking Demand Analysis:* Conducting studies to understand parking demand patterns and needs across the city through data collection and analysis.

- *Pricing Strategies:* Advising appropriate parking pricing mechanisms to influence driver behavior and optimize parking space utilization, based on demand elasticity and revenue goals.
- *Parking Technology and Enforcement:* Providing guidance on the implementation of parking management technologies and effective enforcement strategies, utilizing data on violations and occupancy.
- *Integration with Land Use:* Advising on parking requirements for new developments and their impact on the overall transport system, informed by data on trip generation and parking needs.

(iv) Transport Infrastructure Planning and Development:

- Assisting in the planning and prioritization of transport infrastructure projects based on traffic volume data, congestion analysis, and safety records.
- Providing expertise on the planning and advising on design standards of non-motorized transport (NMT) infrastructure (sidewalks, bike lanes, shared paths), utilizing data on pedestrian and cyclist movements.
- Advising on traffic management measures, traffic signal and other intersection control optimization, traffic analysis of key transport nodes and links, application of intelligent transport systems, and road safety analysis and improvements, based on traffic flow and accident data, traffic and associated analysis.
- Exploring potential funding sources and advising on financial planning for transport infrastructure projects, supported by data on costs and benefits.
- Guiding the incorporation of environmental and social considerations into transport infrastructure development, utilizing data on environmental impacts and social demographics.

(v) Project Support and Technical Oversight:

- Assisting in the preparation of Terms of Reference (TOR) for different transport-related studies which will be conducted during the project implementation, ensuring data collection and analysis requirements are clearly defined.
- Reviewing the reports submitted by consultants in different studies associated with transport in Dodoma City, with a critical focus on the methodology and quality of data collection and analysis.

(vi) Institutional capacity and strengthening:

- Providing advice and guidance to CCD staff on the principles and methods of urban transport planning, data collection, management, and analysis.
- Assisting CCD in establishing and utilizing data management systems for informed decision-making in urban transport planning.
- Advising the CCD on the key areas to build capacity, especially in urban transport planning. This entails the review of the current CCD organogram to identify gaps in response to the required urban transport functions. Propose and recommend any organogram amendments to address these identified gaps. Develop typical job description templates for the proposed new positions.

(vii) Data Collection and Analysis (Dedicated Section):

- Advising on the establishment and management of urban transport data collection systems (e.g., traffic counts, origin-destination surveys, public transport ridership, parking occupancy, accident data) which can be used by different government entities dealing with transport.
- Providing expertise in analyzing past and present transport data to identify trends, challenges, and opportunities to inform planning decisions and develop transport models relevant to Dodoma's context.

- Assisting in the development of key performance indicators (KPIs) for the urban transport system and advising on data collection methods for monitoring and evaluation.
- Guiding the CCD staff on the use of data visualization techniques to communicate transport information effectively to stakeholders.

4. QUALIFICATIONS AND EXPERIENCE

The desired attributes for the position are as follows: -

a) Education:

- i. Master's Degree in Civil Engineering, Transportation Engineering, Urban Transport, or Urban Planner from a recognized University.

b) Working experience:

The experience should cover the following areas:

Urban Transport Planning Principles and Practices: Demonstrated experience of at least ten (10) years in applying urban transport planning methodologies, techniques, and best practices in a developing country context, preferably in Sub-Saharan Africa. Experience should cover:

- i. **Policy and Strategy Development:** Experience in the development and implementation of urban transport policies, strategies, and regulations.
- ii. **Public Transport Planning:** Experience in the planning, design, and operational aspects of public transport systems (bus networks, paratransit, BRT, etc.). Experience with paratransit systems common in many African cities would be a significant advantage.
- iii. **Non-Motorized Transport (NMT):** Experience in planning, design, integrating, and promoting pedestrian and cycling infrastructure.

- iv. **Parking Management:** Experience in developing and implementing parking policies and management strategies.
- v. **Transport Infrastructure Planning:** Experience with the planning and design of urban transport infrastructure projects including urban roads and intersections, traffic management and safety, public transport facilities (bus stops, terminals, etc.), non-motorized transport and other transport related infrastructure projects.
- vi. **Land Use and Transport Integration:** Experience in projects or initiatives that have successfully integrated land use and transport planning.
- vii. **Data Collection and Analysis:** Proven experience in collecting, analyzing, and interpreting transport-related data for planning and decision-making. In addition, experience in macro-simulation transport modelling software covering the traditional four (4) step transport demand modelling process and also experience in a relevant, meso- and micro-scopic simulation software.

Developing Country Context: Experience of at least 3 years working on urban transport initiatives in developing countries in Sub-Saharan Africa, with an understanding of the specific challenges and opportunities. Experience in Tanzania or the East African region would be a significant asset.

Familiarity with World Bank or other International Development Agency projects: Experience of at least three (3) years working on projects funded by international organizations, understanding their procedures, reporting requirements, management, and stakeholder engagement given the World Bank funding for the DIST project.

Institutional capacity and strengthening: Experience of at least five (5) years in mentoring and training local staff would, as a key objective is to strengthen the CCD's staff capacity.

c) Language experience:

- i. Proficiency in written and spoken English is mandatory.

5. FACILITIES TO BE PROVIDED BY THE CITY COUNCIL OF DODOMA (CCD)

The City Council of Dodoma (CCD) shall provide the Urban Transport Planner Specialist with the necessary resources to perform his/her duties effectively. This includes access to fully furnished shared office space, comprehensive IT infrastructure (including a computer, printer, fax machine, telephone, and reliable internet connectivity), and transportation for site visits and other work-related tasks.

If the Urban Transport Planner is required to travel outside Dodoma for assignments, the CCD will cover transportation costs and provide per diem allowances in accordance with government rates.

6. DURATION OF ASSIGNMENT

The Services will commence immediately after signing the Contract. The assignment shall be for a period of seven hundred thirty (730) days, renewable based on the satisfactory performance of the Consultant to be carried out and project needs.

7. RESPONSIBILITIES OF THE CONSULTANT

All information, data and reports obtained from The City Council of Dodoma (CCD) in the execution of the Services of the Consultant shall be properly reviewed and analyzed by the Consultant. The responsibility for the correctness of such data shall rest with the Consultant. All such information, data and reports shall be treated as confidential.

The Consultant shall be responsible for arranging for his own insurance, accommodation, and local transport at his duty station.

8. LEAVE AND WORKING HOURS

a) Leave

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The Urban Transport Planner Specialist will be entitled to twenty-eight (28) days' unpaid annual leave during the assignment.

b) Working Hours

- i. Ordinary working periods start from 8:00 AM to 4:30 PM commencing Monday to Friday, excluding public holidays;
- ii. The Consultant will be expected to work on reasonable extra time when the need arises at no additional payment; the Consultant's remuneration shall be deemed to cover such overtime.

9. REPORTING REQUIREMENTS

The Urban Transport Planning Specialist shall: -

i. Prepare Monthly Progress Reports:

These reports shall contain an accurate, up to date summary of all work accomplishments, work scheduled to enhance CCD staff, plans for on-the-job training and discussion of major problems and recommendations to address them. These reports shall be submitted to the Client on the 5th day of the next month; and

ii. Other reports as instructed by the CCD DIST project coordinator.

10. DUTY STATION

- i. The primary duty station shall be Dodoma (City Council offices), Tanzania with field visit as per requirement.
- ii. Remote work may be permitted only if necessary, subject to operational requirements and manager approval, for a maximum period of two months per year.

11. PAYMENT TERMS

- i. . A monthly lump sum amount of remuneration per month will include all overheads, social charges and other associated costs including local transportation within Dodoma and insurance premium costs.
- ii. The Consultant shall be responsible for all taxes and duties applicable as per Government of Tanzania rules and regulations.
- iii. The monthly remuneration shall be deducted Pay As You Earn (PAYEE) tax.
- iv. In case of travel requirements outside Dodoma and within Tanzania for project-related assignments, the Consultant shall be paid travel expenses in line with the Government rules and procedures.
- v. Payment to the expert in respect of remuneration will not be adjusted for inflation for the duration of the assignment.

12. INSTITUTIONAL FRAMEWORK

The Urban Transport Planner Specialist will report to the CCD DIST Project Coordinator.