



Somali Regional State
Tog-Wajaale City Administration
Mayor Office

Summ/ Ref.No:- _____
Tar/ Date :- _____

To Whom It May Concern

Subject: Formal Approval of Appointments for the Urban Expansion Plan Team

This letter serves as official confirmation of the appointments to the Tog-Wajaale City Administration's Urban Expansion Plan Team. The following individuals are hereby appointed to their respective roles, effective as of the date of this letter:

1. Mr. Shemshedin Hassen Yusuf – Civil and Urban Engineer, appointed as Project Manager.
2. Mr. Mohammed Muhumed Ahmed – Civil Engineer, appointed as Expert Engineer.
3. Mr. Mohammed Isse Muhumed – Civil Engineer, appointed as Environmental Expert.
4. Mr. Abdiwasac Khaliif Muhumed – Surveyor, appointed as Surveyor.
5. Ms. Ubax Siyad Sheikh – Appointed as Secretary.

These appointments are made in recognition of the individuals' professional qualifications and expertise, which are essential for the successful planning and implementation of the city's urban expansion initiatives.

This team is authorized to commence duties immediately and will operate under the guidelines and objectives set forth by the Tog-Wajaale City Administration.

Sincerely,

Tog-Wajaale City Administration

CC:

Human Resources Department,

Office of the Mayor,

Project File



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Summary Ref.No:
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4111/11/18
30/4/2018

TO: All Concerned Departments and Staff

FROM: Mayor Bureau, Mayor

SUBJECT: Approval and Official Appointment of the Multidisciplinary Urban Expansion Plan Team

This letter serves to formally approve the composition and appointment of the core team responsible for leading the development of the Comprehensive Urban Expansion Plan for Tog-Wajaale City.

Pursuant to the strategic objectives of the City Administration and the approved work plan for urban development, the following individuals are hereby appointed to the Tog-Wajaale City Urban Expansion Plan Team.

Here is a detailed Terms of Reference (TOR) document for the Tog-Wajaale City Urban Expansion Plan Team, structured to align with the approval letter and provide a clear operational framework.




Maxamuud Yuusuf Aadan
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TERMS OF REFERENCE (TOR)

FOR THE TOG-WAJAALE CITY URBAN EXPANSION PLAN TEAM

1.0. Background and Rationale

Tog-Wajaale City is experiencing rapid growth, necessitating a planned and sustainable approach to urban expansion. Unplanned growth poses risks to infrastructure, the environment, social equity, and economic efficiency. To guide this development in a structured manner, the Tog-Wajaale City Administration has mandated the creation of a Comprehensive Urban Expansion Plan. This TOR establishes the multidisciplinary team responsible for developing this critical plan.

2.0. Overall Objective

To develop a comprehensive, inclusive, and implementable Urban Expansion Plan for Tog-Wajaale City that promotes sustainable development, efficient land use, resilient infrastructure, social equity, and economic vitality.

3.0. Specific Objectives

- ✓ To conduct a detailed situational analysis of the current urban context, including demographic trends, land use, infrastructure, and environmental conditions.
- ✓ To project future growth needs and identify suitable areas for expansion.
- ✓ To design a spatial framework (master plan) for new expansion areas, including road networks, land use zoning, and green spaces.
- ✓ To develop integrated infrastructure plans for transportation, water supply, sanitation, drainage, and energy.
- ✓ To assess environmental impacts and incorporate mitigation measures and climate resilience strategies.
- ✓ To outline institutional, legal, and financial frameworks for plan implementation.
- ✓ To ensure broad stakeholder participation and secure necessary approvals

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4.0. Scope of Work

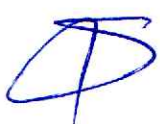
The team's work will encompass, but not be limited to:

- ✓ Data collection, surveys, and GIS mapping.
- ✓ Stakeholder consultations and public participation workshops.
- ✓ Technical analysis and forecasting.
- ✓ Drafting plan documents, maps, and regulatory frameworks (e.g., zoning bylaws).
- ✓ Preparing cost estimates and a phased implementation strategy.
- ✓ Developing a final plan document and presentation materials for official adoption.

5.0. Team Composition, Roles, and Responsibilities

The core multidisciplinary team shall comprise the following appointed members:

- ☞ Project Manager (Shemshedin Hassen Yusuf):
 - ✓ Overall Leadership: Provide strategic direction, manage the overall project work plan, timeline, and budget.
 - ✓ Coordination: Act as the primary focal point between the team, city administration, higher government bodies, consultants, and stakeholders.
 - ✓ Quality Assurance: Ensure all deliverables meet quality standards and are submitted on time.
 - ✓ Reporting: Submit periodic progress reports to the city administration.
- ☞ Expert Engineer (Mohammed Muhumed Ahmed):
 - ✓ Infrastructure Planning: Lead the technical design and planning of all engineering infrastructure (roads, water, sanitation, drainage).
 - ✓ Standards & Compliance: Ensure all engineering designs comply with national and local standards.
 - ✓ Cost Estimation: Assist in developing detailed capital cost estimates for proposed infrastructure.
- ☞ Environmental Expert (Mohammed Isse Muhumed):
 - ✓ Impact Assessment: Conduct environmental and social screening/assessment for proposed expansion areas.

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- ✓ **Sustainability Integration:** Propose environmental safeguards, green infrastructure, waste management, and climate adaptation measures.
- ✓ **Compliance:** Ensure the plan adheres to environmental regulations and promotes sustainable resource use.
- ☞ **Surveyor (Abdiwasac Khaliif Muhumed):**
 - ✓ **Geospatial Data:** Conduct field surveys to collect accurate topographical and cadastral data.
 - ✓ **Mapping:** Prepare and update all necessary base maps, topographic maps, and thematic maps using GIS.
 - ✓ **Demarcation:** Assist in the ground demarcation of proposed zones and infrastructure alignments.
- ☞ **Secretary (Ubox Siyad Sheikh):**
 - ✓ **Administration:** Handle all logistical arrangements for meetings, workshops, and field work.
 - ✓ **Documentation:** Prepare and distribute meeting agendas, record and archive minutes, and manage the project filing system (both physical and digital).
 - ✓ **Communication:** Handle official correspondence, invitations, and act as the communication hub for the team.

6.0. Reporting and Governance

- ✓ **Reporting Line:** The entire team reports to the Project Manager. The Project Manager reports directly to [Insert Title, e.g., Head of the Urban Development Bureau or City Manager].
- ✓ **Steering Committee:** The team will periodically report to a designated Steering Committee comprising senior city officials for strategic guidance and decision-making.
- ✓ **Meetings:** The team will hold weekly internal coordination meetings and monthly progress review meetings with the supervising authority.

7.0. Work Plan and Timeline

Total Project Duration: 12 Months from the date of appointment.

❖ Key Phases:



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1. Inception & Data Collection (Months 1-3): Team formation, desk study, survey work, and stakeholder identification.
 2. Analysis & Drafting (Months 4-8): Technical analysis, preparation of draft plan options, and public consultations.
 3. Finalization (Months 9-11): Incorporating feedback, preparing final plan documents and maps.
 4. Submission & Approval (Month 12): Formal presentation and submission to the City Council for adoption.
- ☛ A detailed Gantt chart will be developed by the Project Manager within two weeks of team inception.

8.0. Key Deliverables

1. Inception Report with detailed methodology and work plan.
2. Situational Analysis Report (with maps and data).
3. Draft Urban Expansion Plan (including written report, spatial maps, and regulations).
4. Stakeholder Consultation Reports.
5. Final Comprehensive Urban Expansion Plan Document.
6. Presentation materials for official adoption.

9.0. Resources and Support

The Tog-Wajaale City Administration will provide:

- Access to existing data and records.
- Office space and necessary administrative support.
- Budget for field surveys, stakeholder workshops, and printing.
- Required introductions to relevant government offices and community leaders.

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10.0. Approval

This TOR is approved by the undersigned authority and comes into effect immediately.

For the Tog-Wajaale City Administration,

Signature