



MUZARABANI RURAL DISTRICT COUNCIL

INCEPTION REPORT

ON THE

PREPARATION OF MUZARABANI RDC ACCELERATED
LEGALLY COMPLIANT MASTER PLAN



(the Mavuradonha mountains)

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LEAD PLANNER

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1.0 Introduction

This inception report has been prepared to outline the road map to the production of the Muzarabani Rural District Master Plan.

On the first of November 2023, His Excellency, The President of the Republic of Zimbabwe Comrade Ed Mnangagwa made A Call To Action for no compromise to service delivery by Local Authorities.

Several areas of concern were noted among them, the Development and Implementation of Master Plans by Local Authorities and to have Operative Master Plans by 30 June 2024. This is to ensure coordinated orderly growth and a comprehensive development guide for spatial planning purposes in the planning area. Muzarabani Rural District Council among other Local Authorities with prior permission from The Ministry of Local Government and Public Works adopted a Council Resolution number that gave them authority to engage a consultant to produce a Legally Accelerated Master Plan.

1.1 Background of the Planning Area

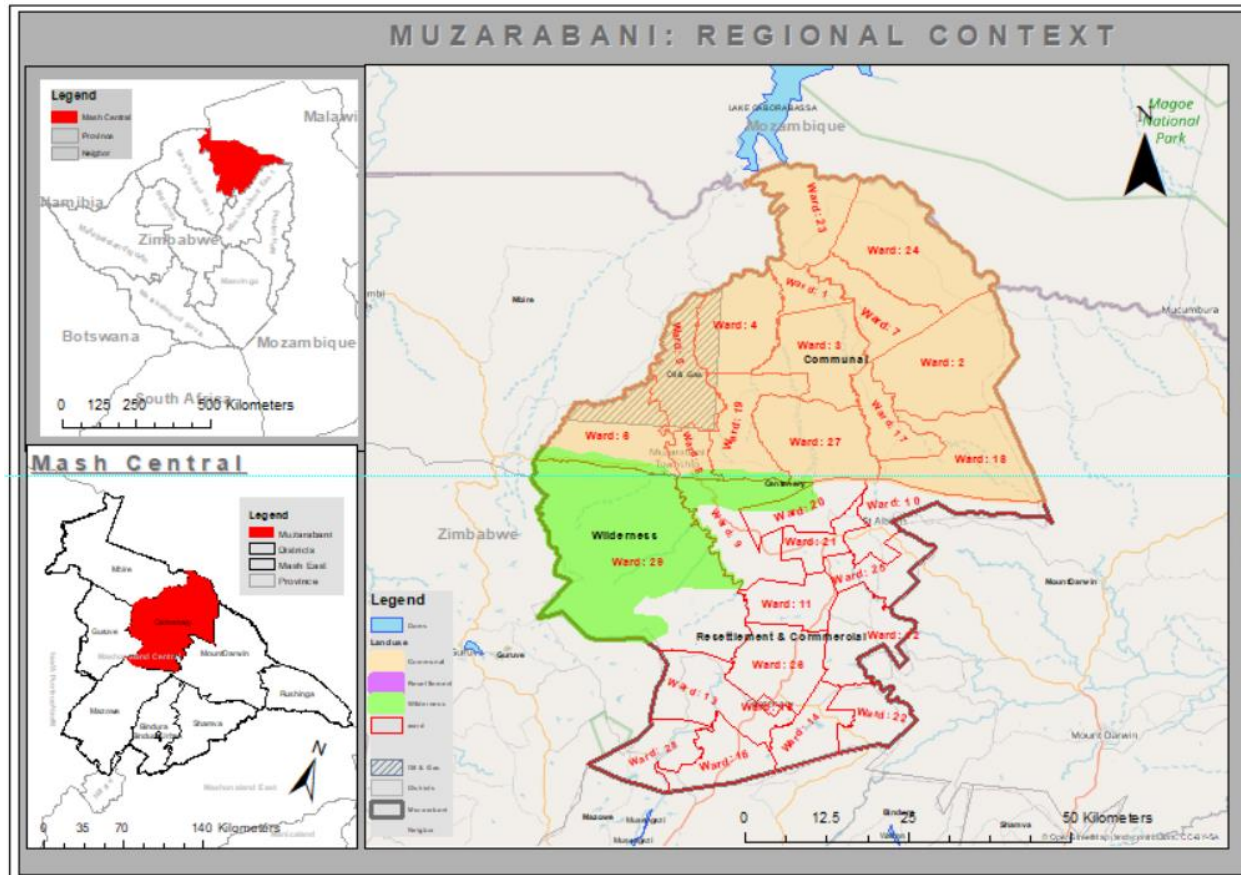
Muzarabani District is located in Mashonaland Central, it is bound by five districts namely Mazoe, Guruve, Mbire, Pfura, and partly shares boarder with Mozambique. The District Capital is located in Muzarabani Growth Point. The main road from Harare to Centenary and Muzarabani is the only tarred road. A key Hallmark feature of the district is Mavuradonha Wilderness which is approximately 600 square kilometers. The Tiangwa, Botanical Reserves and the Mavuradonha National Monuments are also found in the Wilderness.

The Amalgamation of former District Council (Lower Muzarabani) and Centenary (Upper Muzarabani) formerly responsible for large and small scale commercial farming areas gave birth to Muzarabani Rural District Council.

Amalgamation of the two systems was strengthened by promulgation of the Rural District Council Act Chapter 29:13 (Revised Edition of 1996). The piece of legislation gave the Rural District Council power to plan, implement and manage development within the scope of overall national development.

Amalgamation of Lower and Upper Muzarabani resulted in the increase in area of responsibility which means Lower and Upper Muzarabani would be covered by one Local Authority hence more diverse obligation to fulfill.

The District is divided into 29 Wards, comprising of 17 Communal, 8 Commercial farming, 3 Resettlement and 1 Urban Ward. Basing on the 2022 census the District has a Population of 134, 076 (that is 67, 562 Females and 66, 514 Males).



Map of Muzarabani District

1.2 Overall Aim

To prepare The Muzarabani Rural District Council Master Plan. The identification of performance gaps, problems and related issues obtained from the area creates concerns, strengths and weaknesses coming up with developmental options, choices, solutions, based on the SWOT (*Strengths, Weaknesses, Opportunity and Threats*) and PESTELG (*Political, Economic, Social, Technological, Governance*) analysis done.

1.3 Specific Objectives

To carry out an investigation into the physical, bio-sphere, manmade built environment, ecosystems, linkages and interaction and relationships among them so as to create a balanced need and aspirations of stakeholders.

Understand evolution, population dynamics, primary and secondary industrial growth, Housing Sector and overall sphere of influence, pattern of public Facilities, Cultural and social aspects. Health Matters,

infrastructure, Natural resource, distribution. To create a long term development vision for Muzarabani District

1.4 NEED FOR THE PLAN

Pressure on current existing land for Urban Growth Nodes

Muzarabani district needs more land so as to accommodate current and anticipated demand for various land uses for its growth points Centenary, Muzarabani and business centres like St Alberts, Chiwenga, Chadereka, Hoya, Kairezi, Dambakurima and others

Rapid Degradation of the environment by anthropogenic activities

The environment is generally in a bad state and under threat by illegal settlements. This has resulted in degradation and depletion through practices such as deforestation.

Rapid Population Growth increases.

Service provision has not kept pace with the rapid population growth,

Negative Effects of Climate Change on livelihoods

- More than 90% of the district livelihoods depends on agriculture related activities. The district is suffering from climate related shocks

Problems of Wildlife Poaching and Human Wildlife Conflict

There is need for bringing together the environmental and conservation concerns. This should define a conservation related zoning scheme and enhance conservation and biodiversity in the District.

The plan shall provide Guidance on the preservation of natural areas and heritage sites and zoning of Mavuradonha Wilderness and National Monuments

Illegal settlements

- In both the villages and resettlement areas are rampant illegal settlements which have caused environmental issues such as deforestation, degradation, wetland destruction,

wild life poaching, overgrazing and veld fires among others. There is need to regularize and correct planning mishaps that occurred before The Master Plan

Shortage of Infrastructure services

Shortage and dilapidated social economic infrastructure (schools, clinics, dip tanks, Chief's court, judiciary services court, prison centre, commercial centre, office spaces, abattoirs)

- Part of Lower Muzarabani (*Chimoio, Kairezi, Chiwenga*) is inaccessible during the wet season.
- The roads in the lower Muzarabani are porous and muddy untrafficable roads.
- Shortages of office space for Government and council offices.
- Dilapidated and damaged bridges
- Power shortages and inadequate energy distribution
- Shortage of land for Light industry expansion (*Agri-Processing Masau, Mauyu, Meat, Horticulture products*) as there is need to plan for technology hubs, MSMEs Workspace and innovation centers.
- Shortage of recreational amenities such as sports stadiums youth centres and other facilities.
- The problem of pricing Council Land hence need to incorporate Valuation Roll Recommendations. The dilapidated status of infrastructure in public entities schools, clinics to be addressed guided by The Plan.

Water and Sanitation Issues

- The problem of unserviced residential development- and poor water sanitation practices sanitation infrastructure is common in urban centres of the district. There is extreme pressure on the existing utilities such as water and sewer infrastructure. These require urgent expansion and upgrading for future requirements. There is need to

upgrade sewer systems (ponds and pipes) at St Albert's, Muzarabani and Centenary Growth Points.

Disease Prevalence

- Problems of diseases malaria, dysentery HIV and AIDS and other underlying diseases

Gender imbalances

Gender is a developmental issue that must be considered in planning as different gender require different needs

Untapped Resources

- The district boasts of natural resources such as rivers in Upper Muzarabani that could be potential water sources if dammed, minerals, pristine forests in Mavhuradonha Wilderness that could attract Carbon Trading, Livestock Production that could result in Tanning as manufacturing industry and abundant sunlight for solar energy, all these strengths and opportunities when harnessed can boost economic growth and improve standards of living,

Untapped Tourism and Ecotourism { Cultural and natural Heritage } Potential

Several sites potential for tourism and ecotourism have remained untapped
Eroded culture practices

Poor and obsolete Technological

Poor mobile and internet network coverage and use of obsolete equipment and machinery hampering ease of doing business.

Lack of Proximity to socio economic facilities

In some areas people are travelling long distances to access socio-economic facilities. Distances travelled to a nearest education, healthy or business service facility must enhance socio-economic rights to advance standard of living of people.

Cross cutting Issues

The presence of vulnerable groups the elderly, the Physically handicapped, orphans, widowed and those with underlying health challenges is on the

increase as such it is important to include these in planning. The Plan must be inclusive, participatory, consultative to be able come up with correct solutions

1.5 Key Spatial Principles

The Muzarabani master plan shall be underpinned by the following land management and Spatial Planning Principles.

- a) Sustainability:** economic, social and environmental planning tool that ensures delivery of goods and services in a way that responds to human needs and bring a better quality of life, while minimizing the use of natural resources, toxic materials and emission of waste / pollutants over the life cycle so as not to jeopardize the needs of future generations.
- b) Principle of equality**
 - a fair and all inclusive planning Approach
- c) Integration**
 - Coordinated planning approach
 - Multi- sectorial
- d) Efficiency**
 - As resources are scarce, achieving best results with minimum resource use is key

Quality Assurance

Adhering to the Muzarabani RDC terms of reference by :

- a. Preparing and submitting a people oriented and owned plan**
- b. Planning WITH the people and not for the people**
- c. To come up with proposals and objectives that are SMART (*Specific Measurable Attainable Result based Time framed*).**

2.0 National Principle

The preparation of Muzarabani master plan will be guided by the NDS1 whose vision is to achieve an Upper Middle Economy by 2030 supported by A Call For Action. All these themes and principles are relevant in guiding the preparation of Muzarabani Rural District Council Master Plan and should be reflected in the Development proposals.

2.1 Regional and National Context

The Master Plan is informed by the NDS1 2021-25, Africa Agenda 2063, SDGs 2030 among other.

Muzarabani is contributing to National Priorities areas as follows:

National Priority Area 1- Infrastructure and Utilities

National Priority Area 2 – Governance

National Priority Area 3 – Housing Delivery

National Priority Area 4 – Health and Well being

National Priority Area 5 – Human capital development

National Priority Area 6 – Environmental Protection climate resilience and natural resources management

National Priority Area 7 – Devolution

National Priority Area 8 – Social protection

National Priority Area 9 – Digital Economy

National Priority Area 10 – Youth and culture

3.0 Scope of Work – Deliverables of The Master Plan

3.1 Inception Report

This is the road map for the preparation of The Master Plan. It outlines the approach on the processes involved, objectives, scope of work, a concise overview of the study area in terms of the land uses, local economic development issues, infrastructure, environmental issues and social issues, methodologies, expected outputs of The Master Plan types of data and source of data, related resources with a Programme of Works.

3.1.1 Preparations for production of Inception Report

Ahead of the inception report, an awareness inception meeting to inform all key stakeholders at district level was held with the RDC at Centenary with the DDC elaborating all the areas of concern outlined in The Call to Action by The President.

Among the areas of concern in The Call to Action is the need for all local Authorities to have Master Plans by 2024 June 30. In the inception meeting, the Consultant gave an overview of what a Master Plan entailed followed by face to face, door to door visits to the district key stakeholder

who includes DDC committees, Relevant Ministerial Departments, Development Partners and Residence Association.

The following Development related issues were gathered from the Rapid Appraisal, Focused Group Discussion (FGD) and face to face interviews.

- Climate change challenges – erratic rain, drought
- Urban choke
- Illegal settlement
- Human Wildlife Conflict
- Deforestation
- Early child marriages
- Waste Management
- Inadequate infrastructure -Inaccessible roads
- Poor network connectivity
- Porous Zimbabwe- Mozambique boarder – related crimes and health hazard issues
- Rampant school drop outs
- Crop and animal diseases
- Lack of Financial Institutions

3.2 The Study Report

The contents of the Report of Study will be guided by the provision of Section 13 of The Regional, Town and Country Planning Act, Chapter 29:12 (RTCPA) and The Master and Local Plans Regulations, 1977, R.G.N No. 248 of 1977. The Report of Study will examine the main Social, Economic and Environmental factors as well as Infrastructure services, population composition and related factors. The Report must provide situation analysis highlighting key development issues looking into the available resources for implementation, climate issues, disaster risk and cross cutting issues such as gender and inclusion of the youth.

3.3 The Written Statement

Contains the Aims, Objectives, Strategies and Development proposals, this is the actual plan indicating alternative policy choices and alternative developments options. The issues identified in the report of study which include housing, environment, tourism, industry determine the policies

and proposal in this Plan. The RDC adopts the preferred options in this Plan. The maps on GIS format will indicate Land Use Zoning and Spatial location of Key Proposals. The capacity of the council to implement The Master Plan will be examined in this Plan. A list of key projects will be provided in the end.

3.4 The Executive Summary

Contains a summary of the Written Statement, that is the key aims, objectives, and development proposals as in (3.3) above but further summarized.

4.0 Draft Master Plan

Once the Inception Report, Report of Study, Written Statement and Executive Summary are done, the Consultant and Steering Team will host another Stakeholder and public meeting for feedback on those drafts. All comments received shall be noted by the consultant and addressed accordingly to produce a Final Draft Master Plan.

4.1 Final Draft Master Plan

The final Draft Master Plan shall be again shared with stakeholders to verify if all raised comments and concerns have been noted and incorporated accordingly. A Final Revised Draft Master Plan is submitted for Full Council Adoption. The required copies will then be submitted to the client.

4.2 The Muzarabani Rural District Master Plan

1. Inception Report – 10 hard copies and a digital copy
2. Study Report – 10 hard copies and an editable one
3. Written Statement
4. Executive Summary
 - a) Draft Master Plan comprising for 10 hard copies
 - 40 Executive Summary Report
 - A comprehensive Consultation Report
 - b) Final Master Plan 20 hard copies +1 editable one Associated Maps, graphs and figures – 2 A0 size laminated copies of the final Master Plan – Project Completion Report (PCR) – all success and hold up of the project.
5. GIS compliant

Master Plan Proposal Map shall be in A0 or A1 format. The digital format compatible with Muzarabani RDC offices and Dept. of Spatial Planning being ArcGIS, 10,8 ArcGIS Pro, AutoCAD18, AutoCAD24

5.0 Institutional Setup

A core team of experts in different areas of Research Writing, Planning, Ecology and Geographic Information Systems (GIS) has been drawn,

1. The Lead Planner
Mrs Potera Mandishaya
2. The GIS Expert
Mr Ronald Muchini
3. Ecologist/Biodiversity Expert
Mr Chipere
4. Hydrogeologist
Mr Murove
5. Research Writer and Co- Planner
Eresna Mutebuka

These are assisted by Resource persons a Geologist and Research Assistants, Agatha Tatenda Murisa, Hope Bamhare, Joseph T Magomo and Takunda Madanhire, Prichard Museva

A Steering Committee comprising of DDC, CEO, DDC Members, Council Planner , Council Heads of Departments, Lead Planner and Team has been setup. The host office being the RDC Offices, The Consultant and Team when on the ground are based at the Council Offices and do Exit and Entrance Reports. Movement in the District engaging communities and stakeholders is always accompanied by the Council Planner for introduction .

5.1 Tasks of Consultant Team

- To understand factors that affect growth and change, engagement with Key Stakeholder prior to writing the Inception Report was key and categorizing them into related sectors as Economic activities, Demography, Housing, Health Environment, Infrastructure, Digital Economy, Governance.
- The task is to understand the factors affecting the growth and change in the built and natural environments of the Planning Area, and come up with strategies and policies to better guide

the current and future development in the area, with a view of deriving maximum economic and social benefits whilst emphasizing protection. Studying the Planning Area and its Thematic issues

- Once problems and issues are identified the other task is to determine matching development choices, in terms of policy, strategies

6.0 Methodology

6.1 Sources of Data

Most of the data shall be from the main stakeholders which include, The Rural District Council (Self Policy Makers and Management), Members of the Rural District Development Committee, Central government Ministries, and NGOs that have captured some district data. Some data shall be sourced from various global satellite imaging missions. Lastly, some data shall be obtained by the team directly from the district landscape and residents.

The Table below shows some of the datasets to be used and the expected sources.

Data	Data Source
Regional Context	Surveyor General
Land Classification	Lands/satellite
Drainage	SRTCM Digital Elevation Model
Topographic Features	Surveyor General Topo Maps/ Satellite Imagery
Population Distribution	Zimstats/ZEC
Distribution of Healthy Facilities	Min of Health
Settlement Hierarchy	Zimstats/Satellite Imagery
Location of Marketing Depots	Council
Livestock Distribution	District Vet
Wildlife Distribution	Parks and Wildlife

Road Network	ZINARA/Council/Satellite Imagery
Power and Energy Distribution	ZETDC
Geology and Minerals	Min of Mines
Agriculture and Irrigation	Lands/Agritex
Water	Zinwa

6.2 Type of Data

To fast-track, the process of data collection, the team shall start with data mining, which is looking for already existing datasets and statistics that can be readily used, then move to secondary data collection and then lastly primary data collection where necessary.

Ready to Use Data

Data that is already processed. The team shall *laissez* (starting on the technical stakeholder meeting and continuously as needed thereafter) with primarily the district's land management officers (Planner, Surveyor, GIS person, etc.), the district technical stakeholders team, central government institutions and other NGOs known to have ready to use data relevant to the Master Plan Cause in the district. The team expects to find such data as GIS or CAD cadastral layout plans for business centers from the municipality, rural household and ward boundaries GIS data from Zimstats, Farms GIS Data from the Surveyor General, wetlands and environmentally sensitive areas GIS data from EMA.

Another important source at this stage will be online resources, credible online resources shall be used to gather data applicable as well. Using data from different sources, extensive knowledge of data scaling as well as coordinate systems and transformations will be paramount.

Secondary Data

Data that is available in other documents but needs further processing. Where ready-to-use data is not available or is leaving gaps, the team shall shift to secondary data, that is capturing of GIS data from existing documents and hardcopy maps. This stage involves extra work (extra time and cost as well) of scanning, georeferencing, and digitizing those maps into usable GIS data. Again we shall make use of the same stakeholders mentioned above to source these existing maps. The internet shall also be used in this case in creating GIS data from satellite imagery via digitalizing (vectorizing) the imagery manually or using the semi-automated methods of satellite image classification and/or map algebraic algorithms.

Primary Data

Data to be captured on the ground, in the district. Where the combined efforts of tertiary data capturing and secondary fail to satisfy the team, the third and final approach shall be the use of using GNSS/GPS-enhanced gadgets to capture field data on the ground to complement the other two methods. For socio-economic data, a digital data collection form shall be designed in **Kobo toolbox**, a data collection tool that allows for near real-time data collection saving the forms on the cloud providing easy access, and exporting to CSV and Excel. Drones (Unmanned Aerial Vehicles) May also be used where rapid near real-time data collection of visible physical features (especially those rapidly changing as well) complements satellite imagery which may have a longer revisit time on the same area or an insufficient spatial resolution.

6.3 Methods of Collecting Data

Interviews, Focus group discussions, Experimental measurements, and Field observation methods shall be used for primary data capturing while the **Review of document** Method shall be used to gather Secondary and ready-to-use data.

6.4 Tools for Data collection

The following tools are to be employed in gathering data:

1. Questionnaires -
2. Interview guides - for guiding the interviewer
3. Smart Phone/Tablet – for digitalizing the questionnaire
4. Computers – For desktop studies, Mapping and Analysis

6.5 Sampling

Redundancy is key in data capturing because data errors in representing features on the ground may result in misplaced policies and plans. After doing the data collection steps above data verification shall be done for a sample of the data using the same methods prescribed under primary data capturing.

For Data verification, a sample of 5% of the population shall be used to confirm the given primary data. For geographic data verification shall also be done by presenting the maps to locals, policymakers, and stakeholders who may point out areas that they deem to have been incorrectly represented on the map

6.6 Data Analysis

Most Map data shall be analyzed using QGIS and ArcGIS desktop Tools, and the captured and verified data shall be analyzed using various analytics methods and tools such as overlay analysis, proximity analysis, time series, hot/cold spots check as well as multi-criterion.

Non-spatial data will be analyzed using Microsoft Excel and SPSS. The data capturing tool will also give aggregations

The purpose of these analyses shall be to determine trends, and to make overall sense of the big data to make informed, evidence-based decisions on how to allocate resources and plan forward.

While most mapping shall be done in QGIS and ArcGIS, Most Planning Work in AutoCAD, and Most non-spatial analyses in Excel and SPSS- the team shall make sure that data is presented in formats easy to transform among all the formats to save format migration time.

7.0 The Budget

The running costs of the scope of the work to be met by council were tabled to the CEO and Council management. Consultancy fees are as per the Resolution of council.

8. Program of Works & Timelines

8.1 Work plan

Deliverables	Activity	Venue	Timeline	Dates	Responsible person (s)
Preliminary work	Inception meeting	Muzarabani	1 day	06/02/24	The lead planner and team
	Desktop study	Harare	3 days	07 - 09/02/24	The lead planner and team
	Desktop study	Harare	5 days	12- 16/02/24	The lead planner and team
	Desktop Study	Harare	2 days	19 -20/02/24	Lead planner and team
	Key technical stakeholder meeting	Muzarabani	1 day	22/02/24	The lead planner and team, CEO and Rdc managers, DDC committee, Chiefs, Relevant ministries/ Ministers, Councillors and NGO's
	Focus groups, administering of questionnaires and interviews for	Muzarabani	4 days 3 days	23- 26/02/24 28/02/24 - 01/03/24	Lead planner and team and council official

Inception report; Muzarabani masterplan: Potera, 2024

	inception report preparation				
Preliminary continued	Full council workshop	Muzarabani	1 day	27/02/24	Councilors, Lead Planner and team, DDC Committee, CEO and managers, Silveira House trainers
	Preparation of inception report	Harare	3 days	04- 06/03/24	Lead planner and team
	Submission of inception report	Harare	1 day	07/03/24	Lead planner and team
<u>Report of Study</u>	Start of Preparation of the Report of Study	Harare	5 days	08-12/03/24	Lead planner
<u>Report of Study (contd)</u>	Stakeholder meeting	Muzarabani	1 day	13/03/24	Muzarabani RDC , key stakeholders , Lead Planner and team
	Preparation of the Report of Study (contd)	Harare /Muzarabani	7days	14- 20/03/24	GIS expert , researchers and lead planner and team
	Consolidation of Report of Study	Harare	1 day	20/03/24	Lead planner and team
	Submission of draft Report of Study	<u>Muzarabani</u>	1 day	21/03/24	Planning consultant and team

Inception report; Muzarabani masterplan: Potera, 2024

	Stakeholder meeting (validation)	Muzarabani	4 day	22-25/03/24	Planning consultant team , MRDC and key stakeholders
	Incorporation of comments on Report of Study	Muzarabani	3 days	26-28/03/24	Lead planner and team
	Submission of the Report of Study	Harare	1 day	29/03/24	Lead Planner and team
Written statement	Production of Draft Written Statement	Harare	23 days	30- 21/04/24	Lead planner and team
	Submission of Draft Written Statement	Muzarabani	1 day	22/04/24	Lead Planner and team
	All Stakeholder workshop to consider the Draft Written Statement	Muzarabani	1 day	23/04/24	Lead Planner and team and Council
	Incorporation of comments into the Written Statements	Muzarabani	2 days	24-25/04/24	Lead planner and team
	Submission of amended Written Statement	Muzarabani	1 day	26/04/24	Lead planner and team
	Adoption of written statement	<u>Muzarabani</u>	1 day	29/04/24	Lead planner and council
	Preparation of Executive Summary	<u>Muzarabani</u>	2 days	30/04-01/05/24	Lead planner and team

Inception report; Muzarabani masterplan: Potera, 2024

	Draft Executive Summary Reports submission	<u>Muzarabani</u>	1 day	01/05/24	Lead Planner and team
	Preparation of Draft Master Plan, consolidation of the Plan.	<u>Harare</u>	8 days	01-15/05/24	The Lead planner and team
	Submission of draft Master Plan	<u>Muzarabani</u>	1 day	15/05/24	Lead Planner and team
	Incorporation of comments into the Draft Master Plan	<u>Harare</u>	2 days	16- 17/05/24	Lead Planner and team
	Preparation of Final Draft Master Plan	<u>Harare</u>	4 days	18-21/05/24	Lead Planner and team
	Presentation of Final Draft Master Plan to Council	<u>Muzarabani</u>	1 day	22/05/24	The Lead Planner and team
	Adoption by Local Planning Authority Muzarabani	<u>Muzarabani</u>	2 days	23-24/05/24	Full council
	Submission to Ministry by Council	<u>Muzarabani</u>	1 day	28/05/24	Council
	Incorporation of any comments and recommendations by the Ministry		25 days	01-25/06/24	Lead Planner and team

Inception report; Muzarabani masterplan: Potera, 2024

	Submission of the Final Master Plan		1 day	26/06/24	Lead Planner and team
	Adoption of the Final Master Plan	Muzarabani	1 day	27/06/24	Full Council
	Publicity			After June	

8.1 The Gant Chart

[illegible]