



नेपालगंज उप-महानगरपालिका कार्यालय
नेपालगंज ,बाँके

बृहत/एकीकृत शहरी विकास योजना तर्जुमाका लागि परामर्श सेवा
सम्बन्धी
आशय पत्र



पेश गरिएको :

नेपालगंज उप-महानगरपालिका कार्यालय
नेपालगंज,बाँके

फोन : ०८१-५२०३३८, ५२०३१६

वेब साईट : www.nepalgunjmun.gov.np

पेश गर्ने :

परामर्शदाताको सस्था / फर्मको नाम :

ठेगाना :

सस्था फर्म द.नं. :

फोन: :

फ्याक्स :

ईमेल :

वेब ठेगाना:



नेपालगंज उप-महानगरपालिका कार्यालय

नेपालगंज, बाँके



बृहत / एकीकृत शहरी विकास योजना तर्जुमाका लागि आशय पत्र आव्हान सम्बन्धी सूचना (सूचना प्रकाशित मिति : २०७३/११/०२)

नेपालगंज उप महानगरपालिकाको स्वीकृत कार्यक्रम अनुसार यस उप महानगरको अगुवाई र नगर विकासका साभेदार र सरोकारवालाको सक्रिय संलग्नतामा सहभागितामूलक तरिकाबाट संघीय मामिला तथा स्थानीय विकास मन्त्रालयबाट प्राप्त TOR (Term of Reference) मा उल्लेख भए बमोजिम समग्र नेपालगंज उप महानगरपालिकाको ५ वर्ष अवधिकालागि बृहत/ एकीकृत शहरी विकास योजना तर्जुमा गर्न लागिएको छ। बृहत/ एकीकृत शहरी विकास योजना तर्जुमा गर्दा जलवायु परिवर्तन अनुकूलन, वातावरण संरक्षण, विपद् जोखिम न्यूनिकरण, फोहोर मैला व्यवस्थापन, बालमैत्री स्थानीय शासन र क्षमता विकास, सामाजिक सदभाव, लैंगिक समता तथा सामाजिक समावेशीकरण र जवाफदेहिता आदि जस्ता विषयगत क्षेत्रलाई योजना तर्जुमा प्रक्रियामा साभ्ना सवालको रूपमा समावेश गरी योजना तर्जुमा गरिनेछ। सम्बन्धित विषयगत क्षेत्रमा अनुभव भएका योग्य व्यावसायिक फर्म/परामर्शदाताबाट प्राविधिक तथा परामर्श सहयोगमा बृहत/ एकीकृत शहरी विकास योजना तर्जुमा गरिनेछ।

यस उपमहानगरपालिकाको बृहत/एकीकृत शहरी विकास योजना तर्जुमा प्रक्रियामा प्राविधिक सहयोग तथा परामर्श सेवा प्राप्त गर्न सम्बन्धित विषय क्षेत्रमा अनुभव भएका इच्छुक पेशागत दक्षता तथा अनुभव भएका व्यवसायिक फर्म/परामर्शदाता संस्थाबाट देहाय अनुसार तोकिएको ढाँचामा आशयपत्र पेश गर्न यो सूचना प्रकाशित गरिएको छ।

१. आशयपत्रको ढाँचा यस कार्यालयबाट संकलन गर्न वा यस कार्यालयको वेबसाइट www.nepalgunjmun.gov.np बाट डाउनलोड गर्न सकिने छ। थप जानकारीको लागि योजना तथा प्राविधिक शाखामा सम्पर्क गर्न सकिनेछ।

२. इच्छुक योग्यता पुगेका संस्थाले तोकिएको ढाँचामा आशय पत्र निम्नानुसारको कागजात सहित पेश गर्नु पर्नेछ।

- आशय पत्र पेश सम्बन्धी आवेदन।
- संस्थाको विस्तृत विवरण।
- संस्थाको कानूनी (दर्ता, नवीकरण, भ्याट/पान दर्ता, कर चुक्ता) दस्तावेज/प्रमाणपत्र।
- संस्थाको प्रोफाइल तथा कामको अनुभव विवरण।
- संस्थाको भौतिक पूर्वाधार र उपकरणहरूको विवरण।
- संस्थाको विगत ३ वर्षको वित्तीय कारोवार सम्बन्धी विवरण।
- संस्था कालो सूचीमा नपरेको स्वघोषित पत्र।
- एकल परामर्शदाताको हकमा विगत ४ (चार) वर्षको र दुई वा दुई भन्दा बढी फर्म वा कम्पनीले समूह, संगठन वा संयुक्त उपक्रमको रूपमा परामर्श सेवा दिएको हकमा विगत ७ (सात) वर्षमा सम्पन्न गरेको समान प्रकृतिको काम र स्थानको विवरण तथा निजको वैयक्तिक विवरण।
- संस्थाको प्रमुख कर्मचारी तथा आवद्ध पेशागत विज्ञहरूको व्यक्तिगत विवरण (CV) तथा कार्य अनुभवको क्षेत्र।

३. इच्छुक आवेदक संस्थाले आशय पत्र सम्बन्धी कागजात विस्तृत अध्ययन गरी उल्लेखित विवरणहरू भरी आवश्यक कागजात संलग्न गरी शिलबन्दी गरी खामको बाहिर नाम, ठेगाना, फोन नं. र विषय उल्लेख गरि यस कार्यालयमा पेश गर्नुपर्नेछ।

४. यो सूचना प्रथम पटक प्रकाशन भएको मितिले १६ औं दिन दिनको १२.०० बजे भित्र यस कार्यालयमा दर्ता गराई सक्नुपर्नेछ। उक्त दिन सार्वजनिक बिदा परेमा सो को भोलिपल्ट पेश गर्न सकिनेछ। म्याद र समय भित्र दर्ता हुन आएको आशय पत्र सोही दिन दिनको २.०० बजे नै उ.म.न.पा. कार्यालयमा प्रतिनिधिहरूको रोहवरमा खोल्नेछ। आशय पत्रदाता वा निजको प्रतिनिधि उपस्थित नभएतापनि आशय पत्र खोल्न कुनै बाधा पर्ने छैन।

५. म्याद नाघि आएका तथा रित नपुगेका आशय पत्र स्वीकार गरिने छैन।

६. आवेदक संस्थाको आधिकारिक कागजात तथा प्रमाण, कार्य अनुभव, र आर्थिक, भौतिक तथा मानवीय संसाधनको अवस्थालाई आधार मानी संक्षिप्त सूची तयार गरिनेछ।

७. आशयपत्र मूल्यांकनका आधारमा आवेदक संस्थाहरूको संक्षिप्त सूची तयार गरि मूल्यांकनको माथिल्लो श्रेणीमा रहेका कम्तिमा ३ देखि ६ वटा संस्थाहरूलाई मात्र प्राविधिक तथा आर्थिक प्रस्तावको लागि आमन्त्रण गरिनेछ।

८. आशयपत्र एकल वा संयुक्त रूपमा समेत पेश गर्न सकिनेछ। संयुक्त उपक्रमको रूपमा आशय पत्र पेश गर्न इच्छुक आवेदकले आशय पत्र पेश गर्दा मुख्य भई कार्य गर्ने प्रमुख संस्था खुलेको विवरण तथा संयुक्त उपक्रमको रूपमा कार्य गर्ने सम्बन्धी सम्झौताको प्रतिलिपी समेत पेश गर्नु पर्नेछ।

९. यस आशय पत्र आव्हान सम्बन्धी सूचनामा उल्लेख गर्न छुट भएका कुराहरू स्थानीय निकाय आर्थिक प्रशासन नियमावली २०६४, सार्वजनिक खरिद ऐन तथा नियमावली बमोजिम हुनेछन्।

१०. अन्तिम प्रतिवेदन मिति २०७४ साल आषाढ १५ गते भित्र अनिवार्य पेश गर्नुपर्नेछ।

नेपालगंज उप महानगरपालिका कार्यालय

नेपालगंज, बाँके

श्रीमान् कार्यकारी अधिकारीज्यू
नेपालगंज उप- महानगरपालिकाको कार्यालय,
नेपालगंज

विषय : आशय पत्र पेश गरिएको सम्बन्धमा

प्रस्तुत विषयमा त्यस उप-महानगरपालिकाको कार्यालय बाट बृहत/एकिकृत शहरी विकास योजना तर्जुमाका लागि आशय पत्र माग सम्बन्धि मिति २०७३/११/०२ गतेको अन्नपूर्ण राष्ट्रिय दैनिक पत्रिकामा प्रकाशित आशय पत्र पेश सम्बन्धी सूचना अनुसार गर्न आवश्यक कागजात संलग्न गरी यो आशय पत्र पेश गरेको व्यहोरा अनुरोध छ । यस आशय पत्रमा संलग्न गरिएको सूचना, विवरण तथा कागजात सबै साँचो हुन् र यदि भट्ठा ठहरिन गएमा स्वतः रद्द हुनेछ । पेश गरिएको यो आशय पत्र स्वतः स्वीकार गर्न यहाँ बाध्य नभएको स्वीकार गर्दैछौं र आशय पत्र स्वीकृत भए पश्चात् मात्र विस्तृत प्राविधिक र आर्थिक प्रस्ताव पेश गरिनेछ भनी सहमती जनाउँदछौं ।

निवेदकको हस्ताक्षर :

नाम :

पद :

संस्थाको नाम र ठेगाना :

संस्थाको छाप :

संलग्न कागजातहरू

१. भरिएको आसय पत्रफाराम
२. संस्थाकोविवरण
३. संस्थाको कानूनी (दर्ता, नविकरण, भ्याट/पान दर्ता, कर चुक्ता) दस्तावेज/प्रमाणपत्र
४. संस्थाको प्रोफाइल तथा कामको अनुभव
५. संस्थाको विगत ३ वर्षको बित्तिय कारोवार सम्बन्धी विवरण
६. संस्था कालो सुचीमा नपरेको स्वघोषित पत्र
७. संस्थाको भौतिक पूर्वाधार र उपकरणहरूको विवरण
८. संस्थाको प्रमुख कर्मचारी तथा आवद्ध पेशागत बिज्ञहरूको विवरण तथा कार्य अनुभवको क्षेत्र (बायोडाटा पेश गर्दा स्वयंले हस्ताक्षर गरी प्रमाणीत गरी पेश गर्न पर्ने छ)
९. अन्य केही भएमा उल्लेख गर्ने

बृहत/एकिकृत शहरी विकास योजना तर्जुमाका लागि आशय पत्र

फारम १.संस्थागत विवरण :

१.संस्था / फर्मको नाम	
२.संस्था दर्ता भएको निकाय र ठेगाना	
३.संस्था दर्ता भएको मिति	
४.संस्था दर्ता नम्बर	
५.संस्था नबिकरण भएको मिति	
६.संस्थाको ठेगाना	
७.संस्थाको फोन तथा फ्याक्स	
८.संस्थाको ईमेल/वेबसाइट	
९.सम्पर्क व्यक्तिको नाम तथा पद	
१०.सम्पर्क व्यक्तिको फोन तथा ईमेल	
११.प्याना तथा भ्याट नं.	
१३. संस्थाको विषयगत कार्य क्षेत्र	
१२. संस्था / फर्मको उद्देश्य	

फारम २. संस्थाको वित्तीय अवस्था

यस संस्थाको गत ३ वर्षको कारोवारको विवरण तपसिल बमोजिम रहेको छ ।

आर्थिक वर्ष	कारोवार रकम (रु.हजारमा)	कैफियत
०७२/०७३		
२०७१/०७२		
२०७०/०७१		

नोट: गत ३ वर्षको लेखापरिक्षण प्रतिवेदन तथा आ.व ०७२/ ०७३ को कर चुक्ताको पत्र र आवश्यक कागजात यस आशयपत्रको साथ संलग्न गरिएको छ ।

फारम ३.संस्थाको भौतिक सम्पत्ति तथा सामग्री विवरण

क्र.स.	विवरण	इकाई	सम्पत्ति वा सामग्रीको अवस्था	कैफियत

फारम ४. मानव संसाधन :

क्र.स.	कर्मचारीको नाम	लिङ्ग	पद	शिक्षा	कार्य अनुभवको क्षेत्र	कार्यानुभव वर्ष	कैफियत - नियमित / आंशिक)

फारम ५: संस्थाको कार्य अनुभव:

यस संस्थाको सम्बन्धित विषय क्षेत्र तथा अन्य अनुभव तपसिल बमोजिम प्रस्तुत गरिएको छ ।

५.(क) परियोजना १ को विस्तृत विवरण

परियोजनाको नाम	
कुल परियोजनाको रकम (रुपैयाँ)	
स्थान :	
लाभान्वित समूह लक्षित वर्ग	
सहयोगी संस्थाको नाम	
ठेगाना, फोन नं. र ईमेल समेत	
जम्मा कर्मचारी संख्या	
परियोजनाको शुरु भएको मिति:	
परियोजना सम्पन्न भएको मिति:	
संस्थाले परियोजना अवधिभर गरेको कामहरूको विस्तृत विवरण :	

५.(ख) परियोजना २ को विस्तृत विवरण

परियोजनाको नाम	
कुल परियोजनाको रकम (रुपैयाँ)	
स्थान :	
लाभान्वित समूह लक्षित वर्ग	
सहयोगी संस्थाको नाम	
ठेगाना, फोन नं. र ईमेल समेत	
जम्मा कर्मचारी संख्या	
परियोजनाको शुरु भएको मिति:	
परियोजना सम्पन्न भएको मिति:	
संस्थाले परियोजना अवधिभर गरेको कामहरूको विस्तृत विवरण :	

५.(ग) परियोजना ३ को विस्तृत विवरण

परियोजनाको नाम	
कुल परियोजनाको रकम (रुपैयाँ)	
स्थान :	
लाभान्वित समूह लक्षित वर्ग	
सहयोगी संस्थाको नाम	
ठेगाना, फोन नं. र ईमेल समेत	
जम्मा कर्मचारी संख्या	
परियोजनाको शुरु भएको मिति:	
परियोजना सम्पन्न भएको मिति:	
सस्थाले परियोजना अवधिभर गरेको कामहरुको विस्तृत विवरण :	

५.(घ) परियोजना ४ को विस्तृत विवरण

परियोजनाको नाम	
कुल परियोजनाको रकम (रुपैयाँ)	
स्थान :	
लाभान्वित समूह लक्षित वर्ग	
सहयोगी संस्थाको नाम	
ठेगाना, फोन नं. र ईमेल समेत	
जम्मा कर्मचारी संख्या	
परियोजनाको शुरु भएको मिति:	
परियोजना सम्पन्न भएको मिति:	
सस्थाले परियोजना अवधिभर गरेको कामहरुको विस्तृत विवरण :	

५.(ङ) परियोजना ५ को विस्तृत विवरण

परियोजनाको नाम	
कुल परियोजनाको रकम (रुपैयाँ)	
स्थान :	
लाभान्वित समूह लक्षित वर्ग	
सहयोगी संस्थाको नाम	
ठेगाना, फोन नं. र ईमेल समेत	
जम्मा कर्मचारी संख्या	
परियोजनाको शुरु भएको मिति:	
परियोजना सम्पन्न भएको मिति:	
सस्थाले परियोजना अवधिभर गरेको कामहरुको विस्तृत विवरण :	

५.(च) परियोजना ६ को विस्तृत विवरण

परियोजनाको नाम	
कुल परियोजनाको रकम (रुपैयाँ)	
स्थान :	
लाभान्वित समूह लक्षित वर्ग	
सहयोगी संस्थाको नाम	
ठेगाना, फोन नं. र ईमेल समेत	
जम्मा कर्मचारी संख्या	
परियोजनाको शुरु भएको मिति:	
परियोजना सम्पन्न भएको मिति:	
संस्थाले परियोजना अवधिभर गरेको कामहरूको विस्तृत विवरण :	

५.(छ) परियोजना ७ को विस्तृत विवरण

परियोजनाको नाम	
कुल परियोजनाको रकम (रुपैयाँ)	
स्थान :	
लाभान्वित समूह लक्षित वर्ग	
सहयोगी संस्थाको नाम	
ठेगाना, फोन नं. र ईमेल समेत	
जम्मा कर्मचारी संख्या	
परियोजनाको शुरु भएको मिति:	
परियोजना सम्पन्न भएको मिति:	
संस्थाले परियोजना अवधिभर गरेको कामहरूको विस्तृत विवरण :	

अनुसूचीहरू:

- अनुसूची १. संस्थाको प्रोफाइल
- अनुसूची २. संस्थाको दर्ता तथा नविकरण प्रमाणपत्र
- अनुसूची ३. भ्याट/प्यान दर्ता प्रमाण पत्र
- अनुसूची ४. गत आ.व. ०७२/०७३ सम्मको करचुक्ता प्रमाणपत्र
- अनुसूची ५. गत तीन वर्षको लेखा परिक्षण प्रतिवेदन
- अनुसूची ६. संस्था कालो सुचीमा नपरेको स्वघोषित पत्र
- अनुसूची ७. संस्थाको भौतिक पूर्वाधार र उपकरणहरूको विवरण
- अनुसूची ८. संस्थाको प्रमुख कर्मचारी तथा आवद्ध पेशागत विज्ञहरूको विवरण तथा कार्य अनुभवको क्षेत्र
- अनुसूची ९. अन्य विवरणहरू




Terms of Reference

For the Preparation of a Integrated Urban Development Plan(IUDP) of Municipality

1. BACK GROUND




Nepal's urbanization process is rapid and imbalance compared to regional context. This trend is concentrated mainly in Kathmandu Valley and other cities of *terai* or fertile Valleys. The result is that the large cities are failing to cope with the demand of infrastructure services and job opportunities and are increasingly reeling under the externalities of the haphazard urbanization. Environmental degradation, congestion, urban poverty, squatter settlements, unemployment and lagging provisions of infrastructure services have become increasingly visible phenomenon in these large cities. Hence, much of the economic gains acquired from urbanization have been eroded from its negative externalities. Despite non-agricultural sector being a major contributor to gross domestic product (GDP), urban centers in the country have yet to emerge as the engines of economic growth and contribute to reduction of urban or rural poverty alike.

Despite all these problems, government's responses have been grossly inadequate. The responses tend to be scattered and ad-hoc rather than planned and coordinated. A weak institutional capability has been one of the leading factors in poor performance of the government agencies. Above all, lack of the long-term development perspectives or plans has led to uncoordinated actions of agencies involved in urban development. Therefore the result is poor or limited impact in urban development efforts. Consequently, economic development has not taken place in the desired manner consistent with the pace of population growth.

Whatsoever, Nepal has experienced some settlement planning attempts since 1944; the first city Rajbiraj was planned to resettle people from Hanuman Nagar. In 1956; first National Periodic Plan (Economic Development Plan) was originated. At present, 13th Plan is in implementation. During 1960s, many people from hill and mountain (especially displaced from natural disaster, national parks etc.) were resettled in Terai plains. In 1969, Preparation of Physical Development Plan of Kathmandu Valley was a turning point in urban planning sector of Nepal. After this, so many development plans of Kathmandu Valley were prepared but never implemented due lack of institutional/ legal mechanism and financial resources. In 70s, Regional Development concept was initiated in Nepal; master plan of four regional headquarters (Dhankuta, Pokhara, Surkhet and Dipayal) was prepared and implemented in some extent. In the late 80s, structure plan of all designated urban centers was prepared. Similarly, IAP was popular in 1990s before the self-governance act enacted by government of Nepal. In 2000 long-term concept of Kathmandu valley (vision 2020) was prepared. Currently, Periodic planning of urban centers (municipalities) is in practice. Despite these attempts were made, it provided neither approved land use plan nor concrete physical plan implementation mechanism regarding the major urban centers in the country. Municipal plans prepared in the past employing *integrated action planning technique* or *structure planning* is found to focus mainly on physical aspects. Besides, IAP's overwhelming concentration on ward level problems has also led to neglect of municipal level vision and desires. As a result, though several municipalities show some improvement in physical aspects, progress is still found lagging in several critical urban areas such as education and health. Issues such as social exclusion or deprivation, urban poverty, environmental conservation, economic development, financial mobilization and municipal capacity building have remained largely unattended in the previous planning efforts.

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Keeping in view of this context, the Government of Nepal has already enacted and has been implementing National Urban Policy since 2007. The policy is conspicuous by prioritizing investment to the lagging regions of the country, while fostering development of regional cities and intermediate towns as well. Therefore with an objective of reducing poverty and urban physical facilities, MoFALD has prioritized to invest in 25 Municipalities in Country.

2. OBJECTIVES OF STUDY

The main objective of the proposed assignment is to prepare **Integrated Urban Development Plan** of Municipality. However, the specific objectives are:

1. To set out Long-term Vision and overall Goal, Objective and Strategies for Municipality(15 years)
2. To prepare Land Use Plan, Physical development plan, Social, Cultural, Economic, Financial, and Institutional Development Plan; Environmental and Risk Sensitive Land use Plan, Urban Transportation Plan, Multi-Sectoral Investment Plan (MSIP) and other relevant plans if any in consultation with Municipality, Department of Urban Development and Building Construction (DUDBC) and MoFALD on the basis of Sectoral Goal, Objectives, Output and Programs.
3. To prepare building bye-laws to regulate development in the town integrating Land Use and road network plan and long-term vision of the municipality.
4. To prepare Detail Engineering Design of prioritised 3 sub-projects in each municipality with the consultation of municipality and MoFALD .

3. EXPECTED OUTPUT


The completed Integrated Urban Development Planshall include but not necessarily limited to the followings:

3.1 Assessment and Preparation of Base Map

The assessment's objective is to give an overview of the municipality's territory and identify the main challenges and opportunities the citizens and administration want to focus on the next 5, 10 and 20 years. Because the data is mainly spatial, the assessment will come in the shape of a series of GIS based thematic maps. However, members of the Steering Committee, other stakeholders and citizens are not always familiar with maps. In order to allow mutual understanding, the consultancy team is expected to write a commentary of each map using local landmarks and names as well as organize at least one site visit with the steering committee to comment thematic and summary maps.

The list of necessary maps includes:

- Base GIS map including: existing streets (with codification system), building footprints with building use, building structural characteristics, occupancy and general demographics
- Population density and growth rate

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- Existing land use (housing, commercial, industrial, agricultural, natural, mixed use, guthi land, public space, squatted land...)
 - Terrain, watershed analysis and agricultural value of land
 - Transportation (roads with hierarchy – national highways, feeder roads, district roads and urban roads (administrative classification) and Class I to IV (technical classification for design), parking space, public transportation routes, frequencies and stops, airport and destinations)
 - Water Supply (main line, water treatment facilities, public water tanks, storm water management infrastructure, drainage system, discharge points).
 - Solid waste (coverage of public and private collection system, formal and informal dump sites, recycling points).
 - Electricity (production and transportation infrastructure, grid power coverage, public lighting)
 - Multi-hazard risk map (landslide, fire, floods, earthquake, industrial risks...)
 - Public services (health, education, police, rescue services, cemeteries, administrative services)
 - Environment (erosion, pollution, forest, water bodies)
 - Culture and tourism (temples, museums, cinemas, views, monuments, performance places, festival Routes)
 - Summary map with the most pressing needs across all themes studied (ranked by order of importance).

In order to produce these maps, the consultants are expected to use existing data of the municipalities having digital base map/Urban Map and GIS, prepare base data if not already available, collect necessary field data, consult local leaders and involve the municipal stakeholders through a participatory needs assessment.

3.2 Municipality profile: An up to-date profile should be prepared, comprising of base-line information of the existing physical, social, economic, environment, financial and organizational state of the municipality. Apart from the key statistics, such base line information should also include textual descriptions, maps, charts, diagram, and key problems prevailing in the settlements and the municipality/ VDC. Base line information of at least two time points—having minimum interval of (past) five years should be included.

3.3 Analysis: The section should contain at least of the followings:

Trend analysis: The analysis should reveal among other things growth trend of—population, migration, land use, infrastructure provisions, import-export of goods, agricultural outputs, jobs, and other economic opportunities.

SWOT analysis: This should reveal potentiality of the Municipality based on its strength and opportunities. The analysis should also reveal the weaker side of the town which tends to pose threat to the future development of the municipality.

Spatial analysis: The analysis should clearly reveal demand and supply situation of vacant land, besides including land develop-ability analysis. The analysis, therefore, should clearly show the location where the future growth can be channelized

Financial analysis: The analysis should reveal income potential and financing sources including expenditure pattern of the Municipality for the fifteen-year plan period.





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3.4 Municipal vision: To make the vision operational, necessary development principles to guide the sectoral activities also need to be outlined. Vision and principles should be formulated with broadly Advisory committee of Municipalities.

3.5 Sectoral goals, objectives, output, programs: These should be formulated mainly using Logical Framework Approach (LFA), and should be supplemented by performance indicators and means of verification of such indicator as far as practicable. When adequate data are not found and formulating indicators becomes not feasible and if the advisory committee and the technical working committee in the field are also satisfied of such deficiency of data, the team leader on the advice of such committees may introduce necessary modifications in the LFA technique. Sectors, which are required to be included, should include at least physical, environmental management, social, economic development, disaster management, Climate Change, financial mobilization, and organization development. Such Sectoral plans and programs may be formulated by forming Sub-Steering Committees. Sectoral plans and programs have to be prepared giving due attention to national concerns such as poverty reduction and social inclusion.

3.6 Long-term physical development plan (PDP): Such physical plan should essentially reveal the future desired urban form of the Municipality, keeping in view of planning horizon of 20 years and also classify the Municipality land revealing broadly urban areas, urban expansion areas, natural resource areas and also calamity prone areas. Such physical plan should be separately supplemented by the relevant data and thematic maps of existing land use, environmentally sensitive areas, and infrastructure services such as road network¹, transportation, water supply and drainage system, sewerage network, telecommunication network and electricity distribution network. Also hierarchy of the open space should also be justified within Municipality areas. Plan should also be supplemented by social and economic data and thematic maps revealing the social and economic infrastructures of the Municipality. The proposed land use plan should be justified with geological investigation, hydrological & metrological parameters of the Municipality area, and should have overlaid with base and cadastral maps too. There should be strategic steps/ suggestions to make available land for Municipality urban infrastructures.

3.7 Environmentally Management Plan: The environmental management has remained as the major problem of the NT. The environmental management plan should be formulated by studying and analysing in detail. Such plan should essentially cover the following aspect:

- Solid waste Management: 3R promotion- reduce/ reuse/ recycle, Sanitary land fill site
- Waste water Management
- Air, water, land, visual and Noise pollution
- Urban Greenery (forestry, Agriculture), park, garden etc.
- Control and management of built environment
- Conservation of environmental sensitive areas
- Assessment of requirement of EIA/ IEE of major sub-projects
- Others (such as emergence of low carbon city, food green city, garden city etc. concepts) as per requirements

¹The Consultant shall best utilize/ overlay/ include the study reports on Road Inventory/Road Network Plan, Land Inventory, and Feasibility Study of Economic Development of municipality.

3.8 Social Development Plan: Social development plan significantly contributes to bring qualitative improvement in the lives of the common people. Attention should be given focus on social development programme when social development programme is getting priority in the present context. Plan should be formulated on the basis of the analysis of social condition of municipal area. Such plan should essentially cover the following aspect:

- Education
- Public health
- Security (physical as well as social)
- Main streaming GESI: Inclusion of women, in-advantage groups, child, elder, physically challenged etc.
- Cultural and Sports
- Hierarchy of Parks& open spaces
- Other urban social service centres (information, library, and space for social gathering...)
- Municipal Transportation master Plan (MTMP)
- Others as per Municipality's requirements

3.9 Conservation, Cultural& Tourism Development Plan: Culture makes a distinct identity of the place and people, way of life and level of civilization. Cultural development plan significantly contributes to bring qualitative improvement in the conservation of local cultural heritage, art and architecture. Similarly, more attention should be given to the preservation of tangible and intangible cultures. Cultural planning should be integrated with other planning. Such plan should essentially cover the following aspect:

- Identification and preservation of important Cultural heritage sites within the Municipality
- Identification of specific non-material cultures in the area
- Plan for conservation of both material and non-material cultures and linked them to tourism development plan
- Culture centre (local craft, paint, architecture, museum, culture exchange, exhibition....)

3.10 Economic Development Plan: An Economic development plan which directly contributes in economic activities of the town and support in the development of the Municipality is also main component of the study. It will be better if the municipality has some economy based identity. It may be based on the municipality's potentiality or we can add new features for its identity e.g. Sport city or IT City or Tourism City or Commercial city etc. The proposed Integrated Urban Development Plan needs to support to have the Municipality with identity based on its potentiality. This should be the vision for the municipality. Such plan should essentially cover the following aspect:

- Economic development plan: Areas of comparative advantage
- Industry development (as per comparative advantage of the Municipality / hinterland): Trade promotion, Tourist development
- Employment generation, poverty reduction
- Agricultural development (commercialization of agro-forestry products- cold storage, vegetable market ...)
- Rural urban linkage- strategic location of different market centre/ product collection centres



- Micro/small industry and business promotion
- Possible Economic Zones based on local economic growth potentials (driving forces)
- Others as per municipality's requirements

3.11 Financial Development plan:

The work is to formulate identification and mobilization of resources required during the period of IUDP preparation. The following things/ subjects needs to be considered while formulation the financial plan.

- Financial analysis and assessment of possible financial resources for the implementation of IUDP in each Municipality.
- Analysis and projection of municipality income and expenditure, Revenue improvement action plan
- Allocation of Development budget (for coming five year), cost sharing among sectoral agencies, and expenditure management action plan
- Promotional strategy of private sector and civil society (PPP)
- Financial and economic analysis of proposed priority sub-projects
- Others as per Municipality requirements

3.12 Institutional Development plan: Human Resources Development plan and organizational development planned are the areas of the institutional development plan. Following should be considered in the formulation of institutional development plan.

- Decentralization, good governance and mobilization of people's participation
- Appropriate and optimum use of local resources and skills
- Institutional coordination and establishment of network
- Organizational capacity and capacity building

3.13 Disaster Risk Management plan: The Risk Sensitive Land use Planning/ Mapping of the Municipality due to the following Disaster causes shall include whenever seems necessary;

- Landslide/ soil erosion, Floods, Earthquake, Fire

The vulnerability mitigation plan through the vulnerability mapping/ geological study of the area, a proper strategy should be adopted to formulate the action plan for Disaster management. This formulated plan may be of;

- Pre- Disaster Plan
- During or immediate after disaster
- Post- Disaster Plan
- Disaster/calamity occurred previously in that area should be overlapped in the updated geological and disaster event maps (overlays of historic events)

3.14 Multi-sectoral investment plan (MSIP): Such plan should reveal short and long-term programs/projects, cost estimate, and probable financing sources prioritized in sequential manner for the planning period of each five years. Such programs/projects should be to cater to both the short-term and long-term needs of the Municipal and the wards, and should be consistent with the long-term development plan, sectoral goals and objectives, and the vision. Furthermore, MSIP should clearly

reveal programs/projects for each fiscal year for the first five years. Such MSIP should be pragmatic, and be consistent with the financial resource plan. The city level plan/projects (Mega project) and the projects that can be implemented exclusively by Municipality also should be clearly mentioned in MSIP. It is suggested that the plan/projects that have to implement by different line agency in MSIP, included after thoroughly consultation with the concern offices. The cost estimate of the projects should be done according to the approved district rate.

3.15 Detail engineering design of prioritized Major Sub-Projects: in order to prepare reliable project banks for the recent execution of different sub-projects in Municipality, consultants are expected to prepare feasibility study of minimum 3 different sectoral sub-projects. The ToR with detailed scope and deliverables of such sub projects should be submitted to Municipality for approval immediate after finalization of the list or before conducting the study. Necessary drawings, maps, economic and financial analysis, preliminary costing and other document should be submitted in different annexes.

3.16 Preparation of Building and Planning bye-laws that clearly spells minimum in the following areas regarding the construction of building: (a) Minimum land area (b) maximum ground coverage (c) maximum floor area ratio (FAR) (d) maximum building height (e) maximum no. of floors (f) right of way of roads (g) set back in four sides of the building (h) minimum parking area (i) lift (j) minimum distance to be left in both sides of stream/river. The building and Planning bye-laws of the towns should prepare in accordance with Conceptual building bye-laws 2072 of town development, urban planning and building construction published by ministry of urban development should be followed

4. METHODS OF PLAN PREPARATION

4.1 Data Gathering And Analysis

Plan preparation will rely on both primary and secondary data. Primary data especially related to land use pattern, extent of newly opened roads, their standards and quality, land values and environment problems shall be gathered through physical mapping using GIS/ cadastral map, on the site observation, technical investigation/ test and interview. For this, one shall also be familiar with the acts, rules, regulation and guidelines of land development programs or practices in Nepal and aboard, collection of all relevant documents, literatures and also well acquainted on DUDC 's both published and unpublished norms, regulations, polices etc related to urban development field. Municipality level problems and needs are ascertained through participatory rapid appraisal by holding citizens gathering at the Municipality office or at the convenient location of the Municipality.

Municipality level problems and development issues are identified through opinion survey of prominent citizens, officials of the local and government agencies, and through the Municipality level meetings which may include meetings of the Municipal Steering Committee and sub-committees. Data on physical, environmental, social, economic, financial, and institutional shall be gathered from sources such as office records or archives, municipal reports/ profile, published academic or professional reports, and data published by CBS. Analysis will include both trend, spatial analysis using GIS, and interpretation of aerial photographs

4.2 Planning and approval Process

- Mass consultation/sharing meetings at municipality with participation of local political leaders/representatives, district level government officials and concerned stakeholders for getting consensus on sectoral analysis report, sectoral plan and final IUDP.

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- Expert panel review by local level (municipal/district) experts/intellectual people (5-6 persons) at least before the each above mentioned consultation meeting
- Submission of IUDP to steering committee for review (Steering committee at municipality is not the apex body for approval of IUDP, it will rather play facilitation role for developing IUDP)
- Sharing final IUDP report to MoFALD Technical Review Committee, formed for reviewing MTMP, which consist of Representatives from MoFALD/IDD/MMS and DoLIDAR, MOUD, TDF and Department of Road for feedback/ suggestions and getting no objection
- Final approval by municipal council (through the decision by municipal board)

4.3 Role of DUDBC

DUDBC shall be responsible for providing planning & technical input and suggestions for IUDP preparation. All related documents such as New Town Feasibility, Study, Digital Base Map, Feasibility Study of Economic Development, Road Network Plan and others prepared by DUDBC will be made available to the consultants in coordination with MoFALD.

4.4 Role of MoFALD

Infrastructure Development Division (IDD) and Municipal management Section (MMS) of MoFALD will provide technical backstopping for procurement process for hiring consultant and will provide approach paper/toolkit, EOI and Standard contract Documents to municipality for preparation of IUDP. MoFALD will coordinate with MoUD and DUDBC for providing related documents on Town Planning to municipality and getting planning/technical input/suggestions on IUDP. MoFALD shall provide feedback and suggestions on IUDP through Technical Review Committee and will issue no objection letter for IUDP.

4.5 Role of Municipalities

- Municipality if possible shall depute its senior technical and social official to facilitate internally and externally in the entire planning process till the completion of plan preparation.
- Municipality shall help the consultant planning team to provide and gather data. It may also raise specific planning issues and provide suggestions separately to the planning team.
- Municipality will form steering committee for coordination/facilitation and providing feedback and suggestions for preparation of IUDP. The structure of steering committee will be as follows:

Executive Officer of municipality	- Coordinator
Urban planner nominated by Municipality	- member
Representative from DUDBC Division Office	- member
Representative from District Technical Office	- member
Engineer of Municipality	- member secretary
- Municipality shall help the consultant planning team to organize inclusive municipality level meeting, steering committee meeting.
- Municipality will facilitate to share the final draft of IUDP to Technical Review Committee of MoFALD
- Municipality shall take initiation for implementation of IUDP.



4.6 Role of The Consultant

- Consultant shall be responsible to supply technical personnel as stipulated in TOR and bid form, and work under the team leader. Consultant's personnel shall directly participate in fieldwork and plan preparation, under the supervision and instructions of the team leader. The fieldwork among other things includes data gathering, municipal/ VDC level meetings.
- Consultant shall remain in Municipality (not less than one third of total assignment period in each town) until plan preparation is complete and the plan is submitted to the TDC Committee.
- Consultant shall be responsible for making available of logistics including computers, printer, scanner, photocopier, and vehicle as stipulated in TOR and bid form for use in the field.
- Consultant shall be responsible for undertaking necessary transfer of knowledge programs that are required in connection to plan preparation.
- Keep appropriately the records and minutes of the meetings/workshops.
- Have knowledge and skills about Logical Framework Approach (LFA) and educate the participants of the Sub-Steering Committee or Sub- committees about LFA and assist them in plan preparation.
- Make necessary investigation (geological/ soil, topographic survey, material sample survey, lab tests etc...) to prepare Integrated Urban Development Plan for Municipality.
- Gather data and carry out necessary analysis and inform the outcome of such analysis to the team leader and to the planning team during plan preparation
- Undertake the task of preparing IUDP in complete as described in this TOR, Municipality's instruction/ Guidelines, under the supervision of the team leader.

5. SCOPE OF WORK

The scope of consulting services for preparation of Integrated Urban Development Plan (as mentioned in expected output) shall include but not necessarily limited to the following:

- The consultant should spell out the Vision of the town. The Vision should articulate the desires of the Town and its citizens, and will provide the guiding principles and priorities for the Plan's implementation. Prepare overall Integrated Urban Development Plan of entire area including existing and future (5, 10 and 20 years) land use plan in cadastral maps. This should be based on land use plan and followed by narrative description, analysis, facts and figures.
- Conduct additional study on local economy and its activities also change in demographics and migration trend for 5, 10 and 20 years period.
- Identify potential area for urban development based on land suitability and other factors. Analyse present and future (5, 10, 20 years) housing needs/market, stock, conditions and recommend strategies for land acquisition, distribution of land and housing in future.
- Conduct studies on present and future (5, 10 and 20 years) demand in infrastructures (such as transportation, communication, electricity, water supply and sewerage system) and their supply. Analysis of demand should be in different scenarios with facts and figures. The recommended complete street pattern, major and minor roads, highways, arterial roads, traffic circulation, truck yard, bus bays and bus parks should be worked out in details. The network plan of infrastructures, both existing and proposed should be shown in cadastral maps with other detailed drawings and unit rate cost estimates. The consultant should also identify and produce landfill site, treatment plant location and their detail drawings and cost estimate. A management scheme of both water supplies, solid waste management system and landfill site should also workout.

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- The consultant should carry out full study of existing social infrastructure such as health/education/sports/communication/security centres and other community facilities by addressing present deficiencies and future (5, 10 and 20 years) demands. The location and area of land required for all these infrastructures should be identified in based maps.
- Identify and assess critical, sensitive and other natural resources including parks, green belts, recreational area, along with strategies for their protection, preservation and stewardship against the adverse impact of future development and land use changes. Calculate the cost estimate on unit rate basis for their preservation and protection. Show locations and calculate future requirements of such resources.
- Verify Government, Guthi and Public Land for future development and expansion of the town including land required for government and public purposes. Produce appropriate plan and policy to protect such land from private/public encroachment and others.
- Identify and assess natural hazards, including how significant weather events have and will impact these assessments, which may cause a threat to the Vision of the Integrated Development Plan, along with strategies for avoidance/mitigation of such hazards in the course of future development and calculate the cost estimate on unit rate basis.
- Prepare the Proposed Land Use Plan for 5, 10 and 20 years in the existing cadastral maps (plans) based on: i) The policies enunciated for different urban activities, ii) Population to accommodate maximum one hundred thousand; iii) Requirement of additional social and physical infrastructure, iv) Transportation and work centres, v) Parks, green belts, recreational areas, vi) Cultural and historic resources) Others.
- Provide a full study of following Land Use Zone and recommend bye-laws for the construction of building and other infrastructures. i. Residential zone, ii. Institutional zone, iii. Industrial zone, iv. Preserved zone, v. Airport zone, vi. Sport zone, vii. Urban expansion zone, viii. Stream/river banks zone, ix. Green zone, x. Apartment housing, xi. Petrol pump/Electric line/Cinema theatres and xii. Others.
- Prepare Building and Planning bye-laws that clearly spells minimum in the following areas regarding the construction of building: (a) Minimum land area (b) maximum ground coverage (c) maximum floor area ratio (FAR) (d) maximum building height (e) maximum no. of floors (f) right of way of roads (g) set back in four sides of the building (h) minimum parking area (i) lift (j) minimum distance to be left in both sides of stream/river.
- The building and Planning bye-laws of the towns should prepare in accordance with Conceptual building bye-laws 2072 of town development, urban planning and building construction published by ministry of urban development should be followed.
- Prepare detail engineering design of priority sectoral projects (3 in each municipality)
- Recommend an implementation strategy (including a suggested action program that generally describes the actions, costs, time frames, responsibilities, procedures and the Municipality's capacity to use them) necessary for implementing the Integrated Urban Development Plan of the Municipality. Prepare separate report by volume each Comprehensive Town Development Plan, infrastructures etc for each town, also prepare investment and cost recovery Plan.
- Within the **first three month** of study period the consultant should submit draft report of Land Use map with final demarcation of land and its areas to be required for future urban development purposes.



- Prepare detail feasibility of priority sectoral sub-projects.
- Prepare IUDP of municipality in Nepali language for the purpose of approval by municipal council
- Prepare physical model of municipality. The scale will be finalized based on the area covered by municipality.

6. TIME SCHEDULE

The total period of study is allocated **6 months** for each contract packages from the date of work order. However the planning team shall work minimum 2/3 of total study period in the field of assignment.

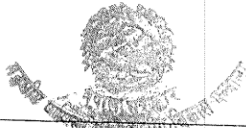

6.1 Human Resources

In general, the study team shall comprise following personnel for each packages:

S.N.	Key Personnel	Man-month	Qualifying criteria	Responsibilities
1	Urban Planner (Team Leader) ²	6	Minimum Master's degree in Regional Planning/ Urban Planning/ Infrastructure Planning / Civil engineering with Civil/ Architecture engineering back ground having minimum 5 years of relevant work experience after master degree	<ul style="list-style-type: none"> • Responsible for mobilizing the team members, overall planning, programming, coordination, monitoring, and supervision of team members work, • Review Conceptual/Block /infrastructure plans/ engineering design, cost estimate etc, • Conduct meeting, workshop etc as and when required.
2	Architect	2	Minimum Bachelor degree in Architectural Engineering with minimum 3 years of relevant work experience.	<ul style="list-style-type: none"> • Support to team leader/ urban/ infrastructure planner to prepare land use zoning, building inventory, urban design conceptualization, and building bye-laws
3	Civil Engineer	6	Minimum Bachelor degree in Civil Engineering with minimum 3 years of relevant work experience and experience in preparation of GIS* based Base map or urban map	<ul style="list-style-type: none"> • Support to urban/ infrastructure planner & environment engineer for design and costing of infrastructures sub-projects. • Support to team leader for preparation of Digital base map

²The Team Leader shall be responsible for team work, and timely deliverables with desired scope and quality as per the ToR. The experts' team must take ownership of the study reports/ deliverables; they should sign all the reports/ maps whenever they involved.

ToR for Preparation of Comprehensive Town Development Plan of Municipalities.

4	Environmental Engineer/Expert	2	Minimum master's degree in Environment Engineering subject with Civil/Architecture engineering back ground having minimum 5 years of relevant experience after master's degree.	<ul style="list-style-type: none"> Support team to find out environmental sensitive areas in NT, and find mitigation measures to protect natural environment, suggest necessary environmental improvement project, sanitary LFS in NT, suitable technology for sub-projects, prepare IEE or suggest for EIA for prioritized sub-projects, etc
5	Geo-tech Engineer	2	Minimum master's degree in Geo-tech engineering subject with Civil/Architecture engineering back ground having minimum 3 years relevant work experience after master's degree.	<ul style="list-style-type: none"> Support team to geo-investigation of the NT area, to find out geologically sensitive area, technology choice for such area, finding geo-fault lines in the area, soil investigation of prioritized sub-project sites, etc.
6	GIS Expert	3	Minimum master's degree in Geo-information with Civil/Architecture engineering back ground having minimum 3 years of relevant Experience after master's Degree. Should have experience in designing and developing GIS* and data base system in urban sector.	<ul style="list-style-type: none"> Advice to team leader, prepare database/ update base maps of NT area Apply GIS based system for the preparation of plans, maps, drawings etc. Develop GIS data base, develop base map of towns.
7	Economist/Financial Analyst	2	Minimum master's degree in Economics / Business studies subject with 3 years of relevant experience after master's degree	<ul style="list-style-type: none"> Assist team leader, urban planner to analysis driving force of NT Conduct economic/financial analysis of proposed infrastructure.
8	Sociologist/Community Development Expert	2	Minimum master's Degree in Sociology/ Social Study/ Anthropology with minimum 3 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> Assist team leader, Conduct socio - economic, demographic, and migration tend etc analysis, Suggest community support measures







12	Institutional Development Export	2	Minimum master's Degree in Public/Business Administration / Business Studies with 3 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> Support team to analyse existing institutions, their capability, responsibility, coordination regarding the NT project Suggest appropriate institution framework, along with capacity building, sustainability for the effective execution of NT project.
Sub- Total		27		
Support Staffs: as per consultants experience/ requirements				

Attach short curriculum vitae (single page) of proposed personnel with signature in blue ink.



7. REPORTING REQUIREMENTS & MODE OF PAYMENT

No. of installments	Time period	Payment in % of total agreement amount	Report ³ submitted by the consultant
First	At the end of 1 st month	20%	Inception report 5 set hard copies & one set soft
Second	At the end of 3 rd month	20%	field report/ draft report for GIS based base map 5 set hard copies & one set soft
Third	At the end of 4 th month	30%	Draft-final report 5 set hard copies & one set soft
Fourth/ Final	At the end of 6 th month	30%	Final report 5 set (Nepali) hard copies & five set each soft copy

8. FORMAT AND SUBMISSION OF PLAN

The Integrated Urban Development Plans shall be prepared in **Nepali language**.
The report shall follow the proposed template:

1. Executive Summary
 - 1.1 English Summary
 - 1.2 Nepali Summary
2. Introduction
3. Methodology
4. Assessment and Preparation of Base Map
5. Municipality profile
6. Sector Analysis
 - 6.1 Population density and growth rate
 - 6.2 Existing land use
 - 6.3 Terrain, watershed analysis and agricultural quality of land
 - 6.4 Transportation
 - 6.5 Water and sanitation
 - 6.6 Solid waste
 - 6.7 Electricity and lighting
 - 6.8 Environment
 - 6.9 Culture and tourism
 - 6.10 Multi-hazard risk map
7. Municipal Vision
8. Sectoral goals, objectives, output, programs
9. Long-term physical development plan (PDP):
10. Environmentally Management Plan

³Deliverables must demonstrate complete team work; responsibilities and output of each expert should be tangible.



11. Social Development Plan
12. Conservation, Cultural & Tourism Development Plan
13. Economic Development Plan
14. Financial Development plan
15. Institutional Development plan
16. Disaster Risk Management plan
17. Multi-sectoral investment plan (MSIP)
18. Detail engineering design of prioritized Major Sub-Projects
19. Building and Planning byelaws of Municipality
20. Land Use Plan
 - 20.1 General Land Use Plan
 - 20.1.1 Land Use map
 - 20.1.2 Land Use regulations
 - 20.1.2.1 Risk Zones
 - 20.1.2.2 Environmental conservation areas
 - 20.1.2.3 Agricultural Land Preservation areas
 - 20.1.2.4 City Development areas
 - 20.1.2.5 Formalization areas
 - 20.1.2.6 Functional zones (residential, industrial...)
21. References
 - 21.1 Bibliography
 - 21.2 Study participants
 - 21.3 Steering Committee members
22. Annexes
 - 22.1 Steering Committee meeting minutes
 - 22.2 Focus group meeting minutes
 - 22.3 Meeting minutes of Expert panel review by local level (municipal/district) experts/intellectual
 - 22.4 Meeting minutes of presentation in Technical Review Committee of MoFALD
 - 22.5 Administrative and contractual documents

The final report shall be submitted in five color-printed copies duly signed and certified by the consultant, besides submission of draft in the CD-Rom.

The consultant will deliver five large-scale print-outs (A0 minimum) of the assessment summary map, the land use plan map, urban core land use map and the priority projects map.

The consultant will also transfer to the Municipality all GIS data gathered and produced for the planning study.

***** END*****