



Dharan Sub-Metropolitan City Office
Dharan, Sunsari, Nepal

Expression of Interest (EOI) Document
for
Short-listing of Consulting Firms

For the Preparation of
**Comprehensive/ Integrated Urban Development Plan
(IUDP) of Dharan Sub-Metropolitan City**

January, 2017


धरान उप-महानगरपालिका कार्यालय
धरान, सुनसरी जिल्ला


बिष्णु प्रसाद कोइराला
कार्यकारी अधिकारी



DHARAN SUB METROPOLITAN CITY OFFICE
Dharan, Sunsari, Nepal



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INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICES

1. Dharan Sub Metropolitan City (DSMC) Office intends to prepare a list of competent Nepali national consulting firms for the job indicated below. This Invitation for Expression of Interest (EOI) is made to invite applications from interested and eligible Nepali national consulting firms registered in Nepal under GON rules & regulations and/or their joint ventures (JV).

Job No. Consultancy/ 2073/074 - 01

Job Title: Preparation of Comprehensive/ Integrated Urban Development Plan of Dharan Sub Metropolitan City.

2. The consulting firm can apply either in single or in JV. The number of consulting firms in a JV should not exceed three including the lead firm. In addition, same consulting firm is not allowed to enter into more than one JV for the Job.
3. EOI document could be obtained free of cost during office hours on all government working days within 15th day of first date of publication of this EOI notice from DSMC or can be downloaded from the website <http://www.dharan.gov.np>. The instructions to applicants, prescribed formats for EOI preparation, evaluation criteria, detailed information, and Terms of Reference (TOR) for the job are provided in the EOI document.
4. Duly completed EOI documents in hard copy should be submitted to the address mentioned below clearly mentioning the name of the job in sealed envelopes before 12 Noon (NST-Nepal Standard Time) within 16th day of first publication of this notice:

The Executive Officer, Dharan Sub Metropolitan City Office
Dharan, Sunsari

Tel: 025-520279, 520407 (Ext. 204,205), Fax: 025-521991, Email: info@dharan.gov.np

5. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour. Duly completed EOI documents received after the due date & time shall be considered late, summarily rejected and returned un-opened.
6. The completed EOI documents received by the due date and within the specified time shall be opened at 14:00 (NST) on the 16th day of first date of publication of this notice in the presence of the applicants or their authorized representatives whosoever wish to attend. Absence of the applicant or their authorized representatives, however, shall not obstruct or prevent the opening of the EOI in any way.
7. The EOI documents received from the applicants will be evaluated on the basis of the approved eligibility and evaluation criteria. The evaluation of EOI application of eligible JV consulting firm(s) will be done in cumulative basis. Only six top ranked consulting firms obtaining at least 60% marks in the EOI evaluation will be shortlisted for the job and considered as qualified firms.
8. Request for Proposal (RFP) for this job will be subsequently issued to qualified short listed firms. The Quality and Cost Based Selection (QCBS) procedure will be used for final selection of the consulting firm.
9. DSMC Office reserves the right to accept or reject any or all EOI applications with or without giving any reason whatsoever.

1. INSTRUCTIONS TO APPLICANTS

1.1 INTRODUCTION

1.1.1 Scope of Qualification

Dharan Sub-Metropolitan City Office (DSMC) intends to prepare a list of competent Nepali national consulting firms to prepare "Comprehensive/ Integrated Urban Development Plan (IUDP) of Dharan Sub-Metropolitan City area". This Invitation for Expression of Interest (EOI) is made to invite applications from interested and eligible Nepali national consulting firms registered in Nepal under GoN rules & regulations and/or their joint ventures.

1.1.2 Definition of Terms

Unless otherwise specified, the following terms used in this EOI have the following meanings:

- "Applicant" means a single consulting firm or a joint venture of firms which intends to submit completed EOI document as per the published notice and instructions given in this EOI document.
- "Authorized Representative" means an individual authorized by the Applicant as the duly authorized entity to legally bind the Applicant to the EOI process, is the uthorized signatory to the process, and is the point of contact for DSMC in connection with the process.
- "Bidder" means a successful Applicant that are shortlisted under this EOI and submits Technical and Financial proposal in response to RFP.
- "DSMC" means Dharan Sub Metropolitan City Office
- "MoFALD" means Ministry of Federal Affairs and Local Development
- "DUDBC" means Department of Urban Development and Building Construction
- "MoUD" means Ministry of Urban Development
- "TDF" means Town Development Fund
- "GoN" means "Government of Nepal"
- "JV" means "Joint Venture"
- "Lead Firm" means an entity or firm that is the authorized leader of a team comprising the Lead Firm and its constituents to submit the EOI and perform the assignment.
- "EOI" means "Expression of Interest"
- "RFP" means a "Request for Proposal"
- "TOR" means "Terms of Reference"
- "VAT" means "Value Added Tax"

1.1.3 Eligible Applicants

1. In order to be eligible, the consulting firms should be registered in Nepal under GoN rules & regulations and should submit valid Registration Certificate, VAT Registration Certificate, Income Tax Clearance/Submission Certificate for FY 072/73. These eligibility certificates shall be notarized by authorized entity.
2. In addition, the Applicant (consulting firms) should submit Self Declaration as per clause 40 – 2 (e) of Public Procurement Rule, 2064 mentioning their eligibility, nonconflict of interest, non receipt of any punishment while doing consulting business and litigation history (if any).
3. In case of a Joint Venture, each member of the JV shall submit the above eligibility documents.
4. In case of a Joint Venture, the consulting firms shall submit Joint Venture Agreement between the JV partners duly signed by authorized signatories & stamped with company seal of each member of JV & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each JV partner, share percentage of each members, and names and signatures of the authorized signatories. A power of attorney of authorized signatories in the JV from their respective firms with signature and seal of each member in the JV is also required.
5. Firms are not allowed to enter into more than one joint venture for the job. The total number of consulting firms including the lead firm should not exceed a maximum of three in a joint venture.
6. The minimum share percentage of the lead firm should be at least 40% and that of each of the other JV partners should be at least 20%.
7. If the consulting firm or any member of the joint venture fails to submit the above documents or does not meet any of the above mentioned eligibility criteria, the consulting firm will be considered as non-eligible and will NOT be considered for further evaluation.

1.2 GENERAL INSTRUCTION TO CONSULTANTS

1.2.1 Clarification on EOI Documents

A prospective Applicant requiring any clarification on this EOI document may seek clarification by contacting DSMC during office hours on all working days prior to the deadline for submission of the completed EOI document at the address mentioned below

Contact person
Mr. Suraj Shrestha
Senior Engineer
DSMC, Sunsari, Nepal
Tel:- 025-520407, 520636 Fax:- 025-521991
Email: info@dharan.gov.np

1.3.2 Deadline for Submission

1. The completed EOI document must be submitted to DSMC at the address specified in section 1.3.1 before 12:00 hr Nepal Standard Time (NST) *within 16th day from the date of first publication of this notice.*
2. The completed EOI documents received by DSMC after the deadline set forth in section 1.3.2 (1) shall be considered late and shall be summarily rejected and returned un-opened.
3. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour.

1.3.3 Withdrawal of EOI document

An Applicant shall not be permitted to withdraw the EOI Application that has been submitted to DSMC.

1.4 PUBLIC OPENING OF SUBMITTED EOI DOCUMENT

The completed EOI documents received by the due date and within the time specified in clause 1.3.2 (1) will be opened at 14.00 hrs NST on the last date of submission of EOI document in the presence of the applicants or their authorized representatives whosoever wish to attend. Absence of the applicants or their authorized representative(s), however, shall not obstruct or prevent the opening of the EOI in any way. Applicants' each designated representative must bring a letter from the applicant stating that he/she is authorized to represent the applicant for the public opening of the EOI document. Applicants or their authorized representatives who are present at the time of opening shall sign in a register evidencing their presence.

During the opening, an authorized representative of DSMC will read out the names of the applicants who have submitted the completed EOI document and then will open the submitted EOI envelopes.

1.5 PREPARATION OF THE EOI DOCUMENT

Detailed procedure for preparation of EOI documents is given in section – 2.

1.6 EVALUATION PROCESS

DSMC will carry out evaluation of the submitted EOI documents based on the eligibility and evaluation criteria approved by DSMC and listed in this document. Anything not mentioned in this document regarding the EOI process shall be governed by the prevailing Public Procurement Act and Rule of Nepal.

The evaluation of EOI documents will be done in two stages (i) Screening of EOI Application of all firms for eligibility; and (ii) Evaluation of EOI document of eligible firms.

Screening of EOI Application of all firms for eligibility

The basic criteria for the eligibility of applicants are as follows:

A. Eligibility Requirement

S.No.	Eligibility Criteria
1	Notarized Copy of Valid Registration Certificate
2	Notarized Copy of Tax Clearance Certificate of fiscal year 2072/073 or extension letter for FY. 2072/73 with Tax Clearance Certificate of fiscal year 2071/72
3	Notarized Copy of Valid VAT Registration Certificate
4	Self Declaration as per clause 40 – 2 (e) of Public Procurement Rule, 2064 mentioning their eligibility, non-conflict of interest, non receipt of any punishment while doing consulting business and litigation history (if any)

Note:

- In case of Joint Venture, each member of the JV shall submit the above eligibility documents.
- The total number of consulting firms including the lead firms should not exceed a maximum of three in a joint venture.
- The same firm is not allowed to enter into more than one Joint Venture.
- In addition, in case of Joint Venture, following documents should be provided

i	Joint Venture Agreement of consulting firms duly signed by authorized signatories & stamped with company seal of each member of joint venture & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, share percentage of each members, name of the authorized signatories. The original signature of authorized representatives & stamp of companies should be in each page of JV agreement. The digital signature or digital stamp shall not be accepted. (In any case, the firms are not allowed to enter into more than one joint venture for same job).
ii	Power of attorney of authorized signatories of JV agreement from their respective firm with signature & stamp for each member of JV. Such Power of attorney of authorized signatories of JV agreement shall have been issued by executive head of organization such as Managing Director, CEO or Chairperson, etc. The digital signature or digital stamp shall not be accepted.
iii	The minimum share percentage of the lead firm should be at least 40% and that of other JV partners should be at least 20%.
iv	Power of attorney to lead firm by JV partners

If a consulting firm or any member in the joint venture fails to submit the above documents or does not meet any of the above mentioned criteria, the consulting firm/their JV will be considered as non-eligible and will NOT be considered for further evaluation.

Evaluation of EOI document of eligible firms

In case of a JV, the evaluation will be done in cumulative basis. However, cumulative basis will not be applied for financial capability of the firm in presenting the minimum average annual turnover.

The criteria for the evaluation of EOI documents are as follows:

S. N	Description/ Ranking Criteria	Weightage	Full Marks	Pass Marks
A	Financial Capability of the Firm (Average Annual Turn Over of best three fiscal years among last five consecutive fiscal years in NRs.)		20	10
B	Proposed Key Personnel/ Professionals (Minimum Qualification and Experience as specified in the TOR) – Marks will be equally distributed among the list of Personnel		15	7.5
C	General Work Experience of the Firm in the last Ten Years in the following field (Experience on Physical Development Plan, Periodic plan, Town/ City/ Regional Development Plan, Long Term Development Plan, City or Regional Level Master plan, Corridor Development Plan, Physical Infrastructure Plan, Water Supply and Sewerage Network plan, Road Network plan preparation, GIS Based Digital Map, Urban Base Map, Byelaws and Regulation (Each task or project shall have the contract value of at least NRs. 0.5 million)		20	10
D	Specific Work experience of the firm in the Last Ten Years in the field of Urban and Regional Planning (Not counting the works under C) eg. Preparation of Comprehensive/ Integrated Town/ Urban Development Plan (CTDP/ IUDP), Periodic Plan of Municipality, Town/ City Level Master Plan, GIS Base Map of Town or Municipality, GIS Base Digital Base Map or Urban Base Map of Town or Municipality, Byelaws of Municipality		45	22.5
Total Marks			100	50

1.6.1 Screening of EOI Applications

In this stage, screening/ eligibility verification of received EOI documents will be done based on approved eligibility criteria. Each Consultant must 'pass' each and every criterion of eligibility. Pass Marks for each and every criteria is 50% of the allocated Full Marks. Any Consultant not complying or full filling with any one of these eligibility criteria will be disqualified from further evaluation.

1.6.2 Evaluation of EOI Documents

In second stage, the EOI document of eligible firms (Consultants determined "Pass" in Stage I), will be further evaluated based on the detail criteria given above. Applicants obtaining at least 60% marks in the EOI evaluation process shall be considered as qualified firms. Only top six out of such qualified firms will be allowed to participate in RFP process. However, if the number of eligible firms (Consultants determined "Pass" in Stage I) is less than 6, all the eligible firms shall be allowed to participate in RFP process.

1.6.3 Clarification during Evaluation by DSMC

1. During the evaluation, DSMC may request the Applicant for necessary clarifications or substantiation of the information furnished. The Applicant shall furnish the necessary clarifications expeditiously by post/courier/fax/e-mail or by any other means of communication to DSMC address.
2. If the Applicant fails to provide timely clarification or substantiation of the information furnished, DSMC may declare such Applicant as non-responsive and reject his/her document.

1.6.4 Rejection of EOI Document of Applicant

1. DSMC reserves the right to accept or reject any or all EOI proposals with or without giving any reason whatsoever and is not liable for any losses to Applicants due to such rejection.
2. Furnishing of false or wrong information, document or evidence by any firm or joint venture may result in rejection of the EOI document of the firm or their joint ventures. In addition in such cases, legal action shall be taken as per prevailing law.

1.7 NOTICE OF RESULT OF EVALUATION

All applicants irrespective of the qualified or non-qualified and short listed or nonshortlisted will be notified in writing the result of evaluation of qualification in due course of time.

Applicants listed in the short-list will be considered as qualified firm and will be invited to participate in the Request for Proposal process.

1.8 TERMS OF REFERENCE (TOR)

TOR is provided in Annex-1of this EOI document.

2. PREPARATION OF EOI APPLICATION

The EOI document shall be structured in accordance with the outlines given in the EOI form and must contain accurate and complete information as requested in the EOI form.

The EOI document shall have no interlineations or overwriting, except as necessary to correct errors made by the Consulting Firm itself. Any such correction must be initialed by the person authorized to sign the application and stamped with the firm's seal.

2.1.1 Documents for EOI

The completed EOI documents to be submitted by Applicants shall comprise of the following documents:

Form Type	Description/ Content
Form A	General Information
Form A-1	Letter of Submission
Form A-2	Joint Venture Information (Attach JV Agreement and Power of Attorney, Share Percentage etc)
Form A-3	Self Declaration Form
Form A-4	Eligibility Documents (Attach Registration, VAT, Income Tax Clearance or Income Tax Clearances Submission Certificates and other related documents)
Form A-5	Identification of the Consulting Firm
Form A-6	Financial Capability of the Consulting Firm (Attach Audit Reports of last five consecutive fiscal years)
Form B	General Work Experience of the Firm in the Last Ten Years
Form C-1	Specific Work experience of the firm in the Last Ten Years in the field of Urban and Regional Planning (Not counting the works under C)
Form C-2	Details of the works stated in Form B and C-1
Form D	Details of Key Personnel/ Professionals

Note: The EOI documents should be prepared and submitted in above mentioned sequence providing supporting documents with respective Forms.

2.1.2 General Information

1. The Applicant shall provide a Letter of Submittal with completed forms as provided in the Format Forms A-D in the EOI document. All necessary information shall be presented to demonstrate the firm/joint venture's eligibility, capability, experience and professionals to be deployed for the study.

2. The Applicant shall enclose notarized copies of registration certificate, VAT certificate, and Tax clearance certificate/Tax clearance submission certificate. The applicants shall also enclose experience certificate or completion certificate, audit report of last consecutive five years and other relevant information.

2.1.3 Information Regarding Technical & Financial Capability of the Consulting Firm

Form A-1: Letter of Submission

The applicant shall submit with the EOI a submittal letter with name and full contact information of the authorized representative. The letter shall be signed by an authorized person of the firm or lead firm in case of joint venture and shall be stamped by the company's seal. The format of submittal letter is given in Form A-1 of the EOI document. The letter shall also include the title of consulting job being applied for.

Form A-2: Joint Venture Information

In case of Joint Venture, the Consultant shall submit duly signed by authorized signatories & stamped with company seal of each member of joint venture & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, share percentage of each members, name of the authorized signatories. The original signature of authorized representatives & stamp of companies should be in each page of JV agreement. The digital signature or digital stamp shall not be accepted. The authorized signatories of JV agreement should hold power of attorney from their respective firm. Such Power of attorney of authorized signatories of JV agreement shall have been issued by executive head of organization such as Managing Director, CEO or Chairperson, etc.

Form A-3: Self Declaration Statement of Consultant

The applicant shall submit a Self Declaration as per clause 40 – 2 (e) of Public Procurement Rule, 2064 mentioning that Consultant is not ineligible to participate in this procurement process, that the Consulting Firm does not have any conflict of interest in the proposed assignment, and that the consulting Firm has not received any punishment while doing consulting business and litigation history (if any) in last seven years. The self declaration letter shall be signed with original signature of an authorized person of the consulting firm and shall be stamped by the company's seal. The format of the self declaration letter is given in Form A-3 of this EOI document. In case of JV, each individual Consultant should submit Self Declaration either separately or jointly by signing each member of JV mentioning information requested in Self Declaration.

Form A-4: Eligibility Documents

The applicant shall complete form A-4 and submit supporting documents to support the eligibility requirements(s). The supporting documents will be in the form of notarized copies of registration certificate, VAT Certificate and Income Tax Clearance Certificates.

Form A-5: Identification of the Firm

The background information of the consulting firm shall be presented in the prescribed Form A-5.

Form A-6: Financial Capability of the Firm

The financial capability of the consulting firm shall be presented in the prescribed Form A-6 of this EOI document. The financial status of the Consulting Firm shall be supported with audited reports of last five consecutive fiscal years.

2.1.4 General and Specific Work Experience of the Firm

The experience of the firm should be supported with evidence/proof in the form of work completion certificates showing the project size, value of contract, time duration and date of completion of the assignment, as appropriate. The experience of the firm without such evidence/proof will not be considered for evaluation.

Form B: General Work Experience of the Firm in the last ten years

General Experience of the Firm in the last ten years in preparing Physical Development Plan, Periodic plan, Town/ City/ Regional Development Plan, Long Term Development Plan, City or Regional Level Master plan, Corridor Development Plan, Physical Infrastructure Plan, Water Supply and Sewerage Network plan, Road Network plan preparation, GIS Based Digital Map, Urban Base Map, Byelaws and Regulation Guidelines shall be presented in the prescribed Form B.

Form C-1: Specific Work experience of the firm in the Last Ten Years in the field of Urban and Regional Planning (Not counting the works under C)

The relevant experience in the preparation of Comprehensive Town Development Plan (CTDP), Periodic Plan of Municipality, Town/ City Level Master Plan, GIS Base Map of Town or Municipality, GIS Base Digital Base Map or Urban Base Map of Town or Municipality, Byelaws of Municipality in the last ten years shall be presented in the prescribed Form C.

Form C-2: Details of the works stated in Form B and C-1

The details of the works executed by the consulting firm stated in Form B and C-1 have to be filled up in Form C-2.

Form D: Details of Key Personnel/ Professionals

The details of proposed Key Personnel/Professionals shall be presented in prescribed Form E.

FORM A-1

LETTER OF SUBMISSION

[Letterhead of the Applicant, In case of Joint Venture, of the Lead Firm)]

Date:

To:
The Executive Officer
Dharan Sub-Metropolitan City Office
Chataraline, Dharan-12, Sunsari, Nepal

Dear Sir,

Being duly authorized to represent and act on behalf of
.....
.....(hereinafter “the Applicant”), and having reviewed and fully understood all the information provided in EOI, the undersigned hereby apply for qualification by DSMC as a Consultant for the Preparation of Comprehensive/ Integrated Urban Development Plan of Dharan Sub-Metropolitan City.

1. DSMC and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with the submitted EOI. This Letter will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in this EOI, or with regard to the resources, experience, and competence of the Applicant.
2. DSMC and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.
3. This application is made in the full understanding that all decisions by DSMC related to this EOI are final, binding and not subject to review. DSMC shall be under no obligation to inform the Applicant of the reasons for its decisions or actions.
4. The Applicant hereby provides willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this study, if selected.



5. All further communication concerning this EOI proposal should be addressed to the following person who is authorized to represent and to receive all communication on behalf of the Applicant and its constituents.

[Person & Designation]

[Company]

[Address]

[Phone, Fax, Email]

6. The undersigned declare that the statements made and the information provided in the duly completed EOI proposal are complete, true and correct in every detail.

Signed

Name

Designation

For and on behalf of
(Name of Applicant
or Lead Firm in the joint venture)

FORM A-2

JOINT VENTURE INFORMATION

If the EOI is being submitted in Joint Venture, provide the following Joint Venture information:

SN	NAME OF FIRM	Postal Address, TEL, FAX and E mail	NAME OF CONTACT PERSON	TELEPHONE OF CONTACT PERSON	SHARE PERCENTAGE IN JV
1.	Lead Firm:				
2.	Partner Firm:				
3.					

Note:

1. A maximum of three (3) firms can form a Joint Venture.
2. In case of a JV, the minimum share percentage of the lead firm should be at least 40% and that of each of the other JV partners should be at least 20%. Also, the lead firm should hold the power of attorney.

Attachment

1. Joint Venture Agreement
2. Power of attorney of the signatory (ies)
3. Power of attorney to lead the JV

FORM A-3

SELF DECLARATION FORM

Date:.....

To,
The Executive Officer
Dharan Sub-Metropolitan City Office
Chataraline, Dharan-12, Sunsari

Sir,

We undersigned, (name of all Consulting Firm/JV) declare that we are legally eligible to participate in the procurement process of consulting services for the (title of consulting service).

We also declare that we do not have any conflict of interest in the said assignment. We hereby also declare that we have not received any punishment while doing consulting business in the last seven years.

Note: (If any member of the consulting Firm is not eligible to participate in procurement process or has conflict of interest in the said assignment or has received any punishment while doing consulting business in the last seven years, the same must be clearly mentioned in this form. Any history of litigation during the last seven years shall also be declared here along with the relevant verdict.)

(Note: Each Consultant of JV needs to submit Self Declaration either jointly or individually with original signature and stamp of company together with EOI document)

FORM A-4 ELIGIBILITY DOCUMENTS

Fulfillment of Eligibility Requirements

Description	Status/Name of Submitted documents and how these are presented in the EOI	Remarks
Notarized Copy of Valid Registration Certificate (of each member of JV, in case of JV.)		
Notarized Copy of VAT Certificate (of each member of JV, in case of JV.)		
Notarized Copy of Income Tax Clearance Certificate or Submission Certificate for FY 072/73 (of each member of JV, in case of JV.)		
Self-Declaration (In case of JV, the Consultants should submit Self Declaration either separately or jointly by signing each member of JV mentioning information requested in Self Declaration).		
Joint Venture Agreement between the JV Partners duly signed by authorized signatories & stamped with company seal of each member of joint venture & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, share percentage of each members, name of the authorized signatories (in case of a JV)		
Power of attorney of authorized signatories of JV agreement from their respective firm with signature & stamp for each member of JV (in case of a JV).		
Power of attorney to lead firm by JV partners (in case of a JV)		

The supporting documents in the form of notarized copies of registration certificate, VAT Certificate and Tax Clearance/Submission Certificates shall be attached here.

In addition, provide the following information

Description	Value	Remarks
The total number of consulting firms in joint venture		
Share percentage		
Lead firm		
JV partner firm-1		
JV partner firm-2		
The Average Annual Turnover in the best three fiscal years among last five consecutive fiscal years		
Lead firm		
JV partner firm-1		
JV partner firm-2		

FORM A-5
IDENTIFICATION OF THE CONSULTING FIRM

Full name of the Firm:

Address:

Telephone number: Fax number: E-mail: Others:	Year of Establishment: Number of Years since establishment:
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Corporate Registration: Date of Registration: Registration No: Date of last renewal: Valid up to:	VAT Registration: Date of Registration: VAT Registration No:
Name and address of contact person: Name and Designation of Contact Person: Address: Telephone number (Office): Telephone number (Residence) : Mobile no: Fax: Email:	

Note: In case of a JV, provide similar information for each member in the joint venture separately

FORM A-6 FINANCIAL CAPABILITY OF THE CONSULTING FIRM

Full name of the Consulting Firm:

FINANCIAL STATUS

Turn Over of last five consecutive fiscal years

Description	FY	FY	FY	FY	FY
Turnover (NRs.)					

Turn Over of best three years

Description	FY	FY	FY	Average Annual
Turnover (NRs.)				

Note:

1. Provide similar information for each member in case of joint venture.
2. Submit Audited Reports of last five consecutive fiscal years to support the above information.

FORM B
GENERAL WORK EXPERIENCE OF THE CONSULTING FIRM
(IN THE LAST TEN YEARS)

S. N.	NAME OF PROJECT	LOCATION	CLIENT VALUE OF CONTRACT	YEAR OF COMPLETION	DESCRIPTION OF RELEVANT WORK CARRIED OUT
1.					
2.					
3.					
4.					

Note: (1) *Note: Provide above information for each member in case of a joint venture.*

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM C-1
SPECIFIC WORK EXPERIENCE OF THE CONSULTING FIRM
RELEVANT TO THE PROJECT WORK (URBAN AND REGIONAL
PLANNING)
(IN THE LAST TEN YEARS)

S. N.	NAME OF PROJECT	LOCATION	CLIENT VALUE OF CONTRACT	YEAR OF COMPLETION	DESCRIPTION OF RELEVANT WORK CARRIED OUT
1.					
2.					
3.					
4.					

Note: (1) Note: Provide above information for each member in case of a joint venture.

Date:

Signature & Designation of Applicant:

Seal of the Firm

FORM C-2

DETAILS OF THE WORKS STATED IN FORM B, AND C-1

(DETAILS OF THE WORKS SHOWN IN FORMS B, C-1 AND C-2)

The following information should be provided in the format indicated for each reference project for which your company, either individually as a corporate entity or as a one of the major companies within a consortium was legally contracted.

Project Name:	Country:	
Project Location:	Professional Staff Provided by the Company:	
Name of Client:	No. of Staff:	
Approximate value of Services:	N. of Man-months:	
Start Date: (Month/Year)	Completion Date: (Month/Year)	No. of man-months of Professional Staff provided by Associated Firm(s).
Name of associated firm(s) if any:		
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Detailed Narrative Description of Project:		
Detailed Description of Actual Services Provided by the Company:		

FORM D

DETAILS OF KEY PERSONNEL/PROFESSIONALS

S. N.	DESIGNATION	NAME	QUALIFICATION (INCLUDING UNIVERSITY & YEAR OF DEGREE OBTAINED AFTER GRADUATION)	FULL TIME/PART TIME	TOTAL YEARS OF EXPERIENCE	PROJECTS CURRENTLY INVOLVED IN
1	Urban Planner (Team Leader)					
2	Architect					
3	Civil Engineer					
4	Environmental Engineer/ Expert					
5	Geo-tech Engineer					
6	GIS Expert					
7	Economist/ Financial Analyst					
8	Sociologist/ Community Development Expert					
9	Institutional Development Expert					

Note: Duly signed bio-data of personnel must be attached. Attach Nepal Engineering Council Registration Certificates for Engineering Professionals

Date:

Signature & Designation of Applicant:

Seal of the Firm

Annex I

Terms of Reference (TOR)

**for the Preparation of
Integrated Urban Development Plan (IUDP)
of
Dharan Sub-Metropolitan City**

January 2017

1. Introduction

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 has 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 centres was prepared. Similarly, IAP was popular in 1990s before the selfgovernance act enacted by government of Nepal. In 2000 long-term concept of Kathmandu valley (vision 2020) was prepared. Currently, Periodic planning of urban centres (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

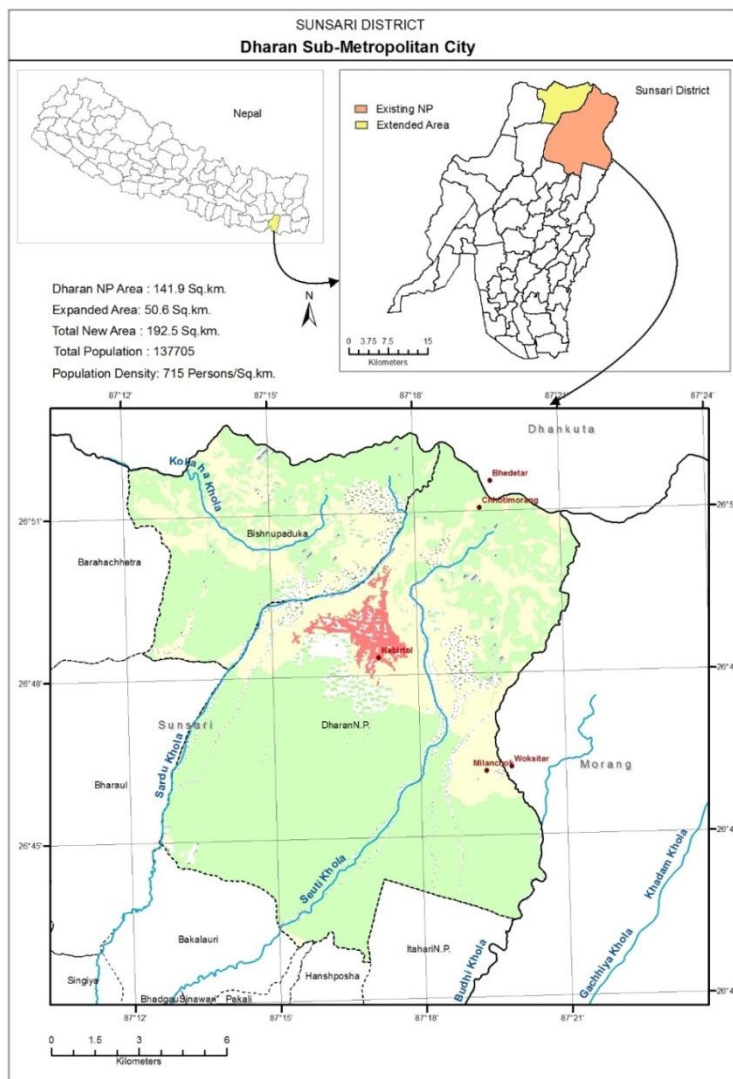
lagging in several critical urban areas such as education and health. Issues such as social exclusion or deprivation, urban poverty, environmental conservation, economic development, financial mobilization and municipal capacity building have remained largely unattended in the previous planning efforts.

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 upgrading urban physical facilities, MoFALD has prioritized to invest in 25 Municipalities in Country.

In the above context, the Office of Dharan Sub-Metropolitan City intends to call for submission of Expression of Interest (EOI) by the interested and eligible Nepali National consulting firms registered in Nepal under GON rules and regulations and/or their joint ventures (JV) to prepare Comprehensive/ Integrated Town Development Plan (IUDP) of Dharan Sub-Metropolitan City.

2. Study Area

The Study Area includes all the 27 wards of Dharan Sub-Metropolitan City with a total area of 192.50 sq. km. The figure below shows the total area of Dharan Sub-Metropolitan City.



3. Objectives

The main objective of the proposed assignment is to prepare Comprehensive/ Integrated Urban Development Plan of Dharan Sub-Metropolitan City. However, the specific objectives are:

- To set out Long-term Vision and overall Goal, Objective and Strategies for Dharan Sub-Metropolitan City (15 years)
- 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-sectorial Investment Plan (MSIP) and other relevant plans if any in consultation with Dharan Sub-Metropolitan City (DSMC), Department of Urban Development and Building Construction (DUDBC) and MoFALD on the basis of Sectoral Goal, Objectives, Output and Programs.
- To prepare building bye-laws to regulate development in the town integrating Land Use and road network plan and long-term vision of Dharan Sub-Metropolitan City.
- To prepare Detail Engineering Design of prioritized 3 sub-projects with the consultation of Dharan Sub-Metropolitan City and MoFALD.

4. Expected output

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

a. 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:

- i. Base GIS map including: existing streets (with codification system), building footprints with building use, building structural characteristics, occupancy and general demographics
- ii. Population density and growth rate
- iii. Existing land use (housing, commercial, industrial, agricultural, natural, mixed use, guthi land, public space, squatted land...)
- iv. Terrain, watershed analysis and agricultural value of land
- v. 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)

- vi. Water Supply (main line, water treatment facilities, public water tanks, storm water management infrastructure, drainage system, discharge points).
- vii. Solid waste (coverage of public and private collection system, formal and informal dump sites, recycling points).
- viii. Electricity (production and transportation infrastructure, grid power coverage, public lighting)
- ix. Multi-hazard risk map (landslide, fire, floods, earthquake, industrial risks...)
- x. Public services (health, education, police, rescue services, cemeteries, administrative services)
- xi. Environment (erosion, pollution, forest, water bodies)
- xii. Culture and tourism (temples, museums, cinemas, views, monuments, performance places, festival routes)
- xiii. 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.

b. 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.

c. 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.

d. 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 Dharan Sub-Metropolitan City.

e. 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 committee 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.

f. 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 network (The 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), 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.

g. Environmental Management Plan

The environmental management has remained as the major problem of the municipalities. The environmental management plan should be formulated by studying and analyzing 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/ LEE of major sub-projects
- Others (such as emergence of low carbon city, food green city, garden city etc. concepts) as per- requirements

h. 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 centers (information, library, and space for social gathering...)
- Municipal Transportation Master Plan (MTMP)
- Others as per Municipality's requirements

i. Conservation, Cultural and 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 link them to tourism development plan
- Culture center (local craft, paint, architecture, museum, culture exchange, exhibition....)

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

k. 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 the 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

1. Institutional Development Plan

Human Resources Development plan and organizational development plan 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

m. 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, 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)

n. 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.

o. 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.

4.16 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 should be prepared in accordance with Conceptual Building Bye-laws 2072 of Town Development, Urban Planning and Building Construction published by Ministry of Urban Development.

ii) Scope of the 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 city. The Vision should articulate the: desires of the city 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 including change in demographics and migration trend for 5, 10 and 20 years period.
- Identify the potential area for urban development based on land suitability and other factors. Analyze 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.
- The consultant should carry out full study of existing social infrastructure such as health, education, sports, communication, security centers 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 Base 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 Urban 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 centers. v) Parks, green belts, recreational areas, vi) Cultural and historic resources and 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. The above Land use zone is only a basis and can be varied as per the requirement during the study.
- 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 should be prepared in accordance with Conceptual Building Bye-laws 2072 of Town Development, Urban Planning and Building Construction published by Ministry of Urban Development.
- Prepare detail engineering design of prioritized 3 sectoral projects.
- 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. Prepare separate report by volume (eg. Comprehensive Town Development Plan, infrastructures etc) and also prepare investment and cost recovery Plan.
- Within the first three months 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 Dharan Sub-Metropolitan City in Nepali language for the

purpose of approval by municipal council

- Prepare physical model of Dharan Sub-Metropolitan City. The scale will be finalized based on the area covered by municipality.

iii) Methods of Plan Preparation

a. 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 abroad, collection of all relevant documents, literatures and also well acquainted on DUDBC's both published and unpublished norms, regulations, policies 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.

b. 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.
- 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)

c. Role of DUDBC

DUDBC shall be responsible for providing planning and 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.

d. Role of MoFALD

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.

e. Role of Municipalities

- Municipality 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 - MemberSecretary
- Municipality shall help the consultant planning team to organize inclusive municipality level meeting, steering committee meeting.
- Municipality will facilitate to share the final draft to IUDP to Technical Review Committee of MoFALD
- Municipality shall take initiation for implementation of IUDP.

f. Role of the Consultant

- Consultant shall be responsible to supply technical personnel as stipulated in EOI 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) 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 EOI 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 IUDP.
- 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 EOI, Municipality's instruction/ Guidelines, under the supervision of the Team Leader.

iv) Required Human Resources

In general, the study team shall comprise following personnel:

S. No.	Key Personnel	Man-month	Qualifying criteria	Responsibilities
1	Urban Planner (Team Leader)	3	Minimum Master's degree in Regional Planning/ Urban Planning/ Infrastructure Planning/ Civil Engineering with Civil/ Architecture background having minimum 5 years of relevant work experience after Master's degree	<ul style="list-style-type: none"> • Responsible for timely deliverables with desired scope and quality as per the EOI, • Responsible for mobilizing the team members, overall planning, programming, coordination, monitoring, and supervising 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 Architecture 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	3	Minimum Bachelor degree in Civil Engineering with minimum 3 years of	<ul style="list-style-type: none"> • Support to Urban/ Infrastructure Planner and Environment Engineer for design and costing of infrastructures sub-projects.

			relevant work experience and experience in preparation of GIS based Base Map or Urban Map	<ul style="list-style-type: none"> • Support to Team Leader for preparation of Digital Base Map
4	Environmental Engineer/ Expert	2	Minimum Master's Degree in Environment Engineering subject with Civil/ Architecture background 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 the municipality area, and find mitigation measures to protect natural environment, • Suggest necessary environmental improvement project, sanitary LFS in the municipality area, 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 background having minimum 3 years relevant work experience after Master's Degree	<ul style="list-style-type: none"> • Support team to geo-investigation of the municipal 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 background 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 the municipal area • Apply GIS based system for the preparation of plans, maps, drawings etc. • Develop GIS data base, develop base map of the municipality area.
7	Economist/ Financial Analyst	2	Minimum Master's degree in Economics/ Business studies subject with 3 years of relevant	<ul style="list-style-type: none"> • Assist Team Leader to analyse driving force of the municipality • Conduct Economic/ Financial Analysis of proposed infrastructure

			experience after Master's degree	
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 trend analysis etc. • Suggest community support measures
9	Institutional Development Expert	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 project • Suggest appropriate institution framework, along with capacity building, sustainability for the effective execution of the project
Sub-Total		21		
Support Staffs: as per consultants experience/ requirements				

Short Curriculum vitae (single page) of proposed personnel with the signature (of the proposed personnel) in blue ink should be attached.

v) Reporting Requirements and Mode of Payment

No. of installments	Time period	Payment in % of total agreement amount	Report submitted by the consultant
First	At the end of 1 st month of date of agreement	20%	Inception Report 5 set hard copies and 1 set soft copy
Second	At the end of 2 nd month of date of agreement	20%	Field Report/ Draft Report for GIS based Base Map 5 set hard copies and 1 set soft copy
Third	At the end of 3 rd month of date of agreement	30%	Draft-final report 5 set hard copies and 1 set soft copy
Fourth/ Final	At the last week of Ashad 2074	30%	Coloured Final report 5 set (Nepali) and 5 set (English) hard copies and 5 set each soft copy

- The Final Report shall be submitted in five colour-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.

vi) Deliverables

Consultant shall prepare and submit the reports specified below. All reporting shall be in English and Nepali language. Each reports shall be submitted in five copies to DSMC.

Following report shall submit in time as mentioned below:

i. Inception report:

Inception report is expected to reveal the format of the final report. This would reveal not only the proper understanding of the study team about the Preparation of Comprehensive/ Integrated Urban Development Plan (IUDP) of Dharan Sub-Metropolitan City, but it is also expected to provide the opportunities to the study team to crystallize its future course of actions. In pursuance to enhance greater knowledge base and receive expert views on the different activities of the proposed study, the study team is required to hold interactions with experts as well as key representatives of local government and sectorial agencies. The study team therefore is advised to include the provision of this activity also in their financial proposal. Any practical comment and required modification to the EOI be clearly stated in the report so that necessary actions could be initiated.

ii. Field Report/ Draft Report (Interim Report):

By this time the study team is expected to complete works. This report should have all the contents of the inception report submitted with feedbacks and must include following: minutes of local level/community meetings/discussions, proposed use of Government/ guthi/ forest/ private/public all land in planning, infrastructure/block plan, Land Use map, zoning, major determinants for preparing building bye-laws, Trunk Infrastructure plan, list of committees formed and decisions related visioning of municipality, sectoral goals, objectives, prioritized projects etc. The report should give a clear picture of Integrated Urban Development Plan to future urban development for various infrastructure purposes.

iii. Draft Final Report:

By this time the study team is expected to largely complete works. The consultant with this report is required to hold a presentation in DSMC.

iv. *Final Report:*

Normally, the comment in draft final report will be given within 1 week from the date of draft report presentation. It should incorporate all due suggestions received in draft report.

vii) Time schedule

Estimated time to complete this assignment shall be 3 months from the date of work order. However the planning team shall work minimum 2/3 of total study period in the field of assignment.