

# **Nepalgunj Sub-Metropolitan City**

Nepalgunj, Banke

**Terms Of Reference**

**For**

*The Consulting Services for feasibility study for  
Development of Nepalgunj sub metropolitan to  
Metropolitan City and Preparation of*

***Integrated Urban Development Plan***

***IUDP***

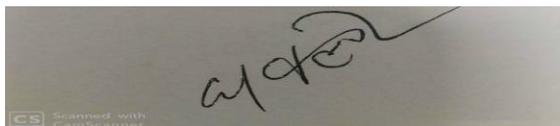
*of*

***Nepalgunj Sub-Metropolitan City***

***At***

***Nepalgunj, Banke.***

***Contract No:-01./076/077/Consultancy***



# Terms of Reference (TOR) for the feasibility study for Development of Nepalgunj sub metropolitan to Metropolitan City And Preparation of Integrated Urban Development Plan (IUDP)

## 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.

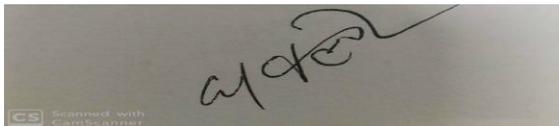
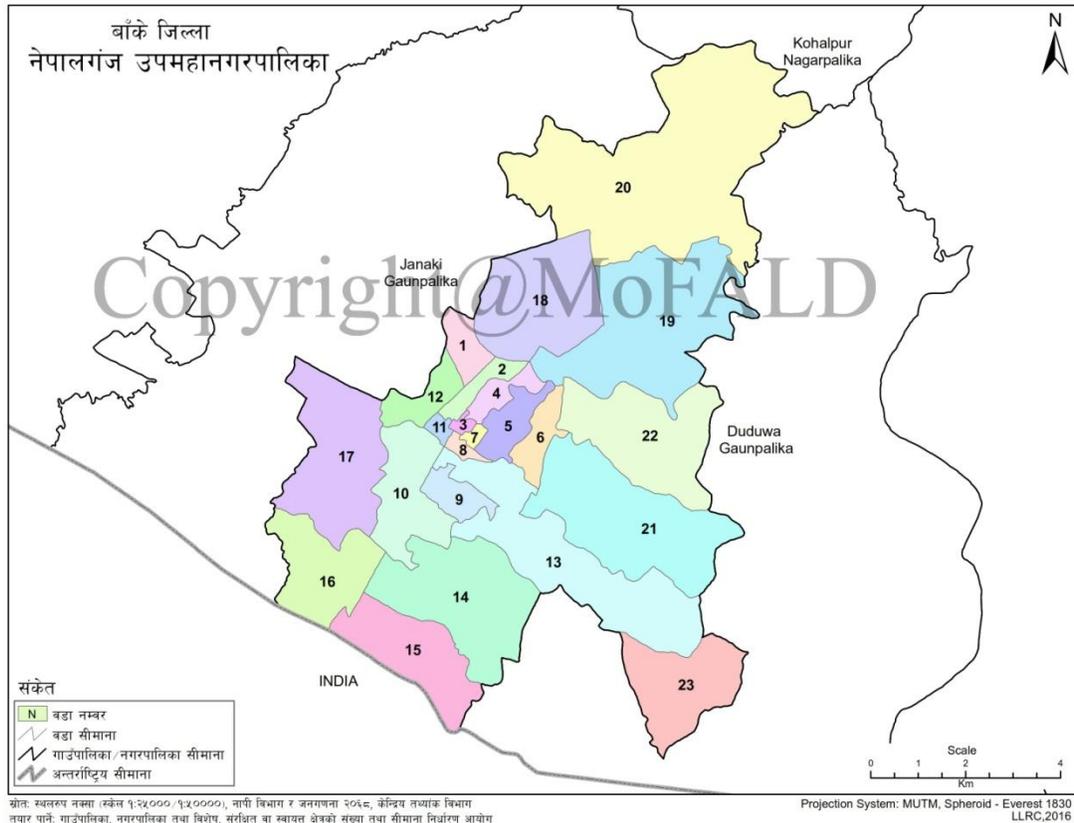
Despite all these problems, government's responses have been grossly inadequate. The responses tend to be scattered and ad-hoc rather than planned and coordinated. A weak institutional capability has been one of the leading factors in poor performance of the government agencies. Above all, lack of the 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. 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. As mentioned above Nepalgunj city is also in the pace of high urbanization and has taken good signs of development

towards every sectors. The major four pillar on which Nepalgunj City overall depend on are Industries & trade, Education , Medical and tourism . The urban area of Nepalgunj is expanding highly towards north ,east and west part of the city . As the city expansion is very high both in area and economy as well as population the geography of Nepalgunj alone could not cater the growing scenario . The neighboring local government like Kohalpur Municipality, Janaki and Khajura Rural Municipality are also growing economically , industrially and the urbanization in these area is also very speed . Considering all these aspects the time has come to change Nepalgunj Sub metropolitan to Metropolitan city . This goal will be fulfilled joining Nepalgunj city with neighbouring cities s per requirement and as per feasibility study In the above context, the Office of Nepalgunj 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 Nepalgunj Sub-Metropolitan City and feasibility study for the Development of Nepalgunj Sub metropolitan city as Metropolitan city .

## 2. Study Area

The Study Area includes all the 23 wards of Nepalgunj Sub-Metropolitan City with a total area of 85.94 sq. km. and the area that's need to be included for feasibility study as metropolitan city The figure below shows the total area of Nepalgunj Sub-Metropolitan City and neighboring local bodies .



### 3. Objectives

The main objective of the proposed assignment is to prepare Comprehensive/ Integrated Urban Development Plan of Nepalgunj Sub-Metropolitan City and feasibility study for development of Sub metropolitan to metropolitan city . However, the specific objectives are:

- To set out Long-term Vision and overall Goal, Objective and Strategies for Nepalgunj 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-sartorial Investment Plan (MSIP) and other relevant plans if any in consultation with Nepalgunj Sub-Metropolitan City (NSMC), 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 Nepalgunj Sub-Metropolitan City.
- To prepare Detail Engineering Design of prioritized 1 sub-projects with the consultation of Nepalgunj Sub-Metropolitan City and MoFALD.
- Areas required to develop as metropolitan city

### 4. Expected output

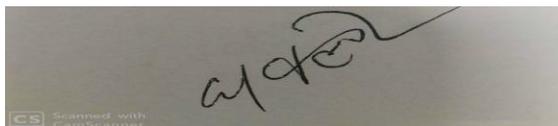
The completed Integrated Urban Development Plan shall include but not necessarily limited to the followings:

#### 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:

- 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
- 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 dumpsites, 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).
- Update the road network of the municipality and fix the updated Right of way of all roads in the GIS mapping
- Show the feasibility of Nepalgunj to develop as metropolitan city
- Clearly shows the sector that needs to be focused to develop as metropolitan city

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, Neighboring local government 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/ Rural Municipality . 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

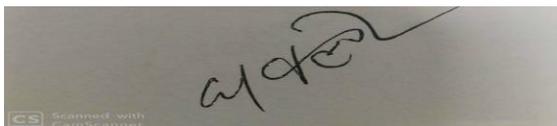
**Financial analysis:** The analysis should reveal income potential and financing sources including expenditure pattern of the Municipality for the fifteen-year plan period.

#### 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 Nepalgunj 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.

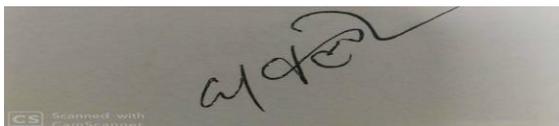
g. Environmental Management Plan/ storm water and water supply management plan

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
- Nepalgunj City has developed good drainage in this recent period however some parts still needs to be protected from such storm water inundation. so it is needed to plan for effective drainage system considering all the recently developed drainage system
- Plan for water supply system

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 program when social development program 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

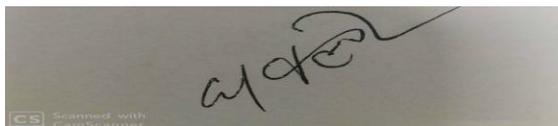
An Economic Development Plan which directly contributes in economic activities of the town and support in the development of the Municipality is also main component of the study. It will be better if the municipality has some economy based identity. It may base on the municipality's potentiality or we 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

#### **l. 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)**

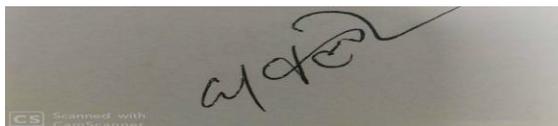
Such plan should reveal short and long-term programs/projects, cost estimate, and probable financing sources prioritized in sequential manner for the planning period of each five years. Such programs/projects should be to cater to both the short-term and long-term needs of the Municipal and the wards, 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 1 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.

#### **P. Feasibility study of Nepalgunj Sub metropolitan to Develop it as a metropolitan city**

The consultant should consult with the all the local bodies and their head and political representative for developing this area as metropolitan city. The study should clearly show the present status of the city and identify the major lacking for developing it as a metropolitan city and should provide the way out to solve



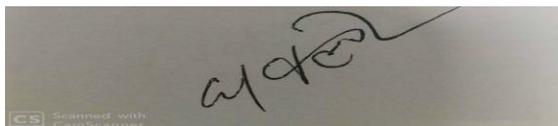
such issues. It should further focus on the sector that's need to be focused so that the city can be developed as metropolitan city. The study should clearly identify the necessary criteria required for metropolitan city and should give the clear picture with comparison with the criteria needed.

**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. It should be prepared considering existing by laws of municipality and Consulting with the political representatives

## ii)Scope of the Work

The scope of consulting services for preparation of Integrated Urban Development Plan and feasibility study to develop as metropolitan city (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



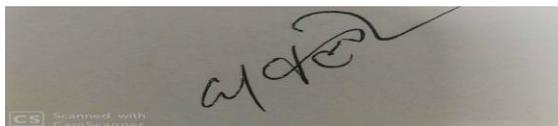
Development Plan, along with strategies for avoidance/Mitigation of such hazards in the course of future development and calculate the cost estimate on unit rate basis.

- 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 considering existing by laws of municipality and Consulting with the political representatives.
- Prepare detail engineering design of prioritized 1 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 IUDP of Nepalgunj Sub-Metropolitan City in Nepali language for the purpose of approval by municipal council
- Prepare physical model of Nepalgunj Sub-Metropolitan City. The scale will be finalized based on the area covered by municipality.
- Identify the areas that are lacking to develop as metropolitan city and clearly state areas that need to be focused to develop as metropolitan city
- Show clear present status and picture of sub metropolitan city and mention the scope that should be met so that it can be developed as metropolitan city

### **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 open end 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 forgetting consensus on sectoral analysis report, sectoral plan and final IUDP.
- Expert panel review by local level (municipal/ district) experts/ intellectual people (5-6persons) 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
- Consult with the the head of municipality and rural municipality nearby and other political representative of those local government
- Final approval by municipal council (through the decision by municipal board)

#### C.Role of DUDBC

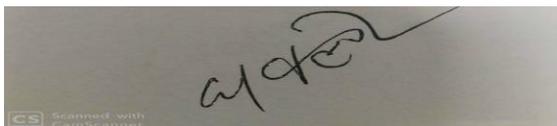
DUDBC shall be responsible for providing planning and technical input and suggestions for IUDP preparation. All related documents such as New Town Feasibility, Study, Digital Base Map, Feasibility Study of Economic Development, Road Network Plan and others prepared by DUDBC will be made available to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

#### 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:
  - I. Executive Officer of Municipality- Coordinator
  - II. Urban Planner nominated by Municipality- Member
  - III. Representative from DUDBC Division Office -Member
  - IV. Representative from District Technical Office -Member
  - V. 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 to IUDP to Technical Review Committee
- Municipality shall take initiation for implementation of IUDP.

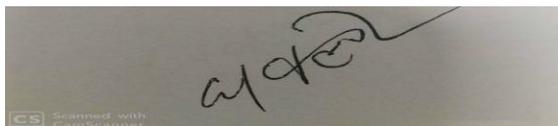
F.Role of the Consultant

- 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 the min 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.

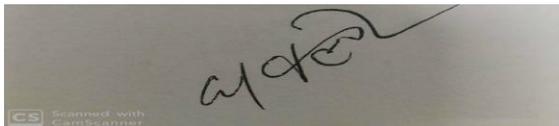
**IV) Required Human Resources**

In general, the study team shall comprise following personnel:

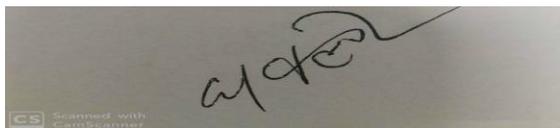
S. No.	Key Personnel	Man-month	Qualifying criteria	Responsibilities
1	Urban Planner (Team Leader)	3	Phd. Or Minimum Master's degree in Regional Planning/ Urban Planning/ Infrastructure Planning/ Civil Engineering with Civil/ Architecture background having minimum 5 years of relevant work experience after Master's degree	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.



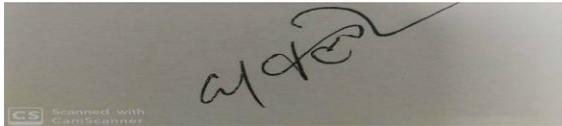
2	Architect	2	Minimum Bachelor degree in Architecture with minimum 3 years of relevant work experience.	Support to Team Leader/ Urban/Infrastructure Planner to prepare land use zoning, building inventory, urban design conceptualization, and building bye-laws.
3	Civil Engineer	2	Minimum Bachelor degree in Civil Engineering with minimum 3 years of relevant work experience and experience in preparation of GIS based Base Map or Urban Map	Support to Urban/ Infrastructure Planner and Environment Engineer for design and costing of infrastructures sub-projects. Support to Team Leader for preparation of Digital Base Map
4	Environmental Engineer/ Expert	1	Minimum Master's Degree in Environment Engineering subject with Civil/ Architecture background having minimum 5 years of relevant experience after Master's Degree	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	1	Minimum Master's Degree in Geo-tech Engineering subject	Support team to geo-investigation of the municipal area, to find out geologically
with Civil/ Architecture background having minimum 3 years relevant work experience after Master's Degree			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	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 experience after Master's degree	Assist Team Leader to analyze driving force of the municipality Conduct Economic/ Financial Analysis of proposed infrastructure
8	Sociologist/ Community/Institutional Development Expert	2	Minimum Master's Degree in Sociology/ Social Study/ Anthropology with minimum 3 years of relevant work experience after Master's Degree	Assist Team Leader Conduct socio-economic, demographic and migration trend analysis etc. Suggest community support measures
9	Urban Planner	3	Minimum Master's degree in Regional Planning/ Urban Planning/ Infrastructure Planning/ Civil Engineering with Civil/ Architecture background	Support Team to analyze existing institutions, their capability, responsibility, coordination regarding the project <input type="checkbox"/> Suggest appropriate institution framework, along with capacity building, sustainability for the effective execution of the



		having minimum 5 years of relevant work	project
Sub-Total		19	
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 <sup>st</sup> month of date of agreement	20%	Inception Report 5 set hard copies and 1 set soft copy
Second	At the end of fourth 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	On submission of Draft report	30%	Draft-final report 5 set hard copies and 1 set soft copy
Fourth/ Final	On submission of final report	30%	Colored 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 report shall be submitted in five copies to NSMC.

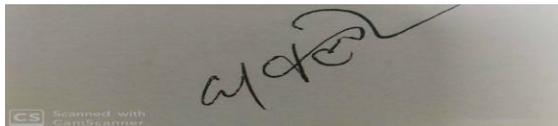
Following report shall submit in time as mentioned below:

*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 Nepalgunj 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 NSMC.

*iv. Final Report:*

Normally, the comment in draft final report will be given within 2 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 10 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.

