



Birendranagar Municipality

Birendranagar, surkhet

Invitation Document

For

Technical and Financial Proposal

Of

The Consulting Services for Preparation of
IUDP
of
Birendranagar Municipality
At
Birendranagar Surkhet.

Contract No:- 01/073/074/Consultancy

May 2017



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Introduction and Instructions

1. Instruction to Consultant

The consultant's only the work completed during last five years will be considered while evaluating the firms' experiences. Technical Proposal shall be evaluated on the basis of information duly provided by the Consultant. Information must be supported by relevant evidences such as Certificates, official letters, bills, vouchers and necessary commitments wherever applicable. The Curriculum vitae must be supported with relevant academic certificates otherwise marks will not be granted. The consulting firm must include a team leader having minimum qualification mentioned in the evaluation criteria. He/ she must have educational qualification and minimum job experience of 5 years as described in the evaluation criteria. Failing to provide a team leader having these minimum qualification will result in the proposal submitted by **the consulting firm invalid and will not be evaluated**. If other experts designated for the proposed assignment does not meet the minimum criteria, consultant's proposal shall still be considered valid and shall duly be evaluated. However if the proposed staffs' quality lacks the minimum criteria, the expert will be awarded zero score. Still if the firm wins the contract, the expert should be replaced with qualified expert. The consultant can form a JV with maximum of three partners only. The consultant should duly sign and stamped in all submitted documents.

2. Instruction for the technical and financial proposal

The proposal shall contain two sealed envelopes:

- a. One sealed envelope with the technical proposal with clear indication of the name of the consulting firm and project name, marked "TECHNICALPROPOSAL"
- b. One sealed envelope with the financial proposal with clear indication of the name of the consulting firm and project name, marked "FINANCIAL PROPOSAL"

Both envelopes shall be sealed in a single envelop and each envelops shall be duly signed and stamped by consultant. Only those financial proposals of the firm shall be evaluated whose technical proposals scores will be equal or above than 60% marks of the total allocated marks in technical proposal. Soundness of the technical and financial proposal shall form a basis for the selection.

Technical proposal shall contain

- i. Brief description of the Consultant's organization and experience on similar assignments and include a description of each assignments in the format provided in the TOR.
- ii. Comments or suggestion on the TOR, services and facilities to be provided
- iii. Methodology and work plan with professionals inputs
- iv. A description of the project team organization, a list of proposed professionals by specialty and their assign tasks
- v. CVs recently signed in **blue indelible ink** by proposed professional personnel
- vi. Estimates of total professionals and support personnel input needed to carry out the assignment supported by a work plan and a manning schedule showing the field and office time proposed for each team member
- vii. Description of the equipment which the Consultant will apply in the assignment
- viii. Technical proposal shall not disclose any information about the financial proposal

The Consulting Services for Preparation of IUDP of Birendranagar Municipality



Along with the bio data, the copies of certificates of degrees, training certificates attained must be submit as justification documents. For engineers and planners, the Nepal engineering council registration certificate should also be submitted.

Required professional and support staff are given below. The qualifications and experiences of the professional personnel should meet the minimum criteria as mentioned in the evaluation criteria for technical proposal.

- a) Team Leader /Urban Planner
- b) Civil Engineer
- c) Architect
- d) Geotech Engineer
- e) Environment Expert
- f) GIS Expert
- g) Economist Expert
- h) Sociologist Expert
- i) Institutional Development Expert
- j) Other supporting staff

The Consultants is encouraged to prepare their own estimates of professional input to carry out the assignment. The bio-data of only Civil Engineer, Urban Planner, Urban Engineer/Architect, Will be evaluated. However the consultant should propose all the manpower mentioned above. The cost indicated in the financial proposal shall be subject of this TOR, and deemed to include all overheads of the firm, all due levies and taxes as well as other expenses necessary to accomplish the services in accordance with the terms of reference.

Cost of Office Operation including support staff and equipment and stationery Rate per month. Out of pocket Expenditures:-

Bus/Air fare

Local transport

DSA

3. Pre-bid meeting

A pre-bid meeting will be held at Birendranagar Municipality, Birendranagar Surkhet as per Notice. The purpose of the pre-bid meeting will be to familiarize the Consultant about the project and the TOR, along with clarifying issues and answering questions on any matter that may be raised at the stage. BIRENDRANAGAR MUNICIPALITY will appreciate the bidders to take interest; however non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.



Request for Proposals

RFP No 01/073/074

Country: Nepal

Title of Consulting Services: Preparation of IUDP of Birendranagar Municipality, Birendranagar Surkhet

Office Name: *Birendranagar Municipality*
Office Address: *Birendranagar Surkhet*

Financing Agency: Birendranagar Municipality
, Birendranagar Surkhet



Section 1. Letter of Invitation

Date: 2074/02/12

To,
All Shortlisted Consultant

Attention: Mr./Ms: Dear Sir,

Re: **Request for Proposal for the Consulting Services for Preparation of Integrated Urban Development Plan (IUDP) of Birendranagar Municipality**

1. Government of Nepal (GON) has allocated a fund towards the cost of Preparation of Integrated Urban Development Plan (IUDP) of Birendranagar Municipality and intends to apply a portion of this fund to eligible payments under this Contract.
2. Birendranagar Municipality Office now invites proposals to provide consulting Services for Preparation of Integrated Urban Development Plan (IUDP) of Birendranagar Municipality. Details of the services are provided in the Terms of Reference (TOR).
3. The Request for Proposal (RFP) has been addressed to the following shortlisted Consultants:
 - i. M/s Everest Engineering/Elite Civil/Swoshasan Sahayog Manch JV.
 - ii. M/s Grid/ Strength Engineering/Galaxy Engineering JV
 - iii M/s Lumbini social Development/Bright Future JV
 - iv. M/s Shrestha/Advance/Scholar consultant JV
 - v M/S Sitara consultant/Civil Informtic and Solution Jv
 - vi. North Star Engineering/Raj Engineering Consultant JV
4. A Consultant will be selected under Quality and Cost Based Selection (**QCBS**) and procedures described in this RFP.
5. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Information to Consultants
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
 - Section 6 - Standard Forms of Contract.
6. In case of a joint venture (JV), the Consultant should submit the joint venture agreement. The Consultant must submit the power of attorney to sign and submit the proposals by designated authorized representatives of the firms in the JV. The composition and share structures of the JV shall be the same as proposed during the Expression of Interest (EOI).
7. Please inform us, upon receipt:
 - (a) that you received the letter of invitation; and
 - (b) whether your firm/Joint venture will submit a proposal, or,
 - (c) your firm/Joint venture will decline to submit a proposal.

Yours sincerely,



Bimal raj Acharey
Executive Officer

The Consulting Services for Preparation of IUDP of Birendranagar Municipality



Section 2. Information to Consultants

1. Introduction

- 1.1 The Client named in the Data Sheet will select a consultant among those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, for services as specified in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected consultant.
- 1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and are advised to attend a pre-proposal conference if one is specified in the Data Sheet.
- 1.4 The Client will provide the inputs specified in the Data Sheet, assist the consultant in obtaining licences and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 1.6 GoN (or Donor Agency) policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
 - 1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:
 - a. A consultant, who has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, consultants hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the consultant's earlier consulting services) for the same project.
 - b. Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.
 - 1.7.2 Any previous or ongoing participation in relation to the assignment by the consultant, its professional staff or affiliates or associates under a contract with the GoN may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Client before preparing the proposal.



- 1.8 It is the GoN's policy to require its implementing agencies, as well as consultants under GoN(or Donor Agency)financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:
- a. defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - ii. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.
 - b. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
 - c. will cancel the consultant's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;
 - d. will debar a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
 - e. will have the right to require that, a provision be included requiring consultants to permit the Client inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.
- 1.9 Consultants shall not be under a debarment for corrupt and fraudulent practices issued by GoN accordance with the above sub para. 1.8 (d).
- 1.10 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.

2. Clarification and Amendment of RFP Documents

- 2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited



consultants who intend to submit proposals.

2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. Preparation of Proposal

Technical Proposal

3.1 Consultants are requested to submit a proposal Sub - Clause 1.2 written in the language(s) specified in the Data Sheet.

3.2 In preparing the Technical Proposal (TP), consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

- i. If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment.
- ii. For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the consultant. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- iii. It is desirable that the majority of the key professional staff proposed be permanent employees of the consultant or have an extended and stable working relationship with it.
- iv. Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in Nepal.
- v. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- vi. Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet.

3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- i. A brief description of the consultant's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the client, location and duration of the



assignment, contract amount, and consultant's involvement.

- ii. Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).
- iii. A description of the methodology and work plan for performing the assignment (Section 3D).
- iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- v. CVs recently signed by the proposed professional staff and the authorised representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant/entity and degree of responsibility held in various assignments during the last ten (10) years.
- vi. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).
- vii. A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
- viii. Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

Financial Proposal

3.6 In preparing the Financial Proposal (FP), consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration for staff (, in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, communication (Telephone, Fax etc.) surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.

3.7 The Financial Proposal should include all duties, taxes and other levies, and other charges imposed under the applicable law payable by the Consultant under the Contract or for any other cause.

3.8 Consultants shall express the price of their services in Nepalese Rupees.

3.9 The Data Sheet indicates the required validity period of the proposals. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

4. Submission,

4.1 The original proposal (TP and FP) shall be prepared in indelible ink. It



Receipt, and Opening of Proposals

shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultant itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.

- 4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal.
- 4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**Technical Proposal**," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and is clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.**"
- 4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with the Client's Procurement Unit until all submitted proposals are opened publicly.

5. Proposal Evaluation

General

- 5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the consultant to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, is concluded.

Evaluation of Technical Proposals (QCBS,QBS,FBS, LCBS))

- 5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member to the particular proposal. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.



- 5.4 In the case of Quality-Based Selection, the highest ranked consultant is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in para. 1.2 and the Data Sheet.
- Public Opening and Evaluation of Financial Proposals (CBS Only)**
- 5.5. The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant and the proposed prices shall be read aloud and recorded. The Client shall prepare minutes of the public opening.
- Public Opening and Evaluation of Financial Proposals (QCBS , FBS,LCBS)**
- 5.6 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be 7 after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.
- 5.7 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.
- 5.8 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.
- 5.9 In case of Fixed Budget Selection (FBS), the consultant's Financial Proposals with cost more than the specified fixed budget ceiling by the Client in Data Sheet shall be rejected.
- 5.10 In case of Least Cost Based Selection (LCBS), the consultant's proposal which has scored the minimum pass mark in the Technical proposal and is of the least cost in the financial proposal shall be invited for negotiation.
- 5.11 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (F_m) will be given a financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) indicated in the Data Sheet: $S = S_t \times T\% + S_f \times P\%$. The consultant achieving the highest combined technical and financial score will be invited for negotiations.
- 6. Negotiations**
- 6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.
- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the consultant to improve the Terms of Reference. The



Client and consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the consultant can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

- 6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS methods. For QBS, the consultant should provide the information on remuneration rates described in the Appendix to this information.
- 6.4 Having selected the consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If substitution is considered then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.
- 6.5 The negotiations will conclude with a review of the draft form of the contract. . If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract

- 7.1 Pursuant to Sub-Clause 6.5, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify it's intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.
- 7.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Sub - Clause 7.1 and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying it's intention to accept the winning proposal pursuant to Sub Clause 7.1.
- 7.3 If the review application is not received by the Client pursuant to Sub-Clause 7.2 then the proposal of the Consultant, selected as per Sub-Clause 7.1 shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.
- 7.4 If the Consultant fails to sign an agreement pursuant to Sub-Clause



7.3 then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.

7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such application

7.6 If the applicant is not satisfied with the decision given by the procuring entity and/ or the decision is not given by the Procuring Entity Chief within 5 days then the applicant can file a complaint to the Review committee within 7 days.

7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.

7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub- Clause 7.1.

9. Conduct of Consultants

9.1 The Consultant shall be responsible to fulfil his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.

9.2 The consultant shall not carry out or cause to carry out the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :

- a. give or propose improper inducement directly or indirectly,
- b. distortion or misrepresentation of facts
- c. engaging or being involved in corrupt or fraudulent practice
- d. Interference in participation of other prospective bidders.
- e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
- f. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.
- g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract

10. Blacklisting Consultant

10.1 Without prejudice to any other rights of the Employer under this Contract , the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:

- a) if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2,



- b) if the bidder fails to sign an agreement pursuant to Information to Consultants clause 7.3,
 - c) if it is proved later that the bidder/contractor has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract
 - d) if convicted by a court of law in a criminal offence which disqualifies the consultant from participating in the contract.
 - e) if it is proved that the contract agreement signed by the consultant was based on false or misrepresentation of consultant's qualification information,
 - f) other acts mentioned in the Data Sheet or SCC
- 10.2 A Consultant declared blacklisted and ineligible by the Non-Public procurement Office and or concerned Donor Agency in case of donor funded project shall be ineligible to bid for a contract during the period of time determined by the GON and or the concerned donor agency.



Information to Consultants

DATA SHEET

**Clause
Referen
ce**

1.1	The name of the Client is: <u>Birendranagar Municipality office</u> The method of selection is: QCBS
1.2	The name, objectives, and description of the assignment are: Name : Preparation of IUDP of Birendranagar Municipality office Objectives: <i>Refer TOR</i> Description: <i>Refer TOR</i>
1.3	A pre-proposal conference will be held: NO The name(s), address(es), and telephone numbers of the Client's official(s) are: Name: Birendranagar Municipality office Address: Birendranagar, Surkhet Telephone No. :
1.4	The Client will provide the following inputs: As per TOR
1.10	The clauses on fraud and corruption in the Contract are: <i>As per PPMO guidelines and prevailing laws of Procurement Act and Regulations of Nepal.</i>
2.1	Clarifications may be requested 3 days before the submission date The address for requesting clarifications is Birendranagar Municipality office, Birendranagar Surkhet
3.1	Proposals should be submitted in the following language(s): English or Nepali
3.3	(i) Consultants/entity may associate with other consultants: Yes (ii) The estimated number of professional staff-months required for the assignment is: <i>Refer TOR</i> (iii) The minimum required experience of proposed professional staff is: <i>Refer TOR</i> (vi) Reports that are part of the assignment must be written in the following language(s): <i>English/Nepali</i>
3.4	(vii) Training is a specific component of this assignment: No



	(viii) Additional information in the Technical Proposal includes: <u>Refer TOR</u>
3.9	Proposals must remain valid 60 days after the submission date.
4.3	Consultants must submit an original copy of each proposal and <i>quality assurance plan</i> .
4.4	The proposal submission address: Birendranagar municipality office birendranagar ,Surkhet Information on the outer envelope should also include :as per notice
4.5	Proposals must be submitted no later than: 2073/03/11 before 5:pm
5.1	The address to send information to the Client is <i>Birendranagar Municipality office</i>
5.3	<p>The number of points to be given under each of the evaluation criteria are:</p> <p>1. Experience of the Consultant 20 Points</p> <p>1.1 Experience in IUDP/Town Planning or Equivalent 10 Points (Similar Work, 1 Job = 5 point)</p> <p>1.2 Experience in DPMT/MTMP or Equivalent 10 Points (Similar Work, 1 Job = 5 point)</p> <p>2. Approach Methodology 30 Points</p> <p>2.1 Understanding of Objectives 10 Points (Background/Introduction =3 points, Objectives=2 points)</p> <p>2.2 Approach Methodology illustrating clear steps and activities 10 Points (Flow Chart=2, Reporting =2, Approach=5, Sample format =1)</p> <p>2.3 Working and Manning Schedule 5 Points (Working Schedule=2,Manning Schedule=3)</p> <p>2.4 Innovativeness 5 Points</p> <p>3. Institutional Capacity 50 Points</p> <p>3.1 Team Leader / Urban Planner-1 Nos 10 Points (M.Sc. Engg.=5 Points & B.Sc. Engg.. =2 Points) General Experience (For all Qualifications) Experience >10 Years = 3 Points, 5-10 Years =2 points, <5year =1 Point Relevant Experience (For all Qualifications) 1 Completed job = 1 Point 2 Completed job = 2 Point</p> <p>3.2 Civil Engineer -1 Nos 5 Points (M.Sc. Engg.=2 Points & B.Sc. Engg.. =1 Points) General Experience (For all Qualifications) Experience >1 Years = 2 Points, <4 Years =1 points Relevant Experience (For all Qualifications) 1 Completed job = 0.5 Point 2 Completed job = 1.0 Point</p> <p>3.3 Architect Engineer -1 Nos 5 Points</p>



	<p>(M.Sc. Engg.=2 Points & B.Sc. Engg.. =1 Points) General Experience (For all Qualifications) Experience >5 Years = 2 Points, <5 Years =1 points Relevant Experience (For all Qualifications) 1 Completed job = 0.5 Point 2 Completed job = 1.0 Point</p>	
3.4	<p>Environment Engineer -1 Nos Experience >4 Years = 1 Points, <4 Years =0.5 points General Experience (For all Qualifications) Experience >4 Years = 1 Points, <4 Years =0.5 points Relevant Experience (For all Qualifications) 1 Completed job = 0.5 Point 2 Completed job = 1.0 Point</p>	5 Points
3.5	<p>Geotech Engineer -1 Nos (M.Sc. Engg.=2 Points & B.Sc. Engg.. =1 Points) General Experience (For all Qualifications) Experience >5 Years = 2 Points, <5 Years =1 points Relevant Experience (For all Qualifications) 1 Completed job = 0.5 Point 2 Completed job = 1.0 Point</p>	5 Points
3.6	<p>GIS Expert -1 Nos (M.Sc. Engg.=2 Points & B.Sc. Engg.. =1 Points) Experience >4 Years = 1 Points, <4 Years =0.5 points General Experience (For all Qualifications) Experience >4 Years = 2 Points, <4 Years =1 points Relevant Experience (For all Qualifications) 1 Completed job = 0.5 Point 2 Completed job = 1.0 Point</p>	5 Points
3.7	<p>Economist -1 Nos. (M. Economics/Business.=2 Points & B.A /B.B.S. =1 Points) General Experience (For all Qualifications) Experience >4 Years = 1 Points, <4 Years =0.5 points Relevant Experience (For all Qualifications) 1 Completed job = 0.5 Point 2 Completed job = 1.0 Point</p>	5 Points
3.8	<p>Sociologist -1 Nos (M. Sociology/Anthropology.=2 Points & B. Sociology =1 Points) Experience >4 Years = 1 Points, <4 Years =0.5 points General Experience (For all Qualifications) Experience >4 Years = 2 Points, <4 Years =1 points Relevant Experience (For all Qualifications) 1 Completed job = 0.5 Point 2 Completed job = 1.0 Point</p>	5 Points
3.9	<p>Institutional Development Expert- 1 Nos. (M. Public/Business.=2 Points & B.A /B.B.S. =1 Points) General Experience (For all Qualifications) Experience >4 Years = 1 Points, <4 Years =0.5 points Relevant Experience (For all Qualifications) 1 Completed job = 0.5 Point 2 Completed job = 1.0 Point</p>	5 Points
The minimum technical score required to pass: 60 Points		



5.8	The fixed Budget Ceiling for the assignment is : NA
5.10	<p>The formula for determining the financial scores is the following: [Either $S_f = 100 \times F_m/F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration, or another proportional linear formula]</p> <p>The weights given to the technical and Financial Proposals are:</p> <p>T (Technical Proposal) = 0.8</p> <p>P (Financial Proposal) = 0.2</p>
6.1	The address for negotiations is Birendranagar Municipality
7.6	<p>The assignment is expected to commence on 2074/03/20 at Birendranagar Municipality</p> <hr/>



Birendranagar Municipality
Birendranagar surkhet
IUDP of Birendranagar Municipality for Birendranagar Municipality, Birendranagar Surkhet
STANDARD REQUEST FOR PROPOSALS
RFP No : 01/073/074
INFORMATION TO CONSULTANTS
BREAKDOWN OF AGREED FIXED RATES¹

Consultants		1	2	3	4	5	6	7
Name	Position	Basic Rate ²	Social Charge (__% of 1)	Overhead (__% of 1)	Subtotal	Fee (__% of 4)	Away from Headquarters Allowance (__% of 1)	Total Agreed Fixed Rate
Field Assignment								
Home Office								

Signature of Consultant: _____

Date: _____

Authorized Representative: _____

Name: _____

Title: _____

¹ This model form is given for negotiation purposes only. It is not part of the proposals (technical or financial).

² Per month, day, or hour as appropriate.



Section 3. Technical Proposal - Standard Forms

- 3A. Technical Proposal submission form.
- 3B. Consultant's references.
- 3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.
- 3D. Description of the methodology and work plan for performing the assignment.
- 3E. Team composition and task assignments.
- 3F. Format of curriculum vitae (CV) for proposed professional staff.
- 3G. Time schedule for professional personnel.
- 3H. Activity (work) schedule.



3A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: Birendranagar Municipality
Birendranagar Surkhet

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for Preparation of IUDP of Birendranagar Municipality in accordance with your Request for Proposal dated *[Date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before *[Date]* we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Consultant:
Address:



3B. CONSULTANT’S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your Consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Consultant/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services NRs
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff, Designation (Project Director/Coordinator, Team Leader etc.) Involved and Functions Performed:		
Narrative Description of Project: :(Actual assignment, nature of activities performed and location)		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____



3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.



3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT



3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task



3F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Consultant: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Consultant/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of staff member and authorized representative of the consultant] Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

The Consulting Services for Preparation of IUDP of Birendranagar Municipality



3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

			Months (in the Form of a Bar Chart)												
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Months
															Subtotal (1)
															Subtotal (2)
															Subtotal (3)
															Subtotal (4)

Full-time: _____
 Reports Due: _____
 Activities Duration: _____

Part-time: _____

Signature: _____
 (Authorized representative)

Full Name: _____

Title: _____

Address: _____



3H. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

	<i>[1st, 2nd, etc. are months from the start of assignment.]</i>											
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Activity (Work)												

B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	



Section 4. Financial Proposal - Standard Forms

- 4A. Financial Proposal submission form.
- 4B. Summary of costs.
- 4C. Breakdown of price per activity.
- 4D. Breakdown of remuneration per activity.
- 4E. Reimbursables per activity.
- 4F. Miscellaneous expenses.



4A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: Birendranagar Municipality
Birendranagar, Surkhet

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for Preparation of IUDP of Birendranagar Municipality in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of the local taxes except Value Added Tax (VAT), which we have estimated at [Amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Consultant:
Address:



4B. SUMMARY OF COSTS

Costs	Amount(s)
Subtotal	
Total without VAT	
Value Added Tax	
Total Amount of Financial Proposal	



4C. BREAKDOWN OF PRICE PER ACTIVITY³

Activity No.: _____	Description: _____
Price Component	Amount(s)
Remuneration	
Reimbursable	
Miscellaneous Expenses	
Subtotal	_____

³The client may choose to request Forms 4C, 4D, 4E an 4F for the entire assignment, as opposed to each Activity No. as shown. Forms should only be requested for each Activity No. if such detail is essential to the evaluation, bearing in mind it will introduce a substantial level of detail for the client to analyze.



4D. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____		Name: _____		
Names	Position	Input	Remuneration Rate(Rs.)	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____



4E. REIMBURSABLE PER ACTIVITY

Activity No: _____

Name: _____

No.	Description	Unit	Quantity	Unit Price In Rs.	Total Amount In Rs.
1.	Air flights _____	Trip			
2.	Miscellaneous travel expenses	Trip			
3.	Subsistence allowance	Day			
4.	Local transportation costs ⁴				
5.	Office rent/accommodation/ clerical assistance				
	Grand Total				_____

⁴ Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client.



4F. MISCELLANEOUS EXPENSES

Activity No. _____

Activity Name: _____

No.	Description	Unit	Quantity	Unit Rate	Total Amount
1	Communication cost between _____ and _____ (telephone, telegram, telex, email)				
2	Drafting, reproduction of reports				
3	Equipment: vehicles, computers, etc.				
4	Software				
	Grand Total				



Section 5. Terms of Reference

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. 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 Birendranagar Municipality 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 Birendranagar Municipality



2. Study Area

The Study Area includes all the 16 wards of Birendranagar Municipality with a total area. The figure below shows the total area of Birendranagar Municipality.

3. Objectives

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

- To set out Long-term Vision and overall Goal, Objective and Strategies for Birendranagar Municipality (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 Birendranagar Municipality, 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 Birendranagar Municipality
- To prepare Detail Engineering Design of prioritized 3 sub-projects with the consultation of Birendranagar Municipality 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:

- 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).

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 Birendranagar Municipality.

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 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 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 Birendranagar Municipality in Nepali language for the purpose of approval by municipal council
- Prepare physical model of Birendranagar Municipality. 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 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
- 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:
 - 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 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 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	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	3	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	2	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	2	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 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	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	Support Team to analyze 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%	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 forth 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 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 Birendranagar Municipality 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)

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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.