



Nagarain Municipality  
Office of Municipal Executive  
Nagarain, Dhanuhsa,  
Province-2, Nepal

**Expression of Interest (EOI)**  
For Shortlisting of  
Consulting Services For the  
**Preparation of Comprehensive Integrated Urban Development Plan (IUDP) of  
Nagarain Municipality**

**Baisakh, 2075**



## Expression of Interest (EOI)

### Preparation of Comprehensive/Integrated Urban Development Plan (IUDP) of Nagarain Municipality

#### Method of Consulting Service *[National]*

**Project Name** : Preparation of Comprehensive/ Integrated Urban  
Development Plan (IUDP) of Nagarain Municipality

**EOI** : *NM-001-074/75*

**Office Name** : *Nagarain Municipality, Office of Municipal Executive*

**Office Address** : *Nagarain, Dhanusha, Province 2, Nepal*

**Issued on** : *2075/01/10*



## Abbreviations

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
MoFAGD	-	Ministry of Federal Affairs and General Administration
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax



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**A. Request for Expression of Interest**

**Nagarain Municipality,  
Office of Municipal Executive  
Nagarain, Dhanusha  
State 2, Nepal  
2075/01/10**

**Preparation of Preparation of Integrated Urban Development Plan (IUDP) of Nagarain Municipality**

1. Nagarain Municipality Office has allocated fund toward the cost of Preparation of **Preparation of Comprehensive/Integrated Urban Development Plan (IUDP) of Nagarain Municipality** and intends to apply a portion of this fund to eligible payments under the Contract for which this Expression of Interest is invited for National consulting service.
2. **Nagarain Municipality Office** now invites Expression of Interest (EOI) from eligible consulting firms ("consultant") to provide the consulting services with the objectives and scope as per ToR.
3. Interested eligible consultants may obtain further information and EOI document free of cost at the address **Nagarain Municipality, Office of Municipal Executive, Nagarain, Dhanusha** during office hours on or before 2075/01/24 5:00pm or visit the client's website [www.nagrainmun.gov.np](http://www.nagrainmun.gov.np)
4. Consultants may associate with other consultants to enhance their qualifications.
5. Expressions of interest shall be delivered to the address **Nagarain Municipality, Office of Municipal Executive, Nagarain, Dhanusha, Province 2, Nepal** on or before 2075/01/25 within 12:00 hour.
6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
7. EOI will be assessed based on **Qualification [30%], Experience [60%], and Capacity [10%]** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
8. Minimum score to pass the EOI is **70%**.



## **B. Instructions for submission of Expression of Interest**

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible consulting firm.
4. The assignment has been scheduled for a period of 6 months. Expected date of commencement of the assignment is **2075/03/01**.
5. A Consultant will be selected in accordance with the **QCBS** method.
6. Expression of Interest should contain following information:
  - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
    - ✓ *EOI Form: Letter of Application (Form 1)*
    - ✓ *EOI Form: Applicant's Information (Form 2)*
    - ✓ *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
    - ✓ *EOI Form: Capacity Details (Form 4)*
    - ✓ *EOI Form: Key Experts List (form 5).*
7. Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as **"EOI Application for Short-listing for the Preparation of Preparation of Comprehensive/Integrated Urban Development Plan (IUDP) including MTMP of Nagarain Municipality"**. The Envelope should also clearly indicate the ***name and address of the Applicant***.
9. The completed EOI document must be submitted on or before the date and address mentioned in the ***"Request for Expression of Interest"***. In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.



## C. Objective of Consultancy Services or Brief TOR

### Terms of Reference for Preparation of Comprehensive/ Integrated Urban Development Plan of Nagarain Municipality, Nagarian, Dhanusha district

#### 1.1 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 centres 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 centres (municipalities) is in practice. Despite these attempts were made, it provided neither approved land use plan nor concrete physical plan implementation mechanism regarding the major urban centers in the country. Municipal plans prepared in the past employing integrated action planning technique or structure planning is found to focus mainly on physical aspects. Besides, IAP's overwhelming



concentration on ward level problems has also led to neglect of municipal level vision and desires. As a result, though several municipalities show some improvement in physical aspects, progress is still found lagging in several critical urban areas such as education and health. Issues such as social exclusion or deprivation, urban poverty, environmental conservation, economic development, financial mobilization and municipal capacity building have remained largely unattended in the previous planning efforts.

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

In the above context, the Office of Nagarain Municipality intends to call for submission of technical and financial proposal by the shortlisted national consulting firms to prepare Comprehensive Town Development Plan of Nagarain Municipality.

## **1.2 Study area**

Nagarain is a new municipality in Dhanusa District in the province no. 2 of south-eastern Nepal. It was formed by joining Fulgama, Devdiha, old Nagraim, Ghodghas, Bahuarwa, Lagmagadaguthi and small part of then Janakpur SMC. It has a population of 35,630 living in 5,000 individual households. Spread over the area of 49 square kilometers, it is bounded by it has a population density of 1000 people per km<sup>2</sup>. Nagarain Municipality has 9 wards and is surrounded by Janakpur sub metropolitan city, AurahiGaupalika in the north, India in the south and eastern side, Mahattori in the west and MakhiyapattiMusarniya in the south.

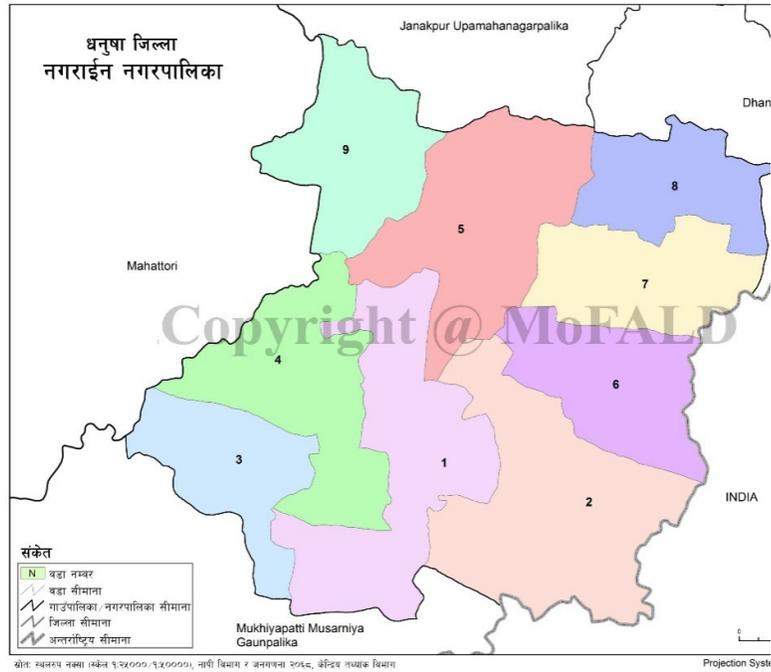


Figure 1 Map of Nagarain Municipality

### 1.3 Objectives

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

- To set out Long-term Vision and overall Goal, Objective and Strategies for Municipality (20 years)
- To prepare Land Use Plan, Physical development plan, Social, Cultural, Economic, Financial, and Institutional Development Plan; Environmental and Risk Sensitive Land Use Plan, Multi-sectorial Investment Plan (MSIP), Building by laws and other relevant plans if any in consultation with the municipality.
- To prepare Municipal Transport Master Plan of Nagarain Municipality integrating Land Use and Transport network.
- To prepare building bye-laws to regulate development in the town plan and long-term vision of the municipality.
- To prepare Detail Engineering Design of prioritized 3 sub-projects in the municipality with the consultation of municipality and MoFAGD.



#### **1.4 Scope of work**

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

- i. The consultant should spell out the Vision of the town. The Vision should articulate the: desires of the Town and its citizens and will provide the guiding principles and priorities for the Plan's implementation. Prepare overall Integrated Urban Development Plan of entire area including existing and future (5, 10 and 20 years) land use plan in cadastral maps. This should be based on land use plan and followed by narrative description, analysis, facts and figures.
- ii. Conduct additional study on local economy and its activities also change in demographics and migration trend for 5, 10 and 20 years period.
- iii. Identify potential area for urban development based on land suitability and other factors. Analyst 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.
- iv. 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.
- v. 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 based maps.
- vi. 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,
- vii. 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.



- viii. Identify and assess natural hazards, including how significant weather events have and will impact these assessments, which may cause a threat to the Vision of the Integrated Development Plan, along with strategies for avoidance/Mitigation of such hazards in the course of future development and calculate the cost estimate on unit rate basis.
- ix. Prepare the Proposed Land Use Plan for 5, 10 and 20 years 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) others.
- x. 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 Others.
- xi. Prepare Municipal Transport Masterplan for the municipality. As part of MTMP preparation, accessibility planning could be an effective tool to assess the existing situation of the services and facilities. The interventions derived from the accessibility planning will represent the real needs and priorities of the local people. The planning approach is participatory and bottom-up from the settlement level. The implementations of such projects will certainly be more participatory and owned by the local communities. The MTMP is designed to take account of the real needs of the people for infrastructure as per vision of the city development plan that will primarily be a visionary plan. Based on this visionary plan MTMP shall be harmonized with DoLIDAR's Approach manual and DUDBC urban road standards to maintain similarity so that municipal transport network can be overlaid to the respective DTMP/other MTMPs to prepare local transport network.
- xii. 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.
- xiii. The building and Planning By-Laws of the towns should prepare in accordance with Conceptual building bye-laws 2072 of town development, urban planning and building construction published by ministry of urban development should be followed.
- xiv. Prepare detail engineering design of priority sectoral projects (3 the municipality)



- xv. Recommend an implementation strategy (including a suggested action program that generally describes the actions, costs, time frames, responsibilities, procedures and the Municipality's capacity to use them) necessary for implementing the Integrated Urban Development Plan of the Municipality.
- xvi. Prepare separate report by volume each Comprehensive Town Development Plan, infrastructures etc. for the municipality, also prepare investment and cost recovery Plan.
- xvii. Prepare detail project report of 3 priority sectoral sub-projects.
- xviii. Prepare IUDP of the municipality in Nepali language and IUDP summary in English Language for the purpose of approval by municipal council.

### **1.5 Expected output**

#### **1.5.1 Integrated urban Development Plan**

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 CIS based thematic maps. However, members of the Steering Committee, other stakeholders and citizens are not always familiar with maps, in order to allow mutual understanding, the consultancy team is expected to write a commentary of each map using local landmarks and names as well as organize at least one site visit with the steering committee to comment thematic and summary maps.

The list of necessary maps includes:

- i. Base GIS map including: existing streets (with codification system), building footprints with building use. Building structural characteristics, occupancy and general demographics
- ii. Population density and growth rate
- iii. Existing land use (housing, commercial, industrial, agricultural, natural, mixed use, guthi land, public Space, squatted land...)
- iv. Terrain, watershed analysis and agricultural value of land
- v. Transportation (roads with hierarchy - national highways, feeder roads, district roads and urban roads (administrative classification) and Class I to IV (technical classification for design), parking space, public transportation routes, frequencies and stops, airport and destinations)
- vi. Water Supply (main line, water treatment facilities, public water tanks, storm water management infrastructure, drainage system, discharge points).
- vii. Solid waste (coverage of public and private collection system, formal and informal dump sites, recycling points).
- viii. Electricity (production and transportation infrastructure, grid power coverage, public

- lighting)
- ix. Multi-hazard risk map (landslide, fire, floods, earthquake, industrial risks...)
  - x. Public services (health, education, police, rescue services, cemeteries, administrative services)
  - xi. Environment (erosion, pollution, forest, water bodies)
  - xii. Culture and tourism (temples, museums, cinemas, views, monuments, performance places, festival Routes)
  - xiii. Summary map with the most pressing needs across all themes studied (ranked by order of importance).

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

#### **B. Municipality profile**

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

#### **C. Analysis**

The section should contain at least of the followings:

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

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

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

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

#### **D. Municipal vision**

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

#### **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 Held are also satisfied of such deficiency of data, the team leader on the advice of such committees may introduce necessary modifications in the LFA technique. Sectors, which are required to be included, should include at least physical, environmental management, social, economic development, disaster management. Climate Change, financial mobilization, and organization development. Such Sectoral plans and programs may be formulated by forming Sub-Steering Committees. Sectoral plans and programs have to be prepared giving due attention to national concerns such as poverty reduction and social inclusion.

#### **F. Long-term physical development plan (PUP)**

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', 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. Environment Management Plan**

The environmental management has remained as the major problem of the Municipality. 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

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

#### **H. Social Development Plan**

Social development plan significantly contributes to bring qualitative improvement in the lives of the common people. Attention should be given focus on social development programme when social development programme is getting priority in the present context. Plan should be



formulated on the basis of the analysis of social condition of municipal area. Such plan should essentially cover the following aspect:

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

#### **I. Conservation, Cultural and Tourism Development Plan**

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

- Identification and preservation of important Cultural heritage sites within the Municipality Identification of specific non-material cultures in the area
- Plan for conservation of both material and non-material cultures and linked 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 nave 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 planned are the areas of the institutional development plan. Following should be considered in the formulation of institutional development plan.

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

#### **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 program s/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.

**1.5.2 Municipal Transport Master Plan**

The completed Municipal Transport Master Plan shall include but not necessarily limited to the followings:

**a) Formulation of the Municipality Roads Coordination Committee (MRCC)**

The main task of the MRCC is to provide support to the municipality in formulating, managing and monitoring Municipality road transport infrastructure policies, rules and regulations. Generally, the MRCC shall be composed of;

- |                                                        |                  |
|--------------------------------------------------------|------------------|
| • Municipality Mayor                                   | Chairperson MRCC |
| • Executive Officer of municipality                    | Member           |
| • Two elected or nominated Municipality Members        | Member           |
| • One representative from different political parties  | Member           |
| • Chiefs of Lines agencies within the municipality     | Member           |
| • Representative from Women and ethnic minority groups | Member           |
| • DTO representative                                   | Member           |
| • Planning section chief of municipality               | Member           |
| • MTS Chief                                            | Member Secretary |

The consultant shall advise, assist, and support the Municipality to form the MRCC. It shall ensure involvement of the MRCC in the entire planning, decision-making, programming etc. processes in the preparation of the MTMP. Initiating with one introduction/orientation workshop to the various stakeholders (MRCC, Ward representative and ToleSudhar Committee’s representatives) about the process and procedures and their respective roles during the Preparation of MTMP/MTTP the consultant shall continue preparation of MTMP.

**b) Secondary Sources of Information and Review of the existing MTMP**

The consultant shall collect secondary information from the various district-based line agencies, project/programmes, INGOs/NGOs, and other regional and central level organizations as required.

The consultant shall review the available existing MTMP if any. All the roads identified from secondary sources shall be assessed and considered seriously for the forthcoming MTMP. The MTMP should be updated every 5 years.

**c) Prepare the Municipality Inventory Map (MIM) of Urban Road, Main Trails andBridges**

The consultant shall prepare Municipality Inventory Map (MIM) of the municipality linking to existing strategic and local road network such as national highways, trunk roads, district core road network (DRCN), main trails and main bridges, wherever pertinent and possible, by plotting on the 1:25000 topo-base maps. The consultant shall carry out, by mobilizing enumerator/s,



reconnaissance/walkover surveys. The consultant shall disseminate and discuss MIM with a wider audience through a municipality level workshop. Later, the MIM shall be discussed and verified through discussion with the rural municipality technical team and finalized from the municipality.

**d) Collection of Demands for New/Upgrading/Rehabilitation Transport Linkages from Wards/Settlements**

The consultant shall collect formal requests for new construction or rehabilitation of different linkages from wards and settlements, on their needs basis. The demand shall be collected in the order of priority in case of more than one transport linkage is demanded from each ward. The collected demand shall be screened, synthesized, synchronized and harmonized at municipality level through a workshop. Similarly, the consultant shall obtain the socio-economic data of all requested transport linkages by involving enumerator.

**e) Developing Scoring Criteria and its Approval from Municipality**

The Consultant shall mandatorily develop weight system for the scoring and prioritization criteria for screening and prioritized demanded following guidelines annexed (Please refer annex- 5), for all interventions. The scoring and prioritization criteria shall be approved by the municipality. All the demanded linkages shall be processed and undergo through the screening and prioritization process.

**f) Road classification and nomenclature**

The consultant shall prepare road classification criteria, propose metric system of road nomenclature and accordingly apply the same during data collection and stock taking from field. For this, annexed guideline shall be followed. (Please refer annexes 1&5)

**g) Preparation of Perspective Plan of Interventions of Services and Facilities**

The consultant shall prepare perspective plan of interventions of services and facilities, which are identified from the accessibility analysis and municipality level workshops. All the identified interventions shall be screened and rated on the basis of approved criteria. The consultant shall discuss with the municipality technical team and the MRCC relating to interventions of services and facilities for the improvement of the access situation and shall forward to Municipality Council meetings with recommendation. Accordingly, the final perspective plan of municipality roads will be developed. The perspective plan shall be shown in GIS maps also.

**h) Analyze Fund Availability for Roads**

The internal and external financial resources available in the municipality shall be reviewed by the consultant discussing with the municipality authorities so that the financial resources available for the transport interventions during the five-year MTMP period can be estimated. Sources of funding include annual budget allocated in the municipality, the budget allocated through GoN central agencies such as DoLIDAR/ MoFALD etc. Other possible sources of funds could be from road tolls, royalties, land taxes etc. Prospects of funding from other external sources, including possible and committed funding from donors, are reviewed and shall be taken into account.



#### **i) Preparation of the Municipality Transport Master Plan (MTMP)**

Considering the Perspective Plan, the consultant shall prioritize the Perspective Plan. Subsequently, the consultant shall prepare and/or update the five-year MTMP of the municipality by selecting transport interventions (maintenance, upgrading and new construction of main trails, trail bridges and roads) from among top priority in the Perspective Plan starting from first and that could be implemented in the next five years period. This shall be based on cost estimates of maintenance, upgrading, rehabilitation and new construction of main trails, bridges and roads and available financial resources.

The consultant shall present the findings of the MTMP and MTPP to municipality and MRCC in a workshop and incorporate the suggestions and recommendations from the Municipality and MRCC in the final report. Subsequently, the municipality will present the final MTMP report to the municipality council

for formal approval that will be approved by rural municipality council with a strong commitment not to invest in non-MTMP roads.

#### **j) Prepare a Realistic Physical and Financial Implementation Plan of Prioritized Roads for the MTMP Period**

The consultant shall collect information on existing resources spent on transport infrastructure and possible available resources and make a projection for the next five years period. From the total projected resources, the consultant shall discuss with the municipality to find out the appropriate proportion to be spent on on-going roads and new interventions (construction/rehabilitation/maintenance etc.) proposed. Based on the five-year projected funds availability the financial implementation plan shall be prepared. This step involves matching the estimated resources that are expected to be available to the municipality over the plan period, with the interventions for on-going roads and proposed ones. The total numbers of road and interventions proposed for the MTMP period shall match with the projected available resources and should avoid proposing a long list for the MTMP period.

#### **1.5.3 Building by-laws**

That should clearly spell minimum in the following areas regarding the construction of building:

- Minimum land area
- maximum ground coverage
- maximum floor area ratio (FAR)
- maximum building height
- maximum no. of floors
- right of way of roads
- set back in four sides of the building
- minimum parking area
- lift
- minimum distance to be left in both sides of stream/river.

The building and planning bye-laws of the towns should prepare in accordance with Conceptual building bye-laws 2072 of town development, urban planning and building construction published by ministry of urban development should be followed.



**1.6 Composition of Study (Key Experts) Team**

S.N.	Position	Person	Man-month	Minimum required Qualification
1	Team Leader	1	6.00	S/he must have Master's Degree in Urban/ Regional Planning with at least 5 years of work experience in related field after Master's degree and Bachelor's Degree in Architecture, Civil Engineering or Planning.
2	Transportation Engineer	1	6.00	S/he must have Master's Degree in Transportation Engineering with at least 5 years of work experience in related field after Master's degree and Bachelor's Degree in Civil Engineering.
3	Urban Planner/ Architect	1	6.00	S/he must have Master's Degree in Urban Planning/ Architecture with at least 5 years of work experience in related field after Master's degree
4	Senior Engineer	1	4.00	S/he must have Bachelor Degree in Civil Engineer with at least 5 years of work experience in related field. Master Degree is preferable.
5	GIS Expert	1	2.00	S/he must have Master's Degree in Geography or Geo-information/GIS/RS with at least 5 years of work experience in related field after Master's degree and at least 10 years of work experience in related field after Bachelor degree in Civil Engineering or Geomatics Engineering.
6	Sociologist	1	2.00	S/he must have master's Degree in Sociology / Anthropology with at least 5 years of work experience in related field after Master's degree and at least 10 years of work experience in related field after Bachelor degree in Sociology/Anthropology
7	Economist/Financial Analyst	1	2.00	S/he must have Master's Degree in Economics or Business Administration/Studies with at least 5 years of work experience in related field after Master's degree and at least 10 years of work experience in related field after Bachelor degree in Economics or Business Administration/Studies.

8	Environment Engineer/Environmental Expert	1	1.5	S/he must have Master's Degree in Environment Engineering of Environmental Science with at least 5 years of work experience in related field after Master's degree.
9	Institutional Development Expert	1	1.5	S/he must have Master's Degree in Management/ Economics/ Public Administration with at least 5 years of work experience in related field after Master's Degree and Bachelor's Degree in Management/ Economics/ Public Administration
10	Civil Engineer	1	3.00	S/he must have Bachelor's Degree in Civil Engineering with at least 3 years of relevant working experience after Bachelor's Degree in Civil Engineering.
11	Computer Operator / Administrative Assistance	2	3.00	As required

### **1.7 Deliverables**

Consultant shall prepare and submit the reports specified below. Inception Report shall be in English language. Other than the Inception Report, all the other reports shall be in Nepali. Including the Summary of the Final Report in Nepali Language. Consultant Shall produce Separate reports of IUDP, MTMP and Bylaws. Inception and draft report shall be submitted in three copies to Office of Nagarain Municipality, while final report shall be submitted in five copies.

Following report shall submit in time as mentioned below:

#### **1.7.1 Inception report (3 copies): 4 weeks after the effective date of work order:**

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 project, 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 TOR be clearly stated in the report so that necessary actions could be initiated.

#### **1.7.2 Interim report (3 copies): 3 months after the effective date of work order:**

By this time the study team is expected to complete works. Interim report shall submit within 3



months from the date of work order. 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 Development Plan to future urban development for various infrastructure purposes.

**1.7.3 Draft final report (3 copies): 5 months after the effective date of work order:**

By this time the study team is expected to largely complete works. Draft Final report shall submit within 5 months from the date of work order. The consultant with this report required to hold a presentation in the office of municipal executive.

**1.7.4 Final Report (5 copies): 6 months after the effective date of work order**

5 copies of final report shall submit within 6 months from the date of receiving the work order to commence the consulting service. 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.

**1.8 Mode of Payment**

Payment shall be made as follows:

1. 20% of the contract amount after submission and approval of Inception report.
2. 35% of the contract amount after submission of the Interim Report
3. 35% of the contract amount after submission of the Draft Report.
4. Remaining Final Payment after submission and acceptance of the Final Report.

**1.9 Time schedule**

Estimated time to complete this assignment shall be 6 (six) months from the date of work order.

**1.10 Contact Address**

Nagarain Municipality,  
Office of Municipal Executive  
Dhanusha  
Email: [nagarainmun@gmail.com](mailto:nagarainmun@gmail.com)  
Web: [nagarainmun@gmail.com](http://nagarainmun@gmail.com)

## D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria. Consultant must obtain 50% marks in each criterion to pass the EOI.

<b>i) Eligibility &amp; Completeness Test</b>	<b>Compliance</b>
Copy of Registration of the company/firm	
VAT/PAN Registration	
Tax Clearance/letter [Fiscal year 2073/74]	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

<b>ii) EOI Evaluation Criteria</b>	<b>Insert Minimum Requirement if Applicable</b>	<b>Score [Out of 100%]</b>
<b>A. Qualification</b>		
<i>Qualification of Key Experts</i> <b>Score: 20%</b>	<i>As per ToR</i>	<b>30 %</b>
<i>Experience of Key Experts</i> <b>Score: 10%</b>		
<b>B. Experience</b>		
<i>General Experience of consulting firm Completed in Last 7 years with contract value more Than 10 lakhs without VAT</i>	<i>IUDP/CTDP of Municipality/Town, Periodic plan, Physical Development Plan, Regional Development Plan, Long Term Development Plan, Destination Development Plan, City Master plan, Physical Infrastructure Plan, Byelaws and Regulation Guidelines, DPR of Road, Land pooling, Water Supply, Drainage, Sewerage, Airport</i> <b>Score: 15%</b>	<b>60 %</b>
<i>Specific experience of consulting firm within last 7 years.</i>	<i>IUDP/CTDP of Municipality/Town, Periodic plan, Physical Development Plan, Urban Base Map, GIS Based Digital Base Map, Municipality Transport Master Plan, Planning and Building Bylaws of Municipality, DPR of Core Municipal Services, Land Pooling, DPR of Airport</i> <b>Score: 40%</b>	
<i>Similar Geographical experience</i>	<i>Only projects (outline in Specific</i>	

<i>of consulting firm</i>	<i>Experience) successfully completed in Inner Terai/Terai regions of Nepal</i> <b>Score: 5%</b>	
<b>C. Capacity</b>		
<i>Financial Capacity</i>	<i>Average annual turnover of best five years should be more than NRs. 1 crore.</i> <b>Score: 5%</b>	<b>10 %</b>
<i>Infrastructure/equipment related to the proposed assignment</i>	<i>GIS software (Preferable Arc GIS-x or Equivalent) with authorized license; Photogrammetric software with authorized license; GPS Set; Plotter/ Printer; Total Station; Level Machine; Four wheeler (4WD) vehicle; Two Wheeler Vehicle,</i> <b>Score: 5%</b>	



## E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

Form 3. Experience (*General, Specific and Geographical*)

Form 4. Capacity

Form 5. Qualification of Key Experts



# 1. Letter of Application

(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)

Date: .....

To,

**Nagarain Municipality,**

**Office of Municipal Executive**

**Nagarain, Dhanusha, Province 2, Nepal**

**Telephone No.:** \_\_\_\_\_

**Fax No.:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Sir/Madam,

1. Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by **Preparation of Comprehensive/Integrated Urban Development Plan of Nagarain Municipality.**
2. Attached to this letter are photocopies of original documents defining:
  - a) the Applicant's legal status;
  - b) the principal place of business;
3. **Nagarain Municipality office** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. **Nagarain Municipality Office** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.<sup>1</sup>
5. All further communication concerning this Application should be addressed to the following person,

[Person]

[Company]

[Address]

<sup>1</sup> Applications by joint ventures should provide on a separate sheet, relevant information for each party to the Application.



[Phone, Fax, Email]

6. We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and ourCompany/firm has not been declared ineligible.
7. We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
8. The undersigned declares that the statements made and the information provided in the duly completed application is complete, true, and correct in every detail.

**Signed** :

**Name** :

**For and on behalf of (name of Applicant or partner of a joint venture):**



## 2. Applicant's Information Form

(In case of joint venture of two or more firms to be filled separately for each constituent member)

1. Name of Firm/Company:
2. Type of Constitution (*Partnership/ Pvt. Ltd*)
3. Date of Registration / Commencement of Business (*Please specify*):
4. Country of Registration:
5. Registered Office/Place of Business:
6. Telephone No; Fax No; E-Mail Address
7. Name of Authorized Contact Person / Designation/ Address/Telephone:
8. Name of Authorized Local Agent /Address/Telephone:
9. Consultant's Organization:
10. Total number of staff:
11. Number of regular professional staff:



### 3. Experience

#### 3(A).General Work Experience

(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)

S. N.	Name of assignment	Location	Value of Consultancy Service	Year (Started-Completed)	Name of Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

(Attach letter/certificates issued by client and year of completion)



### 3(B). Specific Experience

#### Details of similar assignments undertaken in the previous seven years

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Assignment name:	Approx. value of the contract (in current NRs) <sup>2</sup> :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

(Attachletter/certificates issued by client and year of completion)

<sup>2</sup> Consultant should state value in the currency as mentioned in the contract



### 3(C).Geographic Experience

#### Experience of working in similar geographic region or country

(In case of joint venture of two or more firms to be filled separately for each constituent member)

No	Name of the Assignment	Location (Country/ Region)	Execution Year and Duration
1.			
2.			
3.			
4.			
5.			

(Attach letter/certificates issued by client and year of completion)



#### 4. Capacity

##### 4(A). Financial Capacity

(In case of joint venture of two or more firms to be filled separately for each constituent member)

Annual Turnover	
Year	Amount Currency
2067/68	
2068/69	
2069/70	
2070/71	
2071/72	
2072/73	
2073/74	

- Average Annual Turnover of Best Five Years

(Note: Supporting documents for Average Turnover should be submitted for the above; (Attach notarized copy of audited page or tax clearance certificate that shows total value of work)

**4(B). Infrastructure/equipment related to the proposed assignment**

No	Infrastructure/equipment Required	Requirements Description
1.	GIS software (Preferable Arc GIS-x or Equivalent) with authorized license	
2.	Photogrammetric software with authorized license	
3.	Total Stations	
4.	GPS Set	
5.	Plotter and Printer	
6.	Four wheeler Vehicle (4WD)	
7.	Two Wheeler Vehicle (above 125 CC)	

(Attach copy of purchase bill or hiring letter)



**5. Key Experts(Include details of Key Experts only)**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

SN	Name	Position	Highest Qualification	Area of Specialization	Specific Work Experience (in year)	Regular/ Contracted
1		Team Leader/Planner				
2		Transportation Engineer				
3		Urban Planner/Architect				
4		Senior Engineer				
5		GIS Expert				
6		Sociologist				
7		Economist/Financial Expert				
8		Environment Engineer/Environmental Engineer				
9		Institutional Development Expert				
10		Civil Engineer				

(Please attach Curriculum Vitae and Academic Certificate. Curriculum Vitae of proposed personnel should be signed in blue ink.. NEC Certificate should be attached in case of proposed personnel with engineering/architecture background.)



## **F: Instruction to Consultant**

Proposal shall be evaluated on the basis of information duly provided by the Consultant. Information must be supported by relevant evidences such as notarized copies of certificates, official letters, bills, vouchers, and necessary commitments wherever applicable.

The consulting firm must include a team leader having minimum qualification mentioned in the criteria for short listing consulting firm. Failing to provide a Team Leader having these minimum qualities shall result in the proposal submitted by the consulting firm invalid and shall not be evaluated.

In all other cases, of the key staffs designated for the proposed assignment, if the consultant's proposal does not meet the minimum criteria, consultant's proposal shall still be considered valid and shall duly be evaluated. Contact number of proposed personnel in CV is most required.

If the consulting firm intends to carry out the proposed job in joint venture with other consulting firms, the firms should apply in joint venture during the short listing period otherwise they shall not be eligible to apply in joint venture during the submission of the proposal. The consultant shall duly sign, notarize, and stamp in all submitted documents.