



Janakpur Sub-Metropolitan City Office
Janakpurdham

Letter of Intent Document
For
Short-listing of Consulting Firms

For the

**Preparation of Comprehensive/Integrated Urban Development
Plan of Janakpur Sub-Metropolitan City**

February, 2017



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जनकपुर उप-महानगरपालिका कार्यालय

जनकपुरधाम

परामर्शदाताका लागि आशय पत्र आव्हान सम्बन्धि सूचना

प्रथम पटक प्रकाशित मिति:- २०७३/१०/१९

जनकपुर उप-महानगरपालिकाको अगुवाई र नगर विकासका साभेदार र सरोकारवालाको सक्रिय संलग्नतामा सहभागितामूलक तरिकाबाट संघीय मामिला तथा स्थानिय विकास मन्त्रालयबाट प्राप्त Term of Reference (TOR) मा उल्लेख भए बमोजिम समग्र जनकपुर उप-महानगरपालिकाको ५ वर्ष अवधिका लागि बृहत/एकिकृत सहरी विकास योजना (Comprehensive/Integrated Urban Development Plan) तर्जुमा गर्न लागिएको छ। बृहत/एकिकृत सहरी विकास योजना तर्जुमा गर्दा जलवायु परिवर्तन अनुकुलन, वातावरण संरक्षण, विपद जोखिम न्युनिकरण, फोहोर मैला व्यवस्थापन, बालमैत्री स्थानीय शासन र क्षमता विकास, सामाजिक सद्भाव, लैङ्गिक समता तथा सामाजिक समावेशिकरण र जवाफदेहिता आदी जस्ता विषयगत क्षेत्रमा योजना तर्जुमा प्रक्रियामा साभ्ता सवालको रुपमा समावेश गरी योजना तर्जुमा गरिनेछ। उक्त कार्यहरुको लागि सम्बन्धित विषयगत क्षेत्रमा अनुभव भएका योग्य व्यवसायिक फर्म/परामर्शदाताबाट प्राविधिक तथा परामर्श सहयोगमा बृहत/एकिकृत सहरी विकास योजना तर्जुमा गरिनेछ।

यस उप-महानगरपालिकाको बृहत/एकिकृत सहरी विकास योजना तर्जुमा प्रक्रियामा प्राविधिक तथा परामर्श सेवा प्राप्त गर्न सम्बन्धित विषय क्षेत्रमा अनुभव भएका ईच्छुक पेशागत दक्षता तथा अनुभव भएका व्यवसायिक फर्म/परामर्शदाता संस्थाबाट देहाय अनुसार तोकिएको ढाँचामा आशयपत्र पेश गर्न यो सूचना प्रकाशित गरिएकोछ।

- आशयपत्रको ढाँचा यस कार्यालयबाट संकलन गर्न वा www.bolpatra.gov.np बाट समेत डाउनलोड गर्न सकिनेछ। थप जानकारीको लागि यस कार्यालयको योजना शाखामा सम्पर्क गर्न सकिनेछ।
- ईच्छुक योग्यता पुगेका संस्थाले तोकिएको ढाँचामा आशय पत्र निम्नानुसारको कागजात सहित पेश गर्नु पर्नेछ।
 - आशयपत्र पेश सम्बन्धि आवेदन
 - संस्थाको विस्तृत विवरण
 - संस्थाको कानुनी (दर्ता, नवीकरण, भ्याट/पान दर्ता, कर चुक्ता) दस्तावेज/प्रमाणपत्र
 - संस्थाको प्रोफाइल तथा कामको अनुभव विवरण
 - संस्थाको भौतिक पुर्वाधार र उपकरणहरुको विवरण
 - संस्थाको विगत ३ वर्षको वित्तिय कारोवार सम्बन्धि विवरण
 - संस्था कालो सुचिमा नगरेको स्वघोषित पत्र
 - संस्थाको प्रमुख कर्मचारी तथा आवद्ध पेशागत विज्ञहरुको व्यक्तिगत विवरण तथा कार्य अनुभवको क्षेत्र
- ईच्छुक आवेदक संस्थाले आशयपत्र सम्बन्धि कागजात विस्तृत अध्ययन गरी उल्लेखित विवरणहरु भरी आवश्यक कागजात संलग्न गरी शिलवन्दी गरी खामको बाहिर नाम, ठेगाना, फोन नं. र विषय उल्लेख गरी यस कार्यालयमा पेश गर्नु पर्नेछ।
- यो सूचना प्रथम पटक प्रकाशन भएको मितिले १६ औं दिन अर्थात २०७३ फाल्गुण ५ गते दिनको १२.०० बजे भित्र यस कार्यालयमा दर्ता गराई सक्नुपर्नेछ। उक्त दिन सार्वजनिक विदा परेमा सो को भोलिपल्ट पेश गर्न सकिनेछ। म्याद र समय भित्र दर्ता हुन आएका आशय पत्र सोही दिन दिनको २.०० बजे यस कार्यालयमा प्रतिनिधीहरुको रोहवरमा खोलिनेछ। आशयपत्रदाता वा निजको प्रतिनिधी उपस्थित नभएतापनि आशय पत्र खोल्न कुनै बाधा पर्ने छैन।
- म्याद नाघि आएका तथा रित नपुगेका आशय पत्र स्विकार गरिने छैन।
- आवेदक संस्थाको आधिकारिक कागजात तथा प्रमाणपत्र, कार्य अनुभव र आर्थिक, भौतिक तथा मानविय संसाधनको अवस्थालाई आधार मानी संक्षिप्त सुचि तयार गरिनेछ।
- आशयपत्र मुल्यांकनका आधारमा आवेदक संस्थाहरुको संक्षिप्त सुचि तयार गरी मुल्यांकनको माथिल्लो श्रेणीमा रहेका ३ देखि ६ वटा संस्थाहरुलाई मात्र प्राविधिक तथा आर्थिक प्रस्तावको लागि आमन्त्रण गरिनेछ।
- आशयपत्र एकल वा संयुक्त रुपमा समेत पेश गर्न सकिनेछ। संयुक्त उपक्रमको रुपमा आशयपत्र पेश गर्न ईच्छुक आवेदकले आशयपत्र पेश गर्दा मुख्य भई कार्य गर्ने प्रमुख संस्था खुलेका विवरण तथा संयुक्त उपक्रमको रुपमा कार्य गर्ने सम्बन्धि सम्झौताको प्रतिलिपी समेत पेश गर्नु पर्नेछ।
- यस आशयपत्र आव्हान सम्बन्धि सूचनामा उल्लेख गर्न छुट भएको कुराहरु सार्वजनिक खरीद ऐन, २०६३ तथा नियमावली, २०६४ बमोजिम हुनेछ।

कार्यकारी अधिकृत



1. Introduction

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

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

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

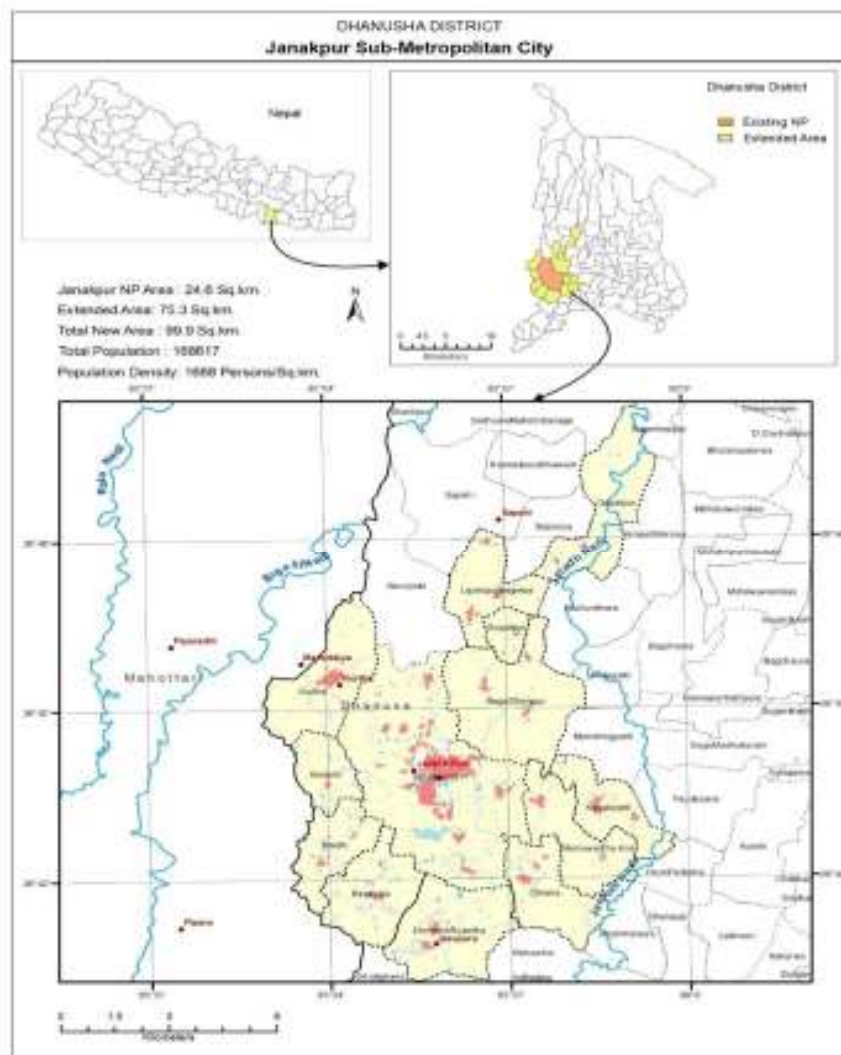


conservation, economic development, financial mobilization and municipal capacity building have remained largely unattended in the previous planning efforts.

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

In the above context, the Office of Janakpur Sub-Metropolitan City intends to call for submission of Letter Of Intent (LOI) by the shortlisted national consulting firms to prepare Comprehensive Town Development Plan of Janakpur Sub-Metropolitan City.

2. Study Area



3. Objectives

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

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

4. 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:

- 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 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) 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 xii. Others.

xi. 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.

xii. 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.

xiii. Prepare detail engineering design of priority sectoral projects (3 in each municipality)

xiv. Recommend an implementation strategy (including a suggested action program that generally describes the actions, costs, time frames, responsibilities, procedures and the Municipality's capacity to use them) necessary for implementing the Integrated Urban Development Plan of the Municipality. Prepare separate report by volume each Comprehensive Town Development Plan, infrastructures etc for each town, also prepare investment and cost recovery Plan.

xv. Within the first three month of study period the consultant should submit draft report of Land Use map with final demarcation of land and its areas to be required for future urban development purposes.

xvi. Prepare detail feasibility of priority sectoral sub-projects.

xvii. Prepare **IUDP** of municipality in Nepali language for the purpose of approval by



municipal council

- xviii. Prepare physical model of municipality'. The scale will be finalized based on the area covered by municipality.

5. Composition of Consulting Team

As described in 10.1.4

6. Expected output

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

6.1 Assessment and Preparation of Base Map

The assessment's objective is to give an overview of the municipality's territory and identify the main challenges and opportunities the citizens and administration want to focus on the next 5, 10 and 20 years. Because the data is mainly spatial, the assessment will come in the shape of a series of 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. Hoods, 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.

6.2 Municipality profile

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

6.3 Analysis

The section should contain at least of the followings:

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

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

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

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

6.4 Municipal vision

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

6.5 Sectoral goals, objectives, output, programs

These should be formulated mainly using Logical Framework Approach (LFA), and should be supplemented by performance indicators and means of verification of such indicator as far as practicable. When adequate data are not found and formulating indicators becomes not feasible and if the advisory committee and the technical working committee in the 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.

6.6 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.

6.7 Environmentally Management Plan

The environmental management has remained as the major problem of the NT. The environmental management plan should be formulated by studying and 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.

6.8 Social Development Plan

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



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

6.9 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....)

6.10 Economic Development Plan

An Economic development plan which directly contributes in economic activities of the town and support in the development of the Municipality is also main component of the study. It will be better if the municipality has some economy based identity. It may 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

6.11 Financial Development plan:

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

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

6.12 Institutional Development plan

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

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

6.13 Disaster Risk Management plan

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

- Landslide/soil erosion, Floods ,Earthquake, Fire

The vulnerability mitigation plan through the vulnerability mapping/ geological study of the area, 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)

6.14 Multi-sectoral investment plan (MSIP)

Such plan should reveal short and long-term programs/projects, cost estimate, and probable financing sources prioritized in sequential manner for the planning period of each five years. Such 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.

6.15 Detail engineering design of prioritized Major Sub-Projects

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

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

7 Deliverable

Consultant shall prepare and submit the reports specified below. All reporting shall be in English. Each Inception and draft report shall be submitted in three copies to JSMC, while final report shall be submitted in five copies.

Following report shall submit in time as mentioned below:

i. Inception report (3 copies): 1month 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 Preparation of Comprehensive Town Development Plan of Janakpur Sub-Metropolitan City, but it is also expected to provide the opportunities to the study team to crystallize its future course of actions. In pursuance to enhance greater knowledge base and receive expert views on the different activities of the proposed study, the study team is required to hold interactions with experts as well as key representatives of local government and sectorial agencies. The study team therefore is advised to include the provision of this activity also in their financial proposal. Any practical comment and required modification to the TOR be clearly stated in the report so that necessary actions could be initiated.



ii. *Interim report (3 copies): 2 month after the effective date of work order:*

By this time the study team is expected to complete works. Interim report shall submit within 4 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.

iii. *Draft final report (3 copies): 3months 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 8 months from the date of work order. The consultant with this report required to hold a presentation in JSMC.

iv. *Final Report (5 copies): 3.5 months after the effective date of work order*

5 copies of final report shall submit within 9 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.

8 Time schedule

Estimated time to complete this assignment shall be 3.5 months from the date of work order.



9 Letter of Intent (LoI)

Date:

To:

.....
Janakpur Sub-Metropolitan City Office, Janakpur

Subject: Submission of Letter of Intent (LOI)
(Preparation of Comprehensive Town Development Plan of Janakpur Sub-Metropolitan City)

Dear Sir/Madam

I/We, the undersigned, offer to provide the consulting services for the **Preparation of Comprehensive Town Development Plan of Janakpur Sub-Metropolitan City** in accordance with your advertisement for short listing of consulting firm. We are hereby submitting the filled-up form.

Sincerely Yours,

.....
Authorized Signature:
Name and title of signatory:
Name of consulting firm:
Complete Address:

10 Criteria for short listing of consulting firms

Criteria for short listing of consultants will be based on the capabilities demonstrated by the applicants' response in the expression of interest [letter of intent (LOI)]

All consultants must comply with the eligibility criteria and score minimum 50% in each ranking criteria shown below and overall score should be 70%.



11.1 Following documents need to be submitted officially to obtain LOI invitation document

S.No.	Eligibility Criteria	Compliance (Yes/No)
1	Copy of Valid Corporate Registration	
2	Copy of Tax Clearance Certificate of fiscal year 2072/073 or extension letter for FY. 2072/73 with Tax Clearance Certificate of fiscal year 2071/72	
3	Copy of Valid VAT Registration Certificate	
4	Minimum years of standing : 5 years (In case of Joint Venture (JV) only lead firm's year of standing will be evaluated).	

11.2 Principal Criteria for short listing of consulting Firms.

S. No.	Ranking Criteria	Full Marks (as per PWD)	Pass Marks
4.2.1	General experience of consulting firm	20.0	10.0
4.2.2	Experience in similar projects	40.0	20.0
4.2.3	Experience in similar geographic area	10.0	5.0
4.2.4	Availability of staff with suitable qualification	15.0	7.5
4.2.5	Financial capability	5.0	2.5
4.2.6	Availability of equipment and facilities	5.0	2.5
4.2.7	Commitment for code of ethics	3.0	1.5
4.2.8	Commitment for adherence to anti-corruption policy	2.0	1.0
	Total	100.0	50.0

10.1 Detail criteria:

10.1.1 General experience of consulting firm: Max. 20 Marks

(Only projects successfully completed in last 10 years)

a) Year of establishment: 5 Marks

(In case of Joint Venture (JV) only lead firm's year of standing will be evaluated).

b) Experience on Physical Development Plan, Periodic plan, Town/ City/ Regional Development Plan, Long Term Development Plan, City or Regional Level Master plan, Corridor Development Plan, Physical Infrastructure Plan, Water Supply and Sewerage Network plan, Road Network plan preparation, GIS Based Digital Map, Urban Base Map, Byelaws and Regulation Guidelines : 15 Marks

S.No	Name of projects	Year of completion
1		
2		
3		
4		
5		



*Please attach additional sheet if needed
(Attach letter/certificates issued by client with year of completion)*

10.1.2 Experience in similar projects: Max. 40 Marks

Preparation of Comprehensive Town Development Plan (CTDP), Periodic Plan of Municipality, Town/ City Level Master Plan, GIS Base Map of Town or Municipality, GIS Base Digital Base Map or Urban Base Map of Town or Municipality, Byelaws of Municipality (Only projects successfully completed in last 10 years)

S.No	Name of projects	Year of completion
1		
2		
3		
4		
5		
6		
7		

*Please attach additional sheet if needed
(Attach letter/certificates issued by client and year of completion)*

10.1.3 Experience in similar geographic area:Max. 10 Marks

Only projects (outline in 11.3.2) successfully completed in last 10 years in hilly and mountain regions of Nepal

S.N.	Name of projects	Location	Year
1			
2			
3			
4			
5			

*Please attach additional sheet if needed.
(Attach letter/certificates issued by client and year of completion)*



10.1.4 Available of suitable staff with following qualification: 15 Marks

In general, the study team shall comprise following personnel:

S. No.	Key Personnel	Man-month	Qualifying criteria	Responsibilities
1	Urban Planner (Team Leader)	3	Minimum Master's degree in Regional Planning/Urban Planning/ Infrastructure Planning/Civil Engineering with Civil/Architecture background having minimum 5 years of relevant work experience after Master's degree	<ul style="list-style-type: none">• Responsible for timely deliverables with desired scope and quality as per the EOI,• Responsible for mobilizing the team members, overall planning, programming, coordination, monitoring, and supervising team members work,• Review Conceptual/ Block/ Infrastructure plans/ Engineering design, cost estimate etc.,• Conduct meeting, workshop etc as and when required.
2	Architect	2	Minimum Bachelor degree in Architecture with minimum 3 years of relevant work experience.	<ul style="list-style-type: none">• Support to Team Leader/ Urban/ Infrastructure Planner to prepare land use zoning, building inventory, urban design conceptualization, and building bye-laws.
3	Civil Engineer	3	Minimum Bachelor degree in Civil Engineering with minimum 3 years of relevant work experience and experience in preparation of GIS based Base Map or Urban Map	<ul style="list-style-type: none">• Support to Urban/ Infrastructure Planner 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	<ul style="list-style-type: none"> • Support Team to find out Environmental sensitive areas in the municipality area, and find mitigation measures to protect natural environment, • Suggest necessary environmental improvement project, sanitary LFS in the municipality area, suitable technology for sub-projects, • Prepare IEE or suggest for EIA for prioritized sub-projects, etc.
5	Geo-tech Engineer	2	Minimum Master's Degree in Geo-tech Engineering subject with Civil/ Architecture background having minimum 3 years relevant work experience after Master's Degree	<ul style="list-style-type: none"> • Support team to geo-investigation of the municipal area, to find out geologically sensitive area, technology choice for such area, finding geo-fault lines in the area, soil investigation of prioritized sub- project sites, etc.
6	GIS Expert	3	Minimum Master's Degree in Geo-Information with Civil/ Architecture background having minimum 3 years of relevant experience after Master's Degree. Should have experience in designing and developing GIS and data base system in urban sector	<ul style="list-style-type: none"> • Advice to Team Leader, • Prepare database/ update base maps of the municipal area • Apply GIS based system for the preparation of plans, maps, drawings etc. • Develop GIS data base, develop base map of the municipality area.
7	Economist/ Financial Analyst	2	Minimum Master's degree in Economics/ Business studies subject with 3 years of relevant	<ul style="list-style-type: none"> • Assist Team Leader to analyse driving force of the municipality • Conduct Economic/ Financial Analysis of proposed infrastructure



			experience after Master's degree	
8	Sociologist/ Community Development Expert	2	Minimum Master's Degree in Sociology/ Social Study/ Anthropology with minimum 3 years of relevant work experience after Master's Degree	<ul style="list-style-type: none"> • Assist Team Leader • Conduct socio-economic, demographic, and migration trend analysis etc. • Suggest community support measures
9	Institutional Development Expert	2	Minimum Master's Degree in Public/ Business Administration/ Business Studies with 3 years of relevant work experience after Master's Degree	<ul style="list-style-type: none"> • Support Team to analyse existing institutions, their capability, responsibility, coordination regarding the project • Suggest appropriate institution framework, along with capacity building, sustainability for the effective execution of the project
Sub-Total		21		
Support Staffs: as per consultants experience/ requirements				

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

10.1.5 Financial Capabilities :5 Marks

(Average Turn Over in the last five years)

S. No.	F/Y	Annual turnover (Total value of work done in that year)	Remarks
	2067/068*		
	2068/069		
	2069/070		
	2070/071		
	2071/072		
	2072/073		
Average Turnover of Best Three years.			

* In case of absence of the year 2072/073
(Attach copy of audited page or tax clearance certificate that shows total value of work)



10.1.6 Availability of required Equipment and facilities: 5 Marks

S. No.	Description	Unit
1	Computer/ Laptops	
2	Printer	
3	GIS software (Preferable Arc GIS-x or Equivalent) with authorized licence	
4	Image processing software with authorized licence	
5	A0 Plotter	
6	A0 Scanner	
7	Four wheeler Vehicle	
8	Two wheeler Vehicle	

(Attach purchase bill)

1.3.7 Commitment for code of ethics: 3 Marks

We follow following code of ethics and committed for:

1. We consider humankind as a family, hence we do not discriminate any one by religion, cast and gender.
2. As a follower of social and economic justice, we speak and act truthfully and with compassion, dealing fairly with all, avoiding prejudice and hatred.
3. As a business entity, topmost priority is given on confidentiality of data, works, analysis, result or information and without proper authority of the respective client, will not publish or given or make available to anyone .
4. We fully abide by the work done by us undertaking full responsible about the authenticity and accuracy of our service.
5. Being a legal entity the company understands, respect and comply with all of the laws, regulations, policies and procedures that apply in the Nepal.

.....
Authorized Signature in blue ink:

Name and Title of Signatory:

Name of Consulting Firms:

Seal of Consulting Firm:

Address:



Note: If you agree on the above statement, please sign to indicate your commitment.

11.3.8 Commitment for adherence to anti-corruption policy: 2 Marks

We, incorporated under Nepal Company Act, is a legal body and we fully abide by the laws of the land. Our policies prohibit offering and kind of bribes to anyone in the course of obtaining contract. All the officials in the company is fully committed to abide by the act.

.....
Authorized Signature in blue ink:

Name and Title of Signatory:

Name of Consulting Firms:

Seal of Consulting Firm:

Address:

Note: If you agree on the above statement, please sign to indicate your commitment.

11.3.9 Works in Hand:5 marks (Negative)

S. No.	Name of Project	Location	Agreement date	Expected completion date
1				
2				
3				
4				
5				

12 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 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 will 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.

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 will not be eligible to apply in joint venture during the submission of the proposal. The consultants may form a Joint Venture (JV) with maximum of **three** partners only. The consultant shall duly sign and stamp in all submitted documents.

CONTACT ADDRESS:

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Janakpurdham, Dhanusha, Nepal

Phone: 041-520520, 520146

Fax: 041-520510

Website: www.janakpurmun.gov.np

