



# **Khumbu Pasanglhamu Rural Municipality**

## **Office of Rural Municipality**

Nachipang, Solukhumbu

### **Expression of Interest (EOI) Document**

For selecting Consulting Firms for

### **Preparation of Municipal Profile and Resource Map of Khumbu Pasanglhamu Rural Municipality**

Issued on: 2075/02/04

## **Abbreviations**

MPRM: Municipal Profile & Resource Map  
KPRM :KhumbuPasanglhamu Rural Municipality  
RM: Rural Municipality  
CV: Curriculum Vitae  
DP: Development Partner  
EA: Executive Agency  
EOI : Expression of Interest  
GON: Government of Nepal  
PAN: Permanent Account Number  
TOR: Terms of Reference  
JV: Joint Venture

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## KhumbuPasangLhamu Rural Municipality (KPRM)

Office of Executive Rural Municipality  
Nachipang, Solukhumbu



### **INVITATION FOR EXPRESSION OF INTEREST (EOI)**

(First Date of Publication: 2075/02/04)

### **Request for Consultants to Preparation of Rural Profile & Resource Map and Integrated Rural Municipality Master Plan of KhumbuPasangLhamu Rural Municipality (KPRM)**

S.N.	Notice no.	Description of work
1.	2/074/075	Preparation of Rural Profile & Resource Map of KhumbuPasangLhamu Rural Municipality (KPRM)
2	3/074/075	Integrated Rural Municipality Master Plan of KhumbuPasangLhamu Rural Municipality (KPRM)

#### **Conditions:**

1. To promote sustainable development of emerging cities and towns, to control unmanaged and haphazard urbanization, to make the cities and towns well-planned, managed, designed and developed, the municipality has realized the need of a long-term City development Plan.
2. KhumbuPasangLhamu Rural Municipality (KPRM) plans to prepare Master plan for rural municipality development (alternatively to be named as City Development Plan) of the rural municipality. Therefore, KPRM invites Expression of Interest (EOI) from consultancy firms with adequate expertise and experiences on urban planning, design and development.
3. KPRM invites eligible consultants to indicate their interest in providing the services. The consultants may form a Joint Venture (JV) among maximum of three partners only to enhance their qualification.

4. The EOI document shall be obtained with NRS 1,000 (KPRM office account no.2580304018108 of RastriyaBanijya Bank, Lukla ) from its office during office time and also can be download from our website by the interested firms on the submission of a written application by attaching the following documents to prove that the company fulfills all required eligibility criteria outlined below on or before 15<sup>th</sup> day and which can be submitted with proper stamp and sign of the consultant and JVs.
  - a) Company registration
  - b) Tax clearance certificate
  - c) VAT/PAN registration
5. Sealed application must be delivered to the office of rural municipality on or before 12:00 hours, 16<sup>th</sup> day
6. The submitted EOI will be opened at 13:00 hours of the same day in the presence of representatives of consulting firms, who wish to present. If in case application deadline falls on government holidays, the deadline shall be extended automatically to the next working day at the same hour.
7. Only short listed consultants will be invited to submit technical and financial proposal in due course of time.
8. This notice can be downloaded from our website [www.khumbupasanglhamumun.gov.np](http://www.khumbupasanglhamumun.gov.np)
9. The selection procedure of consultant follows the government acts and rule.

**Chief Administrative Officer**

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

## **INSTRUCTION TO CONSULTING FIRM/S**

Expression of Interest shall be submitted by a firm or in association with the firms in form of joint venture, which shall be clearly mentioned. 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. The consultants may form a Joint Venture (JV) among maximum of three partners only.

EOI should contain following information.

A covering letter addressed to the Chairman, KPRM on the official letter head of the company duly signed by authorized signatory.

Applicants shall provide following information in the respective formats given in the EOI document.

- General information of the applicant
- General work experience in urban planning
- Details of related Professional staffs and field of expertise

Interested consulting firms should collect the EOI document from the Office of Rural Municipality, KPRM from the first date of publication of this EOI notice.

The EOI document must be duly completed and submitted at the following address in sealed envelope clearly markings as follow for respective package.

□EOI application for Preparation of Municipal Profile & Resource Map

- . The envelope shall also clearly indicate the name and address of the applicant.

The applicant must duly sign and stamp on all the submitted documents. The completed EOI document must be submitted on or before the date and time mentioned in the "invitation notice" at the following address. In case, the last date of submission falls on public holiday, the submission may be made on the next working day. Any EOI document received after the closing time for submission shall not be considered for evaluation.

Consultants/Firms EOI documents will not be evaluated if the firm does not have a work experience in the field of urban planning or urban development works,

The awarded consultant shall be paid in Nepalese currency for whole assignment in defined installments.

**LETTER OF APPLICATION/EXPRESSION OF INTEREST (Eoi)  
FORM and FORMAT**

EXPRESSION OF INTEREST (EOI) (Consultant/s Letter Pad)

To

The Chairman

KhumbuPasanglhamu Rural Municipality

Office of Rural Municipality

Chaurikharka

Subject: Submission of Expression of Interest (EII)

Dear Sir/Madam

I/We, the undersigned, offer to provide the consulting services for preparation of Municipal Profile & Resource Map of KhumbuPasangLhamu Rural Municipality in accordance with your advertisement. We hereby submitted this filled up form and required documents for your review.

We declare the followings:

- . We are duly registered company and working on urban planning and urban development related issues
- . We have read the TOR and understand the scope of services for



the assignment.

Sincerely Yours,

.....

Authorized Signature/s:

Name and title of signatory/signatories:

Name of consulting firm/s:

Complete Address:

Stamp/s:

## **APPLICANT'S INFORMATION FORM/ GENERAL INFORMATION OF THE CONSULTING FIRM**

(In case of the association or joint venture between two or more firms to be filled separately for each firm)

### **INFORMATION**

- Name of Consulting Firm/Company
- Type of firm (Partnership/Pvt. Ltd./Public Ltd., etc.)
- Date of registration/incorporation
- Place of registration/incorporation
- Type of services provided
- Registered office/Place of business (place, country)
- Name of authorized contact person, designation, address and Telephone
- Telephone No.,
- Fax No.,
- Email address
- Organizational profile (Company profile with description of background and organization of the consultant, if applicable, for each joint venture for this assignment)
- Others if any

## **EVALUATION CRITERIA FOR THE CONSULTING FIRMS**

Qualification criteria for the consultants will be based on the applicant's knowledge, skills and expertise and experiences on urban planning and city developmental issues, availability of experts and professional staff. The company working in the form of a think-tank on city development will be given priority than engineering consulting firms.

# Objective of Consultancy Services or Brief TOR

## BACK GROUND

Nepal's urbanization process is rapid, haphazard and unmanaged compared to regional context. 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. 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.

Most of the cities are seeking to develop their cities on a sustainable way with a long-term vision and goals. For making cities well-planned, well-designed and developed systematically, the city needs to know where the city is, the present situation of the city in terms of strength, weakness, opportunities, constraints, challenges and threats. In this regard, the city needs to make its overall profile and carry out detail mapping of resources. This will guide the city planners and administrators to plan their cities.

## **OBJECTIVES**

The main objective of the proposed assignment is to prepare Municipal Profile & Resource Map of a Rural Municipality:

The other objectives are as follows:

- Prepare different theme based Resource Maps and ultimately a Municipal Database of resources.
- To identify and map out the current, past and ongoing projects in the municipal area.
- Perform detailed survey and data collection
- Locate and Survey other entities like Schools, Local business, religious sites etc. and prepare a Municipal database including all these utilities and urban structures.

## **EXPECTED OUTPUT**

The complete project shall include but not necessarily limited to the followings:

1) Municipality profile: An up to-date municipality profile will be prepared, comprising of base- line information of the existing physical, social, economic, demographic, environment, financial and organizational state of the municipality. Apart from the key statistics, such base line information will also include textual descriptions, maps, charts, diagram, and key problems prevailing in the settlements and the municipality.

2)

Analysis: The section contains at least of the followings:

Trend analysis: The analysis will reveal among other things growth trend of—population, migration, land use, infrastructure provisions, import-export of goods, agricultural outputs, jobs, and other economic opportunities of last 10 years.

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

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

Financial analysis: The analysis will reveal income potential (revenue and non revenue) and financing sources including expenditure pattern of the municipality for the past recent years and forecast for the future.

## PREPARATION OF URBAN BASE MAP

The Base map will include the following:

- GIS based base map including: existing streets, building footprints with building use, occupancy and general demographics based on the latest archive satellite image.
- Population density and growth rate
- Existing land use (housing, commercial, industrial, agricultural, natural, mixed use, guthi land, public space, squatted land)
- Slope and watershed analysis
- Transportation (roads with classification – national highways, feeder roads, district roads and urban roads (administrative classification), Parking space, bus park, public transportation routes, frequencies and stops, airport and destinations)
- Water supply, sewerage system (sewerage network, discharge points, treatment plant if any).

- Solid waste (coverage of public and private collection system, formal and informal waste management sites, recycling points).
- Electricity (production and transportation infrastructure, grid power coverage, street lighting)
- Public services (health, education, police, rescue services, cemeteries, administrative services.....)
- Environment (erosion, pollution, forest, water bodies)
- Culture and tourism (temples, museums, cinemas, views, monuments, performance places, festival routes)

## METHODS

### Data Gathering And Analysis

Plan preparation will rely on both primary and secondary data. Primary data especially related to land use pattern, existing road networks their standards and quality, Drainage, sewerage network environment problems etc. will be gathered through physical mapping using GIS/ cadastral map, on the site observation, technical investigation and interview.

The acts, rules, regulation, policies, norms, standards and guidelines related to urban development / land development or practices will be followed. Collection of all relevant documents, literatures will be done.

Municipal level problems and needs will be ascertained through Participatory Rapid Appraisal (PRA), opinion survey of prominent citizens, people, officials of the local and government agencies, and through the municipal level meetings, as well as representative of each wards of municipality.

Data on physical, environmental, social, economic, financial, and institutional will be gathered from sources such as office records or archives, municipal reports/ profile, published academic or professional reports, and data published by CBS. Analysis will include both trend, spatial analysis using GIS, and interpretation of aerial photographs and digital survey.

## TIME SCHEDULE

The total work period shall be of 2months

## HUMAN RESOURCES

The planning team shall comprise of the following personnel:

- Project/Team Leader
- Geologist
- GIS expert
- Urban mappers
- Geo Data analysts
- Field enumerators
- Remote sensing expert/DGPS surveyors
- GIS database manager/Digitization expert
- Web developer
- Geometrics engineers
- GIS survey Manager
- Documentation Officer



## REPORTING REQUIREMENTS

Reports shall be prepared in English with executive summary in English and Nepali. The reporting schedule is as follows:

Number of installments	Time Period	Activities
First		After signing the contract
Second		In the middle of the project
Third		Preparation of urban profile and resource map

## GOVERNMENT INDEMNITY

The consultant shall be responsible for any damage to life or property that may arise out of their works and they shall take all necessary insurance provision to indemnify any claims for compensation that may arise through their negligence.

## AGREEMENT

The Consultant will be required to enter into an agreement KPRM-office of municipality. The terms and condition of the agreement shall be given with Request for Proposal if the firm selected.

## TAXATION

The Consultant shall be fully responsible for all taxes as per the rules and regulations of Government of Nepal.

