



# **KhumbuPasanglhamu Rural Municipality**

## **Office of Rural Municipality**

Nachipang, Solukhumbu

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

For selecting Consulting Firms for

### **Preparation of Master Plan of Rural Municipality Development for KhumbuPasanglhamu Rural Municipality**

Issued on: 2075/02/04

## **Abbreviations**

RMD: Rural Municipality Development  
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, 16th 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 Master Plan for developing the rural municipality

. 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 completedEOI 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.

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**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 master plan for the city development 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.

Government of Nepal has already enacted and has been implementing National Urban Policy since 2007 and National Urban Development Strategy, 2016. The policy is prominent by prioritizing investment to the lagging regions of the country, while fostering development of regional cities and intermediate towns as well. For the development of well-managed cities, the city should be well planned and designed. Taking into consideration of the value of urban planning, the Government of Nepal has also taken initiatives to develop a Master plan for some municipalities. But, the government is yet to come up with a project to develop master plan for rural municipalities.

## **OBJECTIVES**

The main objective of the proposed assignment is to prepare City Development Master Plan (CDMP) of a Rural Municipality, including Building Bye-Laws of the city.

The other objectives are as follows:

1. To set out Long-term Vision and overall Goal/Mission/Objectives and Strategies for the Municipality (for 15-20 years period).
2. To prepare Social, Economic, Financial, Environmental, Land use Plan, Cultural, Agricultural Plan, Tourism Plan, Institutional Development Plan; Infrastructure development, Urban Transportation Plan, Multi-sectorial Investment Plan (MSIP) etc.
3. To prepare byelaws to regulate development in the municipality integrating Land Use and road network plan and long-term vision of the municipality.

## **EXPECTED OUTPUT**

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

1)

Municipal Vision:

The long-term Vision of the municipality will be formulated in consultation with municipality/Municipal body, local stakeholders and people.

Formulation of sectorial goals, missions, objectives, programs, strategies and action plan:

These will be formulated mainly using Logical Framework Approach (LFA), in consultation with municipality/Municipal body, local stakeholders, and will be supplemented by performance indicators and means of verification of such indicators.

Sectors will include social, environmental, natural resources management, land use, tourism, agriculture, social, economic development, physical infrastructure development, disaster management, financial management and mobilization, and institutional development.

2)

Physical Development Plan (PDP):

Long-term physical plan will show the future desired urban form of the Municipality, keeping in view of planning horizon of 15 -20 years and also classify the municipality land revealing broadly urban areas, urban expansion areas, natural resource areas and also disaster prone areas. Such physical plan will be separately supplemented by the relevant data and thematic maps of existing land use, environmentally sensitive areas, and infrastructure services such as road network with parking spaces, transportation, water supply and drainage system, sewerage network, solid waste management including landfill site, telecommunication network and electricity distribution network.

3)

**Social Development Plan:**

Social Development Plan will be formulated to bring qualitative improvement in the lives of the people on the basis of the analysis of social condition of municipal area. Such plan will cover the following aspect:

- Education
- Public health
- Security (physical, environmental, social)
- Cultural and Sports
- Parks& open spaces
- Other urban social service centers (information, library, and space for social gathering...)
- Others as per Municipality requirements

4)

**Environment Plan:**

The environment planning will be formulated to make the municipality a green city based on the conservation and management of natural resources. Planning focuses on promoting: household waste management (by transforming waste into compost), rain water harvesting, access to improved sanitation and clean water, renewable energy (solar and biogas), urban biodiversity conservation, cultural heritages conservation, environment friendly means of transportation and urban farming/gardening.

The plan attempts to:

- Mainstream environmental concerns into urban planning, design and development

- Find out environmental sensitive areas in municipality, and find measures to protect environment and mitigate natural disasters,
- Develop better and more resilient plans and strategies that address climate change related risks.
- Explore city resilience mechanisms, adaptation and mitigation capacities and the possibilities of the city to deal with climate change risks through adequate plans.
- Devise necessary environmental protection, conservation and improvement interventions
- Advise for Strategic Environment Assessment (SEE), IEE and EIA
- Make an analysis of environmental condition in the area
- Make an assessment of urban environmental concerns as these are growing to critical level due to air, land, noise, visual pollution, high fossil fuel consumption, land use incompatibility, public space encroachment, growth of squatter settlements, disregard for cultural heritage/ aesthetic of indigenous architecture and Disaster Risk Reduction (DRR).

5)

Tourism Development Plan:

The plan involves goal, mission, programs, action plans, strategies for the development of tourism based on nature, natural resources, biodiversity, culture, heritages, local craft, paint, architecture, museum, culture exchange, exhibition.etc. While formulating Tourism development plan, other potential areas of tourism could be explored like agro tourism, organic tourism etc.

6)

Economic Development Plan:

The plan will cover the following aspect:

- Industrial development
- Entrepreneurship development/Employment generation
- Poverty reduction
- Agricultural development



7)

Financial Development plan:

The following aspects will be considered while formulating financial plan.

- Analysis and projection of municipality's income and expenditure, revenue improvement action plan,
- Financial analysis and assessment of possible financial resources for the implementation of the strategic plan of the municipality.
- 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 prioritized projects
- Others as per municipality's requirements.

8)

Institutional Development Plan:

Human resources development plan and organizational development plan are the areas of the institutional development plan. Following will be considered in the formulation of institutional development plan.

- Good urban governance
- Effective municipal administration
- Appropriate and optimum use of human resources, local skills and resources

- Review the existing human resources and propose the institutional setup to implement the plan,
- Institutional coordination and establishment of network
- Organizational capacity and capacity building

9)

Building legislation and Bye-Laws:

This may cover following;

- General definition
- Zoning classification and bye-laws/ regulations
- Implementation mechanism & procedures etc.

10)

Multi-sectoral investment Plan (MSIP):

This plan will reveal short and long-term programs/projects, tentative cost estimate, and probable financing sources prioritized in sequential manner for the planning period of each five years. Such programs/projects will be to cater to both the short-term, mid-term and long-term needs of the municipality and the wards (micro local government), and will be consistent with the long-term development plan, sectoral goals and objectives, and the vision.

Furthermore, MSIP will clearly reveal programs/projects for each fiscal year for the first five years. Such MSIP will be pragmatic, and be consistent with the financial resource plan. The municipal level plan/projects (Mega project) and the projects that can be implemented exclusively by municipality also will be mentioned in MSIP.

11)

#### URBAN TRANSPORTATION MANAGEMENT PLAN

- Road classification with right of way
- Road network
- Traffic management plan
- Parking management
- Road safety

All above parameter will be integrated with proposed land use plan.

# Planning Process

City planning commission will be formed under the chairmanship of a mayor. Chief Administration Officer will be a member secretary of the commission. Coordinator/Team leader will be appointed from a consulting institution/service provider to lead and manage the entire planning process.

## Role of the municipality

- Facilitate to the technical service providers (Expert's planning team) for the overall planning process.
- Municipality if possible shall depute its technical and social official to facilitate internally and externally in the entire planning process till the completion of plan preparation.
- Municipality shall help the planning team to provide and gather data and information. It may also provide suggestions separately to the planning team.
- Municipality shall help the planning team to organize inclusive municipal level meeting in the municipality.

## Role of The service provider (Experts' Planning Team/EPT)

- EPT will be responsible to carry out the project. Consultant's personnel will directly participate in fieldwork and plan preparation, under the supervision and instructions of the team leader. The fieldwork among other things includes data gathering, municipal/ Ward level meetings, FGDs, public consultations, research, survey.
- EPT will be responsible for making available of logistics including computers, printer, scanner, photocopier, and vehicle etc.
- EPT will be responsible for undertaking necessary transfer of knowledge programs that are required in connection to plan preparation.
- Keep appropriately the records and minutes of the meetings/workshops.

- Gather data/information and carry out necessary analysis and inform the outcome of such analysis to the team leader and to the planning commission during plan preparation.

## **SCOPE OF WORK**

The scope of technical services for preparation of urban strategic plan and design including planning and building Bye-Laws (as mentioned in expected output) will include but not necessarily limited to the following:

- The Planning Team will spell out the Vision of the municipality. The Vision will articulate the desires of the municipality and their citizens, and will provide the guiding principles. Prepare overall Urban Development plan of entire area including existing and future (5, 10, 20 years) land use plan in base maps.
- □ Conduct study on demographics and migration trend for last 5 years and forecast for 5, 10, 15 and 20 years period.
- Identify potential area for urban development based on land suitability and other factors. Analyze present and future (5, 10, 15, 20 years) housing needs/market, stock, conditions and recommend strategies for land acquisition, distribution of land and housing in future.
- Conduct studies on present and future (5, 10 and 20 years) demand in infrastructures (such as transportation, communication, electricity, water supply and sewerage system /treatment plant, solid waste management, landfill site etc.) and their supply. Analysis of demand will be in different scenarios with facts and figures. Recommend major and minor roads, highways, arterial roads, traffic circulation, truck yard, bus bays and bus parks etc. The network plan of infrastructures, both existing and proposed will be shown in base map.
- The planning team will carry out study of existing social infrastructure such as health/education/sports/communication/security center and other community facilities by addressing present deficiencies and future ( 5, 10, 15 and 20 years) demands. The location and

area of land required for all these infrastructures will be identified in base map.

- 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. Show locations and calculate future requirements of such resources.
- Verify Government, Guthi and Public Land for future development and expansion of the urban areas including land required for government and public purposes. Prepare appropriate plan and policy to protect such land from private/public encroachment and others.
- Prepare the Proposed Land Use Plan for 20 years in the existing base map (plans) based on vision policy of the municipality.
- Prepared building and planning bye-laws for the construction of building and other infrastructures with landuse zoning ie. 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. Mixed zone and others as per requirement .

The planning and building bye-laws will include the following areas: a) Minimum plot area b) minimum width of roads c) maximum ground coverage d) maximum floor area ratio (FAR) e) maximum building height f) maximum no. of floors g) right of way of roads h) set back in four sides of the building i) minimum parking area j) lift k) minimum distance to be left in both sides of stream/river.

The building and Planning bye-laws of the municipality will be prepared in accordance with the "BastiBikas, SahariYojanatathaBhawanNirmanSambandhiAdharbhutNirman Mapdanda,2072"

## TIME SCHEDULE

The total work period shall be of 3months

## HUMAN RESOURCES

The planning team shall comprise of the following personnel:

- Project/Team Leader
- Urban Planner
- Urban Infrastructure Planner
- Architect
- Civil Engineer
- Environmental Engineer/expert
- Tourism expert
- Land use planner
- Agriculture Expert
- Municipal Economist
- Sociologist/Development Expert
- Urban governance and Institutional Development Expert
- Urban legislation expert
- 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		<ul style="list-style-type: none"><li>• Complete report of City development plan</li><li>• Submission of the report</li></ul>

## 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.