



Machhapuchchhre Rural Municipality  
Office of Rural Municipal Executive  
Lahachowk, Kaski,  
Gandaki Province, Nepal

Expression of Interest (EOI) Document  
For  
Short-listing of Consulting Firms

For the Preparation of  
**Periodic (integrated) Development Plan**  
of  
**Machhapuchchhre Rural Municipality**

February, 2019



MACHHAPUCHCHHRE RURAL MUNICIPALITY  
OFFICE OF RURAL MUNICIPAL EXECUTIVE  
LAHACHOWK, KASKI, GANDAKI PROVINCE, NEPAL  
Second Date of Publication: 18/10/2075 B.S.)

**INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY  
SERVICES**

1. Machhapuchchhre Rural Municipality, Office of Rural Municipal Executive intends to prepare a list of competent Nepali national consulting firms for the job indicated below. This Invitation for Expression of Interest (EOI) is made to invite applications from interested and eligible Nepali national consulting firms registered in Nepal under GON rules & regulations and/or their joint ventures (JV).

**Job No. Consultancy:2075/076 -01**

**Job Title: Preparation of Five Years Periodic (integrated)Development Plan of Machhapuchchhre Rural Municipality.**

2. The consulting firm can apply either in single or in JV. The number of consulting firms in a JV should not exceed three including the lead firm. In addition, same consulting firm is not allowed to enter into more than one JV for the Job.

3. EOI document could be obtained free of cost during office hours on all government working days within 15th day of publication of this EOI notice from Rural Municipality or can be downloaded from the website <http://www.machhapuchhremun.gov.np>. The instructions to applicants, prescribed formats for EOI preparation, evaluation criteria, detailed information, and Terms of Reference (TOR) for the job are provided in the EOI document.

4. Duly completed EOI documents in hard copy should be submitted to the address mentioned below clearly mentioning the name of the job in sealed envelopes before 12 Noon (NST-Nepal Standard Time ) within 16th day of this notice: The Executive Officer, Machhapuchchhre Rural Municipality Office Lahachok, Kaski Email: [mpgaupalika@gmail.com](mailto:mpgaupalika@gmail.com)

5. If the deadline specified here in falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour. Duly completed EOI documents received after the due date & time shall be considered late, summarily rejected and returned un-opened.
6. The completed EOI documents received by the due date and within the specified time shall be opened at 14:00 (NST) on the 16th day of publication of this notice in the presence of the applicants or their authorized representatives whosoever wish to attend. Absence of the applicant or their authorized representatives, however, shall not obstruct or prevent the opening of the EOI in any way.
7. The EOI documents received from the applicants will be evaluated on the basis of the approved eligibility and evaluation criteria. The evaluation of EOI application of eligible JV consulting firm(s) will be done in cumulative basis. Only six top ranked consulting firms obtaining at least 60% marks in the EOI evaluation will be shortlisted for the job and considered as qualified firms.
8. Request for Proposal (RFP) for this job will be subsequently issued to qualified short-listed firms. The Quality and Cost Based Selection (QCBS) procedure will be used for final selection of the consulting firm.
9. Machhapuchchhre Rural Municipality Office reserves the right to accept or reject any or all EOI applications with or without giving any reason whatsoever.

## 1. INSTRUCTIONS TO APPLICANTS

### 1.1 INTRODUCTION

#### 1.1.1 *Scope of Qualification*

Machhapuchchhre Rural Municipality, Office of Rural Municipal Executive intends to prepare a list of competent Nepali national consulting firms to prepare "Periodic (integrated) Development Plan of Machhapuchchhre Rural Municipality area". This Invitation for Expression of Interest (EOI) is made to invite applications from interested and eligible Nepali national consulting firms registered in Nepal under GoN rules & regulations and their joint ventures.

#### 1.1.2 *Definition of Terms*

Unless otherwise specified, the following terms used in this EOI have the following meanings:

- “Applicant” means a single consulting firm or a joint venture of firms which intends to submit completed EOI document as per the published notice and instructions given in this EOI document.
- “Authorized Representative” means an individual authorized by the Applicant as the duly authorized entity to legally bind the Applicant to the EOI process, is the authorized signatory to the process, and is the point of contact for Machhapuchchhre Rural Municipality in connection with the process.
- “Bidder” means a successful Applicant that are shortlisted under this EOI and submits Technical and Financial proposal in response to RFP.
- “Rural Municipality” means Machhapuchchhre Rural Municipality Office
- "MOFAGA" means Ministry of Federal Affairs and General Administration.
- "DUDBC" means Department of Urban Development and Building Construction
- "MoUD" means Ministry of Urban Development
- “GoN” means “Government of Nepal”
- “JV” means “Joint Venture”
- “Lead Firm” means an entity or firm that is the authorized leader of a team comprising the Lead Firm and its constituents to submit the EOI and perform the assignment.
- “EOI” means “Expression of Interest”
- “RFP” means a “Request for Proposal”

- “TOR” means “Terms of Reference”
- “VAT” means “Value Added Tax”

### 1.1.3 *Eligible Applicants*

1. In order to be eligible, the consulting firms should be registered in Nepal under GoN rules & regulations and should submit valid Registration Certificate, VAT Registration Certificate, Income Tax Clearance/Submission Certificate for FY 074/075. These eligibility certificates shall be notarized by authorized entity.
2. In addition, the Applicant (consulting firms) should submit Self Declaration as per clause 40 – 2 (e) of Public Procurement Rule, 2064 mentioning their eligibility, non-conflict of interest, non-receipt of any punishment while doing consulting business and litigation history (if any).
3. In case of a Joint Venture, each member of the JV shall submit the above eligibility documents.
4. In case of a Joint Venture, the consulting firms shall submit Joint Venture Agreement between the JV partners duly signed by authorized signatories & stamped with company seal of each member of JV & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each JV partner, share percentage of each members, and names and signatures of the authorized signatories. A power of attorney of authorized signatories in the JV from their respective firms with signature and seal of each member in the JV is also required.
5. Firms are not allowed to enter into more than one joint venture for the job. The total number of consulting firms including the lead firm should not exceed a maximum of three in a joint venture.
6. The minimum share percentage of the lead firm should be at least 40% and that of each of the other JV partners should be at least 20%.
7. If the consulting firm or any member of the joint venture fails to submit the above documents or does not meet any of the above-mentioned eligibility criteria, the consulting firm will be considered as non-eligible and will NOT be considered for further evaluation.

## 1.2 GENERAL INSTRUCTION TO CONSULTANTS

### ***1.2.1 Clarification on EOI Documents***

A prospective Applicant requiring any clarification on this EOI document may seek clarification by contacting Rural Municipality during office hours on all working days prior to the deadline for submission of the completed EOI document at the address mentioned below

Contact person

Mr. Lok Nath Acharya

Chief Administrative Officer

Machhapuchchhre Rural Municipality,

Email: mpgaupalika@gmail.com

### ***1.2.2 Amendment to EOI Documents***

1. At any time prior to the deadline for the submission of the EOI document, Rural Municipality may amend the EOI clauses, for any reason, whether on its own initiative or in response to a clarification requested by an Applicant.

2. All Applicants will be notified in written about the amendments. All Applicants will be bound by the amendments. Applicants will be required to acknowledge the receipt of any amendment within three business days of such receipt. Otherwise, Rural Municipality will assume that the information contained in the amendment is taken into account by the Applicant in its Application.

### ***1.2.3 Cost of Preparation of EOI and Liability***

Applicant shall bear all costs associated with the preparation and submission of the EOI document. Rural Municipality will, in no case, be responsible or liable for these costs, or have any other liability to any Applicant, regardless of the conduct or outcome of the EOI process. Rural Municipality shall have no obligation to any Applicant to reimburse any costs incurred in preparing a response to this EOI.

### ***1.2.4 Confidentiality of the Document***

If an Applicant believes that any portion of the submittal is to be treated in confidence, he/she shall identify such information clearly in the submittal. Rural Municipality will make every effort to treat such documents in confidence as far as possible.

### ***1.2.5 Joint Liability for Joint Venture Firms***

By submitting an EOI in joint venture, the Applicant represents that, if qualified and if awarded the contract after the RFP process, the Applicant with its constituent members shall be jointly responsible to perform the obligations of such contract.

## **1.3 SUBMISSION OF EXPRESSION OF INTEREST (EOI)**

### ***1.3.1 Sealing and Marking***

1. The Applicant shall seal the original completed EOI in an envelope and marked as "Expression of Interest". The envelope should clearly mention the title of consulting Job. The envelope should also indicate the name and address of the Applicant.

2. The envelope shall be addressed to: The Chief Administrative Officer Machhapuchchhre Rural Municipality Office Kaski, Gandaki Province, Nepal.

### ***1.3.2 Deadline for Submission***

1. The completed EOI document must be submitted to Rural Municipality at the address specified in section 1.3.1 before 12:00hrs Nepal Standard Time (NST) within 16<sup>th</sup> day from the date of first publication of this notice.

2. The completed EOI documents received by Rural Municipality after the deadline set forth in section 1.3.2 (1) shall be considered late and shall be summarily rejected and returned un-opened.

3. If the deadline specified herein falls on a government holiday, the deadline shall be extended automatically to the next working day at the same hour.

### ***1.3.3 Withdrawal of EOI document***

An Applicant shall not be permitted to withdraw the EOI Application that has been submitted to Rural Municipality.

## **1.4 PUBLIC OPENING OF SUBMITTED EOI DOCUMENT**

The completed EOI documents received by the due date and within the time specified in clause 1.3.2 (1) will be opened at 14.00hrs NST on the last date of submission of EOI document in the presence of the applicants or their authorized representatives who so ever wish to attend. Absence of the applicants or their authorized representative(s), however, shall not obstruct or prevent the opening of the EOI in any way. Applicants' each designated representative must bring a letter

from the applicant stating that he/she is authorized to represent the applicant for the public opening of the EOI document. Applicants or their authorized representatives who are present at the time of opening shall sign in a register evidencing their presence.

During the opening, an authorized representative of Rural Municipality will read out the names of the applicants who have submitted the completed EOI document and then will open the submitted EOI envelopes.

### 1.5 PREPARATION OF THE EOI DOCUMENT

Detailed procedure for preparation of EOI documents is given in section – 2.

### 1.6 EVALUATION PROCESS

Rural Municipality will carry out evaluation of the submitted EOI documents based on the eligibility and evaluation criteria approved by Rural Municipality and listed in this document. Anything not mentioned in this document regarding the EOI process shall be governed by the prevailing Public Procurement Act and Rule of Nepal.

The evaluation of EOI documents will be done in two stages (i) Screening of EOI Application of all firms for eligibility; and (ii) Evaluation of EOI document of eligible firms.

Screening of EOI Application of all firms for eligibility

The basic criteria for the eligibility of applicants are as follows:

#### ***A. Eligibility Requirement***

S.No.	Eligibility Criteria
1.	Notarized Copy of Valid Registration Certificate
2.	Notarized Copy of Tax Clearance Certificate of fiscal year 2074/075 or extension letter for FY. 2075/76 with Tax Clearance Certificate of fiscal year 2074/075
3.	Notarized Copy of Valid VAT Registration Certificate
	Self -Declaration as per clause 40 – 2 (e) of Public Procurement Rule, 2064 mentioning their eligibility, non-conflict of interest, non-receipt of any punishment while doing consulting business and litigation history (if any)



**Note:**

(a) In case of Joint Venture, each member of the JV shall submit the above eligibility documents.

(b) The total number of consulting firms including the lead firms should not exceed a maximum of three in a joint venture.

(c) The same firm is not allowed to enter into more than one Joint Venture.

(d) In addition, in case of Joint Venture, following documents should be provided

S.No.	Description
i.	Joint Venture Agreement of consulting firms duly signed by authorized signatories & stamped with company seal of each member of joint venture & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, share percentage of each members, name of the authorized signatories. The original signature of authorized representatives & stamp of companies should be in each page of JV agreement. The digital signature or digital stamp shall not be accepted. (In any case, the firms are not allowed to enter into more than one joint venture for same job).
ii.	Power of attorney of authorized signatories of JV agreement from their respective firm with signature & stamp for each member of JV. Such Power of attorney of authorized signatories of JV agreement shall have been issued by executive head of organization such as Managing Director, CEO or Chairperson, etc. The digital signature or digital stamp shall not be accepted.
	The minimum share percentage of the lead firm should be at least 40% and that of other JV partners should be at least 20%.
	Power of attorney to lead firm by JV partners

If a consulting firm or any member in the joint venture fails to submit the above documents or does not meet any of the above-mentioned criteria, the consulting firm/their JV will be considered as non-eligible and will not be considered for further evaluation.

### ***Evaluation of EOI document of eligible firms***

In case of a JV, the evaluation will be done in cumulative basis. However, cumulative basis will not be applied for financial capability of the firm in presenting the minimum average annual turnover.

The criteria for the evaluation of EOI documents are as follows:

S.No.	Description/ Ranking Criteria	Weightage	Full Marks	Pass Marks
A	Financial Capability of the Firm (Average Annual Turn Over of best three fiscal years among last five consecutive fiscal years in NRs.)		20	10
B	Proposed Key Personnel/Professionals (Minimum Qualification and Experience as specified in the TOR) – Marks will be equally distributed among the list of Personnel		40	20
C	General Work Experience of the Firm in the last Ten Years in the following field (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.		20	10
D	Specific Work experience of the firm in the Last Ten Years in the field of Urban and Regional Planning (Not counting the works under C) eg. Preparation of (integrated)Town/Urban Development Plan (CTDP/ Five Years Periodic (Integrated) Development Plan ), Periodic Plan of Rural Municipality, Town/ City Level Master Plan, GIS Base Map of Town or Rural Municipality, GIS Base Digital Base Map or Rural Municipality, Byelaws of Rural Municipality		20	10
	<b>Total Marks</b>		100	50

### **1.6.1 *Screening of EOI Applications***

In this stage, screening/ eligibility verification of received EOI documents will be done based on approved eligibility criteria. Each Consultant must 'pass' each and every criterion of eligibility. Pass Marks for the eligibility is 50% of the allocated Full Marks. Any Consultant not complying or full filling with any one of these eligibility criteria will be disqualified from further evaluation.

### **1.6.2 *Evaluation of EOI Documents***

In second stage, the EOI document of eligible firms (Consultants determined "Pass" in Stage I), will be further evaluated based on the detail criteria given above. Applicants obtaining at least 60% marks in the EOI evaluation process shall be considered as qualified firms. Only top six out of such qualified firms will be allowed to participate in RFP process. However, if the number of eligible firms (Consultants determined "Pass" in Stage I) is less than 6, all the eligible firms shall be allowed to participate in RFP process.

### **1.6.3 *Clarification during Evaluation by Rural Municipality***

1. During the evaluation, Rural Municipality may request the Applicant for necessary clarifications or substantiation of the information furnished. The Applicant shall furnish the necessary clarifications expeditiously by post/courier/fax/e-mail or by any other means of communication to Rural Municipality address.
2. If the Applicant fails to provide timely clarification or substantiation of the information furnished, Rural Municipality may declare such Applicant as non-responsive and reject his/her document.

### **1.6.4 *Rejection of EOI Document of Applicant***

1. Rural Municipality reserves the right to accept or reject any or all EOI proposals with or without giving any reason whatsoever and is not liable for any losses to Applicants due to such rejection.
2. Furnishing of false or wrong information, document or evidence by any firm or joint venture may result in rejection of the EOI document of the firm or their joint ventures. In addition, in such cases, legal action shall be taken as per prevailing law.

## 1.7 NOTICE OF RESULT OF EVALUATION

All applicants irrespective of the qualified or non-qualified and short listed or non-short-listed will be notified in writing the result of evaluation of qualification in due course of time.

Applicants listed in the short-list will be considered as qualified firm and will be invited to participate in the Request for Proposal process.

## 1.8 TERMS OF REFERENCE (TOR)

TOR is provided in Annex-1 of this EOI document.

## 2. PREPARATION OF EOI APPLICATION

The EOI document shall be structured in accordance with the outlines given in the EOI form and must contain accurate and complete information as requested in the EOI form.

The EOI document shall have no interlineations or overwriting, except as necessary to correct errors made by the Consulting Firm itself. Any such correction must be initialed by the person authorized to sign the application and stamped with the firm's seal.

### 2.1.1 *Documents for EOI*

The completed EOI documents to be submitted by Applicants shall comprise of the following documents:

Form Type	Description/ Content
Form A	General Information
Form A-1	Letter of Submission
Form A-2	Joint Venture Information (Attach JV Agreement and Power of Attorney, Share Percentage etc.)
Form A-3	Self-Declaration Form
Form A-4	Eligibility Documents (Attach Registration, VAT, Income Tax Clearance or Income Tax Clearances Submission Certificates and other related documents)
Form A-5	Identification of the Consulting Firm
Form A-6	Financial Capability of the Consulting Firm (Attach Audit Reports of last five consecutive fiscal years)
Form B	General Work Experience of the Firm in the Last Ten Years

Form C-1	Specific Work experience of the firm in the Last Ten Years in the field of Urban and Regional Planning (Not counting the works under C)
Form C-2	Details of the works stated in Form B and C-1
Form D	Details of Key Personnel/ Professionals

**Note:**

The EOI documents should be prepared and submitted in above mentioned sequence providing supporting documents with respective Forms.

**2.1.2 General Information**

1. The Applicant shall provide a Letter of Submittal with completed forms as provided in the Format Forms A-D in the EOI document. All necessary information shall be presented to demonstrate the firm/joint venture's eligibility, capability, experience and professionals to be deployed for the study.
2. The Applicant shall enclose notarized copies of registration certificate, VAT certificate, and Tax clearance certificate/Tax clearance submission certificate. The applicants shall also enclose experience certificate or completion certificate, audit report of last consecutive five years and other relevant information.

**2.1.3 Information Regarding Technical & Financial Capability of the Consulting Firm**

***Form A-1: Letter of Submission***

The applicant shall submit with the EOI a submittal letter with name and full contact information of the authorized representative. The letter shall be signed by an authorized person of the firm or lead firm in case of joint venture and shall be stamped by the company's seal. The format of submittal letter is given in Form A-1 of the EOI document. The letter shall also include the title of consulting job being applied for.

***Form A-2: Joint Venture Information***

In case of Joint Venture, the Consultant shall submit duly signed by authorized signatories & stamped with company seal of each member of joint venture & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, share percentage of each members, name of the authorized signatories. The original signature of authorized representatives & stamp of companies should be in each page of JV agreement. The digital signature or digital

stamp shall not be accepted. The authorized signatories of JV agreement should hold power of attorney from the irrespective firm. Such Power of attorney of authorized signatories of JV agreement shall have been issued by executive head of organization such as Managing Director, CEO or Chairperson, etc.

#### ***Form A-3: Self Declaration Statement of Consultant***

The applicant shall submit a Self-Declaration as per clause 40 – 2 (e) of Public Procurement Rule, 2064 mentioning that Consultant is not ineligible to participate in this procurement process, that the Consulting Firm does not have any conflict of interest in the proposed assignment, and that the consulting Firm has not received any punishment while doing consulting business and litigation history (if any) in last seven years. The self-declaration letter shall be signed with original signature of an authorized person of the consulting firm and shall be stamped by the company's seal. The format of the self-declaration letter is given in Form A-3 of this EOI document. In case of JV, each individual Consultant should submit Self Declaration either separately or jointly by signing each member of JV mentioning information requested in Self Declaration.

#### ***Form A-4: Eligibility Documents***

The applicant shall complete form A-4 and submit supporting documents to support the eligibility requirements(s). The supporting documents will be in the form of notarized copies of registration certificate, VAT Certificate and Income Tax Clearance Certificates.

#### ***Form A-5: Identification of the Firm***

The background information of the consulting firm shall be presented in the prescribed Form A-5.

#### ***Form A-6: Financial Capability of the Firm***

The financial capability of the consulting firm shall be presented in the prescribed Form A-6 of this EOI document. The financial status of the Consulting Firm shall be supported with audited reports of last five consecutive fiscal years.

#### ***2.1.4 General and Specific Work Experience of the Firm***

The experience of the firm should be supported with evidence/proof in the form of work completion certificates showing the project size, value of contract, time

duration and date of completion of the assignment, as appropriate. The experience of the firm without such evidence/proof will not be considered for evaluation.

***Form B: General Work Experience of the Firm in the last ten years***

General Experience of the Firm in the last ten years in preparing 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 shall be presented in the prescribed Form B.

***Form C-1: Specific Work experience of the firm in the Last Ten Years in the field of Urban and Regional Planning (Not counting the works under C)***

The relevant experience in the preparation of Comprehensive Town Development Plan (CTDP), Periodic Plan of Rural Municipality, Town/ City Level Master Plan, GIS Base Map of Town or Rural Municipality, GIS Base Digital Base Map or Urban Base Map of Town or Rural Municipality, Byelaws of Rural Municipality in the last ten years shall be presented in the prescribed Form C.

***Form C-2: Details of the works stated in Form B and C-1***

The details of the works executed by the consulting firm stated in Form B and C-1 have to be filled up in Form C-2.

***Form D: Details of Key Personnel/ Professionals***

The details of proposed Key Personnel/Professionals shall be presented in prescribed Form E.

FORM A-1

LETTER OF SUBMISSION

*[Letterhead of the Applicant, In case of Joint Venture, of the Lead Firm)]*

Date: .....

To,  
The Chief Administrative Officer  
Machhapuchchhre Rural Municipality  
Office of Rural Municipal Executive  
Kaski, Gandaki Province, Nepal

Dear Sir,

Being duly authorized to represent and act on behalf of  
.....  
.....  
.....(here in after

“the Applicant”), and having reviewed and fully understood all the information provided in EOI, the undersigned hereby apply for qualification by Rural Municipality as a Consultant for the Preparation of Five Years Periodic (integrated)Development Plan of Machhapuchchhre Rural Municipality.

1. Rural Municipality and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with the submitted EOI. This Letter 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 you to verify statements and information provided in this EOI, or with regard to the resources, experience, and competence of the Applicant.

2. Rural Municipality and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.

3. This application is made in the full understanding that all decisions by Rural Municipality related to this EOI are final, binding and not subject to review. Rural Municipality shall be under no obligation to inform the Applicant of the reasons for its decisions or actions.



4. The Applicant hereby provides willingness and commitment to abide by all applicable laws, regulations, and other requirements having the effect of law in the execution of this study, if selected.

5. All further communication concerning this EOI proposal should be addressed to the following person who is authorized to represent and to receive all communication on behalf of the Applicant and its constituents.

[Person & Designation]

[Company]

[Address]

[Phone, Fax, Email]

6. The undersigned declare that the statements made and the information provided in the duly completed EOI proposal are complete, true and correct in every detail.

Signature

Name

Designation

For and on behalf of (Name of Applicant or Lead Firm in the joint venture)

## FORM A-2

### JOINT VENTURE INFORMATION

If the EOI is being submitted in Joint Venture, provide the following Joint Venture information:

S.No.	Name of Firm	Postal Address, Telephone, fax, and email	Name of contact person	Telephone of contact person	Share percentage in JV
1.	Lead firm				
2.	Partner Firm				
3.					

**Note:**

1. A maximum of three (3) firms can form a Joint Venture.
2. In case of a JV, the minimum share percentage of the lead firm should be at least 40% and that of each of the other JV partners should be at least 20%. Also, the lead firm should hold the power of attorney.

***Attachment***

1. Joint Venture Agreement
2. Power of attorney of the signatory
3. Power of attorney to lead the JV

FORM A-3  
SELF DECLARATION FORM

Date: .....

To,  
The Chief Administrative Officer  
Machhapuchchhre Rural Municipality  
Office of Rural Municipal Executive, Kaski, Gandaki Province, Nepal.

Dear Sir,

We undersigned, ..... (name of all Consulting Firm/JV) declare that we are legally eligible to participate in the procurement process of consulting services for the ..... (title of consulting service).

We also declare that we do not have any conflict of interest in the said assignment. We hereby also declare that we have not received any punishment while doing consulting business in the last seven years.

*Note: (If any member of the consulting Firm is not eligible to participate in procurement process or has conflict of interest in the said assignment or has received any punishment while doing consulting business in the last seven years, the same must be clearly mentioned in this form. Any history of litigation during the last seven years shall also be declared here along with the relevant verdict.)*

(Note: Each Consultant of JV needs to submit Self Declaration either jointly or individually with original signature and stamp of company together with EOI document)

## FORM A-4

### ELIGIBILITY DOCUMENTS

#### Fulfillment of Eligibility Requirements

Description	Status/Name of Submitted documents and how these are presented in the EOI	Remarks
Notarized Copy of Valid Registration Certificate (of each member of JV, in case of JV.)		
Notarized Copy of VAT Certificate (of each member of JV, in case of JV.)		
Notarized Copy of Income Tax Clearance Certificate or Submission Certificate for FY 074/75 (of each member of JV, in case of JV.)		
Self-Declaration (In case of JV, the Consultants should submit Self Declaration either separately or jointly by signing each member of JV mentioning information requested in Self Declaration).		
Joint Venture Agreement between the JV Partners duly signed by authorized signatories & stamped with company seal of each member of joint venture & clearly mentioning name of the lead firm, name of JV partners, role and responsibility of each member, share percentage of each members, name of the authorized signatories (in case of a JV)		
Power of attorney of authorized signatories of JV agreement from their respective firm with signature & stamp for each member of JV (in case of a JV).		
Power of attorney to lead firm by JV partners (in case of a JV)		

*The supporting documents in the form of notarized copies of registration certificate, VAT Certificate and Tax Clearance/ Submission Certificates shall be attached here.*

In addition, provide the following information

Description	Value	Remarks
The total number of consulting firms in joint venture		
Share percentage		
Lead firm		
JV partner firm-1		
JV partner firm-2		
The Average Annual Turnover in the best three fiscal years among last five consecutive fiscal years		
Lead firm		
JV partner firm-1		
JV partner firm-2		

FORM A-5

IDENTIFICATION OF THE CONSULTING FIRM

Full name of the Firm:

Address:

Telephone number:

Fax number:

E-mail:

Others:

Year of Establishment:

Number of Years since establishment:

Corporate Registration:

Date of Registration:

Registration No:

Date of last renewal:

Valid up to:

VAT Registration:

Date of Registration:

VAT Registration No:

Name and address of contact person:

Name and Designation of Contact Person:

Address:

Telephone number (Office):

Telephone number (Residence):

Mobile no:

Fax:

Email:

***Note: In case of a JV, provide similar information for each member in the joint venture separately***

FORM A-6

FINANCIAL CAPABILITY OF THE CONSULTING FIRM

Full name of the Consulting Firm:

FINANCIAL STATUS

**Turn Over of last five consecutive fiscal years**

Description	FY.....	FY.....	FY.....	FY.....	FY.....
Turnover (NRs.)					

**Turn Over of best three years Description**

Description	FY.....	FY.....	FY.....	Average Annual
Turnover (NRs.)				

**Note:**

1. Provide similar information for each member in case of joint venture.
2. Submit Audited Reports of last five consecutive fiscal years to support the above information.

## FORM B

### GENERAL WORK EXPERIENCE OF THE CONSULTING FIRM (IN THE LAST TEN YEARS)

S. N.	NAME OF PROJECT	LOCATION	CLIENT VALUE OF CONTRACT	YEAR OF COMPLETION	DESCRIPTION OF RELEVANT WORK CARRIED OUT
1					
2					
3					
4					
5					
6					
7					
8					

**Note:**

1. Provide above information for each member in case of a joint venture.

Date:

Signature & Designation of Applicant:

Seal of the Firm



FORM C-1

SPECIFIC WORK EXPERIENCE OF THE CONSULTING FIRM RELEVANT  
TO THE PROJECT WORK (URBAN AND REGIONAL PLANNING)  
(IN THE LAST TEN YEARS)

S. N.	NAME OF PROJECT	LOCATION	CLIENT VALUE OF CONTRACT	YEAR OF COMPLETION	DESCRIPTION OF RELEVANT WORK CARRIED OUT
1					
2					
3					
4					
5					
6					
7					
8					

**Note:**

1. Provide above information for each member in case of a joint venture.

Date:

Signature & Designation of Applicant:

Seal of the Firm

**FORM C-2**  
**DETAILS OF THE WORKS STATED IN FORM B, AND C-1**  
**(DETAILS OF THE WORKS SHOWN IN FORMS B, C-1 AND C-2)**

The following information should be provided in the format indicated for each reference project for which your company, either individually as a corporate entity or as a one of the major companies within a consortium was legally contracted.

Project Name	Country	
Project Location: Name of Client: Approximate value of Services:	Professional Staff Provided by the Company: No. of Staff: No. of Man No. of months:	
Start Date: (Month/Year)	Completion Date: (Month/Year)	No. of man-months of Professional Staff provided by Associated Firm(s).
Name of associated firm(s) if any:		
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Detailed Narrative Description of Project:		
Detailed Description of Actual Services Provided by the Company:		

**FORM D**  
**DETAILS OF KEY PERSONNEL/PROFESSIONALS**

S. N.	DESIGNATION	NAME	QUALIFICATION (INCLUDING UNIVERSITY & YEAR OF DEGREE OBTAINED AFTER GRADUATION)	FULL TIME/PART TIME	TOTAL YEARS OF EXPERIENCE	PROJECTS CURRENTLY INVOLVED IN
1	Team Leader					
2	Environmental Engineer/ Expert					
3	Tourism Expert					
4	GIS Expert					
5	Economist/ Financial Analyst					
6	Sociologist/ Community Development Expert					
7	Institutional Development Expert					

**Note:** Duly signed bio-data of personnel must be attached. Attach Nepal Engineering Council Registration Certificates for Engineering Professionals

Date:

Signature & Designation of Applicant:

Seal of the Firm

## Annex I

# Terms of Reference (TOR)

for the Preparation of  
**Five Years Periodic (integrated) Development  
Plan of  
Machhapuchchhre Rural Municipality**

December 2018

## ***1. Introduction***

Keeping in view of 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.

In the above context, the Office of Machhapuchchhre Rural Municipality intends to call for submission of Expression of Interest (EOI) by the interested and eligible Nepali National consulting firms registered in Nepal under GON rules and regulations and/or their joint ventures (JV) to prepare (integrated)Town Development Plan (***Five Years Periodic (Integrated) Development Plan*** ) of Machhapuchchhre Rural Municipality.

## ***2. Study Area***

The Study Area includes all the 9 wards of Machhapuchchhre Rural Municipality with a total area of 544.58 sq. km. The figure below shows the total area of Machhapuchchhre Rural Municipality.

## ***3. Objectives***

The main objective of the proposed assignment is to prepare Five Years Periodic (integrated)Development Plan of Machhapuchchhre Rural Municipality. However, the specific objectives are:

- To set Vision and overall Goal, Objective and Strategies for Machhapuchchhre Rural Municipality.
- To prepare Land Use Plan, Physical development plan, Social, Cultural, Economic, Financial, and Institutional Development Plan; Environmental and Risk Sensitive Land use Plan, Rural Transportation Plan, Multi-sectorial Investment Plan (MSIP) and other relevant plans if any in consultation with Machhapuchchhre Rural Municipality, Department of Urban Development and Building Construction (DUDBC) and MOFAGA on the basis of Sectoral Goal, Objectives, Output and Programs.
- To prepare building bye-laws to regulate development in the Rural integrating Land Use and road network plan and vision of Machhapuchchhre Rural Municipality.

## ***4. Expected output***

The completed Five Years Periodic (integrated)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 Rural Municipality's territory and identify the main challenges and opportunities the citizens and administration want to focus on the next 5 years. Because the data is mainly spatial, the assessment will come in the shape of a series of GIS based thematic maps. However, members of the Steering Committee, other stakeholders and citizens are not always familiar with maps, in order to allow mutual understanding, the consultancy team is expected to write a commentary of each map using local landmarks and names as well as organize at least one site visit with the steering committee to comment thematic and summary maps. The list of necessary maps includes:

- 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 - feeder roads, district roads and rural 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, trekking routes, eco-trails)

- 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 rural municipality having digital base map/rural Map and GIS, prepare base data if not already available, collect necessary field data, consult local leaders and involve the Rural Municipal stakeholders through a participatory need assessment.

***b. Rural 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 Rural 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 Rural Municipality. 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 Rural Municipality based on its strength and opportunities. The analysis should also reveal the weaker side of the Rural Municipality which tends to pose threat to the future development of the Rural 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 Rural Municipality for the five-year plan period.

***d. Rural 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 Machhapuchchhre Rural Municipality.

***e. Sectoral goals, objectives, output, programs***

These should be formulated mainly using Logical Framework Approach (LFA), and should be supplemented by performance indicators and means of verification of such indicator as far as practicable. When adequate data are not found and formulating indicators becomes not feasible and if the advisory committee and the technical working committee in the field are also satisfied of such deficiency of data, the team leader on the advice of such committee may introduce necessary modifications in the LFA technique. Sectors, which are required to be included, should include at least physical, environmental management, social, economic development, disaster management, climate change, financial mobilization, and organization development. Such Sectoral plans and programs may be formulated by forming Sub-Steering Committees. Sectoral plans and programs have to be prepared giving due attention to national concerns such as poverty reduction and social inclusion.

***f. physical development plan (PDP)***

Such physical plan should essentially reveal the future desired rural form of the Rural Municipality, keeping in view of planning horizon of 5 years and also classify the Rural Municipality land revealing broadly rural areas, urban expansion areas, natural resource areas and also calamity prone areas. Such physical plan should be separately supplemented by the relevant data and thematic maps of existing land use, environmentally sensitive areas, and infrastructure services such as road network (The Consultant shall best utilize/ overlay/include the study reports on Road Inventory/ Road Network Plan, Land Inventory, and Feasibility Study of Economic Development of Rural Municipality), transportation, water supply and drainage system, sewerage network, telecommunication network and electricity distribution network. Also hierarchy of the open space should also be justified within Rural Municipality areas. Plan should also be supplemented by social and economic data and thematic maps revealing the social and economic infrastructures of the Rural Municipality. The proposed land use plan should be justified with geological investigation, hydrological & metrological parameters of the Rural Municipality area, and should have overlaid with base and cadastral maps too. There should be strategic steps/suggestions to make available land for Rural Municipality infrastructures.

***g. Environmental Management Plan***

The environmental management has remained as the major problem of the rural municipalities. The environmental management plan should be



formulated by studying and analyzing in detail. Such plan should essentially cover the following aspect:

- Solid waste Management: 3R promotion- reduce/reuse/recycle, Sanitary land fill site
- Waste water Management
- Air, water, land pollution
- Rural Greenery (Forestry, Agriculture), park, garden etc.
- Control and management of built environment
- Conservation of environmental sensitive areas

#### ***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 Rural 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, youth and Sports
- Hierarchy of Parks & open spaces
- Other rural social service centers (information, library, and space for social gathering...)
- Rural Municipal Transportation Plan (RMTP)
- Others as per Rural 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 Rural Municipality; Identification of specific non-material cultures in the area
- Plan for conservation of both material and non-material cultures and link them to tourism development plan
- Culture center (local craft, paint, architecture, museum, culture exchange, exhibition....)
- Identification of potential tourism development area.

#### ***j. Economic Development Plan***

An Economic Development Plan which directly contributes in economic activities of the rural area and support in the development of the Rural Municipality is also main component of the study. It will be better if the Rural Municipality has some economy based identity. It may base on the Rural Municipality's potentiality or we can add new features for its identity e.g. Sport, IT, Tourism, Commercial area etc. The proposed Five Years Periodic (integrated) Development Plan needs to support to have the Rural Municipality with identity based on its potentiality. This should be the vision for the Rural Municipality. Such plan should essentially cover the following aspect:

- Economic development plan: Areas of comparative advantage
- Industry development (as per comparative advantage of the Rural Municipality/hinterland): Trade promotion, Tourist development
- Employment generation, poverty reduction
- Agricultural development (commercialization of agro -forestry products- cold storage, vegetable market livestock...)
- 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 Rural Municipality's requirements

***k. Financial Development plan:***

The work is to formulate identification and mobilization of resources required during the period of Five Years Periodic (Integrated) Development Plan 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 ***Five Years Periodic (Integrated) Development Plan*** in the Rural Municipality.
- Analysis and projection of Rural 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 Rural Municipality requirements

***l. Institutional Development Plan***

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

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

***m. Disaster Risk Management plan***

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

- Landslide/soil erosion, Floods, Earthquake, Fire

The vulnerability mitigation plan through the vulnerability mapping/geological study of the area, proper strategy should be adopted to formulate the action plan for Disaster management. This formulated plan may be of;

- Pre- Disaster Plan
- During or immediate after disaster
- Post- Disaster Plan
- Disaster/calamity occurred previously in that area should be overlapped in the updated geological and disaster event maps (overlays of historic events)

#### ***n. Multi-sectoral investment plan (MSIP)***

Such plan should reveal short and long-term programs/projects, cost estimate, and probable financing sources prioritized in sequential manner for the planning period of each five years. Such programs/projects should be to cater to both the short-term and long-term needs of the Rural 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 rural level plan/projects (Mega project) and the projects that can be implemented exclusively by Rural 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.

#### ***4.1 i) Preparation of Building and Planning bye-laws***

Preparation of Building and Planning bye-laws that clearly spells minimum in the following areas regarding the construction of building:

- (a) minimum land area
- (b) maximum ground coverage
- (c) maximum floor area ratio (FAR)
- (d) maximum building height
- (e) maximum no. of floors
- (f) right of way of roads
- (g) set back in four sides of the building
- (h) minimum parking area
- (i) lift

(j) minimum distance to be left in both sides of stream/river. The building and planning bye-laws should be prepared in accordance with Conceptual Building Bye-laws 2072 of Town Development, Urban Planning and Building Construction published by Ministry of Urban Development.

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

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

(m) Prepare Five Years Periodic (Integrated) Development Plan of Machhapuchchhre Rural Municipality in Nepali language for the purpose of approval by Rural Municipal council

(n) Prepare physical model of Machhapuchchhre Rural Municipality. The scale will be finalized based on the area covered by Rural Municipality.

## ***ii) Scope of the Work***

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

- The consultant should spell out the Vision of the Rural Municipality. The Vision should articulate the: desires of the Rural Municipality and its citizens, and will provide the guiding principles and priorities for the Plan's implementation. Prepare overall Five Years Periodic (Integrated) Development Plan of entire area including existing and future 5 years land use plan in cadastral maps. This should be based on land use plan and followed by narrative description, analysis, facts and figures.
- Conduct additional study on local economy and its activities including change in demographics and migration trend for 5 years period.
- Identify the potential area for urban development based on land suitability and other factors. Analyze present and future 5 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 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 network plan of infrastructures, both existing and proposed should be shown in cadastral maps with other detailed drawings and unit rate cost estimates. The consultant should also identify and produce landfill site, treatment plant location and their detail drawings and cost estimate. A management scheme of both water supplies, solid waste management system and landfill site should also workout.
- The consultant should carry out full study of existing social infrastructure such as health, education, sports, communication, security centers and other community facilities by addressing present deficiencies and future 5 years demands. The location and area of land required for all these infrastructures should be identified in Base maps.
- Identify and assess critical, sensitive and other natural resources including parks, green belts, recreational area, along with strategies for their protection, preservation and stewardship against the adverse impact of future development and land use changes. Calculate the cost estimate on unit rate basis for their preservation and protection. Show locations and calculate future requirements of such resources,
- Verify Government, Guthi and Public Land for future development and expansion of the town including land required for government and public purposes. Produce appropriate plan and policy to protect such land from private/public encroachment and others.
- Identify and assess natural hazards, including how significant weather events have and will impact these assessments, which may cause a threat to the Vision of the Integrated Rural Development Plan, along with strategies for avoidance/Mitigation of such hazards in the course of future development and calculate the cost estimate on unit rate basis.
- Prepare the Proposed Land Use Plan for 5 years in the existing cadastral maps (plans) based on:
  - i) The policies enunciated for different rural activities,
  - ii) Population to accommodate maximum one hundred thousand;
  - iii) Requirement of additional social and physical infrastructure,
  - iv) Transportation and work centers.

- v) Parks, green belts, recreational areas,
  - vi) Cultural and historic resources and others.
    - Provide a full study of following Land Use Zone and recommend bye-laws for the construction of building and other infrastructures,
      - i. Residential zone,
      - ii. Institutional zone,
      - iii. Industrial zone,
      - iv. Preserved zone,
      - v. Sport zone,
      - vi. Stream/river banks zone
      - vii. Green zone
      - viii. Electric line
      - ix. Others
- The above Land use zone is only a basis and can be varied as per the requirement during the study.

### ***iii) Methods of Plan Preparation***

#### ***a. Data Collection and Analysis***

Plan preparation will rely on both primary and secondary data. Primary data especially related to land use pattern, extent of newly open-end roads, their standards and quality, land values and environment problems shall be gathered through physical mapping using GIS/cadastral map, on the site observation, technical investigation/ test and interview. For this, one shall also be familiar with the acts, rules, regulation and guidelines of land development programs or practices in Nepal and abroad, collection of all relevant documents, literatures and also well acquainted on DUDBC's both published and unpublished norms, regulations, policies etc. related to rural development field. Rural Municipality level problems and needs are ascertained through participatory rapid appraisal by holding citizens gathering at the Rural Municipality office or at the convenient location of the Rural Municipality.

Rural Municipality level problems and development issues are identified through opinion survey of prominent citizens, officials of the local and government agencies, and through the Rural Municipality level meetings which may include meetings of the Rural Municipal Steering Committee and sub-committees. Data on physical, environmental, social, economic, financial, and institutional shall be gathered from

sources such as office records or archives, Rural Municipal reports/profile, published academic or professional reports, and data published by CBS. Analysis will include both trend, spatial analysis using GIS, and interpretation of aerial photographs.

### ***b. Planning and Approval Process***

- Mass consultation/ sharing meetings at Rural Municipality with participation of local political leaders/representatives, district level government officials and concerned stakeholders for getting consensus on sectoral analysis report, sectoral plan and final Five Years Periodic (Integrated) Development Plan .
- Expert panel review by local level (municipal/ district) experts/intellectual people (5-6 persons) at least before the each above mentioned consultation meeting.
- Submission of Five Years Periodic (Integrated) Development Plan to steering committee for review (Steering committee at Rural Municipality is not the apex body for approval of Five Years Periodic (Integrated) Development Plan, it will rather play facilitation role for developing Five Years Periodic (Integrated) Development Plan.
- Final approval by Rural Municipal council (through the decision by Rural Municipal Executive board)

### ***c. Role of Rural Municipality***

- Rural Municipality shall depute its senior technical and social official to facilitate internally and externally in the entire planning process till the completion of plan preparation.
- Rural Municipality shall help the consultant planning team to provide and gather data. It may also raise specific planning issues and provide suggestions separately to the planning team.
- Rural Municipality will form steering committee for coordination/ facilitation and providing feedback and suggestions for preparation of Five Years Periodic (Integrated) Development Plan. The structure of ***steering committee*** will be as follows:

Chairperson Rural Municipality	–	Coordinator
Vice chairperson Rural Municipality	–	Member
All Coordinators of Subjective Committees of Rural Municipality	-	Members
Chief Administrative Officer of Rural Municipality	-	Member
Among the head of subjective unit of RM nominated by RM chairperson	-	Member
Engineer/Sub-Engineer of Rural Municipality	-	Member Secretary



- Rural Municipality shall help the consultant planning team to organize inclusive Rural Municipality level meeting, steering committee meeting.
- Rural Municipality shall take initiation for implementation of Five Years Periodic (Integrated) Development Plan.

***f. Role of the Consultant***

- Consultant shall be responsible to supply technical personnel as stipulated in EOI and Bid Form, and work under the Team Leader. Consultant's personnel shall directly participate in fieldwork and plan preparation, under the supervision and instructions of the team leader. The fieldwork among other things includes data collection, rural municipal level meetings.
- Consultant shall remain in Rural Municipality (not less than one third of total assignment period) until plan preparation is complete and the plan is submitted to the Rural Municipality.
- Consultant shall be responsible for making available of logistics including computers, printer, scanner, photocopier, and vehicle as stipulated in EOI and bid form for use in the field.
- Consultant shall be responsible for undertaking necessary transfer of knowledge programs that are required in connection to plan preparation.
- Keep appropriately the records and minutes of the meetings/ workshops.
- Have knowledge and skills about Logical Framework Approach (LFA) and educate the participants of the Sub-Steering Committee about LFA and assist them in plan preparation.
- Make necessary investigation (geological/soil, topographic survey, material sample survey, lab tests, etc...) to prepare Five Years Periodic (Integrated) Development Plan.
- Gather data and carry out necessary analysis and inform the outcome of such analysis to the team leader and to the planning team during plan preparation.
- Undertake the task of preparing Five Years Periodic (Integrated) Development Plan in complete as described in this EOI, Rural Municipality's instruction/Guidelines, under the supervision of the team leader.

***iv) Required Human Resources***

In general, the study team shall comprise following personnel:

S. No.	Key Personnel	Man month	Qualifying criteria	Responsibilities
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1	Team Leader	3	Minimum Master's degree in Regional Planning/Urban Planning/ Infrastructure Planning/ Civil Engineering with Civil/Architecture/Geography background having minimum 5 years of relevant work experience after Master's degree. PHD in relevant subject/area will be preferred.	<ul style="list-style-type: none"> <li>➤ 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,</li> <li>➤ Review Conceptual/ Block/ Infrastructure plans/ Engineering design, cost estimate etc.,</li> <li>➤ Conduct meeting, workshop etc as and when required</li> </ul>
2	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"> <li>➤ Support Team to find out Environmental sensitive areas in the Rural Municipality area, and find mitigation measures to protect natural environment,</li> <li>➤ Suggest necessary</li> </ul>

				<p>environmental improvement project, sanitary LFS in the Rural Municipality area, suitable technology for sub-projects,</p> <ul style="list-style-type: none"> <li>➤ Prepare IEE or suggest for EIA for prioritized sub-projects, etc.</li> </ul>
3	Tourism Expert	2	Minimum Master's Degree in tourism background having minimum 3 years relevant work experience after Master's Degree	<ul style="list-style-type: none"> <li>➤ Support team to geo-investigation of the Rural Municipal area, to find out potential of tourism development. Investigation of prioritized subproject sites, etc.</li> </ul>
4	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	<ul style="list-style-type: none"> <li>➤ Advice to Team Leader,</li> <li>➤ Prepare database/ update base maps of the Rural Municipal area</li> <li>➤ Apply GIS based system for the preparation of plans, maps, drawings etc.</li> <li>➤ Develop GIS data base, develop base map of the Rural Municipality area.</li> </ul>

				➤ experience in designing and developing GIS and data base system in urban sector
5	Economist/ Financial Analyst	2	Minimum Master's degree in Economics/ Business studies subject with 3 years of relevant experience after Master's degree	<ul style="list-style-type: none"> <li>• Assist Team Leader to analyse driving force of the Rural Municipality</li> <li>• Conduct Economic/ Financial Analysis of proposed infrastructure</li> </ul>
6	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"> <li>• Assist Team Leader</li> <li>• Conduct socio-economic, demographic, and migration trend analysis etc.</li> <li>• Suggest community support measures</li> </ul>
7	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"> <li>• Support Team to analyse existing institutions, their capability,</li> </ul>

				responsibility, coordination regarding the project <ul style="list-style-type: none"> <li>• Suggest appropriate institution framework, along with capacity building, sustainability for the effective execution of the project</li> </ul>
	Sub-Total 16			
	Support Staffs: as per consultant experience/ requirements			

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

**v) Reporting Requirements and Mode of Payment**

No. of installments	Time period	Payment in % of total agreement amount	Report submitted by the consultant
First	At the end of 1st month of date of agreement	40%	Inception Report 5 set hard copies and 1 set soft copy
Second	At the end of 2nd month of date of agreement	30%	Field Report/ Draft Report for GIS based Base Map 5 set hard copies and 1 set soft copy
Third	At the end of 3rd month of date of agreement	-	Draft-final report 5 set hard copies and 1 set soft copy

Fourth/ Final	At the second week of Jestha 2076	30%	Coloured Final report 5 set (Nepali) and 5 set (English) hard copies and 5 set each soft copy
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- The Final Report shall be submitted in five colour-printed copies duly signed and certified by the consultant, besides submission of draft in the CD- Rom.
- The consultant will deliver five large-scale print-outs (A0 minimum) of the assessment summary map, the land use plan map, urban core land use map and the priority projects map.
- The consultant will also transfer to the Rural Municipality all GIS data gathered and produced for the planning study.

#### vi) Deliverables

Consultant shall prepare and submit the reports specified below. All reporting shall be in English and Nepali language. Each report shall be submitted in five copies to Machhapuchchhre Rural Municipality.

Following report shall submit in time as mentioned below:

##### i. Inception report:

Inception report is expected to reveal the format of the final report. This would reveal not only the proper understanding of the study team about the Preparation of 5 years periodic (integrated) Development Plan of Machhapuchchhre Rural Municipality, but it is also expected to provide the opportunities to the study team to crystallize its future course of actions. In pursuance to enhance greater knowledge base and receive expert views on the different activities of the proposed study, the study team is required to hold interactions with experts as well as key representatives of local government and sectorial agencies. The study team therefore is advised to include the provision of this activity also in their financial proposal. Any practical comment and required modification to the EOI be clearly stated in the report so that necessary actions could be initiated.

##### ii. Field Report/ Draft Report (Interim Report):

By this time the study team is expected to complete works. This report should have all the contents of the inception report submitted with feedbacks and must include following: minutes of local level/community meetings/discussions, proposed use of Government.