



GOVERNMENT OF NEPAL
MINISTRY OF URBAN DEVELOPMENT
DEPARTMENT OF URBAN DEVELOPMENT AND BUILDING CONSTRUCTION
BABARMAHAL, KATHMANDU

Expression of Interest (EoI) Document
for
Short listing of Consulting Firms
for

**Preparation of Integrated Urban Development Plan of
Selected Municipalities (Package: I-V)**

National



Issued on: November, 2017

Abbreviations

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



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A. Request for Expression of Interest

Government of Nepal
Ministry of Urban Development
Department of Urban Development and Building Construction
Babarmahal, Kathmandu

Invitation of Expression of Interest (Eoi)

Date of Publication: 2074/07/20

Department of Urban Development and Building Construction (DUDBC), plans to Prepare Integrated Urban Development plan (alternatively to be named as Comprehensive Town Development Plan) of different municipalities. Therefore, DUDBC invites Expression of Interest (Eoi) from engineering consultancy firms for following packages

Contract ID	Description of Consultancy Services
DUDBC/CS/QCBS-01-074/75	Preparation of integrated development plan of 18 Municipalities.
DUDBC/CS/QCBS-02-074/75	Preparation of integrated development plan of 18Municipalities.
DUDBC/CS/QCBS-03-074/75	Preparation of integrated development plan of 19 Municipalities.
DUDBC/CS/QCBS-04-074/75	Preparation of integrated development plan of 17 Municipalities.
DUDBC/CS/QCBS-05-074/75	Preparation of integrated development plan of 18 Municipalities.

DUDBC 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 but the partnership should not be repeated to other joint ventures for the same package.

The Eoi document shall be downloaded from www.dudbc.gov.np which can be submitted with proper stamp and sign of the consultant and JVs.

Expressions of interest must be delivered to the Procurement Section of DUDBC by 12:00 hours on or before the 22nd day from the date of publication of this notice. The Eoi submitted shall be opened at 13:00 hours on the 22nd day from the date of publication of this notice in the presence of representatives of consulting firms, who wish to present. If a deadline happens to be a public holiday, it shall automatically extend to the next working day.

Consultant shall submit only one set of document for one or more packages but the sets of key experts for each package shall be different. Only short listed consultants will be invited to submit Technical and Financial Proposal (RFP).



B. Instructions for submission of Expression of Interest

1. Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms of maximum three partners.
2. Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 7 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
3. This expression of interest is open to all eligible **consulting firms**.
4. The assignment has been scheduled for a period of **nine months**. Expected date of commencement of the assignment is **February 2017**.
5. A Consultant will be selected in accordance with the **QCBS** method.
6. Expression of Interest should contain following information:
 - (i) A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
 - (ii) Applicants shall provide the following information in the respective formats given in the EOI document:
 - *EOI Form: Letter of Application (Form 1)*
 - *EOI Form: Applicant's Information (Form 2)*
 - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
 - *EOI Form: Capacity Details (Form 4)*
 - *EOI Form: Key Experts List (form 5).*
7. Applicants may submit additional information with their application but short listing will be based on the evaluation of information requested and included in the formats provided in the EOI document.
8. The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as "EOI Application for Short-listing for the **Preparation of Integrated Urban Development Plan (IUDP) of Selected Municipalities (Package: I-V)**". The Envelope should also clearly indicate the **name and address of the Applicant**. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
9. The completed EOI document must be submitted on or before the date and address mentioned in the **"Request for Expression of Interest"**. In case the submission falls on public holiday the submission can be made on the next working day. Any EOI Document received after the closing



time for submission of proposals shall not be considered for evaluation.



C. Objective of Consultancy Services or Brief TOR

1.1. BACK GROUND

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

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. Therefore, with an objective of reducing poverty and increasing urban physical facilities, GON has prioritized to invest in 90 emerging municipalities in country. The total work has been divided into five packages considering the physical distance of municipalities.

The list of municipalities for each Packages are given in Annex- I of this ToR.

1.2. OBJECTIVES OF STUDY

The main objective of the proposed assignment is to prepare **Integrated Urban Development Plan** including Building Bye-Laws of designated municipalities. The other objectives are as follows:

1. To set out Long-term Vision and overall Goal, Objectives and Strategies for Municipalities (for 15 years period).
2. To prepare Physical development plan, Social, Cultural, Economic, Financial, and Institutional Development Plan; Environment Sensitive Plan, Urban Transportation Plan, Multi-Sectoral Investment Plan (MSIP) etc. on the basis of vision, objectives and strategies.
3. To prepare building bye-laws to regulate development in the municipalities integrating Land Use and road network plan and long-term vision of the municipalities.
4. To prepare Detail Engineering Design of prioritised 2 sub-projects in each municipality amounting not less than 30 crore for each project.

1.2. EXPECTED OUTPUT

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

1.2.1. Municipality profile: An up to-date municipality profile should be prepared, comprising of base-line information of the existing physical, social, economic, demographic, environment, financial and



organizational state of the municipality. Apart from the key statistics, such base line information should also include textual descriptions, maps, charts, diagram, and key problems prevailing in the settlements and the municipality.

1.2.2. 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 of last 10 years.

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

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 (revenue and non revenue) and financing sources including expenditure pattern of the municipalities for the past recent years and forecast for the future.

1.2.3. 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 in consultation with municipality/Municipal body, local stakeholders.

1.2.4. 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. Sectors, which are required to be included, should include at least physical, environmental, social, economic development, disaster management, financial mobilization, and organization development. Such sectoral plans and programs may be formulated in consultation with municipality/Municipal body, local stakeholders and programs have to be prepared giving due attention to national concerns such as poverty reduction and social inclusion.

1.2.5. Long-term Physical Development Plan (PDP): Such physical plan should essentially reveal the future desired urban form of the Municipality, keeping in view of planning horizon of 15 years and also classify the municipality land revealing broadly urban areas, urban expansion areas, natural resource areas and also calamity prone areas. Such physical plan should be separately supplemented by the relevant data and thematic maps of existing land use, environmentally sensitive areas, and infrastructure services such as road network with parking spaces, transportation, water supply and drainage system, sewerage network, solid waste management including landfill site, telecommunication network and electricity distribution network. Also classification of the open space should also be justified within municipality areas. Plan should also be supplemented by social and economic data and thematic maps revealing the social and economic infrastructures of the Municipality. New concepts such low carbon city, food green city, garden city etc. could also be recommended if required.



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

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

1.2.7. Conservation, Cultural& Tourism Development Plan: Cultural development plan significantly contributes to bring qualitative improvement in the conservation of local cultural heritage, art and architecture. Similarly, more attention should be given to the preservation of tangible and intangible cultures. Cultural planning should be integrated with other planning. Such plan should essentially cover the following aspect:

- Identification and preservation of important Cultural heritage sites within the Municipality
Identification of specific non-material(in tangibles) cultures in the area
- Plan for conservation of both material and non-material cultures and linked them to tourism development plan
- Culture centre (local craft, paint, architecture, museum, culture exchange, exhibition....)

1.2.8. Economic Development Plan: Economic development plan may based on the economic potentiality of the municipalities or we can add new features for its identity eg. Sport city or IT City or Tourism City or Commercial city, Smart city etc. Such plan should essentially cover the following aspect:

- Economic development plan: Areas of comparative advantage
- Industry development (as per comparative advantage of the municipality / hinterland): Trade promotion, Tourist development
- Employment generation, poverty reduction
- Regional competitiveness of the municipality
- Agricultural development (commercialization of agro-forestry products- cold storage, vegetable market ...)
- Rural urban linkage- strategic location of different market centre/ product collection centres



- Micro/small industry and business promotion
- Possible EZs based on local economic growth potentials (driving forces)
- Others as per municipality requirements

1.2.9. Financial Development plan:

The following aspects need to be considered while formulating the 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 IUDP in each 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.

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

1.2.11. Building Bye-Laws: The complete planning and building bye-laws should be formulated with the overlay of cadastral map of the municipal area. This shall be based on the municipal vision and objectives. This may cover following;

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

1.2.12. Multi-sectoral investment plan (MSIP): Such plan should 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 should be to cater to both



the short-term, mid-term and long-term needs of the municipality 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 municipal level plan/projects (Mega project) and the projects that can be implemented exclusively by municipality also should be clearly mentioned in MSIP. It is suggested that the plan/projects that have to be implemented by different line agency in MSIP, included after thoroughly consultation with the concern offices.

1.2.13.Detail engineering design of prioritized Major Projects: in order to prepare reliable project banks for the recent execution of different projects in municipality, consultants are expected to prepare Detail Engineering Design of minimum **2 projects** in different sector **in each municipality**. It should contain detail engineering and architectural design, detail cost estimate and BOQ. The prioritized project should be identified in consultation with concerned municipalities **but with the rationale and discussed and approved by DUDBC**. The cost estimate of each project should not be less than 30 crore. Soil test shall be conducted for DPR project as per necessity. Necessary details engineering drawings should be submitted in separate volumes.

1.2.14.URBAN TRANSPORTATION MANAGEMENT PLAN

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

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

1.2.15.PREPARATION OF BASE MAP

The Base map should include the following:

- GIS based base map including: existing streets (with coding system), building footprints with building use, occupancy and general demographics based on the latest archive satellite image.
- Population density and growth rate
- Existing land use (housing, commercial, industrial, agricultural, natural, mixed use, *guthi* land, public space, squatted land...)
- Slope and watershed analysis.
- Transportation (roads with classification – national highways, feeder roads, district roads and urban roads (administrative classification), parking space, buspark, public transportation routes, frequencies and stops, airport and destinations)
- Water supply, sewerage system (sewerage network, discharge points, treatment plant if any).
- Solid waste (coverage of public and private collection system, formal and informal waste management sites, recycling points).
- Electricity (production and transportation infrastructure, grid power coverage, street lighting)



- Public services (health, education, police, rescue services, cemeteries, administrative services.....)
- Environment (erosion, pollution, forest, water bodies.....)
- Culture and tourism (temples, museums, cinemas, views, monuments, performance places, festival routes)

1.3. METHODS OF PLAN PREPARATION

1.3.1. Data Gathering And Analysis

Plan preparation will rely on both primary and secondary data. Primary data especially related to land use pattern, existing road networks their standards and quality, Drainage, sewerage network environment problems etc. shall be gathered through physical mapping using GIS/ cadastral map, on the site observation, technical investigation and interview. The acts, rules, regulation, policies, norms, standards and guidelines related to urban development / land development or practices should be followed. Collection of all relevant documents, literatures shall be done.

Municipal level problems and needs are ascertained through participatory rapid appraisal (PRA), opinion survey of prominent citizens, officials of the local and government agencies, and through the municipal level meetings which may include member of the TDC, as well as representative of each wards of municipality. Data on physical, environmental, social, economic, financial, and institutional shall be gathered from sources such as office records or archives, municipal reports/ profile, published academic or professional reports, and data published by CBS. Analysis will include both trend, spatial analysis using GIS, and interpretation of aerial photographs

1.3.2. Planning Process

1.3.3. Role of DUDBC

Overall supervision on the planning process includes as follows:

- Overall supervision and monitoring of the consultant.
- Facilitate to the consultant for the overall planning process.

1.3.4. Role of Municipalities

- 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. It may also raise specific planning issues and provide suggestions separately to the planning team.
- Municipality shall help the planning team to organize inclusive municipal level meeting in each municipality.

1.3.5. Role of The Consultant



- Consultant shall be responsible to supply technical personnel as stipulated in TOR and RFP document, 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 gathering, municipal/ Ward level meetings.
- Consultant shall be responsible for making available of logistics including computers, printer, scanner, photocopier, and vehicle as stipulated in TOR and RFP document 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.
- Gather data/information and carry out necessary analysis and inform the outcome of such analysis to the team leader and to the planning team during plan preparation.

1.4. SCOPE OF WORK.

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

- The consultant should spell out the Vision of the municipality. The Vision should articulate the desires of the municipality and their citizens, and will provide the guiding principles. Prepare overall Integrated Urban Development plan of entire area including existing and future (5, 10 and 15 years) land use plan in base maps.
- Conduct study on demographics and migration trend for last 5 years and forecast for 5, 10 and 15 years period.
- Identify potential area for urban development based on land suitability and other factors. Analyse present and future (5, 10, 15 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 15 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 should 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 should be shown in base map.
- The consultant should 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 and 15 years) demands. The location and area of land required for all these infrastructures should 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 15 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 land use 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 should 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 should be prepared in accordance with the "*Basti Bikas, Sahari Yojana tatha Bhawan Nirman Sambandhi Adharbhut Nirman Mapdanda, 2072*"
- Prepare detail engineering design of at least 2 prioritized projects in each municipality, each projects cost should not be less than 30 crore.
- Prepare executive summary of IUDP of each municipality in Nepali and English language for the purpose of approval from government of Nepal.

1.5. TIME SCHEDULE

The total work period shall be of nine (9) months after the issuance of the work order. Detailed work schedule will be developed by consultant during proposal writing and inception report. Experts should be mobilized in the field as per the detailed work plan.

1.6. HUMAN RESOURCES

The study team shall comprise of the following personnel for following packages:

Package :I, II and V (with 18 no. of municipalities)



S.N.	Key Personnel	Persons	Month	Eligibility Criteria	Responsibilities
1	Team Leader	1	9	Minimum Master's degree in Regional Planning/ City Planning/ Urban Planning/ Land Use Planning / Infrastructure Planning / Human settlement Planning/ Urban-ecological Planning after bachelor's in any engineering field/Civil Engineering/Architecture engineering and having minimum 7 years of relevant work experience after master degree.	<ul style="list-style-type: none"> Responsible for mobilizing the team members, overall planning, programming, coordination, monitoring, and supervision of team members work, Review Conceptual/Block /infrastructure plans/ engineering design, cost estimate etc, Conduct meeting, workshop etc as and when required.
2	Urban Planner/ Regional Planner (Deputy Team Leader)	4	9	Minimum master's degree in Urban Planning/ Regional Planning/ Urban Ecological Planning and having minimum 5 years of relevant work experience.	<ul style="list-style-type: none"> Support to team leader to prepare Urban Development Plan, landuse zoning, building inventory, urban design conceptualization, and building bye-laws.
3	Environment Expert	1	6	Minimum master's degree in Environment Engineering/Environmental Science and having minimum 5 years of relevant experience after master's degree	<ul style="list-style-type: none"> Support team to find out environmental sensitive areas in municipalities, and find mitigation measures to protect natural environment, suggest necessary environmental improvement project, sanitary in municipalities prepare IEE or suggest for EIA for prioritized sub-projects, etc
4	Data Analyst / Statistician	2	6	Minimum master's degree in Statistics with minimum 5 years of relevant work experience.	<ul style="list-style-type: none"> Support to team leader in data analysis and data management work.

5	GIS expert	2	9	Minimum master's degree in Geo-information / RS / GIS and having minimum 5 years of relevant Experience after master's Degree. Should have experience in designing and developing GIS* and data base system in urban sector.	<ul style="list-style-type: none"> • Advice to team leader, • prepare database/ update base maps of municipalities • Apply GIS based system for the preparation of plans, maps, drawings etc.
6	Economist / Financial Analyst	1	6	Minimum master's degree in Economics/Finance/ Business Studies and having minimum 5 years of relevant work experience after master degree	<ul style="list-style-type: none"> • Assist team leader, urban planner to analysis economic and financial situation of municipalities. • Conduct economic/financial analysis of proposed infrastructure.
7	Sociologist/ Community Development expert	2	9	Minimum master's degree in Sociology/ Social Study/ Anthropology and having minimum 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> • Assist team leader, • Conduct socio - economic, demographic, and migration trend etc analysis, assist in community consultation • Suggest community support measures.
8	Structure Engineer	2	4	Minimum master's degree in Structure engineering and having 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> • Support the team to design and analyse structural system of proposed projects.
9	Water supply/ Sanitary Engineer	2	4	Minimum master's degree in Water Supply/ Sanitary/ Environment engineering and having 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> • Support the team to design and estimate Detail design of DPR projects.
10	Geotechnical Engineer	1	2	Minimum master's degree in Geotechnical engineering/ soil mechanics/ engineering Geology or equivalent and having 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> • Support the team in the respective field.



11	HVAC Engineer	1	2	Minimum master's degree in mechanical engineering or equivalent and having 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> Support the team in the respective field.
12	Transportation /Highway Engineer	1	4	Minimum master's degree in Transportation management/ Road/ Highway engineering and having 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> Support the team in preparation of transportation plan, road network plan, traffic management plan etc. and to design and estimate DPR projects.
13	Architect	18	9	Minimum Bachelor degree in Architecture and having minimum 3 years of relevant work experience after bachelor's degree.	<ul style="list-style-type: none"> Support to team leader/ urban planner to prepare landuse zoning, building inventory, urban design conceptualization, and building bye-laws
14	Civil Engineer	18	9	Minimum Bachelor degree in Civil Engineering and having minimum 3 years of relevant work experience after bachelor's degree.	<ul style="list-style-type: none"> Support to urban planner & environment expert for design and costing of infrastructures projects.
15	Senior Surveyor	18	4	Minimum Bachelor's Degree in Survey Engineering/ Geomatics Engineering or completed Senior Survey Training Course with minimum 3 years of relevant work experience.	<ul style="list-style-type: none"> Support to team leader for geographical survey/ topographical survey.
Additional Expert					
16	Landscape architect and other expert as per necessary.	1	4	Minimum master's degree in related field with minimum 5years of relevant work experience.	<ul style="list-style-type: none"> Additional expert as per requirement of DPR projects.
Support Staffs: as per consultants requirements					



Please attach brief CV with signature in blue ink.

Attach list of proposed personnel with qualification.

Package :III (with 19 no. of municipalities)

S.N.	Key Personnel	Persons	Month	Eligibility Criteria	Responsibilities
1	Team Leader	1	9	Minimum Master's degree in Regional Planning/ City Planning/ Urban Planning/ Land Use Planning / Infrastructure Planning / Human settlement Planning/ Urban-ecological Planning after bachelor's in any engineering field/Civil Engineering/Architecture engineering and having minimum 7 years of relevant work experience after master degree.	<ul style="list-style-type: none"> Responsible for mobilizing the team members, overall planning, programming, coordination, monitoring, and supervision of team members work, Review Conceptual/Block /infrastructure plans/ engineering design, cost estimate etc, Conduct meeting, workshop etc as and when required.
2	Urban Planner/ Regional Planner (Deputy Team Leader)	4	9	Minimum master's degree in Urban Planning/ Regional Planning/ Urban Ecological Planning and having minimum 5 years of relevant work experience.	<ul style="list-style-type: none"> Support to team leader to prepare Urban Development Plan, landuse zoning, building inventory, urban design conceptualization, and building bye-laws.
3	Environment Expert	1	6	Minimum master's degree in Environment Engineering/Environmental Science and having minimum 5 years of relevant experience after master's degree	<ul style="list-style-type: none"> Support team to find out environmental sensitive areas in municipalities, and find mitigation measures to protect natural environment, suggest necessary environmental improvement project, sanitary in municipalities prepare IEE or suggest for EIA for prioritized sub-projects, etc
4	Data Analyst / Statistician	2	6	Minimum master's degree in Statistics with minimum 5 years of relevant work experience.	<ul style="list-style-type: none"> Support to team leader in data analysis and data management work.



5	GIS expert	2	9	Minimum master's degree in Geo-information / RS / GIS and having minimum 5 years of relevant Experience after master's Degree. Should have experience in designing and developing GIS* and data base system in urban sector.	<ul style="list-style-type: none"> • Advice to team leader, • prepare database/ update base maps of municipalities • Apply GIS based system for the preparation of plans, maps, drawings etc.
6	Economist / Financial Analyst	1	6	Minimum master's degree in Economics/Finance/ Business Studies and having minimum 5 years of relevant work experience after master degree	<ul style="list-style-type: none"> • Assist team leader, urban planner to analysis economic and financial situation of municipalities. • Conduct economic/financial analysis of proposed infrastructure.
7	Sociologist/ Community Development expert	2	9	Minimum master's degree in Sociology/ Social Study/ Anthropology and having minimum 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> • Assist team leader, • Conduct socio - economic, demographic, and migration trend etc analysis, assist in community consultation • Suggest community support measures.
8	Structure Engineer	2	4	Minimum master's degree in Structure engineering and having 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> • Support the team to design and analyse structural system of proposed projects.
9	Water supply/ Sanitary Engineer	2	4	Minimum master's degree in Water Supply/ Sanitary/ Environment engineering and having 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> • Support the team to design and estimate Detail design of DPR projects.
10	Geotechnical Engineer	1	2	Minimum master's degree in Geotechnical engineering/ soil mechanics/ engineering Geology or equivalent and having 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> • Support the team in the respective field.



11	HVAC Engineer	1	2	Minimum master's degree in mechanical engineering or equivalent and having 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> Support the team in the respective field.
12	Transportation /Highway Engineer	1	4	Minimum master's degree in Transportation management/ Road/ Highway engineering and having 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> Support the team in preparation of transportation plan, road network plan, traffic management plan etc. and to design and estimate DPR projects.
13	Architect	19	9	Minimum Bachelor degree in Architecture and having minimum 3 years of relevant work experience after bachelor's degree.	<ul style="list-style-type: none"> Support to team leader/ urban planner to prepare landuse zoning, building inventory, urban design conceptualization, and building bye-laws
14	Civil Engineer	19	9	Minimum Bachelor degree in Civil Engineering and having minimum 3 years of relevant work experience after bachelor's degree.	<ul style="list-style-type: none"> Support to urban planner & environment expert for design and costing of infrastructures projects.
15	Senior Surveyor	19	4	Minimum Bachelor's Degree in Survey Engineering/ Geomatics Engineering or completed Senior Survey Training Course with minimum 3 years of relevant work experience.	<ul style="list-style-type: none"> Support to team leader for geographical survey/ topographical survey.
Additional Expert					
16	Landscape architect and other expert as per necessary.	1	4	Minimum master's degree in related field with minimum 5years of relevant work experience.	<ul style="list-style-type: none"> Additional expert as per requirement of DPR projects.
Support Staffs: as per consultants requirements					



Please attach brief CV with signature in blue ink.

Attach list of proposed personnel with qualification.

Package : IV (with 17 no. of municipalities)

S.N.	Key Personnel	Persons	Month	Eligibility Criteria	Responsibilities
1	Team Leader	1	9	Minimum Master's degree in Regional Planning/ City Planning/ Urban Planning/ Land Use Planning / Infrastructure Planning / Human settlement Planning/ Urban-ecological Planning after bachelor's in any engineering field/Civil Engineering/Architecture engineering and having minimum 7 years of relevant work experience after master degree.	<ul style="list-style-type: none"> Responsible for mobilizing the team members, overall planning, programming, coordination, monitoring, and supervision of team members work, Review Conceptual/Block /infrastructure plans/ engineering design, cost estimate etc, Conduct meeting, workshop etc as and when required.
2	Urban Planner/ Regional Planner (Deputy Team Leader)	4	9	Minimum master's degree in Urban Planning/ Regional Planning/ Urban Ecological Planning and having minimum 5 years of relevant work experience.	<ul style="list-style-type: none"> Support to team leader to prepare Urban Development Plan, landuse zoning, building inventory, urban design conceptualization, and building bye-laws.
3	Environment Expert	1	6	Minimum master's degree in Environment Engineering/Environmental Science and having minimum 5 years of relevant experience after master's degree	<ul style="list-style-type: none"> Support team to find out environmental sensitive areas in municipalities, and find mitigation measures to protect natural environment, suggest necessary environmental improvement project, sanitary in municipalities prepare IEE or suggest for EIA for prioritized sub-projects, etc
4	Data Analyst / Statistician	2	6	Minimum master's degree in Statistics with minimum 5 years of relevant work experience.	<ul style="list-style-type: none"> Support to team leader in data analysis and data management work.

5	GIS expert	2	9	Minimum master's degree in Geo-information / RS / GIS and having minimum 5 years of relevant Experience after master's Degree. Should have experience in designing and developing GIS* and data base system in urban sector.	<ul style="list-style-type: none"> • Advice to team leader, • prepare database/ update base maps of municipalities • Apply GIS based system for the preparation of plans, maps, drawings etc.
6	Economist / Financial Analyst	1	6	Minimum master's degree in Economics/Finance/ Business Studies and having minimum 5 years of relevant work experience after master degree	<ul style="list-style-type: none"> • Assist team leader, urban planner to analysis economic and financial situation of municipalities. • Conduct economic/financial analysis of proposed infrastructure.
7	Sociologist/ Community Development expert	2	9	Minimum master's degree in Sociology/ Social Study/ Anthropology and having minimum 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> • Assist team leader, • Conduct socio - economic, demographic, and migration trend etc analysis, assist in community consultation • Suggest community support measures.
8	Structure Engineer	2	4	Minimum master's degree in Structure engineering and having 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> • Support the team to design and analyse structural system of proposed projects.
9	Water supply/ Sanitary Engineer	2	4	Minimum master's degree in Water Supply/ Sanitary/ Environment engineering and having 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> • Support the team to design and estimate Detail design of DPR projects.
10	Geotechnical Engineer	1	2	Minimum master's degree in Geotechnical engineering/ soil mechanics/ engineering Geology or equivalent and having 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> • Support the team in the respective field.



11	HVAC Engineer	1	2	Minimum master's degree in mechanical engineering or equivalent and having 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> Support the team in the respective field.
12	Transportation /Highway Engineer	1	4	Minimum master's degree in Transportation management/ Road/ Highway engineering and having 5 years of relevant work experience after master's degree.	<ul style="list-style-type: none"> Support the team in preparation of transportation plan, road network plan, traffic management plan etc. and to design and estimate DPR projects.
13	Architect	17	9	Minimum Bachelor degree in Architecture and having minimum 3 years of relevant work experience after bachelor's degree.	<ul style="list-style-type: none"> Support to team leader/ urban planner to prepare landuse zoning, building inventory, urban design conceptualization, and building bye-laws
14	Civil Engineer	17	9	Minimum Bachelor degree in Civil Engineering and having minimum 3 years of relevant work experience after bachelor's degree.	<ul style="list-style-type: none"> Support to urban planner & environment expert for design and costing of infrastructures projects.
15	Senior Surveyor	17	4	Minimum Bachelor's Degree in Survey Engineering/ Geomatics Engineering or completed Senior Survey Training Course with minimum 3 years of relevant work experience.	<ul style="list-style-type: none"> Support to team leader for geographical survey/ topographical survey.
Additional Expert					
16	Landscape architect and other expert as per necessary.	1	4	Minimum master's degree in related field with minimum 5years of relevant work experience.	<ul style="list-style-type: none"> Additional expert as per requirement of DPR projects.
Support Staffs: as per consultants requirements					



Please attach brief CV with signature in blue ink.

Attach list of proposed personnel with qualification.

1.7 REPORTING REQUIREMENTS

Reports shall be prepared separately for each municipality except inception phase and shall be prepared in English with executive summary in English and Nepali. The reporting schedule is as follows:

No. of installments	Time period	Report submitted by the consultant	Content
First (Inception Report)	Within 1.5 month	Inception Report 2 set hard copies & one set soft copy	<ul style="list-style-type: none"> Detailed work schedule with the field / office work and clear methodology Secondary data collection and review Proposed table of Content of final report Presentation of inception report in DUDBC
Monthly Progress Report	within the 1st week of next month	1 set hard copy	<ul style="list-style-type: none"> briefly describing the Project activities undertaken during the report period, problems and constraints, suggested remedial actions, and planned activities for next month
Second (Field Report)	within 5 month	field report/ draft GIS based base map 2 set hard copies & one set soft copy	<ul style="list-style-type: none"> Preparation of base map Complete data base and existing scenario of municipalities. Recommendation of projects for DED Presentation of field report in DUDBC.
Third (Draft Final Report)	Within 7 month	Draft-final report 3 set hard copies & one set soft copy	<ul style="list-style-type: none"> Complete report, plans, detail A/E design, drawings, detail cost estimate of DED projects as per scope and output of ToR. Presentation of draft final report in DUDBC and in each municipality.
Fourth/ Final	within 9 month	Final report 7 sets hard copies and five set soft copies of each municipality.	<ul style="list-style-type: none"> Complete report, plans, detail A/E design, drawings, detail cost estimate of DED projects as per scope and output of ToR with incorporated comments and suggestion during the presentation in DUDBC and Municipalities.



Note: Table of content of final report will be finalized after submission of inception report in consultation with DUDBC. The report may reframe the scope and its limitations.

1.8 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.

1.8.1 AGREEMENT

The Consultant will be required to enter into an agreement with DUDBC. The terms and condition of the agreement shall be given with Request for Proposal if the firm shortlisted.

1.8.2 TAXATION

The Consultant shall be fully responsible for all taxes including VAT applicable as per the rules and regulations of Government of Nepal and for that the taxes except VAT shall be deducted at the source at the time of payment. The consultant shall be responsible for clearance of VAT. All payments shall be made after deducting taxes.



D. Evaluation of Consultant's EOI Application

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria. Minimum score 70% EOI evaluation criteria will be shortlisted.

<u>i) Eligibility & Completeness Test</u>	Compliance
Copy of Registration of the company/firm	
Copy of VAT/PAN Registration	
Copy of Tax Clearance certificate of FY 2073/074 or Tax Clearance certificate of FY 2072/073 and tax submission letter of FY 2073/074	
Minimum years of standing: 5 years (single or lead firm of Joint Venture (JV) be must)	
JV agreement in case of Firms in JV	
EOI Form 1: Letter of Application	
EOI Form 2: Applicant's Information Form	
EOI Form 3: Experience (3(A) and 3(B))	
EOI Form 4: Capacity	
EOI Form 5: Qualification of Key Experts	

Note 1 : Consulting Firms can form a Joint Venture (JV). The EOI of Short List must clearly mention the name of the leading firm with financial liabilities.

Note 2 : Maximum no of JV Firms : Three

Note 3 : Consultant shall submit only one set of document for one or more packages but the sets of key experts for each package shall be different. And the firm/JV shall submit the sealed EOI for maximum **3 number** of packages.



Note 4 : The same firm shall not be allowed to submit EOI individually and in JV for same package or different packages. Every JV shall be unique. (“Example 1 : EOI for Firm A and Firm A JV Firm B” – Not allowed) (“Example 2 : EOI for Firm A JV with Firm B and Firm B JV Firm C”- Not allowed)

Note 5 : Consulting Firms shall submit the EOI document with tape binding. Spiral bindings and lose sheets with hard cover shall not be entertained.

Note 6 :During the submission of proposal the consultant must submit the copy of Tax Clearance certificate of **FY 2073/074**

ii) EOI Evaluation Criteria	Minimum Requirement	Score(Out of 100)	
A. Qualification			
<i>Qualification of Key Experts</i>	<i>As per ToR</i>	15	30
<i>Experience of Key Experts (in year)</i>	<i>As per ToR</i>	15	
B. Experience			
<i>General experience of consulting firm</i>	Experience in Preparation of any engineering consultancy service successfully completed within last 7 years. <i>(Consultancy fee less than 10 Lakhs with VAT shall not be considered.)</i>	15	55
<i>Specific experience of consulting firm within last 7 years.</i>	a) Experience in Preparation of at least municipal level Integrated Urban Development Plan /Strategic Urban Development Plan/Regional Development Plan/Long Term Development Plan/Physical Development Plan/ Comprehensive Master Plan/ Municipal Periodic Plan/Land use plan/Land Pooling project/ Urban mapping/ Urban sewerage and Drainage master plan. <i>Consultancy fee less than 10 Lakhs with VAT shall not be considered.)</i>	20	20



	b) Experience in Preparation of A-E Design/ Detail Engineering Design/ DER/ DPR of Urban infrastructure Development Projects (Urban Road/Drain/Sewer/Urban water Supply with distribution system /Bus Park/Landfill site/ Park /Conference Hall /City Hall/Vegetable Market/ sport complex/ cable car) <i>Consultancy fee less than 10 Lakhs with VAT shall not be considered.)</i>		
C. Capacity			
<i>Financial Capacity</i> <i>(Note: Average annual turnover less than Ten million will not be considered.)</i>	10	15	
<i>Infrastructure/equipment related to the proposed assignment</i> i) Consultant has their own GIS software (Preferably Arc GIS.x) with authorized licence: 2 no. ii) Total station: 2 no.(own/hire) iii) Jeep/Car : 2 no. .(own/hire for total project period)	5		

Note 6: CV of each professional key expert shall be submitted with signature of professional and authorized representative of the firm/JV. Scanned signature shall cause to rejection of CV for EOI evaluation.



Note 7: Proposed professional key expert shall not be repeated by the same firm/JV and/or another firm/JV. In case of repetition of professional key personnel, the Unit shall ask via email the person for physical presence within three days to declare him/herself the firm/JV to whom he/she shall want to be associated.

Note 8: CV of personnel's shall clearly mentioned his/her e-mail address and mobile number.

Note 9: The firm/JV shall have to submit the NEC registration certificate for engineer professionals only

Note 10: The firm/JV shall also have to submit any certificate as evidence of his/her education (degree) as required above.



EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's information

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

Form 4. Capacity

Form 5. Qualification of Key Experts



1. Letter of Application

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

Date:

To,

Full Name of Client: _____

Full Address of Client: _____

Telephone No.: _____

Fax No.: _____

Email Address: _____

Sir/Madam,

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

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



[Person]

[Company]

[Address]

[Phone, Fax, Email]

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

Signed :

Name :

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



2. Applicant's Information Form

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

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

(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)



3. Experience

3(A). General Work Experience

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

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						



3(B). Specific Experience

Details of similar assignments undertaken in the previous seven years

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

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro) ² :
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:

² Consultant should state value in the currency as mentioned in the contract



Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:
Description of actual services provided in the assignment: Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.	

Firm's Name: _____



3(C). Geographic Experience: *not applicable*

Experience of working in similar geographic region or country

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

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



4. Capacity

4(A). Financial Capacity

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

Annual Turnover	
Year	Amount Currency
2072/73 B.S. (2016/17 A.D.)	
2071/72 B.S. (2015/16 A.D.)	
2070/71 B.S.(2014/15 A.D.)	
2069/070 B.S.(2013/14 A.D.)	
2068/069 B.S.(2012/13 A.D.)	

- Average Annual Turnover

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(Attach copy of Audit Report and tax clearance certificate that shows total value of work)



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

No	Infrastructure/equipment Required	Requirements Description
1.		
2.		
3.		



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

Please submit list of professionals /experts for each package separately. Professionals /experts with full time input should not be repeated for more than one package, but intermittent input equivalent or less than 50% of the total work period (9 month) could be repeated in two packages only.

SN	Name	Proposed Position	Minimum Qualification		Specific Work Experience (in year)	Nationality
			Degree	Passed Year		
1						
2						
3						
4						
5						

(Please insert more rows as necessary)

Key experts i.e. Team Leader, Urban Planner/ Regional Planner (Deputy Team Leader), Environment Expert, Data Analyst / Statistician, GIS expert, Economist / Financial Analyst, Sociologist/ Community Development expert, Structure Engineer, Water supply/ sanitary engineer, Geotechnical Engineer, HVAC Engineer and Transportation/Highway Engineer, will be evaluated for short listing purpose.

