



Jayaprithvi Municipality Municipality
Office of the Municipal Executive
Chanipur, Bajhang- Sudurpaschim Province, Nepal

Preparation Guidelines and
Terms of Reference for Hiring Consultant
for
Preparation of
Municipality Transport Master Plan and Building Bylaws of Jayaprithvi
Municipality

Type of Procurement : Non -Consulting Services

Reference ID: JPM-RFQ-02-2081/082

Date of Issue of Request: 2082-03-05

Aberration:

MTMP: Municipality Transport Master Plan

MTTP: Municipality Perspective Plan

DTMP: District Transport Master Plan

IDPM: Indicative Development Potential Map

MIM: Municipality Inventory Map

MRCC: Municipality Roads Coordination Committee

DTO: District Technical Office

MTS: Municipality Technical Section

INGO: International Non Governmental Office

NGO: Non Governmental Office

GPS: Global Positioning System

GIS : Geographic Information System

DRCN: District Road Core Network

MIM: Municipality Inventory Map

MoFAGA: Ministry of Federal Affair and General Administration

DoLI: Department of Local Infrastructure



Jayaprithvi Municipality
Office of Municipal Executive
Chainpur, Bajhang

Request for Proposal For Municipality Transport Master Plan and building bylaw of Jayaprithvi Municipality

Date of first Publication :2082-03-05 (15 day's Notice)

The Jayaprithvi Municipality is **Hiring a Firm to Prepare the Municipality Transport Master Plan and building bylaw of Jayaprithvi Municipality**. A firm will be selected through an open competitive process from Request for Proposal(RFP).

1. Jayaprithvi Municipality, Bajhang District invites request for proposal from the qualified firms. The brief description of the procurement is as follows.

S.N.	Description	RFP Document fee (non-refundable)	Deadline of RFP-document purchase	RFP submission Deadline (Date and Time)	RFP-Opening Date and Time
1	Hiring a Firm to Prepare the Municipality Transport Master Plan and building bylaw of Jayaprithvi Municipality Ref no(JPM-RFQ-02-2081/082)	1000/- Office Name: Jayaprithvi Municipality Bank Name: Rastriya Banijya Bank Account no: <u>4110100301010004</u>	2082-03-20 (before 5 Pm)	2082-03-20(before 5 Pm))	2082-03-20(after 5 Pm)

2. The details of the service requirements, eligibility and qualifications required is found in terms of reference (Annex-1). All the documents and ToR are uploaded in municipal Website.(www.jayaprithvimun.gov.np)
3. A consultant will be selected under Quality and Cost Based Selection (QCBS) and procedures described in this RFP.
4. In case of last date for purchasing submission and opening of RFPs falls on a government Holiday, the next working day shall be considered the last day. In such a case, the RFP validity shall be recognized from the original RFP submission deadline.
5. The Jayaprithvi Municipality reserves the right to accept or reject any RFP and to annul the procurement process and reject all RFPs at any time prior to contract Award, without thereby incurring any liability to Bidders/Applicants.
6. For Proposal Document and other information please consult to the below address.

Jayaprithvi Municipality
Chainpur,Bajhang
Phone no:9844733496

Email: jpmunicipality2014@gmail.com
Website: www.jayaprithvimun.gov.np

B. Instruction to the Bidders

1. To assist you in the preparation of your price quotation, the necessary technical specifications, service requirements and price schedule with required quantity are enclosed herewith.

2. You shall submit one original of the price Proposal with the form of Proposal, and clearly marked "Original". Your Proposal in the attached format should be signed, sealed in an envelope and addressed to and delivered in the following address:

Municipality Address: Chainpur, Bajhang

Municipality Name: Jayaprithvi Municipality

Telephone:092-421064

Email:jpmunicipality2014@gmail.com

3. Your quotation must be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information (in English Language) including name and addresses of firms providing service facilities.

4. You shall submit only one set of quotations for the above items. Your quotation must be typed or written in Indelible ink and shall be signed by you or your authorized representative. Without a signature in your form of quotation, your quotation will not be considered further.

5. Your quotations(s) should be submitted as per the following instructions and in accordance with the attached form of Contract. The attached terms and conditions/Terms of Reference of good and service is an integral part of the contract.

(i) PRICES: The price should be quoted for goods and services required and delivery to the Jayaprithvi Municipality Bajhang district, Dewal (place of destination). Prices shall be quoted in the Nepalese Rupees (NRs).

(ii) EVALUATION OF PROPOSALS: Offers determined to be substantially responsive to the technical specification /service will be evaluated by comparison of their technical capabilities and prices as indicated below. An offer is not substantially responsive if it contains material deviations or reservations to the terms, conditions, and specification in this request for quotation, and it will not be considered further. The Jayaprithvi Municipality will evaluate and compare only the quotations determine to be substantially responsive. In evaluating the quotations, the Jayaprithvi Municipality will adjust for any arithmetical errors as follow:

- (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern;
- (b) Where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
- (c) If a service provider refuses to accept the correction, his quotation will be rejected.

In addition, the quoted price shall include value added tax (VAT).

The selection of service provider will be based on the project operation manual accepted by the word bank and ministry of labor, employment and social security. The brief process is described below.

A firm which meets eligibility, qualification and minimum technical competence will be scored. The highest scorer firm will be selected and awarded the contract. The firm will be evaluated applying the following rated and weighted evaluation criteria.

1	Number of year of experience of firm preparation of Transport Master Plan of Local Level (Per Local Level 2 Marks)	10
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2	Experience and Qualification Document of Proposed Team Composition	30
3	Backgraound,Approach, methodology, work plan and responding to terms of reference (Background:5 Marks,Approach: 5 Marks, Methodology:5 marks,Work Plan:5 Marks)	20
4	Cost of the proposal/financial proposal	40
	Total	100

At least 3 qualified firms are required for competitive proposal. If three qualified quotations are not received in the first call, Jayaprithvi Municipality shall re-advertise second time. A single quotation shall be accepted if it meets eligibility and qualification criteria after second call of quotation. Jayaprithvi Municipality can approach to the market directly in the absence of single qualified proposal or no proposal after second call.

6. Further Information can be obtained from:

Jayaprithvi Municipality

Technical Department

Phone No: 9844733496

Email: jpmunicipality2014@gmail.com

7. The bidder whose quotation has been accepted will be notified of the award of contract through the letter of acceptance issued by the Jayaprithvi Municipality Bajhang District.

8. Bidder should submit their quotations with the following document.

- i. A completed form of Proposal (Attached) with details of cost.
- ii. Approach, Methodology, work plan and response to term of reference.
- iii. Information of experience; General and specific of the Preparation of Transport Master Plan alongwith supporting documents-Annex-2
- iv. Best 3 year turnover of the firm over the period of the last 7 year-Annex-3(c)
- v. Information of trainers and Specialistst (with name and brief CVs-Maximum 2 Pages along with experiences) with the years of experiences, education and qualifications-Annex-3(d)
- vi. Registration certificate of firm in any government entities such as company registrar or cottage and small industry office or in local level.
- Vii. PAN and VAT registration with latest Tax clearance of FY 2080/081 or Date extension for tax clearance if it is under clearance process.

7. Jayaprithvi Municipality will reject a proposal for award ,and will recommend to impose sanctions on parties involved, if it determines that the bidder recommended for award or any other party, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing , the contract.

Sincerely

Chief Administrative Officer
Jayaprithvi Municipality

Detail of Estimate

SN.	Description	Person / Qty.	Months	Rate	Total
A					
1	Team Leader/ Urban Planner including office and field work.	1	2		
2	Socio-economies/ Social Scientist including office and field work.	1	0.75		
3	GIS Expert	1	1		
4	Transportation Engineer	1	1.5		
5	Architect	1	1		
6	Sub Engineer (Civil)	1	1		
7	Enumerators	3	1		
8	Office Assistant	1	2		
9	Field Assistant	1	1		
	Total Renumerations				
B	Report printing, photocopies, binding and all complete.				
C	Transportation				
D	Meetings and presentation				
D.a	Intial meeting with Municipalities representative and concerned staff	25	2times		
E	Total (A+B+C+D+D.a)				
F	VAT @ 13% of Total E				
G	GRAND TOTAL (E+F)				

C. FORM OF QUOTATION

To

Chief Administrative Officer,
Jayaprithvi Municipality
Chainpur, Bajhang.

We offer to execute the RFQ dated 2082-03-05 for purchase of Services For “**to Prepare the Municipality Transport Master Plan and building bylaw of Jayaprithvi Municipality**” In accordance with the conditions of contract accompanying this Quotation for the contract price of NRs. (Amount in words :).We propose to complete the delivery of goods and services described in the contract within the Delivery time from the date of signing of the contract

This Quotation and your written acceptance will constitute a binding contract between us, we understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the validity of the offer and warranty conditions imposed by the Request for Quotation document and the terms and conditions of supply, respectively.

Authorized Signature: _____

Name and Title of Signature:

Name of Service Provider:

Address:

Phone Number:

Fax Number, if any:

Email address:

D. PRICE SCHEDULE

Name of service Provider:

Summary of Total Cost

Item	
Cost of the financial proposal	Total Price In NPR
(1) Remuneration	
(2) Reimbursable	
Total cost of the financial proposal:	
VAT@ 13%	
Total training cost for an event training	

1. Remuneration:

No	Name	Number/Quantity (Nos)	Person-month Remuneration rate	Time Input in Person/month	Total in NPR
Total cost of Remuneration					

Note: please rate only key experts and non-key experts such as main trainers/co-trainers/life skills trainer and other support staff as needed who are assigned during the training

2. Reimbursable Expenses

SN	Type of Reimbursable Expenses	Unit	Unit cost	Quantity	Total cost in NPR
Total cost for an event					

Note: Reimbursable cost may include: Training materials cost, equipment cost, DSA for trainers, food and snacks, rental of hall, utilities and travel etc.

Total price for the training services..... (in words)-inclusive VAT.

Signature of service provider_____

Note: In case of discrepancy between unit price and total, the unit price shall prevail

E. FROM OF CONTRACT

THIS AGREEMENT number made on,.....,2025, between (Jayaprithvi Municipality) hereinafter called "Jayaprithvi **Municipality**") on the one part and..... (hereinafter called "the service provider")on the other part.

WHEREAS the Jayaprithvi Municipality has requested for quotation for "**to Prepare the Municipality Transport Master Plan of Jayaprithvi Municipality**",(hereinafter called "contract")and has accepted the Quotation by the service provider for the services under contract at the sum of NPR.....(.....) hereinafter called "the Contract Price".

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to from and be read and construed as part of this agreement, viz:
 - a) From of Quotation, terms and conditions of service, terms of reference- Annex 1, price schedule and proposed HR/Key trainers.
 - b) Addendum(if applicable);
2. Taking into account payment to be made by the Jayaprithvi **Municipality** to the service provider as hereinafter mentioned, the service provider hereby concludes an agreement with the Jayaprithvi **Municipality** to execute and complete the supply of goods and services under the contract and remedy any defects therein in conformity with the provision of the contract.
3. The Jayaprithvi **Municipality** hereby covenants to pay, in consideration of the acceptance of contract, delivery of the services and supports therein, the contract price in accordance with payment conditions prescribed by the contract.

IN WITNESS whereof the parties hereto have executed the contract under the laws of Nepal on the date indicated above.

Signature and seal of the Jayaprithvi Municipality:
service provider:

for and on behalf of

signature and seal of the

for and on behalf of

.....

.....

(Chief Administrative Officer)

Representative

Sidda Raj Pandit

Name of Authorized

PREPARATION GUIDELINES AND TERMS OF REFERENCE FOR HIRING CONSULTANTS

MUNICIPALITY TRANSPORT MASTER PLAN (MTMP) OF Jayaprithvi Municipality

1. Introduction

Sthniya Sarkar Sanchalan Ain 2074 provisions formulation of local development plan according to needs based, bottom-up and participatory approach. It has prominently defined tangible steps for formulation of such development plan. Underlying objective of this plan is to make investment for planned development: within each of the local bodies' territory. Ultimately, development endeavors help attaining sustainable livelihood and improved well-being of people. People's needs for sustainable livelihood and proved well-being are such that they require better access to information, markets and opportunities; they need better access to health, education and other goods and services. Accordingly, gradual investment from state owned and private entities in physical infrastructure development evolved urbanized and semi-urbanized settlements leading to improved access to various services, opportunities and resources by interior communities.

2. Objectives

The **overall objective** of the consulting services is to prepare the **Municipality Transport Master Plan (MTMP/MTPP) and building bylaws of Jayaprithvi Municipality.**

As part of MTMP preparation, accessibility planning could be an effective tool to assess the existing situation of the services and facilities. The interventions derived from the accessibility planning will represent the real needs and priorities of the local people. The planning approach is participatory and bottom-up from the settlement level. The implementations of such projects will certainly be more participatory and owned by the local communities.

The MTMP is designed to take account of the real needs of the people for infrastructure as per vision of the city development plan that will primarily be a **visionary plan**. Based on this visionary plan MTMP shall be **harmonized with DoLIDAR's Approach manual** to maintain similarity so that municipal transport network can be overlaid to the respective DTMP/other MTMPs to prepare local transport network.

2.1 The specific objectives, but not necessarily limited to the following, are:

- Finalize vision of local development plan.
- Analyze the accessibility situation.

- Identify and priorities the interventions based on the accessibility situation.
- Prepare Indicative Developmental Potential Map (IDPM)
- Prepare the Municipality Inventory Map (MIM) of Road networks.
- Collection of demands for new/rehabilitation transport linkages from Municipalities/Settlements based on city development plan.
- Prepare the Perspective Plan of transport services and facilities;
- Synchronize the draft Perspective Plans of adjoining Municipalities/ districts
- Develop scoring criteria and its approval from Municipality.
- Prepare the five year Municipality Transport Master Plan (TMP)
- Prepare a realistic physical and financial implementation plan of prioritized roads for the TMP period; and
- Prepare Municipal Transport Perspective Plan (MTPP)

3. Scope of Services

The consulting shall provide high quality professional services for the preparation of MTMP/MTPP, with the reference to the annexes 1-5 and visionary city development plan. The scope of services to be carried out by the Consultant shall broadly include, but not be limited to, the following:

a) Assist in the Formulation of the Municipality Roads Coordination Committee (MRCC)

The main task of the **MRCC** is to provide support to the municipality in formulating, managing and monitoring Municipality road transport infrastructure policies, rules and regulations. Generally, the **MRCC shall be composed** of;

- President Chairperson MRCC
- Executive Officer of municipality Member
- Two elected or nominated Municipality members Member
- One representative from different political parties Member
- Chiefs of Lines agencies within the municipality Member

- Representative from Women and ethnic minority groups Member
- DTO representative Member
- Planning section chief of municipality Member
- MTS Chief Member Secretary

The consultant shall advise, assist and support the Municipality to form the MRCC. It shall ensure involvement of the RMRCC in the entire planning, decision-making, programming etc. processes in the preparation of the MTMP. Initiating with one **introduction/orientation workshop** to the various stakeholders (RMRCC, Ward representative and Tole Sudhar Committee's representatives) about the process and procedures and their respective roles during the Preparation of MTMP/MTPP the consultant shall continue preparation of MTMP.

b) Secondary Sources of Information and Review of the existing MTMP. The consultant shall collect secondary information from the various district based line agencies, project/programs, INGOs/NGOs, and other regional and central level organizations as required.

The consultant shall review the available existing MTMP if any. All the roads identified from secondary sources shall be assessed and considered seriously for the forthcoming MTMP. The MTMP should be updated every 5 years.

c) Accessibility Data Collection and Analysis

Accessibility data shall be collected using GPS from settlement level by involving enumerator/s. Proper orientation training provided to the enumerator/s for efficient data collection within the prescribed time period. (Please refer Annex -1)

The collected information will be stored on a computer. Primary analysis will be done to find the accessibility situation of the Municipality and identify the gaps with the reference of visionary of city development plan.

d) Prepare the Indicative Municipality Development Potential Map (IDPM) The consultant shall prepare the **Indicative Municipality Development Potential Map (IDPRM)** according to the vision of city development plan taking reference of the annexes 1-5. The base map will be prepared on a 1:25000 scale topographical map and digitized to prepare GIS Maps. The identification and ranking process of existing/potential areas and services (Please refer annex-5) shall be carried. The consultant shall validate the IDPM from the MRCC and Municipality.

e) Prepare the Municipality Inventory Map (MIM) of Road, Main Trails and Bridges

The consultant shall prepare **Municipality Inventory Map (MIM)** of the municipality linking to existing strategic and local road network such as national highways, trunk roads, and district core road network (DRCN), main trails and main

bridges, wherever pertinent and possible, by plotting on the 1:25000 topo-base maps. The consultant shall carry out, by mobilizing enumerator/s, reconnaissance/walkover surveys. MIM shall be prepared with reference to form annexed (Please refer annex-2). The consultant shall disseminate and discusses MIM with a wider audience through a municipality level **workshop**. Later, the MIM shall be discussed and verified through discussion with the municipality technical team and finalized from the municipality.

f) Collection of Demands for New/Upgrading/Rehabilitation Transport Linkages from Wards/Settlements

The consultant shall collect formal requests for new construction or rehabilitation of different linkages from wards and settlements, on their needs basis (Please refer annex-4). The demand shall be collected in the order of priority in case of more than one transport linkage is demanded from each ward. The collected demand shall be screened, synthesized, synchronized and harmonized at municipality level through a **workshop**. Similarly, the consultant shall obtain the socio-economic data of all requested transport linkages by involving enumerator. The consultant shall follow annex 5.

g) Developing Scoring Criteria and its Approval from Municipality

The Consultant shall mandatorily develop weight system for the scoring and prioritization criteria for screening and prioritized demanded following guidelines annexed (Please refer annex- 5), for all interventions. The scoring and prioritization criteria shall be approved by the municipality. All the demanded linkages shall be processed and undergo through the screening and prioritization process.

h) Road classification and nomenclature

The consultant shall prepare road classification criteria, propose metric system of road nomenclature and accordingly apply the same during data collection and stock taking from field. For this, annexed guideline shall be followed. (Please refer annexes 1&5)

i)Preparation of Perspective Plan of Interventions of Services and Facilities The consultant shall prepare perspective plan of interventions of services and facilities, which are identified from the accessibility analysis and municipality level workshops. All the identified interventions shall be screened and rated on the basis of approved criteria. The consultant shall discuss with the municipality technical team and the MRCC relating to interventions of services and facilities for the improvement of the access situation and shall forward to Municipality Council meetings with recommendation. Accordingly, the final perspective plan of municipality roads will be developed. The perspective plan shall be shown in GIS maps also.

j) Analyze Fund Availability for Roads

The internal and external financial resources available in the municipality shall be reviewed by the consultant discussing with the municipality authorities so that the financial resources available for the transport interventions during the five-year

MTMP period can be estimated. Sources of funding include annual budget allocated in the municipality, the budget allocated through GoN central agencies such as DoLIDAR/MoFALD etc. Other possible sources of funds could be from road tolls, royalties, land taxes etc. Prospects of funding from other external sources, including possible and committed funding from donors, are reviewed and shall be taken into account.

k) Preparation of the Municipality Transport Master Plan (MTMP)

Considering the Perspective Plan, the consultant shall prioritize the Perspective Plan (Refer annex 5) Subsequently, the consultant shall prepare and/or update the five year MTMP of the municipality by selecting transport interventions (maintenance, upgrading and new construction of main trails, trail bridges and roads) from among top priority in the Perspective Plan starting from first and that could be implemented in the next five years period. This shall be based on cost estimates of maintenance, upgrading, rehabilitation and new construction of main trails, bridges and roads and available financial resources.

The consultant shall present the findings of the MTMP and RMTTP to municipality and RMRCC in a **workshop** and incorporate the suggestions and recommendations from the Municipality and RMRCC in the final report.

Subsequently, the municipality will present the final MTMP report to the municipality council for formal approval that will be approved by municipality council with a strong commitment not to invest in non-MTMP roads.

l) Prepare a Realistic Physical and Financial Implementation Plan of Prioritized Roads for the MTMP Period

The consultant shall collect information on existing resources spent on transport infrastructure and possible available resources, and make a projection for the next five years period. From the total projected resources, the consultant shall discuss with the municipality to find out the appropriate proportion to be spent on on-going roads and new interventions (construction/rehabilitation/maintenance etc) proposed. Based on the five-year projected funds availability the financial implementation plan shall be prepared. This step involves matching the estimated resources that are expected to be available to the municipality over the plan period, with the interventions for ongoing roads and proposed ones. The total numbers of road and interventions proposed for the MTMP period shall match with the projected available resources and should avoid proposing a long list for the MTMP period. (Please refer annex 1)

4. Client's Proposed Composition of Staff

i) Study Team Composition and Input:

The team shall consist of the following professionals and support staff for preparation of MTMP/RMTTP. Updating shall require reduced inputs as the

mapping and data collection procedures will be established already. (but verification required so please revisit this)

a) Professionals:

Position	Man-Month		Total (pm)	Remarks
	Office	Field		
Team Leader/Planner	1.5	1.0	2	Approx. only
Engineer/Socio-economist	1	1.0	2	Approx. only
GIS Expert	1	1	2.0	Approx. only
Transportation Engineer	1	1	2	

b) Support Staff

Position	Man-Month		Total (pm)	Remarks
	Office	Field		
Sub-engineer/Supervisor/draft person	1	1.5	2	Approx. only
Enumerators	2	1.1	3.1	Approx. only

ii) **Qualification and Experience:**

a. **Team Leader/Planner**

The Team Leader/Planner should have wide experience and expertise in planning of urban roads, including:

- ❖ More than 5years experience in planning, such as preparation of DTMP/MTMP/MTMP, District Periodic Plan etc with socio-economic or engineering background.
- ❖ Preparation of DTMP/MTMPs according to DoLIDAR's Approach Manual and IRAP tool is an advantage.
- ❖ Must have Master's Degree in any one of the following subjects: Regional/Transport Planning, Civil Engineering, In case of Team Leader an engineer he/she must be registered in Nepal Engineering Council.

The Engineer (if Team Leader is other than engineer) should have

- ❖ More than 3 years' experience in road engineering and preparation of DTMP/MTMPs according to DoLIDAR's Approach Manual is an advantage.
- ❖ Must have a bachelor's degree in Civil Engineering.
- ❖ Must be registered in Nepal Engineering Council.

Socio-economist (if Team Leader is from engineering field) should have

- ❖ More than 3 years' experience in socio-economic surveys. Preparation of District Periodic Plan, District Transport Master Plan and/or District Annual Plan is an advantage.
- ❖ Must have completed Masters' Degree in Social Science or Economics.

GIS expert should have

- ❖ More than 1years' experience in GIS relating to mapping and analysis. Preparation of maps of District Transport Master Plans is an advantage.
- ❖ Must be bachelor in Engineering or Geography.
- ❖ Relevant training in GIS.

5. Duration of the Study and Reporting

The duration for the assigned task is two (2) months. The consultant shall submit the following reports:

- i) Inception report:** The consultant shall submit two (2) copies of the inception report within one (1) weeks after signing the contract. Inception must include detail methodology for formulating municipality's visionary plan, collection of secondary information, work plan and activities. The forms and formats/questionnaires shall be fine-tuned and proposed appropriately if found lacking for this assignment. The formats and questionnaires shall be reviewed and approved by Municipality Technical section in coordination with planning section within the municipality. The municipality shall seek consultation and/or support from DoLIDAR /MoFAGA at any time during the entire period.
- ii) Field report:** The consultant shall submit two (2) copies of the field report within half months from the date of signing of contract. The report shall indicate detail methodology applied for completion of fieldwork, associated problems encountered and adopted solutions.
- iii) Draft report:** The consultant shall submit four (4) copies of the draft report after one and half month from the date of signing the contract. The report should have two volumes. **Volume I** should contain the main report and all GIS maps and **Volume II** should contain various data and detail analysis for scoring and prioritization. All maps should be **multi-color** and the layers that shall include:

Map 1: Map of Nepal showing strategic road network and location of district

Map 2: Indicative Development Potential Map

Map 3: municipality Road Inventory Map

Map 4: Land Use Map of the municipality

Map 5: Consolidated MTPP Map showing all Road Class 'A', 'B' & 'C' as defined by municipality

Map 5a: MTPP Map of Road Class 'A'

Map 5b: MTPP Map of Road Class 'B'

Map 5c: MTPP Map of Road Class 'C'

Map 6: Map showing Bridges

The consultant shall conduct one interactive one day workshop for acquiring comments/suggestions by involving related stakeholder's. This draft report shall also have to be submitted to municipality for review. The A few samples of the desired maps can be referred from DoLIDAR approach manual.

iv) Final report: The consultant shall submit six (6) copies and two softcopies (one for IDD) of final reports with in **two months** from the date of signing of contract. Final report should incorporate comments and suggestions received on the draft reports and also from municipality workshop. The report should be also be submitted in two Volumes, as mentioned in the draft report. All six (6) sets of GIS maps should fit in A3 size paper with the nearest 25,000 thousand scale (i.e, 1:200000, 1:225,000, 1:250,0 0, 1:275,000 etc) and required layer as described in draft report. In addition, one (1) set of the hard copy of maps should be in topographic map sheets.

The reporting schedule is summarized below:

S.N	Reports	Period	Remarks
1	Inception Report	After 1 weeks of signing the contract	2 copies
2	Field Report	After 0.5 months of signing the contract	2 copies
3	Draft Report	After 1.5 months of signing the contract	2 copies
3	Final Report	After 2 months of signing the contract	25 copies & 1 soft copy in Pendrive

6. **Indicative Reporting Outline** is as follows;

Foreword

Acknowledgement

Approval of the Municipality Council on MTMP

Table of contents

Abbreviations

Executive

Summary

1. Introduction

Background

Objective of MTMP

Scope and Limitation of MTMP

Approach and Methodology

2. Review of existing infrastructure situation (or MTMP if existing) Assessment of existing infrastructure situation (or MTMP if existing) and visionary city development plan.

Constraints in the implementation of MTMP

3. Indicative Development Potential Map

Summary Municipality Profile

List of Development Potential Areas

Briefs on Development Potential Areas

Ranked List of Growth Centers

Indicative Development Potential Map (IDPM)

4. Municipality Inventory Map of Road Network

List of municipality Roads (with coding)

Briefs on municipality Roads (Salient features, condition, required intervention, population served, major potentiality, trade, other socioeconomic benefits, etc.)

List of ward Roads (with coding)

Briefs on ward roads (Salient features, condition, required intervention, population served, agricultural production, trade, other socio-economic benefits, etc.)

List of Main Trails with coding)

Briefs on Selective Main Trails (Salient features, condition, required intervention, population served, agricultural production, trade, other socioeconomic benefits, etc.)

Municipality Inventory Map of Road network (MIM)

5. Perspective Plan of Municipality Transport Network

Process and Procedure for collection of demand

Scoring System for Screening, Grading and Prioritization

List of Feasible New Linkages (with perspective weighted score and code) Briefs on Feasible New Linkages (Salient features, population served, agricultural production, trade, other socio-economic benefits, etc.)

Possible inter-municipality/district linkages (write about the linkages that are synchronized with the linkages of adjacent municipality/districts)

Perspective Plan of municipality Transport Network with the respective score and ranking

6. First Five Year Municipality Transport Master Plan

Five Year Projected Financial Plan

Sharing of Funds (Indicate the annual shares of funding for various interventions)

Year-wise Targets (Indicate the annual targets for various interventions)

Prioritized Municipality Roads for MTMP period (with code & required interventions)

Prioritized Ward Roads for MTMP period (with code & required interventions)

Prioritized Main Trails for MTMP period (with code & required interventions)
Prioritized Main l Bridges MTMP period (with code & required interventions)
First Five Year District Transport Implementation Plan

7. Conclusion

Other Relevant Issues (please briefly discuss other important issues, if any)
Conclusion

7. **Organization of Workshops**

The Municipality shall be responsible to organize and conduct all workshops mentioned in the ToR. All costs incurred for the workshops (stationeries, refreshments etc) shall be borne by the Municipality.

8. **Proposal Submission**

The consultants shall submit technical and financial proposals under two envelope system. The technical and financial proposals must be enclosed in separate wax sealed envelopes, clearly mentioning the type of proposal (Technical and Financial) and name of the task on the envelope. Then both the sealed envelopes must be enclosed in an outer waxed sealed envelope, clearly stating the name of proposal, purchaser's address and the firms' name and address.

9. **Payment Schedule**

The payment schedule will be as per the following:

After approval of inception report = 10% of the total contract amount.

After approval of the field report = 20% of the total contract amount.

After approval of the draft report = 30% of the total contract amount.

After approval of the final report = 40 % of the total contract amount.

Term of References
for Jayaprithvi Municipality
Preparation of Building Bye Laws

2025

Hiring a Firm to Prepare the Municipality Transport Master Plan of Jayaprithvi Municipality

Annex A - Terms of Reference

१. पृष्ठभूमी (Background):

The economic opportunities, employment and infrastructure services are found overwhelmingly concentrated in the municipal urban areas causing both regional economic disparity and unbalanced development of Jayaprithvi Municipality. This development trend continues enhancing further to drive – unregulated market in the absence of any planning framework. This is bound to invite ecological catastrophe and urban crisis of unmanageable proportion in the future. Therefore, a paradigm shift of today's laissez-fair attitude in urban development for controlled and planned growth is necessary in order to achieve a sustainable and balanced growth of Jayaprithvi Municipality.

The Jayaprithvi Municipality office aims to have a balanced urban development within the municipality through the enforcement of standards for building construction, building and planning by-laws.

२. उद्देश्यहरू (Objectives of the Study):

- To draft standards for building construction and building by-laws within the regulatory framework of Local Self Governance Act for Jayaprithvi Municipality.
- To develop the municipality with the necessary implementation of urban management policies for infrastructure development and the optimum utilization of local resources.
- To draft policies for appropriate land use and to regulate balanced urban development within the municipality.
- To ensure the development of beautiful and prosperous Jayaprithvi Municipality with the provision of adequate urban amenities.

३. कार्य क्षेत्र र सिमा (Scope of work):

The Consultant shall under the terms of reference (ToR) carry out activities and deliver services and documents as follows:

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- Conduct meeting with stakeholders and concerned agencies to provide/seek information and to orient them about the Building and Planning By-laws preparation.
- Review the construction activities within Jayaprithvi Municipality.
- To identify clearly the environmentally sensitive areas where development is to be avoided.
- Literature Review of the available Bylaws of other municipal areas of Nepal.
- Prepare database/basemap of existing land use and zoning of the study area.
- Review of Transport Network of the study area.
- Prepare Building and Planning By-Laws for “Jayaprithvi Municipality”.

Conduct Meeting with stakeholders to provide/seek information

The consultant shall, at the beginning of the project commencement, conduct meeting with local residents and concerned stakeholder agencies and seek information about the existing land uses within the project area.

The consultant shall also collect and review existing documents and maps on building and planning by-laws, zoning regulations, road standards, Physical development planning, previous village development committee plans road network planning, District transport master plan (DTMP), environmental protection plans, as well as plans, programs and projects of concerned agencies regarding the existing land use and proposed/ future land use change/ forecast etc.

Review the construction activities within the study area

The most visible indicator of urbanization is the rate of physical infrastructure development in any area. The consultant shall collect information on the number of building construction permits sought in the municipality (VDC offices then) in last 5 years and ascertain the urbanizing areas. The consultant shall also collect relevant information on infrastructure and facilities development in last 5 years from the municipality office (VDC offices then) and other sectoral agencies.

Identify clearly the environmentally sensitive areas where development is to be avoided

The consultant shall collect relevant information on the study area boundary, topography, urban areas, urbanizing areas, development potential zones and development restricted zones and environmentally sensitive areas such as swamp lands, flood prone areas, landslide prone areas, areas with drainage problem and water logging prone area within the study area, where future development should be avoided.

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Literature Review of the available Bylaws of other municipal areas of Nepal

The consultant shall collect relevant information and documents on the municipal bylaws and zoning regulations of other municipalities that are available online or are available at different governmental agencies and shall review the basic components and parameters of formulating municipal bylaws and zoning regulations.

Prepare database/ base map of existing land uses within the study area

The consultant shall prepare a digital base map of the existing land uses within the study area based on the information collected from the local stakeholders and concerned agencies, as well as based on the available maps and satellite image of the study area.

The consultant shall clearly illustrate existing prominent land uses and also identify existing major clusters and type human settlements based on area coverage and population density, and identify urban expansion area. The consultant shall also identify on the base map the environmentally sensitive areas within the study area.

Prepare Building and Planning By-Laws for “Jayaprithvi Municipality”

Based on land use base map and the existing documents on road standards, village development committee plans road network planning etc., the consultant shall prepare and present Building and Planning By-Laws document for “Jayaprithvi Municipality”. The prepared Building and Planning By-Laws shall contain, but not limited to such tasks: Land use and Zoning, Building and Road Standards, Parking provisions, Setbacks for construction and ROW, Planning Standards, Plot size and standards for plot-division etc. The building bylaws shall mainly incorporate the following components for the study area:

- Maximum ground Coverage
- Floor Area Ratio
- Setback Distance
- Right of Way
- Maximum Floor Height
- Light Plane

४. भवन मापदण्ड तर्जुमा सम्बन्धी विधि (Methodology):

- Collection and review of the present municipal building by-laws documents, collection and review of prevailing policies, acts,

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regulations and other documents and programs regarding municipal urban management, collection and review of VDC plans and policies

- Preliminary meeting/ interaction with the local stakeholders and representatives from concerned sectoral agencies within the Municipality and the surrounding VDCs, political parties, social organizations, NGOs and INGOs etc. to create an understanding for the drafting of the by-laws for “Jayaprithvi Municipality”
- Field Visit/appraisal and field Work
- Draft Report presentation and collection of feedback from local stakeholders and concerned agencies.
- Final Report Submission