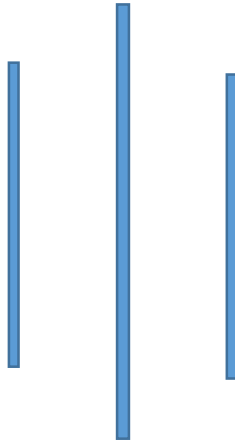




Terms of Reference (ToR)
For
Preparation of Digital Municipal Profile



Aathbiskot Municipality
Office of Municipal Executive
Aathbiskot, Rukum (West)
Karnali Province, Nepal



Background

'Political Transition' of Nepal has come to an end after the proclamation of present Constitution of Nepal and its implementation after the successful completion of the election of all levels. Nepal's political system has undergone a substantive change with the implementation of the present Constitution based on the political principle of Federal Democratic Republicanism. Government of Nepal has restructured the country into 753 local levels. The local levels exist at the bottom, provincial at the middle and federal (central) at the top level according to the constitutional provisions in the hierarchy of present state mechanism. The Constitution has envisioned that the local levels are the functional and autonomous entities working to serve people as a complete package of government in themselves.

On this specific context, Municipalities and Rural Municipalities are in urgent need of objective and authentic data (quantitative and qualitative) on geography, society, culture, economy, environment, health, education, drinking water, sanitation, service delivery, vital registration, natural resources, tourism and so. Long-term planning and development of local levels depend on the availability of authentic and accurate data.

On the other hand, **Schedule 8** of the Constitution has enlisted the rights of the local level to be exercised to ensure their autonomy. One of the rights in the list is to conduct and keep an updated record of household data collection on the multiple sectors aforementioned. Therefore, this project aims to prepare a complete profile of the Municipality on the basis of secondary data collection from relevant government and other institutions, census reports of CBS, Municipal Ward Office, and community based organizations and other social groups.



For Chief Administrative Officer

This digital database includes Municipality present land use, Demography, Physical Infrastructure, Institution development, Social and Economic condition, available natural and human resources etc. Information is the key for making long term plan of municipality.

In the context stated above, Government of Nepal, Aathbiskot Municipality has initiate for the preparation of Municipality Profile of Aathbiskot Municipality So, Aathbiskot Municipality, Office of Municipal Executive invites proposals from the experienced eligible National Consultants/firms registered Nepal under GON rules and regulations who are qualified as per ToR for the preparation of Municipal Profile.

Study Area

The Study Area includes all the 14 wards of Aathbiskot Municipality with a total area of 560.34 sq. km. The figure below shows the total area of Aathbiskot Municipality Rukum (West).

Terms of Reference for the Preparation of Municipal Profile

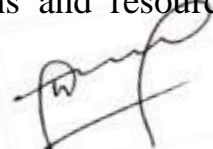
Concept

- a) Preparation of profiles of the Aathbiskot municipality with data base of physical, economic, social, historical, environmental aspects, land resource, agriculture, forest, livestock etc.
- b) Information system is first step of setting out the vision and make long term plan of Municipality.
- c) Sustainable development of the municipality keeping environment balanced with conservation of natural resource.
- d) Identify the real problem and their solution of municipality then it is the major consideration for the future plan of Municipality.

Rationale

First hand comprehensive data on multiple sectors related to local levels is of utmost importance since this will help identify valuable means and resources




For Chief Administrative Officer

available in the local levels, find new avenues of development and prepare master and periodic plans on multiple sectors for a long future. The Constitution and the Local Government Operation Act, 2074 have clearly articulated the obligations of Integrated Urban Development Plan, strategic plans based on the profile by the local levels. The rationale of ToR is self-justifiable since data collection and preparation of a complete profile of the Municipality for the multi-sectoral planning.

Objectives

The key objective of this project is to prepare an all-inclusive and comprehensive profile of the targeted municipality incorporating first-hand data and the institutional data. Specific objectives of this task are:

- **For Data Collection Make Mobile** (Android) Mobile application
- **Make Web Based Software to link all as Dynamic (Changeable).**
- Historic Background and Introduction of Municipality
- To prepare Land Use Plan, Physical development plan, Social, Cultural, Economic, Financial, and Institutional Development Plan; Environmental and Risk Sensitive Land Use Plan, Urban Transportation Plan, Multi-sartorial Investment Plan (MSIP) and other relevant plans if any in consultation with Aathbiskot municipality, Department of Urban Development and Building Construction (DUDBC) and MoFaga on the basis of Sectoral Goal, Objectives, Output and Programs.
 - To collect right information of Municipality and its management.
 - Identify the various types of resources and analyze the Problem and Opportunity of the Municipality.
 - Local festivals, Jatra, Fair, religious places, and touristic area.
 - Present land use regulation and pattern, agriculture land and irrigable land pattern
 - forest within municipality forest, community forest, and leasehold forest if applicable
 - Road Network, to access neighbor Municipalities



- Municipality, Strengths, Weaknesses, Opportunities,
- Development possibility on agriculture, Hydropower, Tourism, and industries
- Population, growth rate, sex wise data, disabled, religious, cast
- School, Campus, non-formal education institutions
- Early child development center
- Bhu swamito Sambandhi bibran
- Registration, Matriculate
- Health service and nutrition
- Budget allocation trend on targeted people and community, real expenses reality
- Sources of Water, water user's community and its financial condition, Natural water resources,
- Present condition of road network
- Municipality electrification
- Telecommunication description
- solid waste Management
- Nagar sewa prabaha bibaran
- description of business centre
- Play Ground, Park and Children Park
- National and international NGO Office
- Tole organization within Municipality
- Cottage industries, and description of industrial business
- Main project and programme lunched by municipality
- Municipality organization chart and staff description
- Government office within this organization
- Municipality Map and location central office and ward office
- Political Parties within Municipality
- To implement the Metric Addressing System at the Municipal Wards.



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 For Chief Administrative Officer

- To Provide the House number to each Households.
- To Track all the Households within tax.
- To find out the name of House owner on the basis of Street name and House number.
- To improve the quality and effective delivery of Municipality
 - To provide feed-back and suggestions to Municipality on Current Status of Municipality.
 - The differences between land use pattern at present and before
 - The differences that came into picture on use of agriculture land since before 20 years
 - Preparation and distribution of profile templet
 - Collection of collected data from reliable resources
 - Processing the data accordingly
 - Data analysis
 - Data interpretation □ Report finalization
 - all above data should be collected ward wise and report submission should be accordingly
 - Descriptions should be included the village and city prepared procedure, 2075 by the Ministry of Federal Affairs and General Administration.

Scope of the work

The range of the tasks for the data collection and institutional data compilation will include:

- Collect necessary and available data/information from secondary sources such as CBS and Department of Hydrology and Meteorology, DCC, Rural Municipality office, District education office, School, Campus, Hospital, FNCCI, Telecom, NEA etc. and Other related line agency.



- Carry out extensive field work to collect necessary data on Physical aspect, Social Aspect, Environmental Aspect, agriculture and food production, Infrastructures, Heritage, Culture, Tourism etc.
- Study the existing relevant maps, documents and database of the project area.
- reviewing household data collection questionnaire and make necessary amendments,
- reviewing institutional data collection questionnaire and make necessary amendments,
- developing a guideline for data collection for the enumerators, municipal coordinators, social mobilizes and concerned others,
- Discuss the accuracy, reliability and sources of data.
- Orientation to Ward chairman and members as the task is mostly related to them.
- training, deploying and supervising municipal coordinators, social mobilizes, enumerators for household and institutional data collection,
- Prepare relevant maps on the themes for the selected municipality at A3 size to keep in the report as specified in the specification that will be provided by Municipality
- Prepare Rural municipal profiles describing physical, economic, social, historical, and environmental aspects, and land resource, agriculture, forest, livestock characteristics together with infrastructures and services
- Preparation of profile and validation of the data collected.
- Technical support to update data for one year to make office staff capable enough.
- Analyze Strength Weakness Opportunity and Threat (SWOT Analysis) of the Municipality.




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Brief Methodology for Preparing Profile

Profile has to be prepared by analyzing primary and secondary information' and maps necessary for Formulating Municipality Profile for the Aathbiskot municipality. The following contents with the necessary data and information are mandatory for each profile. The reports should be in the following standard.

a. The data to be included are as follows:

- Naming and origin of the Municipality
 - Location
 - Settlements and administrative units
 - Physiography
 - Geology/geomorphology
 - Drainage/hydrology
 - Terrain
 - Climate
 - Forest and Biodiversity
 - Natural hazard and overall environment
 - Present Land use
 - Cadastral data (Public land, Fertile land etc.)
 - Agriculture and food production Vegetable farming/fruit production Poultry farming/fishing etc.
 - Livestock
 - Access to infrastructure and services (Road, Water supply and Sanitation, Electricity, Irrigation, Telecommunication, Alternative Energy etc.)
 - Market and Industry
 - Social condition (Education, Health, Recreation, Inclusion, Social Welfare Security etc.)
 - Population characteristics
 - Economic condition




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- Heritage and Culture
- Tourism
- Hazard and Risk

b. The profile has to be prepared keeping in view of sustainable development of the Municipality.

c. Chart, diagram and graphs have to be presented.

d. Digital or analogue data collected by other institutions should be utilized if necessary.

However, data sources must be mentioned along with the presented data.

Expected Output

- The consultant shall prepare a complete profile comprising of relevant data and information
- Demographic like population chart, migration trend. and growth trend etc.
- Socio economic like health and educational, gender, income, and occupation,
- Resource base of the area like agriculture, industries, trades, tourism (incoming and outgoing flow of goods, occurrence of weekly markets/Hat bazaar) etc.
- Physical and Social Infrastructures like road, electricity, telecommunication, water supply drainage and sewerage etc.
- Existing Land use pattern/classification Agriculture, Forest, road, residential areas, urban areas, commercial, institutional, open spaces. Play grounds, rivers, lake, pond, religious centers/areas.



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- Environmental status like sanitation, solid waste, pollutions
- Ward and town level problems, development potentials and challenges
- Maps as per necessary
- An up to-date profile shall be prepared comprising of base-line information of the existing physical, social, environment financial and organizational state of the municipality. Apart from the key statistics, such base line information shall also include textual descriptions, maps, and key problems prevailing in the wards and the municipality.




For Chief Administrative Officer

Deliverables

S.N.	Deliverables	Working Weeks																		
		1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10 th	11 th	12 th	13 th						
1	Preliminary overall preparation and planning (questionnaire finalization, central level stakeholder meetings)																			
2	Preparation of tamplet and training for enumerator as well as municipal coordinators																			



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4	Data collection from relevant institutions																							
5	Data processing and analysis																							
6	Preparation of draft profile																							
7	Preparation of draft report (for feedback)																							
8	Final projects report (data interpretation)																							
9	Submit complete profile to Municipality																							



For Chief Administrative Officer

Draft Final Report

This report shall in all respect be complete, containing all the required components of the design and be presented in clear and easy to refer formats as per the general design guidance attached. The complete set of the report shall consist of:

- (i) Volume I – Main Report
 - (ii) Volume II – Drawings
 - (iii) Volume III – House number to each Households of Each Wards
 - (iv) Volume IV – Cost Estimate for Final Implementing the metric system as per Study to each house of each wards
 - (v) Appendices

Presentation of the Draft Reports

The Consultants shall present the draft report in specified format and defend it to the Municipality audience prior to the submission of the final report. They shall review the issues raised during the presentation while finalizing the report and make necessary amendments/corrections if needed. The date and venue of the presentation shall be determined by mutual agreement between the Municipality and the consultants. The cost of such presentation shall be borne by the consultants.

Final Report

Apart from the presentation, the Municipality will verify the content of the report against the Terms of Reference and the checklist. The Municipality may also discuss upon the technical content of the report and may suggest some changes if thought necessary. While preparing the Final Report the consultants shall consider the comments/suggestions and make corrections or amendments if required. It does not, however, relieve the consultants of their responsibility over the technical content of the design. The final report shall be submitted in stipulated number of copies as indicated in the checklist.

Soft copy (electronic copy) of the design

Apart from the bound report the consultants shall submit soft copies (electronic copies) of the final report in CD-ROMs as specified in the checklist.

Role and responsibility of different Stakeholders




For Chief Administrative Officer

a. Role of Consultant

- i. Consultant shall be responsible to supply technical personnel and complete consulting work as stipulated in ToR. 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, ward and municipal level meetings as per requirement.
- ii. Consultant shall remain in Municipality until profile preparation is complete and the profile is submitted to the executive committee of the municipality.
- iii. Consultant shall be responsible for making available of logistics including computers, printer, scanner photocopier, and vehicle as stipulated in ToR for use in the field.
- iv. Consultant shall be responsible for undertaking necessary training programs to municipal as well as departmental technical personnel on data collection, management and other relevant computer skills that are required in connection to profile preparation
- v. Keep appropriately the records and minutes of the meetings/workshops.
- vi. Gather data and carry out necessary analysis and inform the outcome of such analysis to the team leader and to the planning team during plan preparation.




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vii. Undertake the task of preparing profile in complete as described in this TOR, under the supervision of the team leader.

viii. The consultant shall accomplish the work in close contact and guidance with the Office of Municipal Executive.

b. Role of Municipality

i. Municipality shall depute its senior official preferably from the Technical section to coordinate internally and externally in the entire process till the completion of preparation profile. Municipality shall also depute the full-time technical officer/ personnel to be associated with the Study team.

ii. Municipality shall provide office space for the Profile preparation team to work.

iii. Municipality shall help the team to provide and gather data. It may also raise specific issues and provide suggestions separately to the team.

iv. Municipality shall make the payment of contract amount to the consultant

Stages of Reports

Following reports in quantities as mentioned below within 4 months should be submitted as follows:




For Chief Administrative Officer

Stages of Reports	Time Period	Requirements of Report	No of report to be submitted
Inception Report	Within first month of Agreement Date	<ul style="list-style-type: none"> • Thoroughly understanding of ToR. • Crystallize the Detail Methodology. • Study team interacts with expert and concerned stake holders. • Sample questionnaire and Check list 	2 set hard copies
Draft Report	At the end of third month	<ul style="list-style-type: none"> • Collection of primary and secondary data in Hard copy. • Analyze the data of various sector. • SWOT Analysis • Set up Vision and Goals 	4 set hard copies
Final Report	At the end of fourth month	<ul style="list-style-type: none"> • Detailed of Draft Report based on findings of the field and comments. • Incorporate with relevant data, figures, drawings, questionnaires, interviews and other necessary information. 	6 set hard copies with 2 set in color print and 6 sets DVDs

Composition of the Study Team

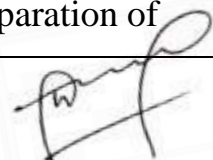
In general, the consulting team shall compose of the following personnel:



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Position Assigned	Qualification		Task Assigned
A) Professionals Staffs			
Team Leader	<ul style="list-style-type: none"> • Masters in Urban Planning/Geography/Sociology • 10 years Experiences in Planning Works such as Preparation of Digital Municipal Profile, Physical Development Plan, Periodic Plan or Long Term Development Plan, Integration Development Plan. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Overall coordination of the project.</p> <p>Overall guidance to the team members regarding developing methodologies, data collection, report writing in order to complete the assigned task in the stipulated time.</p> <p>Overall coordination and communication with different stakeholder's viz., municipality and other institutions regarding administrative, financial, technical matters for the smooth mobilization of the study.</p> <p>Define roles and responsibilities of each team members.</p> <p>Organize municipal and wards level interaction programs and workshops for information collection, identification of problems, potential and opportunities</p> <p>Stationed in field and involve in the preparation of</p>




 For Chief Administrative Officer

			<p>Municipality Profile at all level</p> <p>Moderate the possible misunderstanding and disputes during the plan making process among the client and the consultant, and similarly among the community within the study area.</p>
		<input type="checkbox"/>	<p>Write report and give final form to the overall report written by different personnel in their expertise</p>
Sociologist	<p>Master Degree in Sociology/ Anthropology/ Rural Development/Population and Related Field</p> <p><input type="checkbox"/> 10years Experiences in Planning Works</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Prepare the checklist and questionnaire regarding the economic and financial sector for the workshop, key informants, reconnaissance survey and detail field survey.</p> <p>Analysis of the collected data / information and identify problems and potentials</p> <p>Participate in vision defining workshop</p> <p>Assist the thematic groups in the preparation of Social</p>



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For Chief Administrative Officer

	<p>such as Preparation of Digital Municipal Profile, Physical Development Plan, Periodic Plan or Long Term Development Plan, Integration Development Plan.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>development plan</p> <p>Prepare Municipality Profile document on the part of Social Development Plan</p> <p>Prepare the checklist and questionnaire for the survey related to Social Development</p> <p>Analysis of the collected data / information and identify problems and potentials</p> <p>Discussion (meeting) with the concerned organizations, person to collect necessary information</p> <p>Participate in vision defining workshop</p> <p>Assist the thematic groups in the preparation of Social Development Plan</p> <p>Prepare Municipality Profile document on the part of Social Development Plan</p>
<p>Urban Economist/Financial analyst</p>	<ul style="list-style-type: none"> • Master in MBA/Economic • 7 Years after master degree • experience in specific work like profile/ 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Prepare the checklist and questionnaire regarding the economic and financial sector for the workshop, key informants, reconnaissance survey and detail field survey.</p>



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For Chief Administrative Officer

	IUDP/IDP/MT MP		<p>Analysis of the collected data / information and identify problems and potentials</p> <p>Participate in vision defining workshop</p> <p>Assist the thematic groups in the preparation of economic development plan</p> <p>Prepare Municipality Profile document on the part of Economic Development Plan</p>
IT Expert	Master Degree in Information Technology/Computer Science and Engineering	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Coordinate with team member</p> <p>Participate in vision workshop</p> <p>Develop web page and Software programming</p>
Statistician	Master Degree in Statics/Mathematics experience in specific work like profile/ IUDP/IDP/MTMP	<input type="checkbox"/> <input type="checkbox"/>	<p>Prepare the checklist and questionnaire regarding the sector for the workshop, key informants, reconnaissance survey and detail field survey.</p> <p>Analysis of the collected data / information and identify problems and potentials</p>



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 For Chief Administrative Officer

		<input type="checkbox"/>	Discussion (meeting) with the concerned organizations, person to collect necessary information
		<input type="checkbox"/>	Participate in vision defining workshop
		<input type="checkbox"/>	Assist the thematic groups in the preparation of Development Plan
		<input type="checkbox"/>	Prepare Municipality Profile document on the part of Development Plan
Civil Engineer	Bachelor in civil engineer 7 Years' experience in related field experience in specific work like profile/ IUDP/IDP/MTMP	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Prepare the checklist and questionnaire regarding the geological features for the workshop, key informants, reconnaissance survey and detail field survey. Extensively participate in the data collection process and its interpretation mostly concentrating on the physical infrastructure. Participate in vision defining workshop
		<input type="checkbox"/>	Do the SWOT analysis
		<input type="checkbox"/>	Write report in the relevant sector in several phases and support the team leader in



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			producing development plan of the periodic plan
GIS Expert	<ul style="list-style-type: none"> • Master degree's in GIS • 7 years Experiences in GIS Related work Planning 		<ul style="list-style-type: none"> •Preparation of GIS map like density map, Population distribution map, Population growth, map, Location map etc. •Coordinate with the other team members •Participate in vision defining workshop
	Works such as Preparation of Digital Municipal Profile, Physical Development Plan, Periodic Plan or Long Term Development Plan, MTMP, Integration Development Plan.		
Computer Operator	Intermediate any subject with computer subject experience in	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Coordinate with the other team members Participate in vision workshop



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	specific work like profile/ IUDP/IDP/MTMP		Data entry and Report formatting
Field Enumerators	Intermediate any Subject experience in specific work like profile/ IUDP/IDP/MTMP	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Coordinate with the other team members Participate in vision workshop Data collection

Completion and Submission of Reports for municipality

Reports	Date	No. of copies
1. Inception Report	Within 3 weeks from the date of contract agreement.	2 sets hard copies and soft copies
2. Field/Interim Report	Within 6 weeks after inception Report	2 sets hard copies and soft copies
3. Draft Report	Within 3 weeks after field report.	2 sets hard copies and soft copies
4. Final Report	Within 2 weeks after submission of draft report	3 sets hard copies and soft copies 1 set of ward wise profile



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1. Mode of Payment

If not indicated otherwise in the contract documents, the mode of payment for the assigned task will be as per the following schedule:

- 20% of total amount after acceptance of Inception Report
- 25% of total amount after acceptance of Field Report
- 25% of total amount after acceptance of Draft Report
- 30% of total Amount after acceptance of Final Report

Payments will be normally made within 15 (Fifteen) days of receipt of the invoices and progress report, subject to the submission and approval of the reports required to be made with respect to the invoiced services.




For Chief Administrative Officer