



TERMS OF REFERENCE (*TOR*)

of

**Preparation of Periodic Development
Plan of Rajpur Rural Municipality,
Dang**

TERMS OF REFERENCE (TOR)

Preparation of Periodic Development Plan of Rajpur Rural Municipality, Dang

1. BACKGROUND

Nepal possesses plenty of potentials for the prosperity. Its natural diversities and youth dominated population structure is the base of socio-economic growth and transformation. However, large segment of population is poverty stricken and country side settlements are far from the reach of basic services including infrastructure facility despite several development efforts. Landless poor in urban and land poor in rural areas are in the center of plan development for the improvement of their livelihood and overcoming the poverty.

The ultimate goal of Rajpur Rural Municipality development is attainment of sustainable livelihood, improved well-being of people and overcome of poverty. In the absence of better access to the goods and services that they value the same suffers. Rajpur Rural Municipality people's needs for sustainable livelihood and improved 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.

In order to assess the existing situation of the services and facilities, the access situation will be derived from the proper Planning. The access situation of the services and facilities including the infrastructure for the each and every settlement will indicate the interventions to improve the access situation. The interventions derived from the systematic planning are nearest to the real need of the local people and their respective priority is reflected. The planning approach is inclusive, participatory and bottom-up approach. The implementations of such projects will certainly be more participatory and owned by the local communities.

2. AIM OF THE PROPOSED TASK

The aim of the proposed task is to Prepare Updated Rajpur Rural Municipality Profile and a result based it's Five Years Periodic Development Plan as stipulated in the Local Governance operation Act.

3. OUTPUT EXPECTED

The completed Village periodic plan shall include but not necessarily limited to the following:

Rajpur Rural Municipality Profile: The Consultant shall update the existing Profile of Rural Municipality, comprising of disaggregated Secondary information of physical, socio-demographic, economic, environment, financial and organizational sates of the Rajpur Rural Municipality.

Profile analysis: The section should contain at least the following:

Trend analysis: The analysis should reveal among other things population trend, land use pattern, infrastructure provisions, import-export of goods, agricultural outputs, jobs, and other economic opportunities.

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

Bottleneck Analysis: This tool should be used to find out the bottlenecks and barriers encountered in implementation of periodic and annual plan.

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 growth can be channelized.

Cross-cutting issues analysis: GESI- an analysis of gender equality and social inclusion will be analyzed from the perspective of children, youth, women and socially excluded groups. EFLG- an analysis of disaster, climate change resilience, solid waste management and environment protection.

Resource mapping and financial analysis: The analysis should reveal income potential and financing sources of the Rural Municipality including expenditure pattern for the five years plan period.

Preparation of Rajpur Rural Municipality Periodic Plan (PRRMPP)

- **Rajpur Rural Municipality vision.**

To make the vision operational, necessary development principals to guide the sectors activities also need to be outline. Vision and principles should be formulated with broadly participated advisory committee-that is the Steering Committee formed under the chairpersonship of Local Administrative Officer.

- **Goals, objectives, strategies, outcomes and outputs:**

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

- **Physical Development Plan (PDP):**

PDP should essentially reveal the future desired plan of the Rural Municipality keeping in view of long term horizon and also classify the Rajpur Rural Municipality land revealing broadly expansion areas, and natural resource areas. Such physical plan should be separately supplemented by the relevant data and thematic maps of existing land use pattern, environmentally sensitive areas, and infrastructure services. Plan should also be supplemented by social and economic data and thematic maps revealing the social and economic infrastructures of the Rural Municipality. PDP should cover following infrastructure related aspects:

- Local transportation system
- Irrigation and river control
- Hydropower and alternative energy
- Water supply
- Housing, building and urban development
- Solid waste management
- Social infrastructure
- Information and Communication Infrastructure

- **Environment Management plan:**

The environment management work has remained as the major problem of the Rajpur Rural Municipality. The environment management plan should be formulated by studying and analysis in detail. Such plan should essentially cover the following aspect:

- Sanitation
- Sanitary land fill site
- Waste water management
- Minimization of solids waste, reuse, recycle promotion
- Solid waste management
- Air, water and noise pollution
- Control and management of built environment
- Greenery, park garden
- Others as per Rural Municipality requirements
- Green jobs
- Climate change resilience and disaster risk reduction

• **Social development plan:**

Social development plan must be significant to bring qualitative improvement in the lives of the common people. Inclusion and equity are expected to be properly considered in the social development plan. Attention should be given on socio-cultural dynamics and emphasis must be given to women and children as well as adolescent. Plan should be formulated on the basis of the analysis of social condition of the Rajpur Rural Municipality. Such plan should essentially cover the following aspect:

- Demography
 - Education
 - Health
 - Drinking water supply
 - Culture and sports
 - People access to assets (social assets)
 - Community resources
 - Gender equality and issues related to children (survival, development, participation and protection) in line with the national CFLG framework
 - Others as per Rural Municipality requirements

• **Economic Development Plan:**

Economic development plan should be prepared which directly contributes in economic activities of the Rural Municipality and it will support in the development of the Rajpur Rural Municipality. Such plan should essentially cover the following aspect:

- Agricultural development
- Livestock development
- Non timber forest products
- Medicinal and aromatic plants
- Industrial development
- Trade promotion
- Tourism development
- Employment generation
- Poverty reduction and prosperity
- Rural urban linkage
- Micro/small enterprise and business promotion
- Renewable energy
- Migration/mobility
- Others as per Rural Municipality requirements

• **Resource Mobilization Plan:**

Such plan should essentially include the work to formulate identification and mobilization of resources required during the period of periodic plan preparation. The following things subjects need to be considered while formulating resource mobilization plan.

- Analysis and projection of Rajpur Rural Municipality income and expenditure (last five year and coming five year)

- Allocation of development budget (coming five year)
- Resource improvement action plan (LB's internal revenue, government grant)
- Investment from private sector
- Cooperatives contribution
- Civil society organization contribution
- Expenditure management action plan
- Others as per Rural Municipality requirements

- **Institutional Development plan:**

Human Resources Development Plan and organizational development plan are the areas of the institutional development plan. Following instruments should be considered in the formulation of institutional development plan as an engine to drive the periodic plan.

- Decentralization,
- Good governance
- Inclusive participation
- Simplified procedures
- Appropriate and optimum use of local resources and skills
- Institutional coordination and establishment of network
- Organizational capacity and capacity building
- Others as per Rajpur Rural Municipality requirements

- **Disaster Management Plan:**

The vulnerability mapping of the Rajpur Rural Municipality shall include following aspects whenever seems necessary;

- Earthquake
- Fire
- Floods
- Landslide
- Drought
- Epidemic

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

- Pre- disaster plan
- Early warning
- During or immediate after disaster
- Post- disaster Plan

- **Multi-Sectoral Investment Plan (MSIP).**

Such plan should reveal short and long-term programs/projects, cost estimate, and probable financing sources prioritized in sequential manner for the planning period of five years. Such programs/projects should be to cater to both the short- term and long-term needs of Rajpur Rural Municipality s 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. Such MSIP should be pragmatic, and be consistent with the financial resource plan. The city level plan/projects (Mega project) and the projects that can be implemented exclusively by local bodies should be clearly mentioned in MSIP. It is suggested that the plan/projects that have to implement by different line agency in MSIP, included after thoroughly consultation with the concern offices. The cost estimate of the projects should be done according to the approved Rajpur Rural Municipality rate.

4. METHODS OF PLAN PREPARATION

Data gathering and analysis

Plan preparation will rely on both primary and secondary data. Primary data especially related land use pattern, extent of newly opened roads, their standards and quality, land values and environment problems shall be gathered through physical mapping on the site observation, and interview. Ward level problems and needs are ascertained through participatory rapid appraisal by holding citizens gathering at the Rajpur Rural Municipality offices or at the convenient location of the Rajpur Rural Municipality.

Rajpur Rural Municipality level potentials problems and development issues are identified by organizing validation workshop at RRM. The participants will be from BRM personnel, government agencies, Rajpur Rural Municipality representatives, and representatives of line agencies, Women, Dalit, Child club networks and disadvantaged people, entrepreneurs, traders, INGOs / NGOs working in the areas.

Data on physical, environmental, social, economic, financial, and institutional shall be gathered from sources such as office records or archives, RRM reports, Municipalities publication Village 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.

Planning process

Planning process shall be a participatory one. A broadly participated advisory committee—henceforth called as Steering Committee is emphasized and shall be formed to guide preparation of periodic plan. The role of Steering Committee is two-fold. First, it can coordinate between sectoral agencies to channel capital investment and enable plan implementation, even after the completion of plan preparation. Second, broader participation in Steering Committee can include concerns and aspirations of all the sectors and stakeholders therefore lend credibility and legitimacy to the periodic plan. Steering Committee is envisaged to include local bodies Rajpur Rural municipality government agencies, political parties/leaders, civil societies, NGOs, CBOs, intellectuals, prominent citizens, professional bodies, and planning team. Steering Committee shall be the key body to formulate policies and guidelines related to plan preparation. This shall meet to advice on various aspects of plan preparation including identifying problems and issues of the Rajpur Rural Municipality, formulating and reviewing of Rajpur Rural Municipality vision, goals, objectives, and programs.

The Steering Committee: If needed, may also form a core advisory committee, comprising members of the steering committee, but small in size, so as to expedite the planning proceedings. Such core advisory committee shall work in lieu of steering committee, and shall work as a bridge between the steering committee and sectoral (sub)-committees. In the long run that is in the plan implementation phase, such core advisory committee may be transformed into advisory committee for the RRM to facilitate the plan implementation

Planning team shall be formed and will be responsible to present all necessary analysis in all stages of planning process and to facilitate necessary meeting and workshops. Planning team shall comprise of technical personnel from RRM, besides experts from the consultant firm. Sub-Rural Municipality level meetings comprised of representative from all Rajpur Rural Municipality, citizens, NGOs, CBOs will be held.

During the planning process as and when relevancy arises, a specific consultation with political parties and with differently able and other stakeholders can be considered.

Accordingly, Rural Municipality level programs will be identified as a basis for the annual planning process. To make inclusive and ensure adequate participation in the planning process, youth and deprived groups such as Dalit, janjatis and special groups such as women, children, disabled will be treated separate interactions. The internally displaced people (IDPs) and squatters also need to be duly included in the planning process.

Steering Committee may also form Working Sub-Committees to facilitate the focused group discussion and enable the specialized input of the experts so as to prepare sector-wide plans and programs. The Working Sub Committee with the support of planning team will formulate Rajpur Rural Municipality sectorial plans and programs, using Logical Framework Approach (LFA). Such Plan should reveal the sectoral goals, objectives, outputs, activities, progress indicators, means of verification indicators, and implementation strategies. Plan should cover the development sectors identified earlier. The planning team shall also make elaborate consultation with the concerned Sub-Committee to formulate the development principles and guidelines for the preparation of the long-term physical development plan

5. DURATION OF THE STUDY AND REPORTING

Periodic plan should be prepared in Nepali language. And the consultant should submit the following reports:

i) Inception Report:

The consultant shall submit the 2 copies of inception report to RRM within 15 days after signing the Contract. The consultant shall present the reports to RRM and other professionals for discussion. These reports shall contain the finalized work program and a general approach and methodology that the Consultant proposes to conduct the

study. The report should also incorporate different related literature reviews. RRM and the invited experts will review the Inception Reports submitted by the consultant and will send its comments if any to the consultant.

ii) Field Report:

The consultant shall submit the Two copies of field report should be submitted after field work had completed (primary and secondary data collection has completed). The estimated time for field report is 2 months after submission of inception report. The report should indicate how the field work had conducted, problems and solution for that. These reports shall contain the detail field work program, Collection of Primary Household Survey and Secondary Data with all the details and methodology that the Consultant conducted during the field works. The report shall contain the processed data and the layout of the Rural Municipality and its surroundings. RRM will review the Field Reports submitted by the consultant and will send its comments if any to the consultant. The consultant should also submit the raw data to the RRM briefly elaborating the details.

iii) Draft Report:

The consultant shall submit 3 sets of the draft report to RRM within 1 month after submission of field report after presented to the steering committee. This report should also include the summary of different other research and study on the Rajpur Rural Municipality for comparisons and validation.

iii) Final Report:

The consultant shall submit 5 copies of each set of the final report to RRM within 0.5 month days after submission of draft report incorporating suggestions from Rajpur Rural Municipality level workshop. The report should be in two sets (two Volumes of each) as mentioned for draft report. The final report should be in hard as well as in soft copies and the hard copy of map.

6.0TIMESCHEDULE

The total work period shall be of 4 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.

7.0HUMAN RESOURCES

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

<i>S.N.</i>	<i>Key Personnel</i>	<i>Persons</i>	<i>Month</i>	<i>Eligibility Criteria</i>	<i>Responsibilities</i>
1	Team Leader	1	4	Minimum Master's degree in Regional Planning/ Urban Planning/ City Planning/ Land Use Planning Infrastructure	<ul style="list-style-type: none"> Responsible for mobilizing the team members, overall planning, programming, coordination, monitoring, and supervision of team

				Andhavingminimum 7 years ofrelevantwork experience after masterdegree.	memberswork, <ul style="list-style-type: none"> • Review Conceptual/Block /infrastructure plans/ engineering design,costestimateetc,
2	Transport Planner	1	4	Minimum master's degreein Transportation Engineering/ Transportation Planning/ Transportation Managementand havingminimum 5yearsof relevantexperience	<ul style="list-style-type: none"> •Support to team leader to prepare Transportation Plan,MasterPlan, landuseplan,zoning plan,andreport preparation, projectselection, engineeringdesign,costestimateetc
3	Environment Expert	1	3	Minimum master's degree in Environment Engineering/Environmental Scienceandhavingminimum5 yearsofrelevantexperienceafter master'sdegree	<ul style="list-style-type: none"> •Support team to find out environmental sensitiveareasin municipalities, andfindmitigation measures toprotectnatural environment, •suggest necessary environmental improvement project,sanitaryin municipalities • prepareIEEorsuggestforEIAfor prioritizedsub-projects,etc
4	DataAnalyst /Statistician	1	3	Minimummaster's degreein Statisticswithminimum 5yearsof relevantworkexperience.	<ul style="list-style-type: none"> •Supporttoteamleaderindata analysisanddata managementwork.
5	GISexpert	1	4	Minimum master's degree inGeo-information /RS/GISandhaving minimum 5yearsofrelevant Experienceafter master'sDegree. Should haveexperience in designinganddevelopingGIS* and databasesysteminurbansector.	<ul style="list-style-type: none"> •Advicetoteamleader, •preparedatabase/updatebasemaps of municipalities • Apply GIS based system for the preparation ofplans,maps,drawings etc.
6	Economist /Financial Analyst	1	3	Minimummaster's degreein Economics/Finance/ Business Studies andhavingminimum 5 years ofrelevantwork experience aftermasterdegree	<ul style="list-style-type: none"> • Assistteam leader,urbanplannerto analysiseconomic andfinancial situationof municipalities. • Conducteconomic/financialanalysisi

7	Sociologist / Community Development expert	1	4	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.
Support Staffs: as per consultants requirements					

Attach list of proposed personnel with qualification.

8.0 REPORTING REQUIREMENTS AND MODE OF PAYMENT

Reports shall be prepared in English with executive summary in English and Nepali. The reporting and payment schedule to the consultant is as follows:

No. of installments	Time period	Reports submitted by the consultant	Payment in % of agreement amount	Content
First (Inception Report)	Within 0.5 month	Inception Report 2 set hard copies & one set soft copy	20%	<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
Third (Draft Final Report)	Within 3.5 months	Draft-final report 3 set hard copies & one set soft copy	40%	<ul style="list-style-type: none"> • Complete report as per scope and output of ToR. • Presentation of draft final report in Rural municipality
Fourth/Final	within 4 months	Final report 3 set hard copies and 2 set soft copies of each municipality.	40%	<ul style="list-style-type: none"> • Complete report as per scope and output of ToR with incorporated comments and suggestion during the presentation in Rural Municipality

9.0 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.

9.1 AGREEMENT

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

9.2 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.