

### Section 3. Technical Proposal - Standard Forms

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- 3A. Technical Proposal submission form
- 3B. Consultant's references
- 3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client
- 3D. Description of the methodology and work plan for performing the assignment
- 3E. Team composition and task assignments
- 3F. Format of curriculum vitae (CV) for proposed professional staff
- 3G. Time schedule for professional personnel
- 3H. Activity (work) schedule



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बुद्धिगंगा रूरा मन्सिपालिटी

**Section 3. Technical Proposal - Standard Forms**

**3A. TECHNICAL PROPOSAL SUBMISSION FORM**

Date: .....

To  
Budhiganga Rural Municipality Office  
Hattimuda, Morang, Nepal.

Dear Sir/madam:

We, the undersigned, offer to provide the consulting services for **Preparation of Comprehensive/ Integrated Urban Development Plan of Budhiganga Rural Municipality**, in accordance with your Request for Proposal dated [.....] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

.....

Authorized Signature:  
Name and Title of Signatory:  
Name of Consultant:  
Address:

### Section 3. Technical Proposal - Standard Forms



*Handwritten signature and stamp: प्रमुख प्रशासकिय जावकर्ता*

#### 3B. CONSULTANT'S REFERENCES

##### Relevant Services Carried Out in the Last Ten Years That Best Illustrate Qualifications,

Using the format below, provide information on each assignment for which your Consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:	
Location within Country:		Professional Staff Provided by Your Consultant/Entity(profiles):	
Name of Client:		No. of Staff:	
Address:		No. of Staff-Months; Duration of Assignment:	
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services NPR	
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by Associated Consultants:	
Name of Senior Staff, Designation (Project Director/Coordinator, Team Leader etc.) Involved and Functions Performed:			
Narrative Description of Project: :( Actual assignment, nature of activities performed and location)			
Description of Actual Services Provided by Your Staff:			
Time extension for completion of project	Yes	No	
If yes, give Schedule of time extension			
Liquidated Damage*	Yes	No	

Consultant's Name: \_\_\_\_\_

Signature: .....

Stamp:

### Section 3. Technical Proposal - Standard Forms



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ಪ್ರಮುಖ ಪ್ರಾಚಾರಿಕ ಅಧಿಕಾರಿ

**3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.



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### Section 3. Technical Proposal - Standard Forms

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3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

पञ्जाब प्रशासकिय अधिकृत

### Section 3. Technical Proposal - Standard Forms



#### 3E. TEAM COMPOSITION AND TASK ASSIGNMENTS



गणतन्त्र नेपाल  
सर्वकार

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

### Section 3. Technical Proposal - Standard Forms



प्रमुख प्रशासकिय अधिकृत

#### 3F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Consultant/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

#### Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

#### Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page]

#### Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate.]

**Please follow the detail evaluation criteria for requirement in specific exercise.**

#### Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

#### Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date: \_\_\_\_\_

[Signature of staff member and authorized representative of the consultant with inedible **Blue Ink**]

Day/Month/Year

Full name of staff member: \_\_\_\_\_

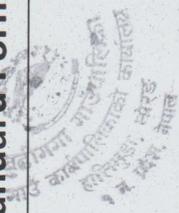
Full name of authorized representative: \_\_\_\_\_



### Section 3. Technical Proposal - Standard Forms

3H. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Iteams.



Activity (Work)	[1st, 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> etc. are Months from the start of assignment.]					
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
Activity (Work)						
_____						
_____						
_____						
_____						

*[Handwritten signature]*

B. Completion and Submission of Reports

Reports	Date
1. Inception Report 5 set hard copies and 1 set soft copy	As per ToR
2. Field Report/Draft Report for GIS based Map 5 set hard copies and 1 set soft copy.	
3. Draft-final Report 5 set hard copies and 1 set soft copy.	
4. Coloured Final Report 5 set (Nepali) and 5 set (English) hard copies and 5 set each soft copy.	

**Note: Each Report at different phases shall bear the signature(s) of the key professional stating their involvement in the job**

बुढीगंगा गाउँपालिका  
गाउँ कार्यपालिकाको कार्यालय  
हाम्रोबुडा, सप्तरी  
१ नं. प्रिया, नेपाल

*[Handwritten Signature]*

प्रमुख प्रशासकिय अधिकारी

## Section 4. Financial Proposal - Standard Forms

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- 4A. Financial Proposal submission form
- 4B. Summary of costs
- 4C. Breakdown of price per activity
- 4D. Breakdown of remuneration per activity
- 4E. Reimbursable per activity
- 4F. Miscellaneous expenses

## Section 4. Financial Proposal - Standard Forms

### 4A. FINANCIAL PROPOSAL SUBMISSION FORM

Date.....

To

Office of Budhiganga Rural Municipality.

Hattimuda Morang, Nepal.

We, the undersigned, offer to provide the consulting services **Preparation of Comprehensive/ Integrated Urban Development Plan of Budhiganga Rural Municipality**, In accordance with your Request for Proposal dated [.....] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of ..... [Amount in words and figures]. This amount is inclusive of the local taxes except Value Added Tax (VAT).

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

.....

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:

## Section 4. Financial Proposal - Standard Forms



*[Handwritten Signature]*

प्रमुख प्रशासकिय अधिकृत

### 4B. SUMMARY OF COSTS

S.N.	Items	Amount (NRs.)	
1)			
2)			
3)			
4)			
Total cost exclusive of Value added Tax (VAT)			
VAT 13%			
Total cost inclusive of VAT			

Name of consulting Firm:

Authorized Signature:

Seal of the Consulting Firm:

## Section 4. Financial Proposal - Standard Forms

### 4C. BREAKDOWN OF PRICE PER ACTIVITY<sup>1</sup>



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 प्रमुख प्रशासकिय अधिकृत

Activity No.: _____	Description: _____
Price Component	Amount(s)
Remuneration	
Reimbursable	
Miscellaneous Expenses	
<b>Subtotal</b>	_____

<sup>1</sup> The client may choose to request Forms 4C, 4D, 4E and 4F for the entire assignment, as opposed to each Activity No. as shown. Forms should only be requested for each Activity No. if such detail is essential to the evaluation, bearing in mind it will introduce a substantial level of detail for the client to analyze.

## Section 4. Financial Proposal - Standard Forms

*[Handwritten Signature]*

*[Handwritten Text]*

काठमाडौं महानगरपालिकाको कार्यालय  
 तिम्बुङ, मंगरङ  
 १ नं. बजार, नेपाल

### 4D. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____		Name: _____		
Names	Position	Input	Remuneration Rate (Rs.)	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				

## Section 4. Financial Proposal - Standard Forms

### 4E. REIMBURSABLE PER ACTIVITY

Activity No: \_\_\_\_\_

Name: \_\_\_\_\_

No.	Description	Unit	Quantity	Unit Price In Rs.	Total Amount In Rs.
1.	Air flights _____ Miscellaneous travel expenses	Trip			
2.	Subsistence allowance	Trip			
3.	Local transportation costs <sup>2</sup>	Day			
4.	Office rent/accommodation/ clerical assistance				
5.					
6.	Grand Total				_____

<sup>2</sup> Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client.

# Section 4. Financial Proposal - Standard Forms

## 4F. MISCELLANEOUS EXPENSES

Activity No. \_\_\_\_\_

Activity Name: \_\_\_\_\_



*[Handwritten Signature]*  
 प्रमुख प्रशासक/प्रमुख अधिकारी

No.	Description	Unit	Quantity	Unit Rate	Total Amount
1	Communication cost between _____ and _____ (telephone, telegram, telex, email)				
2	Drafting, reproduction of reports				
3	Equipment: vehicles, computers, etc.				
4	Software				
	Grand Total				

## Section 5. Terms of Reference

### 1. Introduction

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

Despite all these problems, government's responses has been grossly inadequate. The responses tend to be scattered and ad-hoc rather than planned and coordinated. A weak institutional capability has been one of the leading factors in poor performance of the government agencies. Above all, lack of the long-term development perspectives or plans has led to uncoordinated actions of agencies involved in urban development. Therefore the result is poor or limited impact in urban development efforts. Consequently, economic development has not taken place in the desired manner consistent with the pace of population growth.

Whatsoever, Nepal has experienced some settlement planning attempts since 1944; the first city Rajbiraj was planned to resettle people from Hanuman Nagar. In 1956; first National Periodic Plan (Economic Development Plan) was originated. At present, 13th Plan is in implementation. During 1960s, many people from hill and mountain (especially displaced from natural disaster, national parks etc.) were resettled in Terai plains. In 1969, Preparation of Physical Development Plan of Kathmandu Valley was a turning point in urban planning sector of Nepal. After this, so many development plans of Kathmandu Valley were prepared but never implemented due lack of institutional/ legal mechanism and financial resources. In 70s, Regional Development concept was initiated in Nepal; master plan of four regional headquarters (Dhankuta, Pokhara, Surkhet and Dipayal) was prepared and implemented in some extent. In the late 80s, structure plan of all designated urban centres was prepared. Similarly, IAP was popular in 1990s before the self governance act enacted by government of Nepal. In 2000 long-term concept of Kathmandu valley (vision 2020) was prepared. Currently, Periodic planning of urban centres (municipalities) is in practice. Despite these attempts were made, it provided neither approved land use plan nor concrete physical plan implementation mechanism regarding the major urban centers in the country. Municipal plans prepared in the past employing integrated action planning technique or structure planning is found to focus mainly on physical aspects. Besides, IAP's overwhelming concentration on ward level problems has also led to neglect of municipal level vision and desires. As a result, though several municipalities show some improvement in physical aspects, progress is still found lagging in several critical urban areas such as education and health. Issues such as social exclusion or deprivation, urban poverty, environmental conservation, economic development, financial mobilization and municipal capacity building have remained largely unattended in the previous planning efforts.

Keeping in view of this context, the Government of Nepal has already enacted and has been implementing National Urban Policy since 2007. The policy is conspicuous by prioritizing investment to the lagging regions of the country, while fostering development of regional cities and intermediate towns as well. Therefore with an objective of reducing poverty and upgrading urban physical facilities, MoFALD has prioritized to invest in 25 Municipalities in Country.

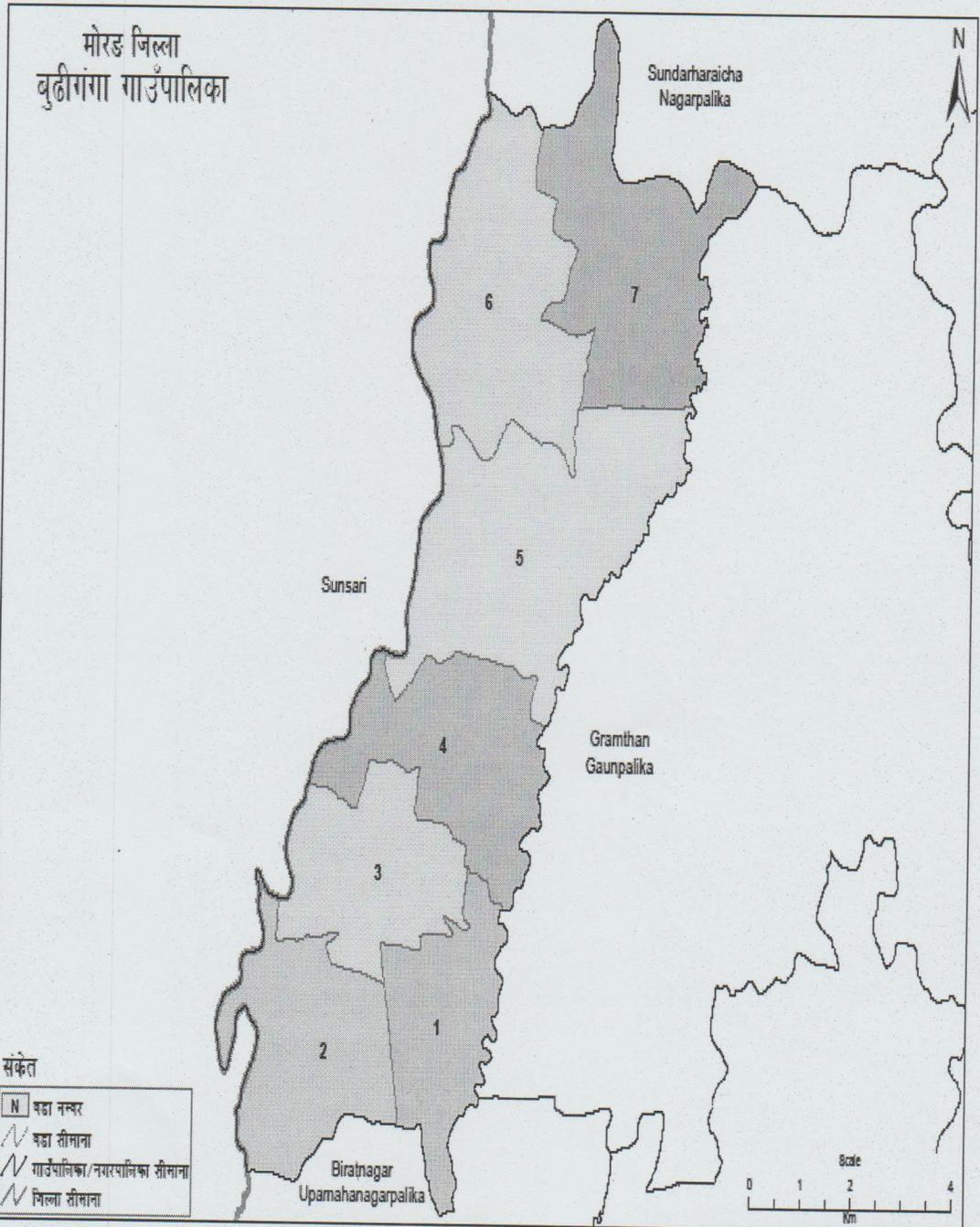
*[Handwritten Signature]*

## Section 5. Terms of Reference

In the above context, the Office of Budhiganga Rural Municipality intends to call for submission of technical and financial proposal by the shortlisted national consulting firms to prepare Comprehensive Town Development Plan of Katahari Rural Municipality.

### 2. Study Area

The study Area induced all the 7 wards of Budhiganga Rural Municipality with a total area of 56.41 sq. km. The figure below shows the total area of Budhiganga Rural Municipality.



स्रोत: स्थलगत नक्सा (स्केल १:२५०००/१:५००००), नयाँ विभाग र जनसङ्ख्या २०६८, कोषाध्यक्ष विभाग  
 तयार पारे: गाउँपालिका, नगरपालिका तथा विरोध, संसोधत वा स्वायत्त क्षेत्रको नक्सा तथा सीमाना निर्धारण प्रयोग

Projection System: MUTM, Spheroid - Everest 1630  
 LLRC, 2016

## Section 5. Terms of Reference

### 3. Objectives of Study

The main objective of the proposed assignment is to prepare Integrated Urban Development Plan of Budhiganga Rural Municipality. However, the specific objectives are:

- To set out Long-term Vision and overall Goal, Objective and Strategies for Budhiganga Rural Municipality(15 years)
- 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-sectorial Investment Plan (MSIP) and other relevant plans if any in consultation with Budhiganga Rural Municipality, Department of Urban Development and Building Construction (DUDBC) and MoFALD on the basis of sectoral Goal, Objectives, Output and Programs.
- To prepare building bye-laws to regulate development in the town integrating Land Use and road network, plan and long-term vision of Budhiganga Rural Municipality.
- To prepare Detail Engineering Design of prioritized 3 sub-projects with the consultation of Budhiganga Rural Municipality and MoFALD.
- The upcoming five years in the involvement of the Local public representative has been the first, second, third, fourth....to work recommendation upto the fifth year.

### 4. Expected Output

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

#### A. Assessment and Preparation of Base Map

The assessment's objective is to give an overview of the municipality's territory and identify the main challenges and opportunities the citizens and administration want to focus on the next 5, 10 and 20 years. Because the data is mainly spatial, the assessment will come in the shape of a series of CIS based thematic maps. However, members of the Steering Committee, other stakeholders and citizens are not always familiar with maps, in order to allow mutual understanding, the consultancy team is expected to write a commentary of each map using local landmarks and names as well as organize at least one site visit with the steering committee to comment thematic and summary maps.

The list of necessary maps includes:

- i. Base GIS map including: existing streets (with codification system), building footprints with building use. Building structural characteristics, occupancy and general demographics
- ii. Population density and growth rate
- iii. Existing land use (housing, commercial, industrial, agricultural, natural, mixed use, guthi land, public Space, squatted land...)
- iv. Terrain, watershed analysis and agricultural value of land
- v. Transportation (roads with hierarchy - national highways, feeder roads, district roads and urban roads (administrative classification) and Class I to IV (technical classification for design), parking space, public transportation routes, frequencies and stops, airport and destinations)
- vi. Water Supply (main line, water treatment facilities, public water tanks, storm water management infrastructure, drainage system, discharge points).
- vii. Solid waste (coverage of public and private collection system, formal and informal dump sites,