



Inaruwa Municipality
Office of Municipal Executive
Inaruwa, Sunsari

TOR
for
Consulting Firms

For the
Preparation of Master Plan and Periodic Plan
of
Inaruwa Municipality

March, 2018

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 (Morang, Pokhara, Surkhet and Dipayal) was prepared and implemented in some extent. In the late 80s, structure plan of all designated urban centers 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.

2. Study Area:

Inaruwa Municipality Area

3. Objectives

The main objective of the proposed assignment is to prepare Master Plan of Inaruwa Municipality. However, the specific objectives are:

- i. To set out Long-term Vision and overall Goal, Objective and Strategies for Municipality (15 years).
- ii. 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 Municipality, Department of Urban Development and Building Construction (DUDBC) and MoFAGA on the basis of sectoral Goal, Objectives, Output and Programs.
- iii. To prepare building bye-laws to regulate development in the town integrating Land Use and road network, plan and long-term vision of the municipality.

4. Scope of the Work

The scope of consulting services for preparation of Master Plan (as mentioned in expected output) shall include but not necessarily limited to the following:

- i. The consultant should spell out the Vision of the town. The Vision should articulate the desires of the Town and its citizens, and will provide the guiding principles and priorities for the Plan's implementation. Prepare overall Master Plan of entire area including existing and future (5, 10 and 20 years) land use plan in cadastral maps. This should be based on land use plan and followed by narrative description, analysis, facts and figures.
- ii. Conduct additional study on local economy and its activities also change in demographics and migration trend for 5, 10 and 20 years period.
- iii. Identify potential area for urban development based on land suitability and other factors. Analyst present and future (5, 10, 20 years) housing needs/market, stock, conditions and recommend

strategies for land acquisition, distribution of land and housing in future.

iv. Conduct studies on present and future (5, 10 and 20 years) demand in infrastructures (such as transportation, communication, electricity, water supply and sewerage system) and their supply. Analysis of demand should be in different scenarios with facts and figures. The recommended complete street pattern, major and minor roads, highways, arterial roads, traffic circulation, truck yard, bus bays and bus parks should be worked out in details. The network plan of infrastructures, both existing and proposed should be shown in cadastral maps with other detailed drawings and unit rate cost estimates. The consultant should also identify and produce landfill site, treatment plant location and their detail drawings and cost estimate. A management scheme of both water supplies, solid waste management system and landfill site should also workout.

v. The consultant should carry out full study of existing social infrastructure such as health/education sports communication security centers and other community facilities by addressing present deficiencies and future (5, 10 and 20 years) demands. The location and area of land required for all these infrastructures should be identified in based maps.

vi. Identify and assess critical, sensitive and other natural resources including parks, green belts, recreational area, along with strategies for their protection, preservation and stewardship against the adverse impact of future development and land use changes. Calculate the cost estimate on unit rate basis for their preservation and protection. Show locations and calculate future requirements of such resources,

vii. Verify Government, Guthi and Public Land for future development and expansion of the town including land required for government and public purposes. Produce appropriate plan and policy to protect such land from private/public encroachment and others.

viii. Identify and assess natural hazards, including how significant weather events have and will impact these assessments, which may cause a threat to the Vision of the Integrated Development Plan, along with strategies for avoidance/Mitigation of such hazards in the course of future development and calculate the cost estimate on unit rate basis.

ix. Prepare the Proposed Land Use Plan for 5, 10 and 20 years in the existing cadastral maps (plans) based on: I) The policies enunciated for different urban activities, ii) Population to accommodate maximum one hundred thousand; iii) Requirement of additional social and physical infrastructure, iv) Transportation and work centers. v) Parks, green belts, recreational areas, VI) Cultural and historic resources) others.

x. Provide a full study of following Land Use Zone and recommend bye-laws for the construction of building and other infrastructures, I. Residential zone, ii. Institutional zone, iii. Industrial zone, IV. Preserved zone, v. Airport zone, VI. Sport zone, vii. Urban expansion zone, viii. Stream/river banks zone, ix. Green zone, x. Apartment housing, xi. Petrol pump/Electric line/Cinema theatres and xii. Others.

xi. Prepare Building and Planning bye-laws that clearly spells minimum in the following areas regarding the construction of building: (a) Minimum land area (b) maximum ground coverage (c) maximum floor area ratio (FAR) (d) maximum building height (e) maximum no. of floors (f) right of way of roads (g) set back in four sides of the building (h) minimum parking area (I) lift (j) Minimum distance to be left in both sides of stream/river.

xii. The building and Planning bye-Laws of the towns should prepare in accordance with Conceptual building bye-laws 2072 of town development, urban planning and building construction published by ministry of urban development should be followed.

- xiii. Prepare detail engineering design of priority sectoral projects (3 in each municipality)
- xiv. Recommend an implementation strategy (including a suggested action program that generally describes the actions, costs, time frames, responsibilities, procedures and the Municipality's capacity to use them) necessary for implementing the Master Plan of the Municipality. Prepare separate report by volume each Master Plan, infrastructures etc for each town, also prepare investment and cost recovery Plan.
- xv. With in the first three month of study period the consultant should submit draft report of Land Use map with final demarcation of land and its areas to be required for future urban development purposes.
- xvi. Prepare **MASTER PLAN** of municipality in **Nepali** language for the purpose of approval by rural municipal council

5. Composition of Consulting Team

S. N.	Position	Nos.	Manmonth
1	Team Leader	1	3
2	Architect/ Urban Planner	1	3
3	Senior Engineer	1	2
4	GIS Expert	1	1.5
5	Sociologist	1	2
6	Economist	1	1
7	Environment Expert	1	1
8	Institutional Development Expert	1	0.5
9	Financial Analyst	1	0.5
10	Civil Engineer	1	3.5
	Supporting Staff		
11	Computer Operator	1	3
12	Administrative Assistance	1	3

6. Expected output

The completed Master Plan shall include but not necessarily limited to the followings:

6.1 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, recycling points).
- viii. Electricity (production and transportation infrastructure, grid power coverage, public lighting)
- ix. Multi-hazard risk map (landslide, fire. Hoods, earthquake, industrial risks...)
- x. Public services (health, education, police, rescue services, cemeteries, administrative services)
- xi. Environment (erosion, pollution, forest, water bodies)
- xii. Culture and tourism (temples, museums, cinemas, views, monuments, performance places, festival Routes)
- xiii. Summary map with the most pressing needs across all themes studied (ranked by order of importance).

In order to produce these maps, the consultants are expected to use existing data of the municipalities having digital base map/Urban Map and GIS, prepare base data if not already available, collect necessary field data, consult local leaders and involve the municipal stakeholders through a participatory needs assessment.

6.2 Municipality profile

An up to-date profile should be prepared, comprising of base-line information of the existing physical, social, economic, environment, financial and organizational state of the municipality. Apart from the key statistics, such base line information should also include textual descriptions, maps, charts, diagram, and

key problems prevailing in the settlements and the municipality. Base line information of at least two time points-having minimum interval of (past) five years should be included.

6.3 Analysis

The section should contain at least of the followings:

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

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

Spatial analysis: The analysis should clearly reveal demand and supply situation of vacant land, besides including land develop-ability analysis. The analysis, therefore, should clearly show the location where the future growth can be channelized

Financial analysis: The analysis should reveal income potential and financing sources including expenditure pattern of the Municipality for the fifteen-year plan period.

6.4 Municipal vision

To make the vision operational, necessary development principles to guide the sectoral activities also need to be outlined. Vision and principles should be formulated with broadly Advisory committee of Municipalities.

6.5 Sectoral goals, objectives, output, programs

These should be formulated mainly using Logical Framework Approach (LFA), and should be supplemented by performance indicators and means of verification of such indicator as far as practicable. When adequate data are not found and formulating indicators becomes not feasible and if the advisory committee and the technical working committee in the Held are also satisfied of such deficiency of data, the team leader on the advice of such committees 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. Climate Change, financial mobilization, and organization development. Such Sectoral plans and programs may be formulated by forming Sub-Steering Committees. Sectoral plans and programs have to be prepared giving due attention to national concerns such as poverty reduction and social inclusion.

6.6 Long-term physical development plan (PUP)

Such physical plan should essentially reveal the future desired urban form of the Municipality, keeping in view of planning horizon of 20 years and also classify the Municipality land revealing broadly urban areas, urban expansion areas, natural resource areas and also calamity prone areas. Such physical plan should be separately supplemented by the relevant data and thematic maps of existing land use, environmentally sensitive areas, and infrastructure services such as road network', transportation, water supply and drainage system, sewerage network, telecommunication network and electricity distribution network. Also hierarchy of the open space should also be justified within Municipality areas. Plan should also be supplemented by social and economic data and thematic maps revealing the social and economic infrastructures of the Municipality. The proposed land use plan should be justified with geological investigation, hydrological & metrological parameters of the Municipality area, and should have overlaid with base and cadastral maps too. There should be strategic steps/suggestions to make available land for Municipality urban infrastructures.

6.7 Environmentally Management Plan

The environmental management has remained as the major problem of the NT. The environmental management plan should be formulated by studying and analyzing in detail. Such plan should essentially cover the following aspect:

- Solid waste Management:3R promotion- reduce/ reuse/ recycle, Sanitary land fill site
- Waste water Management
- Air, water, land, visual and Noise pollution
- Urban Greenery (forestry, Agriculture), park, garden etc.
- Control and management of built environment
- Conservation of environmental sensitive areas
- Assessment of requirement of EIA/ LEE of major sub-projects
- Others (such as emergence of low carbon city, food green city, garden city etc. concepts) as per- requirements

The Consultant shall best utilize/ overlay/ include the study reports or, Road Inventory/Road Network Plan, Land Inventory, end Feasibility Study of Economic Development of municipality.

6.8 Social Development Plan

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

- Education
- Public health
- Security (physical as well as social)
- Main streaming GESI: Inclusion of women, in-advantage groups, child, elder, physically challenged etc.
- Cultural and Sports
- Hierarchy of Parks&. open, spaces
- Other urban social service centers (information, library, and space for social gathering...)
- Municipal Transportation master Plan (MTMP)
- Others as per Municipality's requirements

6.9 Conservation, Cultural and Tourism Development Plan

Culture makes a distinct identity of the place and people, way of life and level of civilization. Cultural development plan significantly contributes to bring qualitative improvement in the conservation of local cultural heritage, art and architecture. Similarly, more attention should be given to the preservation of tangible and intangible cultures. Cultural planning should be integrated with other planning. Such plan should essentially cover the following aspect:

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

6.10 Economic Development Plan

An Economic development plan which directly contributes in economic activities of the town and support in the development of the Municipality is also main component of the study. It will be better if the municipality has some economy based identity. It may base on the municipality's potentiality or we can add new features for its identity e.g. Sport city or IT City or Tourism City or Commercial city etc. The proposed Master Plan needs to support to nave the Municipality with identity based on its potentiality. This should be the vision for the municipality. Such plan should essentially cover the following aspect:

- Economic development plan: Areas of comparative advantage
- Industry development (as per comparative advantage of the Municipality / hinterland): Trade promotion, Tourist development
- Employment generation, poverty reduction
- Agricultural development (commercialization of agro-forestry products- cold storage, vegetable market...)
- Rural urban linkage- strategic location of different market center product collection centers
- Micro/small industry and business promotion
- Possible Economic Zones based on local economic growth potentials (driving forces)
- Others as per municipality's requirements

6.11 Financial Development plan:

The work is to formulate identification and mobilization of resources required during the period of MASTER PLAN preparation. The following things/ subjects needs to be considered while formulation the financial plan.

- Financial analysis and assessment of possible financial resources for the implementation of MASTER PLAN in each Municipality.
- Analysis and projection of municipality income and expenditure. Revenue improvement action plan
- Allocation of Development budget (for coming five year), cost sharing among sectoral agencies, and expenditure management action plan
- Promotional strategy of private sector and civil society (PPP)
- Financial and economic analysis of proposed priority sub-projects
- Others as per Municipality requirements

6.12 Institutional Development plan

Human Resources Development plan and organizational development planned are the areas of the institutional development plan. Following should be considered in the formulation of institutional development plan.

- Decentralization, good governance and mobilization of people's participation
- Appropriate and optimum use of local resources and skills
- Institutional coordination and establishment of network
- Organizational capacity and capacity building

6.13 Disaster Risk Management plan

The Risk Sensitive Land use Planning/ Mapping of the Municipality due to the following Disaster causes shall include whenever seems necessary;

- Landslide/soil erosion, Floods ,Earthquake, Fire

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

- Pre- Disaster Plan
- During or immediate after disaster
- Post- Disaster Plan
- Disaster/calamity occurred previously in that area should be overlapped in the updated geological and disaster event maps (overlays of historic events)

6.14 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 each five years. Such program s/projects should be to cater to both the short-term and long-term needs of the Municipal and the wards, and should be consistent with the long-term development plan, sectoral goals and objectives, and the vision. Furthermore, MSIP should clearly reveal programs/projects for each fiscal year for the first five years. Such **MSIP** should be pragmatic, and be consistent with the financial resource plan. The city level plan/projects (Mega project) and the projects that can be implemented exclusively by Municipality also should be clearly mentioned in MSIP. It is suggested that the plan/projects that have to 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 district rate.

7. Deliverable

Consultant shall prepare and submit the reports specified below. All reporting shall be in English. Each Inception and draft report shall be submitted in three copies to Inaruwa Municipality Office, while final report shall be submitted in five copies.

Following report shall submit in time as mentioned below:

i. Inception report (3 copies): 1month after the effective date of work order:

Inception report is expected to reveal the format of the final report. This would reveal not only the proper understanding of the study team about the Preparation of Master Plan of Inaruwa Municipality, but it is also expected to provide the opportunities to the study team to crystallize its future course of actions. In pursuance to enhance greater knowledge base and receive expert views on the different activities of the proposed study, the study team is required to hold interactions with experts as well as key representatives of local government and sectorial agencies. The study team therefore is advised to include the provision of this activity also in their financial proposal. Any practical comment and required modification to the TOR be clearly stated in the report so that necessary actions could be initiated.

ii. Interim report (3 copies): 1.5month after the effective date of work order:

By this time the study team is expected to complete works. Interim report shall submit within 1.5 months from the date of work order. This report should have all the contents of the inception report submitted with feedbacks and must include following: minutes of local level/community meetings/discussions, proposed use of Government/ guthi/ forest/ private/public all land in planning, infrastructure/block plan,

Land Use map, zoning, major determinants for preparing building bye-laws, Trunk Infrastructure plan, list of committees formed and decisions related visioning of municipality, sectoral goals, objectives, prioritized projects etc. The report should give a clear picture of Integrated Development Plan to future urban development for various infrastructure purposes.

iii. Draft final report (3 copies): 2 months after the effective date of work order:

By this time the study team is expected to largely complete works. Draft Final report shall submit within 2 months from the date of work order. The consultant with this report required to hold a presentation in Inaruwa Municipality Office.

iv. Final Report (5 copies): 3 months after the effective date of work order

5 copies of final report shall submit within 3 months from the date of receiving the work order to commence the consulting service. Normally, the comment in draft final report will be given within 1 week from the date of draft report presentation. It should incorporate all due suggestions received in draft report.

8 Time schedule

Estimated time to complete this assignment shall be 3(three) months from the date of work order.

9. Criteria for evaluation of consulting firms

The evaluation criteria, sub-criteria, and point system for the evaluation are:

9.1 Specific experience of the consultants (as a firm) related to the assignment = 25

General Experience of Consulting firms	= 10
Experience in similar projects	= 5
Experience in similar geographic area	= 10

9.2 Adequacy of the proposed work plan and methodology in responding to the Terms of Reference = 35

Technical Proposal and Methodology	= 15
Work Plan	= 10
Understanding of TOR	= 10

9.3 Qualifications and Experience of the key staff for the Assignment = 30

General Qualifications	= 9
Experience	= 18
Experience in region & language/Experience in similar terrain	= 3

9.4 Suitability of the transfer of knowledge program or training = 10

Knowledge Program	= 3
Specific Training	= 3
GIS software training	= 4

Firms securing 40% of Total Marks will only be selected for further evaluation.

Detail criteria:

9.1 Specific experience of the consultants (as a firm) related to the assignment = 25

9.1.1 General experience of consulting firm: Max. 10 Marks

1-3 years = 4 marks

4-5 years = 7 marks

>5 years = 10 marks

S.No	Name of projects	Year of completion
1		
2		
3		

*Please attach additional sheet if needed
(Attach letter/certificates issued by client with year of completion)*

9.1.2 Experience in similar projects: Max. 5 Marks

Preparation of Master Plan, Periodic Plan, IUDP, GIS Base Map, GIS Base Digital Base Map or Urban Base Map, Byelaws (Only projects successfully completed in last 10 years)

1-3 projects = 3 marks

4-5 projects = 4 marks

>5 projects = 5 marks

SN	Name of Projects	year of completion	Remarks
1			
2			

*Please attach additional sheet if needed
(Attach letter/certificates issued by client and year of completion)*

10.1.3 Experience in similar geographic area: Max. 10 Marks

Only projects successfully completed in last 10 years in terai regions of Nepal

1-3 projects = 4 marks

4-5 projects = 7 marks

>5 projects = 10 marks

SN	Name of Projects	Location	year of completion
1			
2			

*Please attach additional sheet if needed.
(Attach letter/certificates issued by client and year of completion)*

9.2 Adequacy of the proposed work plan and methodology in responding to the of Reference = 35

Technical Proposal and Methodology	= 15
Work Plan	= 10
Understanding of TOR	= 10

9.3 Qualifications and Experience of the key staff for the Assignment = 30

General Qualifications	= 9
Experience	= 18
Experience in region & language/Experience in similar terrain	= 3

S. N.	Position	Nos.	Minimum required Qualification
1	Team Leader	1	S/he must have Master's Degree in Urban/ Regional Planning with at least 5 years of work experience in related field after Master's degree.
2	Architect/ Urban Planner	1	S/he must have Master's Degree in Urban Planning/ Architecture with at least 5 years of work experience in related field after Master's degree.
3	Senior Engineer	1	S/he must have Bachelor Degree in Civil Engineer with at least 5 years of work experience in related field. Master Degree is preferable.
4	GIS Expert	1	S/he must have Master's Degree in Geo-information/GIS/RS with at least 5 years of work experience in related field after Master's degree and at least 10 years of work experience in related field after Bachelor degree.

5	Sociologist	1	S/he must have master's Degree in Sociology / Anthropology with at least 5 years of work experience in related field after Master's degree and at least 10 years of work experience in related field after Bachelor degree.
6	Economist	1	S/he must have master's Degree in Economics with at least 5 years of work experience in related field after Master's degree and at least 10 years of work experience in related field after Bachelor degree.
7	Environment Expert	1	S/he must have master's Degree in Environment Engineering with at least 5 years of work experience in related field after Master's degree.
8	Institutional Development Expert	1	S/he must have master's Degree in Management/ Economics/ Public Administration with at least 5 years of work experience in related field after Master's degree.
9	Civil Engineer	1	S/he must have Bachelor Degree in Civil Engineering with at least 3 years of relevant working experience after bachelor degree.

Curriculum Vitae of proposed personnel should be signed . NEC Certificate should be attached in case of proposed personnel with engineering background.

9.4 Suitability of the transfer of knowledge program or training = 10

Knowledge Program	= 3
Specific Training	= 3
GIS software training	= 4

10. TERMS OF FINANCIAL CONDITION

The total budget allocated for this work of F/Y 2074/075 of Inaruwa Municipality is NRs. 20,00,000/-

12 INSTRUCTION TO CONSULTANT

Proposal shall be evaluated on the basis of information duly provided by the Consultant. Information must be supported by relevant evidences such as certificates, official letters, bills, vouchers and necessary commitments wherever applicable.

The consulting firm must include a team leader having minimum qualification mentioned in the criteria for short listing consulting firm. Failing to provide a Team Leader having these minimum qualities will result in the proposal submitted by the consulting firm invalid and shall not be evaluated.

In all other cases, of the key staffs designated for the proposed assignment, if the consultant's proposal does not meet the minimum criteria, consultant's proposal shall still be considered valid and shall duly be evaluated.

If the consulting firm intends to carry out the proposed job in joint venture with other consulting firms, the firms should apply in joint venture during the short listing period otherwise they will not be eligible to apply in joint venture during the submission of the proposal. The consultants may form a Joint Venture (JV) with maximum of **three** partners only. The consultant shall duly sign and stamp in all submitted documents.

CONTACT ADDRESS:

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