



## **Expression of Interest (EOI)**

### **Preparation of Integrated Sustainable Development Plan (ISDP) of *Birgunj Metropolitan City***

Method of Consulting Service  
National

**Issued By:**  
**Birgunj Metropolitan City**

**Date: 2075-07-27**

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(EOI)**

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of  
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**Method of Consulting Service  
National**

**Project Name** : *Preparation of Integrated Sustainable Development Plan (ISDP)*  
**EOI** : CS-02-075/076  
**Office Name** : *Birgunj Metropolitan City*  
**Office Address** : *Adarshnagar, Birgunj*  
**Issued on** : *2074-07-27*

**Financing Agency:** *Birgunj Metropolitan City*

## **Abbreviations**

CV	-	Curriculum Vitae
DO	-	Development Partner
EA	-	Executive Agency
EOI	-	Expression of Interest
GON	-	Government of Nepal
ISDP	-	Preparation of Integrated Sustainable Development Plan
PAN	-	Permanent Account Number
PPA	-	Public Procurement Act
PPR	-	Public Procurement Regulation
TOR	-	Terms of Reference
VAT	-	Value Added Tax

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## A. Request for Expression of Interest

Birgunj Metropolitan City  
Office of the Municipal Executive  
Adarshnagar, Birgunj, Province No 2, Nepal

Date: 2075-07-27

Preparation of Integrated Sustainable Development Plan (ISDP) of ***Birgunj Metropolitan City***

- Birgunj Metropolitan City has allocated fund toward *the cost* of ***Detail Master Plan of Birgunj Metropolitan City*** and intends to apply a portion of this **fund** to eligible payments under the Contract for which this Expression of Interest is invited for ***National consulting service***.
- The ***Birgunj Metropolitan City*** now invites Expression of Interest (EOI) from eligible consulting firms (“consultant”) to provide the following consulting services:
  - ***Preparation of Integrated Development Plan of Birgunj Metropolitan City.***
  - ***Detail of objectives and scope are as per as ToR.***
- Interested eligible consultants may obtain further information and EOI document free of cost at the address ***Birgunj Metropolitan City, Adarshnagar, Birgunj*** during office hours on or after **2075-07-27, 4:00 PM** or visit the client’s website ***<http://www.birgunjmun.gov.np>***
- The consultants may form a Joint Venture (JV) among maximum of three partners only to enhance their qualification and the partnership should not be repeated to other joint ventures.
- Expressions of interest shall be delivered manually to the address Birgunj Metropolitan City, Adarshnagar, Birgunj on or before **2075-08-11, 12:00 PM.**
- In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date but the time will be the same as stipulated.
- EOI will be assessed based on ***Qualification 40%, Experience 40%, and Capacity 20%*** of consulting firm and key personnel. Based on evaluation of EOI, only shortlisted firms will be invited to submit technical and financial proposal through a request for proposal.
- Minimum score to pass the EOI is **70%.**
- ***Birgunj Metropolitan City*** reserves the right to accept or reject any or all applications, or cancel the entire proceedings without giving any reasons, whatsoever.
- Pre-bid meeting will be held 10 days before of last date of submission at 2:00 pm in BMC office.

## **B. INSTRUCTIONS FOR SUBMISSION OF EXPRESSION OF INTEREST**

- Expression of Interest may be submitted by a sole firm or a joint venture of consulting firms.
- Interested consultants must provide information indicating that they are qualified to perform the services (*descriptions, organization and employee and of the firm or company, description of assignments of similar nature completed in the last 5 years and their location, experience in similar conditions, general qualifications and the key personnel to be involved in the proposed assignment*).
- This expression of interest is open to all eligible **consulting firms**.
- In case, the applicant is individual consultant, details of similar assignment experience, their location in the previous 3 years and audited balance sheet and bio data shall be considered for evaluation.
- The assignment has been scheduled for a period of *six months from the date of agreement*. A Consultant will be selected in accordance with the **QCBS** method.
- Expression of Interest should contain following information:
  - A covering letter addressed to the representative of the client on the official letter head of company duly signed by authorized signatory.
  - Applicants shall provide the following information in the respective formats given in the EOI document:
    - *EOI Form: Letter of Application (Form 1)*
    - *EOI Form: Applicant's Information (Form 2)*
    - *EOI Form: Work Experience Details (Form 3(A), 3(B) & 3(C))*
    - *EOI Form: Capacity Details (Form 4)*
    - *EOI Form: Key Experts List (form 5).*
- Applicants may submit additional information with their application but shortlisting will be based on the evaluation of information requested and included in the formats provided in the EOI document.
- The Expression of Interest (EOI) document must be duly completed and submitted in sealed envelope and should be clearly marked as “EOI Application for Short-listing for the ***Detail Master Plan of Birgunj Metropolitan City***. The Envelope should also clearly indicate the ***name and address of the Applicant***. Alternatively, applicants can submit their EOI application through e-GP system by using the forms and instructions provided by the system.
- The completed EOI document must be submitted on or before the date and address mentioned in the “***Request for Expression of Interest***”. In case the submission falls on

public holiday the submission can be made on the next working day. Any EOI Document received after the closing time for submission of proposals shall not be considered for evaluation.

### **C. Brief TOR**

#### **Terms of Reference (TOR) for Preparation of Integrated Sustainable Development Plan (ISDP) of Birgunj Metropolitan City.**

#### **BACKGROUND**

Most of the cities and regions of Nepal, except Kathmandu Valley and its vicinity, remain deprived of economic growth as well as deliberate investment. The urban centers are already confronting the backlog of infrastructure services. This backlog continues to grow also owing to weak municipal capacity including the limited financial base. Consequently, urban investments remain largely uncoordinated and fragmented and are being channeled to make provisions for basic facilities rather than to strategic projects which would have made greater economic impacts in the region.

On the other hand, potentials/opportunities of the urban centers in the region are not fully examined. Similarly, the role of cities and their inter-linkages in contributing to regional economic growth is less understood and appreciated. Consequently, urban potential as well as complementarities of comparative advantages of cities/towns are less exploited. The resultant is the inability of urban areas to serve as dynamic engines of growth. The implications might be more, outmigration from small urban centers and rural area to the larger cities resulting wider ramification on the quality of life and natural environment of others cities. This trend adds further regional disparity.

The implication would be development of specific/strategic urban infrastructures as well as specialized activities according to specific potential and comparative advantage of a place. This will reduce duplication of investment in the region as well as help optimize the scarce national resource – leading to development of a sustainable urban system within the region. Such system will comprise of cities with complementing urban functions resulting in a self-contained and self-reliant urban economic region.

In this context, with the goal of maintaining balanced urban system, Government of Nepal (GoN) has already initiated to develop of 10 new towns along the Mid-Hill Highway MHH. Similarly Birgunj Metropolitan City is planning for development and improvement in the quality of life of people of the Birgunj city. This study is expected to identify the role and function of selected Birgunj Metropolitan City, and prepare strategic long-term development plan to foster the development potentials of the Metro city.

## **OBJECTIVES**

The main objective of the proposed assignment is to prepare Integrated Sustainable Development Plan (ISDP) of potential Birgunj Merto City. The specific objectives are:

- i. To find out the role and function of the city in the region, and to analyze constraints/ disaster risks and different development/ economic potentials (area of comparative advantages, lead sector/s) of the area.
- ii. To formulate the integrated development plan of the city for twenty year horizon that includes guiding policies, strategies, strategic programs/ projects, action plan for each five years periods and development control tools to foster the growth potential of the city.
- iii. To prepare complete detail feasibility study of at least five priority strategic urban infrastructure projects in the city.

## **OUTPUT EXPECTED**

The completed study should contain a complete report consisting among other things as the followings:

- i. A complete picture of role and function of the selected city in the regional urban prospective, and a complete in-depth analysis of development potentials of the study areas.
- ii. Integration of Disaster and Climate Change risk reduction measures in planning and implementation process.
- iii. The long-term strategic urban development plan that includes vision of the city, goals objectives, and strategic programs, projects and policies related to lead sector/sectors of the selected settlements in the regional perspective.
- iv. Strategies, plan of actions for each five years period and development control tools for the effective implementation ISDP.
- v. Complete DFR of at least four different sector prioritized strategic projects in the city.
- vi. Ward profiles with family folder & other information as recommended by Ministry of Federal Affairs and general administration.

## **SCOPE OF THE STUDY**

Birgunj Metropolitan City lies in the Parsa District of Province 2 along the east-west Postal Highway. Birgunj Metropolitan City was declared metropolitan by annexing former Birgunj sub metropolitan city from ward no. 1 to 16 and merged with Alau VDC as ward no.17, Bhawanipur VDC as ward no. 18, Vindawashni VDC as ward no.19, Harpatganj VDC as ward no. 20, Parwanipur VDC as ward no. 21, Jagarnathpur VDC as ward no. 22, Parsauni Birta VDC as ward no. 23, Ramgadhwa VDC as ward no. 24, Khalwa tola Shrisiya VDC as ward no. 25, Sugauli Birta as ward no. 26, Udaypur Gurmi VDC as ward no. 27, Bagahi VDC as ward no. 28,



Mushaili VDC as ward no. 29, Lalparsa VDC as ward no. 30, Belwa VDC as ward no. 31, Chorni VDC as ward no. 32.

### **Preparation of Integrated Sustainable Development Plan (ISDP)**

In this phase, consultant with close consultation of BMC shall prepare ISDP of the city for 20 year horizon. It includes critical analysis, visioning and recommendation of strategies of the city based on planning documents such as National Urban Policy 2007, National Urban Development Strategy-2015, Planning Norms and Standard-2015 etc. It will also incorporate development control tools (such as planning and building bye laws), placement of strategic infrastructures (physical/ environmental, social/ cultural and economic) to guide and promote the urban development, and prioritized above projects based on FS (technical, social and economic/ financial).The consultant shall prepare ISDP of the city based on following guiding principles as prescribed by NUDS:

- i. Sustainability,
- ii. Inclusivity
- iii. Resilience
- iv. Green, and
- v. Efficient

Preparation of Strategic Integrated development Master Plan shall be also guided with vision of the city, intended urban system to serve the projected population (or minimum half million population by 2095 BS which is greater), and disaster risk situation of the city. The scope of consulting services for preparation of ISDP shall include but not necessarily limited to the following:

- i. Preparation of base-map of city in the scale of 1:5000 (or agreed higher/ lower scale to fit the map with in A1/A0 size sheet) based on available GIS or topographic map of Survey Department/ Helvetas maps, UEIMS/ base map of DUDBC, satellite/ Google images and cadastral maps etc.
- ii. Preparation of an up to-date city profile comprising of base-line information of the existing physical, environmental, climate change/ disaster risk, social, cultural, economic, financial and organizational state of the city. Apart from the key statistics, such base line information should also include textual descriptions, maps, charts, diagram, and development potentials/ areas of comparative advantages prevailing in the settlements. Base line information of at least two time points—having minimum interval of (past) five years should be included.
- iii. Diagnosis of the city: thorough analysis of the city should be carried out in the area of urban system, Infrastructure, Environment, and Economy. 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, environment, services and infrastructures provisions/ demands (both quantitative and qualitative), import-export of goods, agricultural outputs,

jobs, and other economic opportunities. Urban theme (sectors) required to be included in the trend analysis are those identified in National Urban Strategy (NUDS-2015), and Planning Norms and Standard (PNS-2015) such as urban system/ landuse/ form, urban environment, urban infrastructure and urban economy. Moreover, considering as an intervention project from GoN, studies on present and future (5, 10 and 20 years) demand in strategic/ trunk physical and environmental infrastructures (such as transportation, housing, energy, water supply and sanitation, drainage and sewerage system, SWM, communication etc.), social- cultural services, economic infrastructures and their supply shall be conducted. The analysis of demand shall incorporate different scenarios with facts and figures.

- **Spatial analysis:** The analysis should clearly reveal settlement growth pattern, 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. It identifies and assesses critical and sensitive natural resources including government, Guthi and public lands, parks, green belts, recreational areas, industrial cluster, educational hubs along with strategies for their protection, preservation and stewardship against the adverse impact of private/public encroachment, future development and land use changes.
- **Disaster risk analysis:** The land suitability analysis should reveal hazard risks from possible natural and anthropogenic disasters, and vulnerability situation of the people and settlements which may cause a threat to the Vision of the city. City's geological/ hydrological/ metrological conditions, development constraints, environmentally sensitive areas, historic disaster events, and emergency response situation shall be well thought-out during the analysis. Eventually, the analysis will provide strategies for avoidance/ mitigation of such hazards in the course of future development, and framework for risk sensitive land use planning (RSLUP) to build resilient communities.
- **Financial/ investment analysis:** The analysis should reveal income potential and financing sources including expenditure from local bodies, TDC, NTP, and possible investments from other line agencies, private sectors/ FDI etc.
- **Institutional analysis:** The analysis should clearly disclose coordination mechanism, capacity building and role and responsibility of stakeholders involved in the city development process, governance situation, and enable channelizing the resources to implement the plan.
- **SWOT analysis:** This should reveal potentiality of the city 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 city. Development potentials, constraints and disaster risks should be incorporated in this analysis.

iv. **Spell out Vision or Model of the City:** Based on the diagnosis, and keeping in mind comparative advantages, its antecedents and conclusions, the next step is the creation of scenarios and, based on the use of imagination and rigors, the development of prospective tasks

related to the creation of future alternatives. 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. To make the vision operational, necessary development principles to guide the sectorial activities also need to be outlined. Vision and principles should be formulated with broad participation consisting chamber of commerce, Metropolitan body, private sector, corporate sector and social organization.

v. Setting up goals, objective and strategies: based on long term vision of the town, mid-term and short-term goals and objectives should be developed. Consultant shall utilized different result-based approaches to formulate prioritized sectorial goals and objectives. Goals desired and working towards that goal, coordinating public and private efforts, channelling energy, adapting to new circumstances and improving the living conditions of the citizen. It includes generation of alternative strategies / evaluation & selection of preferred strategy, detailing and refinement of preferred strategy, formulating policies, implementation tools, legitimization, monitoring indicators and feedback. Such Sectorial plans and programs may be formulated by forming Sub-Committees under TDC.

vi. Preparation of long-term ISDP: based on City vision, goals, objectives and land suitability, Land Use Plan (LUP) and Zoning with best alternative future growth scenario (of 5, 10, 20 and 25 years) should be developed from base map with cadastral maps overlays. This plan classifies the total town land revealing broadly natural resources promoted area and settlement promoted area. Growth trend, development constraints, carrying capacity and DRR concept (risk sensitive land use planning) should be compulsorily considered during the plan preparation. The proposed land use plan should also be justified with geological investigation, hydrological & metrological parameters of the city area, and hierarchy of open spaces as a component of emergency response. There should be strategic steps/ suggestions to make available land and investment/ cost recovery for city urban infrastructures. This plan should be separately supplemented by strategic thematic overlays, narrative descriptions, analysis, facts and figures, and recommend zoning regulation, planning and building bye-laws for the effective implementation of plan. The ISDP shall clearly illustrate following items:

- Land use zonings for commercial, institutional, industrial, residential or mixed development area, and others as per Land-use Policy 2012.
- Areas for public open spaces, greeneries, heritage conservation etc.
- Best alternatives placement of strategic projects, trunk infrastructures and major urban facilities given below in vii.

Land Use Plan for 5, 10, 20 and 25 years shall be prepared 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 centres,
- v) Parks, green belts, recreational areas,
- vi) Cultural and historic resources,
- vii) Others.

vii. Identify strategic programs/ projects: Strategic programs, projects and policies shall be prepared of the city based on the above studies, and it shall be focused on the lead sector. It should be formulated in such way that the study area could be known from that lead sector or that could be the main identity of the area. Based upon the strategic plans, programs, projects and policies, essential and important infrastructures shall be purposed. The best minimum two alternative locations and area of land required for all these infrastructures should be identified in cadastral maps. The consultant shall prepare complete DFR/ DER of at least four among specified strategic infrastructure (not more than two from each sector- physical, social and economic) below should be presented in the reports. Selection of project and preparation of DFR/DER should be rationally backed with alternative placement/ design analysis and detail feasibility study. The consultant shall submit detail ToR for the preparation of DFR/ DER of priority strategic project within one month of contract agreement.

- Strategic/ trunk road (arterial/ collector) networks/street pattern, transport plan for the inter-linkages with hinterland/ important nodes. (size- at least single or 2 segment combined 100 Km length)
- Water supply intakes, treatment and distribution tanks and distribution mains (size- at least for 250,000 population)
- Trunk drainage/ sewerage lines (size- at least single or combined 50 Km length)
- Electricity/ solar transmission stations/ networks (size- city level, at least for 400,000 population)
- Telephone/ data cable fiber- networks/ outlets (size- city level, at least for 400,000 population)
- Integrated local area plan of minimum 50 Ha core areas suitable for urban regeneration, conservation, housing development, or recreational purpose.
- Integrated SWM/ landfill sites, WW treatment plants/ areas (size- city level or at least for 400,000 population)
- Health and educational institutes (size- proposed city level)
- security post, fire stations and emergency response centres, integrated urban service centre (size- proposed city level)
- Sports and recreational facilities (stadium, playground, picnic spots etc.) (size- proposed city level)
- Community halls, public library, museum/ art gallery, exhibition/ training centres, etc. (size- proposed city level)
- Orphanage/ old-age homes/ centre for differently abled persons etc. (size- proposed city level)
- Bus terminals (inter/ intra city)/bays, parking facilities/ truck yards, airport or helipads etc. (size- proposed city/ intra-city level)
- Agriculture market (haat bazzars), cold storages, loading/unloading facilities (size- proposed city level), etc.
- Waste Management sites, auto villages, transport nagar, ring road.

Note: Proposals (scale-size/quality/cost, and placement) of these urban facilities should be rationally justified with data, figure and facts. A detail assessment of potential sustainability of the projects after completion is necessary.

viii. Preparation of Action Plan: For the implementation of Strategic programs/ projects, the next step is the elaboration of an action plan that includes the institutional structures, resources, working policies and timing. Consultant shall prepare plan of actions for 0-5, 5-10, 10-15, and 15-20 year including a suggested action program that generally describes the actions, costs, financing proposals, time frames, alternative solutions, responsibilities, procedures and the city's capacity to use them. The plan also inclusively spell out DRR (prevention and mitigation, preparedness, relief and response, recovery and rehabilitation), and climate change adaptation measures to internalize the risk in development projects. A management scheme of water supplies, solid waste management system and landfill site should also workout.

ix. Preparation of Planning and Building by-laws: The building and Planning bye-laws of the city should prepare in accordance with existing legislative provisions such as byelaws published by MoUD, Building Bye-laws of BMC, NBC, Building Act and Apartments Act of Nepal etc. Preparation of Building and Planning bye-laws that clearly spells minimum in the following areas: (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) proximity with various development constraints such as water bodies, forest areas, slope, distance from the petrol pumps, etc.

x. Propose monitoring and evaluation framework: this framework shall include baseline data, indicators, verification data sources, timeframe and responsible institution for the effective monitoring and evaluation of ISDP.

xi. Preparation of summary of ISDP of the city in Nepali language for the purpose of approval from BMC board.

xii. Mapping works:

The master plan and thematic maps of ISDP should prepare in GIS/ A-CAD drawing format in colour not less than A1 paper size. For the additional advantage on the utilization of the maps, it is recommended to present those thematic maps in GIS environment. The study should contain but not necessarily limited to following maps and drawings of agreed scale and information with required explanation.

- Index Map/ Location Map
- Regional/ sub-regional setting or Hinterland Map
- Updated base map- contour map with cadastral overlays
- Existing Land use Map,
- Existing Infrastructure maps
- Risk Sensitive Land Use Plan
- Proposed ISDP: PDP/ Land use zonings, different scenarios for 5, 10 and 20 years horizons.
- Thematic development plans/ different infrastructure (physical, environmental, social, cultural, economic) plans
- Location plans and conceptual designs of strategic projects, different infrastructure/ components

- Complete Design and working drawings as a part of DFR of priority strategic projects.

### **Preparation of Detail Feasibility study of the following urban infrastructure**

1. Land development (Land Pooling) project
2. Ring road
3. Bus park or vegetable market
4. Land fill site
5. Educational hubs etc.

## **METHODOLOGY OF THE STUDY**

The consultant shall develop detail methodology for the preparation of report of integrated development plan; however following process/ steps are basics requirements to be incorporated.

- Preparation of ToR for the preparation of DFR/ DER of strategic projects, and its approval from BMC,
- Setting of Vision, Goals and Objectives of plan,
- Preparation of ISDP: strategies, programs/ project, action plan, M&E frameworks, Preparation of complete DFR/ DER of four prioritized strategic projects in each town.
- Production of reports and maps

To explore the conceptual city identity with necessary development principles, it shall be discussed in a broadly participated local stakeholders' steering committee. The stakeholders' Steering committee shall be by mayor in the case of metropolitan and by ward commissioner chair person in the case of market centres. It shall be precisely analyzed whether the vision/ identity is still veiled to direct the entire development of the concern settlement or not.

## **RESOURCES (MANPOWER)**

**BMC**, through the cost estimate of the assignment, has arranged different office and field expenses of the assignment. BMC will timely supply of all available previous reports, materials, and data necessary for the efficient execution of the assignment. Moreover, BMC will try to provide one counterpart staff for liaising purposes during Planning, implementation and design Phase. The consultant shall arrange the transportation to and in the field to such supporting staff during field trips.

The professional personnel's qualification and major tasks to be undertaken by the individual is as following; however, individual role and responsibility of experts will be detail worked out by consultant during inception report.

<b>Personnel/ Qualifying Criteria</b>	<b>Major tasks to be undertaken by the individual expert (not limiting the following)</b>
<b>Position: Regional Planner / Team Leader</b>	<ul style="list-style-type: none"> <li>• Lead the team to implement the</li> </ul>

<p>Eligibility Criteria: Master's degree in Regional Planning or Regional and Urban Planning or Urban Planning/ geography or equivalent with engineering/ architecture/ planning/ geography background and at least 5 years of relevant experience after master's degree.</p> <p>Evaluation Criteria: Qualifications more than mentioned above will be highly preferable or will be also evaluated</p> <p>□</p>	<p>assignment, prepare reports, deliver the outputs, and achieve the outcome. □</p> <ul style="list-style-type: none"> <li>• Review and assess city socio-economic characteristics, urban development vision, strategy, plan, land use plan, and other policies, regulations, and studies to identify issues in the existing policy framework that will help to achieve a sustainable urban system.</li> <li>• Develop suitable criteria to select potential NTs □ Prepare up to date town profile, and analysis for future growth trend.</li> <li>• Review priority programs/ projects, conceptual plans, designs etc. and provide feedback to responsible expert.</li> <li>• Prepare long-term vision, mid-term goals, objectives and strategy for the sustainable development of city.</li> <li>• Prepare a list of strategic projects to implement the action program, and a brief summary of each project, including project title, location, conceptual design, implementation arrangements, and social and environmental impacts.</li> <li>• Develop a multi-criteria based programming tool for investment projects, and use it to prepare an implementation plan including each project's timeframe, and financing options.</li> <li>• Develop a performance monitoring system to track the performance indicators for the progress towards the visions and goals of the city development.</li> <li>• Conduct meeting, workshop etc as and when required.</li> </ul>
<p><b>Position: Urban Planner/ Urban Designer</b></p> <p><b>Eligibility Criteria:</b> Masters degree in Urban Planning with architecture/ engineering / planning background and at least 3 years of relevant experience, after master's degree.</p>	<ul style="list-style-type: none"> <li>• Develop a base map and database about land use and the topography of city area with topographic map/ cadastral map, Google/satellite images showing the evolution of land use.</li> <li>• Design survey tools and methodologies and assist the survey team in carrying</li> </ul>

<p><b>Evaluation Criteria:</b> Qualifications more than mentioned above will be highly preferable or will be also evaluated</p>	<p>out surveys and compiling data.</p> <ul style="list-style-type: none"> <li>• Use the survey results to develop a base-year scenario and trend analysis</li> <li>• Assist the Team Leader in developing possible urban growth scenarios, land use patterns.</li> <li>• prepare/develop conceptual physical development plan, infrastructure network plan, land use/zoning map, and assist the TL in preparing a ISDP of city.</li> </ul>
<p><b>Position: Civil Engineer</b></p> <p><b>Eligibility Criteria:</b> Bachelor degree in civil engineering and at least 3 years of relevant experience after bachelor degree.</p> <p><b>Evaluation Criteria:</b> Qualifications more than mentioned above will be highly preferable or will be also evaluated</p>	<ul style="list-style-type: none"> <li>• Support to team leader for preparation of survey tools, base map of city</li> <li>• support team during field survey</li> <li>• Prepare infrastructure data base, and calculate present demand and projection of infrastructure &amp; other related works.</li> <li>• Support team for the preparation of DFR of the priority projects</li> </ul>
<p><b>Position: GIS expert</b></p> <p><b>Eligibility Criteria:</b> Bachelor degree at least 3 years of relevant experience after bachelor degree.</p> <p><b>Evaluation Criteria:</b> Qualifications more than mentioned above will be highly preferable or will be also evaluated</p>	<ul style="list-style-type: none"> <li>• Support to team leader for the preparation of settlements base maps and thematic maps.</li> <li>• Support team to develop data base, land suitability analysis of selected towns and preparation of land use maps, thematic maps, infrastructure maps etc</li> </ul>
<p><b>Position: Geologist or Engineering geologist</b></p> <p><b>Eligibility Criteria:</b> Master's degree in geology or equivalent, and at least 3 years' experience after master's degree</p> <p><b>Evaluation Criteria:</b> Qualifications more than mentioned above will be highly preferable or will be also evaluated</p>	<ul style="list-style-type: none"> <li>• Support team for the preparation of inventory of geological condition, hazard mapping, and other constraints in NT areas,</li> <li>• Support team to land suitability analysis for urban growth control/expansion, and locating strategic projects.</li> <li>• Suggest team the appropriate measures for the protection of important assets of city against natural calamities.</li> </ul>
<p><b>Position: Environment expert</b></p> <p><b>Eligibility Criteria:</b> Master's degree in environmental engineering or science with at least 3 years' experience after master's degree.</p>	<ul style="list-style-type: none"> <li>• Support team for the analysis of environmental condition in city areas,</li> <li>• Support team to set goals and objectives for environmental sectors, provides critical measures to improve</li> </ul>



<p><b>Evaluation Criteria:</b> Qualifications more than mentioned above will be highly preferable or will be also evaluated</p> <p>□</p>	<p>natural and manmade environment of city.</p> <ul style="list-style-type: none"> <li>• To assess of urban environmental concerns as these are growing to critical level due to air, land, noise, visual pollution, high fossil fuel consumption, land use incompatibility, public space encroachment, growth of squatter settlements, disregard for cultural heritage/ aesthetic of indigenous architecture and DRR.</li> <li>• Support team for rapid environmental assessment of strategic projects.</li> </ul>
<p><b>Position: Economist/ Financial analyst</b></p> <p><b>Eligibility Criteria:</b> Masters degree in Economics, Business administration and equivalent economics/ finance subjects and at least 3 years' experience after master's degree.</p> <p><b>Evaluation Criteria:</b> Qualifications more than mentioned above will be highly preferable or will be also evaluated</p>	<ul style="list-style-type: none"> <li>• Support team for feasibility study of the economic development of city</li> <li>• Support team to set city Vision based on city economic base and inter-linkages. Assess revenue income and expenditure, and least cost solution to infrastructures.</li> <li>• Assess of land and other resources in city, investment need and mechanism for city development.</li> <li>• Support team to carryout feasibility study (economic/ financial analysis) of strategic projects.</li> </ul>
<p><b>Position: Sociologist/ Community Development Expert</b></p> <p><b>Eligibility Criteria:</b> Master's degree in Sociology and at least 3 years' experience after master degree.</p> <p><b>Evaluation Criteria:</b> Qualifications more than mentioned above will be highly preferable or will be also evaluated</p>	<ul style="list-style-type: none"> <li>• Support team for the preparation of, survey tools, socio- economic inventory of city</li> <li>• Support team during field survey, conducting workshops, awareness program, FGDs etc.</li> <li>• Assess critical socio-culture aspect of city and provide input for preparation of ISDP of city.</li> <li>• Assess social organizations, institutional status of city and recommend for their coordination and capacity building</li> <li>• Support team for the assessment of social safeguard concern of strategic projects</li> </ul>

## TIME SCHEDULE

The total work period shall be of 6 months after the issuance of the work order. Detailed work schedule will be developed by consultant during proposal writing and inception report.

## PERFORMANCE REQUIREMENTS AND MODE OF PAYMENT

The deliverables submitted by consultant must have optimum quality and contains; it should follow universal norms and standards for technical report writing. However the assignment is time-based, the consultant's performance, submission of personnel's signed time sheet in reference with manning and work schedule, and acceptance of output will be the main determinant to release the installments.

### Reporting Requirements

- i. **Inception Report:** The Inception Report will be submitted within designated time frame, and should contain following:
  - Introduction and overview of the assignment,
  - Detail methodology of study and planning process, and work plan (with planned activities and actual progress),
  - Detail of task assigned for personnel,
  - Critical literature review (previous studies, plans, TA project reports, national/international experiences, legislative documents etc.), draw lesson learned and conceptualize the assignment,
  - Collection of secondary data, field descriptions/maps/ photographs/ images etc.
  - Sketch of final report
  - Index map and crude base map
  - Draft indicators to select potentials towns
  - Survey checklist, questionnaires, outline of training/ orientation/ FGD programs,
  - Field team composition and schedule,
  - Signed time sheet of experts involved in the reporting phase,
  - Comment response matrix in revised version,

After the submission of Inception Report, the study team should conduct a brief discussion program at NTPCO.

- ii. **Interim Report:** The Interim Report will be submitted within designated time frame, and should contain but not limited to following:
  - Major/ updated contents of Inception Report including conceptualize of the assignment,
  - Work progress with presentation of collected primary and secondary data. Field visit/ survey data, filled questionnaires, minutes of meetings, copy of letter, photographs, maps, etc. and data analysis

- Brief but critical profile of selected settlements. This must include regional setting, role of the settlement in the context of (sub) region, areas of comparative advantages, lead sectors, economic base, environment and infrastructure situation.
- Meeting minutes of inclusive meeting at TDC level, and other formal meeting at local level, fill up questionnaires, copy of letters from different authority etc.
- Comparative analysis of towns with final selection criteria, and selection of highest scored towns.
- Work plan with planned activities and actual progress,
- Revised (if any) sketch of final report
- Index map and maps of 15 settlements
- Survey checklist, questionnaires, outline of training/ orientation/ FGD programs
- Outline of ToR for preparation of DFR of different sector prioritized urban strategic projects.
- Field team composition and schedule for field visit of selected towns,
- Signed time sheet of experts involved in the reporting phase,
- Comment response matrix in revised version,

After the submission of Interim Report, the study team should conduct a presentation program at BMC.

Within two months of commencement of work, the consultant shall submit detail ToR for the preparation of DFR/DER of prioritized strategic urban infrastructure projects. It should incorporate all the stages of DFR/ DER preparation such as reconnaissance survey, feasibility study, alternative design/ placement analysis, soil and material tests, long run management model, sustainability etc.

iii. **Draft Report:** The Draft Report will be submitted within designated time frame, and should contain following:

- Major/ updated contents of Inception and Field/ Interim Report including conceptualize of the assignment,
- Work progress with presentation of collected primary and secondary data. Field visit/ survey data, filled questionnaires, minutes of meetings, copy of letter, photographs, maps, etc., and data analysis
- Preparation of ISDP of city including: Vision of the town, goals, objectives, strategies, priority project,
- Plan of action and monitoring/ evaluation framework for ISDP implementation,
- Index map and ISDP, thematic maps,
- Draft DFR of four different sector prioritized strategic urban infrastructure project with assessment of feasibility and alternative placement/ designs,
- Work plan with planned activities and actual progress,
- Revised (if any) sketch of final report
- Signed time sheet of experts involved in the reporting phase,

- Comment response matrix

After the submission of Draft Report, the study team should conduct presentations at local and central level; the team should accommodate comments and suggestion made in the presentations.

- iv. **Final Report:** The Final Report will be submitted within designated time frame, and should contain following along with all the items described in scope of work and expected output of the assignment:
- Major/ updated contents of Inception, Interim and Draft Report as per the agreed final sketch of the report.
  - Work plan showing planned activities and actual progress,
  - Signed time sheet of experts involved in the reporting phase,
  - Comment response matrix
  - Complete ISDP report should be prepared
  - Complete DFR of priority strategic urban infrastructure projects including design, drawings, quantity estimate/ specification etc.
  - Planning and Building Bye-laws in Nepali language (including approval from local level),
  - Summary of ISDP in Nepali language.

### Schedule of Payment

The schedule of payment will be as follows:

No. of installments	Time period	Payment in % of agreement amount	Report submitted by the consultant and accepted by BMC
First	At the end of 1st month	20%	Inception report 3 set hard copies and 1 soft copy
Second	At the end of 2nd month	30%	Interim report 3 set hard copies and 1 soft copy. (Consultant should submit 3 copies of detail ToR for the preparation of DFR of priority urban infrastructures in two towns, and shall get approval from BMC.)
Third	At the end of 5th month	30%	Draft- final report (of both ISDP&DFR) 3 hard copies & 1 set each soft copy(separate volumes for two towns)
Fourth	At the end of 6th month	20%	Final report 5 set (English) and 3 set (Nepali summary) hard copies &5 set each soft copy. (separate volumes for two towns)

## **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.

### **a) AUDIT**

The Government reserves the right to audit the account of the consulting firm in so far as such accounts are related to the project and to the foregoing financial proposals contained in this paragraph.

### **b) AGREEMENT**

The consultant shall make three (3) copies of agreement for signing immediately after the date of the Letter of intent of award. The consultant will be required to enter into an agreement with NTPCO, DUDBC, Babarmahal based on the Standard Form of Contract for Consultants Services, and both parties in the presence of proposed Team Leader of the assignment shall sign such agreement.

### **c) DISPOSITION OF FACILITIES**

At the end of the project, the consultant shall hand over to POs of New Towns all vehicles, equipment, apparatus, furniture or other accessories procured by the project funding for the use of the consultant. All items handed over to PO of New Town shall be in good operating condition but fair wear-and-tear is expected. Items, which have become unserviceable due to negligence or causes other than fair usage, shall be replaced at the consultant's expense.

### **d) TAXATION**

The consultant is fully responsible for all taxes applicable as per rules and regulation of the Government of Nepal.

Birgunj Metropolitan City  
Office of the Municipal Executive  
Birgunj, Parsa Province No. 2, Nepal  
Telephone No.: +977 051 522802, 522803  
Email Address: info@birgunjmun.gov.np | ito.birgunjmun@gmail.com

## **D. Evaluation of Consultant's EOI Application**

### **D. 1 ELIGIBILITY AND QUALIFYING CRITERIA**

SN	Eligibility Criteria	Compliance	Status
1	Cooperate Registration	Yes/No	Pass/Fail
2	VAT/PAN Registration	Yes/No	Pass/Fail
3	Tax Clearance of FY 074/75 PAN Certificate	Yes/No	Pass/Fail
4	Years of Standing min. 5 years (At least one firm in case of JV)	Yes/No	Pass/Fail
5	JV Agreement in case of Firms in JV	Yes/No	Pass/Fail
6	Adherence to code of Ethics and Anti-Corruption Policy	Yes/No	Pass/Fail
7	EOI Form 1: Letter of Application		
8	EOI Form 2: Applicant's Information Form		
9	EOI Form 3: Qualification of Key Experts		
10	EOI Form 4: Experience (3(A) and 3(B))		
11	EOI Form 5: Capacity		

Note 1: Consulting Firms can form a Joint Venture (JV). The EOI of Short List must clearly mention the name of the leading firm with financial liabilities.

Note 2: Maximum no of JV Firms : Three

Note 3: The same firm shall not be allowed to submit EOI individually and in JV for same package. Every JV shall be unique. ("Example 1 : EOI for Firm A and Firm A JV Firm B" – Not allowed ) ("Example 2 : EOI for Firm A JV with Firm B and Firm B JV Firm C"- Not allowed)

Note 4: Consulting Firms shall submit the EOI document with tape binding. Spiral bindings and loose sheets with hard cover shall not be entertained.

### **D 2 QUALIFYING CRITERIA**

Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

S.N.	Description of Criteria	Marks Out of 100	Minimum Marks to Be scored
1	Qualification and Experience of Key Experts	30	70 out of 100
2	Experience of Firm	55	
3	Capacity of firm	15	

**1.0 Qualification and Experience of Key Experts maximum 30 Marks**

Professional Key Personnel	Maximum Marks	Minimum experience after Bachelor Degree	Education required	Marks for Specific job Experience
Team Leader/ Regional Planner	12	10	M.Sc in Urban Planning or equivalent as per Mention in ToR	2 marks for each job
Urban Planner/ Urban Designer	6	8	M.Sc in Urban Design or equivalent as per Mention in ToR	1 marks for each job
Civil Engineer	6	5	B.E in Civil Engineering	1 marks for each job
GIS Expert	6	5	B.E in Civil Engineering or equivalent as per Mention in ToR	1 marks for each job

Note 6: CV of each professional key personnel shall be submitted with signature of professional and authorized representative of the firm/JV. Scanned signature shall cause to rejection of CV for EOI evaluation

Note 7: Proposed professional key personnel shall not be repeated by the same firm/JV and/or another firm/JV. In case of repetition of professional key personnel, the Unit shall ask via email the person for physical presence within three days to declare him/herself the firm/JV to whom he/she shall want to be associated.

Note 8: CV of personnel's shall clearly mentioned his/her e-mail address and mobile number.

Note 9: The firm/JV shall have to submit the NEC registration certificate for engineer professionals only

Note 10: The firm/JV shall also have to submit any certificate as evidence of his/her education (degree) as required above.

## 2. Experience of Firm

### 2.1 GENERAL EXPERIENCE:

**MAX 20 MARKS**

Work Experience	As consultant
Completion of any type of Civil Engineering related Service (Service Cost equal to or more than NRs. 10 Lakhs including VAT)	5.0 points for each job

### 2.2 Specific Experience

#### 2.2.1 SIMILAR WORK EXPERIENCE RELATED TO PLANNING WORKS OF CONSULTING FIRM SUCCESSFULLY COMPLETED IN LAST 7 YEARS: MAX 15 MARKS

<b>Work Experience</b>	<b>As consultant</b>
<b>Completion of Work of</b> <ul style="list-style-type: none"><li>• Preparation of Periodic Plan, Regional/Sub-regional Development Plan, Physical Development plan, Corridor Development Plan design, Long Term Development Plan</li><li>• Detail Project Report of land development (more than 20 ha) □ Urban Map or Base Map( with house hold information) of at least municipality level,</li><li>• Master Plan of at least municipal level infrastructure such as Municipal Transportation Master Plan, Municipal sewerage Master Plan, water supply master plan</li><li>• Integrated development plan/ Strategic Urban Development plan</li></ul> (Within 7years whose Consulting service is equal to or more than 10 lakh with VAT.)	3.0 points for each job

#### 2.2.2 SIMILAR WORK EXPERIENCE RELATED TO DETAIL ENGINEERING WORKS OF CONSULTING FIRM SUCCESSFULLY COMPLETED IN LAST 7 YEARS: MAX 15 MARKS

<b>Work Experience ( Related to DPR/DER/DFS/FS )</b>	<b>As consultant</b>
<b>Completion of Work of</b> <ul style="list-style-type: none"><li>• Experience in Preparation of Detail planning report or Detail Engineering Report or Detail Feasibility study of urban infrastructure such as road/ water supply/ land development/ bus park/ sewerage/ land fill site</li><li>• Feasibility study of New Towns work completed within last 7 years</li></ul> (Within 7 years whose Consulting service is equal to or more than 10 lakh with VAT.)	3.0 points for each job



**2.3 Geographic Experience WORK EXPERIENCE IN SIMILAR GEOGRAPHICAL AREA IN LAST 7 YEARS: MAX 5 MARKS**

<b>Work Experience ( Related to DPR/DER/DFS/FS )</b>	<b>As consultant</b>
Completion of Civil Engineering related Service in Tarai Madhesh of Nepal (Service Cost equal to or more than NRs. 10 Lakhs including VAT)	1.0 points for each job

Note 11: The service for Government of Nepal (GoN) organizations (Fully or Semi/Partially Owned ) shall only be evaluated as firm/JV experience for the EOI.

Note 12: Any sublated Service for Government of Nepal (GoN) organization (Fully or Semi/partially Owned) by a firm or JV from another private firm/JV shall not be evaluated as firm /JV experience for the EOI.

Note 13: Any service experience older than 7 years (counted from the last date of submission of EOI) shall not be evaluated as firm/JV experience for the EOI. Each experience certificate shall clearly indicate the description of service, service amount (in/excluding VAT) and date of completion.

**3.0 Capacity**

**3.1 FINANCIAL CAPABILITIES (AVERAGE ANNUAL TURNOVER OF BEST THREE YEARS WITH IN LAST 5 YEARS): MAX 10 MARKS**

<b>Average Annual Turnover of best 3years of ten fiscal year</b>	<b>Marks</b>
<NRs 5 Million	3
NRs 5-7.5 Million	6
NRs 7.5-10 Million	8
>NRs 10 Million	10

Note 14 : The firm and/or JV shall have to submit Notary Public attested Tax Clearance Certificate of each fiscal year, supposed to be counted for EOI evaluation. Submission of Audit report or any another complied tables shall not be considered for EoI evaluation. Notary Public signature shall be verified.

Note 15 : In case of JV business, the firm and/or JV shall have to submit Notary Public attested Tax Clearance Certificate of each fiscal year along with the JV agreement of that business, supposed to be counted for EoI evaluation.

Note 16 : In case of JV, average annual turnover of the JV shall be evaluated taking account the % of Financial liability as stated in the JV Agreement for the EOI. If the JV agreement shall not clear about % of Financial liability, the marks for financial Capacity shall be evaluated to Zero.

Note 17 : For the evaluation of Financial capacity, Inflation Adjustment Factor shall be considered as per Appendix A

**3.2 Infrastructure/equipment related to the proposed assignment :  
5 MARKS**

**MAX**

<b>LIST OF AVAILABLE EQUIPMENT AND VEHICLE FACILITIES</b>	<b>As consultant</b>
GPS or GIS Software or A3 Size Color Printer or Computer or Lap top	1.0 points for each equipment

**E. EOI Forms & Formats**

Form 1. Letter of Application

Form 2. Applicant's information

Form 3.Experience (General, Specific and Geographical)

Form 4. Capacity

Form 5. Qualification of Key Experts

## 1. LETTER OF APPLICATION

*(Letterhead paper of the Applicant or partner responsible for a joint venture, including full postal address, telephone no., fax and email address)*

Date: .....

To,  
Birgunj Metropolitan City  
Office of the Municipal Executive  
Birgunj, Parsa Province No. 2, Nepal  
Telephone No.: +977 051 522802, 522803  
Email Address: info@birgunjmun.gov.np | ito.birgunjmun@gmail.com

Sir/Madam,

- Being duly authorized to represent and act on behalf of (hereinafter "the Applicant"), and having reviewed and fully understood all the short-listing information provided, the undersigned hereby apply to be short-listed by Birgunj Metropolitan City as Consultant for ***{Insert brief description of Work/Services}***.

- Attached to this letter are photocopies of original documents defining:
- the Applicant's legal status;
- the principal place of business;

- **Birgunj Metropolitan City** and its authorized representatives are hereby authorized to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

- **Birgunj Metropolitan City** and its authorized representatives are authorized to contact any of the signatories to this letter for any further information.

- All further communication concerning this Application should be addressed to the following person,

Authorized Signature/s:

Name and title of signatory/signatories:

Name of consulting firm/s:

Complete Address:

Stamp/s:

- We declare that, we have no conflict of interest in the proposed procurement proceedings and we have not been punished for an offense relating to the concerned profession or business and our Company/firm has not been declared ineligible.
- We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
- The undersigned declares that the statements made and the information provided in the duly completed application are complete, true and correct in every detail.

**Signed:**

**Name:**

**For and on behalf of (name of Applicant or partner of a joint venture):**

## **2. APPLICANT'S INFORMATION FORM**

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

- Name of Firm/Company:
- Type of Constitution (*Partnership/ Pvt. Ltd/Public Ltd/ Public Sector/ NGO*)
- Date of Registration / Commencement of Business (*Please specify*):
- Country of Registration:
- Registered Office/Place of Business:
- Telephone No; Fax No; E-Mail Address:
- Name of Authorized Contact Person / Designation/ Address/Telephone:
- Name of Authorized Local Agent /Address/Telephone:
- Consultant's Organization:
- Total number of staff:
- Number of regular professional staff:

*(Provide Company Profile with description of the background and organization of the Consultant and, if applicable, for each joint venture partner for this assignment.)*

### 3. EXPERIENCE

#### 3(A). General Work Experience

*(Details of assignments undertaken. Each consultant or member of a JV must fill in this form.)*

S. N.	Name of assignment	Location	Value of Contract	Year Completed	Client	Description of work carried out
1.						
2.						
3.						
4.						
5.						
6.						
7.						

#### 3(B). Specific Experience

##### Details of similar assignments undertaken in the previous seven years

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

Assignment name:	Approx. value of the contract (in current NRs; US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total No. of person-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current NRs; US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional person-months provided by the joint venture partners or the Sub-Consultants:
Name of joint venture partner or sub-Consultants, if any:	Narrative description of Project:

Description of actual services provided in the assignment:  <b>Note: Provide highlight on similar services provided by the consultant as required by the EOI assignment.</b>	

Firm's Name: \_\_\_\_\_

### 3(C). Geographic Experience

#### Experience of working in similar geographic region or country

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

<i>No</i>	<i>Name of the Project</i>	<i>Location (Country/ Region)</i>	<i>Execution Year and Duration</i>

#### 4. CAPACITY

##### 4(A). Financial Capacity

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

Annual Turnover	
Year	Amount Currency

**Average Annual Turnover**

*(Note: Supporting documents for Average Turnover should be submitted for the above.)*

##### 4(B). Infrastructure/equipment related to the proposed assignment

No	Infrastructure/equipment Required	Requirements Description
1		



2		
3		
4		
5		

## 5. KEY EXPERTS *(INCLUDE DETAILS OF KEY EXPERTS ONLY)*

*(In case of joint venture of two or more firms to be filled separately for each constituent member)*

SN	Name	Position	Highest Qualification	Work Experience (in year)	Specific Work Experience (in year)	Nationality
1						
2						
3						
4						
5						

(Please insert more rows as necessary)