

Terms of Reference
For
Preparation of D.P.R. of Development of Land and Preparation of
Master Plan of Sahid Park

• **BACKGROUND**

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

The ultimate goal of district development is attainment of sustainable livelihood, improved well-being of people and overcome of poverty. In the absence of better access to the goods and services that they value the same suffers. District people's needs for sustainable livelihood and improved well-being are such that they require better access to information, markets and opportunities; they need better access to health, education and other goods and services.

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

According to local self-governance act, 1999 (LGSA), local development plan should be formulated according to need based and participatory approach. The Act has outline the need of a participatory but comprehensive periodic plan of the district comprised of sectoral goals and programs that are guided by or consistent with the long-term vision and physical development plan of the district. The local Self Government Regulations of 1999 requires the periodic plan to contain activity schedule for five years and it also contains plan-making and approval procedures. It is envisaged to prepare periodic district development plan through consulting service.

• **AIM OF THE PROPOSED TASK**

The aim of the proposed task is to prepare a result based integrated development plan with land development as stipulated in this TOR.

• **OUTPUT EXPECTED**

The completed DPR of Plan of Land Development and necessary structures should contain a complete report consisting among other as required in the ToR.

Land Development Plan : An up to-date profile should be prepared, comprising of disaggregated base-line information of existing physical, socio-demographic, economic, environment, financial and organizational sates of the area. Apart from the key statistics, such base line information should

also include textual descriptions, maps, and key prospects and problem prevailing in the communities.

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

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

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

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

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

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

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

Land and Settlement Development Plan

- **vision.** To make the vision operational, necessary development principals to guide the sectors activities also need to be outline. Vision and principles should be formulated with broadly participated advisory committee-that is the Steering Committee formed under the chairpersonship of municipality and ward.
- **Goals, objectives, strategies, outcomes and outputs.** These should be formulated using Logical Framework Approach (LFA) and must be results based. And should also be supplemented by performance indicators and means of verification of such indicator as practicable. When adequate data are not found and formulating indicators becomes not feasible-and if the central technical advisory committee and the technical working committee in the field are also satisfied of such deficiency of data, the team leader on the advice of such committee may introduce necessary modifications in the LFA technique. Sectors, which are required to be included, should include at least physical, environmental management, social, economic development, disaster management, financial mobilization, and organization development. Such Sector plans and programs may be formulated by forming Sub- Committees. Sectors plans and programs have to be prepared due attention to national concerns such as poverty reduction and equity focused for socio-economic prosperity.
- **Physical Development Plan (PDP):** PDP should essentially reveal the future desired plan of the district keeping in view of long term horizon and also classify the district land revealing broadly expansion areas, and natural resource areas. Such physical plan should be separately supplemented by the relevant data and thematic maps of existing land use pattern,

environmentally sensitive areas, and infrastructure services. Plan should also be supplemented by social and economic data and thematic maps revealing the social and economic infrastructures of the district. PDP should cover following infrastructure related aspects:

- Local transportation system
- Water supply
- Housing, building and urban development
- Solid waste management
- Social infrastructure
- Information and Communication Infrastructure

• **Environment Management plan:**

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

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

• **Social development plan:**

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

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

Economic Development Plan:

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

- Industrial development
- Trade promotion
- Tourism development
- Employment generation
- Poverty reduction and prosperity
- Rural urban linkage
- Micro/small enterprise and business promotion

Resource Mobilization Plan:

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

- Analysis and projection of district income and expenditure
- Allocation of development budget
- Resource improvement action plan
- Investment from private sector
- Cooperatives contribution
- Civil society organization contribution
- Expenditure management action plan
- Others as per district requirements

Institutional Development plan:

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

- Good governance
- Inclusive participation
- Simplified procedures
- Appropriate and optimum use of local resources and skills
- Institutional coordination and establishment of network

Disaster Management Plan:

The vulnerability mapping of the district shall include following aspects whenever seems necessary;

- Earthquake
- Fire
- Landslide
- Drought
- Epidemic

- **METHODS OF PLAN PREPARATION**

Data gathering and analysis

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

Planning process

Planning process shall be a participatory one. A broadly participated advisory committee—henceforth called as Steering Committee is emphasized and shall be formed to guide preparation of development plan. The role of Steering Committee is two-fold. First, it can coordinate between sectoral agencies to channel capital investment and enable plan implementation, even after the completion of plan preparation. Second, broader participation in Steering Committee can include concerns and aspirations of all the sectors and stakeholders therefore lend credibility and legitimacy to the plan.

The Steering Committee, if needed, may also form a core advisory committee, comprising members of the steering committee, but small in size, so as to expedite the planning proceedings. Such core advisory committee shall work in lieu of steering committee.

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

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

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

- **DURATION OF THE STUDY AND REPORTING**

Land and Settlement development plan should be prepared in **Nepali language**. And the consultant should submit the following reports:

i) Inception Report: The consultant shall submit the 2 copies of inception report within 2 weeks after signing the contract indicating the detailed available secondary information, work plan and activities with fine-tuning of methodology.

ii) Field Report: Two copies of field report should be submitted after field work had completed (data collection and workshop has completed). The estimated time for field report is 5 weeks after

submission of inception report. The report should indicate how the fieldwork had conducted, problems and solution for that.

iii) Draft Report: The consultant shall submit 2 sets of the draft report within 3 weeks after submission of field report after presented to the steering committee.

iii) Final Report: The consultant shall submit 3 copies of each set of the final report in 2 week after submission of draft report incorporating suggestions from municipal level workshop. The final report should be in hard as well as in soft copies and the hard copy of map.

The reporting schedule can be summarized as follows:

S.N.	Reports	Period	Remarks
1	Inception Report	2 weeks after signing the contract	2 copies
2	Field Report	Within 5 weeks after inception report contract	2 copies
3	Draft Report	Within 3 weeks after field report	2 copies
4	Final Report	15 days after submission of draft report	3 copies

• **COMPOSITION OF THE CONSULTING TEAM**

In general, the consulting team shall compose of the following professionals and support staffs.

A) Professionals staffs:
• Development Planner/Team Leader (<i>1 person for 0.33 months</i>)
• Economist/Financial analyst (<i>1 person, 0.33 months</i>)
• Architect (<i>1 person, 0.33 months</i>)
• Geotech. Engineer (<i>1 person, 0.66 months</i>)
• Environmental Engineer/Expert (<i>1 person, 0.60 months</i>)
• Civil Engineer (<i>1 person, 1.06 months</i>)
• Geometrics/Survey Engineer (<i>1 person, 1.06 months</i>)
B) Support staffs:
• GIS Expert (<i>1 persons, 1.5 months</i>)
• Draft -man (<i>2 person, 1 months</i>)
• Civil sub-Engineer(<i>2 persons, 1 months</i>)

• **PAYMENT SCHEDULE**

The payment schedule will be as per the following:

After submission of inception report =30% of the total contract amount.

After submission of the field report = 30 % of the total contract amount.

After submission of the draft report = 20 % of the total contract amount.

After submission and approval of the final report = 20% of the total contract amount.

• **APPROVED BUDGET**

NRs. (Including VAT)