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PARWANIPUR RURAL MUNICIPALITY

RURAL EXECUTIVE OFFICE

LIPANIMAL, BARA

2 NO. PROVINCE, NEPAL

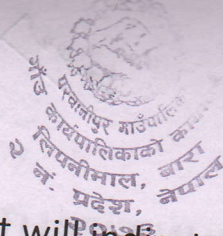
Terms of Reference For Preparation of Periodic Rural Municipality Development Plan (PRMDP)

1. 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 rural municipality development is attainment of sustainable livelihood, improved wellbeing of people and overcome of poverty. In the absence of better access to the goods and services that they value the same suffers. Rural Municipality people's needs for sustainable livelihood and improved well-being are such that they require better access to information, markets and opportunities; they need better access to health, education and other goods and services. In order to assess the existing situation of the services and facilities, the access situation will be derived from the proper Planning. The access situation of the services and facilities including the infrastructure for the each and

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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 government act, 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 rural municipality comprised of sectoral goals and programs that are guided by or consistent with the long-term vision and physical development plan of the rural municipality. It is envisaged to prepare periodic rural municipality development plan through consulting service.

2. AIM OF THE PROPOSED TASK

The aim of the proposed task is to prepare a result based periodic rural municipality development plan with rural municipality profile as well as poverty map & resource center mapping stipulated in the Local Level Governance Act 2074. Such periodic plan has to be prepared in accordance with the periodic plan preparation Guidelines of 2002 of NPC and other prevailing guidelines as mentioned in this TOR.

3. OUTPUT EXPECTED

The completed periodic plan with rural municipality profile, poverty map & resources center map should contain a complete report consisting among other as required in the periodic plan preparation Guideline of 2002 and other relative guidelines also of the following:



Answer

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a. rural municipality Profile: An up to-date profile should be prepared, comprising of disaggregated baseline information of existing physical, socio-demographic, economic, environment, financial and organizational states of the rural municipality. Apart from the key statistics, such base line information should also include textual descriptions, maps, and key prospects and problem prevailing in the ward. Base line information of at least two time points-having minimum interval of (past) five years should be included.

b. 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.

c. SWOT analysis: This should reveal potentiality of the rural municipality 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 rural municipality .

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

e. 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.

f. Cross-cutting issues analysis: GESI- an analysis of gender equality and social inclusion will be analyzed from the perspective of children, youth,

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women and socially excluded groups. EFLG- an analysis of disaster, climate change resilience, solid waste management and environment protection.

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

h. resource center mapping analysis: This tool should be used to find out the poverty status of citizen as settlement wise. Resource center mapping tool used to find the status of different service providers governmental & non-governmental with location which is accessed how far from citizen. The mapping should be provided in digital form (GIS) also. Periodic Rural Municipality Plan (PRMP)

4. Rural Municipality Vision.

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

5. 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



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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, agriculture, Forestry/agro-forestry 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.

6. Physical Development Plan (PDP):

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

- Local transportation system
- Irrigation and river control
- alternative energy
- Water supply
- Housing, building and urban development



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- Solid waste management
- Social infrastructure
- Information and Communication Infrastructure

7. 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 Rural Municipality requirements
- Green jobs
- Climate change resilience and disaster risk reduction



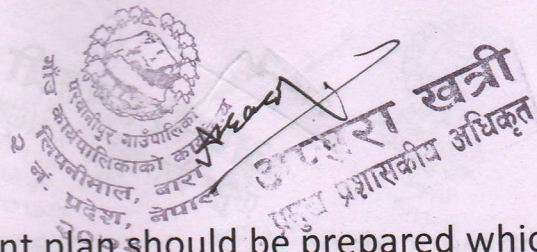
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8. Social development plan:

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 rural municipality. Such plan should essentially cover the following aspect:

- Demography
- Education
- Health
- Agriculture
- Agro-forestry (Private , Public & road/canal side plantation)
- Drinking water supply
- Culture and sports
- People access to assets (social assets)
- Community resources
- Gender equality and issues related to children (survival, development, participation and protection) in line with the national CFLG framework
- Others as per rural municipality requirements

9. Economic Development Plan:

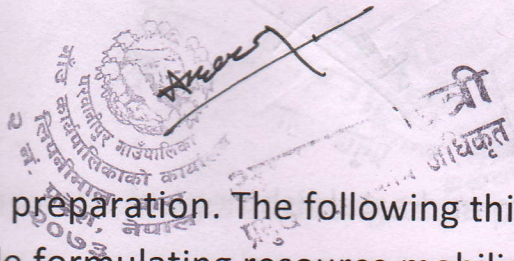


Economic development plan should be prepared which directly contributes in economic activities of the rural municipality and it will support in the development of the rural municipality. Such plan should essentially cover the following aspect:

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

10. Resource Mobilization Plan:

Such plan should essentially include the work to formulate identification and mobilization of resources required during the period



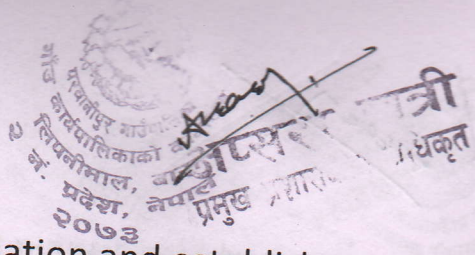
of periodic plan preparation. The following things subjects need to be considered while formulating resource mobilization plan.

- Analysis and projection of rural municipality income and expenditure (last five year and coming five year)
- Allocation of development budget (coming five year)
- Resource improvement action plan (LB's internal revenue, government grant)
- Investment from private sector
- Cooperatives contribution
- Civil society organization contribution
- Expenditure management action plan
- Others as per rural municipality requirements

11. Institutional Development plan:

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

- Decentralization,
- Good governance
- Inclusive participation
- Simplified procedures
- Appropriate and optimum use of local resources and skills



- Institutional coordination and establishment of network
- Organizational capacity and capacity building
- Others as per rural municipality requirements

12. Disaster Management Plan:

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

- Earthquake
- Fire
- Floods
- Drought
- Epidemic

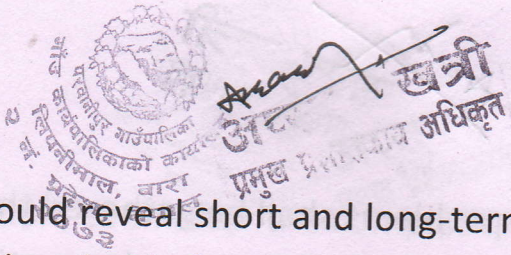
The vulnerability mitigation plan through the vulnerability mapping of the area, a proper strategy should be adopted to formulate the action plan for Disaster management. This formulated plan may be of;

i. Pre- disaster plan

- Early warning
- During or immediate after disaster

ii. Post- disaster Plan

13. Multi-Sectoral Investment Plan (MSIP).



Such plan should reveal short and long-term programs/projects, cost estimate, and probable financing sources prioritized in sequential manner for the planning period of five years. Such programs/projects should be to cater to both the short-term and long-term needs of rural municipality should be consistent with the long-term development plan, sectoral goals and objectives, and the vision. Furthermore, MSIP should clearly reveal programs/projects for each fiscal year. Such MSIP should be pragmatic, and be consistent with the financial resource plan. The city level plan/projects (Mega project) and the projects that can be implemented exclusively by local levels 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. In order to this, the thematic maps of these all development plans should be prepared in ACAD drawing format in color A3 paper size. For the additional advantage on thti1ization of the maps, it is recommended to present those thematic maps in GIS environment.

Poverty mapping & resource center plan: The different level of poverty of citizen such as most lower, lower, medium & higher as settlement wise data should be collected & analyzed. It helps to implement the development activity in priority base. The resource center plan should be done to analyze the access of citizen to it.

13. METHODS OF PLAN PREPARATION:

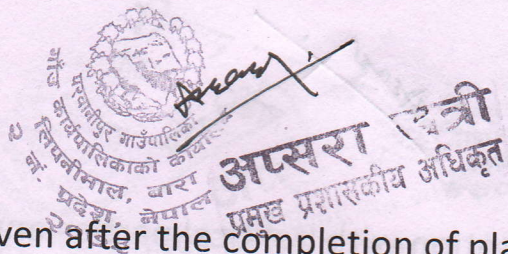
Data gathering and analysis Plan preparation will rely on both primary and secondary data. Primary data especially related to ward -land use pattern, extent of newly opened roads, their standards and quality,

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land values and environment problems shall be gathered through physical mapping using cadastral map, on the site observation, and interview. wards level problems and needs are ascertained through participatory rapid appraisal by holding citizens gathering at the ward offices or at the convenient location of the ward. rural municipality level potentials problems and development issues are identified by organizing validation workshop at RM. The participants will be from RM representatives, RM personnel, government agencies, ward representatives, representatives of line agencies, representative of national level political parties, Women, Dalit, Child club networks and disadvantaged people, entrepreneurs, traders, INGOs/NGOs working in the areas. Data on physical, environmental, social, economic, financial, and institutional shall be gathered from sources such as office records or archives, RM profile, published academic or professional reports, and data published by CBS. Analysis will include both trend, spatial analysis using GIS, and interpretation of aerial photographs. The data analysis should also ensure that the relevant information and analysis made available from the rural municipality on bottleneck analysis, health investment case studies, WASH strategic plans, multi-sectoral nutrition plans, adolescent baseline and similar others should be taken into account and fed them into the PRMDP appropriately. Similarly, as per the requirement, relevancy and appropriateness, national data and information should be analyzed and linked them in to PRMDP. Planning process shall be a participatory one. A broadly participated advisory committee— henceforth called as Steering Committee is emphasized and shall be formed to guide preparation of periodic plan. The role of Steering Committee is two-fold. First, it can coordinate between sectoral agencies to channel capital investment and enable plan



implementation, even after the completion of plan preparation. Second, broader participation in Steering Committee can include concerns and aspirations of all the sectors and stakeholders therefore lend credibility and legitimacy to the periodic plan. Steering Committee is envisaged to include wards, government agencies, political parties/leaders, civil societies, NGOs, CBOs, intellectuals, prominent citizens, professional bodies, and planning team. Steering Committee shall be the key body to formulate policies and guidelines related to plan preparation. This shall meet to advise on various aspects of plan preparation including identifying problems and issues of the rural municipality, formulating and reviewing of rural municipality vision, goals, objectives, and programs. The Steering Committee, if needed, may also form a core advisory committee, comprising members of the steering committee, but small in size, so as to expedite the planning proceedings. Such core advisory committee shall work in lieu of steering committee, and shall work as a bridge between the steering committee and sectoral (sub)-committees. In the long run—that is in the plan implementation phase, such core advisory committee may be transformed into advisory committee for the RMC to facilitate the plan implementation. Planning team shall be formed and will be responsible to present all necessary analysis in all stages of planning process and to facilitate necessary meeting and workshops. Planning team shall comprise of technical personnel from rural municipality, besides experts from the consultant firm. The planning team should also ensure that the “Bal-Bhelas” (consultation with children), that are in line with the guidelines developed by MOFALD, takes place and the issues and recommendations collected from them are fed into the PDDP to guide annual plans. During the planning process as and when relevancy

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arises, a specific consultation with political parties and with differently able and other stakeholders can be considered. Accordingly, ward 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 rural municipality 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.

14. DURATION OF THE STUDY AND REPORTING:

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

- i) Inception Report: The consultant shall submit the 2 copies of inception report within 14 days after signing the contract indicating the detailed available secondary information, work plan and activities with fine-tuning of methodology.



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- 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 15 days 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 10 days after submission of field report after presented to the steering committee.
- iv) **Final Report:** The consultant shall submit 5copies of each set of the final report in 6 days after submission of draft report incorporating suggestions from district level workshop. The report should be in two sets (two Volumes of each) as mentioned for draft report. The final report should be in hard as well as in soft copies and the hard copy of map.

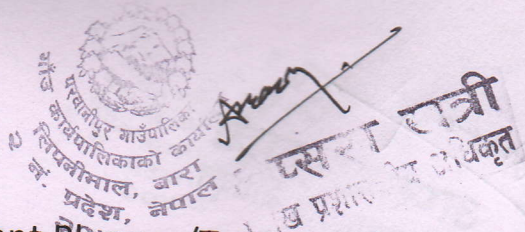
The reporting schedule can be summarized as follows: S.N. Reports
Period Remarks

- 1. Inception Report 14 days after signing the contract 2 copies
- 2. Field Report Within 15 days after inception report contract 2 copies
- 3. Draft Report Within 10 days after field report 2 copies
- 4. Final Report 6 days after submission of draft report 5copies

15. 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 (1 person for 45 days)
- Economist/Financial analyst (1 person, 30 days)
- Institutional Development Expert (1 person, 20 days)
- Sociologist/community development expert/GESI Expert (1 person, 20 days)
- CFLG analyst (1 person, 15 days)
- Environmental Engineer (1 person, 10 days)
- Civil Engineer (1 person, 15 days)
- GIS Expert (1 persons, 15days)

B) Support staffs:

- Computer Operator (1 person, 1.5 months)

16. PAYMENT SCHEDULE

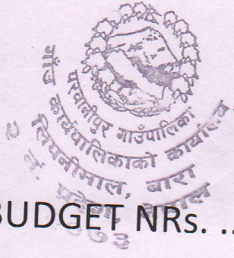
The payment schedule will be as per the following:

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

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

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

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



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17. APPROVED BUDGET NRs.