



Term of Reference for Preparation of Periodic Plan of Chharka Tangsong Rural Municipality, Kagkot, Dolpa Karnali Province

1. Background

There is plenty of potentials for the development and prosperity in Nepal. Its natural diversities and human resource are the base of socio-economic growth and transformation. However, large segment of population is under poverty and despite several development efforts, rural settlements are far from the reach of basic services and infrastructure facilities. Services and facilities are derived from proper planning. Easy access to the services and facilities including infrastructure for each and every settlement is the main objective of planned development. Only systematic planning can address the real need of the local people and their respective priority. And for that, the planning approach should be inclusive, participatory and bottom-up approach. Nepal has experienced the planning attempts since 1944. Rajbiraj was first planned city to resettle people from Hanuman agar. First National Periodic Plan (Economic Development Plan) was initiated in 1956 and currently 15th National Plan is on implementing phase. National Planning Commission is an advisory body of Government, responsible to formulate the National Level Periodic Plan. Similarly, in 70's Regional Development concept with development of Master Plan of four regional headquarters (Dhankuta, Pokhara, Surkhet and Dipayal) was initiated in Nepal.

Local Self Governance Act 2074, has specified the role and responsibilities of local government. It has outlined the jurisdictions of municipalities, according to which, municipalities should formulate the municipal profile, resources map, periodic plan, annual plan and long-term development plan for the sustainable development. In this context, Chharka Tangsong Rural Municipality has allocated budget for the preparation of Second Periodic Plan of Chharka Tangsong Rural Municipality for the FY 2081/082-2085/086 as the time frame of the first periodic plan has been completed. And, this Term of Reference has been developed to make the study systematic and result oriented.

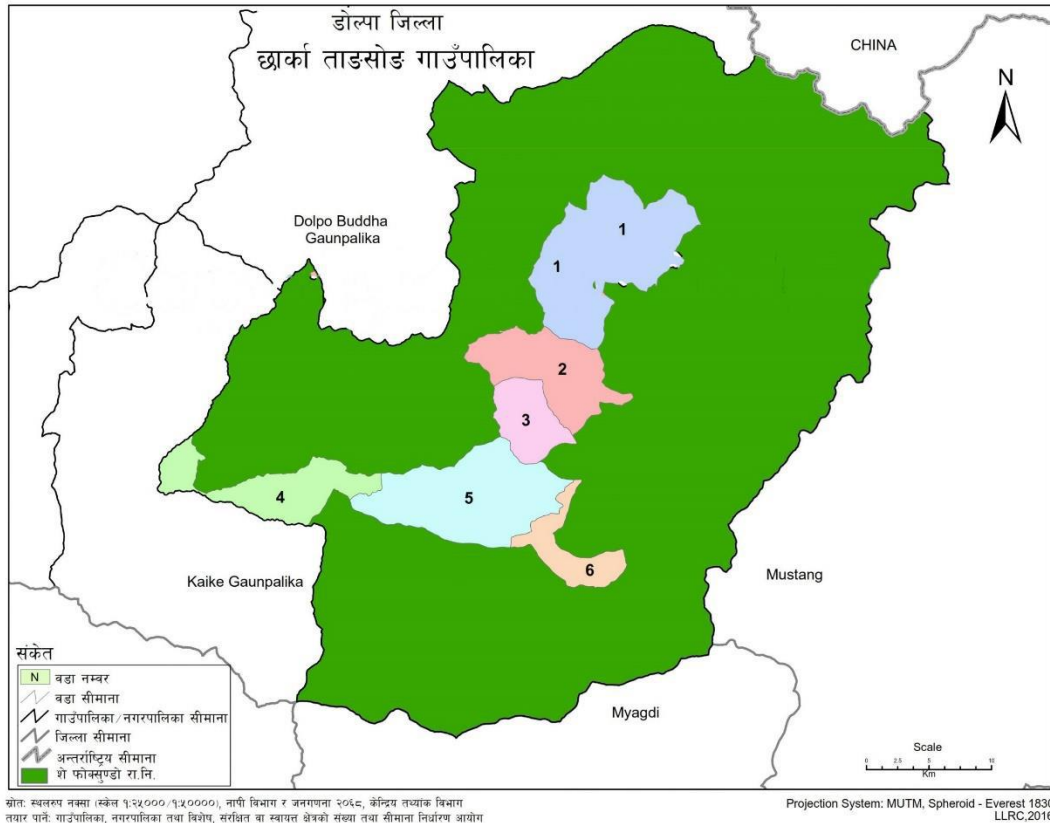
2. Introduction to Study Area

Chharka Tangsong Rural Municipality is an area full of lake and Himalayas. The area is characterized by high Himalaya culture. The Rural municipality was formed with the merging of former Chharka V.D.C and Mukot V.D.C. The lake in the highest altitude in the world is situated in this rural municipality along with settlement in the highest altitude. The rural municipality





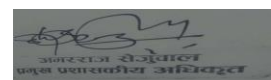
consists of different touristic places such as Putha Himal, Wangwoor lake, Fetiling Gumba, Mt. Dhaulagiri 2, Mt. Mukot, Shakmar Gumba, Romjen Gumba and as such.



Map 1 Chharka Tangsong Rural Municipality Map with wards

Chharka Tangsong Rural municipality is situated in the Dolpa district of the Karnali Province. It is surrounded by Mustang district in the east, Kaieke rural municipality and Dolpobuddha rural municipality in the west, Dolpobuddha rural municipality and Tibet in the north and Myagdi district in the south. It covers as area of 345.58 sq.km. with total 6 wards. It lies in the latitude of 29.07degree to 29.12-degree north and longitude of 83.45 degree to 83.50degree east. And is above the sea level from 1525 meter to 7754 meter

The total population of the rural municipality is 1672 and the total household of the municipality is 320. The highest population lies in ward no 1 which counts 453 and the lowest population lives in ward no 2 which counts 194 in rural municipality. In-terms of population density the average density of rural municipality is 4.69 persons per sq.km.





3. Objectives of the Study

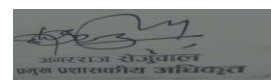
The main objective is to prepare the Periodic Plan of Chharka Tangsong Rural Municipality. The objectives can be detailed as:

- Preparation/Update of Municipal Profile on the basis of primary and secondary data
- Preparation of physical, social, economic and institutional development plan
- Preparation of environment management plan, disaster risk management plan and financial management plan
- Preparation of Multi-Sectoral Investment Plan (MSIP)

4. Scope of Work

The scope of work for preparation of Periodic Plan shall include but not necessarily limited to the following:

- Literature review of existing act, policies and guidelines such as Local Level Plan Formulation Guidelines 2075, Constitution of Nepal 2072, Local Government Operation Act 2074, Land Use Act 2076, Planning Norms and Standards 2015, Environmental Protection Act 2053 etc.
- Prepare/Update the municipal profile based on field visit, various published and unpublished documents, various discussions, observation, information received from municipality, wards, local leaders and intellectuals as well as other secondary data.
- To prepare the inventory of demography, physical, social, economic, environmental, financial, institutional and other relevant data.
- Identification and analysis of sectoral strength, weakness, opportunities and threat (SWOT Analysis) and determine the municipal priorities for the development.
- Prepare the long-term vision, goals, objectives and implementation strategies for overall development of municipality.
- Preparation of 1:25000 Scale base-map for the plan preparation/development purpose.
- Study, analysis and formulate the development plan of social infrastructure and services within the municipality.
- Study the local economy and its activities along with change in demography and migration trend.
- Study, analyze and prepare the agriculture and livestock development plan as backbone of local economy development.
- Access and analyze the existing infrastructure and prepare the infrastructure development plan including road, transportation, irrigation, water supply, sewerage system etc.





- Prepare the overall development plan of entire rural municipality with analysis of existing land use and future demand of land use.
- Identify the potential places for the intensive settlement development and urbanization.
- Identification of the sectoral plans and programs, support to achieve the sustainable development goal.
- Identification of the critical/ sensitive area and natural resources and prepare the management plan with optimum utilization of resources with strategies for their protection, preservation, development.
- Identify the hazard/disaster prone area, cause of disaster and preparation of disaster risk reduction plan.
- Study and analysis of local arts, culture and history and prepare the preservation and revitalization plan.
- Identify and verify the Public land for the future development including land requirement for government and public purpose. Also prepare the inventory of non-private land.
- Study and analysis of existing human resources, adequacy and prepare the Institution development plan of rural municipality in-coordination with non-governmental organizations.
- Study and analysis of financial capacity of municipality and prepare the financial management plan.
- Conduct several workshop, meetings and discussions with local bodies, municipal officials, key informants and local people for participatory plan formulation process. Alternative approach such as virtual meetings and discussion could be applied during unfavorable conditions.
- Recommend the plan implementation strategies and prepare the investment plan.
- Prepare the MSIP including result, verification base and implementing agencies.

5. Method of Plan Preparation

5.1 Data Collection and Analysis

Plan Preparation shall be based on both primary and secondary data. Primary data mainly related to the existing services and facilities, available resources, land use, existing constraints and potential shall be collected. Data related to the demographic, physical, environmental, social economic financial and institutional shall be gathered from the various sources such as municipal profile, CBS data, DCC report, municipalities publications, municipality official website and other published and unpublished documents related to the municipality. Data analysis also including SWOT analysis, trend analysis, spatial analysis, resources mapping, financial analysis, institutional capacity analysis should be done.



5.2. Field Visit and Observation

To observe the development status of the municipality and identify the real problems and potentials of Chharka Tangsong Rural Municipality, study team should visit and observe the study area. Identification of natural resources, observation of land use pattern, status of physical, social and economic infrastructures and services such as road, water supply, education and health institution agriculture, tourism should be done during the field visit along with study and analysis about the settlement development, urbanization of the area.

5.3. Meetings and Workshop

Different level of meetings and workshop should be conducted during the plan formulation. Municipal representatives, sectoral committees, municipal officials, local social leaders, local intellectual, prominent citizens, professionals, Co-operatives, non-governmental organizations (NGOs), community-based organizations (CBOs) local entrepreneurs, businessman, users' groups, club, schools and college should participate in plan formulation process. To make planning process more inclusive, adequate participation of youth and deprived groups, Dalit, indigenous and special group such as women, children, and differently able should be ensured. Similarly, internally displaced people and squatters, land less and pro-poor people should also be included in the planning process. During the planning process following level of meetings and workshop should be organized and conducted.

- Municipal level First workshop (Orientation)
- Ward level consultative meetings (in all wards)
- Municipal level data validation and plan formulation workshop
- Municipal level Plan verification and Vision approval workshop

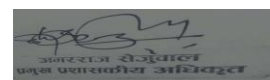
6. Expected Output

- a. Updated Municipal Profile (Based on primary and secondary data)
- b. Thematic Maps (Existing, and Analysis)
- c. Inventory of Various services and infrastructures
- d. Periodic Plan Report with MSIP

7. Roles and Responsibilities

Role of the Rural Municipality

- The Rural municipality will delegate a focal person to coordinate internally and externally in the entire planning process.
- Rural Municipality will be responsible to coordinate/facilitate the different level of meetings and workshop including municipal level meeting /workshops, ward level meetings/discussion, Key informant Interview and focus group discussions.





- Rural Municipality will be responsible to provide and gather relevant information data. Also specify the planning issues and provide the suggestion and recommendations.
- Rural Municipality will be responsible to correspondent with different line agencies, government and non - government agencies, private sector regarding the Periodic Plan formulation.
- Rural Municipality will be responsible to coordinate/facilitate as per the requirement of the consultant regarding the project.

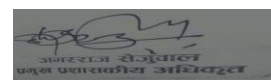
Role of consultant

- The consultant shall work as stipulated in TOR in the close coordination with the client and the other stakeholders.
- The consultant's study team shall directly participate in fieldwork, organize the relevant meetings, workshop, discussion.
- Consultant shall prepare the Periodic Plan with multiple level of discussion with the concern stakeholders and in close contact and guidance with the Chharka Tangsong Rural Municipality Office.
- Consultant shall be responsible to keep the records, minutes, photographs of meetings/ workshops /discussion and field visit.

8. Human Resources

The study team shall comprise following Key and non-Key experts for the study.

Key Experts			
S.N.	Description	Quantity	Remarks
1	Team Leader	1	Master's Degree in Urban Planning/Regional Planning/ Rural Development with 7 years of work experience in related field
2	Economist/Financial analyst	1	Master's Degree in Economics with 5 years of work experience in related field
3	Sociologist/Community Development Expert	1	Master degree in sociology/anthropology with knowledge of statistics & 5 years of work experience in related field
4	Environmental Expert/DRR expert/ NRM Expert	1	Master's degree in Environmental Engineering/Disaster Risk Reduction Management/ Natural Resources Management with minimum 3 years of work experience in related field.
5	GIS Expert	1	Bachelor Degree in Geo-information/RS/ GIS with minimum 3 years of work experience in related field





6	Civil Engineer	1	Bachelor degree in civil engineering with 3 years of experience in related field
Supporting Staff			
7	Sub-Engineer (Civil)	2	Diploma in civil engineering with 3 years of work experience in related field
8	Field Mobilizer	4	Bachelors' degree in any discipline with good experience in computer office package
	Total	12	

9. Work schedule

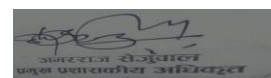
Total work period shall be of 3 months after the issuance the work order. Work schedule for assigned task shall be as follow.

s.n	Activities	Weeks											
		1	2	3	4	5	6	7	8	9	10	11	12
1	Desk Study and literature review												
2	Field visit and observation (Primary data collection)												
3	Data analysis, map preparation and plan Formulation												
4	Periodic Plan Preparation												

10. Report Submission Schedule

Consultant shall submit the report in following format and time schedule.

S.N.	Report	Time period	Content	Format & Number of copies of report
1	Inception Report	Within 15 days from after signing the contract agreement	Secondary data/information, Literature review, study methodology, work schedule, checklists	1 hard copy
2	Field Report	Within 2 months from the date of agreement	Municipal profile Municipal Problem and potential Base map Thematic map	2 hard copies





3	Draft Report	Within 2.5 months from the date of agreement	Updated Municipal Profile Updated Thematic Map SWOT Analysis Municipal Priorities Sectoral development plan Municipal Periodic Plan Multi Sectoral Investment Plan (MSIP)	2 hard copies and a soft copy
4	Final Report	Within 3 months from the date of agreement	With incorporate feedbacks on draft report and presentation	3 hard copies and a soft copy

11. Mode of Payment

Consultant's fee shall be released based on the deliverable. Installment of payment and schedule shall be as per the following:

S. No	No. of installments	Time Period	Payment in % of total agreement amount
1	Inception Report ,field report and draft report and Final report	After submission the completed report	100%