



"Clean, Prosperous, Cultured Ilam"

ILAM MUNICIPALITY

Office of the Municipal Executive

Ilam, Province no. 1, Nepal



Request for Proposals

imo/ilam/ncb/service/01/2074-075

Preparation of Municipality Transport Master Plan (MTMP)

Financing Agency:

GoN,
Ilam Municipality.
Mangsir, 2074



Section 1. Letter of Invitation

[insert: Location and Date]

Dear [insert: Name of Consultant]:

1. Ilam Municipality has allocated fund from its own source toward the cost of Preparation of Municipal Transport Master Plan (MTMP) and intends to apply a portion of this amount to eligible payments under this Contract.
2. The Ilam Municipality now invites proposals to provide the following consulting services: **Preparation of Municipal Transport Master Plan of Ilam Municipality**. More details on the services are provided in the attached Terms of Reference.
3. The Request for Proposal (RFP) has been addressed to the all interested consultants:
4. A consultant will be selected under QCBS and procedures described in this RFP.
5. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Information to Consultants
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
 - Section 6 - Standard Forms of Contract.
6. Please inform us, upon receipt:
 - (a) that you received the letter of invitation; and
 - (b) whether you will submit a proposal alone or in association.

Yours sincerely,

.....
Mahendra Kumar Khamyahang
Chief Administrative Officer



Section 2. Information to Consultants¹

- 1. Introduction**
- 1.1 The Client named in the Data Sheet will select a consultant among all interested consultants, in accordance with the method of selection specified in the Data Sheet.
- 1.2 The consultants are invited to submit a Technical Proposal and a Financial Proposal, for services as specified in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected consultant.
- 1.3 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and are advised to attend a pre-proposal conference if one is specified in the Data Sheet.
- 1.4 The Client will provide the inputs specified in the Data Sheet, assist the consultant in obtaining licences and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.
- 1.6 GoN (or Donor Agency) policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- 1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:
- a. A consultant, which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, consultants hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the consultant's earlier consulting services) for the same project.
 - b. Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.

¹ This Information to Consultants section shall not be modified. Any necessary changes, acceptable to client (GoN) or the Donor, to address specific country and project issues, shall be introduced only through the Data Sheet (e.g., by adding new clauses). Likewise, modifications to the standard Form of Contract should be made only by including clauses outlining the special conditions and not by introducing changes in the wording of the general conditions

1.7.2 Any previous or ongoing participation in relation to the assignment by the consultant, its professional staff or affiliates or associates under a contract with the GoN may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Client before preparing the proposal.

1.8 It is the GoN's policy to require its implementing agencies, as well as consultants under GoN (or Donor Agency) financed contracts, to observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the GoN:

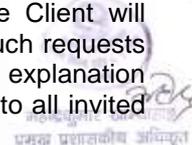
- a. defines, for the purposes of this provision, the terms set forth below as follows:
 - i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and
 - ii. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Client, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, non-competitive levels and to deprive the borrower of the benefits of free and open competition.
- b. will reject a proposal for award if it determines that the consultant recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;
- c. will cancel the consultant's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the consultant or the Client during the selection process or the execution of that contract;
- d. will debar a consultant for a stated period of time, to be awarded a contract if it at any time determines that the consultant has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract; and
- e. will have the right to require that, a provision be included requiring consultants to permit the Client inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Client.

1.9 Consultants shall not be under a debarment for corrupt and fraudulent practices issued by GoN accordance with the above sub para. 1.8 (d).

1.10 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.

2. Clarification and Amendment of RFP Documents

2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.



2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited consultant, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. Preparation of Proposal

Technical Proposal

3.1 Consultants are requested to submit a proposal Sub - Clause 1.2 written in the language(s) specified in the Data Sheet.

3.2 In preparing the Technical Proposal (TP), consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

- i. If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub-consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment.
- ii. For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the consultant. For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.
- iii. It is desirable that the majority of the key professional staff proposed be permanent employees of the consultant or have an extended and stable working relationship with it.
- iv. Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in Nepal.
- v. Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.
- vi. Reports to be issued by the consultants as part of this assignment must be in the language(s) as specified in the Data Sheet.

3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

- i. A brief description of the consultant's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the client, location and duration of the assignment, contract amount, and consultant's involvement.
- ii. Any comments or suggestions on the Terms of Reference and

on the data, a list of services, and facilities to be provided by the Client (Section 3C).

- iii. A description of the methodology and work plan for performing the assignment (Section 3D).
- iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).
- v. CVs recently signed by the proposed professional staff and the authorised representative submitting the proposal (Section 3F). Key information should include number of years working for the consultant/entity and degree of responsibility held in various assignments during the last ten (10) years.
- vi. Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time proposed for each professional staff team member (Sections 3E and 3G).
- vii. A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.
- viii. Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

Financial Proposal

3.6 In preparing the Financial Proposal (FP), consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration for staff (, in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, communication (Telephone, Fax etc.) surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity.

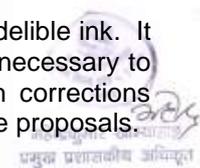
3.7 The Financial Proposal should include all duties, taxes and other levies, and other charges imposed under the applicable law payable by the Consultant under the Contract or for any other cause.

3.8 Consultants shall express the price of their services in Nepalese Rupees.

3.9 The Data Sheet indicates the required validity period of the proposals. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

4.1 The original proposal (TP and FP) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the consultant itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.



- 4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal.
- 4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**Technical Proposal,**" and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**" Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE.**"
- 4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.
- 4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with the Client's Procurement Unit until all submitted proposals are opened publicly.

5. Proposal Evaluation

General

- 5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the consultant to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.
- 5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, is concluded.

Evaluation of Technical Proposals (QCBS, QBS, FBS, LCBS))

- 5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified in the Data Sheet. The evaluation committee shall compute the score obtained by each proposal by taking the average of the scores given by each member to the particular proposal. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.
- 5.4 In the case of Quality-Based Selection, the highest ranked consultant is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in para. 1.2 and the Data Sheet.

नदीप्रवाह संस्था
प्रमुख प्रशासकीय अधिकारी

Public Opening and Evaluation of Financial Proposals (CBS Only)

5.5. The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant and the proposed prices shall be read aloud and recorded. The Client shall prepare minutes of the public opening.

Public Opening and Evaluation of Financial Proposals (QCBS , FBS, LCBS)

5.6 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall be 7 after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.

5.7 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the technical scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

5.8 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors.

5.9 In case of Fixed Budget Selection (FBS), the consultant's Financial Proposals with cost more than the specified fixed budget ceiling by the Client in Data Sheet shall be rejected.

5.10 In case of Least Cost Based Selection (LCBS), the consultant's proposal which has scored the minimum pass mark in the Technical proposal and is of the least cost in the financial proposal shall be invited for negotiation.

5.11 In case of QCBS and FBS with financial proposal within specified fixed budget ceiling, the lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The consultant achieving the highest combined technical and financial score will be invited for negotiations.

6. Negotiations

6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the consultant to improve the Terms of Reference. The Client and consultant will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the consultant can offer within the available budget and to clearly defining

the inputs required from the Client to ensure satisfactory implementation of the assignment.

- 6.3 Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS methods. For QBS, the consultant should provide the information on remuneration rates described in the Appendix to this information.
- 6.4 Having selected the consultant on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If substitution is considered then the proposed alternative candidate shall be evaluated as per the original criteria. The qualification and experience of the substitute candidate shall equal to or higher than the originally proposed candidate. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the consultant may be disqualified.
- 6.5 The negotiations will conclude with a review of the draft form of the contract. . If negotiations fail, the Client will invite the consultant whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract

- 7.1 Pursuant to Sub-Clause 6.5, the consultant, with whom agreement is reached following negotiation, shall be selected for approval of his proposal and the Client shall notify it's intention to accept the proposal to the selected consultant and other short-listed consultants within 7 days of selection of the winning proposal.
- 7.2 Any consultant, who has submitted a proposal and is not satisfied with the procurement process or Client's decision provided as per Sub - Clause 7.1 and believes that the Client has committed an error or breach of duty which has or will result in loss to him then the consultant may give an application for review of the decision to the Client with reference to the error or breach of duty committed by the Client. The review application should be given within 7 days of receipt of information regarding the issue of letter by the Client notifying it's intention to accept the winning proposal pursuant to Sub Clause 7.1.
- 7.3 If the review application is not received by the Client pursuant to Sub-Clause 7.2 then the proposal of the Consultant, selected as per Sub-Clause 7.1 shall be accepted and the successful consultant shall be notified to come for signing the Agreement within 15 days.
- 7.4 If the Consultant fails to sign an agreement pursuant to Sub-Clause 7.3 then the Client will invite the consultant whose proposal received the next highest score to negotiate a contract.
- 7.5 If a review application is received by the Client pursuant to Clause 7.1 then the Client will clarify and respond within 5 days of receiving such application
- 7.6 If the applicant is not satisfied with the decision given by the procuring

entity and/ or the decision is not given by the Procuring Entity Chief within 5 days then the applicant can file a complaint to the Review committee within 7 days.

7.7 The Client shall return the unopened Financial Proposals of those consultants who did not pass the technical evaluation.

7.8 The consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the letter of intention to accept the proposal is not issued to the selected consultant pursuant to Sub- Clause 7.1.

9. Conduct of Consultants

9.1 The Consultant shall be responsible to fulfill his obligations as per the requirement of the Contract Agreement, RFP documents and GoN's Public Procurement Act and Regulations.

9.2 The consultant shall not carry out or cause to carryout the following acts with an intention to influence the implementation of the procurement process or the procurement agreement :

- a. give or propose improper inducement directly or indirectly,
- b. distortion or misrepresentation of facts
- c. engaging or being involved in corrupt or fraudulent practice
- d. interference in participation of other prospective bidders.
- e. coercion or threatening directly or indirectly to impair or harm, any party or the property of the party involved in the procurement proceedings,
- f. collusive practice among consultants before or after submission of proposals for distribution of works among consultants or fixing artificial/uncompetitive proposal price with an intention to deprive the Client the benefit of open competitive proposal price.
- g. contacting the Client with an intention to influence the Client with regards to the proposals or interference of any kind in examination and evaluation of the proposals during the period after opening of proposals up to the notification of award of contract

10. Blacklisting Consultant

10.1 Without prejudice to any other rights of the Employer under this Contract , the Public Procurement Monitoring Office may blacklist a Consultant for his conduct up to three years on the following grounds and seriousness of the act committed by the consultant:

- a) if it is proved that the bidder committed acts pursuant to the Information to Consultants clause 9.2,
- b) if the bidder fails to sign an agreement pursuant to Information to Consultants clause 7.3,
- c) if it is proved later that the bidder/contractor has committed substantial defect in implementation of the contract or has not substantially fulfilled his obligations under the contract or the completed work is not of the specified quality as per the contract
- d) if convicted by a court of law in a criminal offence which

- disqualifies the consultant from participating in the contract.
- e) if it is proved that the contract agreement signed by the consultant was based on false or misrepresentation of consultant's qualification information,
 - f) other acts mentioned in the Data Sheet or SCC
- 10.2 A Consultant declared blacklisted and ineligible by the Non-Public procurement Office and or concerned Donor Agency in case of donor funded project shall be ineligible to bid for a contract during the period of time determined by the GoN and or the concerned donor agency.



Information to Consultants

DATA SHEET

Clause Reference

1.1	The name of the Client is: Ilam Municipality, Office of the Municipal Executive, Ilam, Province no. 1, Nepal The method of selection is: QCBS
1.2	The name, objectives, and description of the assignment are: Name : Preparation of Municipal Transport Master Plan of Ilam Municipality Objectives: According to ToR Description: According to ToR
1.3	A pre-proposal conference will be held: No The name(s), address(es), and telephone numbers of the Client's official(s) are: Name: Mahendra Kumar Khamyahang Address: Ilam Municipality, Office of the Municipal Executive, Ilam Telephone No. : 027-520065
1.4	The Client will provide the following inputs: According to ToR
1.10	The clauses on fraud and corruption in the Contract are: As per PPMO Contract Document, PPA, PPR, LSGA, Municipality Decision and prevailing procurement laws.
2.1	Clarifications may be requested 7 Days before the submission date The address for requesting clarifications is: Ilam Municipality, Office of the Municipal Executive, Ilam Facsimile: 027-520065 Email: info@ilammun.gov.np; mun.ilam@gmail.com
3.1	Proposals should be submitted in the following language(s): English
3.3	(i) Short listed consultants/entity may associate with other short listed consultants: [insert Yes ___ No ___] NA (ii) The estimated number of professional staff-months required for the assignment is: According to ToR The minimum required experience of proposed professional staff is: According to ToR (vi) Reports that are part of the assignment must be written in the following language(s): English or Nepali (Executive Summary should be

	submitted in English as well as Nepali)																										
3.4	(vii) Training is a specific component of this assignment: No (viii) Additional information in the Technical Proposal includes: According to ToR																										
3.9	Proposals must remain valid 90 days [Normally between 60 and 90 days] after the submission date.																										
4.3	Consultants must submit an original and One additional copies of each proposal:																										
4.4	The proposal submission address: Ilam Municipality, Office of the Municipal Executive, Ilam Information on the outer envelope should also include : Preparation of Municipal Transport Master Plan of Ilam Municipality																										
4.5	Proposals must be submitted no later than: According to Notice																										
5.1	The address to send information to the Client is Ilam Municipality, Office of the Municipal Executive, Ilam																										
5.3	The number of points to be given under each of the evaluation criteria are: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="text-align: right; width: 20%;"><u>Points</u></th> </tr> </thead> <tbody> <tr> <td>(i) Specific experience of the consultants related to the assignment:</td> <td style="text-align: right;">Maximum 10</td> </tr> <tr> <td>(ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference:</td> <td style="text-align: right;">Maximum 25</td> </tr> <tr> <td>(iii) Qualifications and competence of the key staff for the proposed Assignment</td> <td style="text-align: right;">Maximum 60</td> </tr> <tr> <td style="padding-left: 20px;">Team Leader</td> <td style="text-align: right;">20</td> </tr> <tr> <td style="padding-left: 20px;">Transportation Engineer</td> <td style="text-align: right;">10</td> </tr> <tr> <td style="padding-left: 20px;">Civil Engineer</td> <td style="text-align: right;">10</td> </tr> <tr> <td style="padding-left: 20px;">Socio Economist</td> <td style="text-align: right;">10</td> </tr> <tr> <td style="padding-left: 20px;">GIS Expert</td> <td style="text-align: right;">10</td> </tr> <tr> <td>(iv) Suitability of the transfer/ shearing of knowledge program (training)</td> <td style="text-align: right;">Maximum 5</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Points: 100</td> </tr> <tr> <td colspan="2" style="text-align: right;">Maximum points to be awarded = 100</td> </tr> <tr> <td colspan="2" style="text-align: right;">The minimum technical score required to pass/ qualify: 60</td> </tr> </tbody> </table>		<u>Points</u>	(i) Specific experience of the consultants related to the assignment:	Maximum 10	(ii) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference:	Maximum 25	(iii) Qualifications and competence of the key staff for the proposed Assignment	Maximum 60	Team Leader	20	Transportation Engineer	10	Civil Engineer	10	Socio Economist	10	GIS Expert	10	(iv) Suitability of the transfer/ shearing of knowledge program (training)	Maximum 5	Total Points: 100		Maximum points to be awarded = 100		The minimum technical score required to pass/ qualify: 60	
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GIS Expert	10																										
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5.10	The formula for determining the financial scores is the following: $Sf = 100 \times Fm/F$, in which, Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration. The weights given to the technical and Financial Proposals are: T (Technical Proposal) = 0.8, and P (Financial Proposal) = 0.2.																										
6.1	The address for negotiations is: Ilam Municipality, Office of the Municipal Executive, Ilam																										

7.6	The assignment is expected to commence on <i>According to Notice</i>
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Section 3. Technical Proposal - Standard Forms

- 3A. Technical Proposal submission form.
- 3B. Consultant's references.
- 3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.
- 3D. Description of the methodology and work plan for performing the assignment.
- 3E. Team composition and task assignments.
- 3F. Format of curriculum vitae (CV) for proposed professional staff.
- 3G. Time schedule for professional personnel.
- 3H. Activity (work) schedule.



3A. TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:



3B. CONSULTANT'S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your Consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Consultant/Entity(profiles):
Name of Client:		No.of Staff:
Address:		No.of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services NRs
Name of Associated Consultants, If Any:		No.of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff, Designation (Project Director/Coordinator, Team Leader etc.) Involved and Functions Performed:		
Narrative Description of Project: :(Actual assignment, nature of activities performed and location)		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____



3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.
- 5.



3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT



3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task



महेशकुमार शर्मा
प्रमुख प्रशासकीय अधिकारी

3F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Consultant: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Consultant/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

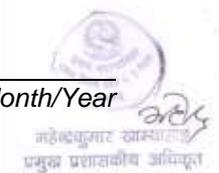
Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of staff member and authorized representative of the consultant] Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____



3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/Activities	Months (in the Form of a Bar Chart)												Number of Months	
			1	2	3	4	5	6	7	8	9	10	11	12		
																Subtotal (1)
																Subtotal (2)
																Subtotal (3)
																Subtotal (4)

Full-time: _____
 Reports Due: _____
 Activities Duration: _____

Part-time: _____

Signature: _____
 (Authorized representative)

Full Name: _____

Title: _____

Address: _____



3H. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

	<i>[1st, 2nd, etc. are months from the start of assignment.]</i>											
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Activity (Work)												

B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Mid Term Report	
3. Draft Report	
4. Final Report	



Section 4. Financial Proposal - Standard Forms

- 4A. Financial Proposal submission form.
- 4B. Summary of costs.
- 4C. Breakdown of price per activity.
- 4D. Breakdown of remuneration per activity.
- 4E. Reimbursables per activity.
- 4F. Miscellaneous expenses.



4A. FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of consulting services] in accordance with your Request for Proposal dated [Date] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [Amount in words and figures]. This amount is inclusive of the local taxes except Value Added Tax(VAT), which we have estimated at [Amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [Date].

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Consultant:

Address:



4B. SUMMARY OF COSTS

Costs	Amount(s)
Subtotal	
Total without VAT	
Value Added Tax	
Total Amount of Financial Proposal	



4C. BREAKDOWN OF PRICE PER ACTIVITY²

Activity No.: _____	Description: _____
Price Component	Amount(s)
Remuneration	
Reimbursables	
Miscellaneous Expenses	
Subtotal	_____

² The client may choose to request Forms 4C, 4D, 4E and 4F for the entire assignment, as opposed to each Activity No. as shown. Forms should only be requested for each Activity No. if such detail is essential to the evaluation, bearing in mind it will introduce a substantial level of detail for the client to analyse.



4D. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____		Name: _____		
Names	Position	Input	Remuneration Rate (Rs.)	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____



4E. REIMBURSABLE PER ACTIVITY

Activity No: _____

Name: _____

No.	Description	Unit	Quantity	Unit Price In Rs.	Total Amount In Rs.
1.	Air flights _____	Trip			
2.	Miscellaneous travel expenses	Trip			
3.	Subsistence allowance	Day			
4.	Local transportation costs ³				
5.	Office rent/accommodation/ clerical assistance				
	Grand Total				_____
					-



³ Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client.

4F. MISCELLANEOUS EXPENSES

Activity No. _____

Activity Name: _____

No.	Description	Unit	Quantity	Unit Rate	Total Amount
1	Communication cost between _____ and _____ (telephone, telegram, telex, email)				
2	Drafting, reproduction of reports				
3	Equipment: vehicles, computers, etc.				
4	Software				
	Grand Total				



Section 5. Terms of Reference

For Preparation of Municipal Transport Master Plan of Ilam Municipality.

Terms of Reference normally contain the following sections:

- 1 *Background*
- 2 *Objective*
- 3 *Scope of Services*
- 4 *Basic Data and previous work related study, if available*
- 5 *Knowledge or technology transfer*
- 6 *Training and number of staff to be trained (when appropriate),*
- 7 *Qualification, Experience and estimated inputs of Key Personnel*
- 8 *Duration of Services, Time Schedule*
- 9 *Reporting Requirement and Performance Requirement*
- 10 *Local Services, Personnel, Equipment and Physical Facilities etc. to be provided by the Client*



1. Background

Sthniya Sarkar Sanchalan Ain 2074 provisions formulation of local development plan according to needs based, bottom-up and participatory approach. It has prominently defined tangible steps for formulation of such development plan. Underlying objective of this plan is to make investment for planned development: within each of the local bodies' territory. Ultimately, development endeavours help attaining sustainable livelihood and improved well-being of people. People's needs for sustainable livelihood and proved 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. Accordingly, gradual investment from state owned and private entities in physical infrastructure development evolved urbanized and semi-urbanized settlements leading to improved access to various services, opportunities and resources by interior communities.

2. Objectives

The overall objective of the consulting services is to prepare the Municipality Transport Master Plan (MTMP/MTPP) of the Ilam Municipality.

As part of MTMP preparation, accessibility planning could be an effective tool to assess the existing situation of the services and facilities. The interventions derived from the accessibility Planning will represent the real needs and priorities of the local people. The planning approach is participatory and bottom-up from the settlement level. The implementations of such projects will certainly be more participatory and owned by the local communities.

The MTMP is designed to take account of the real needs of the people for infrastructure as per the Comprehensive Town Development Plan. Until this Comprehensive Town Development Plan is prepared the municipality will prepare intermediate visionary plan. Based on this visionary plan MTMP shall be prepared so as to harmonized with DoLIDAR's Approach manual to maintain similarity so that municipal transport network can be overlaid to the respective DTMP/other MTMPs to prepare local sport network.

2.1 The specific objectives of this guideline, but not necessarily limited to the following, are:

Finalize visionary city development plan if Comprehensive Town Development Plan is not prepared Analyze the accessibility situation.

Identify and priorities the interventions based on the accessibility situation.

Prepare Indicative Developmental Potential Map (IDPM)

Prepare the Municipality Inventory Map (MIM) of Road networks. Collection of demands for new/rehabilitation transport linkages from M on city development plan.

Prepare the Perspective Plan of transport services and facilities;

Synchronize the draft Perspective Plans of adjoining Rural Municipalities/ Municipalities/ districts develop scoring criteria and its approval from Municipality.

Prepare the five year Municipality Transport Master Plan (MTMP)

Prepare a realistic physical and financial implementation plan of prioritized roads for the MTMP period; and

Prepare Municipal Transport Perspective Plan (MTPP)

a) To identify the present transportation system (eg. Prepare/ update an inventory of present infrastructures within Municipality including the land use pattern road/ street length, width, present condition, road category and the vehicular/ passenger traffic on those roads/streets etc.) within which,

i. To identify the major road and analyse the mobility of people and vehicles, condition of road and transport infrastructures.

ii. To identify the different aspects of municipal transport and traffic management:

Traffic volume, Bus parks, Bus stops, Parking, Route and Taxation system etc.;

Analyse the existing situation of municipal transport and traffic management,

study the feasibility of municipal transport and traffic management and propose the municipal traffic and transport management plan for the future.

- b) To develop the present and future scenario considering development pattern and trend of population, settlements and road traffic.
- c) To propose the proper infrastructure requirement for active and passive modes of transport including road size, road furniture, cycle lane and footpath requirements.

3. Scope of Services

The consultant shall provide high quality professional services for the preparation of MTMP/ MTPP, with the reference to the annexes 1-5 and visionary city development plan. The scope of services to be carried out by the Consultant shall broadly include, but not be limited to, the followings:

a) Assist in the Formulation of the Municipality Roads Coordination Committee (MRCC)

The main task of the MRCC is to provide support to the municipality in formulating, managing and monitoring Municipality road transport infrastructure policies, rules and regulations. Generally, the MRCC shall be composed of;

- | | |
|---|------------------|
| ■ Mayor | Chairperson MRCC |
| ■ Deputy Mayor | Member |
| ■ Chief Administrative Officer of municipality | Member |
| ■ Two elected or nominated Municipality members | Member |
| ■ One representative from different political parties | Member |
| ■ Chiefs of Lines agencies within the municipality (Max 3 nos from prevalent offices) | Member |
| ■ Representative from Women and ethnic minority groups | Member |
| ■ DTO representative | Member |
| ■ Planning section chief of municipality | Member |
| ■ Technical Section Chief | Member Secretary |

The consultant shall advise, assist and support the Municipality to form the MRCC. It shall ensure involvement of the MRCC in the entire planning, decision-making, programming etc. processes in the preparation of the MTMP. Initiating with one introduction/ orientation workshop to the various stakeholders (MRCC, Ward representative and Tol Lane Organization representatives) about the process and procedures and their respective roles during the Preparation of MTMP/ MTPP the consultant shall continue preparation of MTMP.

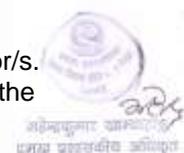
b) Secondary Sources of Information and Review of the existing MTMP

The consultant shall collect secondary information from the various strict based line agencies, project/ programs, INGOs/ NGOs, and other regional and central level organizations as required.

The consultant shall review the available existing MTMP if any. All the roads identified from secondary sources shall be assessed and considered seriously for the forthcoming MTMP. The MTMP should be updated every 5 years.

c) Accessibility Data Collection and Analysis

Accessibility data shall be collected using GPS from settlement level involving enumerator/s. Proper orientation training provided to the enumerator/s for efficient data collection wit in the prescribed time period. (Please refer Annex -5)



The collected information will be stored on a computer. Primary analysis will be done to find the accessibility situation of the Municipality and identify the gaps with the reference to Comprehensive City Development Plan/ Visionary City Development Plan.

d) Prepare the Indicative Municipality Development Potential Map (IDPM)

The consultant shall prepare the Municipality's Indicative Development Potential Map (IDPM) according to the Comprehensive City Development Plan/Visionary City Development Planning reference of the Annexes 1-5. The base map will be prepared on a 1:25000 scale topographical map and digitized to prepare GIS Maps. The identification and ranking process of existing/potential areas and services (Please refer Annex-4) shall be carried. The consultant shall validate the IDPM from the MRCC and Municipality.

e) Prepare the Municipality Inventory Map (MIM) of Urban Road, Main Trails and Bridges

The consultant shall prepare Municipality Inventory Map (MIM) of the municipality linking to existing strategic and local road network such as national highways, trunk roads, district core road network (DRCN), main trails and main bridges, wherever pertinent and possible, by plotting one 1:25000 topo-base maps. The consultant shall carry out, by mobilizing enumerator/s, reconnaissance/walk over surveys. MIM shall be prepared with reference to form annexed (Please refer Annex-3). The consultant shall disseminate and discuss MIM with a wider audience through a municipality level workshop. Later, the MIM shall be discussed and verified through discussion with the municipality technical team and finalized from the municipality.

f) Collection of Demands for New/ Upgrading/ Rehabilitation Transport Linkages from Wards/ Settlements

The consultant shall collect formal requests for new construction or rehabilitation of different linkages from wards and settlements, on their needs basis (Please refer Annex-2). The demand shall be collected in the order of priority increase of more than one transport linkage is demanded from each w d. The collected demand shall be screened, synthesized, synchronized and harmonized at municipality level through a workshop. Similarly, the consultant shall obtain the socio-economic data of all requested transport linkages by involving enumerator. The consultant may follow relevant annexes of DoLIDAR's simplified approach manual for preparation of DTMP/ DTPP.

g) Developing Scoring Criteria and its Approval from Municipality

The Consultant shall mandatorily develop weight system for the scoring and prioritization criteria for screening and prioritized demanded following guidelines annexed (Please refer Annex -4), for all interventions. The scoring and prioritization criteria shall be approved by the municipality. All e demanded linkages shall be processed and undergo through the screening and prioritization process.

h) Road classification and nomenclature

The consultant shall prepare road classification criteria, propose metric system of road nomenclature and accordingly apply the same during data collection and stock taking from field. this, annexed guideline shall be followed. (Please refer Annexes 1&5)

i) Preparation of Perspective Plan of Interventions of Services and Facilities

The consultant shall prepare perspective plan of interventions of services and facilities, which are identified from the accessibility analysis and municipality level workshops. All the identified interventions shall be screened and rated on the basis of approved criteria. The consultant shall discuss with the municipality technical team and the MRCC relating to interventions of services and facilities for e improvement of the access situation and shall



forward to Municipality Council meetings with recommendation. Accordingly, the final perspective plan of municipality roads will be developed. The perspective plans will be shown in GIS maps also.

j) Analyse Fund Availability for Roads

The internal and external financial resources available in the municipality shall be reviewed by the consultant discussing with the municipality authorities so that the financial resources available for the transport interventions during the five year MTMP period can be estimated. Sources of funding include annual budget allocated in the municipality, the budget allocated through GoN central agencies such as DoLIDAR/ MoFALD etc. Other possible sources of funds could be from road tolls, royalties, land taxes etc. Prospects of funding from other external sources, including possible and committed funding from donors, are reviewed and shall be taken into account.

k) Preparation of the Municipality Transport Master Plan (MTMP)

Considering the Perspective Plan, the consultant shall prioritize the Perspective Plan (Refer annex 4.) Subsequently, the consultant shall prepare and/or update the five year MTMP of the municipality by selecting transport interventions (maintenance, upgrading and new construction of main trails, trail bridges and roads) from among top priority in the Perspective Plan starting from first and that could be implemented in the next five years period. This shall be based on cost estimates of maintenance, upgrading, rehabilitation and new construction of main trails, bridges and roads and available financial resources.

The consultant shall present the findings of the MTMP and MTPP to municipality and MRCC in a workshop and incorporate the suggestions and recommendations from the Municipality and MRCC in the final report. Subsequently, the municipality will present the final MTMP report to the municipality council for formal approval that will be approved by municipality council with a strong commitment not to invest in non- MTMP roads.

l) Prepare a Realistic Physical and Financial Implementation Plan of Prioritized Roads for the MTMP Period

The consultant shall collect information on existing resources spent on transport infrastructure and possible available resources, and make a projection for the next five years period. From the total projected resources, the consultant shall discuss with the municipality to find out the appropriate proportion to be spent on on-going roads and new interventions (construction/ rehabilitation/ maintenance etc.) proposed. Based on the five year projected funds availability the financial implementation plan shall be prepared. This step involves matching the estimated resources that are expected to be available to the municipality over the plan period, with the Interventions for on-going roads and proposed ones. The total numbers of road and interventions proposed for the MTMP period shall match with the projected available resources and should avoid proposing a long list for the MTMP period. (Please refer annex 5)

m) Conduct Meeting with stakeholders to provide/seek information:

The consultant shall, at the beginning of the project commencement, conduct meeting with local residents and concerned stakeholder agencies such as the Municipality, Department of Roads, Land Revenue office, Department of Survey, Forestry office, Community forest users' committees, Land development users' committees, Tole Lane Organization, Traffic police office etc to orient them about the municipal transport study, and to seek information about the public land holdings within the municipal area, and prepare maps of such at ward level.

The consultant shall also collect and review the existing reports on transport planning, Physical development planning, road network planning, District transport master plan (DTMP) etc and proposed plans and programs of concerned agencies regarding municipal road network.

n) Conduct Traffic count survey of major streets:



The consultant shall conduct traffic count identifying major traffic count station considering transit stations, vehicular flow of inside and surrounding study area. Prepare traffic forecast and prepare plan for sustainable traffic flow system.

o) Conduct Origin-Destination survey and prepare Travel Demand Forecast:

The consultant shall prepare and conduct sample questionnaire survey for determining travel origin and travel destination pattern within the municipal area, and to ascertain future travel pattern and travel demand. The consultant shall use both origin based survey (household O-D survey, Household member Trip Log etc) and Destination based survey methods to determine travel behaviour of residents within the municipality and to project future travel demand. The consultant shall correlate trip distribution and traffic flow system to project future travel demand within the municipality.

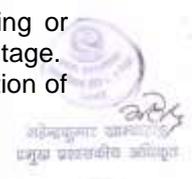
p) Prepare Municipal Transport Master plan (MTMP) including listing of public property:

The consultant shall prepare Municipal Transport Master Plan (MTMP) of Municipality with due consideration to the existing situation of: vehicular parking, travel routes, modes of transport, travel fares, taxation system etc and propose for future urban growth. The consultant shall prepare a base scenario of the existing road and transport network and management based on the O-D survey and traffic survey, and prepare road and transport infrastructure network and management plan based on the travel demand forecast, population growth forecast, and growth rate of vehicular and transport infrastructure.

The consultant shall also conduct a depth review the existing transportation network and management system, current situation of public property within the municipal area and shall propose and recommend land use plan and alternative transportation management system for the future urban growth.

4. Team Composition

- **Team Leader:** The team leader will take the overall responsibility for the project accordance with TOR and also for the conduct and the coordination of all the professional inputs.
 - i. Must have Masters' Degree in Urban Planning/ Transportation planning.
 - ii. 10 years' experience in preparation of DTMP/ MTMP, Physical Development Plan, Periodic Plan or Long Term Development Plan. DTMP/ MTMP Preparation according to DoLIDAR's Approach Manual and IRAP tool is an advantage.
- **Transportation Engineer:** The Transport Planner will take the responsibility regarding transport study and planning for the project accordance with TOR and also for the conduct and the coordination of all the professional inputs.
 - i. Must have Masters' Degree in Transportation engineering or Bachelor in Civil Engineering with 5 years' experience in preparation of DTMP/ MTMP or Transport Planning.
- **GIS Expert:** The GIS Expert will take the responsibility regarding Mapping and GIS related works for the study accordance with TOR and also for the conduct and the coordination of all the professional inputs.
 - i. Must have Bachelors in Geomatics or geo informatics or Engineering or Geography. Relevant training in GIS with 5 years' experience is advantage.
 - ii. 3 years' experience in GIS relating to mapping and analysis. Preparation of maps of District Transport Master Plans is an advantage.
- **Civil Engineer:** The Civil-Engineer will work under the guidance of Team Leader.



- i. Must have Bachelor in Civil Engineering or Transportation Engineering or Urban Planning.
 - ii. 5 years' experience including 1 years' experience in related field. Preparation of DTMP/ MTMPs according to DoLIDAR's Approach Manual is an advantage.
- **Socio-economist:**
 - i. Must have Masters in Sociology or social science or Economics.
 - ii. More than 3 years' experience in socio-economic surveys. Preparation of District Periodic Plan or District Transport Master Plan and/or District Annual Plan is an advantage.
 - **Support Staffs:** Various support staffs will provide support to other professionals at site work and office.
 - i. Must have Minimum S.L.C.
 - ii. Minimum 1 years' experience. Experience in similar field is an advantage.

5. Duration of the Study and Reporting

The duration for the assigned task is four (4) months. The consultant shall submit the following reports

- i) Inception report: The consultant shall submit two (2) copies of the inception report within two (2) weeks after signing the contract. Inception must include detail methodology for formulating municipality's visionary plan, collection of secondary information, work plan and activities. The forms and formats/ questionnaires shall be fine tuned and proposed appropriately if found lacking for this assignment. The formats and questionnaires shall be reviewed and approved by Municipality Technical Section in coordination with planning section within the municipality. The municipality shall seek consultation and/or support from DoLIDAR / MoFALD at any time during the entire period.
- ii) Field report: The consultant shall submit two (2) copies of the field report within two months from the date of signing of contract. Two copies report shall indicate detail methodology applied for completion of fieldwork, associated problems encountered and adopted solutions.
- iii) Draft report: The consultant shall submit four (2) copies of the report after three months from the date of signing the contract. The report should have two volumes. Volume I should contain the main report and all GIS maps and Volume II should contain various data and detail analysis for scoring and prioritization. All maps should be multi-colour and the layers that shall include:

- Map 1 : Map of Nepal showing strategic road network and location of district
- Map 2: Indicative Development Potential Map
- Map 3: municipality Road Inventory Map
- Map 4: Land Use Map of the municipality
- Map 5: Consolidated MTPP Map showing all Road Class 'A', 'B' & 'C' as defined by municipality
- Map 5a: MTPP Map of Road Class 'A'
- Map 5b: MTPP Map of Road Class 'B'
- Map 5c: MTPP Map of Road Class 'C'
- Map 6: Consolidated MTMP Map of showing all Road class 'A', 'B' & 'C'
- Map 6a: MTMP Map of Road Class 'A'
- Map 6b: Map of Road Class 'B'
- Map 6c: MTPP Map of Road Class 'C'
- Map 6d: Map showing Bridges

The consultant shall conduct one interactive one-day workshop for acquiring comments/suggestions by involving related stakeholders'. This draft report shall also have to be submitted to Infrastructure Development Division (IDD)/ MoFALD for review.

A few samples of the desired maps can be referred from DoLIDAR approach manual.



iv) Final report: The consultant shall submit six (6) copies and two copies (one for IDD) of final reports four months from the date of signing of contract. Final report shall incorporate comments and suggestions received on the draft reports and also from municipality workshop. The report should be also be submitted in two Volumes, as mentioned in the draft report. All six (6) sets of IS maps should fit in A3 size paper with the nearest 25,000 thousand scale (i.e. 1:200000, 1:225,000, 1:250,000, 1:275,000 etc.) and required layer as described in draft report. In addition, one (1) set of the hard copy of maps should be in topographic fin map sheets.

On copy of the draft and final reports' Volume-I shall also be submitted in Nepali. The reporting schedule is summarized below.

S.N.	Reports	Period	Remarks
1	Inception Report	After 2 weeks of signing the contract	2 copies
2	Field Report	After 2.0 months of signing the contract	2 copies
3	Draft Report	After 3.0 months of signing the contract	2 copies
4	Final Report	After 4 months of signing the contract	6 copies & 2 Soft copies in USB

6. Indicative Reporting Outline is as follows;

Foreword

Acknowledgement

Approval of the Municipality Council on MTMP

Table of contents

Abbreviations

Executive Summary

1. Introduction

Background

Objective of MTMP

Scope and Limitation of MTMP

Approach and Methodology

2. Review of existing infrastructure situation (or MTMP if existing)

Assessment of existing infrastructure situation (or MTMP if existing) and visionary city development plan. Constraints in the implementation of MTMP

3. Indicative Development Potential Map

Summary Municipality Profile

List of Development Potential Areas

Briefs on Development Potential Areas

Ranked List of Growth Centres, environment sensitive areas

Indicative Development Potential Map (IDPM)

4. Municipality Inventory Map of Road Network

List of municipality Roads (with coding)

Briefs on municipality Roads (Salient features, condition, required intervention, population served, major potentiality, trade, link to city/service centers and other socio-economic ben fits, etc.) List of ward Roads (with coding)

Briefs on ward roads (Salient features, condition, required intervention, population served, agricultural production, trade, other socio-economic benefits, etc.) List of Main Trails with coding)



Briefs on Selective Main Trails (Salient features, condition, required intervention, population served, agricultural production, trade, other socio-economic benefits, etc.)
Municipality Inventory Map of Road network (MIM)

5. Perspective Plan of municipality Transport Network
 - Process and Procedure for collection of demand
 - Scoring System for Screening, Grading and Prioritization
 - List of Feasible New Linkages (with perspective weighted score and code)
 - Briefs on Feasible New Linkages (Salient features, population served, agricultural production, trade, other socio-economic benefits, etc.)
 - Possible inter-municipality/district linkages (write about the linkages that are synchronized with the linkages of adjacent municipality/districts)
 - Perspective Plan of municipality Transport Network with the respective score and ranking
6. First Five Year Municipality Transport Master Plan
 - Five Year Projected Financial Plan
 - Sharing of Funds (Indicate the annual shares of funding for various interventions)
 - Year-wise Targets (Indicate the annual targets for various interventions)
 - Prioritized Municipality Roads for MTMP period (with code & required interventions)
 - Prioritized Ward Roads for MTMP period (with code & required interventions)
 - Prioritized Main Trails for MTMP period (with code & required interventions)
 - Prioritized Main I Bridges MTMP period (with code & required intervention First Five Year District Transport Implementation Plan
7. Conclusion
 - Other Relevant Issues (please briefly discuss other important issues, if any)
 - Conclusion

7. Organization of Workshops

The Consultant shall be responsible to organize and conduct all workshops mentioned in the TOR. All costs incurred for the workshops (including allowances for participants, stationeries, refreshments etc.) shall be borne by the consultant as per the quoted cost.

8. Payment Schedule

The payment schedule will be as per the following:

After approval of inception report = 60% of the total contract amount.

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

After approval of the final report = 20% of the total contact amount.

Final payment shall only be made after seeking concurrence for Ilam Municipality/ IDD/ MoFALD.



Section 6. Standard Form of Contract



Contract for Consultant Services

For

**Preparation
of
Municipality Transport Master Plan (MTMP)**

Between

**Ilam Municipality
Office of the Municipal Executive, Ilam**
[Client]

And

[Name of the Consultants]

Dated: _____



Form of Contract

This CONTRACT (hereinafter called the "Contract") is made the [day] day of the month of [month], [year], between, on the one hand, [name of client] (hereinafter called the "Client") and, on the other hand, [name of consultants] (hereinafter called the "Consultants").

[Note: If the Consultants consist of more than one entity, the above should be partially amended to read as follows: "...(hereinafter called the "Client") and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Client for all the Consultants' obligations under this Contract, namely, [name of consultants] and [name of consultants] (hereinafter called the "Consultants").]"⁴

WHEREAS

- (a) the Client has requested the Consultants to provide certain consulting services as defined Request for Proposal and ToR attached to this Contract (hereinafter called the "Services");
- (b) the Consultants, having represented to the Client that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) the Client has received [or has applied for] a loan [or credit or grant] from the Donor Agency (hereinafter called the "Donor") towards the cost of the Services and intends to apply a portion of the proceeds of this loan [credit or grant] to eligible payments under this Contract, it being understood (i) that payments by the Donor will be made only at the request of the Client and upon approval by the Donor, (ii) that such payments will be subject, in all respects, to the terms and conditions of the agreement providing for the loan [or credit or grant], and (iii) that no party other than the Client shall derive any rights from the agreement providing for the loan [or credit or grant] or have any claim to the loan [or credit or grant] proceeds;

[Note: Include clause (c) only in donor-funded projects. Otherwise omit.]

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The Request for Proposal (RFP);
 - (b) The Term of Reference (ToR);
 - (c) The following Appendices: **[Note:** If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]
 - Appendix A: Description of the Services
 - Appendix B: Reporting Requirement
 - Appendix C: Key Personnel and Sub consultants
 - Appendix D: Duties of the Client
 - Appendix E: Cost Estimates in Local Currency
 - Appendix F: Form of Guarantee for Advance Payments
 - Appendix G: Minutes of Negotiations Meetings
2. The mutual rights and obligations of the Client and the Consultants shall be as set forth in the Contract, in particular:



⁴ Text in brackets is optional; all notes should be deleted in final text.

- (a) the Consultants shall carry out the Services in accordance with the RFP, ToR and provisions of the Contract; and
- (b) the Client shall make payments to the Consultants in accordance with the RFP, ToR and provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of client]*

[Authorized Representative]

For and on behalf of *[name of consultants]*

[Authorized Representative]

[Note: *If the Consultants consist of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]*

For and on behalf of each of the Members of the Consultants

[name of member]

[Authorized Representative]

[name of member]

[Authorized Representative]

