

Appendices A- Terms of Reference (TOR)




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**Office of Municipal Executive
Ramechhap Bazar-8, Ramechhap
Bagmati Province, Nepal**

Terms of Reference (ToR)

For

"Preparation of Land Classification Map of Ramechhap Municipality"

FY: 2083/084

1. BACKGROUND

Land is one of the important and precious natural resources of the earth surface. The demands for arable land, grazing, forestry, wild-life, tourism and urban development are greater than the land resources available. Hence, land use planning for making the best use of the limited land resources is inevitable. Land-use planning is the systematic assessment of land and water potential, alternatives for land use and economic and social conditions in order to select and adopt the best land use options (FAO, 1993). Except sporadic attempts for the urban areas (GoN, 2002), Nepal has not practiced land-use planning for the country as a whole, although attempts were made for balanced use of country's existing natural resources in the past through different policies and national planning efforts.

Land-use planning can be applied at three broad levels: national, district and local. Local level planning is about getting things done on particular areas of land what shall be done, where and when, and who will be responsible. It requires detail basic information about the land, the people and services at local level. However, Nepal has only regional level data base on land use, land system and land capability which were produced by Land Resource Mapping Project (LRMP, 1983/84). Realizing this fact, the Ministry of Land Reform and Management of Government of Nepal established the National Land Use Project (NL-UP) in 2057/058 fiscal year to generate the necessary data bases on the land resources of the country.

Land use planning is necessary for proper utilization of limited land resources. Classification of land use areas is mandatory for the preparation of land use plans. Nepal government, after few years of efforts, has prepared a map of different categories of land use at local levels. The Land Use Act, 2076 and the Land Use Regulations 2079 have made mandatory to classify each unit of land in reference to land use zoning map taking into considering the needs of the local level.

The Land Use Act, 2076 has provided the provision of Land Use Councils at the federal, provincial and local levels. Also, the land use council has been entrusted not only with classifying the land use area but also with the right and responsibility to formulate and implement the land use plan. In this context, the local level should use the currently available data from the surveying department and classify the land use areas based on the local need, land structure, land capacity and land suitability to organize and manage the land administration and land usage.

In the context stated above, Ramechhap Municipality, has initiated for the preparation of Land Use classification of the Municipality. So, the Municipality Office invites proposals from the experienced consultants/firms who are qualified as per ToR for the preparation of the Municipality Land use Plan and cadastral parcel land use classification.

2. OVERVIEW OF THE STUDY AREA

Ramechhap Municipality is a municipality located within the Ramechhap District of the Bagmati Province of Nepal. The municipality spans 202.45 square kilometers of area, with a total population of 26,612 according to a 2021 Nepal census.

On March 10, 2017, the Government of Nepal restructured the local level bodies into 753 new local level structures. The previous Ramechhap, Sukajor and Okhanchi VDCs were merged to form Ramechhap Municipality. This Municipality is divided into 9 wards, with Ramechhap Bazar declared the administrative center of the municipality.

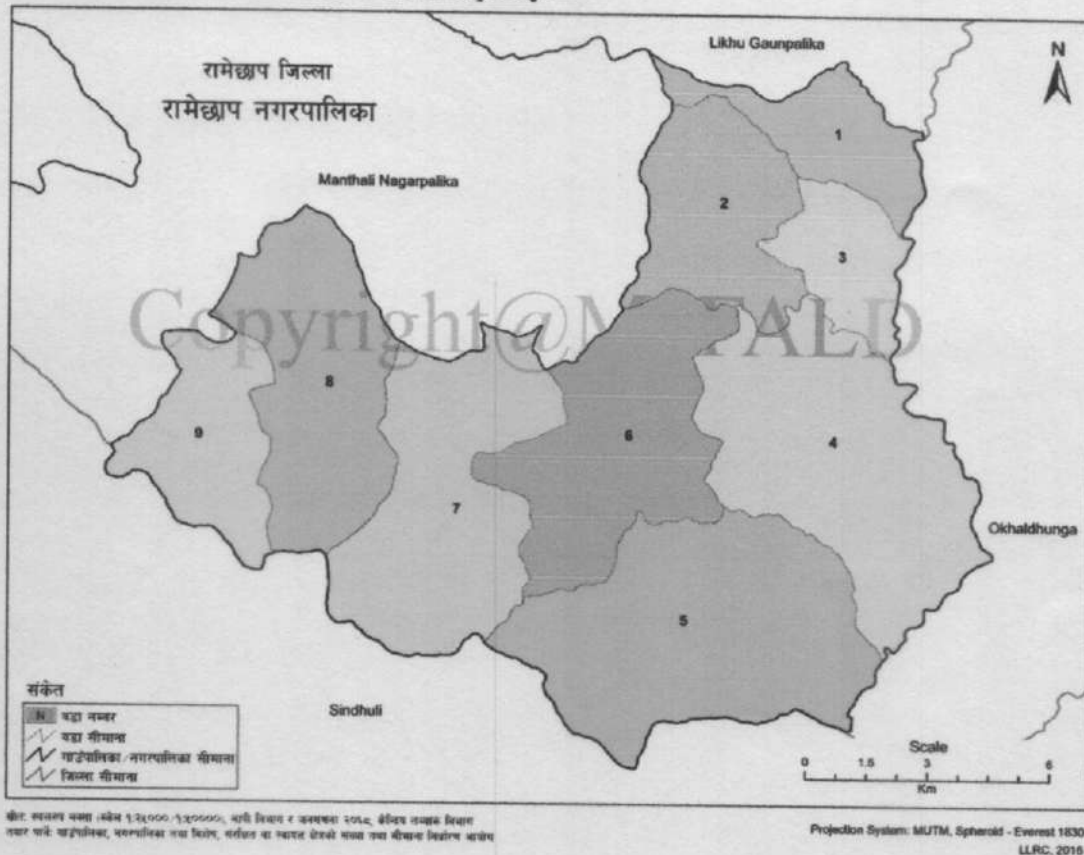


Figure 1: Map of the Municipality

3. CONCEPT

Government of Nepal has issued and implemented the Land Use Policy, 2072, Land use Act, 2076, and Land Use Regulation, 2079 for sustainable social and economic development through scientific, proper use and effective management of land resources. The Land Use Act, 2076 stipulates that a land use plan should be formulated and implemented at the local level for overall economic, social, and environmental development. Similarly, the Land Use Regulation 2079 provides that the land use area classification and land use plan should be formulated and implemented at local level.

The Local Government Operation Act, 2074 also includes the subject of formulating land use plans and conducting programs at the local level.

- a) Classification of land under the study area as mandated by Land Use Regulation, 2079
- b) Identification of Secure (Low Risk) residential and built-up areas to provide basic-integrated-facilities conveniently;
- c) Classification of agricultural land into maximum comparatively advantageous sub-areas on the basis of land characteristics,
- d) Conservation of natural resources including forest, shrub, wet lands, hazard prone areas, rivers and rivulets.

4. OBJECTIVE OF THE STUDY

The main objective of the study is:

- a) Classification of Land into agriculture and non-agriculture zone as per the land use guidelines/Regulation 2079.
- b) Update the available agricultural and non-agriculture regional level land use zoning database as per the suggestions of the local government, technical committee and other related officers.
- c) Organize a local level workshop to make people understand about the land use planning and its importance.
- d) Prepare Maps, GIS database and Reports for the selected project area in appropriate scale.

The specific objectives of this study are:

- a) To prepare detailed report containing conceptual basis and methodology, criteria of land use zoning as Agricultural and Non-Agricultural.
- b) To identify different land use zone for further study.

5. SCOPE OF WORK

In order to achieve the above-mentioned objective, the study team shall carryout the following activities:

- a) Collect and study of the existing relevant maps, documents, and database of the project area available at municipality.
- b) Download and Geo Referencing Satellite imagery from available online source.
- c) Perform necessary rectification of the given satellite image
- d) Collection of Secondary Level Data and Proper literature review about project and study area.
- e) Preparation of database of land use on accordance of the Land Use zoning and Data provided by the Department of Survey to the Municipality.
- f) Consultation with the office of municipal and ward Stakeholders and discussions / meetings
- g) Perform field work for data collection work of relevant land use information with the help of inventory of land-use pattern.
- h) Maintain the database as per the specification supplied.
- i) Demographic Analysis / Trend analysis (growth trend of population and land use).

- j) Preparation of different illustrative maps and thematic maps related to land use plan.
- k) Preparation of detailed reports, describing methodology, criteria and distribution of different land use zones as by Agricultural and Non-Agricultural Zones.

6. ROLE OF MUNICIPALITY

The following services and facilities will be provided by the Procuring Agency:

- Related documents of Existing Land Use and cadastral data should be provided by the client.
- In order to conduct the work smoothly, the Procuring Agency will seek the concerned Municipal's support to avoid any obstruction that impedes during the works.
- The counterpart staff of the Procuring Agency and survey department will monitor the quality and progress of work time to time, verify the invoices, conducting meetings, discussions, arrangement of presentation etc.
- Municipality should provide Updated Cadastral Parcel in hard copy or digital data.

7. REPORTING

Following reports in quantities as mentioned below within 4 months should be submitted as follows:

Deliverables	Time Period	Requirements of Report	Remarks
Inception Report	Within second week of Agreement Date	- Criticize and comments on ToR. - Thoroughly understanding of ToR. - Crystallize the Detail Methodology. - Study team interacts with expert and concerned stake holders.	1 set hard copies
Draft Report	After two and half month	- Maintain the database as per the specification supplied. - Assessment and Preparation of Base Map - Prepare present land use maps as per different specified hierarchical levels - Demographic Analysis / Trend analysis - Spatial analysis as well as Mappings - Discuss the accuracy, reliability and consistencies of data. - Prepare reports describing methodology, existing land use pattern and prepare land use plan	1 set hard copies
Final Report	At the end of three month	Incorporating the feedback of the Client made on the Draft Report	3 set hard copies and 1 set soft copy

8. COMPOSITION OF THE STUDY TEAM

In general, the consulting team shall compose of the following personnel:

SN.	Position	No.	Qualification Required	Experience
1.	Team Leader	1	Master's Degree Geography, Environment Science, Geology, GIS, Remote Sensing, Geo- informatics or equivalent	At least 3 years of Experience in relevant work after completion of Master degree.
2.	Urban Planner	1	Master Degree in Urban Planning, Regional Planning, City Planning or Urban Planning, Regional Planning on course or equivalent	At least 3 years of Experience in relevant work after completion of Master degree.
3.	GIS Expert	1	Bachelor's Degree in Geometrics Engineering, Geography and Environment Science with GIS in Course or equivalent	At least 3 years of Experience in relevant work.
4.	Surveyor	2	Diploma in Surveying	At least 2 years of Experience in relevant work.
5.	Field Enumerator	1	10+2 or Certificate level pass in any subject	


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9. MODE OF PAYMENT

The consultant shall be paid in four installments and as follows:

- Payment up to 40% after submission of draft report.
- Payment remaining 60 % after the submission of Final Report. :TDS and advance will be deducted as per rule.

10. GOVERNMENT INDEMNITY

The consultant shall be responsible for any damage to life or property that may arise out of their works and they shall take all necessary insurance provision to indemnify any claims for compensation that may arise through their negligence.

11. AUDIT

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

12. TAXATION

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