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Objectives:

The main objective of this assignment is to digitalize the detailed socio-economic data of the every single household as well as institution within this municipality so as to facilitate the municipality in decision making, planning and policy development and service delivery. Tilottama Municipality intends to prepare house hold metric system incorporated in Municipal Information System along with the Geographical Information System. At the end of the assignment, municipality expects the consultant/s to deliver a fully developed information system to be used by the municipality office and ward offices with data of households, institutions integrated with the GIS maps.

Tilottama Municipality intends to keep digital records of all households and institutions so as to make the communication with the residents easier and deliver better services in the future to its residents. In addition, the municipality intends to increase the revenue by accurately tracing the tax brackets residents and households fall under and bring all citizens under the tax system.

Scope of the assignment:

1. Conduct socio-economic census of individual households and institutions:

- Use paper/tablet based questionnaire to collect data from every household
- Collect details of residents with pictures as well
- Use paper/tablet based questionnaire to collect data from every institutions
- Collect details of institution with pictures as well
- Document and will be further discussed with the appointed consultant /s.

2. Develop and establish household metric system for each household:

- Provide a unique household ID for each house in the municipality from ward 7 to 17.

3. Prepare thematic resource maps:

- Preparation of thematic resource map from the GIS System of municipality.
- Generate thematic information by conducting spatial analysis.
- Facilitate the municipality by identifying all the natural and man-made resources within the municipality for planning and policy development.
- The map must include but not be limited to climatic information, land parcel and use, heritage sites, hydrology, greenery (parks / community forests), open spaces, cultural and religious places, connectivity (roads / streets), infrastructures, facilities for public, private / public institutions, demographics, social segregation, economic segregation.

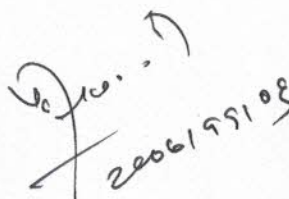
4. Prepare large scale urban base map:

- Large scale urban base maps scaled for office uses to be prepared and delivered to the municipality.



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- Details of, but not limited to, buildings, private institutions, religious places, governmental, semi-governmental and non-governmental organizations, street or road networks, public service delivery offices, water bodies along with details of terrain and topography.
- 5. GIS data digitization and attribute entry:**
- All acquired digital data from the Department of Land Information and Archive as well as field surveyors will be entered into the Municipal GIS to be integrated with the Municipal Information System.
 - Multiple levels of validation and quality analysis to be carried out before finalization.
- 6. Design and develop Municipal Information System:**
- A fully matured and bug free system to be handed over to the Municipality Office with database.
 - Hosting and Maintenance for the first year must be included in the quotation then after Annual Maintenance Contract Cost will be maximum of 20 % of Bid Price.
 - User friendly interface with high security and speed must be delivered.
- 7. Capacitate and institutionalize the municipality office:**
- Provide a detailed User Manual for the Municipality Office of the Information System integrated with GIS data and maps.
 - Conduct presentation and orientation with all the stakeholders of the municipality and ward offices making them familiar with the system and its utilization.
 - Conduct training sessions so as to capacitate the personnel assigned by the municipality to make them well versed with the system developed.
- 8. Prepare the information system for individual wards of the municipality:**
- The Municipality Information System will also be used by Ward Offices with limited privileges and features.
 - The system must be able to handle multiple levels of User Accounts and user groups for simultaneous use and with different privileges and hierarchy.
- 9. A fully scalable information system that can be used for each households to register and update information on their own at later stage:**
- The Municipality Information System must be scalable so that in future all residents can login to the system to view their details and update or request for update accordingly.
 - The system must be able to take 25,000 or more user accounts.
- 10. Attach the house numbering number plate to all the households of ward 7 to 17 Approx 17000 houses with standard size (20 cm x 12 cm) printed number plate**

Evaluation of Consultant's EOI Application

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Consultant's EOI application which meets the eligibility criteria will be ranked on the basis of the Ranking Criteria.

i) Eligibility & Completeness Test

S.No.	Criteria Title	Compliance
1	Corporate Registration of Firm(s)	
2	Tax Clearance/Tax Return Submission of Firm(s) of fiscal year 76/77 (or Extension letter)	
3	VAT/PAN Registration of Firm(s)	
4	EOI Form 1: Letter of Application	
5	EOI Form 2: Application Information Form	
6	EOI Form 3: Experience (3(A) and 3(B))	
7	EOI Form 4: Capacity	
8	EOI Form 5: Qualification of Key Experts	
9	JV agreement in case of JV (maximum no. of JV partners shall be 3 no.)	
10	Minimum years of firm establishment shall be 4 years for Lead firm or single entity firm	

ii) EOI Evaluation Criteria

A. Qualification (Score:50)

S.No.	Criteria Title	Minimum Requirement	Score
1	Qualification of Key Experts	As per Terms of Reference	25
2	Experience of Key Experts	As per Terms of Reference	25

B. Experience (Score: 40)

S.No	Criteria Title	Minimum Requirement	Score
1	General Experience of consulting firm (shall be evaluated in combination of lead and other JV partners)	Prior experience in conducting consulting service of Municipal projects (Municipality Ring Roads, Municipal Bridges, Municipal Transport Master Plan, Land Use Plan Integrated Development Plan, Tourism Development Master Plan) successfully completed within last 5 years (Consulting service of fees not less than NRs 1 million. with VAT shall not be considered for evaluation)	10
2	Specific experience of consulting firm within last 5 years (shall be evaluated in combination of lead and	Preparation of Municipal and Rural Municipal Profile, Integrated Development Plan of Rural/Municipality, Periodic Plan of Municipality, City Renovation Plan of Municipality, GIS Based	15

		Digital Profile. Preparation of Revenue Improvement Action Plan (RIAP). Preparation of Landuse Map Preparation of MTMP, Development of Different Softwares for Local Level.	
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	other JV partners)		
3	Experience in Similar Geographic Region (shall be evaluated in combination of lead and other JV partners)	Planning related any engineering works and Household Metric System With GIS. Must having Experience of Development of Software for Local Government. Must conduct at least one LG's GIS Based Metric system House Numbering.	15




C. Capacity (Score:10)

S.No	Criteria Title	Minimum Requirement	Score
1	Financial Capacity	Firm should have Average Annual Turnover of best three years within last five years of Nrs. 8 million	5
2	Equipment/Office Accommodation Capacity	Photocopy/Printer (A3-A4)-1 Color Printer (A3-A4) -1 Computer-5 GIS Software. Measuring Wheel, Own Vehicle	5

Role of the Consultant:

- Consultant shall be responsible to supply technical personnel as stipulated to work under the team leader.
- Consultant's personnel shall directly participate in fieldwork and plan preparation, under the supervision and instructions of the team leader.
- Consultant shall remain in Municipality (not less than one third of total assignment period) until profile preparation is complete and submitted to the Municipality.
- Consultant shall manage logistics necessary for the assignment.
- Consultant shall be responsible for undertaking necessary transfer of knowledge programs that required in connection to profile preparation.
- Gather data and carry out necessary analysis and inform the outcome of such analysis to the team leader.

Team composition

Team Composition, Task Assignments

Position Assigned	Qualification	Task Assigned
A) Professionals Staffs		
Team Leader	<ul style="list-style-type: none">Minimun Masters Degree in Computer Science/ IT10 years Experiences in Planning Works such as Preparation of Digital Digital Municipal Profile, Physical Development Plan, Periodic Plan or Long Term Development Plan, Integration Development Plan.	<ul style="list-style-type: none">Overall coordination of the project.Overall guidance to the team members regarding developing methodologies, data collection, report writing in order to complete the assigned task in the stipulated time.Overall coordination and communication with different stakeholder's viz., municipality and other institutions regarding administrative, financial, technical matters for the smooth mobilization of the study.



		<ul style="list-style-type: none"> • Define roles and responsibilities of each team members. • Organize municipal and wards level interaction programs and workshops for information collection, identification of problems, potential and opportunities • Stationed in field and involve in the preparation of Municipality Profile at all level • Moderate the possible misunderstanding and disputes during the plan making process among the client and the consultant, and similarly among the community within the study area. • Write report and give final form to the overall report written by different personnel in their expertise
IT Expert	Master Degree in Information Technology/Computer Science and Engineering	<ul style="list-style-type: none"> • Coordinate with team member • Participate in vision workshop • Develop web page and Software programming
Statistician	Master Degree in Statics/Mathematics experience in specific work like profile/IUDP/IDP/MTMP	<ul style="list-style-type: none"> • Prepare the checklist and questionnaire regarding the sector for the workshop, key informants, reconnaissance survey and detail field survey. • Analysis of the collected data / information and identify problems and potentials • Discussion (meeting) with the concerned organizations, person to collect necessary information • Participate in vision defining workshop • Assist the thematic groups in the preparation of Digital Municipal Profile
Civil Engineer	Bachelor in civil engineer 7 Years' experience in related field experience in specific work like profile/IUDP/IDP/MTMP	<ul style="list-style-type: none"> • Prepare the checklist and questionnaire regarding the geological features for the workshop, key informants, reconnaissance survey and detail field survey. • Extensively participate in the data collection process and its interpretation mostly concentrating on the physical infrastructure. • Participate in vision defining workshop • Do the SWOT analysis • Write report in the relevant sector in several phases and support the team leader in producing municipal profile.
GIS Expert	<ul style="list-style-type: none"> • Master degree's in GIS • 7 years Experiences in GIS Related work 	<ul style="list-style-type: none"> • Preparation of GIS map like density map, Population distribution map, Population growth ,map, Location map etc.

	<p>Planning Works such as</p> <p>Preparation of Digital Municipal Profile, Physical Development Plan, Periodic Plan or Long Term Development Plan, MTMP, Integration Development Plan.</p>	<ul style="list-style-type: none"> • Coordinate with the other team members • Participate in vision defining workshop
Socio Economist	Masters degree in sociology/ Economics	<ul style="list-style-type: none"> • minimum 4 years experience in related field after completion degree .
Computer Operator	Intermediate any subject with computer subject experience in specific work like profile/ IUDP/IDP/MTMP	<ul style="list-style-type: none"> • Coordinate with the other team members • Participate in vision workshop • Data entry and Report formatting
Field Enumerators	Intermediate any Subject experience in specific work like profile/ IUDP/IDP/MTMP	<ul style="list-style-type: none"> • Coordinate with the other team members • Participate in vision workshop • Data collection