

Municipal Association of Nepal (MuAN)



Term of Reference (TOR)

For

The Consultant to Develop Participatory Municipal Development Planning Manual

1. Background and Context :

MuAN, established in 1994, is the umbrella organization representing entire municipalities of Nepal, which is registered under the National Directive Act 1961 AD. It is a professional and nonpolitical organization. All 293 municipalities including metropolitan and sub-Metropolitan cities are members of MuAN. MuAN has successfully established its credibility as a national voice for Municipalities

The main objective of MuAN is to safeguard the common interests of municipalities through advocacy and lobbying, networking and advisory support to municipalities. MuAN has so far successfully accomplished a number of landmarks in policy reform, devolution, urban governance, gender, climate change, disaster, social inculcation and MDGs localization.

MuAN in partnership with The Asia Foundation (TAF) Nepal, under the DFAT-TAF Partnership on Sub-national Governance Program has initiated a project titled "Strengthening Municipal Governance in Nepal." The project will operate at federal, provincial and local level involving both demand and supply sides for developing the capacity of sub-national actors which leads to effective service delivery and public sector accountability. The project activities will benefit all the urban municipalities and their officials to enhance capacity to implement local government policies, programs and services effectively.

The overall goal of the project is to strengthen municipal governance in Nepal to implement activities related to supporting to build the capacity of municipalities, strengthening inter-governmental relationships and collaborating with local governments to improve the local government service delivery with specific objectives as follows:

- Support to strengthen the capacity of the municipalities for the better implementation of the local government policies, programs and services, effectively. Support

Municipalities by technical and advisory services to promote effective and efficient services delivery to the citizens.

- Promote and facilitate intergovernmental communication, coordination and cooperation between local and provincial government to improve local governance.
- Strengthen the institutional capacity of Municipal Association of Nepal (MuAN) to enable them to advocate for the needs and interests of Municipalities.

As one of its objective to support in enhancing the capacity of municipalities and elected municipal representatives to implement local government policies, programs and services effectively, it is envisioned to develop a participatory municipal development planning manual. These development plans are the key to effectively implement the activities of the national development programs at local level with active participation from the local level.

2. Objective of Assignment:

The objective of the assignment is to prepare Participatory Municipal Development Planning Manual. This manual will assist the Municipalities to prepare annual Municipal Development Plans and further assist to clarify the mandated functions, roles and responsibilities of the Municipalities, based on the provisions of the Constitution of Nepal and Local Government Operation Act, 2017. The manual will help political and bureaucratic leadership of the municipalities on participatory, inclusive and step-wise annual planning and budgeting process including tools and procedures. This will also significantly support Mayors/Deputy Mayors, local representatives, stakeholders and help to envision municipalities' needs and priorities.

3. Scope of Work

The consultant shall review the relevant documents before developing planning manual. It is expected that the manual will be a model for inclusive and sustainable urban development planning for all the municipalities of Nepal. Following will be the specific tasks of the consultant:

Review of documents:

- Desk Review of documents related to Local Government mandates such as constitution of Nepal, Local Government Operation Act 2017, national and provincial plans and planning guidelines, Urban Development Strategy and other relevant policies and planning resources including sectoral plans of the government. Also, critically review and document the Gender Social Inclusion (GESI) aspects and integrate in the planning manual.

Development of planning guide:

- Draft municipal planning manual in concise Nepali language, based on the review.
- Hold consultation with the concerned stakeholders at federal, province and local level.
- Conduct field visits to collect information from relevant stakeholders at federal province and local level
- Integrate Gender Social Inclusion (GESI), Gender Responsive Budgeting (GRB) in the participatory planning manual.
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Sharing workshop:

- The developed planning manual should be shared with the wider national stakeholders for review and inputs. The inputs should be incorporated before finalizing the indicator guideline.

4. Deliverables

- a) Submit the draft planning manual to MuAN for review
- b) Share the draft planning manual in the consultation workshop with wider stakeholder in selected municipalities
- c) Convene national stakeholder meeting to finalize the indicators with getting inputs from local government experts, planning experts and other relevant stakeholders
Submit final copy of the Annual Municipal Planning Manual with incorporating the recommendation received from the consultation.
- d) Draft Manual should mention following subject matter (not limited to)
 - Background, planning/budgeting related constitutional provisions, mandates of LGs, inter-governmental coordination and relations system and mechanism,
 - Long term physical development plan
 - Socio-cultural development plan
 - Financial development plan
 - Institutional development plan
 - Environmental development plan (including climate change and DRM aspects)

5. Time Plan

Deliverables	Time
Work plan agreed	July 21,2019
Deliverable a	July 29, 2019

Deliverable b	August 5 ,2019
Deliverable c	July 12, 2019
Deliverable d	August 20,2019

6. Qualifications

Education:

- Post-graduate Degree in related field most preferably urban planning, law, urban environment, governance etc. or other relevant field

Experience:

- Advance knowledge in urban planning, governance and sustainability with at least 10 years' experience in planning and development.
- Having experience in working on planning and governance with national and local governments in Nepal.
- Demonstrated knowledge of urban problem and sustainability issues facing cities and communities.
- Having experience in urban planning and development project is a plus.
- Strong research skills and in-depth understanding of emerging urban issues.

Language:

- Fluent in both Nepali and English is desirable

7. Reporting Line:

The consultant will be accountable to MuAN and MuAN will facilitate and support the consultant to carry out the activities mentioned as above.

8. Duration of the Contract: The assignment is to begin on 21 July 2019 until 20 August 2019.

9. Remuneration

Remuneration of the consultancy work will be as per the agreement signed by both parties, and MuAN shall not bear any other expenses whatsoever.