



**Government of Nepal
Ministry of Forests and Environment
REDD Implementation Center**

**Terms of Reference (ToR) for Consultancy Services for
Preparation of Land Use Plans of Municipalities in and around the Emission Reduction
Program Area
(Budget Head 2.12.1.71)**

1. Background

Reducing Emission from Deforestation and Forest Degradation, conservation of forest carbon stocks, sustainable management of forests and enhancement of forest carbon stocks in developing countries (REDD+) is considered an effective approach for climate change mitigation and contributing to sustainable green growth. Nepal is one of the leading REDD+ countries under the World Bank's Forest Carbon Partnership Facility (FCPF). Nepal is about to complete the implementation of the first phase of the REDD+ readiness supported by 2 FCPF grants. The final grant will be completed in June 2020. Nepal's Emission Reduction Program Document (ER-PD) was endorsed by the 22nd Carbon Fund meeting held in Paris in June 2018 and has been included into the Carbon Fund portfolio of the FCPF. It is expected that Nepal and the World Bank will sign the Emission Reduction Payment Agreement (ER-PA) in 2019 and Nepal will formally enter the implementation phase (3rd phase) of the REDD+ from January/July 2020 at the latest.

Nepal's ER-PD has proposed to "improve integrated land use planning to reduce forest conversion associated with infrastructure development" as one of the seven ER program interventions. Under this intervention, it is expected that 9000 ha of forests will be saved from being deforested because of resettlement and infrastructure development in ten years of the ER program implementation period in the ER program districts of the Terai Arc Landscape. In this context, the preparation of effective land use plans and their implementation in rural municipalities of the ER program area is critical to achieving the target of reducing deforestation and forest degradation due to the lack of land use plans in the ER program districts.

Under the second phase of REDD+ readiness, REDD IC is supporting 10 local level government in and around the ER program area to prepare robust and effective land use planning. This TOR is developed for the service provider/s who are interested in this assignment in preparing land use plans of the selected local government in and around the ER program area.

2. Objectives of the Assignment

The main objective of this assignment is to prepare model land use plans for 10 selected municipalities in and around the ER program area.

Specific objectives of the assignment are:



- Conduct a robust discussion with the concerned municipalities and relevant stakeholders about the need of land use planning and its importance in overall development;
- Development of a concept for undertaking integrated spatial land use planning for sustainable development in municipalities.
- Prepare the land use plans for the concerned municipalities, which will be approved by the respective municipalities and implemented in the coming years.

3. Scope of the work

REDD IC is seeking a qualified firm/consultant to support 10 selected municipalities, particularly in and around ER program area in preparing land use plans. These municipalities have been selected based on demand from concerned municipalities, need for watershed management, pressure on natural resources, settlement pattern, rapid rate of migration and demographic growth. Under this ToR, there will be two separate assignments related to two targeted clusters:

- **Cluster 1:** Dhangadhi sub-metropolitan (Kailali), Lamki Chuha municipality (Kailali), Barbardia municipality (Bardia), Kohalpur municipality (Banke), Tulsipur sub-metropolitan (Dang),
- **Cluster 2:** Jeetpur Simara sub-metropolitan (Bara), Nijgadh municipality (Bara), Chandrapur municipality (Rautahat), Hariwan municipality (Sarahi), Parsagadhi municipality (Parsa).

Note: REDD IC is seeking at least two consulting firm/NGO/consortium under this ToR in a way that each firm/NGO/consortium will work in one cluster each. However, a firm/consultant can apply for both clusters if the firm/consultant can provide separate teams of experts for each cluster, i.e. same experts should not overlap between the clusters.

The service provider for this assignment will work with the selected municipals in close coordination with the relevant stakeholders. The following tasks need to be carried out for successful completion of this assignment:

a. Desk Review and analysis

- Review of the national land use policy 2015 and other relevant documents.
- Review of Emission Reduction Program Documents (ER-PD) for the TAL;
- Review of Forest Investment Plan for Nepal;
- Current 14th Development Plan of the country; and;
- Local Government Operation Act 2017.
- National policies related to Gender and Social Inclusion
- Review and analyze existing sectoral plans of Nepal Government including forestry, agriculture, livestock and other cross cutting areas; and
- Review and analyze emerging issues related to the federal structure of the country including the rights and responsibilities of the local governments related to land use and watershed management.

b. Consultation and discussion with the stakeholders



The work will be carried out in close coordination and consultation with the targeted municipalities/sub-metropolis. The team will consult other stakeholders within the municipalities such as ward offices, forest sub-division, agriculture and livestock offices, entrepreneurs, NGOs and other relevant agencies.

c. Development of draft land use plans

Based on the outcomes of the desk review, consultations and analysis of present land use system, draft land use plans should be developed as well as proposal on policy instruments (e.g., policies, programs, guidelines, rules, procedures, strategies, maps etc.) for land use planning should be documented.

d. Finalization land use plans

Once the draft land use plans are prepared, drafts should be shared with the concerned stakeholder groups including the government institutions, for their comments, feedback and inputs. Land use plans should then be finalized incorporating all the comments, inputs and feedback from the stakeholders.

4. Expected outcomes and deliverables

- **Inception report with detail action plan and timeframe**

The inception report with detail action plan and timeframe as well as methodology shall be submitted within the two weeks of signing of the contract for the assignment. This should be presented at the inception workshop. After incorporating all the feedback, suggestions and inputs from the participants of the workshop, the inception report must be finalized and submitted to the REDD IC within the two weeks of the inception workshop. The selected firm/consultant and REDD IC will agree on the specific activities and accordingly detailed plan of action and deliverables. The work plan will be developed in close collaboration with REDD IC.

- **Finalized, validated and approved land use Plans for selected 10 municipalities.**

Three hard copies of the validated land use plans along with a soft copy must be submitted to the concerned municipals. One hard copy along with a soft copy of the data collected and any other materials prepared during this assignment should be submitted to the REDD IC.

- **Completion report**

The service provider will also prepare and submit a work completion report (a hard copy along with the soft copy) to REDD IC along with the recommendation letter from respective municipals regarding the satisfactory completion of tasks for the final payment.

5. Team composition and qualification of the firm and experts

5.1 Qualification of the firm/consultant

Firm/consultant needs to be legally registered within the concerned authorities and have a clear mission, vision and objectives, and is registered in the national VAT system to be eligible to apply. The firm/consultant should have relevant work experience in forestry, land use planning, REDD+ and /or related field in Nepal. The firm/____ must have registered for at least three years with a valid registration, Tax/VAT clearance, demonstrated annual transaction, audit and renewal.



5.2 Composition and qualification of the team members

The team of experts will provide the consulting services for this assignment. Other members of the team include a Development/land use planning Expert, a Gender and Social Inclusion Expert and a GIS Expert. Other supporting staff can also be proposed as required. Qualification and roles and responsibilities of each of the team members are as following:

- a. **Leader cum Forestry Expert:** The team Leader cum forestry/land use expert, in close coordination with and under the guidance of the REDD IC will lead the team for this assignment. Specific roles and responsibilities of the team leader include:
- Review and analyze related policies, measures, working documents, guidelines and land use planning and develop a firm foundation for the assignment;
 - Develop a plan of actions for successful completion of the assignment;
 - Coordinate the team and make sure that all the experts are preparing corresponding reports and harmonizing the efforts;
 - Coordinate consultation meetings with the technical committee and other senior officials from REDD IC, concerned line ministries and stakeholders;
 - Prepare draft Land Use Plans in coordination of other team members;
 - Finalize the plans incorporating all inputs, comments and feedback from the participants of the final validation workshops.

Required qualification:

The team leader must be a Nepali national and have a strong knowledge on land use planning, GIS mapping and natural resource management process in Nepal. He/she should have minimum qualification and experiences as below:

- Hold at least a master's degree in forestry or natural resources or equivalent;
- Have at least 10 years of working experience in forestry and land use sector with the preparation of policy documents/projects related to land use planning, natural resource management, environment.
- Sound knowledge on current land use policies, natural resource management policies, forestry sector policies and institutions; and;
- Command in writing, facilitation and communication skills are essentials.

- b. **Development/land use planning Expert:** The Development/land use planning Expert will be responsible for the following tasks:

- Review and analysis of present land use system of the selected local governments;
- Review and analysis of development prospects of the selected local governments, and potential of reducing deforestation due to development activities in the local government;
- Help the Team Leader in drafting the land use plans.

Required qualification: The Development/land use planning Expert should have following qualification and experience:

- Must be a Nepali national and have strong knowledge on development economics, land use planning and rural development issues;



- Should hold at least Master's degree in development economics, land use planning, Rural Development or related field;
- Have at least five years of work experience in related fields;
- Demonstrate technical capability, including analytical skills, and proven track record in undertaking similar assignments.

c. Gender and Social Inclusion Specialist

Roles and responsibilities: The Gender and Social Development Specialist will report to the team leader. She/he will work under the guidance of the team leader in close collaboration and consultation with REDD IC focal point. She/he will specifically be responsible to:

- Access, review and analyze gender and social inclusion related policies, programs, activities in national and global context and integrate those findings in the land use plan of the concerned municipalities.
- Identify potential areas of gender and social inclusion in land use planning and implementation;
- Harmonize identified potential gender and social inclusion activities with existing forestry, agriculture, livestock and related sector programs and activities.
- Participate and facilitate in consultation meetings and focal group discussion as per required; and
- Sensitize the team members for gender mainstreaming in the plan and help the team leader and other team members in developing the draft land use plans.

Required qualification and experience: The consultant should be Nepali national possessing the following qualification and experiences:

- Hold at least a postgraduate degree in social sciences, gender, women studies, development studies, conflict management, forestry or any other related disciplines;
- Demonstrate skills and experiences in dealing with gender-related issues particularly in the forestry/agriculture sector;
- Should have at least five years of experience in community development or rural development, with familiarity of issues on gender, social, cultural and local reality.
- Possess strong knowledge of land tenure, access to and ownership and access/user rights, to include an understanding of customary land rights;
- Be familiar with participatory rural appraisal and social issues associated with agriculture and the REDD+ safeguard policies;
- Strong skills in facilitating the multi-stakeholder workshops and consultation; and;

d. GIS Expert

Roles and responsibilities: GIS expert will be responsible for producing different spatial maps required for the assignment including boundary maps, land use maps and other maps that may require.

Required qualification and experience: GIS expert should have:

- At least Bachelor's degree in related field;
- At least five years of experience in preparing such maps utilizing GIS and remote sensing. She/he should have a prior proven engagement in the similar assignment.



6. Inputs to the Firm

The technical committee formed for this assignment will oversee the work. The committee will make field visits as it requires. The committee will provide the technical guidance to the consulting team.

REDD IC and concerned municipalities will (i) provide access to available background documents (policy documents and other reports) to carry out the assignment and (ii) support and coordinate to organize consultations workshops/meeting as necessary.

7. Work Schedule

The assignment is expected to start in February 2019 and should be completed by June, 2019.

8. Selection Process and Criteria

The selection process of the qualified firm/consultant will start with advertising for the "Expression of Interest (EoI)". The shortlisted firms based on EoIs submitted will be requested to submit the full proposal (RFP). Selection of the consulting firm/NGO/consortium will be finalized following THE WORLD BANK Procurement Regulations for IPF Borrowers, July 2016 Revised November 2017 and August 2018.

9. Application Procedure

Eligible firms/_____ should submit an "Expression of Interest (EoI)" together with the following documents:

- Letter of EoI
- Profile of the firm/consultant
- Copy of registration and renewal certificates
- Copy of annual audit report for last three years and tax clearance certificate
- Letter from partnering firm/institution if the joint venture is proposed.

The shortlisted firms/consultants will be requested to submit the full proposal along with the following documents:

- Full technical proposal for the assignment in a sealed envelope. The proposal should include commitment letters from the proposed experts along with duly signed CVs;
- Detail financial proposal for the assignment in a separately sealed envelope.

Contact Information

Janak Padhya
REDD Implementation Center
Babarmahal, Kathmandu, Nepal
Phone: +977 1 4239126
Fax: +977 1 4215261
Email: info@redd.gov.np/ redd.gownp@gmail.com