



**ROYAL GOVERNMENT OF BHUTAN**  
**Dzongkhag Administration Tsirang**  
(Damphu Municipality)  
*"Efficient and Effective Service Delivery"*



TD/Municipal-01/2019-2020/ 48

August 20, 2019

**NOTICE INVITING EXPRESSION OF INTEREST**

Tsirang Dzongkhag Administration, would like to invite eligible Local Consulting Firms to indicate their interest in providing consultancy service for the Preparation of **Damphu UV-2 Local Area Plan**. Interested consultants should provide information demonstrating that they have the required qualifications and expertise to perform the services. *EoI should include a copy of business license, tax clearance certificate, description of similar nature of assignments of the firm along with work completion certificates, CVs of key personnel along with relevant degree certificates and an assignment related experience.* Short listing of the firms will be carried out based on the following criteria:

- i. Experience in similar assignments.
- ii. Experience of working in the region.
- iii. Appropriate skills of the key personnel with the required qualifications mentioned in the ToR.

The Terms of Reference can be downloaded from the Dzongkhag Administration's website: <http://www.tsirang.gov.bt/index.php/tender>. Local Consultants may associate with other firms in the form of a Joint venture to enhance their capacity. The Expressions of Interest in a sealed envelope should be submitted to the office of Procurement Section at the address below (in person/mail) not later than 12.30 PM (BST) on 2<sup>nd</sup> September, 2019 and shall will be opened on the same day in Dzongkhag Conference hall at 2.30 PM.

Address: Dasho Dzongda,  
Dzongkhag Administration,  
Tsirang

The result of shortlisted will be publish on Dzongkhag website and only shortlisted firms will be invited to submit Request for Proposal (RFP). EOI submitted electronically will not be accepted.

For any enquiry please write to [ttenzin@tsirang.gov.bt](mailto:ttenzin@tsirang.gov.bt) telephone No. 77195253

(Pema)  
Dzongda  
Copy to:

1. The Manager, Kuensel Corporation, Thimphu to publish in Kuensel on 21/8/2019.
2. The ICT Officer, Dzongkhag Administration, Tsirang to upload in Dzongkhag and CDB web site.

## **Terms of Reference**

### **For the Preparation of Damphu Local Area Plan 2**

#### **1. Background**

Tsirang Dzongkhag is located in the south-western part of Bhutan along the Wangdue-Gelephu Highway. It has border with Wangduephodrang District in the north, Dagana in the east and Sarpang District in the west. The Dzongkhag has gentle slopes and mild climate. Damphu Thromde (Town) is the administrative headquarters of Tsirang Dzongkhag and has rich bio-diversity and sensitive environmental conditions. The town has undulating topography offering scenic views of the surrounding and also has a pleasant climate. It has an area of 613.9 acre (2.48 sq km) delineated by Damphu Higher Secondary School in the North, Irrigation Channel in the East, Steep Slope in the South and Royal Guest House and Ridge in the West.

The Structure Plan for Damphu Thromde 2005-2035 was prepared in the year 2005. The plan envisions developing Damphu in to vibrant and environmentally sensitive town. Three urban villages (Local Area Plan Areas) are identified for which the Local Area Plan (LAP) for Damphu UV-3 is already prepared and implementation is ongoing. Urban Village (UV) is the neighbourhood unit for plan preparation. The Local Area Plans 1 and 2 needs to be prepared to guide the development in proper way.

Since there is potential for growth in Damphu town due to its scenic beauty as well as due to location of institutions and offices and also as a transit town for the travellers commuting towards Sarpang ,Gelephu and further. Moreover, so many developments have taken place over the last few decades in Damphu, it has become important to regulate and guide development in areas that do not have plan. Since there are private lands in the Local Areas, it is important to have respective Local Area Plans in place for development and construction.

Damphu Urban Village 2 area extends from the petrol pump in the north till the gorge in the south, located about 2.5 km from the Tsirang Dzong. There is Royal Guest house in the west and residences and private plots in the eastern portion of UV-2 .It has a total area of 44.3 hectares ( as per Damphu Structure Plan). It comprises of Damphu urban core, Dzong, open air stadium, municipal office, residences and other institutions. It has to be noted that the total area (44.3 hectares) for plan preparation may vary to some extend as per the ground situation, where in case there will be small pockets of settlement that needs to be included for holistic planning .

**(I) Objective**

The objective of this TOR is to hire consultancy services for the Preparation of one detailed Local Area Plan (LAP) for Damphu UV-2.

**(II) Project Boundary/Area**

The planning boundary stretches from the petrol pump in the north till the gorge in the south, located about 2.5 km from the Tsirang Dzong. The Damphu Municipality, Tsirang hereafter referred as "*Client*" shall be contacted for clarification (if any) on the boundary.

**(III) Scope of Works**

At the outset the Consultant/s shall discuss the requirements outlined in this ToR, including expectations of and possible constraints for implementation of the activity, with the Client. The outcome of these discussions shall form the basis for the preparation of the local area plan. A work plan shall be prepared by the consultants that shall be reviewed and endorsed by the Client before its implementation. Any changes to the agreed work plan shall be supported by valid arguments and shall require prior approval of the Client.

The assignment shall comprise of the following two components and the scope of works shall be as detailed out under the respective sections:

- I. Preparation of one Local Area Plan for Damphu Urban Village 2

**2. Preparation of Damphu UV 2 Local Area Plan**

The planning unit boundary for the preparation of the LAP shall be based on the Damphu Structure Plan; however, minor adjustment can be made based on the development potential and in consultation with the Dzongkhag Administration and the Client. The area of the LAP shall be around 1sqkm and as far as possible, the boundary shall be fixed along clearly identifiable natural or man-made features. The Damphu Structure Plan's broad objectives and planning principles will form the basis for the preparation of detailed Local Area Plans. The detailed scope of works under this component shall include but not be limited to the following:

- a) Site visits to Damphu for proper understanding of the site, its boundary and other features that would have planning implications. The consultants will carry out their own analysis of the area and make recommendations in the boundary, if necessary.
- b) Detailed study of the existing scenario which shall include:
  - Existing scenario: climate & vegetation, topography & land features, existing land use pattern, existing land ownership pattern.
  - Existing amenities & facilities: road & circulation network, institutional establishment & offices, heritage, religious structures & sacred sites, existing housing.
  - Existing utilities & services: drinking water supply & distribution, storm water drainage system, sewerage & solid waste disposal system, electricity & telecommunication services.
  - Analytical study: slope, aspect, contour and hazard analysis.
- c) Settlement studies
  - Land to built form relationship
  - Vital building elements
  - Building height
  - Traditional Bhutanese Architecture
  - Significant cultural landscape areas
- d) Demographic studies and planning standards
  - Demographic studies & carrying capacity
  - Existing population studies
  - Population projection
- e) Socio-economic studies
  - Economic bases of the proposed plan
  - Major on-going and proposed projects.
  - Potential for industrial, institutional or other developments and establishments.
- f) Environmental studies.
- g) Planning principles

h) Proposal for action

- **Detailed circulation, mobility and access plan** - It will include new and upgraded roads and intersections, pedestrian networks, on- and off-street parking facilities; public transport system including bus routes, taxis and stands, pullovers and related facilities.
- **Proposed precincts plan** - This plan will show the future precinct of each plot of land in the town. In each type of designation, there will be a schedule of permissible and allowed activities. It will identify and delineate areas needing special protection including surface and groundwater supply sources and catchments; soil erosion and landslide prone areas; flood-prone areas; forests; agricultural areas.
- It will also identify the measures required to mitigate hazards and to protect assets in all protection areas, including permitted/prohibited development and uses.
- **Development Control Regulations (DCRs)** - This document shall contain detailed information on the precincts and building construction, procedure for building permit and regulations on aspects such as the plot coverage, building height, etc. for different precincts.
- **Proposed infrastructure and urban services maps** - The following will be mapped based on the projected population, demand, capacity, proposed options for additional networks and distribution facilities etc.:
  - Water supply and sanitation
  - Firefighting facilities
  - Solid waste collection and disposal system
  - Utilities network (electricity, telecom, TV cables, etc.)
  - Street lighting and underground utilities corridor
  - Housing and shelter systems

j) Plot reconfiguration plan.

k) Density pattern.

l) Urban design guidelines.

m) Investment and implementation plans with activity sequencing and prioritization.

n) Environmental protection and climate change adaptation and disaster mitigation measures.

- o) Tourism highlighting on the existing studies - statistics, policies/legislations, major issues and proposals through possible interventions - activities and infrastructures.

#### **(IV) Key Personnel and Qualifications**

The consultancy team shall have key personnel with the following minimum qualifications and experiences:

- a) **One Team Leader:** Minimum qualification of Master of Urban and Regional Planning, Urban Development/Management, Regional Development or Urban Design with at least **five years** of professional work experience **OR** Bachelor of Urban and Regional Planning, Urban Development/Management, Regional Development or Urban Design with at least **ten years** of professional work experience **OR** Post graduate/Diploma Urban and Regional Planning, Urban Development/Management, Regional Development or Urban Design with at least **fifteen years** of professional work experience.
- b) **One Urban Designer/Urban Planner:** Minimum qualification of Masters Degree with at least **five** years of work experience **OR** Bachelor degree with at least **ten** years of work experience **OR** Diploma degree with at least **fifteen** years of professional work experience.
- c) **One Architect:** Minimum qualification of Bachelors Degree with at least **five** years of work experience.
- d) **One Transport Planner:** Minimum **five** years of relevant work experience and should have a degree/specialization in transport planning
- e) **One Socio-Economist:** Minimum **five** years of relevant work experience and should be a socio-economist with degree/specialization in Economics.
- f) **One Environment Specialist:** Minimum **five** years of relevant work experience and should have relevant qualification (degree or specialization) in environment.
- g) People with work experience in Bhutan or in similar regions and ability to communicate in Dzongkha will be considered an advantage.

*Notes:*

- *The Team Leader could be either an urban planner or an urban designer.*
- *There shall be at least an urban planner and urban designer each in the consultants' team either as a team leader or as a member/s.*
- *All work experiences of key personnel shall be supported by proper work completion certificates and degree certificates with CVs signed by the key personnel and countersigned by the employers.*

**(V) Duty Station**

Damphu and Thimphu with frequent travel in between (distance of 176 kms, about 5 hours by car).

**3. Deliverables/Output**

The Consultants shall submit the following as per the work plan attached herewith:

- a) **Inception Report** - The inception report shall lay out all major aspects of the project including:
  - Overall assignment objectives and strategies.
  - Work plan outlining main activities and sub-activities, methodology and timeline and schedule of activities.
  - List of key and supporting staff, their qualifications and experiences, tasks assigned and time allocations.
  - Reports (literature) reviewed and data referred.
  - Site visits, survey, data collection and analysis.
  - Schedule of consultation meetings with stakeholder agencies.
  - Frequency and schedule of public consultation meetings.
  - List of reports, drawings and maps to be produced.
- b) **Concept Plan** - This document is a sketch of the Plan. It includes all components of the Plan but there are no dimensions and the decisions are based on notions and common wisdom. The idea of the Concept Plan is to introduce the exercise to all stakeholders involved. The related public discussions introduce concerned citizens to the plan operation and generate a preliminary discussion about the scope and components of the plan. The Concept Plan will clearly state the issues around which further work will evolve and give a direction to the plan.
- c) **Draft Local Area Plan** - The Draft Structure Plan will be composed of written documents and maps. It will have all the components,

which are detailed out in this ToR. It will be presented at an appropriate and legible scale.

- d) **Final Local Area Plan** - The final document will be composed of written documents and maps with revisions and incorporation of comments received on the draft Plan and from public consultation meetings. The document will cover all the components stated in this ToR.

All submission will be in the form of perfectly bound reports with soft copies of all files.

**(VI) Consultation with Dzongkhag Administration, DHS and other Stakeholders**

The Consultant/s, in each stage of the work, is required to closely consult the Dzongkhag Administration, DHS and the stakeholder agencies. Any comments, advice and instructions on study/design works should be strictly and immediately executed by the Consultant/s. The nature and frequency of coordination and consultation meetings shall be determined by discussions between the Consultant/s and the Client.

**(VII) Public Consultations**

The Consultants shall organize a minimum of **two public consultation meetings** for the Local Area Plan.

**(VIII) Responsibilities of Dzongkhag Administration**

The Damphu Municipality shall provide assistance to the Consultant/s while they are in the project area and shall also be responsible to:

- Facilitate meetings and data collection from relevant Departments and other government agencies and stakeholders.
- Coordinate and arrange public consultation meetings and public presentations.
- Provide cadastral map and land ownership details.
- Provide timely feedback on the draft reports and plans submitted by the Consultants.

**(IX) Responsibilities of Damphu Municipality, Tsirang**

The Damphu Municipality shall:

- a) Provide the following planning data:
- Topographic survey.
  - Cadastral land data and map
  - Report on geo-tech studies (if available) within the planning area.
- b) Provide timely feedback on the draft reports and plans submitted by the Consultants.
- c) Coordinate presentations and meetings with DHS/MoWHS and other relevant agencies.



**(X) Duration and Timeline**

The project shall be completed within **8 months** from the date of signing the contract. The Consultants shall prepare their work plan in line with the tentative work plan attached (Annexure 1).

**(XI) Schedule of Payment**

The mode of payment shall be as follows:

	<b>Stages of work</b>	<b>Amount Payable</b>
1	Upon Submission and review of the Inception Report	10% of the contract amount
2	Upon submission and review of the Concept Local Area Plan	20% of the contract amount
3	Upon submission and review of the Draft Local Area Plan	30% of the contract amount
4	Upon submission and review of Final Local Area Plan	30% of the contract amount
5	Upon revalidating the plot reconfiguration list and the Local Area Plan map	10% of the contract amount

Mobilization advance will not be paid and the amount will be for the five stages of works as stated above.

### Annexure 1: Tentative Work Plan & Milestones

	Stages of Works	Month 1				Month 2				Month 3				Month 4				Month 5				Month 6				Month 7				Month 8				Report Format
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	
1	Submission & presentation of Inception Report																																	<ul style="list-style-type: none"> <li>• 6 colored hard copies (reports in A4 &amp; maps in A3 color size).</li> <li>• Soft copy in MS Word and PDF format</li> <li>• Soft copy of drawings/maps in AutoCAD and shape files.</li> <li>• PPT slides.</li> </ul>
2	Submission & presentation of the Concept Local Area Plan																																	
3	Submission & presentation of the Draft Local Area Plan																																	
4	Submission & presentation of the final Local Area Plan																																	
5	Completion of revalidation of the plot reconfiguration list and map																																	

**End of ToR**