

Note: to make sure the proposed human resource work for the municipality upon selection of the proposal; the municipality, before awarding the contract may invite the team leader and other experts for a group meeting and may ask for written commitment.

4.0 REPORTING REQUIREMENTS & MODE OF PAYMENT

No. Of Instalments	Time period	Payment in % of total agreement amount	Report' submitted by the consultant
First	At the end of 1 st month	20%	Inception report 5 set hard copies & one set
Second	At the end of 3 month	20%	field report/ draft report for GIS based basemap 5 set hard copies & one set soft
Third	At the end of 4 month	30%	Draft-final report 5 set hard copies & one set soft.
Fourth/ Final	At the end of 6 month	30%	Final report 5 set (Nepali) hard copies & five

8.0 FORMAT AND SUBMISSION OF PLAN

The Integrated Urban Development Planshall be prepared in Nepali language.

The report should be in various volumes but main report shall follow the proposed template:

1. Executive Summary
 - 1.1 English Summary
 - 1.2 Nepali Summary
2. Introduction
3. Methodology
4. Assessment and Preparation of Base Map
5. Municipality profile
6. Sector Analysis
 - 6.1 Population density and growth rate
 - 6.2 Existing land use
 - 6.3 Terrain, watershed analysis and agricultural quality of land

कार्यकारी अधिकृत