

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**

**Cluster -2**

**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. Nepal is one of the leading REDD+ countries under the World Bank's Forest Carbon Partnership Facility (FCPF). Nepal completed implementation of the first phase of the REDD+ readiness project in 2015. Nepal's request for an additional readiness grant was approved by the 21st Participants Committee meeting of the FCPF in 2015. Nepal and the World Bank signed the grant agreement for additional readiness funding of USD 5.2 million in January 2017. This second phase of the readiness project will be completed in June 2020. Nepal's Emission Reduction Program Document (ER-PD) was endorsed by the 18th Carbon Fund meeting held in Paris in June 2018 and has been included in the Carbon Fund portfolio of the FCPF. It is expected that Nepal and the World Bank will sign the Emission Reduction Payment Agreement (ERPA) in 2019 and Nepal will formally enter the implementation phase of the REDD+ from January/July 2020 at the latest.

Nepal's ER-PD has proposed "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 13 ER program districts of the Terai Arc Landscape. In this context, preparation of effective land use plans and strict implementation of these plans in Rural Municipalities of the ER program area is critical to achieving the target of reducing deforestation 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 of 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 the ER program area.

## 2. Objectives of the Assignment

The main objective of this assignment is to prepare model land use plans of 20 selected municipalities particularly in the ER program area.

Specific objectives of the assignment include:

- Prepare integrated land use plans through spatial analysis, mapping and participatory planning approaches for the concerned Municipalities, which will be approved by the respective Municipalities and implemented.
- Prepare sectoral action plans associated with the proposed land uses in the municipalities.
- Prepare institutional framework and implementation plan for successful and equitable implementation of land use plan aligned with the Nepal's REDD+ safeguard mechanisms and FPIC principles of local communities.
- Prepare land use plan implementation modality including monitoring and evaluation framework.

## 3. Scope of the work

REDD IC is seeking a qualified firm/NGO/consortium of the firms to support 20 selected municipalities, particularly in and around ER program area in preparing land use plans of the concerned municipalities. These municipalities are selected on the basis of the demand of the concerned municipalities, watershed management, pressure on natural resources, settlement pattern, rapid rate of migration and demographic growth, adjacent to national highway in and around ERPD district. This will covers as below.

**Cluster 2:** Nawalparasi, Rupendehi, Kapilvastu, Palpa (20)

Nawalparasi- Sunaul, Bardaghat, Sarawal

Rupendehi- Debdaha, Butwal, Sainamina, Kanchan, Tilottma, Gaidahawa, Lumbini sanskritik

Kapilvastu- Bargunga, Buddha bhumi, Shivraj, Bijayanagar, Kapilvastu

Palpa- Tinahu, Mathagadhi, Bagnaskali, Tansen, Sadhebhichhahara

The consulting firm/NGO/consortium for this assignment will work with the selected municipalities in close coordination with the relevant stakeholders. Following tasks need to be carried out for successful completion of this assignment.

- Conduct a robust discussion with the concerned Municipalities and all stakeholders about the need of land use planning and its importance in reducing forest conversion and overall development;
- Development of a concept for undertaking integrated spatial land use planning to reduce the impacts of and/or manage the drivers of deforestation and forest degradation; and promoting sustainable development of the municipalities.

### 3.1 Desk Review and analysis

### **Review and analysis of**

- National Land Use Policy 2015 and other relevant documents;
- Land related Acts and regulations and other relevant documents(Federal, Provincial, Local level);
- Emission Reduction Program Documents (ER-PD) for the TAL;
- Forest Investment Plan for Nepal;
- Current Periodic Development Plan of the country;
- Local Government Operation Act 2017;
- National Urban Development Strategy 2015;
- National policies related to Gender and Social Inclusion;
- Existing sectoral plans of Government of Nepal and Provincial Government including forestry, agriculture, livestock and other cross cutting areas; and
- 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.

### **3.2 Mapping and GIS based Spatial Planning**

- Map existing conditions relevant for land-use planning using satellite imagery, field-based data collection/observations, secondary sources, spatial modelling etc. in appropriate level of details/scale, acceptable quality and accuracy.
  - Mapping shall include existing and potential multi-hazards to support land-use planning for disaster risk reductions and for conservation of forests due to hazards such as forest fire, landslide, flooding and other human induced hazards.
  - Mapping shall include detailed map zoning all CBFM areas, encroached areas and potential resettlement areas.
- Map areas where REDD+ actions are planned and could be implemented.
  - Identifying and mapping of deforestation and forest degradation area
  - Mapping shall include potential sites for afforestation and reforestation, new plantations for private commercial forestry operation.
  - Mapping potential sites for forest based enterprises.
- Assess and map potential benefits and risks of actions.
- Analyze suitability and map locations for different land uses considering multi-hazard risk sensitivity, mobility, cultural-heritage and environment conservation, social and economic benefits.

### **3.3 Consultations and discussion with the stakeholders**

Consultation and discussion should be carried out with the respective municipalities and concerned stakeholders within it. Provincial government including line ministries such as Ministry of Industry, Tourism, and Forest and Environment, Ministry of Land Management, Agriculture and Cooperatives, Ministry of Physical Infrastructure Development, Ministry of Economic and Planning, Ministry of Social Development, are very important for this assignment. Furthermore, consultation and discussion with respective DFOs and REDD IC officials are also recommended.

Consultations with local level stakeholders' shall incorporate GESI considerations ensuring active engagements of women, indigenous and marginalized groups in all levels of land-use planning.

Participatory planning method and related tools shall be developed in coordination with the REDD IC. Proper documentations shall be done for all the participatory steps undertaken for the development of land-use plan.

### **3.3 Development of draft land use plans**

Based on the outcomes of the desk review, consultations, analysis of present land use system, participatory planning processes, draft land use plans should be developed along with proposal on implementing instruments (e.g. policies, strategies, programs/action plan, guidelines, bye-law, procedures, etc.) for land use planning.

### **3.4 Finalization of the land use plans**

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

## **4. Expected outcomes and deliverables**

### **4.1 Inception report with detail action plan and timeframe**

Inception report with detail work 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 one week of the inception workshop. The selected firm/NGO/consortium and REDD IC will agree on the specific activities and accordingly detailed plan of action and deliverables. The work plan should be developed in close collaboration with REDD IC.

### **4.2 Finalized, validated and approved land use Plans for selected 20 municipalities.**

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

### **4.3 Completion report**

Service provider should 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 municipalities regarding the completion of tasks for the final payment.

## **5. Team composition and qualification of the firm and experts**

### **5.1 Qualification of the firms**

Firm/NGO/consortium legally registered within the concerned authorities with clear mission, vision and objectives and registered in national VAT system are eligible to apply. The firms /NGO/consortium should have relevant work experience in forestry, land use planning, REDD+, GIS and mapping works and related field in Nepal. Preference will be given to the firms having specific work experiences in developing risk sensitive land use plans, land use maps and Municipal-GIS maps at municipality/rural municipality level. The firm/NGO/consortium must have registered for at least five years with 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:

**1. Team Leader Land Use Planning 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 and supporting policy, strategy, action plans, implementation framework, Monitoring and Evaluation framework in coordination with 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:

- At least Master's Degree in land use planning, forestry, natural resources management, GIS and preferable to specialization in land use planning in any discipline.
- Have at least 10 years of working experience in forestry and land use planning, mapping and analysis with the preparation of policy documents/projects related to land use planning, natural resource management, environment.
- Have good understanding on Nepal's REDD+ process, current land use policies and related issues, natural resource management policies, and institutions; and;
- Command in writing, facilitation and communication skills are essentials.

**2. Land Use Planning Expert:** The 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 Land Use Planning Expert should have following qualification and experience:

- Should hold at least Master's degree in Geo-information/Urban Planning/Land Use Planning/Land Governance/Development Economics/Rural Development or related field;
- Must be a Nepali national and have strong knowledge on development economics, land use planning and rural development issues;
- Have at least ten years of work experience in related fields;
- 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 REDD+ including issues of land use/land use change, drivers of deforestation and forest degradation;
- Demonstrate technical capability, including analytical skills, and proven track record in undertaking similar assignments.

### **3. Forestry Expert**

Forestry Expert will be responsible for the following tasks:

- Analyse drivers of deforestation and forest degradation in local municipal area
- Help prepare land use plan addressing the drivers of deforestation and forest degradation and increasing carbon sequestration and carbon enhancement
- Support in categorization of forest management regime.
- Identifying and mapping of deforestation and forest degradation area
- Identify potential sites for afforestation and reforestation,
- Identify potential sites for private and commercial plantation.
- Identify potential sites for forest based enterprises.
- Coordinate with local stakeholders.
- Help the Team Leader in drafting the land use plans.

**Required qualification:** The Forestry Expert should have following qualification and experience:

- Should hold at least Master's degree in Forestry or related field;
- Must be a Nepali national and have strong knowledge on development economics, land use planning and rural development issues;
- Have at least ten years of work experience in related fields;
- 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 REDD+ including issues of land use/land use change, drivers of deforestation and forest degradation;
- Be familiar with participatory rural appraisal and social issues associated with agriculture and the REDD+ safeguard policies;
- Demonstrate technical capability, including analytical skills, and proven track record in undertaking similar assignments.

#### **4. 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.
- Be familiar with participatory rural appraisal and social issues associated with agriculture and the REDD+ safeguard policies; 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, rural development 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.
- 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

#### **5. 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 Master's degree in Geo-information/Geographic Information System or 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 of land use mapping, land use planning.

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

**7. Work Schedule**

The assignment is scheduled for the working period of six months and is expected to start from October 2019 and should be completed in the last of March 2020.

**8. Selection Process and Criteria**

The selection process of the qualified firm/NGO/consortium will start from advertising for "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.

**Contact Information**

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