



यशोधरा गाउँपालिका
गाउँ कार्यपालिकाको कार्यालय

पत्र संख्या :- २०८२/८३

चलानी नम्बर :- १४०९



मिति : २०८२/११/०८

श्री सूचिकृत परामर्शदाताहरु सबै,

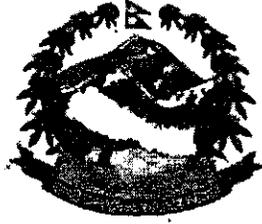
विषय : आर्थिक तथा प्राविधिक प्रस्ताव पेश गर्ने सम्बन्धमा ।

प्रस्तुत विषयमा आर्थिक बर्ष ०८२१०८३ को स्वीकृत बार्षिक बजेट तथा कार्यक्रम अन्तरगत ArcGIS Training for technical Staff of Yasodhara Rural Municipality संचालन गर्न बजेट स्वीकृत भएकोले भन्दा खरिद समितिबाट कार्य संचालन गर्न निर्णय भएकोले यसै पत्र साथ संलग्न कार्यविवरण(TOR) बमोजिम यो सूचना प्रकाशन भएको मितिले ७ दिन भित्र आर्थिक तथा प्राविधिक प्रस्ताव पेश गर्नु हुन अनुरोध छ ।

(निराजन राज लम्साल)

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Terms of Reference (ToR)
For
ArcGIS Training for Technical Staff of Yasodhara
Rural Municipality



Prepared by
Yasodhara Rural Municipality
Baidauli, Kapilvastu
Lumbini Province

2082



ToR for
ArcGIS Training for Technical Staff of Yasodhara Rural
Municipality

1. Background

Simply, a map is a graphical representation of the real earth's surface. The use of maps started long before than present verbal language. It is believed that people used to communicate through maps because the language was not well developed and not communicable between two different groups. Since the advent of the computer in the 1960s, and more specifically after developing Geographic Information System (GIS) software, the use of map and number map production has increased significantly. Nowadays we use a map in our daily lives mainly for navigation. Nowadays, we use a map in our everyday life. If someone visits a new place, first they look for a map of that place.

It is very important to understand the map-making process to clearly understand the meaning of a map. ArcGIS is one of the most frequently used computer software in the map-making process. GIS can handle geographic data combined with software tools for managing and visualizing spatial data. Around 2000 BS, GIS was considered a tool under the Geography discipline, while due to its increasing application in daily life, it is becoming one of the important tools in various users including government, non-government, and individual users to create maps, compiling geographic data, analyzing mapped information, sharing and discovering geographic information, and decision-making process.

Yasodhara Rural Municipality is located in the Kapilvastu District of Lumbini Province in eastern Nepal. The beautification of Yasodhara Rural Municipality involves various efforts to enhance its aesthetic appeal and create a more pleasant environment for residents and visitors alike. The overall attractiveness, cleanliness, and livability of the municipality, enhance the quality of life for its residents while also attracting tourists and promoting local pride and identity. Further, the municipality always tries its best to effective and transparent management practices that prioritize the needs and well-being of its residents. Moreover, the municipality has been making various plans and policies for improving the overall development of the municipality. Municipality staff needs to learn about maps, map making, cadastral

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parcel, land use classification, and GIS. Municipality has been using various resources maps in the reports by hiring experts. Therefore, the municipality realized to obtain ArcGIS training to their staffs.



2. Objectives of the training

The main objective of this training is to make perfect in ArcGIS to the staff of the municipality including understanding maps, theories, and practices on GIS and the overall map-making process.

Specific objectives of the training are:

1. To understand the map and map-making process
2. Concept and preparation of Geo-database (point, line and polygon)
3. Concept of Geoprocessing and tools (clip, merge, union, intersect, etc.)
4. To understand the application of GIS at the municipal level
5. To understand map symbology and layout

3. Scope of the training

The following are the main scopes of the study that should be trained during training.

1. What is ArcGIS?
2. GIS software installation process.
3. GIS applications in various fields particularly at the local level.
4. History of GIS in Nepal.
5. What is GPS and what are the methods of data collection by hand GPS?
6. What is GIS data and its sources, and collection methods?
7. What are GIS data models?
8. GIS data models and Geo-database.
9. What is topo sheet and cadastral parcel maps?
10. Geo referencing concept and projection change.
11. Geo-database management.
12. Google Earth Image, Street maps.
13. Concept of geo-processing tools.
14. What is map symbology and its uses in a map?
15. Cartographic design and map layout.


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4. Time schedule of training

The training holds about ten days. Training time arrangement and participants can be grouped on the basis of participant staff of the municipality. Consultants should make proper time, group, and topic themselves.

5. Qualification and expertise of consultant organization and experts

Yasodhara Rural Municipality is going to organize ArcGIS training for their technical staff. The funding for the consulting service will be done by Yasodhara Rural Municipality. Following are the basic requirements of the firm /consultant organization for the proposed assignment.

1. Consultants should have Company Registration Certificate.
2. Value Added Tax Certificate.
3. Tax Clearance Certificate.
4. The team of consultants should consist of the following key professionals with adequate support to the team. The team of the consultant should consist of the following key personnel.

SN	Description	Person	Education and experience
1	GIS Instructor	1	Master's degree in Geography/ GIS/ Remote Sensing/Geometric Engineering with 10 years of experience in related fields and highly appreciate ArcGIS trainer/ instructor experiences.
2	Assistant GIS Instructor (Drone)	1	Master's degree in Geography/ GIS Remote Sensing/Geometric Engineering with 5 years of experience in GIS mapping.
3	Computer Operator	1	At least 10+2 in any subject with knowledge of computer programming, logistic management, and office management.

6. Deliverables

Following would be the conditions for deliverables that should be submitted to Yasodhara Rural Municipality after completion of the training:

- ❖ The Consultant is expected to prepare and submit the final report of the training to the Yasodhara Rural Municipality along with the participation's everyday attendances.



7. Role of consultant

1. Consultant should be responsible for making the logistics arrangement, documentations, stationary requirements.
2. The participation's everyday attendance and some photographs should be documented in the final report.

Allocated budget

The total cost allocated by Yasodhara Rural Municipality for the training is not more than NRs 5,00,000.00 (In words: Five Lakhs only) inclusive of all the applicable taxes as per the rules of the Government of Nepal.

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