



पाणिनी गाउँपालिका

Panini Rural Municipality

गाउँ कार्यपालिकाको कार्यालय

Office of the Rural Municipal Executive

W744+QGC  
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दुर्गाफाँट, अर्घाखाँची  
Durgaphant, Arghakhanchi  
लुम्बिनी प्रदेश, नेपाल  
Lumbini Province, Nepal

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उपरोक्त सम्बन्धमा यस मन्त्रालयको चालु आ.व. ०८०।०८१ मा परामर्श सेवा अन्तर्गत Project Monitoring and Supervision System develop गर्ने कार्यक्रम रहेको हुदा संलग्न TOR बमोजिमको कार्य के कति दर रेट मा गर्न सक्ने हो सूचना प्रकाशित मितिले ५ (पाँच) दिन भित्र दर रेट पेश गर्न हुन अनुरोध छ ।

पुनश्च: दररेट Online माध्यमबाट यस कार्यालयको Email Address [ito.paninimun@gmail.com](mailto:ito.paninimun@gmail.com) मा समेत पेश गर्न सकिनेछ ।

(रोमनाथ न्यौपाने)

प्रमुख प्रशासकीय अधिकृत

रोमनाथ न्यौपाने  
प्रमुख प्रशासकीय अधिकृत

“पाणिनी र दुर्वासा ऋषिको पहिचान, समृद्ध पाणिनी हाम्रो अभियान”

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PANINI RURAL MUNICIPALITY

**Office of the Rural Municipal Executive**

Durgaphant, Arghakhanchi

Lumbini Province, Nepal

  
Romnath Neupane  
Chief Administrative Officer

**Terms of References (ToR)**

**for**

**Project Monitoring and Supervision System**

**Chaitra 2080**

## Terms of References (ToR)

### Background:

Panini is located within the Arghakhanchi District of the Lumbini Province of Nepal. The municipality spans 151.42 square kilometres (58.46 sq mi) of area, with a total population of 22,291 according to a 2021 Nepal census.

Previous Panena, Khidim, Pokharathok, Pathauti, Maidan, Dhatiwang, Adguri and small portion from Chidika, Pali VDCs were merged to form Panini Rural Municipality. Panini is divided into 8 wards, with Khidim declared the administrative center of the rural municipality.

It encompasses a diverse and vibrant rural landscape, comprising several wards and communities. As a rural municipality, Panini plays a pivotal role in governing and providing essential services to its residents, fostering development, and improving the quality of life in the region.

The municipality is named after the renowned ancient Indian grammarian Panini, reflecting its cultural heritage and intellectual legacy. Panini Rural Municipality is committed to promoting sustainable development, preserving local traditions, and addressing the needs of its populace through various initiatives and programs.

With its dedicated leadership, active community engagement, and strategic planning, Panini Rural Municipality strives to create an inclusive and prosperous environment where residents can thrive, businesses can flourish, and the rural economy can grow.

In pursuit of effective governance and transparent project management, digital system for "Local Level Project Monitoring and Supervision System " (LLPMSS). This mobile-first, web-based platform aims to streamline project monitoring and supervision processes at the local level, ensuring efficient management, stakeholder engagement, and public transparency.

  
Romnath Neupane  
Chief Administrative Officer

## Objectives:

The general objective of the Project Monitoring and Supervision System is to design, develop and establish a user-friendly, common and dynamic platform for online project management, progress tracking and reporting system under this rural municipal. The specific objectives and scopes of the job are:

- To design and include adequate and appropriate spaces for display of database on project development activities.
- To design and implement a practical framework for regular updating, monitoring and controlling the project information and progress.
- To design geo location, project status and type based beautiful project listing view for general public and concern authorities.

## Strategy:

The following strategy will be adopted for the system development:

- The consultant will prepare an initial system design by reviewing the similar type of system or in-coordination with our officers.
- The draft version of the system will be reviewed and discussed.
- The features of the system and database will be reviewed by our Team after demonstration.
- The initial project information, ward information, user setup and other relevant information will be provided to consultant and for demonstration purpose consultant can use dummy data.
- The consultant will provide expert human resources for intensive skill transfer and orientation. And for this our office will pay extra as per accommodation, transportation and work.
- The consultant will be responsible for providing regular support and will pay annual maintenance cost to consultant for the same.

  
Romnath Neupane  
Chief Administrative Officer



## Features:

### **1. Multi-Level User Access:**

- The system will support multi-level user roles including administrators, Rural Municipality officials, Other Government Officials, ward representatives, and project managers.
- Each user will have specific access rights tailored to their roles and responsibilities.

### **2. Project Management:**

- Administrators can add and manage projects for each fiscal year, categorizing them based on types such as roads, gravel, soil, etc.
- Projects will be tracked from inception to completion, including updates to tender agreements, progress reports, and financial releases.
- Upload projects in BULK using Excel Sheet.
- Upload project Rate analysis, Schedule of rate, Quantity estimate, Quantity measurement sheet as per demand and requirement.
- Prepare Quantity estimate, Quantity measurement sheet as per demand and requirement.
- Prepare Cost estimate as and measurement sheet as per requirement.
- Export above document in Excel and PDF format.
- Notification system for Reviewer and Approver of System

### **3. Project Filter:**

- System can filter the project as per demand of user, Such as cost basis, location basis, project type basis, Project nature basis etc..

### **4. Project Supervision:**

- Users can create or upload project supervision reports, including photos and videos, providing visual evidence of project supervision.
- Geo-location tagging will allow users to precisely locate projects on a map, enhancing supervision of projects easily and comfortably.

  
Rompath Neupane  
Chief Administrative Officer

- Notification facility for Project chief.

## **5. Project Monitoring:**

- Users can upload project progress reports, including photos and videos, providing visual evidence of project developments.
- Geo-location tagging will allow users to precisely locate projects on a map, enhancing monitoring accuracy.

## **6. Reporting:**

- The system will be capable of Supervision and monitoring report generation as per data input by user.
- Notification system for Reviewer and Approver of System
- The system will generate comprehensive reports, including overall project status, physical progress, and financial breakdowns.
- Reports will highlight project lead and lag indicators, vendor performance, and municipal ward-specific data.
- Data export in PDFs, Excels in desired format.
- Various projects selections as well as reporting filters.

## **7. User Engagement:**

- Rural Municipality officials and ward officials will have the ability to update project progress status and generate customised reports specific to their jurisdiction.
- Feedback mechanisms will facilitate communication between stakeholders, ensuring concerns are addressed promptly.

## **8. Public Interface:**

- A public-facing interface will provide a visually appealing map view of ongoing projects, accessible to the general public.
- Citizens can browse projects by location and status, promoting transparency and accountability.

  
**Romnath Neupane**  
Chief Administrative Officer

## 9. Mobile Accessibility

- Mobile first design helps to access the system through Mobile Phone from anywhere anytime.

## 10. Security and Data Privacy:

- Data Backup and Recovery
- Encryption of sensitive data to protect against unauthorised access and data breaches.
- Regular security audits and vulnerability assessments to identify and mitigate potential security risks.
- Compliance with data privacy regulations (e.g., GDPR, CCPA) to safeguard user privacy rights.

### Deliverables and time frame:

The consultant will initially provide a system flow with basic features within 15 days of the contract and also give simple demo of the system. This will be considered as the inception phase.

The consultant will demonstrate the draft system in its full content (dummy data) within 35 days after the signing the contract. This will be considered as the demonstration phase.

The consultant will submit finally designed webpage in its full content and finalized the system. Final delivery of the system will be considered as the finalized phase.

The consultant will provide skill transfer and orientation to our responsible personnel after approval of the final system but within 45 Days after signing the agreement.

The overall job will be completed within 45 days after signing the contract

  
Romnath Neupane  
Administrative Officer

The follow-up and technical support service will be provided by the Consultant for this fiscal year 080-81 under AMC T & C.

#### **Manpower Enrollment:**

S.N.	Name of works/Description	Units	Quantity
1	design of system as per TOR		
2	Team leader Project manager	Days	45.00
3	Senior Software Developer	Days	25.00
4	Quality Assurance analysis	Days	25.00
5	IT Engineer	Days	35.00
6	Support Staff	Days	45.00

#### **Documentation:**

Upon completion of the system development, the consultant shall deliver following documents:

- A work completion report
- A comprehensive user manual linked to system with all necessary screenshots.

#### **Handover**

Upon completion of the system development, the consultant shall deliver following:

- Conduct a handover to Panin Rural Municipal Office officials. The handover should compulsorily include the updated and functional source code along with the signed document.
- Conduct capacity development training to Panini Rural Municipality Officials and other stakeholders. The training will be 2 days training program to the system users. The training should include orientations on technical aspects of the system so that it can be operated with little support from developers.

  
Romnath Neupane  
Chief Administrative Officer