



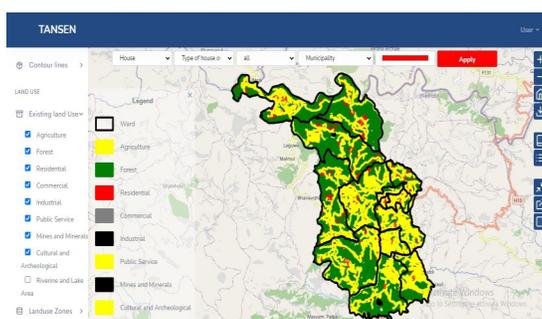
## This Quarter Highlights

### Municipal Database Management System Development and Handover

The Municipal Information Management System of all five municipalities had been developed and handed over to the respective municipalities. MIMS is a database management system that helps municipality to timely update and manage data and also provides easier accessibility of required data in the forms of table, charts and maps. It is very instrumental for proper resource management, organized service delivery, disaster management, effective planning and decision-making process.

Prior to the handover, there were rigorous trainings regarding the use of data management system. The first day of the training was conducted among ward level participants including secretaries and computer operators of each wards of the five municipalities. The second day included municipality staffs, sectoral heads, Mayor, Deputy Mayor and Chief Administrative Officer. The entire training session was conducted by incorporating COVID safety measures - wearing mask, sanitizing and physical distancing were mandatory.

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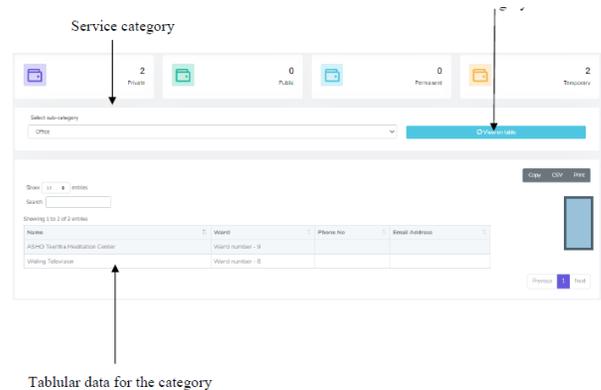


## Development of MIMS Users Manual

In order to assist the MIMS users in navigating through the database system, Users Manuals were developed. The manuals consisted of detailed MIMS components and their features. Each features were stated concisely to erode any confusion for the users while using the system. Three user manuals were developed according to the types of users.

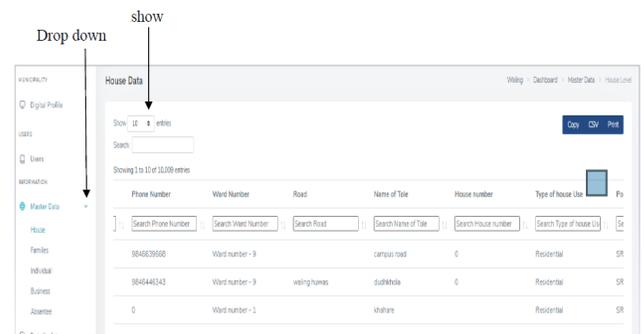
### General User Manual

This manual was developed for general public in order to support them on understanding the general features of the MIMS system and how they can extract the necessary information with ease. Each and every single steps involved in using the system were described in detail. The export of chart or table or map, searching in the table and information related to the services provided by their local units were all incorporated in



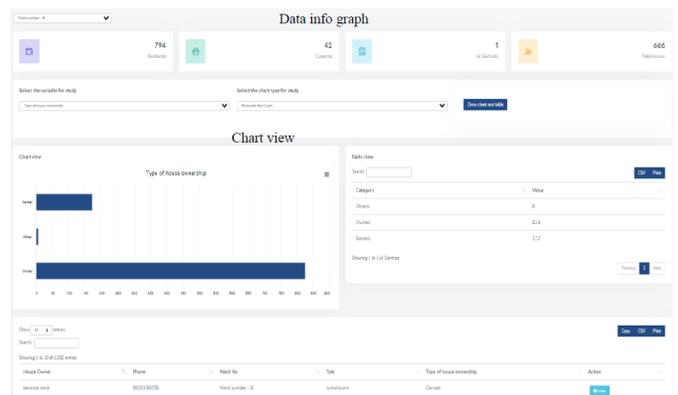
### Municipal User Manual

The user manual was developed to assist the municipal administrator to update and extract the required data and information to/from the system. The municipal user annual support administrator obtain the vital information's about municipality. They can also have their interested data based upon different tables and corresponding attributes. The administrator can also play around the data, retrieve, visualize and download the data.



### Ward User Manual

The user manual developed to assist ward operators or administrators to run and control the entire system. The manual guides the ward users to add relevant data in the system and extract the necessary information in the forms of tables, graphs, charts and maps. Unlike the municipal users, the ward users can also add and update data, change passwords and track users in the MIMS system. The ward users can view, edit, add and delete data as required.



### Development of Land Development Guideline

With devolution of power from the federal to the province and local levels, the new constitution of Nepal grants the local units to plan and develop their cities under their local jurisdiction. Based on the interactions with the municipal officials, their foremost need includes managing permit processes of construction activities. Along with the study of various land development models adopted in successful jurisdictions around the world and guideline components as devised by the Government of Nepal, A Land Development Guideline was developed. This document comprise of comprehensive land development and process template for all interested local governments to consider or discuss upon, make changes as deemed necessary for adoption, and use within their own local jurisdiction, ensuring the minimum standards set by the Ministry of Urban Development (MoUD) under the guidelines are also adhered, including the Land Use Act 2076. The land development guidebookhas also considered the National Land Use Project (NLUP) findings, including the Potential Land Use Zones prepared for Tansen Municipality. The document attempts to guide the municipalities to develop documents, and establish processes and structure as a part of an efficient system that assists the local government, land owners, developers, and businesses in the process of developing well organized cities as a part of plan, from the point where land use restrictions are place to building projects are considered and occupancy permits are issued.

The key objectives of the land development guidebook is to

- Study the existing building permit process adopted at local municipalities and develop a revised, efficient and citizen friendly template as a starter for municipalities to initiate their building permit system.
- Understand the concepts of planning and zoning and develop a guideline, as a starting point, to implement land use and zoning regulations.
- Develop a planning/zoning land development process guideline for use as a starting point for municipalities eager to initiate a citizen centric structured and system for organized growth.

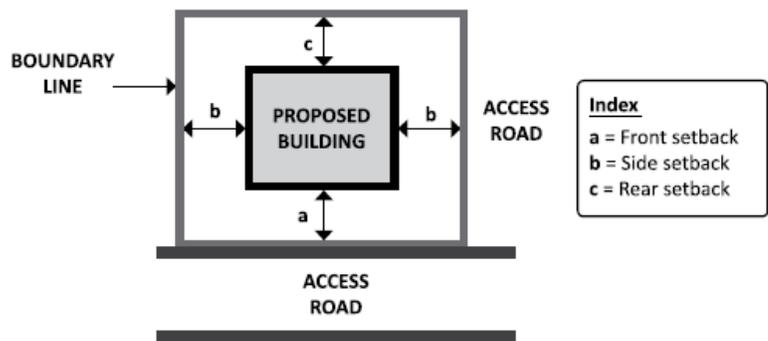
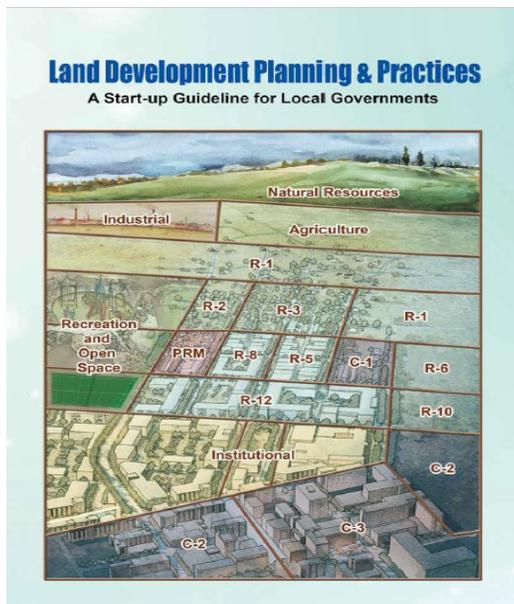


Diagram: Setback Requirements

## Development of Dissemination Guidebook

In line with the completion of Enhancement of Local Governments Service Delivery and Economic Development project funded by The Asia Foundation (TAF), a dissemination guidebook incorporating all the steps and processes of the project activities have been developed. The guidebook has been developed based on the learnings and practices adopted and which can be further replicated by any interested local units. The document includes in detail processes, methods, activity guideline and budgetary information regarding municipal profile development, comprehensive plans, public finance management system, local database management system and revenue improvement plans. A basic overview of each component, processes involved in activity implementation, best practices and the component based experiences have been discussed.

The dissemination guidebook encompass information and processes related to the preliminary phase of the project including household and institutional data collection of eleven municipalities to the development of comprehensive plans and database management system of five municipalities. The document also consist of steps and methods related to the formulation of Medium Term Expenditure Framework (MTEF) and Capital Improvement Plan (CIP).

Since citizen engagement was one of the critical component of the project, the dissemination guidebook also include formation of municipality level Citizen Advisory Council (CAC) and Ward Level Thematic Committees (WLTC). Engagement of citizens in municipal plans and programs help bridge the gap between the demand and supply side of the government and assist municipalities to prioritize programs as per the citizen demands and needs.

