**Format for submission of SDPs**

SDP proposals should be submitted in the following format along with the necessary documents, duly attested by the appropriate authorities of the Government of Nepal:

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| **S. No.** | **Details of the proposal** | **Information required** |
| **1** | Project Title | * Title of the project |
| **2** | Location | * Name of the VDC/Municipality/Sub-Metropolitan/Metropolitan * Name of the District |
| **3** | Background of the Project | * Brief summary of Project proposal including size of land, information whether the project under reference is a new one or renovation of existing structure and basic design of the project * Condition of the health/education services in the VDC/District * Nature of project (Health/education/culture) |
| **4** | Name of the organization | * Details of the organisation submitting the proposal (Please indicate if governmental or non-governmental, local trust or social organization) * Name of the District Coordination Committee (DCC)/DUDBC etc. that has vetted the proposal |
| **5** | Scope of work | Following may be kindly furnished, as applicable :   * Details of the number of floors, number of classrooms, meeting rooms, toilets (separate for girls and boys) etc. * Details of labs, * Length of roads, nature of the work on the road, |
| **6** | Details of the project | Following information may be submitted with the proposal:   * Availability of the encumbrances free land for the construction of the proposed infrastructure * A copy of the soil test report vetted by GON agency * Design/ drawing of the building duly vetted by a Government of Nepal agency. * Foundation design of the building to be prepared according to the safe bearing capacity of the proposed land. |
| **7** | Budget requirements | The cost estimate of the project should include:   * The total cost of the construction of the project including cost of essential furniture and equipment, if any + Contingency (as per GoN rules). * 13% VAT should also be calculated with the total amount. However, VAT on locally procured goods and services for the project will be paid by the implementing agency and will be adjusted directly between the implementing agency and the Government of Nepal. * No cost escalation request will be entertained later. A certificate to the effect that BoQ are based on the current rates and norms of the GoN has to be submitted * A certificate from the Implementing Agency that the estimated cost of the project has been examined and found to be reasonable |
| **8** | Maintenance plan of the project | * Annual requirements of funds for maintenance and running costs of facility and arrangements * Mode and Manner in which the user committee proposes to maintain the project infrastructure in the long term, including details of resources earmarked for the same and the source of funding for recurring expenditure on maintenance |
| **9** | Impact assessment of the project | * Details of the benefits to the local community |
| **10** | Contribution by entity at (4) above | * In shape of funds, land, buildings, construction materials etc. |
| **11** | Contribution by the local community | * Details regarding the contributions by the local community in construction and maintenance of the project |

**Sample Summary sheet for a school SDP proposal for Construction of School Building for Shree Siddhanath Higher Secondary School**

SDP proposals should be submitted in the following format along with the necessary documents, duly attested by the appropriate authorities of the Government of Nepal:

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| **S. No.** | **Details of the proposal** | **Information required** |
| **1** | Project Title | * *Construction of School Building for Shree Siddhanath Higher Secondary School* |
| **2** | Location | * *Mahendranagar-10, Jimuwa, Kanchanpur District* |
| **3** | Background of the Project | * *Established in 1962 as a primary School and subsequently upgraded to Higher Secondary Level in 2005, Shree Siddhanath Higher Secondary School is located at Mahendranagar Municipality, Ward No 10, Jimuwa in Kanchanpur District, Far Western Development Region of Nepal. The existing infrastructure of the school building is dilapidated and is inadequate to comfortably accommodate all the students. The total numbers of students of the school are over 1200, about 50% of whom are girls. The new school building would provide much needed classroom space and would create an improved environment for learning and contribute to the development of the education in the district.* |
| **4** | Name of the organization | * *Details of the organisation submitting the proposal (Please indicate if governmental or non-governmental, local trust or social organization)* * *The proposal has been submitted as well as recommended by District Development Committee, Kanchanpur.* |
| **5** | Scope of work | * *Construction of a double storied school building comprising 9 classrooms, one room each for Administration, Principal, Teachers, Computer, Reading, Chemistry lab, Physics lab, compound wall, separate toilets for boys and girls on each floor and supply of furniture.* |
| **6** | Details of the project | * *The cost estimates, engineering drawing and designs of the proposal have been vetted by District Development Committee, Kanchanpur as per GON’s current rates and norms. DDC Kanchanpur is willing to carry out the construction work and to provide all necessary financial and technical Supervision.* |
| **7** | Budget requirements | * *The proposal seeks Government of India grant assistance for construction of a double storied school building comprising 9 classrooms, one room each for Administration, Principal, Teachers, Computer, Reading, Chemistry lab, Physics lab, compound wall, separate toilets for boys and girls on each floor and supply of furniture at an estimated cost of NRs. 3,23,29,776/- including 3% contingencies but excluding VAT.* * *A certificate from the Implementing Agency that the estimated cost of the project has been examined and found to be reasonable* |
| **8** | Maintenance plan of the project | * *The School will maintain the new infrastructure from their own resources.* |
| **9** | Impact assessment of the project | * *The proposed infrastructure will provide better education facility for over 1200 students and would create an improved environment for learning and contribute to the development of the education in the area. The local populace will be benefitted ultimately.* |
| **10** | Contribution by entity at (4) above | * *In shape of funds, land, buildings, construction materials etc.* |
| **11** | Contribution by the local community | * *The school will provide land for construction of the proposed infrastructure and logistical support to carry out the project.* |

**Sample Summary sheet for a health SDP Proposal for construction of 15 bed hospital building in Bhojpur District**

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| **S. No.** | **Details of the proposal** | **Information required** |
| **1** | Project Title | * *Construction of 15 bed double storied hospital building at Dingla in District Bhojpur.* |
| **2** | Location | * *Dingla VDC, Bhojpur District.* |
| **3** | Background of the Project | * *Bhojpur, a hill district in Eastern Nepal does not have sufficient medical facilities. People have to walk for four days or more to reach the nearest hospital in Dharan even for small health cases. The district has population growth rate of 0.3% as against the national average of 2.27%. This is due to high mortality rate of infants, children and expectant mothers. Most of the women die of pregnancy related complications due to lack of skilled birth attendants.* |
| **4** | Name of the organization | * *District Development Committee, Bhojpur.* |
| **5** | Scope of work | * *Construction of a double storied hospital building comprising of Operation theatre, emergency maternity ward, general ward, post-operative ward, OPD rooms, doctor’s room, nurse counter, general counter, administration and account section.* |
| **6** | Details of the project | * *The drawings and design as well as the cost estimates of the proposal have been prepared by the engineering wing of DDC, Bhojpur as per current rates and norms of GON, who are willing to execute the above project and carry out the civil construction work with the prescribed procedures and provide all necessary financial and technical supervision.* |
| **7** | Budget requirements | * *The proposal envisages construction of a double storied hospital building at estimated cost of NRs. 2,66,94,816/- including 5% contingencies but excluding VAT.* * *A certificate from the Implementing Agency that the estimated cost of the project has been examined and found to be reasonable.* |
| **8** | Maintenance plan of the project | * *The long term maintenance of the hospital building will be done from the yearly grant received from the GON, local people, VDCs and donations from institutions.* |
| **9** | Impact assessment of the project | * *The hospital will help in providing improved health care to about 45,000 people in 18 VDCs of District Bhojpur. The local community of the VDCs will be benefited ultimately.* |
| **10** | Contribution by entity at (4) above | * *In shape of funds, land, buildings, construction materials etc.* |
| **11** | Contribution by the local community | * *The land required for construction of the hospital building will be made available by the Keurenipani VDC, District Bhojpur. DDC, Bhojpur will provide the logistic support for the implementation of the project.* |

**Sample Summary sheet for  Culture SDP proposal for Renovation, Conservation and Preservation of Shree  Bala Tripurasundari Bhagwati Temple in Dolpa District**

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| **S. No.** | **Details of the proposal** | **Information required** |
| **1** | Project Title | * *Renovation, Conservation and Preservation of Shree Bala Tripurasundari Bhagwati Temple in Dolpa District.* |
| **2** | Location | * *Tripurakot VDC, Dolpa District.* |
| **3** | Background of the Project | * *Shree BalaTripurasundari Bhagwati Temple is situated at the Tripurakot on the bank of glacial river Thuli Bheri in Dolpa District. It is a historic structure and is to be said to be more than 900 years old, having great socio-cultural relevance in the life of the people of the Dolpa District. Therefore, it is not only a religious place but also has architectural and historic importance. The current infrastructure of the temple is dilapidated and is in danger of collapsing without proper renovation.* |
| **4** | Name of the organization | * *District Development Committee, Dolpa.* |
| **5** | Scope of work | * *Renovation of Main Temple, outer complex, gates and Fulpati Khaula, toilet block and electrification work of the temple.* |
| **6** | Details of the project | * *The cost estimates, engineering drawings and designs of the proposal have been vetted by District Development Committee, Dolpa as per GON’s current rates and norms. District Development Committee, Dolpa is willing to carry out the construction work and provide all necessary financial and technical supervision.* |
| **7** | Budget requirements | * *The proposal seeks Government of India grant assistance for renovation, conservation and preservation of the temple at an estimated cost of NRs.3,33,59,504/- including 5% contingencies but excluding VAT.* * *A certificate from the Implementing Agency that the estimated cost of the project has been examined and found to be reasonable.* |
| **8** | Maintenance plan of the project | * *The DDC Dolpa released grants for repairs and maintenance of the temple annually.* |
| **9** | Impact assessment of the project | * *After completion of the project, the devotees visiting the temple from different culture and religion will be benefited mostly by proper sanitation and improved infrastructure in the own holy place.* |
| **10** | Contribution by entity at (4) above | * *In shape of funds, land, buildings, construction materials etc.* |
| **11** | Contribution by the local community | * *The foundation of the temple will remain undisturbed, only the superstructure of the temple, which is in a dilapidated condition, will be renovated. The project will be implemented with Government of India grant assistance.* |

**Sample summary sheet for a  Road  SDP proposal  for upgradation of 7km road from Dhakdhai VDC to Bishnupura VDC from gravel to bituminous standards**

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| **S. No.** | **Details of the proposal** | **Information required** |
| **1** | Project Title | * *Upgradation of 7 Km. road from Dhakdhai VDC to Bishnupura VDC from gravel to bituminous standards.* |
| **2** | Location | * *Rupandehi District.* |
| **3** | Background of the Project | * *Present condition of the rural road is in damaged condition. Upgradation of the proposed road will provide better connectivity to the people of the area.* |
| **4** | Name of the organization | * *The proposal has been submitted and recommended by District Development Committee, Rupandehi.* |
| **5** | Scope of work | * *Upgradation of 7 Km road from Dhakdhai VDC to Bishnupura VDC from gravel to bituminous standards.* |
| **6** | Details of the project | * *The drawings and design as well as the cost estimates at current rates have been prepared by the engineering wing of DDC, Rupandehi which is willing to execute the above and carry out the civil construction work envisaged therein with the prescribed procedures and provide all necessary financial and technical supervision.* |
| **7** | Budget requirements | * *The estimated cost of the project is NRs.2,99,80,847/-.* * *A certificate from the Implementing Agency that the estimated cost of the project has been examined and found to be reasonable* |
| **8** | Maintenance plan of the project | * *The DDC Rupandehi will maintain the road for long term from its regular budget created under the project.* |
| **9** | Impact assessment of the project | * *The proposed road will benefit over 70 thousand people of Dhakdhai and BishnupuraBaghela VDCs.* |
| **10** | Contribution by entity at (4) above | * *In shape of funds, land, buildings, construction materials etc.* |
| **11** | Contribution by the local community | * *DDC will provide land (cleared site) for the construction of road and necessary support for carrying out the project.* |