



City Managers Association <cmampindia@mpurban.gov.in>

Self Assessment Format for Submission of Inception Report for 2nd Phase of CDPs

City Managers Association <cmampindia@mpurban.gov.in>

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Cc: Commissioner UAD MP <commissioneruadmp@mpurban.gov.in>, Ashok Khare <akhare@mpurban.gov.in>, pravin bhagwat <bhagwatpravin@gmail.com>

Dear All,

You must be in the process of finalizing inception reports as the scheduled submission date is 30th November. Regarding the same kindly find attached a self assessment checklist for inception report. You are expected to fill the checklist and enclose it with the report. Kindly include all the minutes, photographs and hindi presentations in the report.

Regards

Virendra Singh Rawat (विरेंद्र सिंह रावत)

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"For a better tomorrow, we need to start today"

Inception

The purpose of this stage is to review and analyse the current status and unique features of the city with regard to the state of its development, systems and procedures, as equally its institutional and financial context. This stage is meant to identify the strengths and weaknesses in the city's development and to provide an understanding of what impedes service delivery and management within the existing set-up and what contributes to better service provision.

1. Reconnaissance

Insert



The Consultant will spend their first week with reconnaissance activities, including:

- Introductory meetings with the Mayor/President, Municipal Commissioner/Chief Municipal Officer, Heads of Departments, Councillors, representatives of ongoing urban programmes, etc. (Date)
- Determine feasibility and composition of a city level Steering Group (comprising of Citizen forum) for the CDP
- Citizen forum shall be formed comprising of 15 eminent persons from different walks of life.
- Obtain base maps, and available secondary data on the city's demographics, master plan, reports prepared under past and current urban development programmes, ULB's annual budget reports, other reports giving status of service delivery, and other relevant documents on heritage listing, data on slums and urban poor, government policy documents, etc.
- Identify the line departments and key stakeholders for urban service delivery and development such as PHED, Town and Country Planning Department, Development Authority, SADA, local chamber of commerce, NGOs, CBOs, religious organizations, financial institutions, commerce and industry etc.
- Field reconnaissance to determine growth patterns of the city, characteristics of slums and environmentally sensitive areas etc. (Date)
- Identify economic opportunities and blocks in tapping these (eg. Tourism, industry etc.)
- Mapping : Preparation of City level base maps using Auto-CAD/GIS

(Minutes of meeting/ workshop/Photographs must be included in report)

2 Kick-off workshop



The Consultants will organise, with ULB support, a one day kick-off workshop¹ to familiarize the stakeholders with the purpose, process, and expected outcomes of the CDP, and build enthusiasm, understanding and commitment to the CDP. **(Date)**

Stakeholders for the kick off workshop may include:

- Elected representatives, Mayor/President, Municipal Commissioner/Chief Municipal Officer etc.
- City level planning and service providing agencies viz., ULB, Town and Country Planning Department, Development Authority, SADA etc.
- Line Departments of the state government such as pollution control board, health department, tourism department, PHED, PWD, Traffic and Transportation etc
- Private sector agencies such as chambers of commerce and industry,
- Non-governmental and community based organisations
- Representatives of the poor communities
- Representatives of ongoing urban development programmes
- Representatives of media, academic institutions, etc.

At the completion of this phase the consultants will present their preliminary analysis, methodology in an Inception report. Based on their preliminary analysis, consultations and workshop the consultants will propose special papers (maximum 2) on specific sectors or issues.

(Minutes of meeting/ workshop/Photographs and

HINDI presentation and base maps must be included in report)

¹ For workshops, conferences and stakeholder consultations that are carried out as a part of this the consultant will be expected to work with ULB counterparts to ensure the widest level of participation and meaningful interaction. The consultant will create presentations and handouts in Hindi and should be prepared to present and facilitate discussions in Hindi whenever required. The proceedings of all workshops and list of participants should be recorded.