

RECORD OF DISCUSSIONS

FOR

**PROJECT FOR THE FORMULATION OF
SOUTHERN CENTRAL REGIONAL PLAN**

**IN
KINGDOM OF BHUTAN**

AGREED UPON BETWEEN

MINISTRY OF WORKS AND HUMAN SETTLEMENT

AND

JAPAN INTERNATIONAL COOPERATION AGENCY

Dated April 27 2021



Based on the minutes of meetings on the Detailed Planning Survey for the Project for the formulation of Sarpang-Gelephu regional centre plan (hereinafter referred to as “the Project”) signed on 4th February 2021 between Ministry of Works and Human Settlement (hereinafter referred to as “Counterpart”) and the Japan International Cooperation Agency (hereinafter referred to as “JICA”), JICA held a series of discussions with the Counterpart and relevant organizations to develop a detailed plan of the Project.

The purpose of this record of discussions (hereinafter referred to as “the R/D”) is to establish a mutual agreement for its implementation by both parties and to agree on the detailed plan of the Project as described in the followings and the Annexes, which will be implemented within the framework of the Note Verbales exchanged on 15 June, 2020 between the Government of Japan and the Royal Government of Bhutan.


The Counterpart will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of Kingdom of Bhutan (hereinafter referred as “Bhutan”).

Both parties also agreed that the Project will be implemented in accordance with the “Basic Principles for Technical Cooperation” published in December 2016 (hereinafter referred to as “the BP”), unless other arrangements are agreed in the R/D.

The R/D is delivered at Bhutan as of the day and year first above written. The R/D may be amended by minutes of meetings between both parties. The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the R/D.

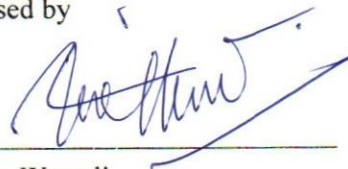


Kozo Watanabe
Chief Representative,
Japan International Cooperation Agency
Bhutan Office, Japan



Chencho Dorji
Secretary
Ministry of Works and Human Settlement
The Royal Government of Bhutan

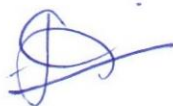
Witnessed by



Rinchen Wangdi
Director
Gross National Happiness Commission
The Royal Government of Bhutan

- Annex 1 Main Points Discussed
- Annex 2 Project Description
- Annex 3 Implementation Structure
- Annex 4 Roles and List of Proposed Members of Joint Coordinating Committee
- Annex 5 Roles and List of Proposed Members of the Core Team and the Technical Working Groups
- Annex 6 Map of Target Area
- Annex 7 Draft Terms of Reference on Environmental and Social Considerations Studies

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MAIN POINTS DISCUSSED

1. Scope of Plans Formulated in the Project

Both sides agreed that the project consists of three outputs and the details as follows:

- Output 1: Development of the Regional Plan that consists of Regional Development Strategy and Regional Spatial Plan. The coverage of the Output 1 is Sarpang, Tsirang and Zhemgang Dzongkhags.
- Output 2: Development of the Sarpang-Gelephu Regional Centre Structure Plan in accordance with Spatial Planning Standards (SPS). The coverage of the Output 2 is the corridor that links Sarpang and Gelephu Thromde.
- Output 3: Development of General Standards and Guidelines for application to other Linked Urban Centres (LUC).

Both sides confirmed that there will be main leading agencies/entities for each output as below.

- Output 1 : The leading agency will be Department of Human Settlement (DHS) in collaboration with Sarpang Dzongkhag, Tsirang and Zhemgang Dzongkhags.
- Output 2 : The leading agency will be Gelephu Thromde in collaboration with Sarpang Dzongkhag.
- Output 3 : The leading agency will be DHS.

The target area of the project is shown in the Annex 6.

2. Approval of the Plans Developed

Both sides confirmed that the procedure of the approval of each plan to be developed in the project shall be as follows. All the official approvals of the plans shall be done by Bhutanese side, upon completion of the project.

(1) Regional Plan

Ministry of Works and Human Settlement (MoWHS) shall write to Cabinet after it has been endorsed by JCC and DHS.

(2) Sarpang-Gelephu Regional Centre Structure Plan

DHS shall write to Ministry (MoWHS) for approval.

(3) General Standards and Guidelines

DHS shall report to the Ministry (MoWHS) for approval.

3. Scale of the Regional Spatial Plan and Sarpang-Gelephu Regional Centre Structure Plan

Both sides confirmed that the Regional Spatial Plan will be developed in the scale of 1:25,000, and the Sarpang-Gelephu Regional Centre Structure Plan in the scale of 1:5,000. The high resolution and up-to-date satellite image of public licensed (such as Bing) in ortho format will be used as an input data for the Sarpang-Gelephu Regional Centre Structure Plan. With regard to the DEM data, specification and resolution level will be discussed after the commencement of the project based on confirmation and agreement by both sides on the detail contents of the map that will be included in the Sarpang-Gelephu Regional Centre Structure Plan.

4. Pilot Project

Both sides confirmed the tentative list of proposed Pilot Project by Bhutanese side attached in the signed M/M.

Both sides also confirmed that the list provided is only tentative list and the finalization of the pilot project to be decided based on the analysis and inputs from both Bhutanese and Japanese side through the course of the plan preparation.

5. Duration of the Project

Both sides agreed that the duration of the Project is basically twenty-nine (29) months from the date of the arrival of the JICA Expert team in Bhutan. Both sides also agreed that if the project is delayed due to any incidents such as the COVID-19 pandemic, the project duration shall be extended based on the mutual agreement.

6. Implementation Structure for Coordination of the Project

Both sides understood that the Project requires good coordination among stakeholders. Counterpart agreed to coordinate those related organizations to implement the Project through the formation of Joint Coordinating Committee (JCC) and Technical Working Groups (TWG).

Both sides also agreed the Project Core Team (PCT) will be established under JCC.

The implementation structure is shown in Annex 3, and the roles, responsibilities, Chair, and proposed members are shown in Annex 4 and Annex 5.

7. Environmental and Social Considerations

With regard to the Section 10.1 of the BP, since the Project is categorized as B under the 'JICA Guidelines for Environmental and Social Considerations (April 2010)' (hereinafter referred to as "the Guideline"), the necessary procedures are taken in accordance with the Guideline. Some examples include;

(1) Strategic Environmental Assessment

The Project conducts Strategic Environmental Assessment in accordance with the Guideline. Draft Terms of Reference for the environmental and social considerations of the Project is shown in Annex 7. The draft includes the SEA procedures.

PROJECT DESCRIPTION

I. BACKGROUND

With the aim of promoting balanced development of rural and urban areas in Bhutan, JICA supported the formulation of the Comprehensive National Development Plan 2030 (CNDP 2030) in 2019. The RGOB plans to promote national development through a series of strategies proposed in the plan, and one of the most important strategies proposed in the plan is the concept of regional centres, which aims to promote balanced development between urban and rural areas. Five locations have been identified as the regional centres across the country.

In this strategy, the Sarpang-Gelephu Regional Centre which is positioned in the Southern Central Region of the Country is identified as one of the Regional Centres. Sarpang Dzongkhag, which has the fifth largest population in the country (46,004 at the time of the PHCB, 2017 and projected at 70,633 in 2030), is expected to have high potential as an economic, social, and commercial hub sharing borders with India, as well as high potential for development effects in terms of tourism, agriculture, and livestock farming. In addition, the 12th Five-Year Plan (2018-2022) of RGOB proposes development plans for the region, including the expansion of Gelephu Airport and the construction of the Jigmeling Industrial Park. In order to properly and systematically take advantage of the growth potential of the region, a regional development plan for the Sarpang-Gelephu Regional Centre is expected to be formulated.

The need for Regional Plan that covers several Dzongkhags and Structure Plan has been recognized by the Ministry of Works and Human Settlement, a preliminary study of Sarpang-Gelephu Corridor development was conducted by DHS, MoWHS in 2019. The results of the study showed the need for a region-wide plan, and its feasibility.

As this project is the first of its kind to develop Regional Plan encompassing three Dzongkhags and Structure Plan for a vast area in Bhutan, the RGOB requested the cooperation of Japan, which has experiences in regional and territorial development planning and cooperation with other countries.

II. OUTLINE OF THE PROJECT

1. Title of the Project
“Project for the Formulation of Southern Central Regional Plan”
2. Expected Goals which will be attained after implementing the proposed plan
Linked Urban Centre and Regional Centre Concept proposed in the CNDP 2030 will be adopted.
3. Outputs
(1) Output1 : Regional Plan
The Strategy for regional development in Sarpang Dzongkhag and surrounding Dzongkhags (Tsirang and Zhemgang). The plan consists of Regional Development Strategy and Regional Spatial Plan.

- (2) Output2 : Sarpang-Gelephu Regional Centre Structure Plan
The Structure Plan for Sarpang-Gelephu linked urban centre including settlements along the Sarpang-Gelephu Corridor, between Sarpang town and Gelephu Thromde.
- (3) Output3: General Standards and Guidelines
The General Standards and Guidelines for nationwide application (to be applied in the urban/regional development in other Linked Urban Centres).

4. Activities

- (1) To develop the Regional Plan
- 1) Evaluation of resources and related markets in Sarpang Dzongkhag and surrounding Dzongkhags
 - 2) Establishing a platform for regional development, including cities and the private sector in Sarpang Dzongkhag and surrounding Dzongkhags
 - 3) Review, evaluate and propose the regional development strategy for branding in Sarpang Dzongkhag and surrounding Dzongkhags
 - 4) Comparison of alternatives including environmental and social considerations based on the concept of strategic environmental assessment
 - 5) Review, evaluate and propose the spatial structure including service delivery system
 - 6) Evaluation of the quantitative effect of regional centres with service delivery systems
 - 7) Develop investment plan proposal in phases
- (2) To develop the Structure Plan
- 1) Qualitative assessment of the development potential of the Sarpang-Gelephu Corridor and its surroundings
 - 2) Understanding priority issues in the planning process
 - 3) Establishing a comprehensive concept and function of the Sarpang-Gelephu Corridor
 - 4) Comparison of alternatives including environmental and social considerations based on the concept of strategic environmental assessment
 - 5) Review, evaluate and propose the development plans for transport and basic infrastructure including water supply, public facilities including higher education / vocational training, and flood control
 - 6) Review, evaluate and propose the public space improvement plans including riverfront, parks and promenades
 - 7) Develop investment plan proposal in phases
- (3) To develop the General standards and Guidelines for nationwide application
- 1) Analysis of commonality and differences of proposed five(5) linked urban centre/regional centre
 - 2) Develop Model Plan of Regional and Structure Plan for "Linked Urban Centre" / "Regional Centre" stipulated in CNDP
 - 3) Analysis of existing laws and regulations to develop/implement Regional Plan and Structure Plan
 - 4) Develop action plan for short/medium/long term to apply developed guideline in other Linked Urban Centres



(4) To Develop Capacity of officials

- 1) Conducting On the Job Training (OJT) – carry out hands on training to enhance the capacity for the Development of Regional Plan, Structure Plan, General Standard plan and related guidelines. The target groups are segregated at the policy and decision making level such as members of JCC and technical staff such as members of PCT and TWG.
- 2) Conducting training in Japan- Training in Japan is aimed at learning case studies, observations and sharing real experiences.
- 3) Holding Seminars and Technical Meetings in Bhutan and Japan to show case the plans developed and to raise awareness.

5. Inputs

(1) Input by JICA

(a) Dispatch of Experts

Tentative assignment of JICA experts:

- 1) Regional development
- 2) Spatial planning
- 3) Urban development
- 4) Organizational structure and coordination
- 5) Industrial development
- 6) Brand promotion
- 7) Social services
- 8) Capacity development/Training plan
- 9) Strategic environmental assessment
- 10) Disaster risk management
- 11) Infrastructure planning
- 12) Transport planning
- 13) GIS and spatial planning assistant/landscape

(2) Input by Bhutanese side

Bhutanese side will take necessary measures to provide services, facilities and local cost bearing listed hereto at its own expense;

- (a) Remuneration and other allowances of the Counterpart personnel;
- (b) Suitable office space for the Project Team with necessary utility services (electricity, water supply, air condition);
- (c) Available data (including maps and photographs) information
- (d) Travel permission for members for the JICA Expert within Bhutan;
- (e) Information as well as support in obtaining medical service;
- (f) Data which are available related to the project;
- (g) Logistic expenses for implementation of the project.

	Japanese side	Bhutanese side
Item	Expenses necessary for the project activities	Necessary local cost for the project implementation
Breakdown	<ul style="list-style-type: none"> ▪ Dispatch of Experts ▪ Training in Japan ▪ Seminars and Technical Meetings ▪ Stakeholder Meetings and Consultations in Bhutan ▪ Procurement of necessary equipment 	<ul style="list-style-type: none"> ▪ Office space ▪ Office utilities (Electricity, water, internet access, furniture) ▪ Assignment of Counterpart personnel for Experts dispatched by JICA

6. Duration

August 2021 – December 2023 (29 months)

7. Reports

JICA will prepare and submit the following reports to the Bhutanese side in English.

- (1) Twenty (20) copies of Inception Report at the commencement of the first work period
- (2) Twenty (20) copies of Progress Report at the time about eight (8) months after the commencement of the first work period
- (3) Twenty (20) copies of Interim Report at the time about seventeen (17) months after the commencement of the first work period
- (4) Thirty (30) copies of Draft Final Report at the end of the last work period
- (5) Fifty (50) copies of Final Report within four (4) months after the receipt of the comments on the Draft Final Report

Note: for the DFR and FR, there will be dedicated/separate reports for Output1 (Regional Plan), Output2 (Structure Plan), and Output3 (General Standard and Guidelines) respectively.

8. Environmental and Social Considerations

Bhutanese side will abide by national and international legislation and “JICA Guidelines for Environmental and Social Considerations” in order to ensure that appropriate considerations will be made for the environmental and social impacts of the Project.

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III. UNDERTAKINGS OF COUNTER PART

Bhutanese side will take necessary measures as follows:

1. Grant of Privileges, Exemptions, Benefits to JICA, the members of JICA missions and the JICA experts

Bhutanese side will take necessary measures to grant JICA, the members of JICA missions and the JICA experts privileges, exemptions and benefits in accordance with international agreements concluded between the government of Japan and the government of the recipient country

2. Provision of Conveniences for the members of JICA missions and the JICA experts

Bhutanese side will take necessary measures to provide conveniences listed hereto at its own expense;

- (1) Information as well as support in acquiring suitable furnished accommodation for the JICA experts and their families;
- (2) Information as well as support in obtaining medical service for the members of JICA missions, the JICA experts and their families and
- (3) Credentials or identification cards as necessary to the members of JICA missions and the JICA experts

IV. MONITORING AND EVALUATION

JICA will conduct the following evaluations and surveys to verify how the proposed plan is utilized and draw lessons. Counterpart is required to provide necessary support for them.

1. Ex-post evaluation: three (3) years after the project completion, in principle
2. Follow-up surveys on necessity basis

V. PROMOTION OF PUBLIC SUPPORT

For the purpose of promoting support for the Project, Counterpart will take appropriate measures to make the Project widely known to the people of the Royal Kingdom of Bhutan.

VI. MISCONDUCT


If JICA receives information related to suspected corrupt or fraudulent practices in the implementation of the Project, Counterpart and relevant organizations will provide JICA with such information as JICA may reasonably request, including information related to any concerned official of the government and/or public organizations of the Bhutan.

Counterpart and relevant organizations will not, unfairly or unfavorably treat the person and/or company which provided the information related to suspected corrupt or fraudulent practices in the implementation of the Project.

VII. MUTUAL CONSULTATION

JICA and Counterpart will consult each other whenever any major issues arise in the course of Project implementation.







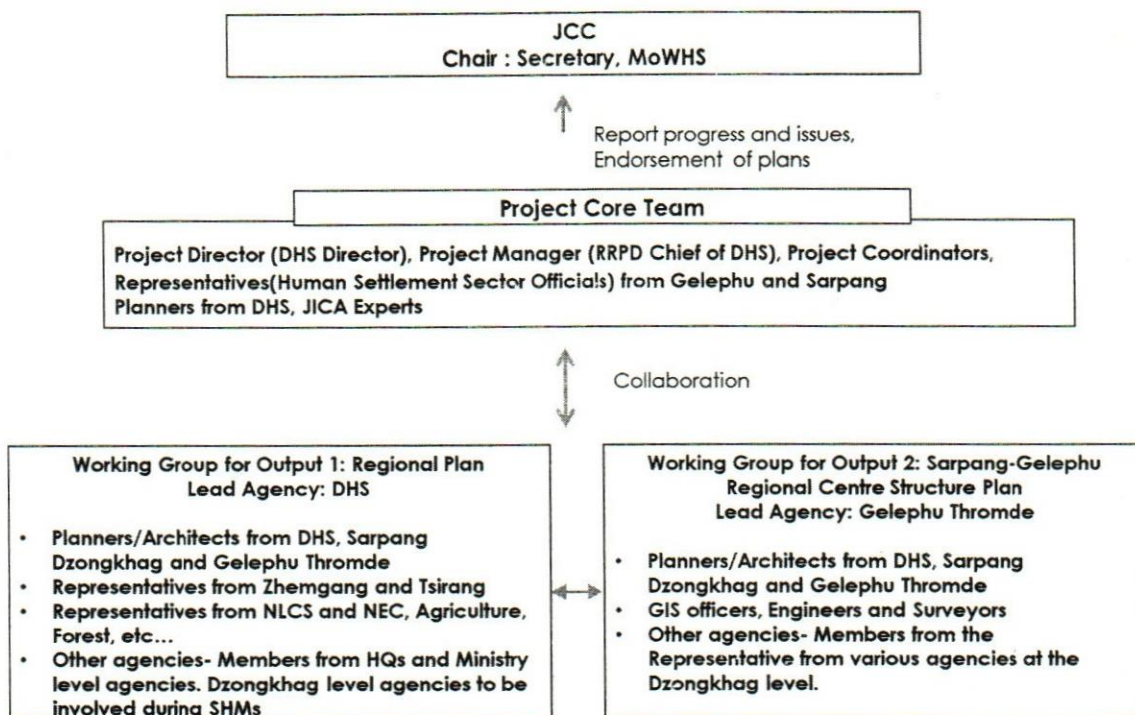
VIII. AMENDMENTS

The record of discussions may be amended by the minutes of meetings between JICA and Counterpart.

The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the record of discussions.



Project Implementation Structure



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**Roles, List of Proposed Members of the Project Steering Committee and the
Joint Coordination Committee**

1. Joint Coordinating Committee (JCC)

(1) Chair: MoWHS Secretary

(2) Members

•Bhutanese side:

- 1) Sarpang Dzongdag
- 2) Tsirang Dzongdag
- 3) Zhemgang Dzongdag
- 4) Executive Secretary of Gelephu Thromde
- 5) Director, GNHC
- 6) Director, NLCS
- 7) Director, NEC
- 8) Director, DHS
- 9) Chief Urban Planner, RRPD, DHS (Project Manager) as Member Secretary

•Japanese side:

- 1) Chief Representative, representative and staff of JICA Bhutan Office
- 2) JICA Experts
- 3) Staff from JICA Headquarters
- 4) Staff from the Embassy of Japan (Observer)
- 5) Other persons that Japanese side might consider necessary

(3) Roles

- Review the progress,
- Revise the overall plan when necessary,
- Approve an annual work plan,
- Conduct evaluation of the Project, and
- Exchange opinions on major issues that arise during the implementation of the Project.
- Final endorsement of plan
- Initiation for Approval of plans.

The chair may invite necessary representatives of relevant organizations other than described above.

The Roles and Responsibility and the lists of Proposed Members of Project Core Team and Technical Working Group

1. Project Core Team

The core function of the Project Core Team is to mainly collaborate with JICA expert team and conduct internal coordination in Bhutanese side on a daily basis. It also serves as the Secretariat for the JCC. The PCT shall also review the progress reports and assist in presentations during JCC, WG and SH meetings.

The composition is as below:

- (1) Project Director: Director, DHS
- (2) Project Manager : Chief Urban Planner, RRPD, DHS
- (3) Project Coordinators
- (4) Members:
 - Representatives(Human Settlement Sector Officials) from Gelephu and Sarpang
 - Urban planner/Architect from Tsirang and Zhemgang Dzongkhag.
 - Planners from DHS
 - JICA Experts

2. Technical Working Group

The role of Technical Working Group is to coordinate internal/technical discussion on Regional Plan and Structure Plan in periodical basis. The members are expected to actively participate and give technical inputs.

The roles should be:

To work with JICA mission on daily basis and facilitate necessary arrangements for smooth implementation of the project;

To examine and analyze the technical aspects of the project;

To coordinate and harmonize the stakeholders of the project and ensure the involvement of the concerned authorities;

To prepare materials (reports/presentations) for JCC; and

To correspond to the requests/inquiries made by JCC on technical matters arising from or in connection to the Project.

(1) TWG1 : Regional Plan

1) Lead: DHS

2) Members

- Planners/Architects from DHS, Sarpang Dzongkhag and Gelephu Thromde
- Representatives from Zhemgang and Tsirang
- Representatives from NLCS and NEC, Agriculture, Forest, etc...
- Other agencies- Members from HQs and Ministry level agencies. Dzongkhag level agencies to be involved during SHMs.

(2) TWG2 : Structure Plan


1) Lead: Gelephu Thromde

2) Members



- Planners/Architects from DHS, Sarpang Dzongkhag and Gelephu Thromde
- GIS officers, Engineers and Surveyors
- Other agencies- Members from the Representative from various agencies at the Dzongkhag level.

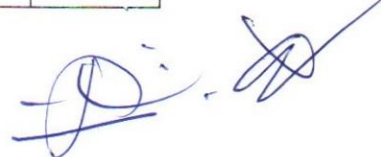
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Institutional Structure

Organisation	Roles	Members
<p>Joint Coordinating Committee (JCC)</p>	<ul style="list-style-type: none"> • Review the progress • Revise the overall plan when necessary • Approve an annual work plan • Conduct evaluation of the Project, and • Exchange opinions on major issues that arise during the implementation of the Project. • Final endorsement of plan • Initiation for Approval of plans 	<p>Chair: MoWHS Secretary</p> <p>Members:</p> <ul style="list-style-type: none"> • Sarpang Dzongdag • Tsirang Dzongdag • Zhemgang Dzongdag • Executive Secretary of Gelephu Thromde • Director, GNHC • Director, NLCS • Director, NEC • Director, DHS • Chief Urban Planner, RRPD, DHS (Member Secretary) • Chief Representative, representative and staff of JICA Bhutan Office • JICA Experts • Staff from JICA Headquarters • Staff from the Embassy of Japan (Observer) • Other persons that Japanese side might consider necessary <p>* The chair may invite necessary representatives of relevant organizations other than described above</p>
<p>Project Core Team</p>	<ul style="list-style-type: none"> • Collaborate with JICA expert team and conduct internal coordination in Bhutanese side on a daily basis • Serve as the Secretariat for the SC and JCC • Review the progress reports and assist in presentations during JCC, WG and SH meetings, etc. 	<p>Project Director: Director, DHS</p> <p>Project Manager: Chief Urban Planner, RRPD, DHS</p> <p>Project Coordinators</p> <p>Members:</p> <ul style="list-style-type: none"> • Representatives (Human Settlement Sector Officials) from Gelephu Thromde and Sarpang Dzongkhag • Urban Planner/ Architect from Tsirang and Zhemgang • Planners from DHS • JICA Experts
<p>Technical Working Group (TWG)</p>	<ul style="list-style-type: none"> • The roles should be: • To work with JICA mission on daily basis and facilitate necessary arrangements for smooth implementation of the project 	<p>Lead: DHS</p> <p>Members:</p> <ul style="list-style-type: none"> • Planners/Architects from DHS, Sarpang Dzongkhag and Gelephu Thromde • Representatives from Zhemgang and Tsirang Dzongkhags

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		<ul style="list-style-type: none"> • To examine and analyze the technical aspects of the project • To coordinate and harmonize the stakeholders of the project and ensure the involvement of the concerned authorities • To prepare materials (reports/presentations) for JCC • To correspond to the requests/inquiries made by JCC on technical matters arising from or in connection to the Project. • Same as above 	<ul style="list-style-type: none"> • Representatives from NLCS and NEC, MoAF, etc. • Other agencies- Members from HQs and Ministry level agencies. Dzongkhag level agencies to be involved during SHMs
<p>TWG 2: Structure Plan</p>			<p>Lead: Gelephu Thromde</p> <p>Members:</p> <ul style="list-style-type: none"> • Planners/Architects from DHS, Sarpang Dzongkhag and Gelephu Thromde • GIS officers, Engineers and Surveyors • Other agencies- Members from the Representative from various agencies at the Dzongkhag level

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DRAFT Specific members

Organi- sation	MoWHS/ DHS	Dzongkhags		Gelephu Thromde	Central Agencies		
		Sarpang	Tsirang and Zhemgang		GNHC	NLCS and NEC	Others
JCC ¹⁾	<ul style="list-style-type: none"> • Secretary, MoWHS (Chair) - 1 • Director, DHS - 1 • Chief Urban Planner, RRPD, DHS (Member Secretary) -1 	<ul style="list-style-type: none"> • Dzongdag- 1 	<ul style="list-style-type: none"> • Dzongdag, Tsirang -1 • Dzongdag, Zhemgang -1 	<ul style="list-style-type: none"> • Executive Secretary -1 	<ul style="list-style-type: none"> • Director -1 	<ul style="list-style-type: none"> Director, NLCS -1 Director, NEC - 1 	
Project Core Team¹⁾	<ul style="list-style-type: none"> • Director, DHS (Project Director) - 1 • Chief Urban Planner, RRPD (Project Manager) -1 • Urban Planners, RPPD (inc. Project Coordinators) - 5 (2 coordinators) 	<ul style="list-style-type: none"> • Development Regulatory Officer, Dzongkhag Human Settlement Sector (DzHSS) - 1 • Architect/Engineer - 1 	<ul style="list-style-type: none"> • Urban Planner, Tsirang - 1 • Architect, Zhemgang - 1 	<ul style="list-style-type: none"> • Chief Urban Planner, Urban Planning Division (UPD) - 1 • Urban planner - 1 			

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Organi- sation	MoWHS/ DHS	Dzongkhags		Gelephu Thromde	Central Agencies	
		Sarpang	Tsirang and Zhemgang		GNHC	NLCS and NEC
TWG 1: Regional Plan²⁾	<ul style="list-style-type: none"> Urban Planners, RPPD (inc. Leader) - 5 	<ul style="list-style-type: none"> Development Regulatory Officer, DzHSS - 1 Architect, Engineering Sector, DzHSS - 1 Engineer, DzHSS - 1 Planning Officer, Planning Sector - 1 Chief Dzongkhag Engineer, Engineering Sector - 1 Dzongkhag Environment Officer, Environment sector - 1 Representative from Regional office³⁾ - for sectors such as Trade, Forest, Agriculture, etc... - maybe 4-5 	<ul style="list-style-type: none"> [Tsirang] Development Regulatory Officer, DzHSS - 1 Urban Planner/Architect, Engineering Sector, DzHSS - 1 Engineer DzHSS - 1 Planning Officer, Planning Section (PS) - 1 	<ul style="list-style-type: none"> Chief Urban Planner, Urban Planning Division(UPD) -1 Urban Planners, UPD - 2 GIS officer, UPD -1 Architect, DRD - 1 	<ul style="list-style-type: none"> Planning Officer, Policy and Planning Division, GNHC- 1 	<ul style="list-style-type: none"> Officer from Mapping section of NLCS-1 Planning Officer, Policy and Planning Division, NEC - 1 Representative from Department of Forest, MoAF Representative from Department of Agriculture, MoAF Representative from MoHCA given that the site entails the international boundary- I Representative from NSB-1
TWG 2: Structure Plan⁴⁾	<ul style="list-style-type: none"> Urban Planners, RPPD - 3 DHS planners (1 from each div.) - 3 GIS officers, Survey and GIS Division (SGD), DHS - 2 	<ul style="list-style-type: none"> Development Regulatory Officer, DzHSS - 1 Architect/Urban Planner, DzHSS - 1 Engineer, DzHSS - 1 Building Inspector, DzHSS - 1 	<ul style="list-style-type: none"> [Zhemgang] Development Regulatory Officer, DHSS - 1 Urban Planner/Architect, Engineering Sector, DzHSS - 1 Engineer, DzHSS - 1 Deputy Chief Planning Officer, PS - 1 	<ul style="list-style-type: none"> Chief Urban Planner (Team Leader) - 1 Head, DRD - 1 Head, Land and Survey Division (L&SD) - 1 Chief Engineer, Infrastructure 		

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Organi- sation	MoWHS/ DHS	Dzongkhags		Gelephu Thromde	Central Agencies		
		Sarpang	Tsirang and Zhemgang		GNHC	NLCS and NEC	Others
	<ul style="list-style-type: none"> • Surveyors, SGD - 1 	<ul style="list-style-type: none"> • Surveyors, DzHSS – more may be required • Chief Dzongkhag Engineer, Engineering Sector - 1 • Dzongkhag Environment Officer, Environment sector - 1 		<ul style="list-style-type: none"> • Development Division(IDD) - 1 • Chief Environment Officer, Environment Division -1 • Urban Planners, UPD -2 • GIS officer, UPD -1 • Architect, DRD -1 • Survey Engineer, (L&SD) -2 			

1) "Other relevant organizations invited by the chair (see the institutional structure below)" are excluded

2) "Other agencies- (Members from HQs and Ministry level agencies and Dzongkhag level agencies to be involved during SHM)" are written in *Italics* as important candidate officers who have comprehensive view.

Officers of Tsirang and Zhemgang Dzongkhags, similar level officers with Sarpang Dzongkhag, are tentatively selected from their web site by mission team.

3) Instead of Representative of Regionl Office, Planning Officer, Policy and Planning Section, from Thromde is also one option as same level position of Dzongkhag.

4) Although "Other agencies- (Members from the Representative from various agencies at the Dzongkhag level)" is excluded for this stage, Senior Planning Officer from Sarpang Dzongkhag and officers from Regional office of central agency may be added as member for the discussions on environmental issues, environmental conservation and social service and so on.

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Map of Target Area



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**DRAFT TERMS OF REFERENCE ON
ENVIRONMENTAL AND SOCIAL CONSIDERATIONS STUDIES**

1. This document describes a draft framework of the terms of reference for a Strategic Environmental Assessment (hereinafter referred to as "SEA") for the Project. The contents of the document are tentative and subject to change. The details of the SEA shall be discussed through the process of Project implementation.
2. The SEA is environmental assessment at Policy (P), Planning (P), and Program (P), (PPP) level. It has a profound significance in the plans for proactive environmental and social considerations into the higher levels of decision-making processes by early warning on environmental and social impacts, broad and long-term perspective.
3. Spatial Planning Standards 2017, which details the documentation requirements for regulatory urban plans, mentions the optional implementation of a SEA, if deemed necessary, for Structure Plans.
4. It is required to conduct the SEA as the Environmental and Social Considerations for the Project following the Bhutanese laws and regulations of Environmental Assessment Act 2000 and Regulation on Strategic Environment Assessment 2002 as well as under JICA Guidelines for Environmental and Social Considerations 2010.
5. National Guidelines for SEA in Bhutan (Bhutan SEA Guidelines) has been drafted in 2016 but has not been officialized so far. Since the SEA for the CNDP has been conducted in accordance with Draft Bhutan SEA Guidelines, the latter may be used indicatively as a reference for the SEA of the Project.
6. Then, the SEA will be conducted based on the above-mentioned documents as described below. However, through the Project study, when JICA, the counterparts and the stakeholders reach a conclusion, the SEA will be conducted under the legislation pertaining to the SEA, as necessary.
7. Main items of the SEA are as follows.
 - (1) Review the existing development plans (upper level/related plans), development projects, studies, and policies;
 - (2) Examine the issues on environmental and social aspects for urban development planning;
 - (3) Confirmation of legal framework and institution of the RGOB on environmental and social considerations, and SEA cases in Bhutan:
 - i. Laws, regulations and standards related to environmental and social considerations (environmental impact assessment, resettlement, public participation, information disclosure and others);
 - ii. Gaps between the "JICA Guidelines for Environmental and Social Considerations, April 2010" and legal framework of Bhutan on environmental and social considerations;
 - iii. Outlines of relative agencies and institutions responsible for the implementation of the Project;
 - iv. SEA cases conducted in Bhutan.
 - (4) Examine the methods to implement the SEA for the Project;

- (5) Examine the plans, and configure alternatives, which are subject to the SEA;
- (6) Study the baseline situation on environmental and social aspects of the plans subject to the SEA;
- (7) Conduct scoping (clarify extremely important items on environmental and social impacts and its evaluation methods at the time of decision making such as policy, plan, and program levels);
- (8) Predict the environmental and social impacts of each alternative based on the results of scoping;
- (9) Compare and evaluate the alternatives including 'without project option' and 'zero option' from technical, financial, and impacts of environmental and social points of view, and select the optimal plan;
- (10) Study the mitigation measures in the optimal plan (to be avoided, minimized and compensated);
- (11) Study the monitoring method based on the mitigation measures;
- (12) Support to hold stakeholder consultations hosted by the counterparts, and incorporate the outputs into the Project;
- (13) Submit the SEA Report to the National Environmental Commission (NEC) for approval.
- (14) In case that any Pilot Project needs to be implemented under the Project, the necessary procedures are taken for such Pilot Project in accordance with the Guideline.



- Annex 1 Main Points Discussed
- Annex 2 Project Description
- Annex 3 Implementation Structure
- Annex 4 Roles and List of Proposed Members of Joint Coordinating Committee
- Annex 5 Roles and List of Proposed Members of the Core Team and the Technical Working Groups
- Annex 6 Map of Target Area
- Annex 7 Draft Terms of Reference on Environmental and Social Considerations Studies

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