**﻿Lumanti Support Group for Shelter**

**Request for Expression of Interest for Consultancy Service**

To conduct Review and Analyze the Trends and Patterns of Municipal Budget Allocation and Planning Procedures

**Background**

**LUMANTI**is a non-profit making organization dedicated to the alleviation of poverty in Nepal through the improvement of shelter condition.  Since establishment, Lumanti has been focusing its work on the informal settlements and marginalized communities in the cities and towns of Nepal.

This project, titled " Co-Constructing ‘Neighbourhoods Fit for Diverse Young People’: Civic Media Technologies for Equitable Urban Governance (YCIV)," is being implemented with the collaboration of various national and international universities, as well as research institutions. The initiative is set to be executed in Nepal by the Lumanti Support Group for Shelter in Dharan, Sunsari, while in India, it will be carried out by the Hunarshala Foundation in the city of Bhuj, Gujarat.

In the current context where digital media is increasingly connecting the world, it is essential to examine how Nepali youth are utilizing this powerful medium to communicate their concerns to relevant stakeholders, including governmental and non-governmental organizations, as well as local communities. The project aims to focus on the ways in which these issues are being addressed in the interest of society and the community at large, thereby empowering young individuals to engage actively in civic discourse.

By fostering a deeper understanding of the intersection between media and urban governance, this initiative seeks to equip young people with the tools necessary to effectively advocate for their interests. It emphasizes the importance of media literacy and active participation in civic matters, ultimately contributing to a more informed and engaged citizenry that can influence positive change within their communities.

LUMANTI is seeking a consultant to conduct Review and Analyze the Trends and Patterns of Municipal Budget Allocation and Planning Procedures engaging youth volunteers of Youth Network in Dharan to assess municipal budget allocation trends, planning procedures, and the alignment between official frameworks and ground realities. The analysis will explore budget expenditures over the past three years and involve key stakeholders, including local representatives, community members, civil society organizations, and media, to ensure inclusivity and relevance.

**Objectives**

The key objectives of this assignment are:

* To analyze trends and patterns in municipal budget allocation and expenditure over the last three years.
* To review the planning procedures and their alignment with practical implementation.
* To engage diverse stakeholders in identifying challenges and opportunities in municipal budgeting and planning.
* To produce a comprehensive report with doable recommendations for improving budget allocation, planning, and implementation processes.

**Scope of Work**

The consultant will perform the following activities:

**(i) Document Review and Analysis:**

* Analyze municipal budgetary allocations, expenditures, and plans over the last three years.
* Compare Red Book with the realities on the ground.

**(ii) Stakeholder Workshop:**

* Design and facilitate a workshop with relevant stakeholders, including local political representatives, municipal representatives, community members (youth, men, women, and senior citizens), civil society representatives, and media.
* Identify key challenges, opportunities, and priorities through discussions.

**(iii) Community Discussions:**

* Conduct focused group discussions with youth and other community members to gather insights on their experiences, perspectives, and priorities related to municipal budget allocation and planning process on the ground.

**(iv) Comprehensive Analytical Report:**

* Draft a detailed report summarizing findings from the document review, workshops, and community discussions.
* Include key insights, trends, gaps, challenges, and actionable recommendations.
* Provide suggestions for enhancing community participation in municipal planning and budgeting.

**Deliverables**

The consultant is expected to deliver the following:

* Inception Report: A detailed work plan and methodology within one week of the contract's start.
* Workshop and Community Engagement Report: Documentation of stakeholder workshops and community discussions, including findings and insights.
* Draft Analytical Report: Comprehensive analysis of trends, patterns, challenges, and recommendations.
* Final Report: Incorporating feedback from stakeholders and the commissioning organization.

**Timeline**

The consultancy is expected to be completed within one months, starting from the date of contract signing.

**Desired Qualifications and Experience**

* Candidates with good understanding in municipal finance, planning, or governance analysis.
* Demonstrated expertise in conducting participatory workshops and community discussions.
* Expert in strong analytical and report-writing skills.
* Familiarity with the local context and relevant stakeholders.

**Proposal Submission**

Interested firms/organizations or individuals are requested to submit an Expression of Interest to [**shelter@lumanti.org.np**](http://lumanti.org.np/) by **02nd May 2025**. The EOI should include

* Detailed technical and financial proposal.
* Organizational profile (in case of Organization)
* Registration certificate with PAN/VAT number (in case of Organization)
* Tax clearance/exemption certificate and other supporting documents highlighting expertise and competitiveness in the relevant area. (In case of Organization)
* CVs of the team lead to carrying out this service.