



## **PERFORMANCE AGREEMENT**

**BETWEEN**

**SECRETARY AND DIRECTOR  
DEPARTMENT OF HUMAN SETTLEMENT  
MINISTRY OF WORKS AND HUMAN SETTLEMENT**

**(July 1, 2017 – June 30, 2018)**

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## **Preamble**

The Performance Agreement is entered into between the Secretary and the Director, Department of Human Settlement.

The objectives of this Performance Agreement are:

- a) To establish clarity and consensus about annual priorities for the Department of Human Settlement consistent with the 11th Five Year Plan of the Ministry, and Government's other priorities;
  
- b) To provide an objective and fair basis for evaluating the overall performance of the Department Of Human Settlement at the end of the financial year

The Performance Agreement represents an important accountability mechanism for inculcating a performance based culture at all levels of government.

**THEREFORE**, the parties hereto agree as follows:

## **Section 1: Vision, Mission and Objectives**

### **Vision**

An integrated and sustainable living environment that enables continued enhancement of our values and provides opportunities for positive socio-economic development.

### **Mission**

Promote safe, secure, responsible and responsive human settlements through preparation of planning strategies and physical development plans that are consistent with the national development policies.

### **Objectives**

- 1) To facilitate preparation of human settlement plans and to develop geo-database.
- 2) To facilitate preparation of strategic human settlement plans and promote regionally balanced development
- 3) To prepare urban development plans for Dzongkhags and Thromdes to promote livable and environmentally sustainable urban centres
- 4) To promote planning principles and effective implementation of development controls.
- 5) To Ensure full utilization of budget
- 6) To implement National Integrity and Anti-Corruption Strategy (NIACS)
- 7) To enable effective and efficient ICT service delivery

## Section 2: Objectives, Success Indicators & Target

Objective	Weight	Action	Success Indicator	Unit	Weight	Excellent [100%]	Very Good [90%]	Good [80%]	Fair [70%]	Poor [60%]
To facilitate preparation of human settlement plans and to develop geo-database.	21	Facilitate preparation of human settlement planning and development	No. of geo-technical studies carried out for settlement planning and development.	Number	5	3	-	2	-	1
			No. of topographic survey carried out for settlement planning and development.	Number	8	3	-	2	-	1
			Timeline by which digital base map from satellite imagery developed	Date	2	10/27/2017	11/10/2017	11/17/2017	11/24/2017	11/30/2017
		Develop geo-database and strengthen its usage	Usage of Geo-database strengthened.	Days	3	3	4	5	6	7
			Timeline by which data standardized for human settlements.	Date	3	05/31/2018	06/07/2018	06/14/2018	06/21/2018	06/30/2018
To facilitate preparation of strategic human settlement plans and promote regionally balanced development	15	Prepare Comprehensive Development Plan, 2030 for Bhutan	Progress Report 1 of Comprehensive Development Plan, 2030 for Bhutan prepared and submitted to MoWHS.	Date	5	05/31/2018	06/08/2018	06/15/2018	06/22/2018	06/29/2018
			Provide technical backstopping to Local Government.	TAT to provide technical backstopping to Local Government.	Days	5	8	6	4	2
		Prepare /review Acts, strategies, rules and regulations	Timeline by which the Spatial Planning Bill is submitted to Cabinet	Date	2	08/31/2017	09/14/2017	09/28/2017	10/12/2017	10/26/2017
			Timeline by which Bhutan Building Rules is submitted to Cabinet	Date	1.5	05/31/2018	06/08/2018	06/15/2018	06/22/2018	06/29/2018
			Timeline by which Land Pooling Rules is submitted to cabinet	Date	1.5	05/31/2018	06/08/2018	06/15/2018	06/22/2018	06/29/2018
To prepare urban development plans for Dzongkhags	27	Master Planning, architectural design and drawing of Craft Village, Thimphu	Timeline by which master planning, architectural design and drawing of the Craft Village completed	Date	2	05/31/2018	06/08/2018	06/15/2018	06/22/2018	06/29/2018
		Prepare Structure Plans	Timeline by which Structure Plans	Date	5	05/04/2018	05/11/2018	05/31/2018	06/14/2018	06/14/2018

and Thromdes to promote livable and environmentally sustainable urban centres		prepared.								
		Prepare Local Area Plans	Timeline by which Local Area Plans prepared.	Number	20	6	5	4	3	2
To promote planning principles and effective implementation of development controls.	29	Carry out compliance & development review of settlement plans.	No. of settlements with/without development plans reviewed.	Number	10	2	-	-	-	1
		Train Municipal Engineers on settlements development trends observed in the review in 2016-2017, planning standards, guidelines, policies and legislations.	Skills on dealing with development trends, and understanding on guidelines; policies and legislation enhanced.	Date	1	12/29/2017	01/05/2018	01/12/2018	01/19/2018	01/26/2018
		Train Building Inspectors on standards, guidelines, and dealing with compliance issues.	Skills on dealing with development trends, and understanding on guidelines; policies and legislation enhanced.	Date	1	02/28/2018	03/09/2018	03/16/2018	03/23/2018	03/30/2018
		Provide awareness for effective implementation and enforcement of rules and regulations, circulars, executive orders related to human settlements.	Awareness on the understanding of existing rules and regulations in 5 Dzongkhag Administrations including Gewogs enhanced.	Number	3	5	4	3	2	1
		Resolve issues of coordination and implementation of urban development plans through Thromde Coordination Meeting	Issues on coordination and implementation of urban development activities resolved.	Date	1	01/31/2018	02/09/2018	02/16/2018	02/23/2018	02/28/2018

		Monitor urban development activities in thromdes biannually for efficient implementation of urban development plans and for provision of timely interventions	Biannual reports received, reviewed and activities monitored.	Number	1	2	-	-	-	1
		Review development proposals as and when received	The development proposals reviewed and processed for approval or rejection within the agreed TAT.	Days	2	7	8	9	10	11
		Carry out study of Settlements	Timeline by which study of Vernacular Architecture and Settlement carried out.	Date	5	05/31/2018	06/08/2018	06/15/2018	06/22/2018	06/29/2018
			Timeline by which settlement studies carried out and report published.	Date	5	05/31/2018	06/08/2018	06/15/2018	06/22/2018	06/29/2018
To Ensure full utilization of budget	5	Ensure full utilization of budget	Percentage of budget utilized	Percent	5	100	-	-	-	<100
To implement National Integrity and Anti-Corruption Strategy (NIACS)	2	Conduct face to face sensitization program on ethics and integrity tools by concerned ToT participants (Gift rules and its management, asset declaration rules and its management, conflicts of interest declaration and its management, code of conduct and grievances redress mechanism)	Employees sensitized on the following ethics and integrity management, tools-gifts, conflicts of interest, code of conduct, asset declaration and grievance redress mechanism	Percent	2	>90	81-90	71-80	61-70	<60
To enable effective and efficient ICT	1	Ensure compliance to e-GIF standards	Percentage compliance to e-GIF standards	Percent	1	100	-	-	-	<100

service delivery										
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### Section 3: Trend values of success indicators

Objective	Action	Success Indicator1	Unit	Actual Values [FY 2013-14]	Actual Values [FY 2014-15]	Target Values [FY 2015-16]	Projected Values [FY 2016-17]	Projected Values [FY 2017-18]
To enable effective and efficient ICT service delivery	Ensure compliance to e-GIF standards	Percentage compliance to e-GIF standards	Percent					100
To Ensure full utilization of budget	Ensure full utilization of budget	Percentage of budget utilized	Percent	-	-	-	-	100
To facilitate preparation of human settlement plans and to develop geo-database.	Develop geo-database and strengthen its usage	Timeline by which data standardized for human settlements.	Date	06/30/2014	06/30/2015	06/30/2016	06/30/2017	06/30/2018
		Usage of Geo-database strengthened.	Days					4
	Facilitate preparation of human settlement planning and development	No. of geo-technical studies carried out for settlement planning and development.	Number	5	7	4	3	3
		No. of topographic survey carried out for settlement planning and development.	Number	3	4	4	9	3
		Timeline by which digital base map from satellite imagery developed	Date					10/27/2017
To facilitate preparation of strategic human settlement plans and promote regionally balanced development	Prepare /review Acts, strategies, rules and regulations	Timeline by which Bhutan Building Rules is submitted to Cabinet	Date					06/29/2018
		Timeline by which Land Pooling Rules is submitted to	Date					06/29/2018

		cabinet						
		Timeline by which the Spatial Planning Bill is submitted to Cabinet	Date					10/26/2017
	Prepare Comprehensive Development Plan, 2030 for Bhutan	Progress Report 1 of Comprehensive Development Plan, 2030 for Bhutan prepared and submitted to MoWHS.	Date					06/29/2018
	Provide technical backstopping to Local Government.	TAT to provide technical backstopping to Local Government.	Days	2	3	4	8	8
To implement National Integrity and Anti-Corruption Strategy (NIACS)	Conduct face to face sensitization program on ethics and integrity tools by concerned ToT participants (Gift rules and its management, asset declaration rules and its management, conflicts of interest declaration and its management, code of conduct and grievances redress mechanism)	Employees sensitized on the following ethics and integrity management, tools-gifts, conflicts of interest, code of conduct, asset declaration and grievance redress mechanism	Percent					>90
To prepare urban development plans for Dzongkhags and Thromdes to	Master Planning, architectural design and drawing of Craft	Timeline by which master planning, architectural design and drawing of the	Date					06/29/2018

promote livable and environmentally sustainable urban centres	Village, Thimphu	Craft Village completed						
	Prepare Local Area Plans	Timeline by which Local Area Plans prepared.	Number	5	3	4	5	6
	Prepare Structure Plans	Timeline by which Structure Plans prepared.	Date	06/14/2014	06/14/2015	06/14/2016	06/14/2017	06/14/2018
To promote planning principles and effective implementation of development controls.	Carry out compliance & development review of settlement plans.	No. of settlements with/without development plans reviewed.	Number	0	3	2	2	2
	Carry out study of Settlements	Timeline by which settlement studies carried out and report published.	Date					05/31/2018
		Timeline by which study of Vernacular Architecture and Settlement carried out.	Date					05/31/2018
	Monitor urban development activities in thromdes biannually for efficient implementation of urban development plans and for provision of timely interventions	Biannual reports received, reviewed and activities monitored.	Number	-	-	2	2	2
	Provide awareness for effective implementation and enforcement	Awareness on the understanding of existing rules and regulations in 5	Number	24	24	24	8	5

of rules and regulations, circulars, executive orders related to human settlements.	Dzongkhag Administrations including Gewogs enhanced.						
Resolve issues of coordination and implementation of urban development plans through Thromde Coordination Meeting	Issues on coordination and implementation of urban development activities resolved.	Date		12/03/2013	01/31/2016		01/31/2018
Review development proposals as and when received	The development proposals reviewed and processed for approval or rejection within the agreed TAT.	Days	-	-	-	-	7
Train Building Inspectors on standards, guidelines, and dealing with compliance issues.	Skills on dealing with development trends, and understanding on guidelines; policies and legislation enhanced.	Date		02/28/2015	02/28/2016	02/28/2017	02/28/2018
Train Municipal Engineers on settlements development trends observed in the review in 2016-2017, planning standards, guidelines, policies and legislations.	Skills on dealing with development trends, and understanding on guidelines; policies and legislation enhanced.	Date		01/26/2015	01/26/2016	01/26/2017	01/26/2018



#### Section 4: Definition of Success Indicators

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Timeline by which settlement studies carried out and report published.		Site visits	Annually	C&DRD
Timeline by which study of Vernacular Architecture and Settlement carried out.	To study and archive different types of architecture and settlements in the country	Through site visits	Monthly	First hand data
Timeline by which Local Area Plans prepared.	Local Area Plan is a detailed plot level plans ready for implementation (with implication on individual landowners especially on landpooling schemes)	Land Data collected from Local Government and NLCS.	Monthly	Local Government and NLCS
Timeline by which digital base map from satellite imagery developed	Generation of base data (topographic, DEM) from satellite imagery	By hiring consultants	Monthly	Site visits and satellite imagery
Percentage of budget utilized	N.A	Administrative data	Annually	DHS
Employees sensitized on the following ethics and integrity management, tools-gifts, conflicts of interest, code of conduct, asset declaration and grievance redress mechanism	N.A	Administrative data	Annually	DHS
Percentage compliance to e-GIF standards	N.A	Administrative data	Annually	DHS

**Section 5: Requirements from other Departments & Secretariat Divisions**

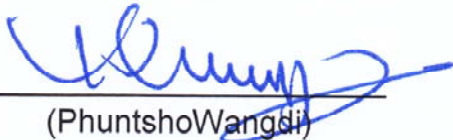
<b>Organisation Name</b>	<b>Relevant Success Indicator</b>	<b>Requirement from the Organisation</b>	<b>Justification for the Requirement</b>	<b>Requirement detail</b>	<b>Impact (If Not Met)</b>
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**Whereas,**

I, the Director, Department of Human Settlement, commit to the Secretary and the Minister, Ministry of Works and Human Settlement to deliver the results described in this Annual Performance Agreement.

I, the Secretary, commit to the Director, Department of Human Settlement to provide necessary support for the delivery of results described in this Annual Performance Agreement.

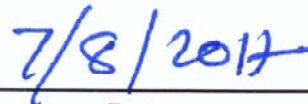
**SIGNED:**



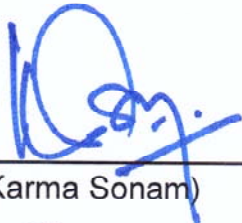
(Phuntsho Wangdi)

**Secretary**

Ministry of Works and  
Human Settlement



Date



(Karma Sonam)

**Director**

Department of Human  
Settlement



Date