



Gandaki Province Government
Ministry of Physical Infrastructure Development & Transport Management
Road, Bridge and Provincial Building Office
Pokhara, Kaski

EXPRESSION OF INTEREST
(EOI)

PROPOSAL FOR INDIVIDUAL CONSULTANT'S SERVICE
(Team Leader/Construction Manager)

Project Name: Procurement of hiring of Individual Consultants (Team Leader/Construction Manager)

EoI: RBPBO/Gandaki/EOI/01/082-083

Office Name: Road, Bridge and Provincial Building Office

Office Address: Gandaki Province, Kaski, Pokhara

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REQUEST FOR EXPRESSION OF INTEREST (EOI)

Date of Publication: 2082/12/27 (2026/04/10)

- Gandaki Province government, Ministry of Physical Infrastructure Development & Transport Management, **Road, Bridge and Provincial Building Office, Kaski** has allocated fund to be used for consulting services for Planning, Design, implementation, supervision and quality control in bridge projects from hiring eligible Individual Consultant (National) as mentioned below.

S.N.	Post	Nos	Qualification and Work Experiences
1	Team Leader/Construction Manager	1(One) (Duration of service shall be 24 months)	Master's Degree in Structural Engineering/Construction Management with minimum general works experience of 10 years and specific works experience of 6 years in planning, construction supervision and quality control in motorable bridge projects.

- Interested eligible consultants may obtain further information and EoI document free of cost at the address: **Road, Bridge and Provincial Building Office, Gandaki Province, Kaski, Pokhara**, during office hours on or before 2083/01/13 (2026/04/26) or can be downloaded from www.idd.gandaki.gov.np
- Experienced, eligible and willing Consultants are requested to submit their EoI hardcopy in a sealed envelope which must reach **Road, Bridge and Provincial Building Office, Gandaki Province, Kaski, Pokhara** no later than **2083/01/14 (2026/04/27)** within office hours.
- In case the deadline for submission of EoI falls on a public holiday, then next working day shall be considered as deadline for EoI submission.
- The academic qualification and work experience stated in CV shall be verified from the respective certificate attached in EoI documents.
- Eligible candidates are requested to submit all necessary documents and certificates in a sealed envelope. All documents must be neatly organized and bound using plastic binding.
- The selection is totally based on the approved evaluation criteria based on Public Procurement Act 2063 & Regulation 2064 and amendment.
- There is allocated 20 marks in academic qualification, 60 marks in general and specific experiences and 20 marks in interview. The consultant should score minimum 48 marks out of 80 on the overall ranking criteria to pass in EoI evaluation as mentioned above to qualify for short listing.
- The selection of the consultants will be taken from the merit list after evaluation of EoI & Interview (Quality Based Selection Method) then candidate will be called for negotiation to confirm the remuneration or salary and also for formal contract agreement.
- For further details, contact 061-465106, 061-466300.

- **INTRODUCTION**

Gandaki province was formed according to schedule 4 of the constitution of Nepal. The province was formed by grouping existing 11 districts. One district namely Nawalparasi was split between two provinces. Minister of Physical Infrastructure Development & Transport Management was established in 2074/10/28 in order to make provincial infrastructure policy, action plan, project formulation, infrastructure development and monitoring of the projects. MoPIDTM manage, construct and regulate the provincial office for making provincial policy, law, master plan, norms related with provincial Lokmarg, and Bridge infrastructures.

Province government, Ministry of Physical Infrastructure Development & Transport Management, Road, Bridge and Provincial Building Office has allocated fund to be used for consulting services for Planning, implementation, supervision, environment assessment and quality control from hiring eligible Individual consultant (National) for consulting service on Detail Project Report verification, construction supervision, quality control, and supervision of various bridges and support the Infrastructure Development Offices of Nawalpur , Lamjung, Gorkha, Manang, Tanahun, Kaski, Syangja, Parbat, Baglung, Myagdi and Mustang and also Road, Bridge and Provincial Building Office(RBPBO), Kaski.

- **OBJECTIVE OF CONSULTING SERVICES: Team Leader/Construction Manager**

A) General: To assist in planning, construction supervision, quality control and safety, procurement and contract administration, orient IDOs on the key areas for improvements in technical as well as contract management, also social and environmental safeguards and resettlement activities.

B) Specific:

The Specific objectives of the consultancy services are as follows:

- Manage construction activities, coordinate with stakeholders, and ensure the successful delivery of the motor able bridge within the specified timeline, budget, and quality standards.
- Coordinate with the RBPBO, contractors, and to ensure smooth execution of the bridge projects.
- Guide technical officers, site supervisors, and other staff to ensure that construction activities are carried out in accordance with the approved design and technical specifications.
- Lead day-to-day construction activities and manage the construction site.
- Monitor and control project progress, budget, and quality to meet contractual requirements.
- Oversee all construction activities, ensuring compliance with approved designs, specifications, and standards.
- Oversee implementation of quality assurance and quality control procedures.
- Promote a culture of safety among all workers and enforce safety discipline.
- Coordinate construction schedules, resources, equipment, and personnel.



- Ensure the bridge is constructed in accordance with the approved design, standards, and specifications.
- Monitor project progress and adjust work schedules as needed to meet deadlines.
- Conduct site inspections to monitor progress, quality, and safety.
- Facilitate meetings with stakeholders to provide updates and resolve design and construction related issues.
- Assist in the preparation of progress payments and financial reporting.
- Review and verify contractor claims, variation orders, and technical submissions.
- Assist RBPBO and IDOs in overall contract management.

SCOPE OF THE CONSULTANT

Team Leader/Construction Manager shall be based at the Road, Bridge and Provincial Building Office and shall directly report to the RBPBO. S/he shall monitor construction methods and quality control system adopted in the IDOs to ensure that quality of works conforms to the requirements of the specifications and standards. Team Leader/Construction Manager shall be assisted by both RBPBO and IDOs team in implementing the overall Quality Management Process.

MINIMUM QUALIFICATION & EXPERIENCE REQUIRED for Team Leader/Construction Manager

❖ Qualification and General Experience

- Master's Degree in Structural Engineering/Construction Management with minimum general works experience of 10 years and specific works experience of 6 years in planning, construction supervision and quality control in bridge projects.
- Professional Affiliation: The consultant must be registered in Nepal Engineering Council (NEC).

❖ Specific Experience

- At least **6** years of experience in planning, construction supervision and quality control in motor able bridge projects.

REMUNERATION AND LOGISTIC SUPPORT TO THE CONSULTANT



- Candidate will be informed for negotiation to confirm the remuneration or salary after evaluation of EOI and Interview
- The consultant shall be paid by RBPBO, Kaski every month on the submission of his/her invoice and time-sheet with obligatory reports as mentioned in subsequent section certified by RBPBO Chief or his/her authorized representative.
- Dedicated working space shall be provided to the Team Leader/Construction Manager.

- **CONSULTANT REPORTING OBLIGATION**

The consultant shall prepare and submit monthly work-plan, monthly progress report, quality assurance plan, field report after visit of field, data etc as explained in ToR of his/her duties and responsibilities.

- **DURATION OF CONSULTANT'S SERVICE**

The consultant's duration of service will be for a period of 24 months. The contract shall be terminated if the Office does not need the consultant's service due to the project's internal management or deficiency of budget or unsatisfactory performance of the consultants as evaluated by the RBPBO.

- **DUTY STATION**

The duty station is in RBPBO, Pokhara, Kaski and frequent visit of project districts as per requirements with prior approval of RBPBO Chief.

- **SELECTION OF THE CONSULTANT**

The consultant's EoI will be evaluated on the basis of following selection criteria stated on government rules and Public Procurement Act & Regulation 2063/2064 & its latest amendment. Then the selection of the consultants will be taken from the merit list after evaluation of EoI & Interview (Quality Based Selection) then candidate will be informed for negotiation to confirm the remuneration or salary and also for formal contract agreement to be done with RBPBO.

- **TAXATION**

The consultant shall be fully responsible for paying all the taxes in the income as per regulations of government of Nepal. The consultant may wish to get registered in the Value Added Tax (VAT)



after the contract agreement signed. The consultant will be responsible for the costs of the premium of any insurance plans/he takes up.

- **AGREEMENT**

The Consultant shall be required to enter into an agreement with the RBPBO, Kaski.



Curriculum Vitae

Applied for the post of:

A. Personal Background

1. Name			
2. Date of birth			
3. Nationality:			
4. Home Address:-			
5. Correspondence Address			
6. Contact No:	Home:	Cell No:	Office:
7. Email:			

B. Academic Qualification (Latest on the top)

University	Degree	Year	Division

C. Training

Institution	Training on	Duration

D. Language

Language	Speaking	Writing	Reading	Remarks
English				
Nepali				
Others				
a.				
b.				
c.				
Note:				
1. Excellent		2. Good		3. Fair
				4. Poor



E. Work experience, Including consultancy Service (If more than one, fill accordingly creating tables)

Employer Name:		
Funding Agency:		
Job Title/ Designation:		
Supervisor's Name	Contact No:	Email:
Duration	From:	To:
Key Responsibilities(in bullet Point)		
Achievement		

F. Computer Skill

Skill	Excellent	Good	Fair	Remarks
Word				
Spread Sheet(Excel)				
Power Point				
GIS				
Auto CAD				
Bridge Design Software				

G. Referees (3 Referees with contact no: & email ID)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

.....

Signature

Full name:

Date

Annex I: Terms of Reference (ToR)



TERMS OF REFERENCE

A) Team Leader/Construction Manager

1.0 INTRODUCTION

Gandaki province was formed according to schedule 4 of the constitution of Nepal. The province was formed by grouping existing 11 districts. One district namely Nawalparasi was split between two provinces. Minister of Physical Infrastructure Development & Transport Management was established in 2074/10/28 in order to make provincial infrastructure policy, action plan, project formulation, infrastructure development and monitoring of the projects. MoPIDTM manage, construct and regulate the provincial office for making provincial policy, law, master plan, norms related with provincial Lokmarg, and other Bridge infrastructures.

Province government, Ministry of Physical Infrastructure Development & Transport Management, Road, Bridge and Provincial Building Office has allocated fund to be used for consulting services for implementation, supervision, environment assessment and quality control from hiring eligible Individual consultant (National) for consulting service on construction, supervision, quality control, environment assessment and supervision of various bridges and support the Infrastructure Development Offices of Nawalpur , Gorkha, Tanahu Lamjung, Manang, Kaski, Syangja, Baglung, Parbat, Mustang and Myagdi and also Road, Bridge and Provincial Building Office(RBPBO), Kaski.

The Team Leader/Construction Manager will be a Senior Civil Engineer having Master's Degree in Structural Engineering/Construction Management with minimum general works experience of 10 years and specific works experience of 6 years in planning, construction supervision and quality control and testing during implementation of motorable bridge projects. Team Leader/Construction Managers will have excellent written and oral communication skills in English and Nepali; strong interpersonal skills and ability to work in a multi-disciplinary team; and ability to work independently. It is mandatory that the proposed Team Leader/Construction Manager be registered with the Nepal Engineering Council in accordance with the Nepal Engineering Council Act, 2005.

2.0 Objectives/Purpose of the Assignment

The RBPBO requires the services of a qualified and experienced engineer (herein with referred to as



"Team Leader/Construction Manager") to support RBPBO in construction supervision, quality control as well as critically review the quality of procurement, contract administration, orient IDOs on the key areas for improvements in technical as well as contract management, also social and environmental safeguards and resettlement activities.

The consultant will prepare and provide technical inputs particularly in bridge projects in planning, surveying, construction, supervision, monitoring, and reporting of site activities and progress. S/he will guide and direct the other team members in overall implementation of the project. The consultant will develop effective and appropriate templates for progress records, site monitoring and other routine activities among others. S/he will work directly under the guidance and close supervision of the **RBPBO Chief**.

The Specific objectives of the consultancy services are as follows:

A) General: To assist in construction supervision and quality control as well as procurement and contract administration, orient RBPBO/IDOs on the key areas for improvements in technical as well as contract management, also social and environmental safeguards and resettlement activities.

B) Specific:

The Specific objectives of the consultancy services are as follows:.

- Manage construction activities, coordinate with stakeholders, and ensure the successful delivery of the motor able bridge within the specified timeline, budget, and quality standards.
- Coordinate with the RBPBO, contractors, and to ensure smooth execution of the bridge projects.
- Guide technical officers, site supervisors, and other staff to ensure that construction activities are carried out in accordance with the approved design and technical specifications.
- Lead day-to-day construction activities and manage the construction site.
- Monitor and control project progress, budget, and quality to meet contractual requirements.
- Oversee all construction activities, ensuring compliance with approved designs, specifications, and standards.
- Oversee implementation of quality assurance and quality control procedures.
- Promote a culture of safety among all workers and enforce safety discipline.
- Coordinate construction schedules, resources, equipment, and personnel.



- Ensure the bridge is constructed in accordance with the approved design, standards, and specifications.
- Monitor project progress and adjust work schedules as needed to meet deadlines.
- Conduct site inspections to monitor progress, quality, and safety.
- Facilitate meetings with stakeholders to provide updates and resolve design and construction related issues.
- Assist in the preparation of progress payments and financial reporting.
- Review and verify contractor claims, variation orders, and technical submissions.
- Assist RBPBO and IDOs in overall contract management.

3.0 Scope of Consulting Services

The consultant will prepare and provide technical inputs particularly in Bridge sector field in organizing, planning including site survey, construction, supervision, monitoring and reporting of site activities and progress. S/he will guide and direct the other team members in overall implementation of the project. S/he will develop effective and appropriate templates for progress records, site monitoring and other routine activities. The Team Leader/Construction Manager together will work under guidance of the project director, RBPBO and in close cooperation with IDO's. He/she will also assist the RBPBO in the review and approval of design modifications which may be required during the construction phase.

Duties and Responsibilities

- ❖ Lead, plan, train, and supervise the work of engineering staff responsible for design, construction and Bridge engineering; verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- ❖ Provide training and guidelines to concerned IDOs and RBPBO staff in different technical and awareness aspects including survey, design, Specification and implementation.
- ❖ Facilitation, guidance and close coordination with RBPBO and IDOs team in preparation of the engineering designs, estimates, and procurement documents for the bridge construction related projects.



- ❖ Close monitoring and follow-up of the progress of the construction contracts under execution of RBPBO, Kaski.
- ❖ Assist the IDOs and RBPBO in all technical matters and procurement processing for the project.
- ❖ Assist the RBPBO/IDOs to conduct baseline surveys on socioeconomic and Bridge related indicators.
- ❖ Assist in preparation of Procurement Plan (PP)
- ❖ Assist the IDOs and RBPBO for Bid invitation, bid evaluation and awarding the contracts for the proposed contracts, if needed.
- ❖ Ensure that all the works are carried out in accordance with the designs, drawings and specification.
- ❖ Assists in preparing Quality Assurance Plan (QAP) of the work activities.
- ❖ Maintain a permanent record of all measurements of works completed and results of test carried out for monitoring the quality of civil works.
- ❖ Regularly inspect and check by testing wherever required the civil works and ensure that they are carried out according to the schedule, specifications and drawings specified standards of quality are to meet the desired standard quality of the materials and workmanship.
- ❖ Check the variation orders and assists the IDOs and RBPBO in negotiating with the contractor for the implementation of such changes. If such changes involve additional cost, prepare necessary documents for approval by the IDOs or RBPBO.
- ❖ Maintain all the records and reports according to the RBPBO requirements.
- ❖ Assist RBPBO to prepare M & E reports as per the prescribed formats.
- ❖ Assist in preparing completion reports of all sub-projects.
- ❖ Attend and participate in project meetings and provide inputs on technical/engineering matters at the time of preparing annual plan, trimester and annual progress report. Prepare appropriate mechanism to monitor project progress reports after field verification. Provide feedbacks and maintain regular communication with related field and RBPBO staff.
- ❖ Accomplish other tasks related to engineering/ technical aspect as per the need of the project and when required by RBPBO in connection with the project works.

4.0 Qualification and experiences of the Consultant



The consultant shall have minimum Master's Degree in Structural Engineering/Construction Management with general works experience of 10 years and specific works experience of 6 years in planning, construction supervision and quality control of motor able bridges projects.

5.0 Duration of the Services

- ❖ The consultant's duration of service will be for a period of 24 months. The consultant expected to work full time office hours.
- ❖ In the case of termination of contract on the part of the office (client), the letter will inform in writing one (1) month before to the consultant.
- ❖ If the consultant wishes to leave the project, he/she shall mandatorily inform in writing two (2) months before to the RBPBO.

6.0 Duty Station

The consultant shall perform works for;

- a) Road Bridge and Provincial Building Office (RBPBO), Kaski and frequent visit of 11 districts/IDOs and site as per requirement with prior approval of **RBPBO Chief**.

7.0 Remuneration

- ❖ The consultant shall be paid a lump sum amount of remuneration per month, which should include all his/her overheads, social charges and other associated costs including local transportation within Pokhara valley and insurance premium costs.
- ❖ In case of travel requirement outside Pokhara valley and within Nepal for project related assignments, consultant shall be paid travel expenses on actual basis and suitably determined subsistence allowance to cover all other costs including accommodation.
- ❖ The consultant shall be responsible for all taxes and duties including income tax. The consultant shall be registered in VAT after agreement as per Government of Nepal rules and regulations.
- ❖ The Consultant's remuneration per month shall be finalized through negotiation within the ceiling of the budget; exclusive of the VAT. The date of negotiation will be informed immediately after the submission of the financial proposal.
- ❖ In case of failure of negotiation; the consultants in waiting list in order of merit will be called on for negotiation



- ❖ The price escalation is not applicable to this consulting service.
- ❖ The Consultant shall be paid by RBPBO every month on the submission of his/her invoice and time-sheet with the obligatory reports, certified by the respective **RBPBO director** or his/her authorized representative. The invoice must be associated by the Consultant's VAT bill having readable PAN No.
- ❖ Total cost of the proposed consultancy services is estimated to be NRs **38, 62,800 with VAT and contingencies**. This includes remuneration of the consultant for **24months** as approved by the project.

8. Logistic Support

The Consultant shall be provided other logistic support as below:

- ❖ The office space and working furniture (table & chair) shall be provided to the Consultant within premises of office of the RBPBO. The RBPBO may avail the office space outside the premises in case of non-availability of the sufficient space in the office premises.
- ❖ The RBPBO shall avail the electricity and internet facility to the consultant during working hour.
- ❖ The Consultant shall have his/her own laptop for working.
- ❖ If needed, the Consultant shall be stationed at the work site(s).
- ❖ The RBPBO shall avail the transport facility at least with a motorcycle for travel to the field.

9. Reporting obligation

- ❖ Monthly overall progress report.
- ❖ Develop appropriate reporting formats as required
- ❖ Proceeding of workshop and training if required
- ❖ Final report at the end of the assignment.
- ❖ Project's DPR review report and recommendation for acceptance of DPR.
- ❖ Procurement Management report
- ❖ Financial report comprising of all the project expenditure
- ❖ Construction supervision report
- ❖ Other reports as asked by and RBPBO in connection with the project work.

10. Payment

The consultant will be entitled to receive payment on monthly basis upon submission of time sheet and monthly progress report. Time sheet shall be approved by **RBPBO Chief**.

11. Taxation



The consultant is fully responsible all taxes imposed by the government. The consultant shall be registered in VAT after agreement. The consultant shall be responsible for the cost of the premium of insurance plan he takes up.

12. Time Schedule

The consultant expected to work full time office hours in accordance with RBPBO, directed time schedule as per Agreement.

13 . Indemnity

The Consultant shall be responsible for any damage of life, property that may arise out of his /her works and s/he shall take all necessary insurance provision to indemnify any claims for compensation that may arise through his negligence.

14 . Disposition of Facilities

At the end of the project, the Consultant shall hand over to the RBPBO office all equipment, apparatus or other things procured by the office funding used by the Consultant during the assignment. All items handed over to the RBPBO office shall be in good operating condition but fair wear and tear is expected. Items, which have become unserviceable due to negligence or causes other than fair usage, shall be replaced at the Consultant's expense.

15 . AGREEMENT

The Consultant shall be required to enter into an agreement with the RBPBO on time-based contract.