



**Gandaki Province Government**  
**Ministry of Physical Infrastructure Development & Transport Management**  
**Infrastructure Development Directorate**  
**Pokhara ,Nepal**

**EXPRESSION OF INTEREST**  
**(EOI)**

**PROPOSAL FOR INDIVIDUAL CONSULTANT'S SERVICE**  
**(Senior Transport Engineer)**

**Project Name: Procurement of hiring of Individual Consultants (Senior Transport Engineer)**  
**EoI: IDD/Gandaki/EOI/01/081-082**  
**Office Name: Infrastructure Development Directorate**  
**Office Address: Gandaki Province, Kaski, Pokhara**  
**Issued on: 27 June, 2025**  
**Financing Source: Province Government**  
**Fiscal Year: 2081/82**



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**Gandaki Province Government**  
**Ministry of Physical Infrastructure Development & Transport Management**  
**Infrastructure Development Directorate**  
**Kaski, Pokhara**

**REQUEST FOR EXPRESSION OF INTEREST (EOI)**

**Date of Publication: 27 June, 2025**

1. Gandaki Province government, Ministry of Physical Infrastructure Development & Transportation Management, **Infrastructure Development Directorate, Kaski, Pokhara** has allocated fund to be used for consulting services for Planning, Design, implementation, supervision and quality control in road projects from hiring eligible Individual Consultant (National) as mentioned below.

S.N.	Post	Nos	Qualification and Work Experiences
1	Senior Transport Engineer	1(One) (Duration of service shall be 18.5 months)	Master's Degree in Transportation or Highway or Structure or Geotechnical Engineering or Construction Management with minimum general works experience of <b>12</b> years and specific works experience of <b>10</b> years in planning, design, construction, supervision and quality control in road projects including at least <b>8</b> years work experience as a project manager or team leader in bituminous pavement road projects.

2. Interested eligible consultants may obtain further information and EoI document free of cost at the address: **Infrastructure Development Directorate, Gandaki Province, Kaski, Pokhara**, during office hours on or before **11 July, 2025** or can be downloaded from [www.idd.gandaki.gov.np](http://www.idd.gandaki.gov.np)
3. Experienced, eligible and willing Consultants are requested to submit their EoI hardcopy in a sealed envelope which must reach **Infrastructure Development Directorate, Gandaki Province, Kaski, Pokhara** no later than **13 July, 2025 before 13:00 hours**.
4. 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.
5. The academic qualification and work experience stated in CV shall be verified from the respective certificate attached in EoI documents.
6. The selection is totally based on the approved evaluation criteria based on Public Procurement Act 2063 & Regulation 2064 and amendment.
7. 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.
8. 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.
9. For further details, contact 061-465106, 061-466300.



## 1. 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 & Transportation 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 transport infrastructures.

Province government, Ministry of Physical Infrastructure Development & Transportation Management, Infrastructure Development Directorate 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, environment assessment and supervision of various roads and support the Infrastructure Development Offices of Nawalpur, Lamjung, Gorkha, Manang, Tanahun, Kaski, Syangja, Parbat, Baglung, Myagdi and Mustang and also Infrastructure Development Directorate, Kaski.

## 2. OBJECTIVE OF CONSULTING SERVICES: Senior Transport Engineer

**A) General:** To assist in planning, design, construction, supervision, quality control as well as critically review the quality of DPRs of road projects, 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:

#### Part A: Project planning, design and cost estimation

- i) To assist the IDD and IDOs for overall project management activities for successfully achieving the project targets.
- ii) To assist the IDD and IDOs in review of detailed project report (DPR) consisting of detailed designs, drawings, and cost estimates for upgrading/rehabilitation of the roads and river crossing structures and with reference to the Nepal Road Standard, Specifications, Nepal Rural Road Standard, Rural Roads' norms, Provincial Road standards.
- iii) To coordinate with environmental consultants associated with the IDD during review of the DPR of the projects.

#### Part B: Supervision of works

- iv) To visit of IDOs Frequently and review, progress, quality control and advice for correction and monitor works quality control of works and contract management and recommend for corrective measures if necessary.
- v) To assist in preparation of Quality Assurance Plan, check and take measures for improving the quality of the work plan and quality assurance plan of contractors.
- vi) To facilitate the other works as required by the IDD/IDOs in connection with the road project works;



- vii) To support and guide the Road Engineers of IDOs in all the activities;

**Part C: Post Construction**

- viii) To compile the information and prepare a final report.  
ix) To assist in the preparation of "As-Built Drawings; and  
x) To prepare completion reports of the subprojects.

**B. Specific:**

The specific objectives of the consultancy services are as follows:

- i. To support the IDOs for the implementation of quality assurance and quality control systems;
- ii. To guide the IDOs technical staff for the quality control of the construction.
- iii. To monitor the works in participating districts to ensure compliance of specifications of works and report regularly on quality assurance and quality control issues

**3. SCOPE OF THE CONSULTANT**

Senior Transport Engineer (S.T.E) shall be based at the Infrastructure Development Directorate and shall directly report to the Director, IDD. 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. S.T.E. shall be assisted by both IDD and IDOs team in implementing the overall Quality Management Process.

**4. MINIMUM QUALIFICATION & EXPERIENCE REQUIRED for Senior Transport Engineer**

❖ **Qualification and General Experience**

- Master's Degree in Transportation or Highway or Structure or Geotechnical Engineering or Construction Management with minimum general works experience of **12** years and specific works experience of **10** years in planning, design, construction, supervision and quality control in road projects including at least **8** years work experience as a project manager or team leader in bituminous pavement road projects.
- Professional Affiliation: The consultant must be registered in Nepal Engineering Council (NEC).

❖ **Specific Experience**

- At least **10** years in planning, design, construction, supervision and quality control in road projects
- At least **8** years work experience as a project manager or team leader in bituminous pavement road projects with good leadership in team and coordination with central offices and districts.

**5. 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 IDD, Kaski every month on the submission of his/her invoice and time-sheet with obligatory reports as mentioned in subsequent section certified by IDD Director or his/her authorized representative.



- Dedicated working space shall be provided to the Senior Transport Engineer.

## **6. 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.

## **7. DURATION OF CONSULTANT'S SERVICE**

The consultant's duration of service will be for a period of 18.5 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 IDD.

## **8. DUTY STATION**

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

## **9. 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 IDD.

## **10. 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.

## **11. AGREEMENT**

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



## 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.				
<b>Note:</b>				



1. Excellent	2. Good	3. Fair	4. Poor
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**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				
Road 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) Senior Transport Engineer

### 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 & Transportation 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 transport infrastructures.

Province government, Ministry of Physical Infrastructure Development & Transportation Management, Infrastructure Development Directorate 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 roads and support the Infrastructure Development Offices of Nawalpur, Gorkha, Tanahu Lamjung, Manang, Kaski, Syangja, Baglung, Parbat, Mustang and Myagdi and also Infrastructure Development Directorate, Kaski.

The Senior Transport Engineer will be a Senior Civil Engineer having Master's Degree in Transportation or Highway or Structure or Geotechnical Engineering or Construction Management with minimum general works experience of **12** years and specific works experience of **10** years in planning, design, construction, supervision and quality control and testing during implementation of road projects. He should have at least **8** years work experience as a project manager or team leader in bituminous pavement road projects. Senior Transport Engineer shall 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 Senior Transport Engineer be registered with the Nepal Engineering Council in accordance with the Nepal Engineering Council Act, 2005.

### 2.0 Objectives/Purpose of the Assignment

The IDD requires the services of a qualified and experienced engineer (herein with referred to as "Senior Transport Engineer") to support IDD in implementation of road projects in planning, design, construction, 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 road projects in planning, designing, 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



## **IDD Director.**

The Specific objectives of the consultancy services are as follows:

### **Part A: Project planning, design and cost estimation**

- i) He/she will support **IDD director /IDO's chief** for overall project management activities for successfully achieving the project targets.
- ii) To closely support the project implementing offices in their overall operation by supporting **IDD director /IDO's chief** and other senior staff based on her/his knowledge of the project management.
- iii) To assist the IDD and IDOs in review of detailed project report (DPR) consisting of detailed designs, drawings, and cost estimates for upgrading/rehabilitation of the roads and advice some correction with reference to the **Nepal Rural Road Standard, Nepal Road Standard, Standard specification for roads and bridges and other relevant norms.**
- iv) Support directly IDO's as well as IDD to review bid documents, bid evaluation and capacity assessment of IDOs in proper contract administration all procurement works related to road projects.
- v) To support and guide the IDOs and IDD in social as well as environmental safeguard and resettlement works environmental by coordinating the consultants associated with the IDO's during review of the DPR of the projects.
- vi) To coordinate with environmental consultants associated with the IDD during review of the DPR of projects.
- vii) To provide other technical and managerial support so as to enhance IDD/IDOs capability to plan, implement and maintain various projects.

### **Part B: Supervision of works**

- viii) To visit of IDOs Frequently and review, progress, quality control and advice for correction and monitor works, quality control of works and contract management and recommend for corrective measures if necessary.
- ix) To identify areas of problems and challenges during implementation of projects and also check if the instruction and communications with IDOs, contractor are complying them. If not identify the reasons and recommend on corrective measures.
- x) To assist in preparation of Quality Assurance Plan, check and take measures for improving the quality of the work plan and quality assurance plan of contractors.
- xi) To identify areas of problems of IDOs in proper record keeping, taking timely contract-based actions including application of liquidated damages or termination of contract based on case-by-case basis, and orients them in proper implementation of the provisions of the contract agreement.
- xii) To ensure quality of the works implemented under the project with adequate field supervision



- xiii) To ensure timely completion of the works implemented under the project.
- xiv) To working collaboratively with engineers, environmentalists, sociologists, planners and policy makers in the multi-disciplinary teams
- xv) To manage projects and support on project tasks, with or under the leadership of other specialists, to ensure delivery to the high standards expected services.
- xvi) To support and guide the Road Engineers of IDOs in all activities.

#### **Part C: Post Construction**

- xvii) To compile the information and prepare a final report.
- xviii) To assist in the preparation of "As-Build Drawings; and
- xix) To prepare completion reports of the subprojects.

### **3.0 Scope of Consulting Services**

The consultant will prepare and provide technical inputs particularly in Road sector field in organizing, planning including survey, design, 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 senior transport engineer together will work under guidance of the project director, IDD and in close cooperation with IDO's. He/she will also assist the IDD 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 transportation 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 IDD staff in different technical and awareness aspects including survey, design, Specification and implementation.
- ❖ Facilitation, guidance and close coordination with IDD and IDOs team in preparation of the engineering designs, estimates, bidding documents for the civil works and transportation.
- ❖ Critically evaluate/ review and provide verification of DPRs of road projects prepared by IDD/IDOs.
- ❖ Close monitoring and follow-up of the progress of the construction contracts under execution of IDOs.
- ❖ Assist the IDOs and IDD in all technical matters and procurement processing for the project.
- ❖ Assist the IDOs to conduct baseline surveys on socioeconomic and transport related indicators.
- ❖ Assist in preparation of Procurement Plan (PP)
- ❖ Assist the IDOs and IDD 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 IDD 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 IDD.
- ❖ Maintain all the records and reports according to the IDD requirements.
- ❖ Assist IDD 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 IDD staff.
- ❖ Accomplish other tasks related to engineering/ technical aspect as per the need of the project and when required by IDD in connection with the project works.

#### **4.0 Qualification and experiences of the Consultant**

The consultant shall have minimum Master's Degree in Transportation or Highway or Structure or Geotechnical Engineering or Construction Management with general works experience of **12** years and specific works experience of **10** years in construction supervision and quality control of roads and also work at least **8** years as project manager or team leader in bituminous pavement work.

#### **5.0 Duration of the Services**

- ❖ The consultant's duration of service will be for a period of 18.5 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 IDD.

#### **6.0 Duty Station**

The consultant shall perform works for;

- a) Gandaki Province center IDD and frequent visit of 11 districts/IDOs and site as per requirement with prior approval **of IDD Director.**

#### **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 IDD every month on the submission of his/her invoice and time-sheet with the obligatory reports, certified by the respective **IDD 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 **43, 86,650 with VAT and Contingencies**. This includes remuneration of the consultant for **18.5 months** 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 IDD. The IDD may avail the office space outside the premises in case of non-availability of the sufficient space in the office premises.
- ❖ The IDD 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 IDD shall avail the transportation 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
- ❖ Procurement Management report
- ❖ Financial report comprising of all the project expenditure
- ❖ Construction supervision report
- ❖ Other reports as asked by and IDD 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 **IDD director**.

## 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 IDD, 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 IDD 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 IDD 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 IDD on time based contract.