



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

EXPRESSION OF INTEREST
(EOI)

PROPOSAL FOR INDIVIDUAL CONSULTANT's SERVICE
(NATIONAL, ENVIRONMENTAL SPECIALIST)

Project : Procurement of hiring of Individual Consultants (Environment Specialist)

EoI : IDD/Gandaki/EOI/02/081-082

Office Name : Infrastructure Development Directorate

Office Address : Gandaki Province ,Kaski ,Pokhara

Issued on : 27 June, 2025

Financing Source: Government of Gandaki Province



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Gandaki Province Government
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REQUEST FOR EXPRESSION OF INTEREST (EOI)
EoI: IDD/Gandaki/EoI/02/2081-082

Date of Publication: 27 June, 2025

1. Gandaki Province government, Ministry of Physical Infrastructure Development and Transport Management has allocated fund to be used for consulting services for Planning, Design, implementation, supervision, quality control , Environmental monitoring in road projects from hiring eligible Individual Consultant (National) (**Environment Specialist**) for Infrastructure Development Directorate under Gandaki province.
2. Interested Candidates must have Master degree in Environmental Engineering/ Environmental Management /Environmental science or equivalent from a recognized University/Institution with general works experience of 5 years related with Environmental safeguard works and specific works experience of 3 years in planning, implementation , monitoring and supervision of environmental safeguard works in road/transport projects.
3. Interested eligible Individual consultants may obtain further information and EoI document free of cost at the address Infrastructure Development Directorate, Kaski, Pokhara, during office hours on or before **11 July, 2025** or can be downloaded from **www.idd.gandaki.gov.np**
4. Experienced, eligible and willing Consultants are requested to submit their EoI hard copy in sealed envelope to the office of **Infrastructure Development Directorate, Damside, Pokhara** no later than **13 July, 2025 within office hours**.
5. 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.
6. The academic qualification and work experience stated in CV shall be verified from the respective certificate and attach in EoI documents.
7. The selection is totally based on the approved evaluation criteria based on Public Procurement Act 2063 & Regulation 2064.
8. 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 on the overall ranking criteria to pass in EoI evaluation (Qualification and Experience) as mentioned above to qualify for short listing.
9. The selection of the consultants will be taken from the merit list after evaluation of EoI & Interview then candidate will be informed for negotiation to confirm the remuneration or salary and also for formal contract agreement.



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. Ministry of Physical Infrastructure Development was established in 2074/10/28 in order to make provincial infrastructure policy, action plan, project formulation, infrastructure development and monitoring of the projects. Ministry of Physical Infrastructure, Urban Development and Transport Management (Former MoPID) manage, construct and regulate the provincial office for making provincial policy, law, master plan, norms related with, Provincial Lokmarg, Urban Sector, Bridges and transport sector.

Gandaki Province government, Ministry of Physical Infrastructure Development and Transport Management has allocated fund to be used for consulting services for assessment of environment in design, implementation of road project from hiring eligible Individual consultant (National) for consulting service on construction, supervision and evaluation of environment impact and advice the mitigation of adverse affect to Infrastructure Development Offices of Gandaki Province and also Infrastructure Development Directorate, Kaski. As per the requirement, the IDD intends to hire one (1) Individual consultant for IDD as Environmental specialist.

The Environmental specialist will be a Senior Environmental specialist having Master's degree in Environmental Science or Environmental Engineering or Environmental Management with minimum general works experience of 5 years and specific works experience of 3 years in the design, implementation or evaluation of environmental projects, including experience in environmental impact assessment of road projects. Environment specialist shall have excellent written and oral communication skills in English and Nepali; strong interpersonal skills and ability to work in a multidisciplinary team; and ability to work independently.

2) Objectives/Purpose of the Assignment

The main objective of the consultancy services is to enhance the institutional capacity related with environmental safeguard of the IDD/ IDOs particularly in roads and river crossing structures planning, implementation and resettlement activities. It is intend to ensure that all efforts are made to avoid and minimize environment and social negative impact and where they cannot be avoided, that these impacts are identified and the necessary mitigation measures are developed and implemented following the relevant GON, Gandaki Province government's laws and policies. The consultant will assist in supervising and following up on the implementation of the BES /IEE/EIA and EMPs.

The consultant will guide and direct the other team members in overall implementation of the project. The consultant will develop effective and appropriate templates for environment evaluation, site monitoring and other routine activities among others. S/he will work directly under the guidance and close supervision of the **IDD Director**.

Specific objectives

The specific objectives of the consultancy services are to enhance capacity related to

- ❖ environmental aspects of new project appraisal such as Environmental Screening, Assessment and socio-economic Baseline study.



- ❖ compliance and assurance of environmental safeguards as required by the GoN, Gandaki Province government .
- ❖ prepare, site specific plan, environmental management plan, environmental management action plan, mitigation plan
- ❖ implementation of the communication strategies developed by the project and disseminate the information related to project implementation procedures.
- ❖ assist the IDD/IDOs and other local institutions, NGOs, related to road in mitigating all types of negative environmental impacts arising from the road construction / upgrading.
- ❖ Deliver environmentally responsible outcomes in accordance with GON, Gandaki Province government's Environment Policy, strategy and the Environment management system.
- ❖ advice, support and assistance on environmental matters to projects and their teams
- ❖ resolve technical/Environment conflicts or difficult situations whilst providing support to the projects

3) Scope of Consulting Services

The Consultant shall work under the management of the IDD. He/She shall work under the guidance of IDD Director or his/her authorized representative. The detail scopes of the works are explained in Terms of Reference (ToR) in ANNEX

4) Qualification and experiences of the Consultant

The consultant shall have minimum Master degree in Environmental Engineering/ Environmental Management /Environmental science or equivalent from a recognized University/Institution with general works experience of **5** years related with Environmental safeguard works and specific works experience of **3** years in planning, implementation , monitoring and supervision of environmental safeguard works in road/transport projects.

5) Duration of the Services

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

6) Duty Station

The consultant shall perform works for Gandaki Province with duty station at IDD and frequent visit of 11 districts/IDOs and site as per requirement with prior approval of **IDD Director**.

7) Remuneration and Logistic Support

The Consultant shall be provided the remuneration and other logistic support as below:

- ❖ 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 Environmental Specialist.

8) Reporting obligation

- ❖ Progress Report, Environmental safeguard reports in compiled form, Monitoring Report, Other Environmental assessment Report as per requirement and as mentioned in ToR.

9) Selection of the Consultant

- ❖ The consultant's EoI will be evaluated on the basis of approved selection criteria stated on government rules and Public Procurement Act & Regulation 2063/2064 & its amendment. Then the selection of the consultants will be taken from the merit list after evaluation of EoI & Interview 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) 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 for 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) Agreement

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



Annexes

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
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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



TERMS OF REFERENCE

A) Environmental specialist

1. INTRODUCTION

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The main objective of the consultancy services is to enhance the institutional capacity related with environmental safeguard of the IDD/ IDOs particularly in roads and river crossing structures planning, implementation and resettlement activities. It is intend to ensure that all efforts are made to avoid and minimize environment and social negative impact and where they cannot be avoided, that these impacts are identified and the necessary mitigation measures are developed and implemented following the relevant GON, Gandaki Province government's laws and policies. The consultant will assist in supervising and following up on the implementation of the BES/IEE/EIA and EMPs.

The consultant will guide and direct the other team members in overall implementation of the project. The consultant will develop effective and appropriate templates for environment evaluation, site monitoring and other routine activities among others. S/he will work directly under the guidance and close supervision of the **IDD Directors**.



Specific objectives

The specific objectives of the consultancy services are to enhance capacity related to

- ❖ environmental aspects of new project appraisal such as Environmental Screening, Assessment and socio-economic Baseline study.
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- ❖ prepare , site specific plan ,environmental management plan, environmental management action plan, mitigation plan
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- ❖ Deliver environmentally responsible outcomes in accordance with GON and Gandaki Province government's Environment Policy, strategy and the Environment management system.
- ❖ advice, support and assistance on environmental matters to projects and their teams
- ❖ resolve technical/Environment conflicts or difficult situations whilst providing support to the projects

3. Scope of Consulting Services

The Consultant shall work under the management of the IDD. He/She shall work under the guidance of IDD Director or his/her authorized representative. The Consultant's duties shall include but not necessarily be limited to:

Support and Guidance:

- Ensure the compliance of project documents and prepare Environmental safeguards implementation action plan on behalf of IDD and in close coordination with IDOs.
- Support and guidance to IDD/IDOs based at IDD for effective compliance of Environmental policy of GON and Gandaki Province government of the project during planning, implementation, monitoring and supervision of the safeguard works.
- Support and guidance to IDD/IDOs to understand their responsibilities for environmental safeguard friendly implementation of projects in accordance with project's plan and design, budget, specifications, estimated cost, bid documents and contract agreement clause.
- Support and guidance to IDD and IDOs to prepare Environmental management plan (EMP) /BES /IEE/EIA of the proposed road or bridge projects.
- Support and guidance to record and resolution of grievances regarding social/environmental/technical in the districts level.



- Support and guidance for preparation of plan of action regarding conduction of user committee meeting, collecting information and organize projects related information dissemination/awareness raising program to UC as well as general users on projects improvement, construction and maintenance procedures
- Support and guidance on availability of local labor/women labor and assess the status of contractor-employed labor, mode of payment and fair working condition for Labor Camp Management.
- Support to IDD/IDOs to carry out the operational safety and health required for labors and workers at the construction site
- Analyze environmental risks, environmental issues and integrate these into the overall/District-level planning and implementation of the project activities.
- Provide guidance and technical support to IDD/IDOs on environmental matter including on mitigations, good practices, consultation, information dissemination, safeguard grievances handling/ management.
- Assist in establishing dialogue with the affected communities and in ensuring incorporation and implementation of environmental concerns and suggestions from such interactions on environmental mitigations, good practices, consultation, information dissemination, environmental grievances handling/ management.
- All kind of support and guidance related with environmental safeguard to IDD as requested.

Orientation, sharing meeting, Training and workshop:

- Provide orientation to IDD/IDOs on implementation EMP/BES/IEE/EIA
- Assist and facilitate to conduct orientation to local level stakeholders along with contractors for environmental safeguards issues.
- Assist to conduct orientation to contractors and workers on issues of child labor, mode of payment, participation of women and local labor, application of labor camp management .
- Maintain good communication and co-ordination with the local government bodies for effectively addressing safeguard activities
- Assist to design and implement the programs such as; awareness on environmental safeguard issues, Orientation on different trainings particularly for IDD/IDOs, local contractors and other target stakeholders at district level
- Participate in review meetings, orientation and workshop organized by IDD/IDOs and other stakeholders of the project

Monitoring and Supervision:

- Monitoring and supervision of project based at IDD and IDOs respectively on undertaking the safeguard activities. Monitoring of compliance of safeguard measures including implementation of Environmental Management Plan (EMP), BES ,sIEE or EIA .
- Monitoring and supervision of compliance of recommendations made by different level monitoring .

Review, Approval and reporting:



- Review of Environmental screening and Environmental management plan (EMP) ,BES , IEE, EIA and conduct consultation and field verification and provide feedback for the corrective action on the reports
- Review of the BES /IEE/EIA reports received from IDD/IDOs and recommend to MoPIDTM/IDD
- Produce monthly reports and submitted to IDD on planning and implementation status of environmental safeguard based on monitoring and supervision on respective road or bridge project
- Produce and submit any event and verification reports on the compliance of safeguard activities as when requested by IDD.
- Maintain daily diary and status and report according as per need to IDD regarding environmental safeguard process and performance.

Other Works:

- Liaise closely IDOs for generating necessary information and reports on EMP/BES /IEE/EIA for technical enhancement
- Undertake additional tasks as required by the IDD.

4. Qualification and experiences of the Consultant

The consultant shall have minimum Master degree in Environmental Engineering/ Environmental Management /Environmental science or equivalent from a recognized University/Institution with general works experience of **5** years related with Environmental safeguard works and specific works experience of **3** years in planning, implementation and monitoring supervision of environmental safeguard works in road/transport projects.

5. 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.
- ❖ 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.

6. Duty Station

The consultant shall perform works for;

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

7. Remuneration

- ❖ 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.



- ❖ 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 failure of negotiation ; the consultants in waiting list in order of merit will be called on for negotiation
- ❖ 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 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 **18,02,547.50 (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 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

- ❖ Progress Report for working period
- ❖ Environmental safeguard reports in compiled form .
- ❖ Monitoring Report
- ❖ Other Environmental assessment Report as per requirement
- ❖ Final report

10. Payment

The consultant will 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. The consultant shall work 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.