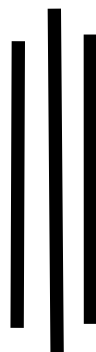


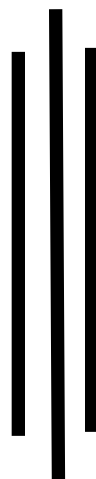


Province Government
Ministry of Physical Infrastructure Development
Bagamati Province
Hetuuda, Makawanpur, Nepal

**EXPRESSION OF INTEREST
(EOI)**



**PROPOSAL FOR INDIVIDUAL CONSULTANT'S SERVICE
(NATIONAL)**



Project Name: Procurement of hiring of Individual Consultants

EoI : MoPID/BAGAMATI/CS/01/078-79

Office Name: Ministry of Physical Infrastructure Development (MoPID)

Office Address: Chaukitole, Hetauda, Makawanpur

Issued on: 2 December, 2021 (Mangsir 16, 2078)

Financing Source: Provincial Government



Table of Contents

Title	Page Number
Invitation for Expression of Interest	3
Introduction	4
Objective of Consulting Service	4
Scope of Consultant	6
Minimum Qualification & Experience Required	7
Remuneration & Logistic Support to Consultant	7
Consultant Reporting Obligation	8
Duration of Consultant Service	8
Duty Station	8
Selection of the Consultant	8
Taxation	8
Agreement	8
Annex (ToR)	9



Province Government
Ministry of Physical Infrastructure Development
Bagmati Province
Hetauda, Makawanpur, Nepal

REQUEST FOR EXPRESSION OF INTEREST (EOI)

Date of Publication: 2 December, 2021 (Mangsir 16, 2078)

1. Province Government, Ministry of Physical Infrastructure Development, Bagmati Province, has allocated fund to be used for consulting services for Planning, Design, implementation, supervision, quality control in road projects from hiring eligible Individual Consultant (National) for following Infrastructure Development Office as mentioned below.

S.N.	Position	Office/District	Nos	Minimum Qualification and Work Experiences
1	Road Engineer	IDO Chitwan/ Chitwan and Makawanpur	1 (One)	Bachelor's degree in Civil Engineering with minimum general experience of 5 years and specific experience of 3 years in planning, design, construction, supervision and quality control of road projects including at least one 5 km and total 10 km bituminous pavement road project.
2	Road Engineer	PRDO Dhading/ Dhading	1 (One)	
3	Road Engineer	IDO Nuwakot/ Nuwakot and Rasuwa	1 (One)	
4	Road Engineer	IDO Lalitpur/ Lalitpur and Kathmandu	1 (One)	
5	Road Engineer	IDO Kavrepalanchowk/ Kavrepalanchowk and Bhaktapur	1 (One)	
6	Road Engineer	IDO Sindhupalchowk/ Sindhupalchowk and Dolakha	1 (One)	
7	Road Engineer	IDO Ramechhap/ Ramechhap	1 (One)	
8	Road Engineer	PRDO Sindhuli/ Sindhuli	1 (One)	

S.N.	Position	Office/District	Nos	Minimum Qualification and Work Experiences
1	Technical Officer	IDO Chitwan/ Chitwan	1 (One)	Diploma in Civil Engineering with minimum general experience of 3 years and specific experience of 2 year in construction supervision and quality control of RCC/PSC bridge projects with at least 1 (One) bridge either of RCC, PSC or RCC truss bridge of length greater than 25 m.
2	Technical Officer	IDO Chitwan/ Makawanpur	1 (One)	
3	Technical Officer	PRDO Dhading/ Dhading	1 (One)	
4	Technical Officer	IDO Nuwakot/ Nuwakot	1 (One)	
5	Technical Officer	IDO Nuwakot/ Rasuwa	1 (One)	
6	Technical Officer	IDO Lalitpur/ Lalitpur	1 (One)	
7	Technical Officer	IDO Lalitpur/ Kathmandu	1 (One)	
8	Technical Officer	IDO Kavrepalanchowk/ Bhaktapur	1 (One)	
9	Technical Officer	IDO Kavrepalanchowk/ Kavrepalanchowk	1 (One)	
10	Technical Officer	IDO Sindhupalchowk/ Sindhupalchowk	1 (One)	
11	Technical Officer	IDO Sindhupalchowk/ Dolakha	1 (One)	
12	Technical Officer	IDO Ramechhap/ Ramechhap	1 (One)	
13	Technical Officer	PRDO Sindhuli/ Sindhuli	1 (One)	

2. Interested eligible Individual Consultants may obtain further information and EoI document free of cost at the address **Ministry of Physical Infrastructure Development, Bagmati Province, Hetauda, Makawanpur** during office hours on or before **16 December, 2021 (Poush 1, 2078)** or can be downloaded from **mopid.bagamati.gov.np** and contact number: 057-525168.

3. Experienced, eligible and willing Consultants are requested to submit their EoI hard copy in sealed envelope to the **Ministry of Physical Infrastructure Development, Bagmati Province, Hetauda, Makawanpur** or the complete document in **.pdf format** can be submitted to our official email address **road.mopid@bagmati.gov.np** with clearly mentioning the proposed IDO/PRDO's and District and who want to apply for more than one office and district must submit



their EOI with prioritization list of IDO/PRDO's and District no later than **16 December, 2021 (Poush 1, 2078)** within office 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 and attach in EoI documents.

6. The selection is totally based on the approved evaluation criteria based on Public Procurement Act 2063 & Regulation 2064 and amendment 2077 and Bagmati Province Public Procurement Regulation 2076.

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 on Technical Evaluation Criteria (Academic Qualification and Work Experience) to pass in EoI evaluation as mentioned above for short listing to qualify for interview.

8. 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.



INTRODUCTION

Bagamati Province was formed according to schedule 4 of the constitution of Nepal. There are 13 districts in this province. Ministry of Physical Infrastructure Development (MoPID) was established in order to make provincial infrastructure policy, action plan, project formulation, infrastructure development and monitoring of the projects. MoPID manage and regulate directorate and the provincial offices for making provincial policy, law, master plan, norms related with provincial energy, water resources & irrigation, housing, building & urban development, water supply & sanitation, provincial roads and bridges and transport management.

Provincial Government, Bagamati Province, Ministry of Physical Infrastructure Development consists of 1 (One) Transport Infrastructure Directorate (TID) and 8 (Eight) district level offices including 6 (Six) Infrastructure Development Office (IDO) and 2 (Two) Provincial Road Division Office (PRDO) working in road and bridge sectors. MoPID has allocated fund that is to be used for consulting services for planning, implementation, supervision and quality control by hiring eligible Individual Consultant (National) for consulting service for the development and management of provincial roads and bridges including Detail Project Report verification, construction supervision and quality control of various bituminous and rigid pavement roads and bridges and support the Infrastructure Development Offices (IDOs) and Provincial Road Division Offices (PRDOs) of all 13 districts of Bagamati Province.

2.0 OBJECTIVE OF CONSULTING SERVICES

A. General:

- To support IDOs/PRDOs in implementation of road and bridge projects in Supervision during construction, quality control as well as contract management including social and environmental safeguards and resettlement activities.
- The Road Engineers will prepare and provide technical inputs particularly in road construction in designing, surveying, construction supervision, monitoring, reporting of site activities and progress.
- The Technical Officer will make the input in construction supervision, monitoring and reporting of bridge site activities and their progress.

B. Specific:

Part A: Project planning, design and cost estimation (For Road Engineer only)

- To review detailed project report (DPR) consisting of detailed designs, drawings and cost estimates for upgrading/rehabilitation of the roads and suggest some correction with reference to the Nepal Road Standard, Nepal Bridge Standard, Provincial Road Standard, Nepal Rural Road Standard, Norms and Specifications.
- To support in design, construction and quality control of bituminous & rigid road pavement for IDO/PRDO.



- To support IDO/PRDO in social as well as environmental safeguard and resettlement works by coordinating the consultants associated with the IDO/PRDO.
- To provide other technical and managerial support so as to enhance IDO/PRDO capability to plan, implement and maintain the roads efficiently & successfully.

Part B: Supervision of works (For Road Engineer and Technical Officer)

- To ensure quality of the works implemented under the project with adequate field supervision.
- To visit the field frequently and review progress, quality control and advice for correction, monitor works, contract management and recommend for corrective measures if necessary.
- To check and take measures for improving the quality of the work plan and quality assurance plan of contractors.
- To ensure timely completion of the works implemented under the project.
- To verify and certify the works done through the contractors.
- To identify areas of problems of IDO/PRDOs 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 orient them in proper implementation of the provisions of the contract agreement

Part C: Post Construction (For Road Engineer and Technical Officer)

- To assist in the preparation of "As-Built Drawings" and
- To prepare completion reports of the sub projects

3.0 SCOPE OF THE CONSULTANT

The Road Engineers will be responsible particularly in Road Sector in organizing, planning including review of DPRs, construction, supervision, monitoring, quality control of bituminous & rigid pavement roads, reporting and environmental safeguard activities with coordination with IDO/PRDOs and Technical Officers will be responsible in Bridge sectors in construction supervision, monitoring, reporting and environmental safeguard activities in coordination with IDOs/PRDOs. The detail scopes of the works are explained in Terms of Reference (ToR) of respective post of the consultants in ANNEX.

4.0 MINIMUM QUALIFICATION & EXPERIENCE REQUIRED

4.1 Minimum Qualification & Experience Required (For Road Engineer)

❖ Qualification and General Experience

- Bachelor's degree in Civil Engineering with minimum General Experience of 5 years with good performance in civil engineering projects.



- Professional Affiliation: The consultant must be registered in Nepal Engineering Council (NEC).

❖ **Specific Experience**

- At least 3 years Specific Experience in planning, design, construction, supervision and quality control of bituminous & rigid pavement road projects including at least one 5 km and total 10 km bituminous pavement road project.

4.2 Minimum Qualification & Experience Required (For Technical Officer)

❖ **Qualification and General Experience**

- Diploma in Civil Engineering with minimum General Experience of 3 years with good performance in civil engineering projects.

❖ **Specific Experience**

- At least 2 years Specific Experience in construction supervision and quality control of RCC/PSC bridge projects with at least 1 (One) bridge either of RCC, PSC or RCC truss bridge of length greater than 25 m.

5.0 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 MoPID, Hetauda, Makawanpur every month on the submission of his/her invoice and time-sheet with obligatory reports as mentioned in subsequent section certified by IDO/PRDO Chief or his/her authorized representative.
- Dedicated working space shall be provided to the Road Engineer in respective District Headquarter/ Sites by respective IDO/PRDOs.

6.0 CONSULTANT REPORTING OBLIGATION

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

7.0 DURATION OF CONSULTANT'S SERVICE

The services shall start tentatively from 1st January, 2021 to 15th July 2021 and may be extended as required by the clients. The contract shall be terminated if the office does not need the consultant's service due to the project's internal management or unsatisfactory performance of the consultants as evaluated by the IDOs/PRDOs.

8.0 DUTY STATION

The duty station for Road Engineer and Technical Officer shall be the selected respective district under IDOs/PRDOs.



9.0 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 amendment 2077 and Bagamati Province Public Procurement Regulation, 2076. 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 MoPID.

10.0 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.

11.0 AGREEMENT

The Consultant shall be required to enter into an agreement with the MoPID, Hetauda, Makawanpur.



Province Government
Ministry of Physical Infrastructure Development
Bagamati Province
Hetuada, Makawanpur, Nepal

TERMS OF REFERENCE (TOR)

Individual Consultant

1. Introduction

Bagamati Province was formed according to schedule 4 of the constitution of Nepal. There are 13 districts in this province. Ministry of Physical Infrastructure Development (MoPID) was established in order to make provincial infrastructure policy, action plan, project formulation, infrastructure development and monitoring of the projects. MoPID manage and regulate directorate and the provincial offices for making provincial policy, law, master plan, norms related with provincial energy, water resources & irrigation, housing, building & urban development, water supply & sanitation, provincial roads and bridges and transport management.

Provincial Government, Bagamati Province, Ministry of Physical Infrastructure Development consists of 1 (One) Transport Infrastructure Directorate (TID) and 8 (Eight) district level offices including 6 (Six) Infrastructure Development Office (IDO) and 2 (Two) Provincial Road Division Office (PRDO) working in road and bridge sectors. MoPID has allocated fund that is to be used for consulting services for planning, implementation, supervision and quality control by hiring eligible Individual Consultant (National) for consulting service for the development and management of provincial roads and bridges including Detail Project Report verification, construction supervision and quality control of various bituminous and rigid pavement roads and bridges and support the Infrastructure Development Offices (IDOs) and Provincial Road Division Offices (PRDOs) of all 13 districts of Bagamati Province. The different IDOs and PRDOs of Bagamati Province are listed below:

- Infrastructure Development Office, Chitwan
- Infrastructure Development Office, Nuwakot
- Infrastructure Development Office, Lalitpur
- Infrastructure Development Office, Kavrepalanchowk
- Infrastructure Development Office, Sindhupalchowk
- Infrastructure Development Office, Ramechhap
- Provincial Road Division Office, Dhading
- Provincial Road Division Office, Sindhuli.

The Road Engineer has to work as a site engineer. The consultant should have Bachelor's degree in Civil Engineering or Equivalent. The Road Engineer should have minimum general experience of 5



years and specific experience of **3** years of planning, design, construction, supervision and quality control of road projects including at least one 5 km and total 10 km bituminous pavement work. She/he should have Excellent computer skills of GIS/AutoCAD /Road design soft wares; and fluency in written and spoken English and Nepali, strong interpersonal skills and ability to work in a multidisciplinary team; and ability to work independently. Its mandatory that the proposed Civil Engineer be registered with the Nepal Engineering Council in accordance with the Nepal Engineering Council Act, 2055.

The Technical Officer has to work as a site supervisor. The Technical Officer should have Diploma in Civil Engineering or Equivalent. The Technical Officer should have minimum General Experience of 3 years with good performance in civil engineering projects and Specific Experience with at least 2-year Specific Experience in construction supervision and quality control of RCC/PSC bridge projects with at least **1** (One) bridge either of RCC, PSC or RCC truss bridge of length greater than **25** m. She/he should have good computer skills of Excel/AutoCAD software; and fluency in written and spoken English and Nepali, and ability to work independently.

2. Objectives/Purpose of the Assignment

The MoPID requires the services of a qualified and experienced Engineer/Technical Office (herein with referred to as "Road Engineer/Technical Officer") to support IDO/PRDO in implementation of projects in supervision during construction, quality control of bituminous and rigid pavements roads and bridges as well as contract management, also social and environmental safeguards and resettlement activities.

The Road Engineer will prepare and provide technical inputs particularly in road construction in designing, surveying, construction, supervision, monitoring, reporting of site activities and progress and the Technical Officer will supervise the construction and monitoring the bridge project including its quality control. S/he will assist the other team members in overall implementation of the project in district level. The consultant will develop effective and appropriate templates for progress records, site monitoring and other routine activities among others. The Road Engineer will work directly under the guidance and close supervision of the Chief of IDO/PRDO while the Technical Officer will work directly under the guidance and close supervision of the Site Engineer.

The Specific objectives of the consultancy services are as follows:

Part A: Project planning, design and cost estimation (For Road Engineer only)

- i) To support IDO Chief/PRDO Chief and other technical staff for overall project management activities for successfully achieving the project targets.
- ii) To provide other technical and managerial support so as to enhance IDO's/PRDO's capability to plan, implement and maintain the construction of bituminous and rigid pavements roads.
- iii) To review detailed project report (DPR) consisting of detailed designs, drawings and cost estimates for upgrading/rehabilitation of the bituminous and rigid pavement roads and advice some correction with reference to the Nepal Road Standard, Nepal Bridge Standard, Provincial Road Standard, Nepal Rural Road Standard, Norms and Specifications.



- iv) To support in design, construction and quality control of bituminous & rigid road pavement for IDO/PRDO.
- v) Support IDO/PRDO to review bid documents, bid evaluation and capacity assessment of IDO in proper contract administration all procurement works related to road projects.
- vi) To support IDO/PRDO in social as well as environmental safeguard and resettlement works by coordinating the consultants associated with the IDOs/PRDOs during review of the DPR of the projects.
- vii) To provide other technical and managerial support so as to enhance IDO/PRDO capability to plan, implement and maintain the roads efficiently & successfully.

Part B: Supervision of works (For Road Engineer and Technical Officer)

- i) To ensure quality of the works implemented under the project with adequate field supervision.
- ii) To visit the field frequently and review progress, quality control and suggest for correction, monitor works, contract management and recommend for corrective measures if necessary.
- iii) To identify areas of problems and challenges during implementation of projects and also check if the contractors are complying the instruction and communications of IDO/PRDO. If not identify the reasons and recommend on corrective measures.
- iv) To check and take measures for improving the quality of the work plan and quality assurance plan of contractors.
- v) To ensure timely completion of the works implemented under the project.
- vi) To assist the IDO/PRDO in contract management as per the contract agreement.
- vii) To verify and certify the works done through the contractors.
- viii) To identify areas of problems of IDO/PRDOs 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 orient them in proper implementation of the provisions of the contract agreement
- ix) To work collaboratively with engineers, environmentalists, sociologists, planners and policy makers in the multi-disciplinary teams.
- x) To facilitate the other works as required by the IDO/PRDO in connection with the project works;

Part C: Post Construction

- i) To assist in the preparation of "As-Built Drawings"; and
- ii) To prepare completion reports of the sub projects.



3. Scope of Consulting Services

The Road Engineers will be responsible particularly in Road sector in organizing, planning including review of DPRs, construction, supervision, monitoring, quality control of bituminous & rigid pavement, reporting and environmental safeguard activities in coordination with IDO/PRDOs and Technical Officers will be responsible in Bridge sectors in construction supervision, monitoring, reporting and environmental safeguard activities in coordination with IDOs/PRDOs. The Road Engineer will develop effective and appropriate templates for progress records, site monitoring and other routine activities. The Road Engineer together will work under guidance of the IDO/PRDO chief. He/she will assist the IDO in the review and approval of design modifications which may be required during the construction phase. The Consultant's duties shall include but not necessarily be limited to:

Duties and Responsibilities (For Road Engineer)

- ❖ Study of Nepal Road Standards, Provincial Road Standards, Nepal Rural Road Standards and assist for the preparation of necessary Norms and Specification.
- ❖ Assist the IDO/PRDO in all technical matters and procurement processing for the project.
- ❖ Assist the IDO/PRDO to conduct baseline surveys on socioeconomic and transport related indicators.
- ❖ Assist in preparation of Annual Procurement Plans (APPs) and Master Procurement Plans (MPPs).
- ❖ Facilitation, guidance and close coordination with IDO/PRDO team in preparation of the engineering designs, estimates, bidding documents for bituminous & rigid pavement road construction works.
- ❖ Evaluate/ review design reports submitted by the consultants regarding all related with roads.
- ❖ Close monitoring and follow-up of the progress of the construction contracts under execution of IDO/PRDO.
- ❖ Assist IDO/PRDO 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.
- ❖ Assist 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.
- ❖ Checking the bill of the works submitted by the contractors and recommend them for payments by the IDO/PRDO with the certification that quality of works executed by the contractor are satisfactory
- ❖ Certify the completion of the works.



- ❖ Preparing the variation orders and assist the IDO/PRDO in negotiating with the contractor for the implementation of such changes. If such changes involve additional cost, prepare necessary documents for approval by the IDO/PRDO.
- ❖ Maintain all the records and reports according to the IDO/PRDO requirements.
- ❖ Assist IDO/PRDO to prepare M & E reports as per the prescribed formats.
- ❖ 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 IDO/PRDO staff.
- ❖ Assist in preparing completion reports of all projects.
- ❖ Assist in the preparation of “As-Built drawings”.
- ❖ Accomplish other tasks related to engineering/ technical aspect as per the need of the project and when required by IDO/PRDO in connection with the project works.
- ❖ Others as and when required by IDO/PRDO in connection with the project works

Duties and Responsibilities (For Technical Officer)

- ❖ Facilitation, guidance and close coordination with IDO/PRDO team in construction supervision of Bridge Construction Works.
- ❖ Close monitoring and follow-up of the progress of bridge construction contracts under execution of IDO/PRDO.
- ❖ Ensure that all the works are carried out in accordance with the designs, drawings and specification.
- ❖ Assist 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 bridge construction 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.
- ❖ Certify the completion of the works.
- ❖ Maintain all the records and reports according to the IDO/PRDO requirements.
- ❖ 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. Assist appropriate mechanism to monitor project progress reports after field verification. Provide feedbacks and maintain regular communication with related field and IDO/PRDO staff.
- ❖ Assist in preparing completion reports of all projects.
- ❖ Assist in the preparation of “As-Built drawings”.
- ❖ Accomplish other tasks related to engineering/technical aspect as per the need of the project and when required by IDO/PRDO in connection with the project works.
- ❖ Others as and when required by IDO/PRDO in connection with the project works



4. Qualification and experiences of the Consultant

The Road Engineer consultant shall have minimum Bachelor's Degree in Civil Engineering with general works experience of 5 years and specific experience of 3 years of planning, design, construction, supervision and quality control of bituminous & rigid pavement road projects including at least one 5 Km and total 10 Km bituminous pavement work. She/he should have excellent computer skills of GIS/AutoCAD /Road design software and fluency in written and spoken English and Nepali, strong interpersonal skills and ability to work in a multidisciplinary team and ability to work independently. It is mandatory that the proposed Civil Engineer be registered with the Nepal Engineering Council in accordance with the Nepal Engineering Council Act, 2055.

The Technical Officer should have Diploma in Civil Engineering or Equivalent. The Technical Officer should have minimum General Experience of 3 years with good performance in civil engineering projects and Specific Experience with at least 2-year Specific Experience in construction supervision and quality control of RCC/PSC bridge projects with at least 1 (One) bridge either of RCC, PSC or RCC truss bridge of length greater than 25 m. She/he should have good computer skills of Excel/AutoCAD software; and fluency in written and spoken English and Nepali, and ability to work independently.

5. Duration of the Services

- The services shall start tentatively from **1st January, 2021 to 15th July 2021** and may be extended as required by the clients. The contract shall be terminated if the office does not need the consultant's service due to the project's internal management or unsatisfactory performance of the consultants as evaluated by the IDOs/PRDOs.
- In case of the termination of the contract on part of the office (client); the latter 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 MoPID through IDO/PRDO.

Duty Station

The Road Engineer shall perform works for;

- a) The selected Infrastructure Development Office (IDO)/Provincial Road Division Office (PRDO) and frequent visit of road site execution by IDO/PRDO as per requirement with prior approval of IDO/PRDO Chief.

The Technical Officer shall perform works for;

- b) The bridge construction sites of selected district under Infrastructure Development Office (IDO)/Provincial Road Division Office (PRDO) as per requirement with prior approval of IDO/PRDO Chief.

6. Name and Location of the Road/Bridge Projects

The Road Engineer shall perform works for;

- a) Province Government Supported Roads



The Technical Officer shall perform works for;
a) Province Government/Federal Government Supported Bridges.

7. Consultant's Reporting Obligations

For Road Engineer

The Road Engineer shall deliver the following reports every month to the IDO/PRDO and in the agreed standard format:

- Project's DPR review report
- Procurement Management report
- Construction supervision report
- Material Testing Report
- Other reports as asked by IDO and MoPID in connection with the project work.

For Technical Officer

The Technical Officer shall deliver the following reports every month to the IDO/PRDO and in the agreed standard format:

- Construction supervision report
- Material Testing Report
- Other reports as asked by IDO and MoPID in connection with the project work.

8. Remuneration

a. 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 district of IDO/PRDO and insurance premium costs.

b. In case of travel requirement outside district of IDO/PRDO for the case of Road Engineer and outside the deputed district for the case of Technical Officer and within Nepal for project related assignments, consultant shall be paid travel expenses on public transportation cost basis and suitably determined subsistence allowance to cover all other costs including accommodation.

9. Logistic Support

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

- ❖ 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 MoPID every month on the submission of his/her invoice and time-sheet with the obligatory reports certified by the respective IDO/PRDO chief or his/her authorized representative. The invoice must be associated by the Consultant's VAT bill having readable PAN No.
- ❖ The office space and working furniture (table & chair) shall be provided to the Road Engineer within premises of office of the IDO/PRDO, while the Technical Office shall be deputed in the bridge sites of the district with frequent visit to IDO/PRDO for regular reporting. The IDO/PRDO



may avail the office space outside the premises in case of non-availability of the sufficient space in the office premises for Road Engineer.

- ❖ The IDO/PRDO shall avail the stationery, electricity and internet facility to the consultant during working hour.
- ❖ The Road Engineer/Technical Officer shall have his/her own laptop for working.
- ❖ If needed, the Road Engineer shall also be stationed at the work site(s).
- ❖ The IDO/PRDO shall avail the transportation facility at least with a motorcycle for travel to the field.

10. Reporting obligation

- ❖ Field report after each field visit, enlisting activities undertaken at the field level.
- ❖ Monthly overall progress report.
- ❖ Construction supervision Report
- ❖ Other reports as asked by and IDO/PRDO in connection with the project work.
- ❖ Final report at the end of the assignment.

11. Payment

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

12. 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.

13. Time Schedule

The consultant shall work in accordance with IDO/PRDO, directed time schedule as per Agreement.

14. 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.

15. Disposition of Facilities

At the end of the project, the Consultant shall hand over to the MoPID/IDO 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 MoPID/IDO 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.

16. AGREEMENT

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



Curriculum Vitae

Applied for the Position 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				
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



Province Government
Ministry of Physical Infrastructure Development
Bagamati Province
Hetuuda, Makawanpur, Nepal

Priority Form (Mandatory) For Road Engineer

S.N.	Name of IDO/PRDO	Priority
1	Infrastructure Development Office, Chitwan	
2	Infrastructure Development Office, Nuwakot	
3	Infrastructure Development Office, Lalitpur	
4	Infrastructure Development Office, Kavrepalanchowk	
5	Infrastructure Development Office, Sindhupalchowk	
6	Infrastructure Development Office, Ramechhap	
7	Provincial Road Division Office, Dhading	
8	Provincial Road Division Office, Sindhuli	

Authorized Signature:

Name of Applicant:

Date:



Province Government
Ministry of Physical Infrastructure Development
Bagamati Province
Hetuuda, Makawanpur, Nepal

Priority Form (Mandatory) For Technical Officer

S.N.	Name of District	Priority
1	Chitwan	
2	Makawanpur	
3	Dhading	
4	Nuwakot	
5	Rasuwa	
6	Kathmandu	
7	Lalitpur	
8	Bhaktapur	
9	Kavrepalanchowk	
10	Sindhupalchowk	
11	Dolakha	
12	Ramechhap	
13	Sindhuli	

Authorized Signature:

Name of Applicant:

Date: