



Provincial Government  
Sudurpashchim Province  
Ministry of Physical Infrastructure Development  
**Transport Infrastructure Directorate**  
Rajpur, Doti

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

**Method of Consulting Service: National**

**Project Name: Procurement of Road Engineer Services (Construction Supervision of Roads)**  
**EoI: TIDSudurpashchim/2078-79/RE/IDO/1**  
**Office Name: Transport Infrastructure Directorate**  
**Office Address: Sudurpashchim province, Rajpur, Doti**  
**Issued on: 20 December 2021 (2078/09/05 BS)**  
**Financing Source: Provincial Government, Sudurpashchim Province**

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

(Date of Publication: 20 December 2021)

1. Province Government, Sudurpashchim Province, Ministry of Physical Infrastructure Development, Transport Infrastructure Directorate, Infrastructure Development Offices (IDO has allocated funds for the construction of road projects under province budget (equalization grant and province own income, matching grant-Samapurak Anudan and Conditional Grant) and the contingency amount of the budget allocated for roads construction under multi-year contract 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. No.	Post	Office Name	District	Nos	Qualification and Work Experiences
1.	Road Engineer	IDO, Kailali	Kailali	1	Minimum Bachelor's degree in Civil Engineering with the minimum general experience of 7 years and specific experience of 5 years in planning, design, construction, supervision and quality control of road projects including at least one 10 km and total 15 km bituminous pavement road project.
2.	Road Engineer	IDO, Kanchanpur	Kanchanpur	1	
3.	Road Engineer	IDO, Dadeldhura	Dadeldhura	1	
4.	Road Engineer	IDO, Dadeldhura	Doti	1	
5.	Road Engineer	IDO, Baitadi	Baitadi	1	
6.	Road Engineer	IDO, Baitadi	Darchula	1	
7.	Road Engineer	IDO, Bajhang	Bajhang	1	
8.	Road Engineer	IDO, Achham	Achham	1	
9.	Road Engineer	IDO, Achham	Bajura	1	

2. Interested eligible Individual consultants may obtain further information and EoI document free of cost at the address Transport Infrastructure Directorate, Sudurpashchim Province, Rajpur, Doti during office hours on or before 03 January 2022 (2078/09/19 BS) or can be downloaded from <http://mopid.sudurpashchim.gov.np> and contact number: 9858421085
3. Eligible experienced, and willing Consultants are requested to submit their EoI hardcopy in a sealed envelope to the office of the Transport Infrastructure Directorate, Rajpur, Doti with clearly mentioning the name of IDO and district for which the EoI is submitted no later than before 03 January 2022 (2078/09/19 BS) within office hours. The Consultant who wants to apply for more than one district must submit their EOI with a prioritization list of the district.
4. In case the deadline for submission of EoI falls on a public holiday, then the next working day shall be considered as the deadline for EOI submission.

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5. The academic qualification and work experience stated in the CV shall be verified from the respective certificate and attached in EoI documents.
6. The selection is totally based on the approved evaluation criteria in accordance with the Public Procurement Act 2063 and Public Procurement Rule 2064.
7. There are allocated 20 marks in academic qualification, 65 marks in general and specific experiences, and 15 marks in Interview. The consultant must obtain minimum pass marks of 51 in the evaluation of academic qualification and experience to be qualified for shortlisting. The applicants in the shortlist shall be informed/notified for interview and submission of financial proposal.
8. The selection of the consultants will be taken from the merit list after evaluation of EoI and Interview. Then the candidate will be informed for negotiation to confirm the remuneration or salary and also for a formal contract agreement.

  
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# TERMS OF REFERENCE of Road Engineer

## 1. INTRODUCTION

Sudurpashchim province was formed according to Article 56 clause (3) and schedule 4 of The Constitution of Nepal. The province was formed by grouping the existing 9 districts. Ministry of Physical Infrastructure Development (MoPID) was established on 2074/11/06 in order to formulate, implement and monitor and evaluate province-level physical infrastructure policies programmes and projects related to provincial energy, electricity, water supply, water-induced disaster, provincial Lokmarg, and transport. Implementation of the sub-sector programmes and projects are carried out through the directorate and various offices under MoPID. Road and Bridge programmes and projects are carried out by six Infrastructure Development Offices under Transport Infrastructure Directorate (TID) as given below:

- Infrastructure Development Office, Kailali. (Working Area Kailali district)
- Infrastructure Development Office, Kanchanpur. (Working Area Kanchanpur district)
- Infrastructure Development Office, Bajhang. (Working Area Bajhang district)
- Infrastructure Development Office, Dadeldhura.(Working Area Dadeldhura and Doti districts)
- Infrastructure Development Office,Baitadi. (Working Area Baitadi and Darchula districts)
- Infrastructure Development Office, Achham. (Working Area Achham and Bajura districts)

Province Government, Sudurpashchim Province, Ministry of Physical Infrastructure Development, Transport Infrastructure Directorate, Infrastructure Development Offices (IDO) have allocated funds for the construction of road projects under province budget (equalization grant and province own income, matching grant-Samapurak Anudan and Conditional Grant). Construction of major roads is under multi-year contracts. The IDO requested TID to hire Road Engineer as an individual consultant (National) for construction supervision, quality control, environmental assessment of various roads implemented by the Infrastructure Development Office. The TID has requested the eligible, experienced and willing individual consultant for EoI to provide Road Engineer service on one Road Engineer (RE) per district basis. The selected RE will be sent to IDOs and the consulting fee (remuneration and out of pocket expenses) will be paid by the concerned IDO from the contingency amount of the road projects implemented with the above grant.

## 2. OBJECTIVE/PURPOSE OF THE CONSULTING SERVICES

The overall objective of the Road Engineer service as an individual consultant (herein also referred to as the “Consultant”) is to support IDO in supervision, quality control, contract management, social and environmental safeguards, and resettlement during the construction of roads.

The Specific objectives of the consultancy services are as follows:

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

- To support IDO chief and other technical staff for overall project management activities for successfully achieving the project targets.
- To provide other technical and managerial support so as to enhance IDO's capability to plan, implement and maintain the construction of roads.
- To 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 Road Standard, Nepal Bridge Standard, Provincial Road Standard, Nepal Rural Road Standard, Norms and Specifications.
- Support IDO to review bid documents, bid evaluation, and capacity assessment of IDO in proper contract administration all procurement works related to road projects.
- To support IDO in social as well as environmental safeguard and resettlement works by coordinating the DPR consultants associated with the IDO's during the review of the DPR of the projects.
- To provide other technical and managerial support so as to enhance IDO capability to plan, implement and maintain the roads efficiently & successfully.

## Part B: Supervision of works

- To ensure the 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 recommendations for corrective measures if necessary.
- To identify areas of problems and challenges during implementation of projects and also check the contractors are complying with the instruction and communications of IDO. If not, identify the reasons and recommend corrective measures.
- 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 assist the IDO in contract management as per the contract agreement.
- To verify and certify the works done through the contractors.

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- To identify areas of problems of IDOs in proper record keeping, taking timely contract-based actions including the application of liquidated damages or termination of contract based on a case-by-case basis, and orients them in the proper implementation of the provisions of the contract agreement.
- To work collaboratively with engineers, environmentalists, sociologists, planners, and policymakers in multi-disciplinary teams.
- To facilitate the other works as required by the IDO in connection with the project works;

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

- To assist in the preparation of "As-Built Drawings"; and
- To prepare completion reports of the subprojects

### **3. SCOPE OF CONSULTING SERVICES**

The consultant will prepare and provide technical inputs, particularly in Road Construction in organizing, planning including survey, design, construction supervision, monitoring and reporting of site activities and progress. S/he will develop effective and appropriate templates for progress records, site monitoring, and other routine activities. The Road Engineer together with IDO technical staff will work under the guidance of the IDO chief/IDO Engineer. S/he will assist the IDO in the review and approval of design modifications that may be required during the construction phase. The Consultant's duties shall include but not necessarily be limited to the following:

#### **Duties and Responsibilities**

- Study of Nepal Road Standards, Provincial Road Standards, Nepal Rural Road Standards, Norms and Specification.
- Assist the IDO in all technical matters and procurement processing for the project.
- Assist the IDO to conduct baseline surveys on socioeconomic and transport-related indicators.
- Assist in preparation of Procurement Plan (PP)
- Facilitation, guidance and close coordination with IDO team in preparation of the engineering designs, estimates, bidding documents for the Road Construction Works.
- Evaluate/ review design reports submitted by the DPR consultants related to roads.
- Close monitoring and follow-up of the progress of the construction contracts under execution.
- Assist the IDO in bid invitations, bid evaluation, and awarding the contracts, if needed.

  
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- Ensure that all the works are carried out in accordance with the designs, drawings and specifications.
- Assist in preparing Quality Assurance Plan (QAP) of the work activities.
- Maintain a permanent record of all measurements of works completed and results of the 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 to meet the desired standard quality of the materials and workmanship.
- Checking the bill of the works submitted by the contractors and recommend them, with the certification that the quality of works executed by the contractor are satisfactory, to IDO for payments
- Certify the completion of the works.
- Preparing the variation orders and assisting the IDO in negotiating with the contractor for the implementation of such changes. If such changes involve additional costs, prepare necessary documents for approval by the IDO.
- Maintain all the records and reports according to the IDO requirements.
- Assist IDO 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 the annual plan, trimester and annual progress report. Prepare appropriate mechanism to monitor project progress reports after field verification. Provide feedback and maintain regular communication with related fields and IDO staff.
- Assist in preparing completion reports of all projects.
- Assist in the preparation of “As-Built” drawings
- Accomplish other tasks related to engineering/ technical aspects as per the need of the project and when required by IDO in connection with the project works.
- Assist in other matters as and when required by IDO in connection with the project work

#### **4. QUALIFICATION AND EXPERIENCE OF THE CONSULTANT**

The consultant shall have a minimum Bachelor's Degree in Civil Engineering (a higher educational degree in the relevant discipline will be preferred). Minimum general works experience after bachelor's



degree 7 years and specific experience of 5 years of planning, design, construction supervision and quality control of road projects at least one project of 10 KM and a total of 15 KM bituminous pavement work. She/he should have Excellent computer skills of GIS/AutoCAD /Road design softwares and fluency in written and spoken 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 Civil Engineer applying for Road Engineer be registered with the Nepal Engineering Council in accordance with the Nepal Engineering Council Act, 2055.

## 5. DURATION OF THE SERVICES

- The duration of the services shall be tentatively for **12 months from the F.Y. 2078/79 to F.Y. 2079/80 with intermittent input. The Consultant's input shall be from the month of Mansir to the last of Ashadh each F.Y.** If needed, the consultant's input schedule may be adjusted not exceeding the total duration of **12 months**. The contract between TID/IDO and the Consultant shall be terminated if the IDO does not need the consultant's service due to the project's internal management or unsatisfactory performance of the consultant as evaluated by the TID/IDOs.
- In case of the termination of the contract on part of the TID/IDO (client); the client will inform the Consultant in writing one (1) month before termination
- If the Consultant wishes to leave the project; s/he shall mandatorily inform TID/IDO in writing two (2) months before leaving/termination the job.

## 6. NAME AND LOCATION OF THE ROADS AND DUTY STATION

The Consultant station will be at an appropriate location in the district as decided by the concerned IDO and the Consultant shall perform her/his works for Province Government Supported roads implemented by the IDO with the frequent visits to road construction sites as per the requirement with prior approval of IDO Engineer. The consultant is to stay at the site as per the need during construction.

## 7. CONSULTANT'S REPORTING OBLIGATIONS

The Consultant shall prepare and submit the following reports every month to the IDO and in the agreed standard format:

- Project's DPR review report
- Procurement Management report
- Field report after each field visit, enlisting activities undertaken at the field level
- Construction supervision report
- Monthly and trimester progress reports

  
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- Material Testing Report
- Other reports as needed to be asked by IDO and TID in connection with the project work.

## 8. SELECTION OF CONSULTANT AND REMUNERATION

### Selection:

- The consultant's EoI will be evaluated on the basis of following the selection criteria stated in prevailing government rules and Public Procurement Act 2063 and Public Procurement Rules 2064.
- There are allocated 20 marks in academic qualification, 65 marks in general and specific experiences, and 15 marks in Interview. The consultant must obtain minimum pass marks of 51 in the evaluation of academic qualification and experience to be qualified for short listing. The applicants in the shortlist shall be informed/notified for interview and submission of financial proposal.
- The selection of the consultants will be taken from the merit list after evaluation of EoI and Interview. The candidate from the merit list will be informed for negotiation to confirm the remuneration or salary and also for a formal contract agreement.
- The selected Road Engineer will be sent to IDOs and the consulting fee (remuneration and out of pocket expenses) will be paid by the concerned IDO from the contingency amount of the road projects implemented the IDO.

### Remuneration:

The Consultant shall be provided the remuneration and other expenses 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 the waiting list in order of merit will be called on for negotiation
- The price Adjustment is not applicable to this consulting service.
- The Remuneration and out of the pocket of the Consultant shall be paid by the concerned IDO on monthly basis on the submission of her/his invoice and time-sheet with the obligatory reports and certified by the IDO Engineer. The invoice must be associated with the Consultant's VAT bill having readable PAN No.
- Public Holiday of Saturday is applicable for the Consultant and no other public holidays and leaves are applicable. If the urgency of work requires the consultant's input on Saturday, the consultant shall work on Saturday and the public holiday consumed will be compensated on another suitable day agreed by the IDO chief.

  
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- The Consultant paid a lump sum amount of remuneration per month shall include all her/his overheads, social charges, and other associated costs including local transportation within the district of IDO and insurance premium costs.
- In case of travel requirements outside the duty station district and within Nepal for project-related assignments, the Consultant shall be paid travel expenses on a public transportation cost basis and suitably determined subsistence allowance to cover all other costs including accommodation.

## 9. LOGISTIC SUPPORT

- The dedicated working space and working furniture (table & chair) shall be provided to the Consultant within the premises of the IDO or any appropriate location within the district.
- The IDO shall avail the stationery, electricity, and internet facility to the Consultant during working hours.
- Existing project Reports and IEE Reports
- The Consultant shall have her/his own laptop for work.
- If needed, the Consultant shall be stationed at the worksite(s).
- The IDO shall avail the transportation facility at least with a motorcycle for travel to the field.

## 10. TAXATION

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

## 11. TIME SCHEDULE

The Consultant shall work in accordance with IDO directed time schedule as per Agreement.

## 12. INDEMNITY

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

## 13. DISPOSITION OF FACILITIES

At the end of the project, the Consultant shall hand over to the TID/IDO all equipment, apparatus, or other things procured by the TID/IDO funding used by the Consultant during the assignment. All items handed over to the TID/IDO 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 own expense.

## 14. AGREEMENT

The Consultant shall be required to enter into an agreement with the TID/IDO on a time-based contract.

## Annex 1: Curriculum Vitae

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Applied for the position of Road Engineer in ..... district

### 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 of completion	Division

### C. Training

Institution	Training on	Duration (days)

### D. Language

Language	Speaking	Writing	Reading	Remarks
English				
Nepali				
Others				
a.				
b.				

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c.			
<b>Note:</b>			
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**

*[Signature]*  
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## Annex 2: District Priority Form

**Project Name: Procurement of Road Engineer Services (Construction Supervision of Roads)**

**EoI: TIDSudurpashchim/2078-79/RE/IDO/1**

**Office Name: Transport Infrastructure Directorate**

**Office Address: Sudurpashchim province, Rajpur, Doti**

S.No.	Office Name	District	Consultant's Priority
1	Infrastructure Development Office, Kailali	Kailali	
2	Infrastructure Development Office, Kanchanpur	Kanchanpur	
3	Infrastructure Development Office, Dadeldhura	Dadeldhura	
4	Infrastructure Development Office, Dadeldhura	Doti	
5	Infrastructure Development Office, Baitadi	Baitadi	
6	Infrastructure Development Office, Baitadi	Darchula	
7	Infrastructure Development Office, Bajhang	Bajhang	
8	Infrastructure Development Office, Achham	Achham	
9	Infrastructure Development Office, Achham	Bajura	