Government of Nepal

Ministry of Education and Sports

Department of Education

Sanothimi, Bhaktapur

Expression of Interest (EOI) Document

for Shortlisting of Individual Consultant

(Based on the PPMO Standard EOI Document for Consulting Services, Fourth Revision, December 2022 – adapted for Individual Consultants)

Title of Consulting Service	Individual Consultant — Field Coordination / Logistics Specialist
Group	Team 4: Implementation and Program Management Group
Method of Consulting Service	National (Individual Consultant)
Project Name	National School Infrastructure Assessment (NSIA) for Safer Schools in Nepal
EOI No.	DoE/NSIA/IC/2083-84/15
Office Name	Department of Education
Office Address	Sanothimi, Bhaktapur, Nepal
Issued on	04 November 2026
Financing Agency	Government of Nepal (GoN) budget, FY 2083/84 — Budget Sub-head No. 35000109, Activity No. 2.5.2.106

Abbreviations

Abbreviation	Full form
CV	Curriculum Vitae
DoE	Department of Education
EOI	Expression of Interest
GoN	Government of Nepal
IC	Individual Consultant
IEMIS	Integrated Education Management Information System
MoES	Ministry of Education and Sports
NEC	Nepal Engineering Council
NSIA	National School Infrastructure Assessment
NSSP	Nepal Safer Schools Project (World Bank-supported)
PAN	Permanent Account Number
PIC	Program Implementation Committee
PPA	Public Procurement Act, 2063
PPR	Public Procurement Regulations, 2064
TOR	Terms of Reference
VAT	Value Added Tax

Contents

A. Request for Expression of Interest

B. Instructions for Submission of Expression of Interest

C. Objective of Consultancy Services / Brief TOR

D. Evaluation of Consultant's EOI Application

E. EOI Forms & Formats: Form 1 Letter of Application; Form 2 Applicant's Information; Form 3 Experience (3A General, 3B Specific, 3C Geographical/Donor-Project); Form 4 Curriculum Vitae

A. Request for Expression of Interest

Government of Nepal

Ministry of Education and Sports

Department of Education, Sanothimi, Bhaktapur

Date: 04 November 2026

Name of Project: National School Infrastructure Assessment (NSIA) for Safer Schools in Nepal

EOI No.: DoE/NSIA/IC/2083-84/15

Title of Consulting Service: Individual Consultant — Field Coordination / Logistics Specialist

1. The Government of Nepal (GoN) has allocated funds in its FY 2083/84 budget under Budget Sub-head No. 35000109, Activity No. 2.5.2.106 (programme: development of the school infrastructure transformation system framework and reporting) toward the cost of the National School Infrastructure Assessment (NSIA) for Safer Schools in Nepal and intends to apply a portion of these funds to eligible payments under the contract for which this Expression of Interest is invited for National Individual Consultant services.

2. The Department of Education (DoE) now invites Expressions of Interest (EOI) from eligible individual consultants (natural persons) for the position of Field Coordination / Logistics Specialist under Team 4: Implementation and Program Management Group. Brief objective: plan and coordinate field logistics, deployment and resources to support the smooth roll-out of field assessment activities across program districts.

3. Interested eligible individual consultants may obtain further information and the EOI document free of cost from the Department of Education, Sanothimi, Bhaktapur during office hours on or before 18 November 2026, 4:00 PM, or download it from the website www.moe.piu.gov.np.

4. This EOI is open to individual consultants only. Consulting firms, joint ventures or associations of consultants are not eligible to apply.

5. Expressions of Interest shall be submitted in hard copy, in a sealed envelope, by hand, by registered post or by courier to the Department of Education, Sanothimi, Bhaktapur, on or before 19 November 2026, 12:00 PM. Electronic submission through the e-GP system (www.bolpatra.gov.np/egp) is not available for this EOI as the e-GP system is currently suspended.

6. In case the last date of obtaining and submission of the EOI documents happens to be a holiday, the next working day will be deemed as the due date, but the time will be the same as stipulated.

7. EOIs will be assessed based on General Qualification and Experience (20%), Specific Experience (60%) and Geographical/Donor-Project Experience (20%) of the individual consultant, as detailed in Section D. Based on the evaluation of EOIs, the highest-ranked consultant will be invited to submit a financial proposal and for negotiation.

8. The minimum score to pass the EOI is 70 (seventy) out of 100.

9. The Department of Education reserves the right to accept or reject any or all EOIs without assigning any reason whatsoever.

B. Instructions for Submission of Expression of Interest

1. The Expression of Interest shall be submitted by an individual consultant (natural person) in his/her own name. Applications from firms or joint ventures will not be considered.

2. Interested individual consultants must provide information indicating that they are qualified to perform the services: academic qualifications, professional experience, description of assignments of similar nature completed and their location, experience in similar conditions and the client(s) for whom the work was carried out.

3. This Expression of Interest is open to all eligible Nepali individual consultants.

4. In case the applicant is an individual consultant, details of similar assignment experience, their location and the bio-data (CV) shall be considered for evaluation.

5. The assignment has been scheduled for a total input of 8 person-months (176 working days) over the period December 2026 to 15 July 2027. Expected date of commencement of the assignment is the third week of November 2026.

6. The Individual Consultant will be selected in accordance with the Individual Consultant Selection method under the Public Procurement Act, 2063 and the Public Procurement Regulations, 2064.

7. The Expression of Interest should contain the following information:

i. A covering letter addressed to the Director General, Department of Education, duly signed by the applicant.

ii. The following information in the respective formats given in this EOI document:

- EOI Form 1: Letter of Application
- EOI Form 2: Applicant's Information
- EOI Form 3: Experience (3(A) General, 3(B) Specific, 3(C) Geographical/Donor-Project)
- EOI Form 4: Curriculum Vitae (signed)

iii. Self-attested copies of: Nepali citizenship certificate; academic certificates and transcripts (with equivalence from Tribhuvan University for degrees obtained abroad); PAN registration certificate; experience letters/contract copies substantiating the experience claimed; and training/certification certificates.

8. Applicants may submit additional information with their application, but shortlisting will be based on the evaluation of the information requested and included in the formats provided in this EOI document.

9. The Expression of Interest (EOI) document must be duly completed and submitted by hand, by registered post or by courier in a sealed envelope.

10. The sealed envelope shall be clearly marked as "EOI Application for Short-listing – Individual Consultant: Field Coordination / Logistics Specialist – National School Infrastructure Assessment (NSIA), EOI No. DoE/NSIA/IC/2083-84/15". The envelope shall also clearly indicate the name, address, telephone number and e-mail of the applicant.

11. The completed EOI document must be submitted on or before the date and at the address mentioned in the "Request for Expression of Interest". In case the submission falls on a public holiday, the submission can be made on the next working day. Any EOI document received after the closing time for submission shall not be considered for evaluation.

C. Objective of Consultancy Services / Brief TOR

1. Background

The Government of Nepal, through the Department of Education, is implementing the National School Infrastructure Assessment (NSIA) to improve the safety and disaster resilience of public school infrastructure and to strengthen institutional systems for long-term, risk-informed planning and implementation of school infrastructure investments.

The NSIA is aligned with Nepal's 16th Development Plan, School Education Sector Plan (SESP), Education in Emergencies and Crisis, School Physical Infrastructure Development and School Safety priorities. It will utilize Rapid Visual Screening (RVS), disaster-risk information, demographic and school-network analysis, and Integrated Education Management Information System (IEMIS) data to support evidence-based investment prioritization.

The Government of Nepal is implementing the National School Infrastructure Assessment through a Three-Tier Assessment System: Level-1 — a rapid, digital, risk-informed baseline assessment of all public schools; Level-2 — detailed technical assessment of high-risk or priority schools; and Level-3 — site master planning, technical design, cost estimation and investment readiness for priority schools.

2. Objective of the Assignment

The objective of this assignment is for the Field Coordination/Logistics Specialist to plan and coordinate field logistics, deployment and resources to support the smooth roll-out of field assessment activities across program districts.

Key focus of the assignment: Field logistics planning, deployment coordination, resource management, and field-level troubleshooting.

3. Scope of Work

Under the overall guidance of the Team Lead/Coordinator, Team 4, the Consultant shall carry out the following tasks, including but not limited to:

Field Logistics Planning

- Support the Team Lead in planning field logistics, deployment schedules and resource requirements.

Deployment Coordination

- Coordinate deployment and mobilization of field assessment teams, ensuring timely arrival and resource availability.

Resource Management

- Manage field-level resources, equipment and supplies, and maintain records of deployment and logistics arrangements.

Field-Level Troubleshooting

- Identify and resolve field-level logistical bottlenecks and coordinate with local governments/teams to ensure uninterrupted assessment activities.

4. Deliverables and Reporting Schedule

No.	Deliverable	Indicative Timeline
1	Individual work plan/deployment schedule, aligned with the Team 4 integrated work plan	Within 2 weeks of commencement
2	Field logistics and deployment plan	Within 6 weeks

No.	Deliverable	Indicative Timeline
3	Deployment coordination and resource-management records for assigned districts	Ongoing, per approved work plan
4	Monthly progress report to the Team Lead	Monthly
5	End-of-assignment technical handover note	End of assignment

5. Duration, Level of Effort and Duty Station

The assignment is expected to commence in December 2026 and continue until 15 July 2027, covering the required activities within Government of Nepal fiscal year 2083/84, aligned with the Team 4 integrated work plan. The total level of effort for the Field Coordination / Logistics Specialist is estimated at 8 person-months (176 days with requirement of travel outside Kathmandu Valley for project related activities for approximately 50 days), which may be adjusted within the overall assignment period to meet key milestones.

Duty Station: Department of Education, Bhaktapur, with travel to program districts as required. Reports to: Deputy Director General / Senior Divisional Engineer, Department of Education.

6. Minimum Qualification and Experience

Education: Bachelor's degree or Diploma in Management, Arts, Engineering or a closely related field.

- Minimum 3 years of relevant professional experience in field coordination and logistics.
- Demonstrated experience managing deployment, resources and troubleshooting for field-based programs

Advantage: Experience in field logistics for multi-district government or development programs especially in the field of building assessment

- No conflict of interest with any current or anticipated bidder, contractor, or consultant under the NSIA.

The detailed Terms of Reference (TOR) is available at the Department of Education and forms part of this EOI document.

D. Evaluation of Consultant's EOI Application

The EOI application of the individual consultant which meets the eligibility and completeness criteria will be ranked on the basis of the ranking criteria below.

i) Eligibility & Completeness Test	Compliance (Yes/No)
Copy of Nepali citizenship certificate	
PAN registration certificate	
Copy of academic certificate(s) meeting the minimum qualification in the TOR	
Declaration that the applicant is not declared blacklisted/ineligible by GoN (included in Form 1)	
EOI Form 1: Letter of Application (signed)	
EOI Form 2: Applicant's Information	
EOI Form 3: Experience (3(A), 3(B), 3(C))	
EOI Form 4: Curriculum Vitae (signed)	

ii) EOI Evaluation Criteria – summary

S.N.	Criteria	Score (out of 100)
1	General Qualification and Experience	20
2	Specific Experience	60
3	Geographical/Donor-Project Experience	20
	Total	100

Note: The PPMO Standard EOI format has been adapted for an individual consultant. Capacity of a consulting firm (financial turnover, infrastructure/equipment) is not applicable and is therefore not evaluated.

Scoring bands: Excellent 100%; Very Good 90–99%; Above Average 80–89%; Average 70–79%; Below Average 1–69%; Non-complying 0%. Score for a criterion = weight × band percentage. Minimum pass score: 70.

A. General Qualification and Experience (20 points)

S.N.	Details/Experience	Weight	Excellent (100%)	Very Good (90-99%)	Above Average (80-89%)	Average (70-79%)	Below Average (1-69%)	Non-complying (0%)
i.	Academic Qualification	7	Master's degree in Management, Engineering or a closely related field			Bachelor's or Diploma in Management, Arts, Engineering or a closely related field (TOR minimum)		No relevant degree
ii.	General professional experience in field coordination and logistics (years)	13	5 years and above	>4 years	>3 years	3 years	1 to <3 years	<1 year

B. Specific Experience (60 points)

S.N.	Details/Experience	Weight	Excellent (100%)	Very Good (90-99%)	Above Average (80-89%)	Average (70-79%)	Below Average (1-69%)	Non-complying (0%)
i	Experience managing deployment, resources and troubleshooting for field-based programs	21	5 assignments/projects	4 assignments/projects	3 assignments/projects	2 assignments/projects	1 assignment/project	
ii	Experience in field logistics planning, deployment schedules and resource requirement planning	17	5 assignments/projects	4 assignments/projects	3 assignments/projects	2 assignments/projects	1 assignment/project	
iii	Experience in field logistics for multi-district government or development programs, especially building assessment	13	5 assignments/projects	4 assignments/projects	3 assignments/projects	2 assignments/projects	1 assignment/project	
iv	Experience managing field resources, equipment and supplies, keeping deployment records and coordinating with local governments	9	5 assignments/projects	4 assignments/projects	3 assignments/projects	2 assignments/projects	1 assignment/project	

C. Geographical/Donor-Project Experience (20 points)

S.N.	Details/Experience	Max. score	Scoring rule
i.	Person working in Nepal on GoN-funded or donor-funded projects - 4 points per project (Max. 5 projects)	20	Nepal-specific experience is highly desirable for this assignment (national assessment of public schools in Nepal). Score = 4 x number of projects, max 5 projects.
ii.	Person working outside Nepal (South Asia region or elsewhere) on donor-funded projects - 2 points per project (Max. 5 projects)	10	Score = 2 x number of projects, max 5 projects. Category ceiling capped at 20 total even if both lines are met.

Maximum score under this heading is limited to 20 points.

Note: In case a corruption case is being filed to Court against the applicant (natural person), such applicant's EOI shall be excluded from the evaluation, if the public entity receives instruction from the Government of Nepal.

E. EOI Forms & Formats

Form 1. Letter of Application

Form 2. Applicant's Information

Form 3. Experience (General, Specific and Geographical/Donor-Project)

Form 4. Curriculum Vitae

(Form 4 "Capacity" and Form 5 "Key Experts" of the PPMO standard format are replaced by the Curriculum Vitae, as the applicant is an individual consultant.)

Form 1. Letter of Application

Date: _____

To,

The Director General

Department of Education

Sanothimi, Bhaktapur, Nepal

Telephone No.: …… Email: ……

Sir/Madam,

1. Having reviewed and fully understood all the short-listing information provided, I, the undersigned, hereby apply to be short-listed by the Department of Education as Individual Consultant for the position of Field Coordination / Logistics Specialist under the National School Infrastructure Assessment (NSIA), EOI No. DoE/NSIA/IC/2083-84/15.

2. Attached to this letter are self-attested photocopies of original documents defining my legal status (citizenship), PAN registration, academic qualifications and experience.

3. The Department of Education and its authorized representatives are hereby authorized to verify the statements, documents and information submitted in connection with this application, and to contact any institution or individual referred to in the supporting information to verify the statements and information provided, or with regard to my experience and competence.

4. All further communication concerning this application should be addressed to me at: Address: _____ Phone: _____ Email: _____

5. I declare that I have no conflict of interest in the proposed procurement proceedings, I have not been punished for an offence relating to my profession, and I have not been declared blacklisted or ineligible by the Government of Nepal.

6. I further confirm that, if I am engaged to prepare the TOR for any ensuing assignment resulting from my work product under this assignment, I will be disqualified from short-listing and participation in that assignment.

7. I declare that the statements made and the information provided in this duly completed application are complete, true and correct in every detail, and that I will be available for the full period of the assignment if selected.

Signature: _____

Name: _____

Form 2. Applicant's Information

S.N.	Particulars	Details
1	Full name of applicant	
2	Date of birth	
3	Nationality / Citizenship certificate no. and issuing district	
4	Permanent address	
5	Current (correspondence) address	
6	Telephone / Mobile No.	
7	E-mail address	
8	PAN No.	
9	Highest academic qualification (degree, institution, year)	
10	Total years of professional experience	
11	Current position and employer (if any)	

(Attach self-attested copies of the documents listed in Section B, Clause 7(iii).)

Form 3. Experience

3(A). General Work Experience

(Details of assignments/employment undertaken, most recent first.)

S.N.	Name of assignment / position held	Location	Period (from–to)	Duration (months)	Client / Employer	Description of work carried out
1						
2						
3						
4						
5						
6						
7						

3(B). Specific Experience

(Details of similar assignments relevant to the evaluation criteria in Section D. Use one table per assignment.)

Assignment name:	Approx. value of the contract (NRs/US$):
Country: Location within country:	Duration of assignment (months):
Name of client:	Your position / role in the assignment:
Address of client:	Funding source (GoN / development partner, name):
Start date (month/year):	Completion date (month/year):
Narrative description of the project:	
Description of actual services provided by you in the assignment (highlight the services similar to those required by this EOI; indicate which evaluation criterion of Section D the assignment relates to):	

3(C). Geographical / Donor-Project Experience

(Projects in Nepal – GoN-funded or development-partner funded – and donor-funded projects outside Nepal.)

No.	Name of the project	Location (Country/Region)	Execution year and duration	Funding source (GoN / development partner)
1				
2				
3				
4				
5				

Form 4. Curriculum Vitae (CV)

Proposed position	Field Coordination / Logistics Specialist
Name of applicant	
Date of birth	
Nationality	
Professional registration (if any)	

1. Education (degree, specialization, institution, year of completion):

S.N.	Degree	Specialization / Subject	Institution / University	Year
1				
2				
3				

2. Other trainings / certifications:

_____

3. Employment record (starting with present position: employer, position held, period, main responsibilities):

S.N.	Employer	Position held	Period (from–to)	Main responsibilities
1				
2				
3				
4				

4. Work undertaken that best illustrates capability to handle the tasks in the TOR (name of assignment, year, location, client, main features, position held and activities performed):

_____

5. Languages (speaking, reading, writing – excellent/good/fair): Nepali _____ English _____

6. Certification: I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience and myself. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature: _____ Date: _____

Full name: _____