Government of Koshi Province
Ministry of Physical Infrastructure Development
Biratnagar, Nepal

NOTICE FOR PREPARATION OF A ROSTER OF INDIVIDUAL TECHNICAL EXPERTS

First Date of Publication: 2083/08/05(21st November, 2026)

The Ministry of Physical Infrastructure Development, Koshi Province, Biratnagar, intends to prepare and maintain a roster of qualified Individual Technical Experts in accordance with the prevailing laws, including the Pradesh Bhawan Ain,2076 and Pradesh Bhawan Niyamawali, 2082, the Public Procurement Act, 2063, and the applicable Provincial Public Procurement Regulations.

The enlisted experts shall be engaged on an assignment basis, as and when required, to undertake technical review, evaluation, assessment, and verification of architectural, structural, geotechnical, sanitary, electrical, mechanical (HVAC), and environmental aspects of building designs submitted for pre-approval/design approval of private-sector buildings within Koshi Province.

In this regard, applications are hereby invited from interested and eligible Nepali citizens possessing the required academic qualifications, professional registration, and relevant experience for inclusion in the roster under the following categories:

1. Categories of Technical Experts

1. Structural Engineer
2. Geologist/Geotechnical Engineer
3. Architect
4. Sanitary Engineer
5. Electrical Engineer
6. Mechanical/HVAC Engineer
7. Environmental Specialist

2. Minimum Qualifications and Eligibility

Applicants shall meet the minimum academic qualifications, professional registration requirements, and relevant work experience prescribed in the respective Terms of Reference (ToR) for each category.

3. Documents to be Submitted

Interested applicants shall submit the following documents along with their application:

a. Duly completed application addressed to the Ministry.

b. Updated Curriculum Vitae (CV) highlighting relevant academic qualifications, professional experience, and expertise.

c. Copies of academic certificates and transcripts.

Council).

e. Copies of PAN/VAT registration certificate, as applicable.

f. Copies of experience certificates and other relevant documents supporting the applicant's professional experience.

4. Application for Multiple Categories

Applicants meeting the eligibility criteria for more than one category may apply for multiple categories. However, separate applications along with the required supporting documents shall be submitted for each category.

5. Terms of Reference (ToR)

The detailed Terms of Reference (ToR), including the minimum academic qualifications, professional experience, and specific responsibilities of each category of expert, can be obtained from the Ministry's official website: **https://mopid.koshi.gov.np**

6. Submission of Application

Interested and eligible applicants are required to submit their applications, along with all supporting documents, either:

Physical Submission: At the Ministry of Physical Infrastructure Development, Urban Development and Building Division, Biratnagar, Morang or

Electronic Submission: Through the Ministry's official email address: **mopid@koshi.gov.np**

The application must reach the Ministry within **15 (fifteen) days from the date of first publication of this notice.**

7. Right to Accept/Reject

The Ministry reserves the right to accept or reject any or all applications, or cancel the roster preparation process, without assigning any reason, in accordance with the prevailing laws.

For further information, interested applicants may contact the Ministry during office hours.

Ministry of Physical Infrastructure Development
Koshi Province, Biratnagar, Morang, Nepal
Phone: 021-474430
Website: https://mopid.koshi.gov.np

कोशी प्रदेश सरकार
भौतिक पूर्वाधार विकास मन्त्रालय
विराटनगर, नेपाल

प्रदेश सचिव

Province Secretary

TERMS OF REFERENCE (ToR) FOR ROSTER OF INDIVIDUAL TECHNICAL EXPERTS

COMMON TERMS AND CONDITIONS (APPLICABLE TO ALL EXPERTS)

- Client: Ministry of Physical Infrastructure Development (MoPID), Koshi Province, Biratnagar, Nepal.
- Nature of Engagement: Experts included in the roster may be engaged on an intermittent, assignment basis during Fiscal Year 2083/84, as and when required by MoPID. Inclusion in the roster shall not confer any right to continuous employment or guarantee of any such award of assignments.
- Reporting: The expert shall report to the Chief of the Urban Development and Building Division or to the Technical Review Committee/focal person designated by MoPID for the respective assignment.
- Remuneration: The expert shall be remunerated on an assignment basis in accordance with the approved rates, provincial norms, applicable financial rules, and the terms of the individual assignment approved during allotment of the assignment and communicated as of in call-off letter. Applicable taxes shall be deducted or paid as required by prevailing law.
- Conflict of Interest and Confidentiality: Before accepting an assignment, the expert shall disclose any actual, potential, or perceived conflict of interest. An expert shall not review a project if the expert, the expert's firm/employer, or an immediate family member has a direct interest in, or has been involved in, its ownership, design, consultancy, or construction. The expert shall maintain the confidentiality of all drawings, documents, data, and reports received or prepared in connection with an assignment and shall not disclose or use such information except for the purposes of the assignment and with MoPID's authorization.

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1. TERMS OF REFERENCE: STRUCTURAL ENGINEER

Objective

To review the structural safety, seismic performance, and compliance of proposed private-sector building designs with applicable Nepal National Building Code (NBC) provisions and other applicable standards before MoPID makes its recommendation on building pre-approval/design approval.

Minimum Qualifications & Experience

- Education: Master's degree in Structural Engineering or Earthquake Engineering from a recognized university.
- Professional Registration: Valid registration with the Nepal Engineering Council (NEC) in the relevant engineering discipline.
- Experience: At least five (5) years of post-Master's experience (or 7 years post-Bachelor's with Master's degree) in structural analysis, seismic design, and review of multi-storey reinforced-concrete (RCC) and/or steel buildings. Experience involving institutional, commercial buildings is preferred.

Scope of Work

- Review structural analysis models, design calculations, load combinations, and seismic design parameters for compliance with the applicable edition of NBC 105 (Seismic Design of Buildings in Nepal), other relevant NBC provisions, and applicable standards.
- Review the NBC compliance checklist for structural analysis and design submitted by the applicant and verify the supporting calculations and drawings.
- Review structural drawings, including foundations, columns, beams, slabs, shear walls, staircases, and reinforcement detailing, for compliance with applicable NBC provisions and relevant detailing standards (including IS 13920 where applicable).
- Assess the consistency of the assumed soil conditions, foundation parameters, and soil–structure interaction considerations with the submitted geotechnical investigation report.
- Attend technical presentation meetings when required by MoPID; submit written review comments and a list of deficiencies; and review revised submissions. Submit a reasoned technical recommendation to MoPID.

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2. TERMS OF REFERENCE: GEOLOGIST / GEOTECHNICAL ENGINEER

Objective

To review the adequacy of subsurface investigations, foundation recommendations, and geological and geotechnical hazard assessments for proposed private building sites.

Minimum Qualifications & Experience

- Education: Master's degree in Geotechnical Engineering, Soil Mechanics or Engineering Geology from a recognized university.
- Professional Registration: Registered with the Nepal Engineering Council (NEC) (for Engineers) or relevant recognized professional body/association (for Geologists).
- Experience: At least five (5) years of post-Master's experience (or 7 years post-Bachelor's with Master's degree) in geotechnical investigation, foundation design/review, slope stability assessment, and/or geological hazard mapping in Nepal (Terai, Hill, and Mountain terrain).

Scope of Work

- Review soil investigation reports, borehole logs, Standard Penetration Test (SPT) data, and laboratory test results, including the adequacy of the investigation scope, borehole locations, number, and depth in relation to the proposed building and applicable standards.
- Review bearing-capacity calculations, settlement analysis, liquefaction susceptibility (where relevant, including in the Terai/Koshi region), and the effects of groundwater conditions.
- Assess slope stability, landslide susceptibility, and the need for retaining or other ground-support measures for sites on sloping or potentially unstable terrain.
- Assess whether the proposed foundation system (such as isolated footing, raft, or pile foundation) is consistent with the site conditions, geotechnical recommendations, and structural loads.
- Conduct site visits when instructed or as if required by MoPID and submit a written geotechnical review report, identifying deficiencies, risks, and recommendations.

3. TERMS OF REFERENCE: ARCHITECT

Objective

To review architectural designs for compliance with applicable national building requirements, local building by-laws, accessibility provisions, fire and life-safety requirements, and relevant specialized planning guidelines for healthcare facilities, where applicable.

Minimum Qualifications & Experience

- Education: Bachelor's degree in Architecture (B.Arch.) from a recognized university (Master's degree in Architecture/ Urban Planning is preferred).
- Professional Registration: Registered with the Nepal Engineering Council (NEC) as an Architect.
- Experience: Minimum 7 years of Post Bachelors experience (or 5 years post bachelors with Masters degree)) in the architectural design or review of institutional, commercial, or hospital buildings.

Scope of Work

- Review architectural drawings for compliance with applicable building design guidelines, the applicable edition of NBC 206 (Architectural Design Requirements), and relevant local-level building by-laws, including floor-area ratio (FAR), ground coverage, setbacks, and height limits.
- Review universal-accessibility provisions, including ramps, lifts/elevators, accessible routes, and accessible toilets, in accordance with applicable standards.
- Review fire and life-safety provisions within the architectural design, including corridor and exit widths, escape staircases, travel distances, and safe assembly arrangements, with reference to NBC 107 and other applicable requirements.
- Attend design review/presentation meetings when required and submit a written architectural compliance report identifying deficiencies and recommendations.

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4. TERMS OF REFERENCE: SANITARY ENGINEER

Objective

To review the design and adequacy of water-supply, plumbing, sanitation, drainage, rainwater-harvesting, and wastewater-management systems in proposed buildings.

Minimum Qualifications & Experience

- Education: Bachelor's degree in Civil Engineering from a recognized university (Master's degree in Sanitary Engineering, Environmental Engineering, Water Supply and Sanitation, or a relevant discipline is preferred).
- Professional Registration: Registered with the Nepal Engineering Council (NEC) in the relevant engineering discipline.

- Experience: 5 years of Post Bachelors experience (or 3 years post bachelors with Masters degree) in the design or review of plumbing, water-supply, wastewater-treatment, and drainage systems for institutional, commercial buildings.

Scope of Work

- Review water-demand calculations, storage capacities of underground and overhead tanks (including dedicated firefighting water storage where required), and water-distribution layouts in accordance with NBC 208 (Sanitary and Plumbing Design Requirements) and other applicable standards.
- Review soil, waste, and vent-piping layouts; stormwater drainage plans; and rainwater-harvesting and groundwater-recharge provisions, as applicable.
- Review the design and capacity of on-site effluent treatment plants (ETPs) and sewage treatment plants (STPs), including the proposed treatment and disposal/reuse arrangements for healthcare wastewater where applicable, for compliance with prevailing discharge standards and approval requirements.
- Submit written technical review comments and reports and review revised submissions for compliance.

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5. TERMS OF REFERENCE: ELECTRICAL ENGINEER

Objective

To review the safety, reliability, adequacy, and code compliance of electrical power distribution, standby/emergency power systems, lightning protection, fire detection, and alarm systems.

Minimum Qualifications & Experience

- Education: Bachelor's degree in Electrical Engineering from a recognized university (Master's degree in Power Systems or another relevant discipline is preferred).
- Professional Registration: Registered with the Nepal Engineering Council (NEC) in the Electrical Engineering discipline.
- Experience: Seven (7) years of Post Bachelors experience (or 5 years post bachelors with Master's degree) in electrical design or review for hospitals, high-rise buildings, or large institutional/commercial buildings.

Scope of Work

- Review single-line diagrams (SLDs), electrical load calculations, transformer sizing, main distribution boards (MDBs), and cable sizing for compliance with NBC 207 (Electrical Design Requirements for Public Buildings), applicable Nepal Electricity Authority (NEA) requirements, and other relevant standards.
- Review normal, standby, and emergency power systems, including diesel generator sets, uninterruptible power supplies (UPS), and automatic transfer switches (ATS), as applicable.
- Review earthing/grounding and equipotential-bonding arrangements, including those required for medical locations, and lightning-protection systems.
- Review fire-detection and alarm systems, including smoke/heat detectors, manual call points, alarm notification/public-address arrangements, and emergency lighting, as applicable to the building type.

- Submit written technical review comments and reports and review revised submissions for compliance.

6. TERMS OF REFERENCE: HVAC / MECHANICAL ENGINEER

Objective

To review ventilation, indoor-air-quality, heating, ventilation and air-conditioning (HVAC), infection-control pressure relationships where applicable, and mechanical fire-protection systems in proposed buildings.

Minimum Qualifications & Experience

- Education: Bachelor's degree in Mechanical Engineering.from a recognized university. A Master's degree in Thermal Engineering, Energy Engineering, HVAC, or a relevant discipline is preferred.
- Professional Registration: Registered with the Nepal Engineering Council (NEC) in the Mechanical Engineering discipline.
- Experience: At least seven (7) years of Post Bachelors experience (or 5 years post bachelors with Master's degree) in HVAC design or review and mechanical building services.

Scope of Work

- Review HVAC load calculations, ventilation requirements, duct layouts, equipment schedules, and technical specifications for consistency with the intended occupancy and applicable standards.
- Review air-handling and indoor-air-quality requirements, including filtration levels (including HEPA filtration where required), air-change rates, and pressure differentials for specialized spaces such as operating theatres and isolation rooms, where applicable.
- Review mechanical fire-protection and smoke-management systems, including wet risers, hydrants, sprinklers, fire pumps, and smoke-extraction systems, in coordination with applicable fire-safety requirements, including NBC 107.
- Submit written technical review comments and reports and review revised submissions for compliance.

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7. TERMS OF REFERENCE: ENVIRONMENTAL SPECIALIST

Objective

To ensure compliance with applicable national and provincial environmental laws and requirements, healthcare-waste management provisions where relevant, and environmental, occupational-health, and community-health safeguards.

Minimum Qualifications & Experience

- Education: Master's degree in Environmental Science, Environmental Engineering, Environmental Management, or an equivalent relevant discipline from a recognized university.
- Experience: At least five (5) years of post-Master's experience in conducting or reviewing environmental studies, including Brief Environmental Study (BES), Initial Environmental Examination (IEE), Environmental Impact Assessment (EIA), and Environmental Management Plans (EMPs), as applicable. Experience in healthcare or urban infrastructure projects will be an advantage.

Scope of Work

- Review the project proposal and determine the applicable environmental study requirement (Brief Environmental Study, IEE, or EIA) with reference to the Environment Protection Act, 2076, the Environment Protection Rules, 2077, applicable amendments, and relevant Koshi Province laws and rules.
- Review the healthcare-waste management plan, where applicable, including segregation at source, appropriate colour-coded collection and storage, treatment options (such as autoclaving or shredding where suitable), transportation, and safe final disposal in accordance with prevailing requirements.
- Assess proposed mitigation measures for noise, dust, air emissions (including emissions from backup generators), wastewater, solid waste, and impacts on neighbouring communities during construction and operation.
- Review the Environmental Management Plan (EMP), environmental monitoring framework, and proposed mitigation measures, and submit a written environmental review report with recommendations to MoPID.