

## **Curriculum Vitae**

1. **Name** : **Manoj Kumar Sharma**
2. **Name of Firm** : **Building Design Authority (P) Ltd.**
3. **Date of Birth** : April 29th, 1969
4. **Citizenship** : Nepali
5. **Education** :
  - MSc in Engineering Management, Purbanchal University, 2022
  - LL.B., Tribhuvan University, 2017
  - Graduate in Civil Engineering from The Institution of Engineers, India, 1994
6. **Membership in Professional Associations** :
  - Life Member & Panelist of Nepal Council of Arbitration (NEPCA)
  - Nepal Engineering Council (Regd. No 2321, Civil, "A")
  - Fellow of The Institution of Engineers (India)
  - Life Member of Nepal Engineers' Association
  - Life member of Society of Public Health Engineers (SoFEN)

### **7. Key Qualification**

Have a 29-year of experience in Monitoring Construction Works, Contract Management, Construction Supervision on Site, Preparation of Pre-qualification, Bid and Contract Documents, Pre-qualification and Bid Evaluation, Specification Writing, Quality Control, Cost Control, Checking and Recommending Construction Materials, Preparation of Contract Administration Manual, Preparation of Bill of Quantities, Checking of Contractor's Bill, Scheduling using Microsoft Project, Report Writing, Preparation of Monthly & Quarterly Progress Reports, Project Completion Reports, Preparation of Terms of Reference (ToR) and Report for Initial Environmental Examination (IEE), Training to engineers on Contract Management, Review of different reports, Presentation, Correspondence, Office Administration & Management, Preparation of Technical and Financial Proposals, etc. Also, involved in Adjudication/Arbitration/Dispute Review Board, preparation of statement of claims, statement of defense and counter-claims and conducting different training on contract management and dispute settlement, construction management and dispute settlements to engineers, projects managers, advocates, contractors, arbitrators/adjudicators.

### **8. Training/Conference/Publication:**

#### **Training:**

- South Asia Regional International Commercial Arbitration Information Exchange  
Organized by Commercial Law Department Program (CLDP) & NEPCA  
Duration: 24 – 26 June 2024
- Arbitration Institution Workshop  
Organized by Commercial Law Department Program (CLDP) & NEPCA  
Duration: 27 June 2024
- Quality Management System Auditor/ Lead Auditor course (ISO 9001:2015)  
Delivered by Quality Austria Central Asia Pvt. Ltd.  
Duration: 1 – 5 February 2021
- FIDIC Conditions of Contracts: Management of Claims & the Resolution of Disputes  
Organized by SCAEF, MOPIT and FCAN  
Duration: 30 June – 1 July 2018 (2 days)
- Practical Use of FIDIC Conditions of Contract  
Organized by SCAEF in association with CBDIC & FCAN  
Duration: April 11h – 12<sup>th</sup>, 2017 (2 days)
- Environmental Impact Assessment (EIA)  
Institute: Industrial Environmental Management (IEM), Kathmandu, Nepal  
Duration: 22 April-2May 2007 (10 days)
- Auto CAD 2D & 3D  
Institute: Pentasoft, Baneshwor Centre, Nepal  
Duration: 5 September to 25 November 2006 (2.5 months)
- Basic Procurement Management

Institute: Nepal Administrative Staff College, Lalipur, Nepal

Duration: 22 September to 5 October 2005 (10 days)

- Contract Administration, Dispute Regulation & Arbitration  
Jointly organized by Nepal Council of Arbitration (NEPCA), Anamnagar, Kathmandu & Construction Industry Promotion and Management Implementation Committee (CIPIC), Singha Durgar, Kathmandu  
Duration: 20 – 22 May 2005 (3 days) at Kathmandu, Nepal
- Computer Aided Project Management (Microsoft Project)  
Institute: Continuing Education Division, Institute of Engineering, Pulchowk, Lalitpur  
Duration: 21 May – 11 June 2004 (48 hours)  
Course contents: Microsoft Project 2002
- Development of Domestic Consulting Services  
Jointly organized by Asian Development Bank and Society of Architectural & Engineering Firms (SCAEF), Nepal on 5th- 6th October 2004 (2 days)
- Quality Management in Consulting Services  
Jointly organized by Technical Consultancy Development Programme for Asia and the Pacific (TCDPAP), New Delhi, India and Society of Consulting Architectural and Engineering Firm (SCAEF), Nepal on 22 August 2003 (1 day)
- Software Package in Structural Design of Building Elements  
Institute: National Open College, Lalitpur, Nepal  
Duration: 4 May to 3 June 2002 (1 month)  
Course contents: Design and Analysis of Building Elements like footings, beams, columns, slabs, etc. using SOSDM software.
- Computer Aided Analysis and Design of Structures  
Jointly organized by Asian Center for Engineering Computations and Software (ACECOMS), Asian Institute of Technology (AIT), Thailand and Continuing Education Division, Institute of Engineering (IOE), Tribhuvan University (TU), Kathmandu, Nepal  
Duration: 6 – 10 January 2002 (5 days) at IOE, Pulchowk, Lalitpur, Nepal  
Course contents: GRASP - modeling and analysis of framed structures in 2D, BATS 2001 - modeling and analysis of framed structure in 3D, GEAR 2001 - design of RC structures, SYS Designer – integrated analysis and design of steel structures.
- Alternative Method of Dispute Resolution for Engineers and Project Managers  
Jointly organized by Nepal Council of Arbitration (NEPCA), Anamnagar, Kathmandu & Construction Industry Training Center (CITC), Lalitpur, Nepal  
Duration: 5 – 6 Jestha 2059 (2 days) at Lalitpur, Nepal
- Structural Analysis of Buildings  
Institute: Continuing Education Division, Institute of Engineering, Pulchowk, Lalitpur  
Duration: 16 April – 7 May 2002 (30 hours)  
Course contents: SAP 90
- Basic Computer Course  
Institute: New Prime Computer Centre, Kathmandu.  
Duration: 9 September to 8 December 2000 (3 months)  
Course contents: Fundamental, MS Window 95/98, MS Word 97/2000, MS Excel 97/ 2000, MS Power Point, Adobe PageMaker 6.5, E-mail and Internet

#### **Conference/Workshop/Seminar:**

- National Conference on “Arbitration for Effective Dispute Resolution” organized by Nepal Council of Arbitration (NEPCA) from 21 – 22 February 2025, Kathmandu, Nepal
- International Conference on “Water, Environment & Climate Change: Knowledge Sharing and Partnership” in 10-12 April 2018, Kathmandu, Nepal
- Seminar on “Asia Conference on World Peace” Inter-religious & International Federation for World Peace Nepal in 23-24 December 2000
- International Conference on Large Scale Water Resource Development in Developing Countries- New Dimensions of Prospects & Problems in 20-23 October 1997

#### **Publication:**

- Paper on “Hybrid ADR Mechanisms for Effective Dispute Resolution” published in NEPCA Insights, Vol. 35 (Special), National Conference Proceeding, February 2025 and presented it in the National Conference on “Arbitration for Effective Dispute Resolution” organized by Nepal Council of Arbitration (NEPCA) from 21 – 22 February 2025, Kathmandu, Nepal
- Article on “Interpretation of Contract in Resolving Contractual Disputes” published in NEPCA Insights, Vol. 32, February 2024
- Article on “Cause, Effect and Minimization of Disputes in Construction Projects” published in NEPCA Bulletin, Vol. 31, September 2023

- Article on "Minimizing Disputes in the Implementation of Water Supply Projects in Nepal" published in Journal of Science and Technology (peer reviewed journal), Vol. 2, No. 1, Aug/Sept 2022, ISSN: 2795-1707
- Article on "Enhancement of construction contract to make it dispute free – a case study" published in Yearly Bulletin 2019/20 of Nepal Council of Arbitration (NEPCA), Vol.:26, Jan., 2020.
- Article on "Asian Tsunami: A Reminder towards Preparedness of Similar Happenings in Nepal" in published in SCAEF Newsletter, Volume 3, Number 2, Jan.-Mar. 2005, a quarterly newsletter published by Society of Consulting Architectural & Engineering Firms (SCAEF), Nepal.
- Article on "Engineer's Role in Construction of Residential Buildings" published in the Nepal Exterior Interior Guide 'n Director (FY 2061-62) by Konzept Creator Pvt. Ltd.
- Article on "Quality Consultancy Service in Nepal" published in the Souvenir of Society of Consulting Architectural & Engineering Firms, Nepal (SCAEF) published on the occasion of 10<sup>th</sup> anniversary of the SCAEF.
- Article on "Land Frontier- an Injustice towards Landowners" published in the Asia Times - the International Fortnightly magazine (engineering addition, vol. 1, No. 8, October 1 – 15, 2001).

**9. Countries of Work Experience :** Nepal

<b>10. Languages</b>	:	<b>Reading</b>	<b>Written</b>	<b>Spoken</b>
		Nepali	Excellent	Excellent
		English	Excellent	Excellent
		Hindi	Excellent	Excellent

<b>11. Employment Record</b>	:	
<b>From November 2003</b>	:	<b>Till Date</b>
<b>Employer</b>	:	Building Design Authority (P) Ltd.
<b>Position held</b>	:	Director/Team Leader/ Project Manager/ Deputy Team Leader/ Procurement & Contract Management Specialist

<b>From May 1994</b>	:	<b>To October 2003</b>
<b>Employer</b>	:	Building Design Authority (P) Ltd.
<b>Position held</b>	:	Project/Resident/Construction Supervision Engineer

**12. Detailed Task Assigned**

#### **12.1 Arbitration**

Dispute in	:	Arbitration
Project	:	River Training and other Associated Works at Bara
Contract No.	:	CAAN/NPP/SIA-IU/02/RIVER TRAINING/74/75
Claimant	:	Hira & Namita-Dragon-Shivalaya JV
Defendant	:	Civil Aviation Authority of Nepal (CAAN), National Pride Project (NPP)
Position held	:	Arbitrator

Dispute in	:	Dispute Resolution Committee (DRC)
Project	:	Construction of RCC Motorable Bridge (Modi Brodge, Parbat)
Contract No.	:	NSKRP/3373204/072-73/06
Claimant	:	Mukthinath Nirman Sewa Y.P. – Jaya Raktakali JV
Defendant	:	Kaligandaki Corridor (Gaidakot-Ramdi-Maldhunga) Road Project, Palpa, Bartunga
Position held	:	DRC Member

Dispute in	:	Arbitration
Project	:	Periodic Maintenance (Resealing) works on Bartung-Kaligandiki Section of Siddhartha Highway, Palpa
Contract No.	:	DROPLP/3071653/075-076/016
Claimant	:	Y.P. – Jaya Raktakali JV
Defendant	:	Department of Roads, Babarmahal, Kathmandu
Position held	:	Arbitrator

Dispute in	:	Arbitration
Project	:	Construction of Building for National Identity Management Centre at Singhadurbar
Contract No.	:	05-069/70

Claimant : Chakreshwori Nirman Sewa Pvt. Ltd.  
 Defendant : Federal Secretariat Construction and Management Office (then, Singhadurbar Secretariat Reconstruction Committee)  
 Position held : Arbitrator  
 Award date : 12 March 2024

Dispute in : Arbitration  
 Project : Construction of Vocational and Skill Development Training Center at Bhasepati, Lalitpur  
 Contract No. : DLPIU-LP-073/074-09  
 Claimant : Samanantar – P.R. JV, Balkumari, Lalipur  
 Defendant : Department of Urban Development and Building Construction (DUDBC), Babarmahal, Kathmandu  
 Position held : Arbitrator

Dispute in : Arbitration  
 Project : Tamsariya Town Water Supply and Sanitation Project under Third Small Towns Water Supply and Sanitation Sector Project  
 Claimant : Kalika-Sharma-Raman JV, Janakpur-9, Dhanusha, Nepal  
 Respondent : Urban Water Supply and Sanitation (Sector) Project, Department of Water Supply and Sewerage Management, Kathmandu, Nepal  
 Position held : Contract Management Specialist of Respondent

Dispute in : Adjudication  
 Project : Tamsariya Town Water Supply and Sanitation Project under Third Small Towns Water Supply and Sanitation Sector Project  
 Claimant : Kalika-Sharma-Raman JV, Janakpur-9, Dhanusha, Nepal  
 Respondent : Urban Water Supply and Sanitation (Sector) Project, Department of Water Supply and Sewerage Management, Kathmandu, Nepal  
 Position held : Contract Management Specialist/Counsel of Respondent  
 Award date : 21 June 2022

Dispute in : Adjudication  
 Project : 5 School Building Complex in Lalitpur District  
 Contract No. : ESRP/DOE/NCB/01 - Lalitpur  
 Claimant : M.B. and Gauri Parbati JV, Stadobato, Lalitpur, Nepal  
 Respondent : Central Level Project Implementation Unit (CLPIU), National Reconstruction Authority, Gyneshwor, Kathmandu, Nepal,  
 Position held : Counsel of Claimant  
 Award date : 26 Dec 2021

## 12.2 Teaching

- Visiting Professor at Himalayan Institute of Science and Technology (HIST), Shankhamul, Baneshwor, Kathmandu (teaching: Alternative Dispute Resolution Techniques and Legal and Ethical Issues in Engineering Management to MSc in Engineering Management)
- Visiting Professor at Acme Engineering College, Sitapaila, Kathmandu (teaching: Legal and Ethical Issues in Engineering Management to MSc in Engineering Management)
- Conducted various training to Engineers, Project Managers and Advocates on 'Dispute Resolution: Provisions in FIDIC Documents, International Practices and NEPCA Procedures', 'Role of Court and Enforcement of Arbitral Award in Nepal and Introduction to International Convention on Enforcement of Foreign Award' 'Contract, Important Aspects of Contract and Interpretation of Contract', 'Issues in Contract Administration', 'Managing Delay and EoT in Contract', 'Supervision and Quality Control in Construction Contract', etc. organized by Nepal Council of Arbitration (NEPCA) and other organization like lawyers' association jointly with NEPCA.

## 12.3 Design, Supervision and Management Project

**Name of Assignment or Project:** Water Sector Governance and Infrastructure Support Project (WaSGISP) (Contract No. – NP-DWS SM-290179-CS-QCBS, Credit No.7132-NEP) as Project Support Team (PST) to Project Management Unit (PMU)/Management Consultant of Department of Water Supply and Sewerage Management (DWSSM) **Funded by World Bank Year:** 28 August 2023 to 27 August 2028, **Location:** Birendranagar Municipality in Surkhet and Dipayal-Silgadhi Municipality in Doti (Package 1) and Sharada Municipality and Janaki, Joshipur and Bardagoriya Rural Municipalities (Package 2) **Project Cost:** US\$ 100 million (budgeted)

**Client:** DWSSM **Main Project Features:** The project consists of various infrastructure projects like Bheri Pumping Water Supply Project at Birendranagar Municipality, Water Supply Projects at Ranikunj and Tikha Municipalities, Smart Public Toilets at different rural municipalities, project has identified about 100 projects in 6 different municipalities and rural municipalities **Position Held:** Procurement & Contract Management Specialist, **Input:** 30 mm, **Activities Performed:** Provide guidance and supervision to Project Management Unit (PMU) on overall procurement related matters. Facilitate PMU for maintaining/upgrading procurement plans of PMU, sharing of Bank approved model document under National Procurement procedures, monitor compliance of agreed procurement procedures, and timely completion of agreed procurement activities. Provide training to PIU and M-WASH unit at the participating municipalities to prepare quality bidding document and confirm that they are complete and correct so that the potential bidders can submit competitive bids, and construct the sub-projects as designed. Conduct field visit to municipalities to assess procurement practice, documentation, and provide solutions to the challenges encountered. Bring urgent attention to the risk to PIU, Municipality and PMU. Besides, prepared various bid documents (single stage two envelop, single stage one envelop) based on model bid document and standard procurement document (SPD) (for Bheri Pumping Sub-project, Package II, estimated cost US\$ 27 million) of WB guidelines, reviewed bid documents, bid evaluation reports, cost estimates, bill of quantities, technical specifications as prepared by Municipal Support Teams (MSTs)/Design and Supervision Consultants), correspondence to PMU, PIU, MSTs, monitoring time, cost and quality of projects, preparation of Contract Management Plan (CMP) for Bheri Pumping Sub-project, Package I (Contract amount NRs 3,050,815,280.61 including VAT), etc.

**Name of Assignment or Project:** Urban Water Supply and Sanitation (Sector) Project (UWSSP); Central Region Design, Supervision and Management Consultant (CRDSMC) (Contract No. – UWSSP/C-02/CRDSMC, Loan No.3711-NEP) as Design, Supervision and Management Consultant of Project Management Office (PMO) of Department of Water Supply and Sewerage Management (DWSSM) **Funded by ADB Year:** 30 September 2019 to 29 September 2024, **Location:** 7 Urban Towns spread in the central part of Nepal; Charikot\_Dolkha UWSSP, Deurali-Hupsekot\_Nawalpur UWSSP, Panchkhal\_Kavre UWSSP, Shardanagar\_Chitwan UWSSP, Dadhikot\_Bhaktapur UWSSP, Charikot\_Dolkha Sewerage & DEASTS, Kageshwori Manahara Dachhi UWSSP. The project also includes 5 SCADA town projects, namely Lalbandi\_Sarlahi, Nirmalpokhari\_Kaski, Kawasoti\_Nawalpur, Sitalpati\_Slayan and Tikapur\_Kailali **Project Cost:** 4,962 million (contracted) **Client:** DWSSM **Main Project Features:** Central region design, supervision and management for urban towns water supply project **Position Held:** Procurement & Contract Management Specialist, **Input:** 40 mm, **Activities Performed:** Carry out activities described in and/or that follows from the activities described in the scope of work related to procurement and contract management; and those assigned by Team Leader, Formulate Guidelines for preparation of Bid documents, delineation of competent authorities for various decisions, procedure for invitation, receipt, and evaluation, approval of bids and award of contracts along with standard bidding documents, standards contract forms as per ADB Guidelines and standard templates for Bid evaluation etc., Prepare bid documents using standard ADB bidding documents and specific requirements of each sub-project, with due consideration of ADB Procurement Policy (2017, as amended from time to time) and ADB Procurement Regulations (2017, as amended from time to time) and assist the implementing agency in issue of bid invitation, issue of addendum/corrigendum, issue of clarifications to the bidders' queries, receiving of bids and evaluation, award of contract and signing of contract, Work out the guidelines to put the responsibility of the Operation and Maintenance (O&M) for a specified period (e.g. One year) beyond' the construction period on the contractor executing the civil work and prepare proper bid documents incorporating such guidelines, Prepare Contract Administration Manual delineating procedures and assigning responsibilities at various competent levels for day to day contract administration requirements such as Measurement of works, certification and payment of contractors' bill; Release of retention money; Approval of variation, time extension and contractors' claim; Issue of completion certificate; Financial closure of contract; Management during Defects liability Period etc. and to use it in administration of contracts, Prepare, preferably using an appropriate computer software, a standard Construction Management System to be followed by contractors at construction sites comprising of Important components such as Planning of activities (Work Plan); Procurement of construction material and equipment; Construction methodology; Deployment of construction machinery; Deployment of workers; Flow of funds etc. and enforce use of such a system by the contractors, Work with other experts of CRDSMC to assess the demand for bulk meters and individual meters and include the proper number in the subproject. Prepare suitable technical specifications and other critical technical/financial/experience requirements of manufacturers/suppliers to ensure procurement of good quality bulk and individual meters. Identify and implement proper process for procurement, installation and O&M of these meters, Coordinate with PMQAC's Team Leader for the progress reporting, contract management issues and other managerial and financial matters of town projects. Proactively anticipate and carry out any other activity as per the scope of work. Training to WUSC and Engineers of consultant and contractors to each town project on Contract Management. Correspondence to employer and contractor, etc.

**Name of Assignment or Project:** Third Small Towns Water Supply and Sanitation Sector Project (TSTWSSSP); Western Region Design, Supervision and Management Consultant (WRDSMC) (Loan No.3157 NEP) as Design, Supervision and Management Consultant of Project Management Office (PMO) of Department of Water Supply

and Sewerage Management (DWSSM) **Funded by ADB Year:** 15 June 2015 to 15 February 2021, **Location:** 11 Small Towns spread in western part of Nepal; Khalanga-Sitalpati Salyan, Musikot\_Rukum, Chandrauta\_Kapilbastu, Nirmal Pokhari\_Kaski, Dumre\_Tanahun, Tikapur\_Kailali, Suda\_Kanchanpur, Amargadhi\_Dadeldhura, Tamsariya\_Nawalparasi, Babiyachaur\_Surkhet, and Abukhaireni\_Tanahun. The project also included 7 enhancement town projects, namely Waling\_Syangja, Bijuwar\_Pyuthan, Khalanga Sitalpati\_Salyan, Tikapur\_Kailali, Adarshanagar\_Kanchanpur, Mahendarnagar\_Kanchanpur and Baitadinagar\_Baitadi **Project Cost:** NRs 6,547,385,985.78 (final) **Client:** DWSSM **Main Project Features:** Western region design, supervision and management for third small town water supply project **Position Held:** Contract Management Specialist, **Input:** 59.5mm, **Activities Performed:** Carry out activities described in and/or that follows from the activities described in the scope of work related to procurement and contract management; and those assigned by Team Leader, Formulate Guidelines for preparation of Bid documents, delineation of competent authorities for various decisions, procedure for invitation, receipt, and evaluation, approval of bids and award of contracts along with standard bidding documents, standards contract forms as per ADB Guidelines and standard templates for Bid evaluation etc., Prepare bid documents using standard ADB bidding documents and specific requirements of each town project, with due consideration to National Competitive Bidding (NCB) and/or International Competitive Bidding (ICB), International Shopping (IS) etc. Assist WUSC/IA in issue of bid invitation, issue of addendum/corrigendum, issue of clarifications to the bidders' queries, receiving of bids and evaluation, award of contract and signing of contract, Work out the guidelines to put the responsibility of the Operation and Maintenance (O&M) for a specified period (e.g. One year) beyond' the construction period on the contractor executing the civil work and prepare proper bid documents incorporating such guidelines, Prepare Contract Administration Manual delineating procedures and assigning responsibilities at various competent levels for day to day contract administration requirements such as Measurement of works, certification and payment of contractors' bill; Release of retention money; Approval of variation, time extension and contractors' claim; Issue of completion certificate; Financial closure of contract; Management during Defects liability Period etc. and to use it in administration of contracts, Prepare, preferably using an appropriate computer software, a standard Construction Management System to be followed by contractors at construction sites comprising of Important components such as Planning of activities (Work Plan); Procurement of construction material and equipment; Construction methodology; Deployment of construction machinery; Deployment of workers; Flow of funds etc. and enforce use of such a system by the contractors, Work with other experts of WRDSMC to assess the demand for bulk meters and individual meters and include the proper number in the subproject. Prepare suitable technical specifications and other critical technical/financial/experience requirements of manufacturers/suppliers to ensure procurement of good quality bulk and individual meters. Identify and implement proper process for procurement, installation and O&M of these meters, proactively anticipate and carry out any other activity as per the scope of work. Preparation of statement of defense against contractor's statement of claim for adjudication of Tamsariya\_Nawalparasi TSTWSSSP. Training to WUSC and Engineers of consultant and contractors to each town project on Contract Management. Correspondence to employer and contractor, etc.

**Name of Assignment or Project:** Feasibility Study, Detail Engineering Design for Secondary Towns Integrated Urban Environmental Improvement Project (STIUEIP), (Funded by ADB) Biratnagar Sub Metropolitan City **Year:** Nov 2014 – May 2016 (9 man-month) **Location:** Biratnagar Sub Metropolitan City **Client:** PIU, STIUEIP **Main Project Features:** The project covers 1 to 22 wards partly with population 96,433. The length of sewer line and drainage is 62.5 Km and the capacity of the treatment plant is 7.4 MLD. **Total Project Cost:** Nrs. 2491 million **Positions held:** Project Coordinator **Activities performed:** Responsible for contract administration, Overall contract management, prepare construction management system, Planning of activities (Work Plan), Coordinate among the consultants team members of the project at Site, Coordinate among all the consultants, Coordinate the design team to solve the design problem arisen during execution or need modifications, Visit/monitor the construction site periodically to expedite the construction works for timely completion of the project and enhance the quality of works, Guide/advise the supervision teams technically, Solve the technical/managerial/contractual issues arisen during the execution of the projects, Correspondence etc.

**Name of Assignment or Project:** Feasibility Study, Design for Secondary Towns Integrated Urban Environmental Improvement Project (STIUEIP) Birgunj Sub Metropolitan City **Year :** Nov 2014 – Dec 2015 (9man month) **Location :** Birgunj Sub Metropolitan City **Client:** PIU, STIUEIP **Main Project Features:** Drainage and Sewerage System including road reinstatement 125 km/ two urban roads design at by pass area. **Total Project Cost :** NRs 2800 million **Positions held:** Project Coordinator **Activities performed:** Responsible for contract administration, Overall contract management, prepare construction management system, Planning of activities (Work Plan), Coordinate among the consultants team members of the project at Site, Coordinate among all the consultants, Coordinate the design team to solve the design problem arisen during execution or need modifications, Visit/monitor the construction site periodically to expedite the construction works for timely completion of the project and enhance the quality of works, Guide/advise the supervision teams technically, Solve the technical/managerial/contractual issues arisen during the execution of the projects, Correspondence etc.

**Name of Assignment or Project:** Zoonoses Control Project, Animal Health component ) (WB Funded) **Year:** January, 2013 – March, 2014 (15man month) , **Location:** Different Districts of Nepal(Jhapa, Morang, Sunsari, Saptari, Dhanusha, Mahotari, Bharatpur, Rupendehi, Surkhet, Bankey ,Kailali, Kanchanpur, Kathmandu districts,)  
**Client:** Zoonoses Control Project, Animal Health Component, Chapali, Budhanilkantha, Kathmandu , **Main Project features:** Construction of Buildings for Model Quarantine Office, Quarantine check Post, Service centers, Training Centers, Laboratory buildings, VASDO and refurbishment of some office buildings **Project Cost:** Rs 349.42 million **Positions held:** Contract Management Specialist **Activities preformed:** Preparation of pre-qualification documents and evaluation, preparation of technical specifications, prepare checklist for procurement audit, preparation of bidding documents in compliance with WB's standard bidding documents, prepare post – qualification criteria in compliance with WB's guideline and evaluation, prepare contract packaging and procurement schedule. Prepare a standard Construction Management System to be followed by contractors at construction sites comprising of important components such as Planning of activities (Work Plan); Procurement of construction material and equipment; Construction methodology; Deployment of construction machinery; Deployment of workers; Flow of funds etc and enforce use of such a system by the contractors, Correspondence.

**Name of Assignment or Project :** Design and Detailed Engineering of Shopping Complex at Srijana Chowk in Phokhara Sub-metropolitan City, Pokhara, Kaski **Client :** Town Development Fund (TDF), New Baneshwor, Kathmandu **Estimated Project Cost :** - 85.7 million **Financed by :** TDF/KfW **Date and Duration :** January - December 2011 (12man month) **Position Held:** Team Leader **Actual Task to be Performed :** Responsible for topographical survey, socio-economic survey, hydrological & storm water drainage investigation; preparation of inception report, feasibility report, detailed design report, specification, preparation of bid document, preparation of Terms of Reference for IEE study and report, presentation of all reports, correspondence etc.

**Project :** Review and Elaboration of Detail Engineering Design of National Planning Commission (NPC) Building at Singhdurbar, Kathmandu **Client:** NPC/Singhdurbar Secretariat Reconstruction Committee (SSRC), Singhdurbar, Kathmandu **Project Cost :** 788.55 million **Financed by :** Government of Nepal (GoN), **Date and Duration :** June 2011 - March 2012 (10man month) **Position Held:** Project Manager **Actual Task to be Performed:** Responsible for writing of inception and detail engineering reports, preparation of technical specification, preparation of bid document, presentation of reports, correspondence, etc.

**Project :** Detailed Engineering Design and Construction Supervision of Urban & Environmental Improvement Project of Dhulikhel Municipality, **Client :** Dhulikhel Municipality, Dhulikhel, Kavre, **Financed by :** Asian Development Bank (ADB), **Date and Duration :** March 2005 – March 2011

**Design Phase:** **Project Cost :** 622.38 million (estimated), **Position Held:** Project Manager, **Actual Task Performed:** Responsible for report writing, report review, preparation of Terms of Reference (ToR) and Report on Initial Environmental Examination for Sanitation & Sewerage and Reed Bed Treatment Plant (RBTP) Sub-project; preparation of inception report; team leader of different survey, e.g., topographical survey, water supply survey, traffic survey, household survey and hydrological & sanitation and sewerage survey at site; preparation of qualification document, tender document; bid evaluation; project management; detailed engineering design of distribution system (46 km) of water supply sub-project of Dhulikhel Municipality, involved as Design Engineer (from BDA side) of Kavre Valley Integrated Water Supply Project (KVIWSP) in the consortium of BDA-TAEC-ICON Consultants, etc. (The Project consists of five sub-projects namely, Water Supply, Sanitation and Sewerage (7.72km) including Supply of Equipment & Vehicles and Reed Bed Treatment Plants (3 nos.), Road Upgrading (3 roads, total of 5 km), Urban Land Development (273 ropanies - 13.89 ha), and Supplementary Urban Facilities (Small Urban Community Facilities- public toilet (6 nos.), urban service center, public recreation park & community hall and Revenue Generating Urban Facilities- bus park, football playground, vegetable market & city hall)

**Implementation Phase:** **Project Cost :** 76.47 million, **Position Held:** Construction Supervision Engineer, **Actual Task Performed:** Responsible for contract administration and management; preparation of progress report; quality, cost & time control; checking and recommending construction materials; checking and forwarding running & final bills of contractors; review and checking/rejecting/forwarding contractor's claims; preparation of variation orders; correspondence; preparation of project completion report, etc. (The Projects implemented are Sanitation and Sewerage (7.72km) including Supply of Equipment & Vehicles and Reed Bed Treatment Plants (2 nos.), Road Upgrading (3 roads, total of 5 km), and Public Toilet (1 no.) under Small Urban Community Facilities of Supplementary Urban Facilities

**Name of Assignment or Project:** Detail Engineering Design, Documentation and construction supervision of Information Technology Park Project **Year:** 2001-2004 (30Man-Months) **Location:** Dhulikhel Municipality **Client:** GoN/Ministry of Science and Technology **Main project features:** Three Building Complex, Storm Drain 1500m, internal black top road 600m, Water supply system, RCC Reservoir tank, filtration plant and landscaping works **Position held:** Project Manager/ Construction Supervision Engineer **Activities preformed:** Preparation of prequalification document, bid document and contract document; Evaluation of PQ and Bidders' bids; Preparation of Technical Specifications, Verifying and endorsing bills for payment to the contractors / suppliers by the client,

providing certification on the quality of the works accomplished and on their conformity to specifications and drawings; Examine contractors' requests for time extension, variations, additional compensation and claims and recommend appropriate decisions; resolution of various other contractual issues and overall contract management, preparation of monthly progress report, project completion report, correspondence etc.

**Name of Assignment or Project :** Construction supervision of Shopping Complex at Municipality, Shopping Complex at Bus Park & Public Toilet at Bus Park at Nepalgunj Municipality, Nepalgunj, Nepal.(KfW Finance)  
**Year:** Feb.'99 to Aug. 2000 (19man month) **Location:** Nepalgunj Municipality **Client:** Town Development Fund, New Baneshwor, Kathmandu **Main project features:** Shopping Complex at Municipality, Shopping Complex at Bus Park & Public Toilet at Bus Park.Total Project cost was Nrs15.45 Million **Position held:** Construction Supervision Engineer **Activities preformed:** Verifying and endorsing bills for payment to the contractors / suppliers by the client, providing certification on the quality of the works accomplished and on their conformity to specifications and drawings; Examine contractors' requests for time extension, variations, additional compensation and claims and recommend appropriate decisions; resolution of various other contractual issues and overall contract management, preparation of monthly progress report, project completion report, correspondence, etc.

**Project :** Master Planning, Detailed Architectural & Engineering Designs, Drawings, and Documentations and Construction Supervision of National Agricultural Genetic Resource Centre, Khumaltar, Lalitpur, Nepal, **Client :** Agricultural Botany Division, National Agricultural Research Council, Khumaltar, Lalitpur, **Financed by :** Government of Nepal, **Estimated Project Cost :** 30 million, **Date and Duration :** Jan. 2008- July 2010, **Position Held:** Team Leader, **Actual Task Performed :** Responsible for contract management, project management, preparation of bid documents, preparation of technical specifications, report presentation, casual supervision and monitoring, correspondence, etc.

**Project :** Master Planning & Feasibility/Detailed Engineering of Gorkha Bus Park in Prithvinarayan Municipality, **Client :** Town Development Fund (TDF), New Baneshwor, Kathmandu, **Estimated Project Cost :** 22 million (estimated), **Financed by :** TDF/KfW, **Date and Duration :** April - August 2007, **Position Held:** Team Leader **Actual Task Performed :** Responsible for managing the survey teams, e.g., topographical survey, traffic survey, hydrological & storm water drainage investigation, and soil investigation team at site; preparation of inception report, feasibility report, master planning report, detailed design report, specification, tender document, preparation of Terms of Reference for IEE study and report, presentation of all reports etc.

**Project :** Masterplanning & 1<sup>st</sup> Phase Feasibility/Detailed Engineering Design of Truck Park in Siddharthanagar Municipality, Rupandehi, Nepal, **Client :** Town Development Fund (TDF), New Baneshwor, Kathmandu, **Estimated Project Cost :** 50 million (estimated), **Financed by :** TDF/KfW, **Date and Duration :** Sept. 2004 – Feb. 2005, **Position Held:** Deputy team Leader, **Actual Task Performed :** Responsible for managing the survey teams, e.g., topographical survey, trade & traffic survey, hydrological & stormwater drainage investigation, and soil investigation team at site; preparation of inception report, feasibility report, master planning report, detailed design report, specification, tender document, etc.

**Project :** Architectural & Engineering Design, Drawings and Documentation of Office Building Complex at Chabahil and Commercial Complex at Bhotahiti, Kathmandu, **Client :** Sajha Swasthya Sewa Ltd., Mahankalsthan, Kathmandu, **Estimated Project Cost :** 30.62 million, **Financed by :** Sajha Swasthya Sewa Ltd. **Date and Duration :** Feb. 2003- July 2004, **Position Held:** Project Manager, **Actual Task Performed:** Responsible for contract management, project management, preparation of pre-qualification and tender documents, preparation of evaluation criteria for pre-qualification and tender, report presentation, pre-qualification and bid evaluation, correspondence, etc.

**Project:** Master Plan, Architectural & Engineering Designs, Drawings and Documentation of Shangrila Housing Project at Thabhu, Lalitpur, **Client:** Shangrila Housing & Development Co. Ltd., **Project Cost:** 250 million (estimated), **Financed by:** Shangrila Housing & Development Co. Ltd., **Date and Duration:** April 2003- June 2004, **Position Held:** Project Manager, **Actual Task Performed:** Responsible for contract management, project management, correspondence, etc.

**Project:** A Study on Physical Assets Management Strategy for Nepal Health Sector Programme – Implementation Plan, **Client:** Health Sector Support Programme (HSSP), GTZ, Teku, Kathmandu, **Financed by :** GTZ, Nepal, **Date and Duration :** 4 -28 February 2003, **Position Held:** Project Engineer, **Actual Task Performed :** Responsible for secondary data collection and preparation and writing of draft and final reports.

**Project :** Master Plan, Detailed Architectural and Engineering Design, Drawings, Documentation and Construction Supervision of Information Technology Park Project at Banepa, Kavre, Nepal, **Client :** GoN, Ministry of Science & Technology, Singhadurbar, Kathmandu, Nepal, **Project Cost :** 168.14 million, **Financed by :** HMG/N, **Date and Duration :** January 2001-September 2003, **Position Held:** Project Engineer, **Actual Task**



**Performed** : Responsible for contract management, project management, construction management, preparation of tender document, monitoring the construction work, quality and cost control, presentation, preparation of project report, preparation of project completion report, correspondence, etc.

**Project** : Extension of Ground Floor of Main Building and Construction of an Independent New Building at UNDP, Pulchowk, Lalitpur, **Client** : United Nations Development Programme (UNDP), **Project Cost** : 7.71 million, **Financed by** : UNDP, **Date and Duration** : March 2002 to June 2003, **Position Held**: Project Engineer, **Actual Task Performed** : Responsible for preparation of tender, specification and contract documents, bid evaluation, correspondence, monitoring the construction work, quality and cost control etc.

**Project** : Master Plan, Architectural Design Drawings and Documentation of Civil Homes, Phase –I at Bhainsepati, Lalitpur, **Client** : Civil Savings & Credits Co-operative Ltd., **Estimated Project Cost** : 130 million, **Financed by** : Civil Savings & Credits Co-operative Ltd., **Date and Duration** : May - August 2002, **Position Held**: Project Engineer, **Actual Task Performed** : Responsible for writing Report on Master Plan and Design, and preparation of specification

**Project** : Study, Design and Documentation of Birendra Sabhagriha/ Mal Pokhari at Biratnagar, Morang, Nepal, **Client** : Biratnagar Sub-metropolitan Corporation, **Estimated Project Cost** : 8.5 million, **Financed by** : Biratnagar Sub-metropolitan Corporation, **Date and Duration** : February - April 2002, **Position Held**: Project Engineer, **Actual Task Performed** : Responsible for preliminary feasibility and final report writing, preparation of tender, specification and contract documents, correspondence, etc.

**Project** : Design and Documentation of Visitors' Waiting Room at UNDP, Pulchowk, Lalitpur, **Client** : United Nations Development Programme (UNDP), **Project Cost** : 0.20 million, **Financed by** : UNDP, **Date and Duration** : September 2000 to March 2002, **Position Held**: Project Engineer, **Actual Task Performed** : Responsible for preparation of tender, specification and contract documents, bid evaluation, correspondence, etc.

**Project** : Architectural & Engineering Design and Construction Supervision of Residential Building of Mr. Jay Shivakoti Sharma at New Baneshwor, Kathmandu, Nepal, **Client** : Mr. Jay Shivakoti Sharma, **Date and Duration** : October 1999-February 2001, **Position Held**: Project Engineer, **Project Cost** : 8 million, **Actual Task Performed** : Responsible for project management, construction management, monitoring the construction work, quality control, etc.

**Project** : Design and Documentation of Dormitory and Guest House Buildings, **Client** : Nepal Agricultural Research Council (NARC), Khumaltar, Lalitpur, Nepal, **Financed by** : World Bank, **Date and Duration** : February-May 2000, **Estimated Project Cost** : 14.46 million, **Position Held**: Project Engineer, **Actual task performed** : Responsible for assessment to architectural & engineering designs, project management, preparation of tender document and specification, correspondence, etc.

**Project** : Phase II, Package-B, New Construction/addition of Humanities & Social Science, Management and Education Buildings and Site Services at TU, Kirtipur, Kathmandu, **Client** : Higher Education Project, TU, Kirtipur, Kathmandu, **Project Cost** : 56.98 million, **Financed by** : World Bank 1997/1998, **Date and Duration**: June 1997-June 2000 (8m+18m), **Position Held**: Project Engineer, **Actual Task Performed** : Responsible for monitoring the construction supervision, construction management, project management, preparation of monthly progress report, quality and cost control, correspondence, preparation of project completion report, etc.

**Project** : Phase II, Package B, New Construction of Girls' Hostel TU, Kirtipur Campus, Kathmandu, **Client** : Higher Education Project, **Project Cost** : 30.10 million, **Financed by** : World Bank, **Date and Duration** : June'97 to August 2000, **Position Held**: Project Engineer, **Actual Task Performed** : Responsible for monitoring the construction supervision, construction management, project management, preparation of monthly progress report, quality and cost control, correspondence, preparation of project completion report, etc.

**Project** : Phase II, Package B, New construction of Laboratory Building and Allied works at P.N. Campus, Pokhara, **Client** : Higher Education Project, **Project Cost** : 29.92 million, **Financed by** : World Bank, **Date and Duration** : Aug.'98 to June 2000, **Position Held**: Project Engineer, **Actual Task Performed** : Responsible for monitoring the construction supervision, construction management, project management, preparation of monthly progress report, quality and cost control, correspondence, preparation of project completion report, etc.

**Project** : Construction supervision of Shopping Complex at Municipality, Shopping Complex at Bus Park & Public Toilet at Bus Park at Nepalgunj Municipality, Nepalgunj, Nepal, **Client** : Town Development Fund, New Baneshwor, Kathmandu, **Project Cost** : 8.7 million, **Financed by** : TDF/KfW, **Date and Duration** : Jan.'99 to Aug. 2000, **Position Held**: Civil Engineer, **Actual Task Performed** : Responsible for monitoring the construction supervision, construction management, office management, checking of contractor's bill, preparation of monthly progress report, quality and cost control, correspondence, preparation of project completion report, etc.

**Project :** Construction supervision of Shree Laxmi High School Extension & Shree Shrashoti High School Extension and Integrated Public Toilet Block at Mahendranagar, Kanchanpur, Nepal, **Client :** Town Development Fund, New Baneshwor, Kathmandu, **Project Cost :** 5.46 million, **Financed by :** TDF/KfW, **Date and Duration :** Oct. 98-July 99(1m+9M), **Position Held:** Civil Engineer, **Actual Task Performed :** Responsible for monitoring the construction supervision, construction management, office management, checking of contractor's bill, preparation of monthly progress report, quality and cost control, correspondence, preparation of project completion report, etc.

**Project :** Detailed Design, Documentation & Construction Supervision of Population and Family Health Project - Group A Works, **Client :** Population & Family Health Project, Teku, Kathmandu, **Project Cost :** Rs. 105 million, **Financed by :** World Bank, **Date and Duration :** Apr 96 to Apr. 98, **Position Held:** Engineer-in-charge, **Actual Task Performed :** Responsible for monitoring the construction of Primary Health Centre (PHC) and Health Post (HP) Buildings & allied works of Packages - 1, 2, 3, 6, & 7 consisting of 21 sites scattered all over Nepal and office management, construction management, checking of contractor's bill, preparation of monthly progress reports, quality and cost control, designing of small structures, etc.

**Project :** Detailed Design, Documentation & Construction Supervision of Population and Family Health Project - Group B Works, **Client :** Population & Family Health Project, Teku, Kathmandu, **Project Cost :** Rs. 93.28 million **Financed by :** World Bank, **Date and Duration :** Apr 97 to Apr. 99, **Position Held:** Engineer-in-charge, **Actual Task Performed :** Responsible for monitoring the construction of Primary Health Centre (PHC) and Health Post (HP) Buildings & allied works of Packages - 8, 9, 10 & 11 consisting of 16 sites scattered all over Nepal and office management, construction management, checking of contractor's bill, preparation of monthly progress reports, quality and cost control, designing of small structure, etc.

**Project :** Design and Documentation of Hotel Cum Shopping Building for Ram Swarup Ram Sagar Dharma Sanstha at Mills Area Janakpur Nepal, **Client :** Ram Swarup Ram Sagar DharmaSanstha, **Estimated Project Cost :** 40 million, **Position Held:** Project Engineer, **Financed by :** Ram Swarup Ram Sagar DharmaSanstha **Date and Duration :** Aug. 1998- March 1999, **Actual Task Performed :** Responsible for contract management, preparation of specification, correspondence, etc.

**Project :** Construction Supervision of Fire Brigade Staff Quarter with Shopping Complex and Shopping Complex at Bhadrapur Municipality, Bhadrapur, Jhapa, **Client :** Town Development Fund, New Baneshwor, **Financed by :** TDF/KfW, **Project Cost :** 2.44 million, **Date and Duration :** July 97-May 98, **Position Held:** Civil Engineer, **Actual Task Performed :** Responsible for monitoring the construction supervision, construction management, office management, checking of contractor's bill, quality and cost control, preparation of monthly progress report, correspondence, preparation of project completion report, etc.

**Project :** Construction supervision of Municipal Building at Gaur Municipality, Gaur, Rautahat, **Client :** Town Development Fund, New Baneshwor, Kathmandu, **Project Cost :** 7.9 million, **Financed by :** TDF/KfW, **Date and Duration :** May 96-1998 (3m+12m), **Position Held:** Civil Engineer, **Actual Task Performed :** Responsible for monitoring the construction supervision, construction management, office management, checking of contractor's bill, preparation of monthly progress report, quality and cost control, correspondence, preparation of project completion report, etc.

**Project:** Survey, Design and construction supervision for periodic maintenance of road including resealing (surface dressing) of Bhuregoan-Karnali Sector (22Km) of Mahendra Rajmarga, **Client :** Road Maintenance Project, Department of Road, Babarmahal, Kathmandu, **Project Cost :** 25 million, **Financed By :** DOR, **Date and Duration :** June 1998 to November 1998, **Position Held:** Civil Engineer, **Actual Task Performed:** Office Management and correspondence

**Project:** Construction Supervision of Primary Health Centre, Yadukuwa, Dhanusha, Nepal, **Client :** Population & Family Health Project, Teku, Kathmandu, **Project Cost :** 9 million, **Financed by :** World Bank, **Date and Duration :** May 1996 – April 1997, **Position held:** Site Engineer, **Actual Task Performed :** Responsible for full time construction supervision at site, quality control, checking of construction materials, checking of contractor's bill, preparation of monthly progress report, etc.

### 13. Certification :

I certify to the best of my knowledge and belief that this CV correctly describes my qualifications and experience. I understand that any willful misstatement described herein may lead to my disqualification.

