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MALÉ CITY COUNCIL

Terms of Reference (ToR) for the
**Consultancy Service for Interior
Design of Male' City Council New
Office Building**



1. Background

Male' City Council (MCC) has constructed a new office building intended to accommodate its administrative, technical and public service functions. To ensure the building provides an efficient, professional and user-friendly working environment. MCC intends to appoint a qualified Interior Design Consultant to undertake the complete interior design of the building, including a terrace level light structure.

The consultancy shall deliver a coordinated design that aligns with the approved architectural and engineering drawings while enhancing functionality, Operational efficiency, staff wellbeing, accessibility and overall public experience.

2. Objectives

The objective of this consultancy is to produce a coordinated interior design that enhances functionality, staff productivity, public accessibility and the overall user experience while ensuring compatibility with buildings architectural and MEP design.

The objectives of this consultancy are to:

- Develop a functional, modern and professional interior environment for a local government office.
- Maximize efficient use of the available space while maintaining operational requirements.
- Ensure consistency between the interior design and the approved architectural and engineering designs.
- Produce construction drawings, schedules specifications and documentation for tendering and implementation.
- Develop interior proposal for all enclosed spaces.

3. Scope of Services

The consultant shall provide all professional services necessary for the successful completion of the assignment, including but not limited to the following.

3.1 Suitability and Compliance: Emphasizes incorporating sustainable practices into the design, promoting environmental responsibility by using eco-friendly materials and techniques, ensuring the project is not only compliant but also forward-thinking in its approach to sustainability.

3.2 Review of Existing Information



3.3 Space Planning: The consultant shall prepare detailed space planning for each floor and functional areas.

Mandatory requirement

- The consultant may improve workstation arrangements for efficiency and ergonomics, however the number of workstations assigned to each area shall not be increased or reduced without prior written approval from MCC.

3.4 Interior Architectural Design

3.5 Furniture, Fixtures and Equipment

3.6 Light Design Coordination

3.7 Ceiling Design

3.8 Material and Finish Selection

3.9 Signage and Wayfinding

3.10 3D Visualizations

4. Deliverables

The consultants shall submit:

- Interior design concept
- Space planning and furniture layout plan
- Floor, Wall and ceiling finish drawings
- Material and colour selection schedule
- Furniture, Fixtures and Equipment schedule
- Lighting and reflective ceiling plans
- 3D rendered views
- Rendered Images
- Detailed construction drawings and technical specifications
- Preliminary cost estimates
- Tender drawings and technical specifications suitable for procurement and construction
- Final Design report

5. Design Requirements

The Proposed design shall

- Maintain the approved architectural layout
- Maintain the exact number of workstations within the department as indicated



- Maximize operational efficiency
- Provide ergonomic workspaces
- Promote accessibility and universal design principles
- Create a professional civic environment appropriate for government institution
- Utilize durable, sustainable and low-maintenance materials
- Allow flexibility for future operational changes where practical
- Fully coordinated with all engineering services

6. Standards and Codes

The consultants shall comply with

- Maldives building regulations
- Maldives fire and life safety requirements
- Accessibility requirements
- Occupational health and safety requirements
- Relevant international interior design standards where local standards are unavailable

7. Duration

The consultancy services shall be completed within 1(one) calendar month from the day of commencement.

8. Qualifications of the firm

The firm is expected to have knowledge and experience in the relevant field. Interested firms must submit the following documents/information to demonstrate the qualifications and experience of their team members and their responsiveness to this TOR.

- Expression of interest letter signed by the Managing Director / Director (Authorized Signatory)
- Relevant experience in office interior design projects (Minimum 5 years of experience)
- Successfully carried out 5 or more works like assignments within the last 5 years
- Company profile
- Valid business registration
- Portfolio of completed projects
- CVs of Key personnel
- Proposed methodology

- Work Schedule
- Financial Proposal
- Reference letter from similar completed projects

9. Key staffs for the assignment

To carry out the task mentioned in the deliverables, minimum key staff of the consultancy firm is required to have the following qualifications and must submit written documents stating availability of each key staff proposed for the assignment.

Position	Minimum Qualification Requirement	Minimum Experience Requirement
Lead Interior Designer	Bachelor's degree in interior designing or any other relevant field	Minimum 10 years of experience, including 05 years leading office or commercial interior designing projects
Interior Designer	Bachelor's degree in interior design or equivalent	Minimum 07 years of relevant experience in interior designing projects
Architect	Bachelor's degree in architectural design or equivalent	Minimum 07 years of relevant experience in building construction, architectural design, Structural design and detail design and construction

10. Evaluation Criteria

Consultants will be evaluated based on both their technical capability and financial proposal. The evaluation maybe carried out using the following criteria.

Evaluation Criteria	Description	Weightage (%)
Relevant experience of the firm	Experience in providing interior design consultancy services for government, commercial, institutional or office buildings similar of size and complexity	20



Qualification and Experience of Key Personnel	Qualifications, professional registrations and relevant experience of the proposed lead interior designer, architect and other specialists assigned to the project.	15
Technical Approach and Methodology	Understanding of the project objectives, proposed design methodology, design approach, stakeholder consultation process, quality assurance and implementation strategy	5
Schedule	Realistic project schedule demonstrating the consults' ability to complete the assignments within required timeframe, including key deliverables and milestones.	5
Past Performance and references	Successful completion of similar assignments, client references and overall performance on similar previous projects	15
Financial Proposal	Completeness and reasonableness of the proposed cost for carrying out the consultancy service. The financial proposal shall include all professional fees, taxes and other cost necessary to complete the project	40
Total		100



11.General Conditions

- All the reports submitted to the client will be electronic copies. It must be noted that the copyright for all marketing/communication materials and reports and other intellectual property created as part of this project shall vest exclusively in MCC which would be free to use without restrictions for the purpose.
- MCC will not acquire or supply any tools necessary to carry out the scope of operation.
- Any travel, equipment or materials needed to accomplish this TOR will be covered by the consultancy firm.

12.Confidentiality, Ethics and Conflict of Interest

The Consultancy firm shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by the Client. Any draft reports and other documents produced by the consultancy firm will be discussed and cleared with the Client before their final issue.