



# TERMS OF REFERENCE

## INTERIOR DESIGNING CONSULTANCY FOR HOUSING DEPARTMENT

Post Title:	Interior Designing Consultancy for Housing Department
Category:	Interior Design
Duty Station:	Ministry of National Planning, Housing & Infrastructure
Type of Contract:	Individual or Firm
Expected Starting date:	July 2022
Duration:	1 year

### 1. INTRODUCTION

Ministry of National Planning, Housing and Infrastructure (MNPHI) is seeking the assistance of qualified and competent Interior Designer for the duration of 1 year, who will work as an individual to undertake the assignment as described in this ToR – For Interior Designing Consultancy for Housing Department

The Individual is required to complete the works as mentioned in the Scope of works which includes providing interior solutions, construction drawings, surveying, space plans, 2D and 3D visuals and all other components required for the interior design.

### 2. OBJECTIVE

The objective of this assignment is to work under Ministry of National Planning, Housing and Infrastructure (MNPHI)'s guidance to assist the technical team in development and implementation of infrastructure development projects as requested by the Ministry



### 3. SCOPE OF WORK

The scope of work for this assignment shall include, but not limited to the following:

1. Provide interior solutions.
2. Prepare and Survey Condominium strata plan.
3. Prepare 2d and 3d Visuals as requested.
4. Prepare interior floors plans with furniture and fixtures layout, Spot details, Proper working drawings and construction drawings.
5. Prepare space analysis of floor plans.
6. Prepare Preliminary Furniture plans and Develop preliminary selection of interior furniture and finishes.
7. Present a Review all schematic finding with project team.
8. Prepare written specifications to accompany working drawings, schedules and furniture finishes and equipment.
9. Prepare finishing schedules.
10. Review exiting designs and proposed any necessary changes.
11. Determine project objectives, need, goals as well as budget considerations.
12. Conduct interviews with the client to determine furniture, finishes and equipment requirement.
13. Visit project sites and inspect the civil works of the projects and give site specific instructions where necessary

### 4. DURATION OF THE ASSIGNMENT

The period of total engagement will be **12 (Twelve) months** from the date of signing the Contract Agreement.

Commencement of Consultancy work will start upon signing the contract agreement.

### 5. INSTITUTIONAL ARRANGEMENTS

Ministry of National Planning, Housing & Infrastructure will contract one consultant (Interior Designer) who will work as a individual to undertake the assignment as described in this ToR. The consultant shall report to the Director General of Housing Department.



## 6. DUTY STATIONS

The assignment is both field and office based. The duty station of the work will be at Ministry of National Planning, Housing & Infrastructure. Ministry will provide an office space and internet access to the consultant. The working hours are from 8am to 4pm. Reporting to work shall be as per the arrangement by Ministry of National Planning, Housing & Infrastructure. Ministry will bare all the necessary cost related to work if the consultant has to travel outside of Male’.

## 7. REQUIRED EXPERTISE AND QUALIFICATION

The Interior Designer should be based at Male’ but should be willing to travel to project site as required.

The assigned personnel shall be the same throughout the assignment preferably, however if the consultancy Firm wanted to replace the personnel for any reason, such replacement shall be communicated to the Ministry.

The Consultant should submit full CV’s for each of the proposed staff member highlighting the criteria given below.

### 7.1. Interior Designer

#### 7.1.1 Qualifications;

- a. Bachelors ‘degree (MQA level 7) in Interior Design or related field
- b. Minimum 2-3 years working experiences after graduation with reference letter/document. (Worked in building projects at least for a period of 2 years)

#### 7.1.2 Language Requirement

- a. Excellent written verbal communication in both English and Dhivehi

#### 7.1.3 Other requirement

- a. Must be a Maldivian
- b. Programming abilities to gather information and produce reports and necessary documents.



- c. Knowledge of Building codes and regulations
- d. Working Knowledge of the application of color, materials and aesthetic form
- e. Familiarity with commercial, multi-unit residential or institutional building types
- f. Basic Sketching and rendering skills
- g. Be Familiar with MS Word / Excel / Google sheets
- h. Ability to use sound and independent judgement
- i. Confident in sharing new ideas
- j. Be able to work under pressure
- k. Highly motivated and organized
- l. Able to make quick decisions and solve technical problems
- m. Experience with FF&E procurement and specifications

#### 7.1.4 Added Advantages

- a. Proficient in AutoCAD, Photoshop, and 3D Max/Sketchup/Lumion

### **8. REMUNERATIONS AND LEAVE DETAILS**

1. Successful individual will be paid a fixed monthly fee of MVR10,498.00
2. Leave entitlement shall be as follows;
  - Annual Leave: Not Applicable.
  - Sick Leave: The Interior Designer may take Fifteen (15) days of paid sick leave.
  - Family Responsibility Leave: The Interior Designer may take Ten (10) days of paid leave in a year to attend important obligations such as tending family members during illness.
  - Unpaid Leave: Not Applicable



## **9. TECHNOLOGY TRANSFER**

The Consultant shall consider the technology transfer as an important aspect of this project. The Consultant shall provide the opportunity to the staffs of the Client to be involved in the works of Consultant during the assignment for their capacity development wherever possible.

## **10. APPLICATION PROCEDURE**

Qualified interested local candidates are hereby requested to apply (either as a Firm or individually). The application should contain the following.

- A technical proposal with brief description of why the individual or team considered him/herself as the most suitable for the assignment.
- The technical proposal should also contain personal CV indicating educational background/professional qualifications, all past experiences, as well as contract details (emails and contact number) of the candidate at least two (2) professional references and reference letter/document.

## **11. EVALUATION CRITERIA**



Rated Category and Features		Marks	Percentage
1	Qualification	<i>10 marks for Degree/Masters in interior designing or relevant field</i> <i>5 marks for any qualification lower than Degree/Masters</i> $= \frac{\text{Recieved Marks}}{\text{Total Marks}} \times 35\%$	35%
2	Experience in the field - last 2 years (2020 - 2022)	<i>5 marks for residential / office projects within last 2 years</i> <i>2 marks for any projects within last 2 years</i> $= \frac{\text{Recieved Marks}}{\text{Total Marks}} \times 45\%$ <i>(Maximum 5 projects)</i>	45%
3	Interview	$= \frac{\text{Recieved Marks}}{\text{Total Marks}} \times 10\%$	20%
<b>Total</b>			<b>100%</b>

## 12. SUBMISSION DETAILS

- For clarifications, email to [bid.secretariats@planning.gov.mv](mailto:bid.secretariats@planning.gov.mv) before 15<sup>th</sup> June 2022 14:00hrs
- Proposals must be delivered in sealed envelopes titled “**INTERIOR DESIGNING CONSULTANCY SERVICE**” together with the submitting party’s name and address to the address below, on 12.00hrs of 16<sup>th</sup> June 2022 local time. Electronic submission is not permitted. Late proposals will be rejected. Proposals will be opened in the presence of proponents’ representatives who choose to be present at the address below at the time of proposal opening.

Procurement Department,  
Ministry of National Planning, Housing and Infrastructure

- Email: [bid.secretariats@planning.gov.mv](mailto:bid.secretariats@planning.gov.mv)