


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE - CONSULTANT – INTERIER DESIGNER	
Hiring Office:	UNFPA, Colombo, Sri Lanka
Purpose of consultancy:	<p>An Interior Designer consultancy will be a part-time consultancy whose key functions would be to develop the design and drawings for the refurbishment/renovation of UNFPA office and develop BOQs for all identified work clusters.</p> <p>Once the supplier to supply furniture and fittings identified, the consultant would be expected to lead and supervise the office refurbishment/renovation project implementation.</p>
Scope of work: (Description of services, activities, or outputs)	<p>Under the direct supervision of the National Programme/Admin Associate and under the overall guidance of the Representative of UNFPA the Consultant – Interior Designer will be responsible for the following:</p> <ul style="list-style-type: none"> • Taking into account all aspects of planning and designing interior spaces in the built office environment, create designs and highly detailed drawings both by hand and by using specialist computer-aided design (CAD) applications on the best use of available office space according to the UNFPA's FASB standards (standards available). • Develop BOQs required for the layout design approved by the office for the supply of office furniture, including new set of pantry cupboards and other supply of materials and services such as painting, plastering, lighting, etc. • Working closely with a team of other professionals, UNFPA operations team members and common services team members to achieve the desired result. • Monitor and report the office renovation work progress and submit periodic updates/status progress reports. • Adapting plans according to circumstances and resolving any problems and issues that may arise during refurbishment. • Coordinate meetings in order to facilitate timely delivery of the office renovation/refurbishment plan and ensure completion as per the targeted delivery date.
Duration and working schedule:	The consultancy is divided into two-phases. The initial Phase I would be for 20 days within the period from 29 October to 07 December 2018. Second Phase would be for 25 working days within the period starting from 14 January to 22 February 2019.
Place where services are to be delivered:	Initial 20 days of Phase I would be home based with occasional visits to office to attend meetings. 25 days of Phase II would require frequent presence in the office during the refurbishment/renovation project implementation phase.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Delivery date would be upon completion of office refurbishment/renovation project, which would be tentatively at the end of 28 February 2019.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Periodic progress reporting is required. Phase I narrative report should include layout design and BOQs. Final report on completion of the project should include confirmation of completing the work as per the agreed design and standards and the report should be submitted at the end of February 2019.
Supervisory arrangements:	The consultant will be supervised by National Programme/Admin Associate
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<ol style="list-style-type: none"> 1. A professional qualification or license with Bachelor's degree or a Master's degree in the field of interior designing. 2. Minimum one-year relevant experience with Master's degree and licence. Or, minimum two years relevant experience with Bachelor's degree and licence. 3. Good command of English with a working knowledge of either Sinhala or Tamil. 4. Proficiency in current office software applications and relevant computer applications CAD). 5. Team player with good prioritising and organising skills.

Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	The consultant is expected to work with his/her own laptop. Office space will be provided during visits.
Other relevant information or special conditions, if any:	N/A
Signature of Requesting Officer in Hiring Office:  Date: 05 October 2018	