

# **TERMS OF REFERENCE FOR THE PROVISION OF ICPAR OFFICE INTERIOR DESIGN SERVICES AND FURNITURE SUPPLY & FITTING FOR ITS RENOVATED OFFICE SPACE**

## **1. Background**

ICPAR was established through an Act of Parliament (Law Number 11/2008 of 06 May 2008) with a broad mandate to grow and regulate the accountancy profession. Under this mandate, the Institute is responsible for the regulation of the profession in Rwanda and is responsible for the admission of new members into the Institute, the registration granting of practicing certificates to Certified Public Accountants (CPAs), the monitoring of compliance with professional standards, the investigation and discipline of its members and the delivery of accounting qualifications, programs and examinations.

Since its set up in 2008, ICPAR has had several achievements, including setting up the Secretariat, establishing the first governing council, establishing the CPD program and becoming an associate member of the International Federation of Accountants (IFAC) within the first 4 years of its existence. Its membership has also grown to 870 and is projected to grow even faster in the medium term. Students' numbers have equally grown tremendously rising to over 5,000.

ICPAR has a strategy that seeks to strengthen the Institute and the accountancy profession. This strategy is based on three (3) strategic pillars: sustainable organization, relevance, and strong profession. A key element of the strategy is to secure own premises that support current and future needs.

In line with the overall objective of securing its own premises and creating a conducive working environment, the Institute is in need of a suitably qualified companies to design and to update the existing office interior designs, propose the new interior office outlook and supply and install appropriate office furniture

## **Objective**

The main objective of the assignment is the provision of ICPAR office interior design services and furniture supply & fitting for its renovated office space.

### **2.1. Specific objectives**

- a. Provision of office interior design services
- b. Supply office furniture and fittings

## **3. Scope of work**

In order to achieve the objectives of the assignment, the service provider will be required to conduct the following specific activities:

## **Provision of office interior design services**

- a) Meeting with ICPAR management for project brief, inputs, reports validation, etc..., to ensure modern space efficiency concepts and aesthetic view while designing the new office layout;
- b) Review the ICPAR Secretariat office, its staffing structure and existing workstations and furniture to make best use of space;
- c) Identify the requirement of space, suitable office layout and the furniture to be installed;
- d) In line with ICPAR brand policy, provide a number of options for layout, and interior design drawings based on the needs and specific requirements;
- e) Liaise with the hired construction company for advisory and implementation process;

### **Supply of furniture and fittings**

- a. Based on the approved interior drawings and layout option, develop technical specifications and types of the required office furniture (with good quality);
- b. Propose efficient layout and desk /furniture placement;
- c. Supply appropriate furniture
- d. Based on management approval, ensure the acquisition, monitor quality and timely delivery of acquired furniture as well as its installation.

## **4. Deliverables / expected outputs**

The selected supplier is expected to produce the following deliverables among others:

- a) Inception report;
- b) Interior design concept reports;
- c) Office furniture proposal (including technical specifications);
- d) Delivery and installation report of the furniture;
- e) Submission of comprehensive project implementation report at the end of the assignment.

The new office space should be open and inviting for staff and visitors alike. It should be functional, but with social spaces that reflect the spirit of professionalism and partnership (such as encouraging collaboration, togetherness, creativity).

## **5. Competency**

A desired supplier should meet the following minimum qualifications:

### **1. Having at least one expert with the following qualifications:**

- a) A degree in Creative/ Design or Architecture specializing in Interior design from recognized University/ Institution;
- b) Architectural design/remodeling of office space highly desirable;

- c) Demonstration of full understanding of applicable architectural and construction codes/norms;
- d) Minimum experience of 10 years pertaining to architectural/interior design programming, conceptual design, schematic design and design development;
- e) Demonstrate an understanding of how to apply a brand in a physical space

**2. Experience in supplying office furniture**

- a) Experience pertaining to a diverse range and scale of projects including having offered similar services to either government institutions or corporate institutions. Such should be attested with certificate of good completion (at least 3).

**6. Period of the Assignment**

The expected period for the assignment is 3 months.