



Mekong River Commission

P.O. Box 6101, 184 Fa Ngoum Road, Unit 18,
Ban Sithane Neua, Sikhottabong District, Vientiane 01000, Lao PDR
Telephone: (856-21) 263 263. Facsimile: (856-21) 263 264

TERM OF REFERENCE

I. Consultancy Summary:

1. Title: Interior designer/Consultant
2. Consultancy type: Special Service Agreement
3. Division/OC: Administration Division
4. Duration: 1 Jun to 30 Sep 2019 (3 months)
5. Duty station: Home-based with periodical visits to the MRC Secretariat in Vientiane
6. Reporting to: Director of Administration and the Core team
7. Total number of days for this consultancy: 30 working days over the period of 3 months (intermittent)

II. Objectives or rationale of the consultancy

The main objective of this assignment is to provide consultancy for interior design. The consultancy is to provide support for the improvement of the interior design, layout and fitting for the MRC Conference room, meeting room 308, Training room 518 and, MRC lobby.

The present condition of the MRC Conference room, meeting rooms, MRC lobby, requires improvement and redesign, including lighting, painting, flooring, electrical layouts, sounds systems and seating arrangements are old and out of date. These spaces are highly public spaces of the MRC and on a regular basis receive various external diplomatic and governmental guests. These rooms, especially the MRC Conference room and lobby, should present a modern and international office standard diplomatic look that is environment friendly and user friendly and neat.

III. Results and responsibilities

1. Required tasks and responsibilities

In order to achieve the above stated objective the consultant shall perform, inter-alia, the following tasks.

a) Schematic Designs:

- Consult the MRC Core team in finalisation of the overall design of concept, layout, functional and requirements for MRC Conference room and each designated meeting room.
- Prepare at least three alternative concept plans/ drawings / views / animations etc. with cost estimates and budget breakdown (for each space and room) and probable specifications for each room. This is necessary in case the work has to be done in stages depending on budget.
- The consultant shall prepare drawings and details for interior of these rooms in consideration of all necessary components such as acoustics, lighting, audio visual, storage and necessary cabling for phone computers etc as well as the nature of MRC work and meeting requirements, including flexibility and mobility (governance meeting, technical meeting, workshop, training).

- b) Detailed drawings:
Based on the approved design, prepare the detailed working drawings including whatever necessary, large scale and full-size details. This would include interior designs, detailed drawing for electrical, acoustics, and audio visual, storage, lighting system, ceilings and all other miscellaneous facilities.
- c) Support for Procurement process: the consultant shall provide the following:
- Prepare technical specifications and estimates of all works, goods and furniture envisaged in the package.
 - Prepare and submit to the Core team the final bid documents as per the standard bidding of the MRCS, documents containing the technical specifications, bill of quantities and bid drawings.
 - The consultants shall assist the MRC Procurement team in evaluating the bids submitted by various bidders
 - Provide technical inputs during the pre-bid for various contract packages
- d) Support for Project Management:
- Regular quality inspection of all the mentioned rooms during the implementation or construction phase to ensure that reasonable resources are used in carrying out the work as per the specification laid out to be consistent with good engineering practices
 - The consultant should report to the core team in all matters that require their attention and decision, including the progress of the work, quality assurance and certification of the bills of the contractors

2. Deliverables and concrete timelines:

The consultant is expected to deliver the following services and/or products in consultation with Director of Administration and Core team or his representative on an agreed timeframe.

Deliverables and expected quality	Tentative Number of days /hours or duration of the consultancy	Tentative Deadline
- Schematic Designs 15 Jun 2019	5 days	15 Jun 2019
- Detailed drawing	10 days	30 Jun 2019
- Procurement support	5 days	30 July 2019
- Support for Project management	10 days	30 Sep 2019

3. Qualifications and Requirements:

The consultant is expected to hold those of the following qualifications:

- A bachelor's degree of architecture or a related discipline;
- A track record of professional experience in interior consulting and/or design with at least five years of such experience;
- A demonstrated experience in providing consulting services on office design, especially one for head of the organization; Portfolio is needed.
- In-depth knowledge of furniture systems and finishes;
- Demonstrated understanding of basic principles of space planning;
- Able to develop and present design concepts;
- AutoCAD or relevant design software proficiency required;
- A very good knowledge of retail outlets in Vientiane that offer high quality office equipment;
- Proficient in English.

4. Working Arrangement:

- Reporting line: The consultant will report to Director of Administration and Core team
- Communication line: Channel through either the Director of Administration or the Core team

- Work station: Home-based in Vientiane with periodical visit to the Secretariat

5. Intellectual property rights:

Intellectual property rights (IPR): Information, data, database, knowledge resources in the forms of briefings, reports, proceedings, articles, essays, etc. issued by and for the MRCS will be the MRCS property. Any utility, announcement and disclosure that are without MRCS highest levels of authority' permission is considered illegal and will be charged by relevant local and international legal procedures.

6. Signature Block

Consultant names and signature

Date