

Date: 9th June 2026

TERMS OF REFERENCE (TOR)

Consultancy Services for Interior Design & implementation Supervision

1. Background:

Compassion International Bangladesh (CIB) is a Christian child development organization working in partnership with local Partner Development Agency (PDA) to support vulnerable children and youth through holistic development programs. As part of its commitment to operational excellence, stewardship, and staff wellbeing, Compassion International Bangladesh seeks to engage a qualified and experienced **Interior Design Consultant/Firm** to provide professional consultancy services for the interior design, branding, technical documentation, and supervision of its office premises located in Banani, Dhaka, Bangladesh.

The assignment aims to deliver a functional, safe, compliant, and well-branded office environment that supports effective program implementation and reflects the organization's identity and values.

2. Client:

Compassion International Bangladesh (CIB), Banani, Dhaka, Bangladesh.

3. Project Location & Space Size:

Banani, Dhaka, Bangladesh, Size: Approx. 6,125 SFT on 8th Floor & 3,050 SFT on 18th Floor.

4. Objectives of the Assignment:

The objectives of this consultancy are to:

- Develop a functional and aesthetically appealing office interior
- Integrate Compassion International branding into the office space
- Produce comprehensive technical, visual, and service design documentation
- Prepare accurate Bills of Quantities (BOQ)
- Supervise implementation to ensure quality, compliance, and value for money

5. Scope of Services:

The Consultant shall provide the following services:

5.1 Interior Design Services:

- Site assessment, measurements, and space analysis
- Development of interior design concepts aligned with Compassion International branding guidelines
- Preparation of mood boards, color palettes, and material specifications
- Development of detailed space layouts, and furniture plans
- Specification of furniture, fixtures, and equipment (FF&E)

5.2 Branding:

- Integration of organizational branding elements into interior spaces
- Design of internal signage, wall graphics, and wayfinding elements
- Ensure alignment with Compassion International brand standards

5.3 Architectural & Interior Drawings (Including 3D Visuals):

- Detailed floor plans and space layouts including Server Room.
- Ceiling, partition, and finishes layouts
- Joinery and custom furniture details
- **High-quality 3D visualizations/renderings** illustrating proposed interior designs, finishes, furniture, lighting, and branding elements to support design approval and decision-making

5.4 Electrical & Low-Current Drawings:

- Lighting layouts and switching plans
- Power outlet layouts
- Data, Lan cable connection, voice, and communication layouts
- Coordination with furniture and workstation layouts
- Access control & CCTV.

5.5 Mechanical (HVAC) Drawings:

- Mechanical layouts for air conditioning and ventilation systems
- Equipment placement coordinated with ceiling and architectural designs
- Compliance with applicable mechanical and safety standards

5.6 Fire Safety Drawings:

- Fire detection and alarm system layouts
- Firefighting equipment layouts (fire extinguishers, hose reels, etc.)

- Emergency exit signage and evacuation plans
- Compliance with local fire and safety regulations

5.7 Bills of Quantities (BOQ):

- Preparation of detailed and itemized Bills of Quantities
- Cost estimates aligned with approved designs

5.8 Project Management & Supervision:

- Prepare Tender Documents.
- Coordination of contractors and suppliers
- Regular site supervision and quality control
- Monitoring progress against schedule and approved designs
- Identification and resolution of site issues
- Preparation of supervision and progress reports
- Participation in inspections, snag lists, and final handover

6. Deliverables:

The Consultant shall deliver, at a minimum:

- Concept design presentations
- **3D visualizations/renderings of proposed interior spaces**
- Final approved interior and branding designs
- Complete set of architectural and interior drawings
- Detailed proposed furniture
- Electrical and low-current drawings
- Mechanical (HVAC) drawings
- Fire safety and evacuation drawings
- Tender Documents
- Detailed Bills of Quantities (BOQ)
- Supervision and progress reports
- Final completion and handover report

7. Assignment Duration & Timeline for Design Phase:

The duration of the assignment for Design phase shall be **three (3) weeks**, structured as follows:

- **Week 1:** Site assessment, concept design development, branding proposals, and preliminary layouts
- **Week 2:** Preparation of detailed architectural drawings, **3D visualizations**, electrical, mechanical, and fire drawings; preparation of BOQ and share 1st draft with client for feedback and approval.
- **Week 3:** Integrated client feedback & Finalization of all designs, drawings, **3D visualizations** and BOQ with Tender Document.

8. Consultant Qualifications & Experience:

The Consultant/Firm must meet the following minimum requirements:

- Legally registered and operating in Bangladesh
- **Fellow (FIAB) or Full Membership of Institute of Architects Bangladesh (MIAB).**
- Minimum **five (5) years' experience** in interior design consultancy services
- Proven experience in office, corporate, or institutional interior projects
- Demonstrated experience in integrating organizational branding into interior spaces
- Proven capability to produce **professional 3D visualizations/renderings**
- Capacity to prepare architectural/interior drawings, electrical, mechanical (HVAC), and fire safety drawings.
- Experience in preparation of Bills of Quantities (BOQ) and project supervision
- Availability of qualified and registered professionals, including Interior Designer(s), Project Manager, and relevant technical staff.

9. Proposal Submission Requirements:

9.1 Technical Proposal:

- Company profile and updated legal registration documents with TIN & BIN.
- Submission of valid Fellow or Full Membership document of IAB, and IEB for team members as part of the technical proposal.
- Relevant experience and portfolio (including 3D visuals)
- Proposed methodology and work plan aligned with the 3-week timeline
- Team composition and CVs of key personnel.

9.2 Financial Proposal:

- Detailed breakdown of professional fees
- Clear indication of expected payment terms and schedule.
- All fees shall be inclusive of applicable VAT and Tax. CIB will deduct VAT and Tax at source in accordance with prevailing government regulations and deposit the same to the Government Treasury accordingly.

10. Evaluation Criteria:

Proposals will be evaluated based on:

- Relevant experience and quality of past projects
- Technical approach, methodology, and quality of 3D presentations
- Qualifications and availability of proposed personnel
- Cost-effectiveness and value for money

11. Reporting & Coordination:

The Consultant shall report to Compassion International Bangladesh or its designated Project Manager.

12. Confidentiality:

All information, designs, drawings, and documents produced under this assignment shall remain the property of Compassion International Bangladesh and shall not be disclosed without prior written consent.

13. Client's Rights:

Compassion International Bangladesh reserves the right to accept or reject any or all proposals and is not obligated to select the lowest-priced proposal.

14. Submission Deadline & Chanel:

All documents must be submitted in English. Interested consultants/firms are requested to submit their proposals no later than 5:00 PM (GMT+6) on Sunday, 21 June 2026, to the following email address:

TYusak@IO.CI.ORG

15. Communication:

Any queries or requests for clarification regarding this TOR shall be submitted in writing to the following email address:

MMridha@bd.ci.org, AHira@bd.ci.org