

## **TERMS OF REFERENCE (TOR)**

### **Consultancy for Office Master Plan Development and Space Optimization Proposal**

#### **1. Introduction**

Habitat for Humanity Uganda (HFHU) seeks the services of a qualified and experienced architectural or engineering consulting firm to review the current office layout, develop a detailed master office plan, and propose futuristic space optimization strategies, improvements, and potential expansions.

#### **2. Objectives**

The consultancy aims to:

- Assess the current office premises for space utilization efficiency.
- Propose technical improvements and modifications for optimal space use and improved safety & security (Perimeter, Access and flow control, lighting, ergonomic parking control, Fire Life and Safety, CCTV in public areas).
- Develop a master office layout plan with futuristic design and functionality.
- Prepare financial and technical proposals for office optimization, modifications, and expansion.

#### **3. Scope of Work**

##### **Task A: Assessment and Analysis**

- Conduct a thorough analysis of the existing office layout and infrastructure.
- Identify constraints and opportunities within the current space utilization.
- Engage staff and key stakeholders to gather insights on current workflow challenges and future needs.

##### **Task B: Design and Planning**

- Prepare detailed technical plans, including floor layouts and spatial designs, for:
  - Creation of additional toilet facilities through appropriate modifications.
  - Development of new meeting rooms and boardrooms.
  - Reconfiguration of current workstations for improved workflow, privacy, and efficiency.
- Include considerations for sustainability, ergonomics, and safety standards in all designs.

##### **Task C: Futuristic Expansion Proposal**

- Propose innovative, future-proof strategies for office expansion beyond the existing premises, utilizing available compound space.
- Provide concept drawings, renderings, and visualization of proposed expansions and additional facilities.

- Outline phased approaches to the construction and implementation of recommended expansions.

#### **Task D: Financial Proposal**

- Provide a comprehensive financial analysis and budget estimates for the implementation of the recommended modifications and expansion plans.
- Clearly indicate cost breakdowns by each phase and component of the proposal.
- Highlight areas of potential cost savings or efficiencies.

#### **4. Deliverables**

The selected consulting firm will deliver:

- Inception Report detailing the consultant's understanding and methodology.
- Detailed Technical and Spatial Assessment Report.
- Master Office Plan drawings and detailed design proposals.
- Futuristic Expansion Concept Designs.
- Financial Proposal and Budget Estimates.
- Final Comprehensive Master Office Plan and Presentation to HFHU Board.

#### **5. Consultant Qualifications**

The consulting firm must demonstrate:

- Proven experience in architectural/engineering consultancy and office space optimization.
- Previous successful completion of similar office design and planning projects.
- Expertise in modern office design, sustainable practices, and future-proof spatial planning.
- Capacity to deliver high-quality outputs within stipulated timelines.

#### **6. Reporting and Timeline**

- The consultant will report directly to the Procurement Officer at HFHU.
- The project duration is expected to be approximately eight weeks, with regular progress updates every two weeks.

#### **7. Proposal Submission Requirements**

Interested consulting firms must submit a proposal comprising:

- Proof of business registration (licences and permits)
- Technical proposal (methodology, approach, and work plan).
- Financial proposal (with detailed cost breakdown).
- Company profile, CVs of key staff, and references from similar past projects.

## 8. Evaluation Criteria

Proposals will be evaluated based on:

- Eligibility to conduct business in Uganda i.e. certificate of incorporation, trading license, tax clearance certificates, bank statements, and audited books of account.
- Relevance and quality of proposed methodology.
- Expertise and qualifications of the consultant team.
- Proven track record and relevant experience.
- Competitiveness and reasonableness of financial proposal.

## 9. Confidentiality

All information gathered and reports produced remain the property of HFHU. The consultant must maintain confidentiality and not disclose information without written authorization.

## 10: Safeguarding:

HFHI consulting firm takes seriously their ethical responsibilities to conduct themselves in this manner to create a safe environment for all people in the project community, the office and in any space of interaction. The consulting firm shall strive to protect everyone from all forms of abuse, neglect, harassment and exploitation by protecting, preventing and providing supportive services that promote safety and peace among the people.

## 11. Submission address and deadline.

Eligible and interested consulting firms or companies should submit a **soft copy** of their written proposal (technical and financial), including CVs of key personnel along with all required accompanying documents to: **procomm@hfhuganda.org**. With the Subject: **Consultancy for Office Master Plan Development and Space Optimization Proposal** before 1:30 pm on 16<sup>th</sup> May 2025.

The proposal should be addressed to: **The Procurement Committee, Habitat for Humanity Uganda, Plot 1026 Lukadde Road, Kyaliwajjala, P. O. Box 163027 Kampala Uganda**

The best written proposal (technical and financial) will be selected in accordance with open domestic bidding procedures contained in the HFHU Procurement Policy and is open to companies that are eligible to conduct business within Uganda.

Eligible consulting firms or companies may obtain further information from HFHU offices or send inquiries by email to **procomm@hfhuganda.org**. and copy **noffice@hfhuganda.org** or call only the National Office: 0392760802. For purposes of the URA tax clearance certificate, HFHU TIN is: 1000346122