

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Economic Development and Trade  
Male', Republic of Maldives

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## Terms of Reference

for

### For Provision of Architectural and Design Consultancy Services

#### 1. Background

The Creative Economy initiative by Business Center Cooperation (BCC) emphasizes the development and promotion of creative industries to stimulate economic growth, innovation, and cultural diversity. Creator Hubs serve as focal points for nurturing talent, fostering collaboration, and providing infrastructure and resources for creative professionals and businesses. With a continuous flow of projects, renovations, and expansions, there is a need for a professional Architectural and Interior Designer to provide expert services on a retainer basis.

The Government of the Maldives (GoM) has received financing from the World Bank toward the cost of the Maldives: Enhancing Employability and Resilience of Youth (MEERY) Project, and intends to apply part of the proceeds for consulting services. The objective of the MEERY project is to improve the relevance of technical and vocational skills and foster entrepreneurship to promote youth employment in priority sectors. The project is being jointly administered by the Ministry of Higher Education, Labour and Skills Development (MoHELSD) and Ministry of Economic Development & Trade (MoEDT), with a Project Steering Committee that is co-chaired by the MoHELSD and the MoEDT.

#### 2. Objective of the Assignment

The main objective is to seek interested Architectural and Designer firms to provide consultancy services to ensure that all design work meets the highest standards, is cost-effective, and aligns with the project objectives and organization's goals. As BCC is engaged in multiple projects aimed at establishing and fostering a thriving creative economy in the Maldives. One of the prominent initiatives includes the establishment of Creator Hubs across



-2-

13 islands, with a flagship hub located in Male', occupying an 11-floor building on Chaandhanee Magu, with three floors dedicated specifically to creative industries. Furthermore, BCC aims to preserve a consistent brand design and image while expanding its current initiatives, including SEED and Authentic Maldives.

With the purpose of attaining this objective, MoEDT is planning to hire Architectural and Interior Designer services possessing the requisite qualifications and experience.

The assignment includes work and tasks on a monthly retainer basis, with continuous engagement with key stakeholders throughout the assignment.

### **3. Scope of Services**

The selected Architectural and Designer firm shall deliver tasks assigned to the satisfaction of the corporation. Timely delivery and high-quality execution of marketing materials and campaigns are essential. The firm must be readily available to accommodate the requirements and provide services at short notice.

#### **3.1. Conceptual Design & Planning**

Development of architectural concepts for the Creative Economy outlets across 13 islands, with a flagship hub located in Male'. This includes space planning and layout designs for interior spaces, where designers create mood boards and establish design themes to set the overall tone and direction of the project. Serving as the foundation for the project's aesthetic and functional vision.

#### **3.2. Detailed Design & Documentation**

Preparation of detailed architectural drawings, including plans, sections, elevations, and 3D renderings. Development of Interior design details such as material specifications, furniture, fixtures, and equipment (FF&E) selections. Coordination with other consultants, such as structural and MEP (mechanical, electrical, and plumbing) professionals, is crucial to ensure all design aspects are fully integrated.



-3-

### **3.3. Project Management & Supervision**

Regular site visits to ensure the design is being implemented according to the approved plans. Also, close coordination with contractors and suppliers to oversee the execution of design elements and to monitor project timelines, ensuring that deadlines are met and the project progresses smoothly.

### **3.4. Consultation & Advisory Services**

Providing expert advice on design-related decisions including assistance to clients with the selection of materials, finishes, and furnishings, as well as offering solutions to any design challenges including obtaining legal permits when required, that may arise during the course of the project. The advisory role ensures that the project maintains its design integrity while addressing any unforeseen issues.

### **3.5. Sustainability & Compliance**

Ensures that all designs adhere to local building codes and regulations. Also emphasizes incorporating sustainable practices into the design, promoting environmental responsibility by using eco-friendly materials and techniques, ensuring the project is not only compliant but also forward-thinking in its approach to sustainability.

## **4. Key Deliverables**

### **4.1. Inception Report and Workplan Report**

Clearly defining the scope of services, objectives, methodology, approach, and targets for conducting the assignment, along with a detailed, time-bound work plan detailing task assignments, deadlines and the names of responsible individuals

(These Reports are to be submitted within 14 days of signing the contract.)

### **4.2. Monthly Reports: Summarizing activities, progress, and any issues encountered.**

Project monthly progress update, visuals, presentations (visual presentations for key stakeholders as needed.)

### **4.3. Design Documentation: Comprehensive design packages for each project as per the agreed timelines.**

### **4.4. Final Completion Reports for each project completed, detailing the outcomes and any recommendations for future work.**



-4-

## 5. Institutional Arrangements, Reporting, and Supervision

The work will be carried out under the supervision of the Project Director of MEERY Project. The work will be directed by BCC.

The selected Architectural and Designer firm shall deliver tasks to the satisfaction of BCC. Progress of the work carried out is required to be submitted to MoEDT by monthly reports within a week following the end of each month and a final report within 2 weeks of end of the contract.

Timely delivery and high-quality execution of objectives are essential. The firm will be required to attend all relevant meetings arranged by MoEDT and BCC and must be readily available to accommodate the requirements and provide services at short notice.

The Architectural and Designer firm must designate an individual focal point who will be the primary liaison with MoEDT and BCC. MoEDT and BCC will also assign an official to coordinate all matters pertaining to the consultancy with the designated focal point from the selected firm.

## 6. Timeline

The selected firm is expected to complete this assignment by 31<sup>st</sup> December 2025 including time for feedback from the relevant stakeholders.

## 7. Qualifications of the Firm

The Architectural and Designer firm is expected to have knowledge and experience in the relevant field. Interested firms must submit the following documents/information to demonstrate the qualifications and experience of their team members and their responsiveness to this TOR.

- 7.1. Expression of interest letter signed by the Managing Director / Director (Authorized Signatory)
- 7.2. Minimum 5 years of experience in architect/interior designer works
- 7.3. Successfully carried out 5 or more works similar to assignments within the last 5 years starting from 1st February 2020 (Provide documentary evidence of such assignments and experience)



- 7.4. Must be a registered Firm in the Maldives (Provide copy of the Certificate of Registration)
- 7.5. The Curriculum Vitae of all key staff members indicating all experience from similar projects as stated in TOR

## 8. Key Staff for the Assignment

To carry out the tasks mentioned in the deliverables, the minimum key staff of the consultancy firm is required to have the following qualifications and must submit written documentation stating availability of each key staff proposed team for the assignment.

#	Position	Minimum Required No.	Qualification Requirement	Minimum Experience Requirement
1	Architect	1	Bachelor's degree in architecture, Architectural Designing, or any other relevant field	5 years of working experience in related fields Licensed Architect
2	Interior Designer	1	Bachelor's degree in interior design, or any other relevant field	3 years of working experience in related fields Licensed Interior Designer
3	Civil Engineer	1	Bachelor's Degree or above in Civil or Structural Engineering or any other relevant field	3 years of working experience in related fields Licensed Civil Engineer

## 9. Selection and Evaluation Criteria

### 9.1. Technical Requirements:

9.1.1. Following is the Minimum Requirements that the Firm must provide with documentary evidence to prove the validity of the information:

9.1.1.1. **Licensed Peronsal:** The applicant must have a valid Practicing Certificate issued by the Ministry of Construction & Infrastructure of the Maldives. (Provide copy of the Certificate)



-6-

**9.1.1.2. Documentary Experience:** Previous experience of the applicant must be demonstrated in the CV of the proposed key personnel. To that end, the applicant must submit a full CV for each of the proposed personnel.

(Qualification must be demonstrated with the documents/certificates.)

## **10. Payment Terms**

The consultancy firm will be paid on a retainer basis per month under a Lump sum contract, subject to the successful submission and acceptance of the deliverables.

## **11. General Conditions**

- All the reports submitted to the client will be electronic copies. It must be noted that the copyright for all marketing/communication materials and reports and other intellectual property created as part of this project shall vest exclusively in MoEDT which would be free to use without restrictions for the purpose.
- The key staffs must be willing to undertake travel (if required)
- MoEDT will not acquire or supply any tools necessary to carry out the scope of operation.
- Any travel, equipment or materials needed to accomplish this TOR will be covered by the consultancy firm.

## **12. Confidentiality, Ethics and Conflict of Interest**

The selected Consultancy firm undertakes to comply with the World Bank's rules regarding corrupt and fraudulent practices, conflict of interest and confidentiality. The Consultancy firm shall maintain confidentiality on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by the Client. Any draft reports and other documents produced by the consultancy firm will be discussed and cleared with the Client before their final issue.