



TERMS OF REFERENCE (TOR)

OFFICE ENHANCEMENT SERVICES FOR THE RURAL DEVELOPMENT UNIT

BACKGROUND

The Government of Grenada has established a Rural Development Unit (RDU) in 2019, with the intention to initiate, facilitate, coordinate and act as a catalyst for the implementation of rural development programmes, leading to sustainable and improved standard of living in rural communities.

This Unit consists of two Rural Development Projects; the Climate Smart Agricultural Enterprise Programme (SAEP) Phase II and the Basic Need Trust Fund (BNTF).

The specific objectives of the Rural Development Unit are;

- i. Provide comprehensive farm development support to small and medium farmers in a sustainable manner (climate smart) for improved livelihoods
- ii. Facilitate the development of rural enterprises and small industries for sustainable jobs in rural communities.
- iii. Increase job opportunities through training (skills development) for rural youths.
- iv. Facilitation of essential infrastructure development to support economic and social advancement.

OBJECTIVE

The objective of this project is to transform the Rural Development Unit (RDU) office environment into a warmer, more welcoming, modern, and comfortable workspace for staff and visitors while maintaining professionalism and functionality.

SCOPE OF SERVICE

The selected firm shall be responsible for the complete delivery of the assignment, from assessment and design development through procurement, implementation, and completion. The firm shall first assess the existing office space and develop design solutions based on the requirements outlined in this TOR. The proposed design concepts, layouts, specifications, finishes, furniture selections, and associated costs shall be submitted to the RDU for review and approval

prior to procurement and commencement of implementation. No works shall commence without the RDU's prior approval of the proposed design and associated costs.

The details of the scope of service is listed below:

1. Interior Design & Space Planning

- Review and propose improvements to existing office layout
- Recommend design concepts that create a warm and inviting atmosphere
- Provide mood boards, color schemes, and material recommendations
- Optimize use of natural light and open spaces where possible

2. Painting & Wall Finishes

- Repaint office walls using warm, neutral, and modern color palettes
- Repair minor wall imperfections prior to painting
- Include feature/accent walls where appropriate
- Supply all paint materials and labor and complete all painting and finishing works.

3. Furniture & Soft Furnishings

- Provide recommendations, supply, delivery, and installation of modern office furniture, including conference room furnishings
- Improve seating comfort in waiting/reception areas
- Include soft furnishings such as:
 - Rugs
 - Cushions
 - Curtains/blinds
 - Decorative elements

4. Reception Area Enhancement

- Upgrade reception/welcome area to create a professional first impression
- Include recommendations for:
 - Reception area enhancements
 - Feature wall/signage
 - Decorative lighting
 - Visitor seating
 - Indoor plants or greenery
- Supply and install all approved furniture, fixtures, and decorative elements for the reception area.

5. Conference Room Enhancement

- Upgrade conference room to improve functionality, comfort, and professional appearance.

- Include recommendations for:
 - Conference table and ergonomic seating
 - The improvement of the existing audio-visual and presentation setup, where required, to support effective meetings and presentations.
 - Improved lighting solutions for meetings and presentations
 - Wall finishes, branding, or feature walls where appropriate
 - Acoustic improvements to reduce noise and improve meeting quality, where appropriate and within the approved design and budget
 - Decorative elements to create a welcoming environment
 - Space optimization for collaboration and efficient movement within the room
- Supply, deliver, and install all approved conference room furniture, equipment, and fittings.

6. Decorative & Aesthetic Enhancements

- Incorporate décor elements to create a more comfortable atmosphere
- Possible additions may include:
 - Indoor plants
 - Artwork
 - Wooden finishes
 - Textured wall panels
 - Branding elements
- Supply and install all approved decorative and aesthetic elements.

PROTECTION OF EXISTING PROPERTY AND WORK AREA

The firm shall take all necessary measures to protect existing office furniture, equipment, fixtures, fittings, and property during the execution of the works. The firm shall be responsible for any damage caused through its negligence or improper execution of the works.

FIRM QUALIFICATIONS

The selected firm should possess:

- Demonstrated experience in completing at least two (2) similar office interior design, refurbishment, fit-out, or office enhancement assignments.
- A multidisciplinary team comprising suitably qualified professionals, such as interior designers, project manager, and/or space planners.
- Demonstrated experience in space optimization and office modernization.
- Strong project management and communication skills.
- Portfolio of similar completed assignments/projects.

SITE VISIT

Firms are encouraged to conduct a site visit prior to submission of proposals to familiarize themselves with the existing conditions, dimensions, layout, and requirements of the office. A site visit may be arranged upon request through the Procurement Officer.

DURATION

The assignment is expected to be completed within **twelve (12) weeks** from the date of contract signature, inclusive of design development, RDU review and approval, procurement, delivery, installation, execution of works, and final handover

DELIVERABLES

The selected firm shall provide, at a minimum:

1. Initial Assessment and Design Concept

- Assessment of the existing office space and conditions;
- Proposed layouts and space-planning solutions;
- Design concepts, mood boards, colour schemes, material and finish recommendations;
- Furniture and soft furnishing recommendations.

2. Detailed Design and Cost Proposal

- Final design/layouts;
- Specifications for materials, finishes, furniture, fixtures, and fittings;
- Detailed BOQ/cost proposal;
- Work implementation schedule.

3. Procurement and Implementation

- Procurement and supply of approved materials, furniture, fixtures, and fittings;
- Delivery and installation;
- Execution of all approved refurbishment, painting, finishing, furnishing, and decorative works.

4. Completion and Handover

- Final inspection and rectification of defects;
- Removal of construction/debris materials;
- Final cleaning;
- Handover of the completed office;
- Any relevant warranties, manuals, or documentation.

PROPOSED OUTCOME

The desired final environment should feel:

- Warm
- Professional
- Welcoming
- Modern
- Comfortable
- Clean and organized

The upgraded office should improve both employee experience and visitor perception.