



TERMS OF REFERENCE

Interior Designer

1. Background:

The Government of Uganda received credit from the World Bank towards implementation of the Competitiveness and Enterprise Development Project (CEDP). The Project Development Objective (PDO) is to improve the competitiveness of enterprises in Uganda through supporting reforms in priority productive and service sectors geared towards a better investment climate with particular focus on MSMEs. Government is scaling up the existing operations through provision of Additional Financing (AF). The AF is intended to complete the implementation of the Land and Tourism components while consolidating and enhancing the achievements realized as well as scaling up activities under these components. CEDP-AF will be implemented by eight MDAs. The overall coordination of the project lies with Private Sector Foundation Uganda (PSFU) through a Project Coordination Unit (PCU). More details can be found at www.cedp.go.ug

The Government of Uganda through the Competitiveness and Enterprises Development Project (CEDP) is providing support to UHTTI to address the infrastructure and equipment; curriculum, trainers and management gaps to enable the Institute reach its full potential as a National Tourism and Hospitality Training Institute matching with international standards. Construction of a 3 star application Hotel including two training Kitchens and Restaurants is already on-going.

2. Purpose of Assignment:

The Interior Designer (ID) will support the creation of functional, safe, and aesthetically pleasing spaces for the entire building by assessing space requirements, determining optimal furniture, furnishings, wall coverings, fixtures and equipment (FFE) placement, and selecting decorative items such as color themes, lighting, and materials, while adhering to relevant blueprint, building code, and grading/inspection requirements.

3. Duties and responsibilities:

- a) Liaise with client and industry expert(s) specified by the client to determine initial goals and requirements for the spaces to be designed.
- b) Collaborate with the architects, engineers, and contractor to further understand how interior space should function, appear, and be furnished.
- c) Analyze movement and use patterns of the space.
- d) Prepare sketches or other visual aids to demonstrate preliminary designs to client.
- e) Consult with the client to select final colors, furnishings, lighting, including the design of the furniture/ finishing that meet the needs of the Client, and prepare and illustrate final plans using design applications

- f) Prepare final floor plans, elevations and 3D images and drawings to present to the client for approval
- g) Present final mood boards, including fabric to be used, flooring materials and overall design of furniture and finishing's for approval by the Client
- h) Create a pilot to illustrate design theme; and ensure that the theme, color and function work together?
- i) Determines timelines and project costs and present accurate estimates to the client.
- j) Oversee the installation of materials, furniture, and other design elements.
- k) Maintain current knowledge of trends and materials, techniques, and other developments in interior design for training hotels and advise the client accordingly
- l) Produce rough sketches and a mood board- a collection of suitable images, colours and materials
- m) Develop detailed designs, often using computer- aided design (CAD) software or small-scale models
- n) Prepare requisitions for the purchase of furniture and equipment and soft furnishings
- o) Direct/ supervise interior design work and draftsmen;
- p) Provide support during the interior fit-out/FF&E procurement including but not limited to:
 - procurement process of FFEs through preparation of bidding documents, participating in bid evaluation,
 - Supervise installation of furniture, furnishings and equipment
 - Maintain project management and schedule records
 - Assist in determination of substantial completion, payments to FFE vendors and securing releases
 - Prepare and administer post occupancy evaluations

4. Skills & Knowledge:

(i) Educational Qualifications & Functional / Technical Skills:

- a) Minimum of a Bachelor's degree in Interior, Industrial or Architectural design or an equivalent.
- b) Postgraduate qualifications in interior design from a recognized Institution or Certification from an internationally recognized institute will be an added advantage.

(ii) Relevant Experience:

- a) At least 6 years' hands on experience as an Interior Designer, preferably in hospitality and hospitality training industry;
- b) Demonstrable experience in carrying out at least 3 assignments of similar nature involving a hotel (3 stars and above), preference for combination of experience in Uganda and externally;
- c) Ability to work with Afro infused, local artistic traditions creations alongside contemporary art;
- d) Ability to use computer-aided design (CAD) software and other specification software(s);
- e) Proficient understanding of building codes and inspection regulations related to interiors; and the range of relevant products and materials;
- f) Ability to apply a sense of style to create aesthetically pleasing interiors;

- g) Strong visual design skills including proportion and aesthetics;
- h) Proficiency in Microsoft Office Suite or related software.

5. Deliverables:

- a) Programming findings/final Design Program, integrating feedback from the client and industry expert(s)
- b) Schematic Design drawings, approved by client and industry expert(s) & Preliminary Cost estimates
- c) Final design Documents & Detail Design & 3Ds, approved by client and industry expert(s)
- d) Bid analysis report, Work schedules and installation documents
- e) Monthly design Status reports; Monthly attendance at Project Meetings; Weekly issues log

6. Mode of contracting and duration of the assignment.

The assignment shall be undertaken on a Time- Based (on- call basis) contracting over a period of 6 months, renewable subject to need and satisfactory performance.

7. Reporting arrangements:

The interior designer will report to the Project Coordinator

8. Data, Services, Personnel and Facilities to be provided

The client shall provide office space, computing facilities, and transport facilitation the Project Site.

9. Other requirements:

- Strong ethics, hands on approach
- High degree of honesty, integrity and versatility
- Must be prepared to work under pressure to meet tight project targets
- Planning and organisation skills
- Attention to detail and excellent follow through
- Excellent communication skills, both oral and written
- Self-motivated
- Problem solving skills
- Leadership and management skills