

TERMS OF REFERENCE FOR CONSULTANCY
Interior Design

For the Sri Lanka Forestry Institute (SLFI), Field Training Centre (FTC), Inamaluwa.

1. Rationale

Ecosystem Conservation and Management Project (ESCAMP) funded by the World Bank, which has three key technical components, i.e. (a) Pilot Landscape Planning and Management Component, (b) Sustainable Use of Natural Resources and Human-Elephant Co-Existence Component, and (c) Protected Area Management and Institutional Capacity Component) is aimed at improving the management of ecosystems in selected locations in Sri Lanka. Its key implementing agencies are the Forest Department (FD) and the Department of Wildlife Conservation (DWC).

Under the third Component, the sub components 3b and 3c are focused on Nature Based Tourism (NBT) improvement and enhancing institutional capacity of Forest Department respectively. The NBT, with aesthetic value will enhance visitor attraction to nature reserves. Forestry education is also a vital component in management and conservation of forestry resources in the country.

The Sri Lanka Forestry Institute (SLFI), with its Field Training Centre (FTC), situated at Inamaluwa, which operates at the national level, is the key forestry educational establishment of the Forest Department. The existing physical infrastructure of the Sri Lanka Forestry Institute (SLFI), and its Field Training Centre is over 25 years old, and renovations and new infrastructure are scheduled to be accomplished under the funding of ESCAMP. The renovated and newly constructed buildings are required to be furnished with appropriate furniture, equipment and other required interior elements.

2. Objectives of the Assignment

- To receive aesthetically attractive, functional and cost-effective interior designs to improve the quality and visual image of the SLFI's FTC in Inamaluwa.
- To provide a pleasing, comfortable and safe learning environment in Forestry Education and training.
- To receive attractive and cost-effective combination of interior elements, including furniture, cabinetry, storage, window treatments, kitchen, laboratory, lecture hall equipment, and decorative items.
- To get the best design in line with the available budget.

TERMS OF REFERENCE FOR CONSULTANCY
Interior Design

3. Description of the Consultancy

The ongoing construction at the FTC in Inamaluwa will be completed by January 2021. The Project Architect has identified space requirements for each educational building, along with architectural plans and the furniture layouts for each building. Forest Department has also prepared a tentative furniture requirement plan by considering the individual requirements of students, academic staff, and non-academic staff.

The Interior Design Consultant will work in close consultation with the FD officer appointed by the Department. Liaising of all activities is essential with this designated officer.

Table 01: The buildings need to be furnished at the FTC, Inamaluwa

	Building
1	Office complex and lecture theater
2	Student hostels and cafeteria
3	Guest house
4	Senior staff accommodation
5	Junior accommodations

4. Tasks

- To plan and complete the entire interior design process
- To review existing Architectural drawings, Interior Design layout plans of the FTC prepared by the project consultancy firms and FD to develop a furniture layout plan
- To provide specifications for durable products, appropriate for the environmental aspects of educational and training institutes.
- To prepare the specifications for the specific equipment and implements required for the Office Complex and Lecture Theatre, Cafeteria, Accommodations Buildings – Guest House, and RFO/BFO quarters.

Programming and Space Planning

- Interview to determine client needs, schedules and budgets
- Establish functional and aesthetics goals
- Inventory of existing furnishings and other items to be reused
- Provide space plans with furniture layouts
- Assist in developing the project timeline

Interior Design

TERMS OF REFERENCE FOR CONSULTANCY

Interior Design

- Develop budgets on all interior finishes, furnishings, window treatments, cabinetry, storage, equipment, artwork, and decorative accessories.
- Assist in material, finish and furnishings analysis, recommendations and specifications
- Design all interior details
- Provide sketches and/or presentation boards of all interior selections and furnishings
- Review and coordinate furniture layouts with lighting and electrical plans
- Coordinate fine art and decorative accessories
- Coordinate interior plan selections and placement

Construction Documents

- Interior Design and Furniture installation drawings
- Technical specifications
- Bill of Quantities, and other bid documents

5. Academic and professional qualifications

Academic Qualification: Degree in Design or equivalent

Professional Qualifications: Minimum of ten (10) years professional experience in relevant Interior Designing.

6. Remuneration and the Compensation Package

Negotiable based on the qualification and experience

7. Age Limit

Below 60 years

8. Reporting

Specialist will report to the Project Director, ESCAMP and the Director, SLFI along with working relationships with teaching staff of SLFI and other stakeholders.

9. Inputs from ESCAMP

Facilities for travelling and other relevant amenities may be provided by ESCAMP or FD. Director – SLFI will act as the counterpart for this assignment.

TERMS OF REFERENCE FOR CONSULTANCY
Interior Design

10. Work Place

The Consultant will be based in Colombo, with ability to travel to the FTC, Inamaluwa as needed.

11. Duration

First Draft Design Submissions – 1 week after award of contract

Review – Two (2) TEC reviews

Final Submission - Maximum one (1) month after award of contract

12. Proprietary Interests

The Consultant selected shall not either during the term or after termination of the assignment, disclose any proprietary or information related to the consultancy service without prior written consent from the Secretary, Ministry of Wildlife and Forest Conservation or Conservator General, Forest Department or ESCAMP. Proprietary interests on all materials and documents prepared by the Consultants under the assignment shall become and remain the property of the Forest Department, Ministry of Wildlife and Forest Conservation.