**ANNEX A: TERMS OF REFERENCE**

**Characteristic of an object**

Eurasia Business Center is a 13-storey business center, which was put into operation in 2007 with an open and cabinet type of office space layout. UNHCR rents two floors in the building, one floor with cabinet style layout and one floor with open plan.

The rooms on two storeys are the subject to remodelling:

1. The room on the second storey with a total area of 1048.2 as open plan.
* Not furnished room with glass partitions, requiring zoning and creation of functional areas.
* The room is equipped with a central air-conditioning system and supply and exhaust ventilation.
* Independent heating and hot water system.
* Kitchen and bathroom facilities are partially equipped.
* UNHCR has furniture and equipment that should be used as efficiently as possible when required.
1. The room on the third storey with a total area of 1434.6 as cabinet style (room) plan.
* Furnished rooms requiring minimal alterations (additional partitions, possible relocation of furniture and equipment)
* The room is equipped with a central air-conditioning system and supply and exhaust ventilation
* Independent heating and hot water system
* Kitchen and bathroom facilities are partially equipped

The scheme of both objects is attached.

**Scope of services**

1. Detailed measurements of the design, making a dimensional plan and a photo report describing the advantages and disadvantages of the object.
2. Functional zoning and planning solutions with the implementation of space mark-up, location of individual workplaces, recreation area, kitchen unit, reception area, utility rooms.
3. Creation of a conceptual idea (3 planning solutions). Preparation of image collections and photo collages describing the proposed materials, technologies, and design techniques.
4. Implementation of the chosen concept of colour photo-realistic 3D images.
5. Preliminary budget analysis, including consolidated estimates of furniture, lighting equipment, partitions, finishing materials, flowers, decorative elements, etc.
6. Matching of existing office furniture and equipment with the floor plan and functional zoning.
7. Design of 2nd floor additional partitions in noise absorbing materials; partitions may be fixed or moveable, desk-size, or room-size. Selection of finishing materials which allow the most accurate implementation of the concept.
8. Selection of decorative elements (such as posters, indoor plants and sound-absorbing panels) and their accommodation in the office space.

Expected outcome

• Efficient functional zoning

• All workplaces meet UNHCR standards

• Economic feasibility of proposed solutions

• Possibility to carry out the work with certain deadline stages

The content of the project

I. Preliminary design:

1. Measured drawings

2. Photo report of a current condition of object

3. Analyse of advantages and disadvantages

4. Functional zoning through partitions, considering workplaces, recreation areas, utility rooms, reception areas

5. The offer of 3 planning solutions for customer approval are reflected in plans, photo collages and reference images.

6. Photorealistic visualizations of all principal design solutions for the selected option.

7. Incorporating existing furniture and equipment in the plan. Identification and selection of additional furniture and equipment if needed.

8. Selection of finishing materials

9. Analysis of existing lighting and proposal for its improvement

10. Selection of decorative elements

11. Preliminary budget analyse

II. The work project.

III. Author supervision.