

EXPRESSION OF INTEREST (EOI)

Office Interior & Exterior Design Services

About I IDC

Impact and Innovations Development Centre (I IDC) is a not-for-profit regional Technical Assistance (TA) and Learning partner organisation that works with development agencies in the public and private sectors to promote impactful and innovative programming. I IDC builds capacities and facilitates learnings to enhance the efficacy of development programming in Africa to achieve sustainable and equitable development outcomes for all.

Background

I IDC is looking to enhance both the **interior and exterior spaces** including the front office, workspaces, meeting areas, gardens, and parking spaces to create a welcoming, visually appealing, functional environment for all stakeholders.

We hereby invite qualified Interior Designers to express their interest in providing design services for this assignment.

Purpose of the Assignment

The purpose of this assignment is to identify and engage qualified Interior Designers with creative concepts and approaches for enhancing I IDC's overall office environment.

The concepts will guide a phased transformation plan to create a functional, welcoming, and visually appealing environment that reflects I IDC's brand identity, values, and professional image.

Required Qualifications and Experience

- Proven experience in corporate or institutional interior and exterior design, including reception areas, workspaces, and outdoor spaces such as gardens or parking areas.
- A strong and diverse portfolio demonstrating creativity, functionality, and attention to detail across different types of spaces.
- Demonstrated experience producing 3D visualizations, mood boards, or concept presentations.
- Ability to manage small- to medium-scale projects within defined timelines and budgets.
- Strong presentation and communication skills to clearly articulate design concepts and recommendations.

Submission Requirements (MUST submit to be considered)

Interested designers or firms should include the following in their application:

- **Cover Letter**
 - To express interest in providing interior design services to IIC
 - To indicate understanding of our needs and how they intend to meet them
- **A brief profile of the individual or firm.**
 - Brief background, years of operation, and key areas of expertise, Tax identification Number.)
- **General approach/ methodology to interior design**
 - Break down your process, including price estimates/rate cards
- **Relevant Experience:**
 - At least two completed assignments of a similar nature (offices, reception areas, or corporate interiors). Include before and after photos or visual samples of work done
- **Key Personnel**
 - Profiles of key technical staff.
- **References**
 - Contact details of at least two clients from similar assignments.

Note: No site visit, or financial proposal is required at this stage. Expressions of Interest will be assessed based on the relevance of experience and the quality of the portfolio.

Submission Details

Please submit your Expression of Interest by **10th November 2025** to tenders@iicug.org. **Subject line: EOI – Office Interior/Exterior Design Services**

"IIC reserves the right to accept or reject any submission without assigning reason(s) thereof."