

TERMS OF REFERENCE (TOR) FOR CONSULTANCY SERVICES FOR THE DESIGN OF AN EYE UNIT AT MAMA LUCY EYE HOSPITAL, NAIROBI

1.0 Background

Christian Blind Mission (CBM) is commissioning an architectural consultancy firm to develop **detailed designs and cost estimates** for the proposed extension and refurbishment works of Mama Lucy Eye Hospital in Eastlands, Nairobi.

The new unit will offer comprehensive ophthalmology services, with a strong focus on paediatric eye care, ensuring a child-friendly and accessible environment that meets both medical and emotional needs of children. At the same time, the unit will be designed to serve the broader patient population, supporting general eye care services and future scalability.

The Consultant is not expected to develop the project concept from first principles. The following information will be provided by CBM:

- Technical feasibility study and its findings.
- Architectural concept designs and preliminary drawings.
- Available site/building information for Mama Lucy Hospital.

The concept design currently developed comprises a schedule of accommodation that includes outpatient consultation rooms, kids play area, two operating theatres, ward area, optical shop / dispensing area, workshops, waiting areas (adult + paediatric-friendly), registration/reception, pharmacy, stores, staff changing rooms, toilets (accessible), waste management area, emergency access.

The concept scheme envisions a gross floor area of about 1,000 square meters. Within this total, there would be about 500 square metres of refurbishment works to the existing building, and the rest would be contained within an adjacent new building located to the front of the site.

2.0 Objectives of the Consultancy Services

The main objectives are:

- (a) Design a functional and efficient eye care unit that serves paediatric and general ophthalmology needs.
- (b) Integrate inclusive and child centric design features that are inviting and comfortable for children and their families.
- (c) Compliance with local building regulations, and international health, safety and accessibility standards
- (d) Incorporate sustainable, climate adaptive and cost-effective design practices

The objectives of these Consultancy services are:

Detailed Design and Engineering Services

- i) Review and validation of the existing technical feasibility study, concept designs and preliminary drawings provided by CBM.
- ii) Site studies and analysis as per local requirements.
- iii) Develop the existing design into a coordinated, technically complete and tender-ready design package.
- iv) Prepare detailed priced Bills of Quantities based on the final coordinated design drawings and technical specifications, including all architectural, structural, civil and MEP works.
- v) Facilitate tender administration.

- vi) Facilitate application for construction permits from the relevant local authorities.

3.0 Scope of Consultancy Services

Detailed Design and Engineering Services

Conduct detailed site surveys and analysis related to the construction works of the proposed site, as well as a structural assessment of the existing building.

Review of the project's technical feasibility study, concept designs and preparation of detailed architectural and engineering designs for the new eye hospital including site plan, floor plans, elevations, sections, details (1:500, 1:100, 1:50, 1:10):

- Schematic, and final designs including: - Architectural layout (child-friendly, inclusive access) - structural, electrical, plumbing (MEP), HVAC systems - Drainage, sanitation, and medical gas infrastructure
- Fire safety systems and infection control flows
- Climate adaptive, Energy-efficient and green design components
- Sustainability design and renewable energy standards;
- Environmental, Health and Social Management System

Preparation of detailed cost estimates for the works.

Ensuring compliance with relevant building codes, accessibility and healthcare standards.

4.0 Deliverables

- Site investigation reports.
- Detailed coordinated design drawings and project specifications, based on the available concept designs provided by CBM.
- Detailed cost estimates – priced and unpriced Bills of Quantities and material specifications.

- Tender ready design packages comprising, as a minimum: design drawings, bills of quantities and cost estimates, project specifications and tender/bid documents.

5.0 Timeline

The project timeline is expected to be as follows:

- **Weeks 1-3:** Initial site investigations and stakeholder meetings.
- **Weeks 4-8:** Development of detailed designs and cost estimates

6.0 Team Composition and Qualifications

The consultant shall deploy a qualified multidisciplinary team as follows:

S/N	Role	Qualification	Experience
1	Project Manager / Architect	Registered Architect	10+ years, preferably 3 hospital projects
2	Civil / Structural Engineer	Registered Civil Engineer	8+ years, preferably in health facility work
3	MEP Engineer / Services Engineer	Registered Mechanical Engineer Registered Electrical Engineer	6+ years in MEP systems, with at least one health project
4	Quantity Surveyor	Registered QS	8+ years in BoQ, costing, and contracts
5	Biomedical Engineer (optional)	Degree in Biomedical Engineering	Experience in specifying medical layouts

6	Health and Safety Lead	Public Health or Facility Design	5+ years in designing for health programs
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The architectural firm should possess:

- Proven experience in designing healthcare facilities, preferably paediatric units.
- A strong portfolio demonstrating similar projects.
- Proficiency in architectural software such as AutoCAD, Revit, and 3D modelling tools.
- Familiarity with local building codes and international healthcare design and accessibility standards.
- Excellent communication and project management skills.

7.0 Budget and Payment Schedule

All payments shall be milestone-based and subject to approval of deliverables.

S/N	Milestone	Payment %
1	Inception Report & Site Assessments	20%
3	Submission of detailed design report comprising detailed designs, specifications and bills of quantities	50%
4	Submission of bidding documents and tender action	30%
Total		100%

8.0 Evaluation criteria

Selection will be based on:

- Specific experience of the Consultant, as a firm, relevant to the assignment.

- Adequacy and quality of the proposed methodology, and work plan.
- Key Experts' qualifications and competence for the assignment.
- Quality and innovation demonstrated in previous work.
- Ability to meet deadlines and work within budget constraints.
- References and client testimonials.
- Cost of consultancy
- **If services are satisfactory, an extension of full consultancy is possible.**

9.0 Confidentiality and Safeguards

All data shared or generated must be treated confidentially. The Consultant must comply with CBM's safeguarding, code of conduct, and PSEAH policies. The consultant shall sign non-disclosure and data protection agreements.

10.0 Submission of Proposals

Interested firms must submit:

- A cover letter detailing the firm's interest and suitability for the project.
- Detailed profiles including CVs of key personnel to be involved in the project.
- Portfolio showcasing relevant previous projects (pictures, project size, year, client and location).
- A brief proposal outlining the approach to the project, including methodology and timeline.

- Financial Proposal: An itemized budget for the professional services.
- Company registration, legal status, and tax compliance.

11.0 Contact information

Proposals and any queries should be directed to Everlyne Muindi.

12.0 Deadline for submission

All submissions must be received by **Monday 27th October 2026, 23:59 UTC + 3**. By email to: Procurement.nairobi@cbm.org