



## REQUEST FOR PROPOSAL (SERVICES)

Date: December 7, 2022

Reference: UNDP/UGA/RFP/2022/018

Dear Sir / Madam,

We kindly request you to submit your Proposal for a ***Consultancy firm to Design and Refurbish the Makerere University Innovation Pod and Ministry of ICT National Innovation Hub.***

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Wednesday 21st December, 2022, and via email to the address below:  
[tenders.kampala@undp.org](mailto:tenders.kampala@undp.org)

Your Proposal must be expressed in the English, and valid for a minimum period of 90 days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, attachments should be a maximum of 35MB and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all the requirements, meets all the evaluation criteria, and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

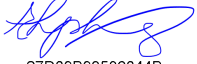
UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying, and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

[https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

DocuSigned by:  
  
27D09B93586044B...

**Rose Plang**  
**Head of Procurement**  
12/7/2022

## Description of Requirements

Context of the Requirement	<p>UNDP-Uganda is currently promoting innovation in various ways including building or strengthening ecosystems to promote innovation (collaborative spaces, systems, labs, processes to incubate new ideas and accelerate development and impact); fostering cross-sectoral and multi-stakeholder collaborations to generate new ideas and innovative solutions; promoting a culture of innovation such as risk taking and creativity both within an organization, as well with broader society and amongst partners; strengthening enabling environment with sound policies, strategies and approaches to promote innovation; providing mechanisms to support innovative thinking such as platforms for people to meet, exchange ideas, showcase artwork and ideas, innovation labs and hubs; and providing seed fundings for innovative ideas, labs, a culture of and providing spaces for innovation.</p> <p>Uganda's Science, Technology, and Innovation (ST&amp;I) ecosystem is hinged on the effective collaboration and partnership of the triple helix model of innovation comprising the Academia, the Government, and the Private Sector. This model has been adopted widely over the globe with much success.</p> <p>Historically Makerere University has been a center of innovation and its new Strategic Plan (2020/21-2030/31) is aimed at transforming the University into a "research-led" institution with a multi-discipline research agenda and enhanced engagement with industry and business sector. Moreover, this year Makerere university is also commemorating 100 years of existence. With funding from the Government, Makerere University is also currently supporting high-impact Research under the Research and Innovations Fund. In this context, the Makerere university will be suitable University for UNDP to partnership to foster innovation in Uganda.</p> <p>It is against this background, as well as building on the initial success of ongoing UNDP initiatives, UNDP Timbuktoo, from here to Africa's Future Project on "Fostering Innovation Ecosystems in Uganda's Public Universities: Establishing Model Innovation Labs at the Makerere University" is partnering with Makerere University Kampala to establish an innovation Pod. The University is being supported to establish a functional engineering and creative design Makers Space with focusing on agro-tech, digital solutions, electronics, renewable energy, and creatives. The Makerere University Innovation Pod/Lab will also support priority policy and experiential labs in a Design Thinking framework to support the Parish Development Model (this will not however be the focus of the Innovation Pod). The project will also link the capability created at the Makerere University with other public and private universities in Uganda and Africa.</p> <p>In the same spirit, under the Digitalization, Innovation and Smart Cities (DISC) Programme is seeking to hire services of a qualified consultancy firm to support Ministry of ICT and National Guidance to design and refurbish the National ICT Innovation Hub.</p>
Implementing Partner of UNDP	N/A
Brief Description of the Required Services	A Consultancy firm to Design and Refurbish the Makerere University Innovation Pod and Ministry of ICT National Innovation Hub.
List and Description of Expected Outputs to be Delivered	<p><b>Deliverables/Outputs</b></p> <p>The following activities and tasks during impact assessment will be undertaken.</p> <p><b>Outputs</b></p> <ul style="list-style-type: none"> <li>• Inception report with 2 artistic impression designs of the University Innovation Pod and the National ICT Innovation Hub</li> <li>• A creatively designed and refurbished Makerere University Innovation Pod</li> <li>• A creatively designed and refurbished National ICT Innovation Hub in Nakawa</li> <li>• A list of specifications for creative and appropriate furnishing and decoration of the designed spaces with estimated costs.</li> </ul>
Person to Supervise the Work/Performance of the Service Provider	The consultancy firm shall report to the UNDP Accelerator Lab and DISC Programme in collaboration with a selected technical team from Makerere University
Frequency of Reporting	As needed, based on planning of the assignment
Progress Reporting Requirements	Update on the milestones and detailed plans
Location of work	Kampala

Expected duration of work	90 Days (Spread between 3 months)								
Target start date	15th January 2023								
Latest completion date	14th April 2023								
Travels Expected	N/A								
Special Security Requirements	N/A								
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Access to information relevant to the assignment All costs needed to achieve the deliverables set forth in this RFP are to be included in the financial proposals from the offerors (professional fees, equipment lease, communication, consumables, etc.)								
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required. To be included in the technical proposal. <b>Note:</b> the detailed Terms of Reference are depicted in Annex 4 of this RFP								
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required. Technical proposals must identify who in the organization would be taking the role of Team Leader and specify the roles of the different staff proposed.								
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency (UGX)								
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes								
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.								
Partial Quotes	<input checked="" type="checkbox"/> Not permitted								
Payment Terms	<p>Payment to the consultant will be made in three installments upon satisfactory completion and approval of the deliverables by the technical committee. The payment schedule includes:</p> <table border="1"> <thead> <tr> <th colspan="2">Time and Payment schedule and deliverables.</th></tr> </thead> <tbody> <tr> <td>1</td><td>20% payment upon completion of the Inception report detailing the clear plan for executing the assignment at both sites.</td></tr> <tr> <td>2.</td><td>30% payment upon submission of the design of the innovation pod and the National ICT Innovation Hub</td></tr> <tr> <td>3.</td><td>50% payment upon commissioning of the Makerere University Innovation Pod and the National ICT Innovation Hub</td></tr> </tbody> </table>	Time and Payment schedule and deliverables.		1	20% payment upon completion of the Inception report detailing the clear plan for executing the assignment at both sites.	2.	30% payment upon submission of the design of the innovation pod and the National ICT Innovation Hub	3.	50% payment upon commissioning of the Makerere University Innovation Pod and the National ICT Innovation Hub
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Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment	Team Leader of the Accelerator Lab, UNDP Uganda overall reporting to the UNDP Deputy Resident Representative								
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional services								
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.								
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal – 1000 points (70%)</u></b></p> <input checked="" type="checkbox"/> Experience of the Firm- <b>300 points</b> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan- <b>400 points</b> <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel - <b>300 points</b> <p><b><u>Financial Proposal 30 points (30%)</u></b></p>								

	To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Technical criteria scoring table (Annex 3) <input checked="" type="checkbox"/> Detailed Technical Specifications (Annex 4)
Contact Person for Inquiries (Written inquiries only)	<a href="mailto:ug.procurement@undp.org">ug.procurement@undp.org</a> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information	<ul style="list-style-type: none"> <li>Interested firms must submit the following documents/information to demonstrate their qualifications in one single PDF document (<b>both technical and financial proposal</b>)</li> <li>Technical proposal consisting of background information about the company other similar projects handled and CVs of the persons who will be engaged in this assignment; A section explaining the organization's competence and experience in handling similar assignments; Proposed strategy / methodology, work plan, timeline, and training plan; Personal CVs of the Team leader and the support team indicating all experience as well as the contact details (email and telephone number) of the team members and at least three (3) professional references.</li> <li>Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, and the budget for the assignment.</li> <li>A site survey will be conducted on Monday 12th December 2022 at 10:00am, at the locations (Makerere University Innovation Pod, Yusuf Lule Central Teaching Facility 2 and Ministry of ICT, National ICT Innovation Hub Nakawa). Contact persons are Hadijah Nabbale (0773184643) and Berna Mugema (0779904256).</li> <li>The technical and financial proposal should be sent via email as 1 PDF document with the following subject heading: "Proposal for Firm as per the RFP subject heading and RFP reference number" latest by 21st December 2022.</li> </ul>

- Proposals received after the deadline will be rejected. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal should be all-inclusive and include a breakdown. The term 'all-inclusive' implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, logistical costs related to organizing the validation workshop that could possibly be incurred by the Contractor, etc).

**FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery)*

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam,

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

**A. Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations.*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

**B. Proposed Methodology for the Completion of Services**

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

**C. Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*

**D. Cost Breakdown by Cost Component**

*\*This shall be on the basis of the payment tranches*

No	Description	UOM	Quantity (No. days)	Unit Price (UGX)	Total Amount (UGX)
1	Site Manager (Team Leader)	1	120		
2	Site Engineer	1	120		
3	Interior Designer	1	120		
4	Electrician	1	120		
	<b>Sub Total</b>				
	<b>Other Costs</b>				
1	Management fee of not more than 5% of the total cost	Lumpsum	1		
	<b>Sub Total</b>				
<b>GRAND TOTAL</b>					-

*[Name and Signature of the Service Provider's Authorized Person]*

*[Designation]*

*[Date]*

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity, and experience	300
2.	Proposed Methodology, Approach, and Implementation Plan	400
3.	Management Structure and Key Personnel	300
	<b>Total</b>	<b>1000</b>

Section 1. Bidder's qualification, capacity, and experience		Points obtainable
1.1	Reputation of Organization and Staff Credibility / Reliability / Industry Standing <ul style="list-style-type: none"> <li>Legally registered in Uganda, with a valid operating license</li> </ul>	70
1.2	General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted <ul style="list-style-type: none"> <li>Should be financially sound and stable with latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.</li> </ul>	100
1.3	Relevance of specialized knowledge and experience on similar engagements done in the region/country	80
1.4	Quality assurance procedures and risk mitigation measures	50
<b>Total Section 1</b>		<b>300</b>

Section 2. Proposed Methodology, Approach, and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	60
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	120
2.3	Details on how the different service elements shall be organized, controlled, and delivered	50
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50
2.6	Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract	70
<b>Total Section 2</b>		<b>400</b>

Section 3. Management Structure and Key Personnel		Points obtainable
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3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		20
3.2	Qualifications of key personnel proposed		
3.2 a	<b>Site Manager (Team Leader)</b>		100
	<p>A Master's Degree in interior designing, Architecture, Business Administration, Innovation management, or related filed</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least 7 years of professional experience in designing innovative spaces</li> <li>Experience in designing futuristic designs</li> <li>Experience in designing creative and innovative spaces.</li> <li>Country experience with clear understanding of the innovation eco-system.</li> </ul> <p><b>Competencies/skills</b></p> <ul style="list-style-type: none"> <li>Managing projects and good interpersonal communication skills.</li> <li>Must have good research skills</li> <li>Must be conversant with online tools and</li> <li>Can proactively explore, identify, and utilize new technologies for constructing innovative spaces</li> </ul>		
3.2 b	<b>Site Engineer</b>		60
	<p>A bachelor's degree in Engineering or related filed.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least 2 years of experience in construction of big buildings</li> <li>Experience in using new technologies for designing and constructing innovative spaces.</li> </ul> <p><b>Competencies/skills</b></p> <ul style="list-style-type: none"> <li>Managing projects and good interpersonal communication skills.</li> </ul>		
3.2c	<b>Interior Designer</b>		90
	<p>A bachelor's degree in Creative Art and design.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least 2 innovative spaces designed</li> </ul> <p><b>Competencies/skills</b></p> <ul style="list-style-type: none"> <li>Managing projects and good interpersonal communication skills.</li> </ul>		
3.2d	<b>Electrician</b>		
	<p>A certified electrical engineer with experience in wiring big buildings.</p> <p><b>Competencies/skills</b></p> <ul style="list-style-type: none"> <li>Managing projects and good interpersonal communication skills.</li> </ul>		30
<b>Total Section 3</b>			<b>300</b>

### Terms of Reference

#### ***Consultancy firm to Design and Refurbish the Makerere University Innovation Pod and Ministry of ICT National Innovation Hub***

<b>Location:</b>	<b>Kampala, UGANDA</b>
<b>Type of Contract:</b>	<b>Request for Proposal</b>
<b>Post Level:</b>	<b>Consultancy Firm</b>
<b>Languages Required:</b>	<b>English</b>
<b>Duration of Contract:</b>	<b>90 Days (Spread between 3 months)</b>

#### **1.0 Background**

UNDP-Uganda is currently promoting innovation in various ways including building or strengthening ecosystems to promote innovation (collaborative spaces, systems, labs, processes to incubate new ideas and accelerate development and impact); fostering cross-sectoral and multi-stakeholder collaborations to generate new ideas and innovative solutions; promoting a culture of innovation such as risk taking and creativity both within an organization, as well with broader society and amongst partners; strengthening enabling environment with sound policies, strategies and approaches to promote innovation; providing mechanisms to support innovative thinking such as platforms for people to meet, exchange ideas, showcase artwork and ideas, innovation labs and hubs; and providing seed fundings for innovative ideas, labs, a culture of and providing spaces for innovation.

Uganda's Science, Technology, and Innovation (ST&I) ecosystem is hinged on the effective collaboration and partnership of the triple helix model of innovation comprising the Academia, the Government, and the Private Sector. This model has been adopted widely over the globe with much success.

Historically Makerere University has been a center of innovation and its new Strategic Plan (2020/21-2030/31 is aimed at transforming the University into a "research-led" institution with a multi-discipline research agenda and enhanced engagement with industry and business sector. Moreover, this year Makerere university is also commemorating 100 years of existence. With funding from the Government, Makerere University is also currently supporting high-impact Research under the Research and Innovations Fund. In this context, the Makerere university will be suitable University for UNDP to partnership to foster innovation in Uganda.

It is against this background, as well as building on the initial success of ongoing UNDP initiatives, UNDP Timbuktoo, from here to Africa's Future Project on **"Fostering Innovation Ecosystems in Uganda's Public Universities: Establishing Model Innovation Labs at the Makerere University"** is partnering with Makerere University Kampala to establish an innovation Pod. The University is being supported to establish a functional engineering and creative design Makers Space with focusing on agro-tech, digital solutions, electronics, renewable energy, and creatives. The Makerere University Innovation Pod/Lab will also support priority policy and experiential labs in a Design Thinking framework to support the Parish Development Model (this will not however be the focus of the Innovation Pod). The project will also link the capability created at the Makerere University with other public and private universities in Uganda and Africa.

In the same spirit, under the Digitalization, Innovation and Smart Cities (DISC) Programme is seeking to hire services of a qualified consultancy firm to support Ministry of ICT and National Guidance to design and refurbish the National ICT Innovation Hub.

#### Conceptualization of the Makerere University Innovation Pod

The Innovation Pod will include:

- **A Design Lab** which provides a space for students and innovators to learn how to think about problems differently. The main users will be students and collages, as well as private innovators. The Design Lab will be facilitated by experienced coaches (Staff) who will run coaching sessions on ideating and design thinking, as well as workshops and learning events.
- **A Markers Space** which is equipped and staffed to enable innovators to make things. It will facilitate rapid prototyping and digitally driven production. The users of the makerspace will be students, Faculty advisors, and innovators from industry. The Makers space will have skilled staff and have state of the art equipment, as well as host learning events.
- **A Collab Space** will be specifically designed to foster creative collaboration. The users will be students and other stakeholders. The space will enable networking events, workshops, hackathons, ideathons, seminars, etc.
- **A Tech Transfer Office.** The University will be supported to establish a Technology Transfer Office which will be a university unit where innovation is tracked and commercialized. The unit will support capacity building and extend technical advisory for tech transfer, including facilitating the emergence/spin offs of innovations into companies.

## 2.0 Objectives

The main objective of the consultancy is to:

### 2.1. Establish the Makerere University Innovation Pod and Improve the National ICT Innovation Hub Nakawa.

- (i) Creatively design the state-of-the-art Makerere University innovation pod as per the attached layout, and Ministry of ICT' National ICT Innovation Hub in Nakawa
- (ii) Creatively refurbish the provided spaces to make a design lab, spacious maker space, collab space and a Tech Transfer office as described above.
- (iii) Provide a list of creative and appropriate furnishing specifications for the 2 designed spaces with estimated costs.

## 3. Scope of the Consultancy

### 3.1 Design the state-of-the-art innovation pod as per the attached layout.

- a) Design an artistic impression of the how the innovation pod will look like as understood in the provided layout
- b) Design an artistic impression of how the National ICT Innovation Hub Nakawa will look like.  
Provide a list of creative and appropriate furnishing specifications for the 2 designed spaces with estimated costs

### 3.2 Creatively refurbish the provided space to make a design lab, spacious maker space, collab space and a Tech Transfer office as described above.

- a) Remodel the provided space and create/fabricate spaces to fit the purpose of each space such as but not limited to the following: -

### **1) The Design Lab**

The Design Lab creates a collaborative platform for Makerere students, academics and others to interface and leads the research and development for the private and government sectors. The researcher's work in the Design Lab is forward-looking, speculative, and imaginative.

#### **Focus areas include**

- Agri-Tech,
- Green Cities/Smart Cities
- Digital economy
- Creative economies.

#### **Overview Specifications**

- Research portal; delegate team to identifying projects, partnerships, and opportunities
- Blue sky thinking booths; collaborative ideation spaces
- Concept communication; design ideas into communicative forms; sketches ideas, rapid low fidelity prototyping, and quick modelling (IE Lego, Mechano)
- Finalization designs and simulation space; CAD suite (3D designing, Electronic Design, Engineering Simulations and Architecture modelling)

### **2) The Collab Space**

The Collab-Space will connect People Around the World and is free storytelling platform/space that celebrates people, passion, products, and creative thought. The users share their ideas through mixed media and multi-sensory experiences. The Round table presentation and allows for presenters and participants to have the same audibility and visual access. Within the space programmes such as;-

#### **Activities in the space**

- Product Demonstrations & showcases
- Creative arts productions

#### **Exhibiting space**

A reconfigurable space while allows for dynamic depths of multiple media exhibiting.

- End-of-year shows; Degree / Masters / Alumni & Final product shows
- Topical and research area-based shows
- Industry Shows
- New Designers; showcasing product development, spotting talent & collaboration

#### **Overview Specification**

- Audible acoustics for the studio
- Surround sound system
- Smart presentation projection
- Natural cooling / cross ventilation

- Digital presentation boards
- Exhibition track railing system & boards
- Open plan seating
- Conversation booths

### 3) The Makers Space

This will be **modern prototyping workshops with accessible equipment joint workshop with accessible access equipment and machinery to all users**. Equipment shall link in a development flow from the design lab and finalizing for show chasing in the collaborative space.

The workshop space is split into two areas; the **Makerspace** shall have standardized tooling and equipment for all members to support high-fidelity prototyping. At the same time, **Project Flag Space** shall be the transparent studio for private-sector product & production developments.

#### **Makerspace Priority Equipment:**

- **Electronics Lab:** PCB CNC milling Board, Soldering, IOT Assemble / Programming & testing stations.
- **Metal Workshop;** Plasma CNC, CNC Milling Welding, Drilling & Finishing
- **Wood Workshop;** Laser Cutter, CNC Router, Carpentry tools & equipment
- **Plastics Workshop;** 3D Printing, Vacuum Forming, Semi-Automatic Injection Molding, Recycling Lab
- **General Assembly Stations**

#### **Best Practices of Makerspace**

- Area, Tools & equipment delegated & labels places. Clear use of graphics visually employing location & order.
- Delegated trained technician to the area & machinery specifics
- Store & Member manager, keeping order within space and allowing for customer service and operational programming.
- Social Media / Community assistance, in charge of documenting projects to keep counting, updating and exciting space and projects.
- Collaborating with artists to create vibrant visual spaces with good lighting, ventilation and acoustics
- Time management and access software integrates membership cards, collecting usage space data and security of prohibited spaces.
- Create community challenges, bringing members and teams together on short projects that focus on areas outside of comfort zones, creating social development.

### 4) A tech Transfer Office

Technology Transfer Office which will be a university unit where innovation is tracked and commercialized.

The unit will support capacity building and extend technical advisory for tech transfer, including facilitating the emergence/spin offs of innovations into companies.

#### **Details of the Space**

##### **Brand Identity**

The brand identity of the UniPod, much like its affiliate or parent, Timbuktoo, has the following brand attributes:

- Fresh and upbeat - Youthful and fun - Creative - Innovation for good - Solving problems - Aiming for the moon –

“Beyond the Pod” - Design-driven This brand identity must be preserved from the name of the UniPod to the logo, the look and feel of the space, and the culture that is created by the management and staffing of the UniPod.

### **Space Concept**

The space in which the UniPod is established goes beyond mere functionality of machines and equipment to conveying a significantly more elevated sense of inspiration, purpose, and creativity. Attributes of the space are:

- Playful - Art-infused - Industrial - Retro - bridging old and new - Traditional-modern - injecting elements of rural or traditional African life - Creative/inspiring - Greenery (lots of plants, indoor trees, vertical indoor garden - Circular/waste management/green building - Flexible and multi-purpose space to think, work, make, rest, community, play - Combination of individual and group spaces - Ease of flow and transitional spaces - Use of hanging lights, and other elements to create different moods

Beyond the attributes or mood created within the space, the elements are the basic requirements for the use of the space, as specified below:

1. Entrance/Reception Should be inviting and playful - with an immediately interesting feature such as a reception desk made of recycled materials such as old barrels, sheet metal, old wood, as well as: - Art that commands attention - Inspiring quotes painted on the walls - A feature wall such as a blackboard wall where visitors can write messages - Electronic LED screen with scrolling video images of the various prototypes produced and events announcements - Green plants and/or indoor trees - Exhibition area (wall) to display physical products made in the UniPod.
2. Design Lab: This is a big room that is immediately inspiring and highly creative, with multiuses, with space for - group instruction and movable ottomans/stools facing a screen - CAD computer stations against wall - area for teamwork around whiteboard walls - comfortable chairs to work with coaches and peer sessions.
3. X Garage: This is collaborative space with long tables for group work, with inspiring quotes, and industrial pieces such as an old piece of equipment, traditional cart, etc. There should also be lockers for storing personal items and if possible Mini-Pods to spend some time alone when needed This space also functions as an event space for networking, lectures/talks, or product demos on a weekly basis. For this reason, the space also includes a stage and movable barriers to block off the space, such as stacked barrels, or stacked pallets or other elements. All furniture should be easily movable, with tables on wheels, and movable barriers. There should also be considerable number of plants to create movable walls for sense of enclosed space, which can be moved for events.
4. Common Areas A café and lounge are important, with comfortable seating, swings from ceiling, if possible, sofas for comfortable seating, and lounge chairs. The lounge can also include a game area, with checkers/chess and other board games for relaxation. A good café provider with refreshments including light sandwiches and drinks for sale is needed. A shower in the male and female restrooms is recommended, and ideally students could have one or two nights per week where the facilities (outside of sensitive areas) are open twenty-four areas. Examples of comfortable and unique lounge seating and enclosed areas within the larger space are shown below.

### **3.3 Creatively refurbish the provided space at the National ICT Innovation Hub**

Following the above concept of the Makerere Innovation Pod, the hired firm will also support Ministry of ICT and National Guidance to design and refurbish the National ICT Innovation Hub

Below are the spaces to be designed and refurbished: -

1. Two Design Labs
2. Reception Area
3. Lobby
4. Brainstorming Room
5. 3D Printing Room
6. Video Editing Suite
7. Podcast Suite
8. Server Room
9. Auditorium

There will be a site visit to see the spaces to be designed and refurbished.

### **3.4 List of Specifications for Furnishing**

The consultancy firm will then provide a list of detailed specifications with estimations for items will be used to creatively furnish and decorate the designed and refurbished spaces, both at Makerere University and Nakawa National ICT Innovation Hub. The list will guide the solicitation of an appropriate vendor for the work of furnishing the spaces

## **4. Methodology**

The Consultancy firm shall provide the most appropriate methodology for executing this task.

### **Deliverables/Outputs**

The following activities and tasks during impact assessment will be undertaken.

### **Outputs**

- Inception report with 2 artistic impression designs of the University Innovation Pod and the National ICT Innovation Hub
- A creatively designed and refurbished Makerere University Innovation Pod
- A creatively designed and refurbished National ICT Innovation Hub in Nakawa
- A list of specifications for creative and appropriate furnishing and decoration of the designed spaces with estimated costs.

## **5. Activity Schedule and Deliverables**

The assignment will run over a period of 120 days (6 Months), starting with the inception meeting. It will run between November 2022 to May 2023. The assignment is organized around the activities and deliverables discussed in the earlier sections.

## 6. Project Management

The consultancy firm shall work alongside a selected technical team from Makerere University and Accelerators Lab/DISC Programme teams, to facilitate smooth execution of the assignment. The Coordination team shall be responsible for monitoring the progress of the project and ensuring timely and quality of the expected deliverables/outputs.

Time and Payment schedule and deliverables.		2 Months	2 Months	1 Month	1 Month
1	20% payment upon completion of the Inception report detailing the clear plan for executing the assignment at both sites.				
2.	30% payment upon submission of the design of the innovation pod and the National ICT Innovation Hub				
3.	50% payment upon commissioning of the Makerere University Innovation Pod and the National ICT Innovation Hub				

### Required Skills and Experience

#### Site Manager (Team Leader)

A Master's Degree in interior designing, Architecture, Business Administration, Innovation management, or related filed

#### Experience:

- At least 7 years of professional experience in designing innovative spaces
- Experience in designing futuristic designs
- Experience in designing creative and innovative spaces.
- Country experience with clear understanding of the innovation eco-system.

#### Competencies/skills

- Managing projects and good interpersonal communication skills.
- Must have good research skills
- Must be conversant with online tools and
- Can proactively explore, identify, and utilize new technologies for constructing innovative spaces



### **Site Engineer**

A bachelor's degree in Engineering or related field.

#### **Experience:**

- At least 2 years of experience in construction of big buildings
- Experience in using new technologies for designing and constructing innovative spaces.

#### **Competencies/skills**

- Managing projects and good interpersonal communication skills.

### **Interior Designer**

A bachelor's degree in Creative Art and design.

#### **Experience:**

- At least 2 innovative spaces designed

#### **Competencies/skills**

- Managing projects and good interpersonal communication skills.

### **Electrician**

A certified electrical engineer with experience in wiring big buildings.

#### **Competencies/skills**

- Managing projects and good interpersonal communication skills.

### **Documents to be submitted:**

The consultant must submit the following documents:

- Technical and Financial Proposals
- Personnel CVs indicating all past experience as well as the contact details (email and telephone number) of the Consultant and at least three (3) professional references (Annex II).

### **Technical proposal:**

- Brief description of why the consultancy firm considers themselves as the most suitable for the assignment.
- Brief statement on understanding of the Terms of Reference and methodology, on how they will approach and complete the assignment.
- Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex I)

## Evaluation Method and Criteria

### Cumulative analysis

- The award of the contract shall be made to the consultancy firm whose offer has been evaluated and determined as:
  - Responsive/compliant/acceptable, and;
  - Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation:
    - Technical criteria weight; - 70%.
    - Financial criteria weight; - 30%.

Only candidates obtaining a minimum of 70 points (70% of the total technical points of 100) would be considered for the Financial Evaluation

### Annexes:

#### Annex I: Layout of the Makerere University Innovation Pod

### UNIPOD (1-Floor)

