



CALL FOR EXPRESSION OF INTEREST (EOI) FOR THE RE-DESIGN OF OFFICE SPACE

1. INTRODUCTION

The Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI) is a regionally owned capacity development organisation, with 14 member countries, namely: Angola, Botswana, Burundi, Eswatini, Kenya, Lesotho, Malawi, Mozambique, Namibia, Rwanda, Tanzania, Uganda, Zambia and Zimbabwe. The mandate of MEFMI is to build sustainable human and institutional capacity, and to foster best practices for prudent macroeconomic and financial management, with the objective of supporting sustainable economic growth and poverty reduction in Member Countries.

MEFMI intends to re-design its interior office space in response to the COVID-19 pandemic which has brought with it a new work culture. MEFMI is inviting eligible architectural and interior design consultants/contractors to submit expression of interest to redesign the current office layout to:

- i. Ensure appropriate social distancing.
- ii. Provide privacy to allow staff to conduct virtual meetings.
- iii. Provide working drawings details and specifications for tender purposes.
- iv. Ensure all the designs and proposal conform to regulatory authorities such as city council by-laws.

Interested consultants/contractors must provide information indicating that:

- i. They are qualified to perform the services requested for.
- ii. Proof that they have done similar assignments before.
- iii. They have the appropriate skills among their staff.

A soft copy of the office plan is available on request.

2. SUBMISSION

Please submit your EOI indicating the following:

- i. Name of firm
- ii. Full contact details (physical address, telephone numbers and e-mail addresses)
- iii. Capability Statement considering the terms and requirements of the assignment as stated above
- iv. Qualifications of consultant/contractor or proposed team
- v. Other relevant experience
- vi. Proposed timeframe for the assignment

- vii. Proposed fee in United States Dollars
- viii. Payment and billing terms, including cancellation clauses

Please submit your sealed expression of interest by **10 June 2022**. It must be addressed to:

The Director Finance and Administration

The Macroeconomic and Financial Management Institute (MEFMI)

9 Earls Road, Alexandra Park

P. O. Box A1419, Avondale

Harare

ZIMBABWE

OR by email to: capacity@mefmi.org