Pacific Disability Forum

Terms of Reference: PDF Office Space Redesign (Design Services Only)

Pacific Disability Forum Secretariat, Ground Floor, Kadavu House, Victoria Parade, Suva, Fiji

Item	Detail
Assignment	Interior redesign of the PDF Secretariat office to fit 33 staff (currently 22)
Type of engagement	Consultancy: design services only
Location	Ground Floor, Kadavu House, Victoria Parade, Suva
Estimated duration	8 weeks from contract signing
Reporting to	Rohit Prasad, Pacific Disability Forum
Closing date for proposals	4 December 2026, 1600hrs - Fiji time

1. Background

The Pacific Disability Forum (PDF) is the regional peak body of Organisations of Persons with Disabilities (OPDs) in the Pacific, with 46 member organisations in 22 Pacific Island countries and territories. Its Secretariat is based on the ground floor of Kadavu House in Suva.

With the launch of the One PDF Strategic Plan 2026–2031, the Secretariat team is growing from 22 to 33 staff. The current office was not laid out for this number of people. PDF needs a professional redesign of its existing space that fits the larger team, supports the way staff work, and models the accessibility and universal design standards that PDF promotes across the region.

2. Purpose

PDF is seeking a qualified interior designer, architect or design firm to produce a complete, costed and construction-ready redesign of the existing Secretariat office so that it can accommodate 33 staff comfortably, safely and accessibly.

3. Scope of the assignment

3.1 What is in scope

This assignment covers **design services only**. The consultant will:

- Survey the existing office and record the current layout, dimensions, services, entrances, exits and fixed elements.

- Consult PDF management and staff, including staff with disabilities, on how teams work, which spaces are needed and current problems with the layout.
- Prepare a space plan that fits 33 workstations and the shared spaces the Secretariat needs.
- Develop concept options and, after PDF selects one, detailed design drawings.
- Make sure the design meets universal design and accessibility standards (see Section 4).
- Recommend furniture, storage, lighting, acoustics and finishes, with a written specification.
- Prepare a bill of quantities and a cost estimate for the works and furniture.
- Prepare tender-ready drawings and specifications that PDF can use to procure a contractor later.

3.2 What is out of scope

The following are **not** part of this assignment and will be procured separately if PDF decides to go ahead:

- Construction, fit-out, demolition or installation works.
- Purchase or supply furniture, equipment, or IT hardware.
- Project management or site supervision of the works.
- Relocation to, or design of, any other premises.
- Changes to the base building structure that need landlord or structural engineering approval, other than identifying where these would be needed.

3.3 Space requirements

The design should provide, as a minimum:

Space	Requirement
Workstations	33 workstations, including accessible workstations with height-adjustable desks
Leadership offices	5 enclosed offices
Meeting rooms	At least one meeting room for 33 people, with hybrid meeting (video conference) capability
Quiet and private spaces	Small rooms or booths for calls, confidential conversations and focused work
Staff kitchen and break area	Accessible kitchen with lowered bench sections and clear circulation space
Reception and waiting area	Accessible reception counter (with a lowered section) and seating for visitors
Storage and records	Secure filing, stationery and equipment storage
Wellbeing and first aid	A space that can be used for rest, first aid or breastfeeding
IT and printing	Area for printers, the server or network cabinet and shared equipment

The consultant should confirm these requirements during the consultation stage and advise where the available floor area means compromises are needed.

4. Accessibility and universal design requirements

As a disability rights organisation, PDF expects its own office to show best practice. The design must follow universal design principles and, as a minimum, address:

- Step-free, level access throughout, with accessible doors, door hardware and clear door widths.
- Circulation routes and turning spaces wide enough for wheelchair users and people using mobility aids.
- Height-adjustable workstations and accessible kitchen, reception and storage heights.
- Colour and tonal contrast, tactile indicators and clear signage (including Braille and easy-to-read pictograms) for people who are blind or have low vision.
- Good lighting with low glare, plus visual alarms and a hearing augmentation system for meeting rooms for people who are Deaf or hard of hearing.
- Acoustics and quiet areas that support people with sensory, intellectual or psychosocial disabilities and neurodiverse staff.
- Accessible emergency exits and an evacuation plan that includes people with disabilities.

The design must comply with Article 9 of the UN Convention on the Rights of Persons with Disabilities (CRPD), the Fiji National Building Code and relevant local regulations. It should use ISO 21542 (Building construction: Accessibility and usability of the built environment) as a reference standard. The consultant must engage with PDF's accessibility focal point and staff with disabilities at the concept and detailed design stages and should propose an accessibility audit of the final design.

5. Deliverables

No.	Deliverable	Description
1	Inception report	Work plan, consultation plan and confirmed schedule
2	Site survey and needs assessment	Measured existing layout, photos, findings from staff consultation and a confirmed brief
3	Concept design options	At least two layout options showing 33 workstations, with a short comparison and indicative costs
4	Detailed design	Final floor plan, furniture layout, reflected ceiling and lighting plan, electrical and data points plan, finishes schedule and 3D views
5	Accessibility compliance statement	How the design meets the requirements in Section 4
6	Cost estimate and bill of quantities	Itemised estimate of works and furniture
7	Tender package and final report	Tender-ready drawings and specifications, plus a summary report with a recommended

No.	Deliverable	Description
		phasing plan that limits disruption while staff keep working

All drawings must be delivered in PDF and editable formats (for example, DWG). Reports must be in Microsoft Word and in accessible formats.

6. Timeline

The assignment is expected to take **2 weeks** from contract signing. PDF will provide written feedback within five working days.

7. Consultant qualifications and experience

The consultant or firm should have:

- A recognised qualification in interior design, architecture or a related field, and registration with the relevant professional body in Fiji where required.
- At least five years of experience in office or commercial interior design.
- Proven experience applying universal design or accessibility standards. Experience working with disability organisations or persons with disabilities is highly desirable.
- Knowledge of the Fiji National Building Code and local approval processes.
- Experience producing cost estimates and tender documents.
- Good communication skills and the ability to consult inclusively with diverse staff.

Firms that employ or partner with persons with disabilities are encouraged to apply.

8. Management and reporting

The consultant will report to Mr. Rohit Prasad, Manager – Cooperate and Finance at PDF, who will coordinate access to the office, staff consultation and approval of deliverables. The design will be reviewed by PDF management, and final approval of the selected design rests with the Chief Executive Officer.

9. Budget and payment

The consultant should submit a lump-sum fee in Fijian dollars (FJD), including all taxes and expenses. Payment will be made upon completion of agreed deliverables.

10. Proposal requirements

Interested consultants should submit:

1. A technical proposal setting out their understanding of the assignment, approach, methodology and work plan.
2. A portfolio of at least two comparable office projects, including any accessible or universal design work.
3. CVs of key personnel.
4. A financial proposal with the lump sum fee and a breakdown by deliverable.

5. Contact details of two referees from recent clients.

11. Evaluation criteria

Criterion	Weight
Understanding of the assignment and proposed methodology	25%
Experience in accessible and universal design	25%
Relevant experience and portfolio	20%
Qualifications of key personnel	10%
Financial proposal	20%
Total	**100%**

12. How to apply

Send proposals by email to infor@pacificdisability.org with the subject line "TOR – PDF Office Space Redesign" by 4 December 2026, 1600hrs - Fiji time. Only shortlisted consultants will be contacted. For any enquiries, please contact 7990463 – Mr. Rohit Prasad.

PDF is an equal opportunity organisation. Reasonable adjustments in the application process are available on request