



This Project is Funded by



**QUDSI-R4R project**  
**Rehabilitation for Revitalization**  
**Quality Urban Development and Sustainable**  
**Interventions for Jerusalem's Old City**

---

**Terms of reference**

**"Interior Designer"**

- **Background:**

In line with the collaborative agreement between the United Nations Human Settlements Programme (UN-Habitat) and The Welfare Association (Taawon), OCRP is actively involved in implementing the Quality Urban Development for Sustainable Interventions – Rehabilitation for Revitalization (QUDSI-R4R) Project which is funded by the European Union and managed by UN-Habitat. This initiative aims to enhance living standards and bolster resilience in Palestinian communities, with a particular focus on the Old City of Jerusalem.

The Old Cities Revitalization Program (OCRP) was established by the Welfare Association in 1994 to achieve sustainable development and renewal of Jerusalem's much-neglected Old City through the restoration of historic buildings in parallel to data collection and analysis. This culminated in 2002 with the publication of the Master Plan for the Revitalization of the Old City of Jerusalem, the first of its kind at that time. In 2004, the program was awarded the prestigious Agha Khan Award for Architecture for its work in the old city of Jerusalem, and in 2022 was Awarded the

ICCROM-Sharjah Award for Good Practices in Cultural Heritage Conservation and Management in the Arab Region.

Over the years, OCRP has evolved to encompass four primary components, each operating synergistically to ensure a holistic approach to revitalization:

- Restoration and Rehabilitation
- Documentation and Information
- Community Engagement
- Training

**Taawon – OCRP is seeking a qualified and experienced Interior Design Consultant to provide professional interior design consultancy services for the QUDSI-R4R Project.**

**The Consultant shall be engaged on an as-needed basis. Compensation will follow a dual-structured fee schedule:**

- **Deliverable-based: A fixed rate per square meter (\$/m<sup>2</sup>) for all design services.**
- **Time-based: A fixed hourly rate (\$/hr) for site supervision, inclusive of all follow-ups and reporting.**

**Main tasks and responsibilities:**

**All tasks shall be performed on an advisory and consultancy basis, subject to the prior request and approval of OCRP. Billing shall be processed according to actual hours worked for supervision or verified deliverables for design work, as formally agreed upon.**

**1. Site Analysis and Assessment:**

- Conduct a comprehensive site survey to document and analyze existing conditions, including structural elements, Mechanical, Electrical and Plumbing (MEP) systems, dimensions, and natural lighting.
- Assess the architectural and historical context of the building, considering the unique character and location of the project in the Old City of Jerusalem.

**2. Design and Development:**

- Concept Development: Formulate a cohesive, environment-friendly and innovative design concept that aligns with the project's goals, reflects the desired visual identity, and ensures harmony among all design elements respecting the

local architectural context and enhancing the site's cultural and environmental character.

- Space Planning and Layout Design: Prepare effective and functional space layouts, prioritizing movement flow, multi-purpose functionality, and optimal furniture and equipment placement; in-line with the project vision, ongoing business development objectives and the local community activation goals.
- Material and Finish Selection: Select and specify all materials, finishes, colors, furnishings, lighting, and accessories considering their environmental sustainability, quality, durability, cost-effectiveness, and aesthetic appeal .

### **3. Drawing and Specification Preparation:**

- Preparation of Detailed Design Drawings: Develop a complete set of detailed design drawings, including 2D and 3D renderings, lighting plans, custom equipment <sup>1</sup>and furniture details, and electrical layouts.
- Preparation of Specifications: Create precise technical specifications for all selected materials, products, and equipment to ensure quality of implementation and adherence to standards. These specifications shall be included in the bid documents and prepared for public tendering

### **4. Supervision and Quality Control:**

- Conduct **periodic site visits on an as-needed basis**, upon request by OCRP, to review implementation progress, provide technical advice, and verify compliance with the approved interior design drawings and specifications.
- **Site presence shall be limited to consultancy and advisory visits only** and shall not imply continuous supervision, daily attendance, or full-time on-site engagement. All supervision-related services shall be provided on an hourly consultancy basis

---

<sup>1</sup> Most equipment specs and other information will primarily be finalized through the external business development team, including dimensions if applicable; coordination with the BD team is required.

## **Required Deliverables**

### **1. Concept Design Package**

- Development of conceptual design presentations including mood boards, spatial zoning layouts, thematic color palettes, and preliminary 2D/3D sketches.
- Clear articulation of design intent, conceptual inspirations, and how the proposed design aligns with the client's functional, cultural, and branding requirements.

### **2. Detailed Design Documentation**

- Comprehensive set of finalized interior design drawings, including plans, elevations, sections, and 3D renderings.
- Full technical specifications covering finishes, fixtures, fittings, lighting schemes, acoustic treatments, and interior detailing.
- Integration of MEP (Mechanical, Electrical, Plumbing) requirements within the design to ensure coordination with engineering disciplines.

### **3. Material, Furniture, and Finishes Selection Boards**

- Curated digital and/or physical boards presenting final selections of materials, finishes, and furnishings.
- Detailed schedules specifying dimensions, colors, textures, sustainability considerations, and supplier/manufacturer details for each item.
- Prototype samples (where feasible) to confirm quality, durability, and compatibility with the overall design concept.

### **4. Lighting Design Package**

- Detailed lighting layouts, fixture specifications, and integration with natural light.
- Consideration of energy efficiency, ambiance, and compliance with local lighting codes/standards.

### **5. Sustainability and Materials Assessment**

- Recommendations for environmentally friendly, durable, and locally sourced materials were feasible.
- Compliance with international sustainability benchmarks (LEED, WELL, or equivalent).

### **6. Cost Estimates and Budget Alignment.**

- Preliminary and final cost estimates for furniture, finishes, and fit-out elements.

- Value-engineering recommendations where needed to align the design with available budgets.

#### **7. Compliance and Safety Documentation**

- Verification that the design complies with local building codes, accessibility standards, fire safety regulations, and health/safety requirements...
- Documentation of evacuation routes, emergency lighting, and other safety integrations into the interior.

#### **8. Furniture, Fixtures & Equipment (FF&E) Procurement Support**

- Assistance with vendor identification, sourcing, and comparative analysis.
- Preparation of tender-ready FF&E specifications and support during supplier negotiations.

#### **9. Supervision & Progress Reporting**

- Regular progress reports (monthly or bi-weekly as agreed) document design development, procurement status, and site implementation updates.
- Inclusion of photo documentation, risk assessments, and corrective recommendations to ensure adherence to design intent, timelines, and budget.
- On-site design supervision visits as required to resolve technical queries and ensure quality assurance during execution.

#### **10. Final Handover and Project Report**

- A comprehensive final report summarizing the full design process from concept through execution and supervision.
- Documentation to include all approved drawings, specifications, furniture and material schedules, and as-built drawings reflecting final implementation.
- Post-occupancy design evaluation with recommendations for maintenance, durability, and possible future improvements.

#### **11. Post-Completion Design Support (Defects Liability Period)**

- Provision of advisory services during the initial handover/occupancy phase.
- Design-related troubleshooting, defect rectifications, and ensuring the project performs as intended in practice.

### **Coordination & Collaboration**

- Coordinate effectively with all staff, consultants and interns involved in the projects, ensuring seamless integration and alignment of work to ensure their conformity with bills of quantities.
- Coordinate with the rehabilitation consultant and OCRP team / assist in preparing project tenders.
- Follow up on the projects with beneficiaries at all stages of design and implementation, and conduct client consultation sessions to present the design, obtain feedback and secure approval.

### **Reporting & Project Management Support**

- Prepare daily, monthly, and final reports, and prepare project presentations using appropriate visualization programs. Document projects with photos before, during, and after restoration.
- Participate in the initial and final handover of projects after the completion of the implementation phase.
- Contribute to any other tasks requested by the Program Manager related to projects (presentations, documents, exhibitions, etc.).

### **Required Qualifications:**

- Bachelor's degree in architecture, interior design from a recognized university.
- A minimum of 6 years of proven experience in interior design projects, with a strong portfolio showcasing a range of completed works. Preference will be given to candidates with at least 2 years of experience in restoration projects.
- Must hold a Jerusalem ID.
- Proficiency in computer use and architectural software, especially architectural visualization programs and 3D software like Sketchup, 3d Max, and rendering software like V-Ray or Lumion.; image and text editing programs like Adobe Illustrator / Photoshop; engineering and other related programs such as AutoCAD and MS Project; and Microsoft Office programs.
- Excellent proficiency in both Arabic and English, spoken and written.

- Ability to innovate and produce necessary designs quickly and with high quality, especially for small spaces, in line with internationally agreed-upon restoration constraints and standards.
- Active, eager to learn quickly, with initiative and creativity.
- Ability to work under pressure and complete tasks quickly, efficiently, and with quality, demonstrating initiative and leadership.
- Ability to communicate and deal with various segments of beneficiaries.
- Ability to work with a multidisciplinary technical team and coordinate in all areas.

**Method of Work Measurement and Payment:**

- The work measurement includes the initial evaluation and survey of all parts of the building or property subject to the assignment. The visit, inspection, initial reports, and preliminary evaluation are included and not subject to measurement. Only the net usable areas of the internal spaces of the building are measured (no additions are counted for wall thickness), and the first party pays a specified amount per square meter according to the work measurement method outlined.
- In the case of any work in Court and Roofs, they are calculated as follows:

**Court:** 5% of the total area is calculated for measuring the net usable areas of the internal spaces of the building, regardless of their size.

**Roofs:** 5% of the total area is calculated for measuring the net usable areas of the internal spaces of the building for design work, regardless of their size.

Fees for the required consultancy services are paid only after completing all the required work according to the specifications and after approval by the OCRP team and the written claim submitted by the consulting attached with the measured work for payment request. The payment is made within 90 calendar days from the date of approval of the payment.

**Supervision Fees and Site Visits:**

- OCRP pays a specified amount for each actual supervision hour (entry and exit from the site), including preparing a report on the visit, follow-up, preparing any illustrative plans or design modifications according to the reality, including sample approvals and everything necessary to complete the work perfectly. No additional working hours are counted for visit reports, sample approvals, and design modifications (included in the visit hour price). Fees include all types of expenses, commitments, transportation, and insurance.

**Notes:**

- Administrative reporting will be to the Director of the Old Cities Revitalization Program.
- Maintain the confidentiality of Technical Office documents, drawings, and work-related information. It is not permitted to disclose any information to external parties or issue any documents without written approval from the Technical Office Director.
- This consultancy is not subject to Taawon's internal employee regulations. The Consultant shall be bound only by the terms and conditions stipulated in the consultancy contract and relevant assignment agreements.

**Contract Period:**

The consultancy framework agreement shall be valid for a period of twelve (12) months, renewable subject to project needs, satisfactory performance, and availability of funding. The duration does not imply continuous engagement, and assignments shall be issued on a task-by-task basis

**Submission of Offers and Evaluation Method:**

Offers are submitted in **two separate sealed envelopes** and evaluated based on technical and financial criteria.

**Technical Offer:**

- No financial offers will be opened for any consulting who did not achieve a technical evaluation score of 70% of the total score allocated for the technical evaluation.
- **Includes:**
  - University degree.
  - CV of the consulting.
  - Portfolio

**Offers are evaluated as follows:**

Item	Score
Interior design experience for general projects experience for the last 7 years	30
Interior design experience for Restoration projects for the last 5 years	20
Sample of Work 3D Plane	50

**Financial Offer:**

The financial offer is submitted in a separate sealed envelope and priced as follows:

Item	Price \$
Cost per single square meter for design work	
Cost per single hour for Actual supervision hours including all reports and follow-ups	

Item	Price \$
------	----------

\*Note – these hours will be based on attendance sheets confirmed and signed by OCJRP Programme Director.

---

**Prices do not include VAT.**

**Technical and financial offers are submitted in two separate sealed envelopes at the offices of the Taawon (welfare Association) located in Ramallah – Al-Masyoun - Al-Nahda Square - Canada Street, no later than Tuesday 07/04/2026 For any inquiries, you can send them via email to [waocjrp@taawon.org](mailto:waocjrp@taawon.org) no later than Thursday 02/04/2026 and your inquiries will be answered via email no later than Sunday 05/04/2026**