



TERMS OF REFERENCE (ToR)

Site Plan and Architectural Design Concept for Proposed 4-Storey Office Building

Project Site Area: 0.17 hectares

Location: Auki Town, Malaita Province

Date: 8/10/2025

Client: Ministry of Lands, Housing & Survey



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1. Background

The Ministry of Lands, Housing & Survey intends to construct a 4-storey office building on approximately 0.17 hectares of land at Auki town, Malaita Province, to accommodate for the purpose of administrative and operational functions, staff offices, and public service facilities.

As part of the project's preparatory phase, a Site Plan and Architectural Design Concept is required to guide future detailed design and construction phases. The design concept will serve as a visual and strategic framework reflecting the functional, spatial, environmental, and cultural aspirations of the project, in line with the Solomon Islands National Building Code, relevant urban planning guidelines, and sustainable design principles.



2. Objectives

The main objectives of this consultancy are to:

1. Coordinate with stakeholders/ clients to develop their vision for the new office.
2. Develop a Site Plan, including parking area, green and open spaces, proposed office building location, utility lines and pipes pathways, footpaths and exit and entry to the site.
3. Develop a comprehensive architectural design concept that aligns with the needs of the ministry, site context, and technical requirements.
4. Ensure the concept integrates functionality, sustainability, accessibility, and cost-effectiveness.

5. Produce high-quality concept drawings, 3D visualizations, and a design narrative to support decision-making and approval processes.
 6. Provide an outline cost estimate and recommendations for subsequent detailed design stages.
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3. Scope of Work

The Consultant shall undertake the following tasks:

3.1 Site Assessment and Contextual Analysis

- Review all relevant background data, including cadastral maps, topographic, and planning requirements.
- Conduct a site visit to assess access, orientation, climate, existing vegetation, and infrastructure services.
- Identify opportunities and constraints influencing the design (e.g., views, wind direction, flooding, or noise exposure).

3.2 Stakeholder Consultation

- Facilitate at least two workshops with stakeholders/ client representatives.
- Engage with client representatives, end users, and relevant authorities to understand space requirements and operational needs.
- Facilitate one concept design workshop to capture user aspirations and functional requirements.

3.3 Design Concept Development

- Prepare at least two alternative concept options for consideration.
- Each option must include:
 - Site layout plan (showing access, parking, landscaping, setbacks, and orientation)
 - Floor layout concept (functional distribution and space relationships) for ground and first floors only.
 - Building massing and elevation plans
 - Architectural expression reflecting local identity and tropical climate responsiveness
 - Preliminary sustainability and energy efficiency considerations (e.g., natural lighting, ventilation, shading)

3.4 Preferred Concept Design

- Refine the selected concept based on client feedback.
- Develop 3D perspectives and/or digital renders to communicate the final concept visually.
- Provide recommendations for structure, materials, and finishes suitable for Solomon Islands' climatic conditions and locally available resources.

3.5 Outline Cost and Implementation Plan

- Prepare a preliminary Bill of Quantities (BOQ) and cost estimate at concept level.
- Propose an indicative phasing plan or schedule for detailed design and construction.

3.6 Documentation

- Produce a Design Concept Report including:
 - Design brief and approach
 - Site analysis and planning rationale
 - Concept design drawings and visuals
 - Sustainability and accessibility considerations
 - Preliminary cost estimate and implementation plan

4. Deliverables

Deliverable	Description	Timeline
Inception Report	Work plan, methodology, schedule	Week 1
Site Analysis Report	Findings and constraints/opportunities	Week 2
Two Concept Options	With layout drawings and sketches	Week 3
Stakeholder Workshop	Presentation and feedback session	Week 4
Final Concept Design Report	3D visuals, refined plans, cost estimate	Week 5

5. Duration and Schedule

The consultancy is expected to be completed within 5 to 6 weeks, depending on feedback and site access.

6. Consultant Qualifications

The Consultant (individual or firm) shall have:

- A Bachelor's or Master's Degree in Architecture (registered architect preferred).
 - Proven experience in office building design or institutional projects.
 - Familiarity with tropical and sustainable design principles.
 - Proficiency in AutoCAD, Revit, or SketchUp, and 3D visualization tools.
 - Experience working within the Pacific Islands or similar developing contexts is desirable.
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7. Reporting and Coordination

- The Consultant will report directly to the Project Coordinator / Client Representative.
 - Regular progress meetings shall be held to review deliverables and provide guidance.
 - Coordination with other consultants (geotechnical, environmental, and structural engineers) will be required.
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8. Payment Schedule

Milestone	Payment (%)
Upon approval of the Inception Report	20%
Upon submission of Concept Options	30%
Upon approval of the Final Concept Design Report	50%

9. Confidentiality

All data, drawings, and documents produced under this ToR remain the property of the Client and shall not be shared without written consent.

10. References

- Solomon Islands National Building Code (latest edition)
- Local Planning Scheme and Zoning Requirements
- Relevant Green Building and Accessibility Standards
- Pacific Islands Infrastructure Design Guidelines