

Terms of Reference

Title	Interior Architect
Consultancy Summary	Hiring an Interior Architect for the new Beirut Office Design
Location	Beirut
Start and End Date	From 2/24/2025 To 3/31/2025
Estimated # of work days	N/A – deliverables based

Overview

CARE established its presence in Lebanon in 2006 and has been responding to the Syrian Crisis since late 2012. Among CARE’s key imperatives is putting people it serves first through implementing cutting edge programming in areas it operates. CARE currently carries out activities in Beirut, Mount Lebanon, Akkar, North Lebanon, South Lebanon, and the Beqaa Valley. CARE implements both emergency and development projects contributing to livelihood, food security, protection, gender, shelter, and water, sanitation and hygiene. It targets the most vulnerable people and populations, both host communities and refugees. Over the course of 7 years, it has supported over than half a million beneficiaries.

In Lebanon, CARE’s program strategy for the upcoming years will focus on strengthening and expanding its emergency response and capacity to provide basic assistance services while pursuing development projects in areas of food security and livelihood support, gender and protection. CARE intends to maintain its presence in all areas of Lebanon.

CARE International in Lebanon is expanding its operations and requires a well-designed office space that reflects its brand identity, promotes productivity, and provides a comfortable environment for employees and visitors.

Objective

To engage a qualified interior architect to conceptualize, plan, and oversee the execution of a pleasing, functional, and fully equipped office space as per CIL expectations and requirements.

Scope of Work

The interior architect will be responsible for:

Needs Assessment and Concept Development:

- Understanding the organization’s requirements, workflows, and environment.
- Creating a design concept that aligns with the organization’s identity and objectives.

Design Planning and Execution:

- Developing detailed layouts, floor plans, elevations, and technical drawings.
- Creating a lighting plan that includes natural and artificial lighting to enhance productivity and aesthetics.
- Planning for acoustics and noise reduction where required.

Material and Furniture Selection:

- Recommending sustainable and durable materials, fixtures, and furniture.

- Ensuring proper integration of functional elements such as storage, partitions, and collaborative spaces.

Implementation Oversight:

- Supervising construction and installation to ensure adherence to the approved design.
- Ensuring compliance with CIL safety standards.

Finalization and Handover:

- Providing a detailed handover report with as-built drawings and documentation.
- Conducting a walkthrough to ensure all aspects of the design are completed to satisfaction.
- Share with CIL the maps to be kept in the records for future use

Deliverables & Timeline:

Ref	Milestone	Timeline
1	Initial concept designs.	March 31, 2025
2	Detailed floor plans, elevations, and technical drawings.	
3	3D renderings of the proposed design	
4	Comprehensive lighting and cable management plans	
5	A materials and furniture selection guide	
6	Implementation timeline and project monitoring reports	
7	Final handover report with as-built documentation.	

Qualifications and Experience

- Must hold a **degree in Interior Architecture, Interior Design, or Architecture** from a recognized institution..
- A minimum of 5 years’ experience in designing commercial or office spaces.
- Expertise in cable management, lighting design, and ergonomic planning.
- Strong project management and communication skills.
- Must be a **licensed and registered architect or interior designer**, where required by Lebanese law

Timeline

The project is expected to start as soon as possible and be completed by March 31, 2025.

PSEA and Child Safeguarding

CARE International in Lebanon is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. All applicants will be considered for employment without attention to race, color, religion, sexual orientation, gender identity, national origin, veteran or disability status.

CARE International in Lebanon and its employees and stakeholders abide by the CARE International Protection from Sexual Exploitation and Abuse (**PSEA**) and Child Safeguarding Policies.