



REQUEST FOR PROPOSALS

Provision of Interior Design and Branding for KCIC Offices

RFP No: KCIC/2025/205

Client: Kenya Climate Innovation Center

Issued on: 7th April 2026



Terms of Reference (ToR)

Provision of Interior Design and Branding for KCIC Offices

1. Background

The Kenya Climate Innovation Center (KCIC) is relocating its offices as part of organizational alignment with its strategic priorities. The new office space requires professional interior design and branding to ensure optimal space utilization, functionality, and alignment with KCIC's corporate identity. KCIC therefore intends to engage a qualified firm to provide interior design and branding services for the new office premises.

The firm engaged will design the office layout using the existing furniture, fixtures, and fittings available within the premises. Any alterations to the space should be minimal and must maintain the existing structure of the premises.

It is important to note that the premises is a residential house; therefore, no major structural or building works will be undertaken. The design concept should focus on creating a functional office layout that aligns with KCIC's culture and reflects modern workspace standards.

2. Objective of the Assignment

The objective of this assignment is to design and implement a functional, efficient, and brand-aligned office environment that supports staff productivity and stakeholder engagement.

3. Scope of Work

A. Space Planning and Layout Design

- Assess the office space and functional requirements
- Develop proposed office layout
- Design workstation configuration
- Design meeting rooms and collaboration areas
- Propose storage and filing solutions
- Design reception and visitor areas



B. Interior Design

- Develop interior design concept aligned to KCIC branding
- Recommend color palette and finishes
- Propose décor and visual elements
- Recommend lighting arrangements
- Provide furniture layout recommendations
- Paint the premises in the approved corporate brand colours

C. Branding and Signage

- Design reception branding wall
- Develop internal office branding concept
- Design directional signage both external and at the premise
- Provide branding placement plan
- Ensure consistency with KCIC brand identity

D. Implementation Support

- Provide design mockups and layout drawings
- Develop bill of quantities (BOQ) for branding items
- Provide implementation guidance
- Support installation of branding elements

4. Deliverables

- Office space layout plan
- Interior design concept
- Exterior branding and signage concept
- Branding placement plan
- Bill of quantities for branding items
- Implementation schedule
- Final design report

5. Duration of Assignment

The assignment is expected to be completed within 2–3 weeks from contract signing.



6. Qualification Requirements

- Proven experience in office interior design
- Experience in corporate branding and signage
- Portfolio of similar assignments
- Qualified personnel with relevant expertise
- Ability to deliver within tight timelines
- Understanding of functional workspace design

7. Proposal Requirements

- Company profile
- Relevant experience and portfolio
- Proposed methodology and approach
- Work plan and timelines
- Financial proposal

8. Application deadline and Submission Details

The submission for both technical and financial proposals on two different zip folders should be submitted to this official email: procurement@kenyacic.org by **5:00pm on Friday 17th April 2026** quoting fees as well as reimbursable costs and VAT in Kenya.

Any proposal received after the deadline will not be opened, and no amendments to the technical or financial proposals will be accepted after the deadline. Proposals submitted in contrast to the instructions given above will not be accepted by the KCIC.

All inquiries relating to the TOR shall be communicated in written form to the above-mentioned email address.

NB: A mandatory site visit will be conducted on Friday, 10th April 2026, from 10:00 AM to 1:00 PM. Interested firms are required to send an email to procurement@kenyacic.org to request the PIN location and directions to the office.