



**ASIAN UNIVERSITY
FOR WOMEN**

TERMS OF REFERENCE (ToR)

**For Design Consultancy Services for Community School Project
Asian University for Women (AUW) - Arefin Nagar**

1. Background

Asian University for Women (AUW) is developing its permanent campus in Chattogram to support academic, social, and community outreach initiatives. As part of this development, AUW intends to establish a **Community School Facility** within the campus to serve surrounding communities and provide a safe, inclusive, and child-friendly educational environment.

AUW seeks to appoint a qualified Architectural Design Consultancy Firm to provide comprehensive professional consultancy services for the planning, design, coordination, and documentation of the proposed Community School Project.

The project aims to create a compact yet innovative educational environment integrating academic spaces, outdoor learning, and community engagement within a climate-responsive and sustainable campus framework.

2. Objectives of the Assignment

The objectives of this consultancy assignment are to:

- Develop a functional, child-friendly, and sustainable architectural design for the Community School
- Translate the programmatic requirements of AUW into an efficient and buildable design.
- Ensure integration of indoor and outdoor learning environments
- Prepare coordinated architectural, structural, and MEP documentation suitable for tendering and construction.
- Ensure compliance with applicable codes, safety standards, accessibility requirements and environmental considerations.
- Support AUW in achieving high-quality institutional infrastructure aligned with international standards.



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3. Community School Project – Functional Requirements

Space Category	Specific Requirements
Academic	<ul style="list-style-type: none"> • 6 classrooms (KG to Class 5), each for 24-25 students (flexible layout, multimedia-ready) • Library , IT, Music & Drama Room / Arts & Craft Space
Amenities/ Facilities	<ul style="list-style-type: none"> • Dining • Assembly Area • Roof Space Utilization (learning/play/activity use)
Teacher/Admin	<ul style="list-style-type: none"> • Teacher Resource Room • Head Teacher’s Office • Administrative Office • Meeting Room(s) • Reception & Waiting Area
Support & Community	<ul style="list-style-type: none"> • Parent/Community Engagement Space • Outdoor Play Area • Gardening / Green Learning Areas
Sanitation & Accessibility	<ul style="list-style-type: none"> • Separate Male & Female Student Toilets (Age Specific Groups) • Staff & Parent Toilets • Wash Basins & Feet-Wash Facilities (as required) • Main Entry/ Security Checkpoint

Proposed Zoning Strategy

The project site is envisioned as a **three-zone integrated campus**, distributing functions across Sites A, B, and C to ensure clarity, safety, and efficiency. These three sites must be interlinked through pedestrian pathways or bridges to ensure safe and seamless internal accessibility.

Site Views:



Google Earth



Site View

4. Detailed Scope of Services

The consultant shall undertake a comprehensive analysis of the project site and develop initial design concepts.

4.1: Site Analysis and Conceptual Design

Key Activities

- Review the **project brief and functional requirements**
- Conduct **site analysis** including:
 - Access and circulation
 - Topography and drainage
 - Climate and environmental context
 - sun/shadow orientation
- Develop **design concepts and spatial planning options**
- Prepare **preliminary layout plans and massing studies**
- Identify **functional zoning and circulation**
- Prepare **initial sustainability strategies**
- Conduct **preliminary cost considerations**
- Prepare **MEP layouts** (electrical, plumbing, drainage, fire protection).
- Coordinate **architectural, structural, and MEP designs** for integrated solutions.
- Produce **coordination drawings** to resolve spatial/service conflicts.
- Ensure compliance with **local codes, safety regulations, and engineering standards**.
- Provide **3D visualizations and presentation drawings**.
- Prepare **material specifications, finishing schedules, cost estimates, and preliminary BOQ**.
- Assist the **Client with required authority approvals**.

Deliverables

- Concept design report
- Conceptual layout drawings
- Preliminary floor plans



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- Concept sketches and diagrams
- Massing Studies
- Initial material/finish concepts
- Preliminary sustainability strategies
- Concept approval presentation
- Preliminary Cost Assessment.
- MEP Layout Drawings (electrical, plumbing, drainage, fire protection).
- Integrated Design Coordination Drawings (architectural, structural, and MEP).
- 3D Visualizations and Presentation Drawings.
- Initial Material & Finish Concepts

4.2: Schematic Design

The consultant shall translate the approved concept into schematic architectural designs.

Key Activities

4.2.1 Develop schematic architectural drawings, sections and elevations

4.2.2 Define building form, scale, and spatial organization

4.2.3 Coordinate conceptually with:

4.2.3.1 Structural engineer

4.2.3.2 MEP engineer

4.2.3.3 Civil engineer

4.2.4 Develop preliminary material palette and systems

4.2.5 Prepare **3D visualization models**

Deliverables

4.2.6 Schematic Plans, Sections & Elevations

4.2.7 Schematic Site Layout

4.2.8 3D Visualizations

4.2.9 Preliminary material palette

4.2.10 Updated Cost Estimate



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4.3 : Design Development

The consultant shall develop the schematic design into a detailed, coordinated architectural design.

Key Activities

- 4.3.1 Prepare detailed **architectural plans**
- 4.3.2 Prepare **elevations and sections**
- 4.3.3 Develop **3D models and visualizations**
- 4.3.4 Coordinate with engineering consultants including:
 - 4.3.4.1 Structural
 - 4.3.4.2 Mechanical
 - 4.3.4.3 Electrical
 - 4.3.4.4 Plumbing
 - 4.3.4.5 Fire safety
 - 4.3.4.6 Sustainability
- 4.3.5 Prepare **door and window schedules**
- 4.3.6 Develop **material and finishing specifications**
- 4.3.7 Conduct **building code and safety compliance review**
- 4.3.8 Prepare **cost review and value engineering options**

Deliverables

- 4.3.9 Detailed architectural design drawings
- 4.3.10 Detailed plans, elevations, and sections
- 4.3.11 Door and window schedules
- 4.3.12 Outline specifications
- 4.3.13 3D visualizations
- 4.3.14 Updated cost estimates
- 4.3.15 Coordination drawings

4.4 : Authority Approval Drawings

The consultant shall prepare drawings required for approval from relevant authorities.

Key Activities

- 4.4.1 Prepare drawings required for local authority approvals
- 4.4.2 Support submission to relevant regulatory bodies
- 4.4.3 Address comments and revise drawings if required

Deliverables

- 4.4.4 Authority submission drawing package
- 4.4.5 Revised drawings based on authority feedback

4.5: Construction / Working Drawings

The consultant shall prepare complete construction documentation for project implementation.

Key Activities

- 4.5.1 Prepare complete **construction drawing sets and documentation**
- 4.5.2 Prepare architectural details for construction
- 4.5.3 Coordinate all engineering drawings
- 4.5.4 Prepare schedules and documentation

Deliverables

Complete construction drawing package including:

- 4.5.5 Site plan
- 4.5.6 Floor plans
- 4.5.7 Roof plan
- 4.5.8 Elevations
- 4.5.9 Sections
- 4.5.10 Architectural Details
- 4.5.11 Door/window schedules
- 4.5.12 Finishing schedules
- 4.5.13 Basic landscape design
- 4.5.14 Coordinated MEP interface drawings
- 4.5.15 AutoCAD and PDF files (soft and hard copies)
- 4.5.16 Structural design drawings and calculations

4.6 : Construction Support Key Activities

- 4.6.1 Site visits and design clarification
- 4.6.2 Review contractor shop drawings

- 4.6.3 Respond to RFIs
- 4.6.4 Monitor design compliance
- 4.6.5 Prepare progress reports

Deliverables

- 4.6.6 Site observation reports
- 4.6.7 Meeting minutes
- 4.6.8 Design clarification notes
- 4.6.9 As-built drawing documentation
- 4.6.10 MEP Layout Drawings (electrical, plumbing, drainage, fire protection).
- 4.6.11 Integrated Design Coordination Drawings (architectural, structural, and MEP).
- 4.6.12 Material Specifications and Finishing Schedule.
- 4.6.13 Preliminary Cost Estimate and Bill of Quantities (BOQ).

5. Deliverables Summary

The consultant shall provide:

Drawings

- Site layout plan
- Floor plans
- Roof plan
- Building elevations
- Sections
- Detailed architectural drawings
- MEP Layout Drawings
- Approval drawings
- Landscape concept
- 3D visualization

Documents

- Design reports
- Material specifications
- Design coordination drawings
- Cost estimates
- As-built drawings



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- MEP Layout Drawings (electrical, plumbing, drainage, fire protection).
- Integrated Design Coordination Drawings (architectural, structural, and MEP).
- Material Specifications and Finishing Schedule.
- Preliminary Cost Estimate and Bill of Quantities (BOQ).

6. Functional Planning Requirements

The design shall incorporate the following key planning principles:

- Child-safe and inclusive environment
- Clear zoning between academic, outdoor, and public/community functions
- Safe pedestrian connectivity between Sites A, B, and C
- Climate-responsive and naturally ventilated spaces
- Flexible and future-adaptable learning environments
- Integration of outdoor learning opportunities
- Controlled entry and campus security

7. Eligibility Criteria for Consultants

Firms must meet the following minimum requirements:

7.1 Legal Status

7.2 Registered architectural consultancy firm

7.3 Valid trade license

7.4 Valid tax registration and VAT registration

7.2 Experience

7.2.1 **10 years' professional experience** in architectural consultancy

7.2.2 At least **3 similar projects** completed in the last **7 years**

Similar projects include:

7.2.3 Educational buildings

7.2.4 Institutional buildings

7.2.5 Campus facilities

7.2.6 Community infrastructure



8. Technical Capability Requirements

The consultant must demonstrate expertise in:

Architectural Design

- Institutional / school building design
- Climate-responsive design
- Functional space planning
- Sustainable design strategies

Technical Documentation

- Construction drawings
- Detailed architectural specifications
- Coordination drawings
- Building code compliance

Digital Capability

Consultants must be proficient in:

- AutoCAD
- Revit / BIM (preferred)
- SketchUp / 3D modelling
- Rendering software

8 Required Project Team

The consultant must propose the following minimum team:

8.2 Lead Architect / Project Director **Minimum 10 years' experience** Experience in institutional projects

8.3 Senior Architect / Design Architect **Minimum 7 years' experience**

8.4 Architectural Draftsperson / BIM Specialist

8.5 Coordination Engineers (as needed)

8.5.1 Structural consultant

8.5.2 MEP consultant

9. Evaluation Criteria

Criteria	Weight
Firm Experience	25%
Key Personnel	20%
Methodology and Work Plan	20%
Relevant Project Portfolio	20%
Financial Proposal	15%

Total = **100%**

10. Expected Duration

The expected duration of consultancy services is:

- **2 months for design and documentation**

11. Submission Details

Please submit the ToR along with all supporting documents to

Email: tender159@auw.edu.bd

Deadline: 23 June 2026 (12:01PM) (GMT +6)

Note: Proposals should be submitted **ONLY** to the following email address:

tender159@auw.edu.bd

Please ensure that no other AUW email addresses are included in the TO, CC, or BCC fields.

Any proposal submitted in violation of this instruction may be disqualified from consideration.

Shortlisted firms will be invited for technical discussions and the subsequent selection process.

Contact Information

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