



# KITOVU MOBILE

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28/04/2025

Our Ref: 170616  
**RE-ADVERTISEMENT**

**RE: TERMS OF REFERENCE FOR THE ARCHITECTURAL SERVICES FOR THE PALLIATIVE CARE BUILDING AT THE KITOVU MOBILE MEDICAL CENTRE**

Kitovu Mobile is a non-profit, non-discriminatory, faith-based organization that was incorporated on 5th August 2013 under the names 'Kitovu Mobile Limited'. The Organization's mission is to "lead the provision of innovative, mobile health services and empower marginalized community groups affected by HIV/TB, Cancer and other emerging life-threatening chronic illnesses".

The organization is planning to build a Palliative Care Building at its medical Centre to enhance its ability to provide compassionate care for terminally ill patients. The Palliative Care Building will be a critical addition to the facility, ensuring a supportive and dignified environment for patients and their families.

### **1. Purpose of the Assignment**

The aim of this task is to design a palliative care building (facility) that meets the medical, operational, and psychological needs of palliative care patients while adhering to standards of comfort, accessibility and safety.

With this assignment we would like to engage a qualified architectural consultant to develop the architectural drawings for the required facility. The developed drawings are to guide the construction of the anticipated facility.

### **2. Scope of Work**

Given that this consultancy is for architectural services required for the overall works for designing the facility, the scope of services to be provided by the consultant will include but not limited to:

- a. Site visit and measurement after provision of the respective land title.
- b. Provide a master plan for the plot – in consideration of the limited space available.
- c. Provide a site plan showing the proposed building with the existing facilities – Also having consideration for parking, drainage, fencing, power and water supply, landscape and other infrastructures.
- d. Provide all the requisite and full set of architectural drawings that will have to be approved by the City Authorities.

### **3. Requirements of the Consultant**

The consultant shall among others, be responsible for:

- a. Design Development: -



The consultant shall prepare complete architectural drawings for the proposed building. These include:

- Floor plans (showing room layouts, dimensions, and flow)
- Sections (showing vertical cuts through the building)
- Mechanical, electrical, and plumbing design & drawings
- Site plans (showing the building's relation to the site, including access roads and landscaping)
- Detailed views of critical spaces (e.g., patient rooms, common areas, administrative spaces)
- Accessibility features (compliance with standards for the disabled and elderly)
- Integration of sustainable design principles (e.g., natural ventilation, energy-efficient materials, water conservation)
- Consideration for infection control, patient privacy, and comfort.

b. Code Compliance:

The consultant shall ensure that all designs comply with relevant local and international building codes, health and safety standards, and environmental regulations.

c. Consultation and Stakeholder Engagement:

Every stage reached by the consultant shall be supervised by the by the building / construction committee. S/he will have to work closely with Kitovu Mobile's management and the recommended health care professionals to ensure that the design meets the specific needs of palliative care patients, the staff, and visitors.

d. Preparation of Technical Specifications:

The consultant shall develop and submit a comprehensive set of technical specifications for the construction of the building, including materials, finishes, and construction methods.

e. Cost Estimation Support:

The consultant shall provide initial cost estimates based on the architectural design, in collaboration with quantity surveyors to assist in budget planning for the project.

**4. Deliverables and Timelines**

- a. Provide completed architectural drawings in digital and hard copy formats
- b. Provide 3D presentational drawings of the proposed facility.
- c. Submit 2 hard copies of the drawings (1 A1 and 1 A3).
- d. Approved documents by Masaka City Authorities

The selected consultant will be expected to complete the architectural design and submit all drawings and specifications within a period of 8 weeks from the date of the contract award.

**5. Qualifications and Experience**

- a. Must possess University Degree BSc (Architecture) or an equivalent.
- b. A minimum of 5 years' practical post-qualification experience and 3 years on similar assignments

**6. Remuneration and Schedule of Payments**

- a. Lowest priced and technically acceptable bid is to be taken on.
- b. Payment will be made based on supervised and approved work.

**7. Evaluation Criteria**

The architectural firm/consultant should meet the following criteria: -

- a. A valid professional architectural license or certification.



- b. A proven experience in designing healthcare facilities, with particular experience in palliative or long-term care building design preferred.
- c. Capacity to work with multidisciplinary teams, including engineers, planners, and health professionals.
- d. A strong portfolio of past work, particularly in designing medical or care facilities.
- e. An outline of the activities to be completed with timeline development and the delivery of the components as the TOR.

It is also desirable that the applicant attaches the contacts of at least three previously worked upon relevant clients as referees.

#### **8. Quality Assurance**

The consultant will have to adhere to the highest standards of design quality, technical accuracy, and professionalism.

The proposed design must also reflect Kitovu Mobile's commitment to patient-centered care, creating an environment that is not only functional but also warm, compassionate, and conducive to healing.

#### **9. Ownership of Deliverables**

Upon full payment for services rendered, all deliverables produced by the consultant, including architectural drawings, designs, and reports, shall become the property of Kitovu Mobile.

The consultant shall not retain any rights to the use of these materials without prior written consent from Kitovu Mobile Limited.

#### **10. Recommended Presentation of Offer**

Interested candidates must submit the following documents:

- a. Personal CV indicating all past experience from similar projects
- b. Brief description of why the individual considers him/herself as the most suitable for the assignment and a methodology, if applicable, on how they will approach and complete the assignment
- c. Financial Proposal indicating all costs for the project.. Provide detailed itemized consultancy fees/costs (An outline of the cost of completing the activities)
- d. Validity period of quotations

#### **Conclusion**

Clarifications can be sought via email, ([gkasozi@kitovumobile.ug](mailto:gkasozi@kitovumobile.ug)) phone, (0752-100577).

The application and respective bidding documents shared should include the City Authority approval fees. This should be sent not later than 5:00 pm on the 23<sup>rd</sup> day of May 2025 to the Chairperson Procurement Committee using the above address, and by use of soft copies to [procurement@kitovumobile.ug](mailto:procurement@kitovumobile.ug) and [info@kitovumobile.ug](mailto:info@kitovumobile.ug)

Feedback will be given after the selection exercise, and a contract will be concluded with the successful candidate.



**Mr. Yiga Robert**  
**Chief Executive Officer**

