



BANQUE D'INVESTISSEMENT ET DE DEVELOPPEMENT DE LA CEDEAO
ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT
BANCO DE INVESTIMENTO E DE DESENVOLVIMENTO DA CEDEAO

***Department of Administration and General Services
Infrastructure, Assets and Internal Services Division***

**TERMS OF REFERENCE FOR THE
SELECTION OF A SERVICE PROVIDER TO DEVELOP A NEW
DESIGN CONCEPT FOR THE DIPLOMATIC CUBICLES AND
THE WALKWAY TERRACE AT EBID**

JULY 2026

1. Background and justification

As part of the implementation of its institutional infrastructure modernisation policy, the ECOWAS Bank for Investment and Development (EBID) intends to refurbish the diplomatic cubicles and the bridge linking the two wings on the first floor of the building.

These highly symbolic areas contribute significantly to promoting the cultural, institutional, and economic identity of Member States.

Furthermore, in line with the Bank's strategic priorities to improve comfort, flexibility of use (exhibitions, meetings, institutional events) and architectural harmonisation, it seems appropriate to redesign the existing layout to ensure that it meets the standards and requirements of the institution's governing bodies.

In this context, EBID intends to engage specialised expertise to design a new concept for the diplomatic cubicles and the walkway terrace, integrating innovative and sustainable solutions that are fully compatible with technical and operational constraints.

2. Description of the existing situation

2.1. Diplomatic cubicles

The Bank's diplomatic cubicles, each with a floor area of 12.46 m², are specially designed areas that showcase Member States through the organisation of permanent or temporary exhibitions.

There are sixteen (16) such areas, comprising fifteen (15) cubicles allocated individually to each Member State and one (1) cubicle reserved for international organisations (see photos in Annex 1 for information)

Designed as institutional showcases, these areas are meant to highlight each country's cultural, institutional, and economic identity through visual aids, emblematic objects, and appropriate communication materials.

As such, they play an active role in promoting regional integration whilst fostering cultural diversity and richness within ECOWAS.

2.2. Walkway terrace on the first floor

The first-floor walkway terrace, known as the 'Link Bridge', is designed for pedestrian use and serves as a multifunctional area for both institutional activities and relaxation (see photo in Annex 2 for illustrative purposes). It offers an open, welcoming, and functional setting, conducive to the movement of users, professional interactions, and the organisation of events.

This area also has specific technical equipment, notably four extractor fans, two of which are for smoke extraction and two are part of the controlled mechanical ventilation (CMV) system. As part of the planned refurbishment works, particular attention must be paid to their architectural integration, preservation, and maintenance of accessibility and functionality.

Furthermore, the terrace is enhanced by an iconic statue embodying the ideals of ECOWAS, giving this area strong symbolic significance.

Thus, the “Link Bridge” enhances the comfort and well-being of users, whilst also contributing to strengthening the Bank’s image and institutional influence.

3. Objective and allotment of the contract

The purpose of this project is to design an optimised, structured and functional layout for the areas concerned, taking account of the site’s technical, architectural and operational constraints, whilst aiming to significantly improve user experience and the overall coherence of the layout.

To this end, the project is divided into two (2) separate lots, as follows:

- **Lot 1:** Lot 1: Designing a new concept for the diplomatic cubicles;
- **Lot 2:** Designing a new concept for the first-floor terrace.

4. Description of the services

4.1. Lot 1 – Designing a new concept for the diplomatic cubicles

The successful bidder shall be responsible, in the initial phase, for conducting an in-depth assessment of the existing structures, including particularly:

- An analysis of the architectural layout of the cubicles;
- An evaluation of the current fixtures and fittings;
- The identification of technical constraints (lighting, ventilation, security, movement, etc.);
- An analysis of the scope for optimising the use of the area.

Based on this assessment, the refurbishment of the diplomatic cubicles should seek to create modern, interactive display areas that showcase the socio-economic identity of the Member States.

To this end, each cubicle should be structured around a central, user-friendly display unit (screen or equivalent), enabling the continuous screening of audiovisual content such as portraits of current Heads of State; historical and cultural information (iconic figures, land area, population, administrative capital); and details of economic and tourism potential.

This content must be presented in a clear, concise, and educational manner to facilitate visitors' rapid understanding.

The layout may include, in a controlled manner, digital and interactive features (touchscreens, QR codes, etc.), as well as an appropriate soundscape (national anthems, traditional music), whilst ensuring that noise is kept to a minimum and overall acoustic comfort is maintained.

A system for gathering visitor feedback (either a physical guest book or a digital solution) should also be provided.

Particular attention should be paid to striking a balance between content, technology and spatial organisation, to ensure the smooth movement of visitors and avoid overcrowding.

Expected design options

Two (2) design options shall be proposed:

- **Option 1:** a harmonised design, based on a single architectural and scenic concept, applied consistently across all sixteen (16) cubicles;
- **Option 2:** a bespoke design, based on a differentiated approach for each Member State, highlighting its cultural, institutional and economic characteristics, as well as its distinctive features.

Technical requirements and deliverables

The design proposals shall be detailed and shall include, particularly:

- The preparation of 2D and 3D layout plans that provide a precise rendering of the proposed solutions;
- The definition of architectural and decorative environments;
- Proposals for suitable materials, furniture, and decorative items that meet the durability requirements;
- The installation of exhibition and display media (panels, display cases, screens, interactive devices, etc.), as well as a sign-in system (physical or digital) to record visitor attendance;
- The study, design and optimisation of lighting (functional, decorative and scenic);
- The designing of clear, legible, and consistent signage to facilitate visitors' guidance and understanding of the content;
- Taking account of accessibility, safety and maintenance requirements;

Institutional objective

All proposals shall seek to enhance the Bank's institutional image whilst contributing to the promotion of regional integration and cultural diversity within ECOWAS.

4.2. Lot 2 – Designing a new concept for the walkway terrace on the first floor

The service provider shall be required to assess the existing structure, including particularly:

- An analysis of the terrace's spatial layout;
- A study of movement flows and current uses;
- An assessment of sunlight conditions, natural ventilation and thermal comfort;
- Identification of technical constraints (utility networks, drainage, safety, permissible loads, etc.).

Based on this assessment, the service provider will propose an overall design concept to structure and enhance the area while preserving its primary function as a walkway. This concept must also allow for the hosting of occasional institutional events (farewell ceremonies, lunches, receptions, and other functions), whilst coherently incorporating areas for rest and relaxation without disrupting the flow of pedestrian movement.

The assignment will include, particularly:

- proposing solutions to improve natural ventilation and environmental comfort;
- organising walkways and ensuring safe movement (surfacing, railings, signage, etc.);
- showcasing the statue through specific enhancements to its immediate surroundings (landscaping, lighting, flooring)
- the integration of light, flexible relaxation areas (seating, shaded areas, suitable furniture) that are compatible with the organisation of events;
- proposing a landscaping design (planting, planters, natural features) suited to the context;
- Provision for facilities for the organisation of institutional events (free areas, temporary structures, lightweight equipment, etc.);
- Integration of existing technical installations, particularly smoke extraction and mechanical ventilation systems, whilst ensuring their accessibility, protection and proper functioning;
- Taking account of aspects relating to sustainability, ease of maintenance and the durability of materials in an outdoor environment.

5. Eligibility Criteria

To be eligible, bidders shall meet at least the following criteria:

- Be an architectural firm or a specialist company with a proven track record in interior architecture, spatial design, or landscape architecture;
- Have at least five (5) years' experience in the following service areas:
 - Design of architectural plans;
 - Project management;
 - Work site organisation, supervision and control;
 - Preparation of cost estimates and bills of quantities;
 - Conducting architectural studies, etc.

The service provider shall be required to assess the existing structure, including particularly:

- Analysis of the architectural layout of the diplomatic cubicles;
- Assessment of the current fittings;
- Identification of technical constraints (lighting, ventilation, security, circulation, etc.);
- An analysis of the scope for optimising the use of space.

Based on this assessment, the refurbishment of the diplomatic cubicles should seek to create modern, interactive display areas that showcase the socio-economic identity of the Member States.

Each cubicle shall thus be structured around a central, user-friendly display system (screen or equivalent), providing continuous screening of audiovisual content such as portraits of current Heads of State; historical and cultural information (iconic figures, land area, population, administrative capital); and details of the country's economic and tourism potential.

This content must be clear, concise, and educational so visitors can grasp it quickly.

The renovations may include, in a controlled manner, digital and interactive features (touchscreens, QR codes, etc.), as well as an appropriate soundscape (national anthems, traditional music), whilst ensuring that noise is kept to a minimum and overall sound comfort is maintained.

A system for gathering visitor feedback (either a physical guest book or a digital solution) must also be provided.

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Technical requirements and deliverables

The design proposals shall be detailed and shall include, notably:

- The production of 2D and 3D layout plans that provide a precise rendering of the proposed solutions;
- The definition of architectural and decorative environments;
- Proposals for suitable materials, furniture, and decorative items that meet the durability requirements;
- The installation of exhibition and display media (panels, display cases, screens, interactive devices, etc.), as well as a sign-in system (physical or digital) to record visitor attendance;
- The study, design and optimisation of lighting (functional, decorative and scenic);
- The designing of clear, legible, and consistent signage to facilitate visitors' guidance and understanding of the content;
- Taking account of accessibility, safety and maintenance requirements;

Institutional objective

All proposals seek to enhance the Bank's institutional image whilst promoting regional integration and cultural diversity within ECOWAS.

6. List of documents to be provided

Bidders shall be required to provide the following administrative documents:

- A copy of the commercial register and the register of chattel loans;
- A copy of a certificate confirming that the bidder is not in bankruptcy, dated within the last six (6) months from the date of submission of tenders.

***NB:** Failure to provide any of the documents listed above will not result in immediate disqualification. However, successful bidders must provide any missing documents before signing the contract. Failing this, EBID will proceed to the next candidates in ascending order of ranking.*

7. Technical proposal

The technical proposal shall comprise at least the following documents:

- Concept proposals;
- Visuals (3D, prospects);
- Methodological approach;
- Implementation schedule;
- Technical data sheets;
- CVs of key staff (architect, designer, technician);
- Similar project references;
- Any other relevant information or documentation.

8. Financial proposal

The financial proposal for each lot shall be quoted in CFA francs, excluding VAT and other charges.

The bid shall remain valid for one hundred and twenty (120) days from the deadline for submission.

9. Site tour

To enable bidders to assess the scope of the works, a recommended site tour will be organised at the EBID premises on **August 7, 2026, at 10:00 a.m. GMT**.

10. Deadline for submission of bids

Bids must be submitted to the following email addresses: **ichabimougnan@bidc-ebid.org** and **secretariatdasg@bidc-ebid.org**, **no later than September 7, 2026, at 11:59 p.m. GMT**. Bids received beyond this date will not be accepted.

3D renderings, animations, and other high-resolution files, due to their size, must be sent via a secure download link in usable formats (PDF, images, etc.).

11. Terms of payment

Payment for the services shall be made in accordance with the financial proposal, by bank transfer upon completion of the work and upon presentation of the invoice accompanied by the delivery slip and the purchase order.

Annex 1: Photos of two diplomatic cubicles (Cabo – Verde and Sierra Leone)

CUBICLE: CABO VERDE



CUBICLE: SIERRA LEONE



Annex 2 : Photos of the walkway terrace on the 1st floor



Continuation and end