



**Uttarakhand Gramya Vikas Samiti (UGVS) Rural
Enterprises Acceleration Project (REAP)**

**Request for Expression of Interest
For
Hiring an Architect for UGVS REAP Project**

Selection Method: Individual Consultant Selection (ICS)

Ref. No: 469/EOI/ICS/Architect/2026

Issue date: **01.10.2026**

Submission Date: 16.10.2026



Foreword

This REOI is based on the 1st edition of the IFAD-issued standard procurement document for REOI advertisement – individual consultants to be used in projects financed by IFAD, available at www.ifad.org/project-procurement.

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REQUEST FOR EXPRESSIONS OF INTEREST
For
Hiring an Architect for UGVS REAP Project

INDIA

Rural Enterprises Acceleration Project (REAP)

Assignment title: Architect (Individual Consultants)

Reference no. 469/EOI/ICS/Architect/2026

The Uttarakhand Gramya Vikas Samiti (UGVS), with financing from the International Fund for Agricultural Development (IFAD) towards the cost of the Rural Enterprises Acceleration Project (REAP), intends to apply part of the proceeds of the financing to engage Individual Consultants for providing architectural services under the Project.

The use of any IFAD financing shall be subject to IFAD's approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with Rural Enterprises Acceleration Project (REAP)

The consultant services ("the services") include

- i. Individual Consultant – **Architect**

Duration: Up to 12 months, **on an as-and-when-required basis**, extendable subject to project requirements.

Location: Uttarakhand Gramya Vikas Samiti (UGVS), REAP PMU Office

The attention of interested consultants is drawn to IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy¹ and the Revised IFAD Policy on Preventing Fraud and Corruption its Activities and Operations². The latter sets forth IFAD's provisions on prohibited practices. IFAD further strives to ensure a safe working environment free of harassment, including sexual harassment, and free of sexual exploitation and abuse (SEA) in its activities and operations as detailed in its IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse.³ By entering in this document, you certify to have read, understood, and agreed to be bound by the Privacy Policy of IFAD.⁴

¹ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

² The policy is accessible at www.ifad.org/anticorruption_policy.

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

⁴ The policy is accessible at <https://www.ifad.org/en/privacy>.

Interested consultants shall not have any actual, potential or reasonably perceived conflict of interest. Consultants with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the Fund. Consultants are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, or b) have a business or family relationship with a member of the client's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of the REOI, (ii) the selection process for this procurement, or (iii) execution of the contract. Consultants have an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during preparation of the EOI, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.

The following conflict of interest rules shall apply with respect to recruitment of government/client staff within the consultant's proposed team:

- (a) No member of the client's board of directors or current employees of the client (whether part time, or full time, paid or unpaid, in leave status, etc.) shall be proposed or work as, or on behalf of, any consultant.
- (b) Except as provided in sub-clause (d), no current employees of the government shall work as consultants or as personnel under their own ministries, departments or agencies.
- (c) Recruiting former client or government employees to perform services for their former ministries, departments or agencies is acceptable provided no conflict of interest exists.
- (d) If a consultant proposes any government employee as personnel in their technical proposal, such personnel must have written certification from the government confirming that: (i) they will be on leave without pay from the time of their official proposal submission and will remain on leave without pay until the end of their assignment with the consultant and they are allowed to work full-time outside of their previous official position; or (ii) they will resign or retire from government employment on or prior to the contract award date. Under no circumstances shall any individuals described in (i) and (ii) be responsible for approving the implementation of this contract. Such certification shall be provided to the client by the consultant as part of its technical proposal.
- (e) In the case where a consultant seeks to engage the services of any person falling under ITC sub-clauses (a) – (d), who may have left the client within a period of less than twelve (12) months of the date of this RFP, it must obtain a written “no-objection” from the client for the inclusion of such a person, prior to the consultant's submission of its proposal.

The Uttarakhand Gramya Vikas Samiti (UGVS) now invites eligible Individual consultants (“consultants”) to indicate their interest in providing the services. Interested consultants should provide information demonstrating that they have the required qualifications and relevant experience

to perform the services in the form of a curriculum vitae (CV) and other required documents and details is provided in the Terms of Reference (TOR). A consultant will be selected in accordance with the individual consultant selection.

(ICS) method set out in IFAD' Project Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement.

Any request for clarification on this REOI should be sent via e-mail to hrm@ugvs.org CC to procurement@ugvs.org no later than **07.10.2026**. The client will provide responses to all clarification requests by **08.10.2026**.

Expressions of interest as per the submission requirement of Annexure "A" must be submitted by e-mail to hrm@ugvs.org CC to procurement@ugvs.org no later than **16.10. 2026 till 5:00 PM**.

The detailed Terms of Reference (TORs) for the services listed below, along with the Submission Requirements- Annexure A, Selection Criteria: Minimum Qualification and Experience Requirements - Annexure B.

Yours sincerely,

Deputy Director- Project/ Director of Convergence
Uttarakhand Gramya Vikas Samiti (UGVS)
Rural Enterprise Acceleration Project (REAP)
Aajeevika Bhawan, Tapowan Road
Email: hrm@ugvs.org, procurement@ugvs.org

Terms of Reference
For
Hiring an Architect for UGVS REAP Project

1. Background

The Rural Enterprise Acceleration Project (REAP) is being implemented by Uttarakhand Gramya Vikas Samiti (UGVS) under the aegis of the Department of Rural Development, Government of Uttarakhand. REAP aims to strengthen rural enterprises, improve livelihood opportunities, and support development of enabling infrastructure for enterprise growth, market access, and service delivery.

Under the project, wayside amenities and other enterprise-supportive infrastructure are being developed across all 13 districts. As noted in the Aide Memoire of the Mid-Term Review, while civil construction is progressing, greater attention is required to improve management orientation, commercial viability, branding, interiors, visitor experience, sanitation management, retail planning, food service arrangements, accessibility, landscaping, and maintenance planning. REAP therefore proposes to engage an Architect as an Individual Consultant as on need basis, to support review, design improvement, and implementation guidance for such infrastructure.

2. Objective of the Assignment

To provide professional architectural and design support to REAP for improving the functionality, aesthetics, accessibility, user experience, branding, and commercial viability of wayside amenities and other infrastructure developed or proposed under the project, including low-cost eateries, HILANS retail outlets, collection centers, Agri-service centers, and similar facilities.

3. Scope of Work

The Architect shall undertake, inter alia, the following tasks:

- (i) Review the design, construction progress, site conditions, and utility planning of the wayside amenities and other project-supported infrastructure.
- (ii) Assess existing and proposed infrastructure from the perspective of functionality, interior design, visitor convenience, branding, accessibility, sanitation, landscaping, safety, sustainability, and maintenance.
- (iii) Suggest suitable design modifications or improvements to District Project Managers, District Magistrates (DMs)/Chief Development Officers (CDOs) and/or concerned district authorities for better space utilization, functionality and public use.
- (iv) Prepare or revise architectural drawings, layouts, concepts, interior design plans, signage and branding concepts, façade improvements, site development plans and other architectural/design documents, as required.
- (v) Provide recommendations on visitor facilities such as toilets, drinking water, seating, circulation, parking, digital/information services, retail areas, food service spaces, display zones, storage, waste disposal, and universal accessibility features.

- (vi) Support planning of commercially viable infrastructure components, including low-cost eateries, HILANS outlets, collection centres, Agri-service centres, and other enterprise-linked infrastructure.
- (vii) Advise on space planning and design features that improve operational efficiency, revenue generation, employment potential, user convenience and maintenance-friendliness.
- (viii) Prepare estimates/inputs for BOQs, material specifications, finishing recommendations and cost-effective design solutions, wherever required, in coordination with the concerned technical personnel.
- (ix) Support the PMU and DPMUs in the technical review of proposals, architectural drawings, designs and implementation arrangements related to architectural, interior and associated works.
- (x) Undertake field visits, conduct site measurements and verification wherever required, provide implementation-stage guidance, review the quality and conformity of architectural/design execution with approved drawings and concepts, and suggest corrective actions where necessary.
- (xi) Provide handholding and technical support to District Project Management Units (DPMUs), Junior Engineers (JEs) and other district-level technical personnel in the preparation, interpretation, revision and implementation of architectural drawings, layouts, site plans, specifications and other related technical/design documents.
- (xii) Review drawings, layouts and other architectural/design documents prepared at the district level and provide necessary technical comments, modifications and guidance to ensure functionality, constructability and consistency with the approved design.
- (xiii) Provide necessary clarification and design-related guidance during execution and assist the PMU/DPMUs in resolving architectural and design-related issues arising at the site.
- (xiv) Review, where required, submissions/drawings/material proposals of contractors, construction agencies or other implementing agencies from an architectural and design perspective and provide recommendations to the PMU/DPMU.
- (xv) Incorporate, wherever applicable, principles of universal accessibility, safety, climate-responsive and sustainable design, local context and cost-effective construction solutions, while preparing or reviewing designs.
- (xvi) Support preparation and maintenance of architectural documentation, including site photographs, revised drawings, design notes, completion documentation and as-built drawings, wherever required.
- (xvii) Prepare and submit assignment-wise reports, drawings, notes, site-visit reports and recommendations for consideration by REAP/UGVS and the concerned district authorities.
- (xviii) Coordinate with the PMU, DPMUs, JEs, line departments, District Administration, execution/construction agencies and other stakeholders for effective implementation of architectural and design-related activities.

- (xix) Undertake any other related architectural/design and technical support tasks assigned by the Project Director, REAP, in connection with project-supported infrastructure.

4. Key Deliverables

The consultant shall provide deliverables on assignment basis, as may be required by REAP, including:

- Site assessment and gap analysis reports,
- Design review notes and improvement recommendations,
- Revised architectural drawings/layouts/plans,
- Interior design concepts and 3D views, where required,
- Branding, signage, and wayfinding concepts,
- Accessibility and universal design recommendations,
- Landscaping and visitor facility improvement plans,
- Commercial space planning inputs for retail/ food/ service areas,
- Bill of Quantities (BOQ), specification/costing inputs (as required),
- Implementation support notes and site visit reports,
- Final completion/ review notes for assigned works.

5. Duration and Mode of Engagement

The Architect shall be engaged as an Individual Consultant for a period of twelve (12) months by the Project Management Unit (PMU) – REAP, Dehradun. The engagement shall be assignment-based and on a need basis, and the Consultant shall be called upon to provide services as and when required by REAP during the engagement period. Payment shall be made on a per-day basis for the actual days of services rendered, as approved by REAP.

The Consultant may be required to travel extensively across Uttarakhand, including all 13 districts, depending on project requirements. The Consultant shall undertake site visits and provide technical and architectural support at the locations identified by REAP.

6. Reporting and Coordination

The Consultant shall report to the Project Director (PD), REAP, UGVs, or any other officer designated by UGVs. The Consultant shall work in close coordination with the PMU, District Project Management Units (DPMUs), District-level Junior Engineers (JEs), District Magistrates/Chief Development Officers, line departments, execution/construction agencies, and other relevant stakeholders, as required.

The Consultant shall coordinate with the district-level Junior Engineers and other technical personnel to provide necessary technical guidance and handholding support in preparation, review and finalisation of architectural drawings, layouts, site plans, estimates, specifications and other related technical/design documents. The Consultant shall also provide guidance and support in resolving design-related and implementation issues arising during execution.

All drawings, designs, technical documents and other deliverables prepared or reviewed by the Consultant shall be submitted to the PMU/UGVS for review and approval, as applicable.

7. Eligibility, Qualification and Experience

The consultant should have:

- Bachelor's degree in Architecture from a recognised institution; higher qualification in Architecture/Planning/Urban Design or related field will be preferred
- Valid registration with the Council of Architecture.
- Minimum 7 years of relevant professional experience.
- Experience in planning/ design/ review of public buildings, tourism infrastructure, commercial spaces, rural infrastructure, institutional buildings, or visitor amenities.
- Experience in interior design, site planning, accessibility design, signage/ branding integration, and implementation support.
- Experience of working with Government/ semi-government/development projects will be preferred.

8. Other Conditions

- The consultant should possess strong drafting, visualization, coordination, and reporting skills.
- Knowledge of hill context, public-use infrastructure, and cost-effective design solutions will be desirable.
- Travel, boarding, and lodging for approved official tours shall be borne by REAP as per applicable TA/ DA rules, at actuals/ admissible rates.

9. Fee

The Architect will be paid a professional fee of INR 8,150/- per day for the actual days of service provided.

Boarding, lodging and other eligible expenses, if any, will be reimbursed as per applicable UGVS–REAP norms.

Payment will be made against the certified timesheet and service report/deliverables, after acceptance by UGVS–REAP. Applicable TDS and other statutory deductions, if any, will be made as per applicable rules and norms.

Submission Requirements- Annexure A

Interested Individual Consultants should submit:

- Covering Letter and updated CV, along with application form.
- Copies of educational and professional qualification certificates or Professional registration details/certificate if any
- Copies of relevant experience certificates.

Annexure B – Selection Criteria: Minimum Qualification and Experience Requirements

- Bachelor's degree in Architecture from a recognized institution; higher qualification in Architecture/Planning/Urban Design or related field will be preferred.
- Valid registration with the Council of Architecture.
- Minimum 7 years of relevant professional experience.
- Experience in planning/ design/ review of public buildings, tourism infrastructure, commercial spaces, rural infrastructure, institutional buildings, or visitor amenities.
- Experience in interior design, site planning, accessibility design, signage/ branding integration, and implementation support.
- Experience of working with Government/ semi-government/development projects will be preferred.

Consultants will be hired **as and when required, based** on assignment-specific Terms of Reference (TORs).

Uttarakhand Gramya Vikas Samiti (UGVS)
Rural Enterprise Acceleration Project, REAP (IFAD Assisted)
APPLICATION FORM

1.	Position applied for		Affix a recent passport size photograph duly attested by the candidate
2.	Advertisement No.		
3.	Name (in capital letters)		
4.	Father's/Husband's name		
5.	Date of birth (DD/MM/YYYY):		
6.	Marital status		
7.	Aadhar number		
8.	PAN No.		
9.	Email id		
10.	Contact Mobile Number		
11.	Postal address for communication with pin code		
12.	Permanent address with pin code		

13. Educational/Professional and Technical Qualifications (Starting from class 12) (please attach a copy of all relevant certificates):

Sl. No.	Examination Passed	Name of the Board/ University	Subjects/Stream	Duration of Degree/ Diploma	Year of Passing

14. Details of post qualification employment in reverse chronological order (Attach separate sheet, if necessary) (please attach a copy of all relevant experience certificates):

Sl. No.	Department / Organization	Post held	Period of employment	
			From	To

15. **Curriculum Vitae:** Attach a signed copy of latest CV.

16. **References:**

(i)	Name: Designation & Organization: Postal address: E-mail id Mobile No.	
(ii)	Name: Designation & Organization: Postal address: E-mail id Mobile No.	
(iii)	Name: Designation & Organization: Postal address: E-mail id Mobile No.	

DECLARATION

I hereby declare that I have carefully read and understood the instructions/ general conditions, contained above and mentioned in the advertisement and that all the entries in this form are true to the best of my knowledge and belief. I also declare that I have not concealed any material information, which may debar my candidature for the assignment applied for. In the event of suppression or distortion of any fact, like category or educational qualification or experience, made in my application form, I understand that I will be denied any engagement in the project and if already engaged for any assignment in the project, my engagement will be terminated forthwith.

Place:

Date:

Signature of the Applicant