

| TITLE PROJECT  Design Brief |
| --- |
| Version x.x | Month 20XX |

| **UNOPS project manager** | [Full name] |
| --- | --- |
| **Contract number** | [XXXXX-XXX] |
| **Design practitioner** | [Full name] |

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## 

# Introduction

The aim of this document is to provide guidance on the elaboration of a complete design brief, which is a document that outlines the deliverables and the scope of work of the infrastructure providing a comprehensive technical interpretation of the project and its context.

Any of the sections could be adapted, removed or expanded, including adding additional sections, if it is considered necessary. This document should be prepared by the Design Practitioner, with the required support / consultation of any necessary stakeholders, including but not limited to project manager, final user and donor.

At the end of the document, there is space for relevant stakeholders’ approval.

# 

# Summary

[The text in the square brackets indicates guidelines for completing this document. Delete and/or replace this text as you work through the document.]

## Context and background

[Describe the background and the actual situation of the project, as well as the reasons that led to this situation.]

## Project Objectives

[Describe the key purpose of the project, main objectives, importance, impact to achieve, expected or desired outcomes, key performance indicators, this might include hard and soft deliverables and general functional and operational needs.]

## Design risks

[Identify and describe any factor potentially negative for the project, such as:

* Limitations (aspects that might fall short of the client’s expectations);
* Technical risk (site conditions, use of materials, selection of facilities, etc.);
* Capacity Risks (UNOPS, Designers, Contractors, Suppliers, End Users, authorities)

Include the UNOPS IPMG risk assessment (Low, Medium or High risk works) in an annex]

## Stakeholders and responsibilities

[Identify and describe:

* the list of principal stakeholders,
* RACI Responsibility matrix/organigram to illustrate the relations and the responsibilities,
* a brief description of the communication plan, including the UNOPS scope of service.]

| Role | Name | Organization | Responsibilities |
| --- | --- | --- | --- |
| **Business** (Donor/Client/employer) |  | (e.g. EU, KOICA, etc.)] |  |
| **User**  (Local governments, community) |  |  |  |
| **Supplier**  (e.g. internal/outsourced design) |  | (e.g. UNOPS, etc.) |  |
| **Implementing partner** |  |  |  |
| **Project team**  (PM, architect, engineer, etc.) |  |  |  |
| **UNOPS support**  (IPAS, IPMG, RIA, etc.) |  |  |  |
| **Others** |  |  |  |

## Previous research undertaken and outcomes

[Describe the information available at this stage of the project, including the discussion of options, constraints, recommendations and conclusions. Also include any available reference to similar projects by UNOPS and/or by others including key learning points that might be relevant, as well as feasibility studies, site investigations, and environmental and risk assessments are all to be carried out in preparation of the initial design brief.]

# Applicable Regulations, Codes and Standards

* [List and reference of any applicable local, regional, national and/or international building codes, regulations or standards identified in the Engagement Agreement.
* Reference to regulations identified in the Consultant Services Contract (if applicable)
* Additional applicable regulations, codes and standards (if applicable)
* Known conflicts between applicable regulations (if applicable)
* Security levels and safety factors (if applicable)
* All relevant aspects to be covered by the above e.g. planning proposals, building codes, standards, etc.]

# Site information

[Identify and describe any information regarding the site, including context and constraints.

Discussion of options, recommendations and conclusions.]

## Physical

[Identify and describe any physical information (e.g. location. GPS coordinates, address, site information, topography, geotechnical, hydrology, geographic features, existing infrastructures, drainage, earthworks, retaining structures, etc.).]

## Cultural, Social & Political

[Identify and describe any social, political and/or cultural sensitivity and/or impact on local population (e.g. displacement of people, historical issues, minority groups, women and children, archaeology, demography, potential for conflict, etc.).]

## Economic

[Identify and describe any economic considerations (e.g. Impact on the local economy, cost and availability of materials, labour, machinery, operation and maintenance costs and budgets, etc.)]

## Environmental

[Identify and describe any environmental risks and opportunities (e.g. climate mitigation and passive design, natural hazards and climate variability, landscape, ecology, impacts on local flora and fauna, utilities, water, energy, waste. etc.)]

## Logistical

[Identify and describe any information related to the logistics (e.g. access to the site, availability of materials, transport infrastructures, supply chain description and maturity, traffic impact, etc.).]

## Legal

[Identify and describe any information related to the legal aspects (e.g. Site ownership, rights of use and way, laws, regulations, urban planning, etc.)]

## Security

[Identify and describe any information related to the security of the site (e.g. national/regional/local context, criminality, armed conflict, terrorism, civil unrest, explosives contamination, etc.).]

# Design Proposals

[Identify and describe the functional and operational proposals, aligned with PMM and UNOPS Design Proposals. While this template is tailored for buildings, it can be adapted for roads, bridges, and other types of works.]

## Functional proposal

[Identify and describe the architectural aspects, including spatial proposal, volumes, aspects and treatments design, passive design, access and egress, circulation flow, list of functions, areas and/or zones, rooms (function, no. occupants, services, etc.), interrelation between functions and areas, etc.]

| **Function**  **List** | **Capacity**  **proposals** | **Area (m2)** | **Comment** |
| --- | --- | --- | --- |
| Function #1 | [Content] | [Content] | [Content] |
| Function #2 | [Content] | [Content] | [Content] |
| Function #3 | [Content] | [Content] | [Content] |
| **Total Usable Area** | | [Content] | [Content] |
| **Total Circulations** | | [Content] | [Content] |
| **Total Gross Area** | | [Content] | [Content] |

## Technical proposals

[Identify and describe the proposals regarding the technical aspects of the design. This will need to be tailored to the type of infrastructure being developed. The below sub sections relate primarily to buildings.]

### Structural

[Identify and describe the structural proposal: including infrastructures and superstructures, type of structure, foundations, materials, joints, details, loads resistance, seismic class, etc.]

### Construction

[Identify and describe the construction approach: construction techniques, site and works organisation, processes, methods, thermal and acoustic insulation, waterproofing, etc.]

### Material selection

[Identify and describe the proposed materials selection, availability and supply chain, aggregates, etc.]

### Water systems

[Identify and describe the proposed water system, including the source of supply, distribution, piping, pumping, cold and hot water, drainage, waste water disposal and treatment, water supply during the construction phase, etc.]

### Electrical systems

[Identify and describe the proposed electrical system, including the power supply, wiring, protections, grounding and lightning protection, electrical circuit and board, breakers, lighting, plugs and sockets location, etc.]

### HVAC

[Identify and describe the proposed HVAC systems, including heating (heaters, solar panels, radiators, etc.), ventilation (natural and forced, type, etc.) and AC (units, splits, etc.), source of power, piping, distribution, etc.]

### Firefighting

[Identify and describe the proposed firefighting equipment, alarms and detectors, zonal controls, fire extinguishers, hose reel and standpipes, sprinklers, signage, firefighting services, etc.]

### Others

[Identify and describe any proposed additional utilities, such as communications, IT, LAN, green technologies, thermal and acoustic insulation, finishing, etc.]

## Specific proposals

### Specific Sustainability Considerations

[Delete prior to use: the following subsections are mandatory, however other considerations may be appropriate and design specific, these should also be included.

* Gender (mandatory consideration)
* Accessibility (mandatory consideration)
* Environmental (mandatory consideration)
* Health and safety (mandatory consideration) Identify and describe any health and safety concerns during both construction and use phases.]
* Operational energy (Assess the climatic context and illustrate strategy to reduce operational energy, such as considering passive potential for conditioning strategies, adequate insulations, on-site renewable energy sources.)
* Embodied energy (Illustrate strategy to reduce embodied energy such as prioritise total or partial reuse of existing facilities, buildings, components or materials, minimise materials with high embodied energy impact.)
* Contribution to SDGs (Illustrate how the project contributes to support SDGs with specific reference to each applicable SDG.)

### Resilience, Durability & Maintenance

[Identify and describe any design considerations to ensure that the project is able to adapt and respond to the shocks and stresses it may face over its lifetime, while remaining functional (resilience) and consider maintenance requirements (sustainability).]

## Quality management

[Identify and describe any proposals for quality management during design and implementation.]

# Scope of works

[Identify and describe the overall description of the scope of the design, define the activities to be carried out and products to be delivered, which are excluded, product breakdown structure, basic description for standard operating procedures, etc.]

## Phase I – Preliminary approach

[Identify and describe activities, deliverables and deadlines to be accomplished at this stage]

## Phase II – Concept Design

[Identify and describe activities, deliverables and deadlines to be accomplished at this stage]

## Phase III – Final Design

[Identify and describe activities, deliverables and deadlines to be accomplished at this stage]

## Phase IV – Implementation

[Identify and describe activities, deliverables and deadlines to be accomplished at this stage]

## Phase V – Handover and Defect notification

[Identify and describe activities, deliverables and deadlines to be accomplished at this stage]

# Approvals

| **Prepared by:** | | | | |
| --- | --- | --- | --- | --- |
| **Entity** | [Name] | | | |
| **Date** | xx/xx/xx | | | |
| **Design Practitioner** | [Name] | | | |
| **Representative** | [Name] | | | |
| [Signature] | | | |

| **Approved by:** | | | | |
| --- | --- | --- | --- | --- |
| **Entity** | [Name] | | | |
| **Date** | xx/xx/xx | | | |
| **Representative** | [Name] | | | |
| **Signature** | [Name of partner 1]  Business (Donor, etc.) | [Name of partner 2]  Supplier (Implement. partner) | | [Name of partner 3]  User (Beneficiary, etc.) |

# 

# Annexes

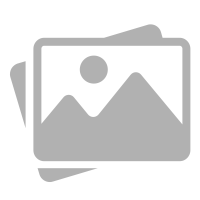
## Technical reports

[Annex, if applicable Site Assessment, Topographic Survey, Geotechnical Assessment, Existing building Assessment, Hydrographic Survey, Archaeological Survey, Life Cycle Assessment, Erosion Assessment, Slope Stability Assessment, Traffic Impact Assessment, Demographic change impact Assessment, Urban planning Assessment, Security implications Assessment, Ground improvement Assessment, Geophysical Assessment, Cultural heritage Assessment, Technical Feasibility Study, Materials availability Analysis, Ground water flow and level Analysis, Water quality and quantity Analysis, Operations and maintenance Assessment, Constructability Analysis, etc.]

## Site photos

[Annex any pictures of the existing site, if available]

**FIGURE X** Figure Description



## Estimated budget

[Identify and describe the cost estimation, including the capital cost and operating costs, and any available information about the existing market]

## Programme Scheduling

[Identify and describe the schedule including all project stages, dates, milestones and key activities in a Gantt chart.]

**FIGURE X** Gantt chart description

