

ANNEX 1 - TERMS OF REFERENCE (TOR)

1. INTRODUCTION

These Terms of Reference are to give the designers consultants and their multi-disciplinary team of technical specialists, the outline of the assignment and the outputs expected from the assignment for:

Panagia Apsinthiotissa monastery located in Sichari/Kaynakkoy.

GPS identification: X: 35.283905, Y: 33.389065

Cadastral Info: XII.47.E2 – Plot 99

2. CULTURAL HERITAGE PROJECTS BACKGROUND

The Agreement of 21 March 2008 reached between Greek Cypriots and Turkish Cypriots under the auspices of the United Nations (UN), paved the way for the establishment of the Technical Committee on Cultural Heritage (TCCH), dedicated to the identification, promotion and protection of the rich and diverse cultural heritage of Cyprus. The TCCH is composed of an equal number of Greek Cypriot and Turkish Cypriot experts. The TCCH works to provide a mutually acceptable mechanism for the implementation of practical measures for the proper preservation, physical protection and restoration (including research, study and survey) of the immovable cultural heritage of Cyprus. The TCCH is operating under the UN auspices and its work is an important tool for building confidence between the Turkish Cypriots and the Greek Cypriots.

The TCCH is supported in its work by an Advisory Board (AB), which was established in 2009 and is composed of archaeologists, architects, art historians and town planners from both communities.

In 2012, United Nations Development Programme (UNDP) initiated with the implementation of the European Union (EU) funded activity *Support to Cultural Heritage Monuments of Great Importance for the communities in Cyprus – Phase 1* and since then it has continued with the successful implementation of the EU funded activities *Support to Cultural Heritage Monuments of Great Importance in Cyprus – Phases 2, 3 and 4*. In November 2016, UNDP started the implementation of the new EU funded activity *Support to Cultural Heritage Monuments of Great Importance in Cyprus – Phase 5*.

Within this framework of the activities of the Technical Committee on Cultural Heritage, **conservation study (designs) services** under *Support to cultural heritage monuments of great importance for Cyprus – Phase 5* are required.

THE SITE

The cultural heritage site has been selected by the TCCH based on its state of deterioration, its respective significance to cultural heritage of Cyprus and the safety of the visiting public.

CONSERVATION PHILOSOPHY

All conservation projects should aim to the conservation of the cultural heritage sites. Namely, conservation actions/works on each cultural heritage site will include the examination, treatment and preventive care of the building elements, with the ***least possible (minimum) intervention***, aiming to safeguard its fabric in the long-term, protecting its special characteristics and elements (and especially of those most at risk), creating safety and safeguarding its heritage values. Treatment should ensure maximum stabilization, consolidation and/or reinforcement actions, if these are considered necessary, in order to achieve structural stability and durability. The proposed interventions should ensure the protection of the building fabric from weather conditions and other environmental factors. These interventions will deal also with rainwater management and accessibility issues, depending on the needs of each site. For any of these actions it is preferable that the traditional techniques and materials of same type as the originals will be used. The general philosophy of all interventions should be to safeguard the authenticity and integrity of the building by maintaining, conserving and restoring (instead of replacing and reconstructing) elements of the building when and where possible. It is expected that the interventions on each site will be decided and defined following detailed survey and investigation of the building, its assessment and analysis. The methodology of interventions might be modified if findings during the construction works alter the original hypotheses. All conservation studies and works should be in compliance with the international standards of conservation.

Restoration actions/works, namely specialized actions which aim to restore the items at a known earlier state might be considered, further than the conservation actions, in case these are evaluated as necessary or highly beneficial and feasible (detailed scientific justification will be necessary) within the available budget. In case there are paintings, mosaics, frescoes, or any other specialized conservation subjects in any of the heritage sites, it is suggested to plan only for their stabilization and protection.

The general philosophy of conservation should aim towards:

- Maximum structural consolidation/ stabilization and safeguarding of the values of the structures of the heritage site and their special elements
- Minimum interventions
- Cost effectiveness of interventions including durability and relevance

REGULATORY FRAMEWORK

This heritage site is of great cultural significance thus proposed interventions must be compliant with relevant international conservation standards of UNESCO, ICOMOS, ICCROM and IUCN.

Measurements and surveys must be of non-invasive nature unless otherwise permitted in writing. No items must be taken from the site.

ELIGIBILITY TO PARTICIPATE

Participation to this RFQ process is open to all registered architectural and/or engineering and/or architectural/engineering offices and/or bureaus and/or companies and/or individuals forming a collaborative design team.

Individuals forming a design team must enter into a 'collaboration agreement' and designate a leader to sign the contract and receive payments due.

Bureaus/offices/companies OR the designated leader entering into contract must have an indemnity insurance as per Clause 12 of the General Terms and Conditions for Contracts. Copy of the indemnity insurance must be presented at the contract signature.

OBJECTIVES OF THIS ASSIGNMENT

The objectives of this assignment is to solicit the services for the envisaged and described outputs.

It is the responsibility of the participants to this process to understand the concept and philosophy of the **minimum conservation intervention**. Participants must take into account all costs associated with the activities related to the outputs. Pricing and payments will be against the accepted outputs and not the costs associated with these outputs. Lack of understanding and knowledge will not be considered as waiving the objectives.

OUTPUTS AND DETAILS OF THE ASSIGNMENT

This section gives the outputs and the level of details that will be required. Submissions made in electronic formats must be checked for viruses and malware before submitting to UNDP.

OUTPUT-1: Surveys & Photos and Historical Analysis

A topographic survey of the site, buildings within the site and its boundary walls with detailed measurements shall be carried out. A complete architectural survey (plans, elevations, sections, topographic plan of the wider area including structures in the vicinity) of the building including details of special elements, construction details etc., to be conducted.

Moreover, detailed historical account of the monastery in terms of constructions, additions and repairs carried out over the years to be researched.

Surveys and Photos;

The designers will carry out the survey of the buildings and the building plot indicated in the site plans. The designers are responsible to ensure that measurements and surveys are taken; if there is a need to clean rubbish and remove items so as to better acquire measurements, this shall be under the responsibility of the designer team but not without prior notice to UNDP so as to be present.

Surveys should be executed by the designers not only for the purpose of the intervention. Recording of the heritage place must be carried out having in mind that the information collected can be utilized for the following purposes:

- For conservation purposes,
- For educational purposes,
- Digital safeguarding of the memory, culture and information of this heritage place for future generations,
- For scholars, research and for facilitating archiving of the building and further investigation of the monument,
- For safeguarding the authenticity and integrity of the heritage place. Each intervention on built heritage (conservation, restoration, rehabilitation, reconstruction, safeguarding, support, rescue measures etc.) may lead to loss of precious information, authenticity and integrity of the cultural heritage building. For this reason, the extensive, in detail and precise recording, investigation, documentation and management of information regarding the monument is especially important well in advance of initiation of planned intervention.

Surveys should be executed accurately and in detail containing graphical representation of all construction/ structural details, details of special elements etc. in a variety of scales according to the needs of each drawing and detail.

An official cadastral map and the plot number of each site must be provided with the survey outputs. Minimum drawing requirements are: (i) plans for every floor level including roof, (ii) ceiling plan, (iii) number of sections in order to document all the interior elevations, and (iv) elevations of every facade of the building/s with measurements and descriptions of the materials, v) a plan documenting the different types of floors (material description etc.)

Special elements should also be documented in detail in a larger design scale. All drawings should include measurements and description of building materials.

Drawings must be submitted in:

- AutoCAD drawing file format. Included in the electronic deliverable should be the .ctb file (which defines the plot style of the drawings).
- Pdf format in scale (including north arrow). Each drawing should be on a separate pdf. Pdfs should be created directly from Autocad by choosing "print to pdf". They shouldn't be scanned from hard-copies to PDF format in scale.
- Hard copies of the drawings in scale (including north arrow).
- A List of all the drawings submitted, their scale, and what they present (a type of table of contents of drawings).
- Drawings should follow the "GUIDELINES FOR DESIGN PHASE DOCUMENTS and DRAWINGS.pdf", which will be shared with the successful team after contract signature.

Photos can be in TIFF or JPG format but each photo shouldn't be a heavy document. Photos should be organized in folders according to the locations taken.

Historical Analysis:

Designers shall carry out research in order to: (i) trace the original date of the construction of the site, and other important dates of the construction, (ii) trace and date later interventions on the building, (iii) historically support the building's analysis and conservation proposal/s, (iv) change of use over time. The historical analysis should additionally be conducted through bibliographic and archival means. Oral testimonies could be taken into consideration. The analysis can be enhanced with sketches and pictures. Narratives must be written in good English and must be proof-read before submission.

A team member with experience in investigation methodology, must lead in the extensive bibliographic/ literature review for the preparation of the Historic analysis of the monuments. The team must investigate a list of sources from available archaeological libraries, department of antiquities archives etc. No quoting of sources must be done without proper referencing of the source. Referencing of the sources must be included in the text.

Poor bibliographic/ literature review ignoring international methodologies and protocol on investigation procedures will not be accepted.

OUTPUT-1 shall be submitted in three hard copies and three electronic copies (FLASHDISK).

OUTPUT-2A: Condition Assessment of the Structures and Conservation Recommendations

Designers must elaborate a condition assessment for each structure and the monastery as a whole including its courtyard and its perimeter boundaries.

The condition assessment shall benefit from the materials testing and finite element modelling, as well as geotechnical investigations (if needed).

Materials Tests

Designers shall conduct the following tests in collaboration with an experienced laboratory.

Timelines required for these tests to be conducted and results to be used in the design elaboration must be factored in the work plans. Maximum duration for these tests shall be FORTY (40) calendar days from sampling to results. The successful designer team is fully responsible to monitor and ensure the timely response of the laboratory and no extensions will be granted due to failure to do so. Designers shall arrange the work plans accordingly.

Samples shall be taken with the following samples as the minimum number of samples necessary (more samples can be taken if considered necessary) :

Per each structure, minimum 3 stones and 3 bricks will be sampled. From each stone and brick, 3 specimens must be tested for;

- Compressive strength in accordance with EN 1926
- Capillary absorption - one direction of testing according to EN 1925
- Porosity in accordance with EN 1936
- Full XRD analysis (qualitative/quantitative) per stone specimen

Per each structure, minimum 3 mortar and plaster specimens must be taken and tested for;

- Full XRD analysis (qualitative/quantitative) per mortar specimen
- Full XRD analysis (qualitative/quantitative) per plaster specimen

Sampling from each building/church/structure shall be made by the approved laboratory, accompanied by the designers and relevant authorities (if needed) in line with the stipulations in the relevant Euro Norms. The designer team must prioritise the sampling according to the importance of the areas to be sampled. This requires on-site inspection and decision taking with the members of the team (architect, archaeologist, and civil engineer) and the Lab technicians before sampling. All building material samples, stones, adobes, plaster and mortar, must be taken from both the exterior and interior parts of the building under the guidance of the designer team. UNDP should be informed in advance in order to facilitate before any tests are performed on the site. The laboratory tests should be delivered with the official logos of the laboratory and stating the people who conducted the testing, methodology of testing in detail, results and photos from the sampling and testing procedure. EU, TCCH and UNDP logos should not be used on this report.

Choice of Laboratory: Chosen laboratories must be accredited and have extensive proven experience in the testing of traditional building materials and specifically in non-destructive and micro-destructive (only where necessary) testing procedures on building material. The Laboratory must previously present its sampling and testing methodology intended to be applied for the various materials to UNDP to be approved.

Laboratory reports must include all official information which states the analytical procedure for the sampling and testing of the materials in accordance to the specified International/ European standards

for each test. The laboratory tests should be delivered with the official logos of the laboratory and stating the people who conducted the testing.

Sampling on Stone must avoid destruction or sampling from special elements (keystones, carved stones etc.). If the team believes it is necessary to test a specific stone which may be considered a special element, then previous approval from the UNDP is needed.

All samples must be tested if possible with micro-destructive procedures in areas where their historic and aesthetic values will be least affected. Generally, large core sampling must be avoided. If cores are necessary according to the International/ European standards, the extraction of such cores from visible areas and special elements must be avoided. Additionally, they must be sampled in the same directing of the structural loading of the material.

Adobe bricks (when applicable) should be tested especially for the type and percentages of contained clays (i.e. Celestite, Albite, Corrensite/ Chlorite/ Edenite, Kaolinite, Illite, Muscovite, Montmorillonite and Bentonite) and also for percentages of gypsum, calcite and quartz.

Additionally, testing of the percentage of fibre content, type and size along with the grain size distribution of the soil of the adobe bricks must be done. This is for reproducing adobe bricks of similar characteristics to be used in the structural reinforcement of the monument's masonry.

Finally, in the case of projects which might include the reproduction of adobe bricks for structural reinforcement of the adobe masonry parts on the monument, a sample of local soil (adjacent to the monument) must be taken for testing to verify whether the adobes used on the monument were produced with local soil. This will prove whether local soil is appropriate for production of adobes to be used for the structural reinforcement of the monument.

The above procedure and data is necessary to be able to reproduce adobe bricks which will be used for the structural reinforcement and filling of historic adobe masonry gaps and decayed areas. In conservation of historic adobe buildings, the protocol for replacement/ reconstruction of adobe masonry must follow similar protocol with stone masonry. Areas which present structural soundness are maintained and consolidated structurally with new adobes of a similar composition/ mix design.

UNDP should be informed in advance of the chosen laboratories and all extraction of samples should be done in the presence of UNDP experienced staff. The Laboratory must present its sampling and testing methodology intended to be applied for the various materials to UNDP to be approved previously.

FEM or Equivalent Modelling

Further investigation of the site should be undertaken at this stage. The condition assessment should be supported by efficient photographic and scientific documentation.

Computational investigation of the structures seismic response (such as Finite Element Modelling or other equivalent test) for evaluation of seismic hazard is to be made. The FEM analysis shall follow the stipulations in the relevant Eurocodes, such as EN 1996-2 and EN 1998-3.

OUTPUT-2B: Conservation recommendations

The designers must prepare a proposal for the conservation of the church, and structural stabilization/consolidation of all structures. Structures lacking roof to be conserved as ruins.

Based on conditions assessments and staying within the conservation philosophy, designers shall elaborate on grouping their conservation recommendations for the structures of the monastery taking into account an earmarked ceiling of funds, Euro 300,000 +/- 20% per each group/ intervention type. These recommendations will include the rationale & objectives, descriptions of the interventions supplemented by pictures & sketches and preliminary estimates for these interventions.

At this stage there is no need to prepare detailed implementation drawings, technical specifications and bills of quantities. Narratives must be written in good English and must be proof-read before submission.

OUTPUT-2A and 2B shall be submitted in three hard copies and three electronic copies (FLASHDISK).

PRESENTATION: Stakeholder Presentation of Submitted Outputs

Designers will present Outputs 1, 2A and 2B in a PowerPoint presentation at a stakeholders' meeting which will be arranged by UNDP. The Outputs and presentation material must be provided 5 days before the presentation by the designers to UNDP.

Designers will be responsible for taking notes of the main points of discussion during the presentation, submit for approval within maximum 48 hours to UNDP and wait for UNDP and TCCH/ AB feedback.

According to the provided feedback the designers should proceed accordingly to all necessary modifications of the submitted outputs.

This feedback/approval will be given in maximum TWO (2) calendar weeks which shouldn't be considered extra to the 5 (five) calendar months. This should be shown and counted in the work-plans.

OUTPUT-3: Draft Conservation Designs

Further to the feedbacks obtained from OUTPUT 2A and 2B, draft designs will be elaborated taking into account an earmarked ceiling of funds, Euro 300,000 +/- 20% per each group of interventions.

Data from the materials tests and modelling shall be utilised, especially for evaluation of seismic hazard and proposal of interventions for seismic enhancement so as to be safe for visitors.

Designers shall prepare draft conservation designs that will include drawings & relevant details, technical specifications, the bills of quantities and cost estimates.

In the draft designs elaboration, the following (but not limited to) must be considered, specified and stipulated in the Technical Specifications, Drawings and Bills of Quantities (ALL interventions must be given a symbol/number with the same alphanumeric sequence in all documents/drawings for easy cross referencing):

- Safety measures (for people, structures and special elements) before initiating any type of work: scaffolding, nets, signage etc.
- Measures for effective treatment against biodegradation, effective treatment against vegetation, proposal for preventive maintenance to keep the vegetation under control (taken into consideration seasonal reflowering). This item must also form part of the maintenance plan.

- Measures for avoiding the roosting and nesting of animal species (i.e. pigeons)
- Rainwater management system/drainage system for the structures and for the site
- Treatment of building pathologies such as major (structural) and minor cracks
- Masonry works (suitable stone, dimension of stones, building techniques and materials).
Replacement of missing, deteriorated or cracked stone pieces where necessary for the structural consolidation of the structures of the complex.
- Consolidation and stabilisation of wall paintings and original plasters and mortars.
- Pointing, repointing and injection grouting for repairing and strengthening of interior and exterior walls (masonry).
- Safeguarding techniques for special elements which are not moveable.
- Measures for protection from rising damp and water - proofing of upper parts of exposed (roofless) masonry.
- Conservation of historic doors/windows/other historical elements if any.
- Installation of the lightning rod protection system.
- Visitor information panel.
- Measures for protecting the complex from encroachment by cars, animals and people.

Visitors' accessibility to the site, taking into account visitors' safety (disabled access ramps, installation of safety fences or landscaping of surrounding plot limits for offering safety to the site).

Maintenance plan:

Preparation of a comprehensive maintenance plan which must precisely document:

- a) Annual maintenance works (short term; until end of 4th year)
- b) Long-term maintenance works (5th, 10th, 20th year after the completion of conservation works on the monument).

The above should be accompanied by an explicatory text stating in detail categories and works which are expected in the 1st, 2nd, 3rd and 4th year after completion of conservation works. Percentages may differ according to types of buildings, large or small scale, in-use or not in-use, remote or in an urban setting, etc. It is considered that the first year after completion of works (Defects Liability Period: the period of twelve (12) months, calculated from the date of completion of the Works) will have low maintenance costs given that the contractor is still liable for remedial works that may occur such as: works of repair, amendment, reconstruction, rectification and making good defects, imperfections, shrinkages, etc. in accordance with the Civil Works Contract.

This maintenance plan must also include:

- a. Works/ actions for monitoring the condition/decay of the site on a regular basis:
 - i. The condition of the various elements/ items at the time of inspection.
 - ii. The frequency of inspections needed (the schedule of periodic inspections: seasonal, yearly, etc.): i.e. 2-3 times a year at least. This should be supported with the precise checklist and should be defined according to each material or item. Certain materials may need inspection more often than others.
 - iii. The actions and frequency of actions proposed.
 - iv. The cost of the actions proposed (including material and workmanship costs).
- b. Preventive works/actions for avoiding further decay of structures.
 - i. The actions proposed.
 - ii. The cost of the actions proposed (including material and workmanship costs).

The maintenance plan must consider the local construction prices, also calculation of the incremental percentages for the subsequent years of maintenance. The maintenance plan must make reference to the items of the TS and BoQ and have similar alphanumeric sequence for easy cross-referencing.

Outputs for Maintenance Plan:

- A precise inspection checklist including frequency of inspections needed, actions and frequency of actions proposed and cost of actions proposed, scheduled and non-scheduled. All should be defined according to each material or item. Certain materials may need inspection more often than others. This should include all maintenance works in detail to be divided in categories.
- Rough estimation of annual maintenance works (short term; until end of 4th year) (according to checklist above).
- Rough estimation of maintenance budget change after 5, 10, 15, 20 years (according to checklist mentioned above).
- A Maintenance Plan Report
- Templates used for inspection/ inspection checklists/ intervention checklists with detailed lists of maintenance categories and works per time period necessary.
- explanatory/ complementary photographic material
- The above in word and excel documents.

OUTPUT-3 shall be submitted in three hard copies and three electronic copies in FLASHDISK.

Stakeholder presentation and feedback on submitted outputs

Designers will present the Output 3 in PowerPoint to a stakeholders' meeting which will be arranged by UNDP. This Output and the presentation material must be provided 5 days in advance to the presentation by the designers to UNDP.

Designers will be responsible for taking notes of the main points of discussion during the presentation, submit for approval within maximum 48 hours to UNDP and wait for the final feedback.

According to the provided feedback the designers should proceed to all necessary modifications to the submitted outputs accordingly.

This feedback/approval will be given in maximum TWO (2) calendar weeks, which shouldn't be considered extra to the 5 (five) calendar months. This should be shown and counted in the work plans.

OUTPUT-4: Final Conservation Designs

Designers shall finalize the conservation designs (drawings & details, technical specifications, the bill of quantities and cost estimates, as well as timeline of works and maintenance plan in line with the feedback they will receive).

Drawings must be submitted in AutoCAD drawing file format (including the .ctb plot style file), PDF format in scale (including north arrow) (each drawing should be on a separate pdf and pdfs should be created directly from Autocad by choosing "print to pdf", not scanned from hard-copies to PDF format in scale), and hard-copies of the drawings in scale (including north arrow).

All electronic (not hardcopies) of AutoCAD and PDF drawings must be submitted with a) English legends (in one folder) and b) Greek or Turkish legends (in another folder). This applies only for the legends and not all texts on the document. The legend is the area where the UNDP, EU and TCCH logos and titles of drawings are placed as shown in the "GUIDELINES FOR DESIGN PHASE DOCUMENTS and DRAWINGS.pdf",

which will be shared with the successful team after contract signature. Hardcopies should be submitted with English legends.

Technical specifications should be submitted in Word. Narratives must be written in good English and must be proof-read before submission.

Bills of quantities and estimates shall be in Excel. ALL interventions must be shown on drawings, technical specifications and the bills of quantities and must have the same symbol/number - alphanumeric sequence so as to be easily cross-referenced to each other.

The final Bills of Quantities can be submitted in 10 calendar days from the submission of the final drawings and specifications.

Word and excel documents should follow the "GUIDELINES FOR DESIGN PHASE DOCUMENTS and DRAWINGS.pdf", which will be shared with the successful team after contract signature.

Price for OUTPUT 4 shall not be less than the 25% of the total price.

OUTPUT-4 shall be submitted in three hard copies and three electronic copies (FLASHDISK).

OUTPUT-5: Technical Advices during the Works

Designers are expected to be available for providing advices to UNDP on technical matters during the conservation works. These advices are to include routine site inspections, on-site and off-site meetings that will be arranged in consultation with UNDP.

Services for supervision advices shall include;

Consultations:

- The Engineer may consult over the telephone, skype and any other medium.

Site Visits:

- Attend site visits with the Engineer and/or Engineer Representative
- Name/s of the designer's team attending to the visit must be communicated and approved by UNDP Engineer 48 hours before the said visit
- Prepare notes, including photos, sketches with dimension and material specifications (where applicable) and submit to UNDP Engineer within 48 hours of the visit.
- The site visit notes should give clear advices how to proceed. General and generic comments and notes will not be accepted.

Scheduled Meetings:

- Attend the meetings called by UNDP
- Name/s of the designer's team attending to the visit must be communicated and approved by UNDP Engineer 48 hours before the said visit
- Take notes of items discussed and decisions taken in these meetings and submit to UNDP Contract Engineer within 48 hours of the meeting. Notes should be enriched with drawings, sketches and photos where applicable.

Modifications:

- The UNDP Engineer may ask for modifications of the designs if during the implementation works such modifications are necessitated.
- Explanatory detailed AutoCAD drawings or sketches regarding on-site construction details/ items/ issues. These detailed sketches or drawings must have detailed information regarding materials,

quantities etc. and refer to the BoQ and TS so as to be clear and easy for the contractor to measure and calculate quantities and changes.

- Modifications shall be carried out within 72 hours of such a request

New Elements:

- If during the implementation of the works a necessity arises that a new but related design is required, this shall be carried out within 5 working days of such a request from the UNDP Engineer
- The Design shall be detailed in AutoCAD or sketch regarding on-site construction details/ items/ issues. It must have detailed information regarding materials, quantities etc. and refer to the BoQ and TS so as to be clear and easy for the contractor to measure and calculate quantities and changes.

The maintenance plan must be updated at the end of the implementation of works.

The works for which technical advices will be sought are likely to take place in 2018 and/or 2019. If the works are not implemented by the end of 2019, this output will not be needed and the amount associated with this output shall not be paid.

Designers shall consider up to 6 days per month and up to 10 months duration for this output.

A day is to be calculated as 8 hours. Time spent traveling to and from the project site, time spent at the site and time spent for this activity at the office will be calculated as time worked.

Payments for the technical advices shall be made in two instalments; one at the halfway of the duration of the works and the last one upon the issuance of the certificate of substantial completion for which the designers will be involved.

TIMELINES OF THE ASSIGNMENT

The designers are expected to complete the assignment for the OUTPUTS 1 to 4 within **5 (five) calendar months** starting from the date of the contract signature.

The designers shall prepare and submit detailed work-plans taking into account the required outputs and the overall timelines stipulated. The work-plan should show 'weeks'.

The final outputs for the whole complex shall be submitted by the end of the **5 (five) calendar months**.

Outputs must be planned and submissions falling on public holidays and mandatory breaks must be shown on the work-plan. These shall not change the duration of the assignment.

Delays in submitting the final output will result in the application of liquidated damages for delay at a rate of Euro 500 per day of delay beyond the end of the fifth month.

For output 5, contract amendment will be made to extend the duration of the contract to coincide with the timeline of the works contract.

DESIGNER'S TEAM

Designer has to propose a technical team with relevant technical disciplines required to complete the whole assignment in the timeframe stipulated.

The core team should be composed of an architect, a civil/structural engineer, a conservator and an archaeologist.

The designer must enhance the team with more technical staff and/or additional disciplines if considered necessary.

INDICATIVE PARAMETERS FOR DRAWINGS

When drawings are prepared and collated, designers are to take into consideration the following requirements along with the requirements stated in the “GUIDELINES FOR DESIGN PHASE DOCUMENTS and DRAWINGS.pdf”:

Drawing sheets;

- Dimension of the drawings will be limited as A1 to A3 paper size. All delivered drawings must be folded down to A4 paper size and filed. Unfolded drawings will not be accepted.
- Project legend will be provided by the UNDP
- Dimension of legend will be appropriate as per A4 and A3 size of paper,
- The font type and size will be Calibri-11
- Drawings sheets will be numbered as indicated in the “GUIDELINES FOR DESIGN PHASE DOCUMENTS and DRAWINGS.pdf”
- Drawing lines weight will be adjusted depending on the scales.

Survey Drawings and scales;

- Site plan in 1/100 or 1/200 scale,
- Plans in 1/50 scale
- Longitudinal and Cross-sections in 1/50 scale
- Elevations in 1/50 scale
- Roof plan in 1/50 scale
- Ceiling plan in 1/50 scale
- Architectural system construction details in 1/20 scale
- Stairs system details, if applicable, in 1/50 scale
- Door and window and other relevant details in 1/20, 1/10 and 1/5 scale
- Door and window and other relevant details annex list
- A table of contents containing all delivered drawings (and other items) and their scales.

LOGISTICS DURATION OF THE ASSIGNMENT

Designer will be responsible for his own logistics and shall arrange his travels to and from the site, as well as to the meetings/presentations in Nicosia and/or at the site.

CONTRACTING

The designer selected for the assignment must sign the contract in 10 days (the latest) of being notified as such. The indemnity insurance must be submitted at contract signature.