

TERMS OF REFERENCE (TOR)

1. INTRODUCTION

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

Panagia tis Kyras church located in Livadia/ Sazlikoy

GPS identification: X: 35.40505, Y: 34.03012

Cadastral Info: Sheet/Plan: 7/47E1, Plot: 589

Cadastral map: The boundaries of the site are marked in red line on the cadastral map



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. In case where there is a need the TCCH will also decide to work on the movable cultural heritage objects as well. 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 6*.

Within the framework of the activities of the Technical Committee on Cultural Heritage, the **conservation of the church of Panagia tis Kyras** is 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.

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. Removing and replacing elements will be considered only in the case of inappropriate interventions to the monument. 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.

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:

- Optimum structural consolidation/ stabilization and safeguarding of the values of the structures of the heritage site and their special elements
- Minimum interventions necessary for the safeguarding of the values of the structures of the heritage site and their special elements. Minimum intervention and reversibility must be the guidelines for any proposal.
- Cost effectiveness of interventions
- Safe accessibility to the sites including people with disabilities.

REGULATORY FRAMEWORK

This heritage site is of great cultural significance thus proposed interventions must be compliant with relevant international conservation standards of United Nations Educational, Scientific and Cultural Organization (UNESCO), International Council for Monuments and Sites (ICOMOS), International Centre

for the Study of the Preservation and Restoration of Cultural Property (ICCROM) and *International Union for Conservation of Nature* (IUCN).

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.

OBJECTIVES OF THIS ASSIGNMENT

The objective of this assignment is to solicit the services for the envisaged and described outputs for the conservation and structural stabilization/ consolidation of the church of Panagia tis Kyras.

OUTPUTS AND DETAILS OF THE ASSIGNMENT

Participants must take into account all costs associated with the activities related to the outputs as these are described below. Pricing and payments will be against the accepted outputs and not the costs associated with these outputs. 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: Architectural Survey (incl. Systematic Photographic Documentation) and Historical Analysis

Architectural Survey (incl. Systematic Photographic Documentation)

Complete architectural survey of the site and buildings/structures within the site including the perimeter walls located within its boundary with detailed measurements (plans, elevations, sections, plan of the wider area including structures in the vicinity) and details of special elements (i.e. frescoes and graffiti mapped by a conservator, detailed drawings of carved building elements), construction details etc. Surveys should be executed accurately and in detail containing graphical representation of all construction/structural details, details of special elements and materials, etc. in a variety of scales according to the needs of each drawing and detail.

Frescoes and graffiti should be mapped (locating their exact location on site and size) and documented (in terms of content) by a specialised conservator. All the remains of marble sculptures, mosaics and murals should be documented in the sections of architectural drawings.

Archaeological and other structures (including burials) located within the plot boundary should be identified, mapped and documented by an archaeologist.

The consultants are responsible to ensure that all necessary measurements and important information (i.e. identification of materials) regarding the site are recorded. Measurements and surveys must be of non-invasive nature unless otherwise permitted in writing by UNDP. No items shall be taken from the site.

If there is need to clear rubbish, remove items and gain access to higher elevations to better acquire measurements, this shall be under the responsibility of the consultant but not without prior notice to UNDP. In the case of areas which are difficult to access (due to safety, debris, vegetation etc.), these shall

be arranged by the consultant in consultation with UNDP - cost reimbursable method will apply in this case. The full documentation is mandatory for Output 1 to be considered complete. Additionally, the full photographic documentation of the whole site is required.

Historical Analysis

Consultants shall carry out a historical analysis of the site 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, and (v) identify natural disasters/ phenomena that influenced the site historically (seismic, flood, landslide etc.). The historical analysis should be conducted through bibliographic and archival means. Oral testimonies could be taken into consideration but should be appropriately referenced. All information should be consistently and correctly referenced. Referencing of the sources must be included in text. Poor bibliographic/ literature review ignoring international methodologies and protocol on research procedures will not be accepted. The analysis can be enhanced with sketches and pictures. Narratives must be written in good English and must be proof-read before submission.

DETAILS OF DELIVERABLES:

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

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 and Jpg format in scale (including north arrow). Each drawing should be on a separate pdf/jpg. Pdf/jpgs should be created directly from Autocad by choosing "print to pdf/jpg". They shouldn't be scanned from hard-copies to PDF/JPG 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.

Minimum drawing requirements are: (i) plans for every floor level including roof, (ii) ceiling plan, (iii) all necessary sections in order to document all the interior elevations, and (iv) elevations of every facade of the building/s (including interior facades in the case of interior courtyards), (v) plan, facades, sections and details of perimeter walls and other elements in the limits of the plot, 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.

The photographic documentation must be submitted in:

- JPG format but each photo shouldn't be a heavy document. Photos should be organized in subfolders according to the locations taken.
- A keymap of the monument with the location and direction of each photograph in AutoCAD drawing file format (including .ctb file), pdf/jpg format in scale (including north arrow) and hard copy.

Hard copies of the reports must be submitted in A4 paper size except only if considered necessary to

print in A3 size. Electronic copies of the reports should be submitted in word and pdf format.

PRESENTATION: Stakeholder Presentation of Submitted Outputs

Consultants will present Output 1 in a PowerPoint presentation at a stakeholders' meeting which will be arranged by UNDP. The Outputs and presentation material must be provided 3 days before the presentation by the consultants to UNDP.

Consultants will be responsible for taking notes of the main points of discussion during the presentation, submit the minutes for approval within maximum 48 hours to UNDP and wait for UNDP and TCCH/ AB feedback. This feedback/approval will be provided by UNDP in maximum ONE (1) calendar week.

OUTPUT-1A: Final Architectural Survey (incl. Systematic Photographic Documentation) and Historical Analysis

Based on the feedback obtained from UNDP/TCCH, the consultant shall submit a revised/modified version of this output. The final OUTPUT submission is required by the consultant ONE (1) calendar week upon receipt of the feedback by UNDP.

OUTPUT-2: Condition Assessment of the site and structures and Conservation Recommendations

Condition Assessment

Consultants must elaborate a condition assessment for the church and site and each structure situated within the plot, including its courtyard and its perimeter boundaries-walls, if these exist. The condition assessment must include special elements including building and decorative details, objects and other items identified and found onsite. Narrative accompanied by pathologies identified should be present on a full set of drawings. Risks and threats to the structures, the site and their surroundings must be clearly identified and documented.

A report by the conservator for the full description of the present condition of historic plasters and frescoes which exist on site, as well as remains of mosaics. Condition assessment and analysis of the pathology of the asset/s (description of damage and identification of the cause/s) should be included. They should be accompanied by diagrams and/or photographs. Main threats to the condition of the item/s should be highlighted.

The condition assessment shall benefit from investigations and testing. It is considered obligatory for the designers to conduct a hydrological and a geophysical investigation of the plot (including inside the church). Aim of the hydrological investigation is to evaluate the flooding risk of the site. Concurrently, aim of the geophysical investigation is to identify gaps below the ground surface of the church and the plot. The consultants are expected at this stage to propose also any additional investigations, tests etc., that are considered necessary/ beneficial for the conservation of this site supported by a rationale for the proposal, if this applies. Upon approval of the proposal for additional investigations/testing by UNDP the implementation of the tests will be assigned based on a competitive process run by UNDP. Proposals for further investigations/tests submitted at later stages of the design process will not be accepted by UNDP.

Conservation recommendations

The consultants must prepare a conservation proposal and rationale for the conservation of the church and all structures located on site. The significance of the site and its elements, their condition and the identified risks and threats as these were identified in Output 2 must be taken into account. Based on these, conservation recommendations will be prepared which must include the statement on the philosophy of interventions with references to international conservation standards of UNESCO, ICOMOS, ICCROM and IUCN.

The descriptions of the interventions must be supported by a clearly explained rationale supplemented by photographs & sketches. At this stage there is no need to prepare detailed implementation drawings, technical specifications and bills of quantities (which constitute part of Output 3). All recommendations must be clearly documented and rational explained. Narratives must be written in good English and must be proof-read before submission.

Additionally, the conservator should provide a report with recommendations for the conservation and safeguarding of the historic plasters, frescoes and mosaics (if identified). Recommendations should include proposed appropriate treatment methods and materials for treating any identified damage and for reducing or eliminating the causes of the damage. The following items should be highlighted by the conservators if required: (i) Remedial work, (ii) Emergency treatment, (iii) Further analysis work or investigation required, (iv) Further monitoring necessary to inform treatment proposal.

DETAILS OF DELIVERABLES:

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

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 and Jpg format in scale (including north arrow). Each drawing should be on a separate pdf/jpg. Pdf/jpgs should be created directly from Autocad by choosing "print to pdf/jpg". They shouldn't be scanned from hard-copies to PDF/JPG 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.

Minimum drawing requirements for the condition assessment are: (i) plans for every floor level including roof, (ii) ceiling plan, (iii) all necessary sections in order to document all the interior elevations, and (iv) elevations of every facade of the building/s (including interior facades in the case of interior courtyards), (v) plan, facades, sections and details of perimeter walls and other elements in the limits of the plot, 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.

The photographic documentation must be submitted in:

- JPG format but each photo shouldn't be a heavy document. Photos should be organized in subfolders according to the locations taken.

- A keymap of the monument with the location and direction of each photograph in AutoCAD drawing file format (including .ctb file), pdf/jpg format in scale (including north arrow) and hard copy.

Hard copies of the reports must be submitted in A4 paper size except only if considered necessary to print in A3 size. Electronic copies of the reports should be submitted in word and pdf format.

PRESENTATION: Stakeholder Presentation of Submitted Outputs

Consultants will present Output 2 in a PowerPoint presentation at a stakeholders' meeting which will be arranged by UNDP. The Outputs and presentation material must be provided 3 days before the presentation by the consultants to UNDP.

Consultants will be responsible for taking notes of the main points of discussion during the presentation, submit the minutes for approval within maximum 48 hours to UNDP and wait for UNDP and TCCH/ AB feedback. This feedback/approval will be provided by UNDP in maximum ONE (1) calendar week.

OUTPUT-2A: Final Condition Assessment of the site and structures and Conservation Recommendations

Based on the feedback obtained from UNDP/TCCH, the consultant shall submit a revised/modified version of this output. The final OUTPUT submission is required by the consultant ONE (1) calendar week upon receipt of the feedback by UNDP.

OUTPUT-3: Draft Conservation Designs

Based on the feedback obtained from the previous outputs, draft designs will be elaborated. In the draft designs' elaboration, the following minimum requirements must be considered, specified and stipulated in the Technical Specifications, Drawings and Bills of Quantities:

- o Safety measures (for people, structures and special elements) before initiating any type of work: scaffolding, nets, signage etc.
- o General cleaning of the exterior and interior of the structures.
- o Measures for effective treatment against biodegradation and vegetation, proposal for preventive maintenance to keep the vegetation under control (taken into consideration seasonal flourishing). This item must also form part of the maintenance plan.
- o Measures for avoiding the roosting and nesting of animal species (i.e. pigeons)
- o Rainwater management system/drainage system for the church and for the site. Creation of inclinations by means of soil addition and compaction for proper removal of rainwater from the plot and away from the structures.
- o Treatment of building pathologies such as major (structural) and minor cracks
- o 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.
- o Pointing, repointing and injection grouting for repairing and strengthening of interior and exterior walls (masonry).
- o Consolidation and stabilisation of wall paintings and original plasters and mortars.

- o Conservation and safeguarding of all special elements. Storage for safeguarding of movable elements. Safeguarding techniques for special elements which are not moveable.
- o Measures for protection from rising damp.
- o Removal of inappropriate interventions.
- o Roof repair making sure that structural stability and adequate rainwater drainage is established.
- o For unroofed structures/spaces, define water – proofing method of upper parts of exposed masonry.
- o Conservation of historic floors.
- o Ensuring the stability of the well/tunnel located under the church floor.
- o Conservation of historic doors/windows/other historical elements if any.
- o Installation of the lightning rod protection system, if needed.
- o Visitor information panels: proposal drawings must depict location and design of each panel which must include architectural drawings, important dates, construction details and historical evidence.
- o Repairs of the existing perimeter wall and construction of new fencing if needed.
- o Protection of archaeological structures located on site

The draft conservation designs should also include measures for the prevention/mitigation of the risks identified in the earlier stages of this study.

The draft conservation designs shall include the following:

- Proposed interventions drawings. All proposed actions should be clearly illustrated in a set of architectural drawings. The proposal drawings should illustrate the desired result of the proposed interventions. Within this framework the exact position, dimensions and materials of proposed new elements should be illustrated. The quantities identified in the BoQ should be easily identifiable on the drawings.
- Particular specifications
- Bill of quantities with cost estimates. As mentioned above the quantities identified in the BoQ should be easily identifiable on the drawings and in case that it is requested the quantities should be justified by the consultants.
- In addition to the above it is required by the consultants to provide summary lists for:
 - o All proposed interventions, titled “Draft summary of all proposed interventions”
 - o All new materials proposed for the interventions, titled “All materials to be used during interventions”. Each material should make reference to the drawings, details and particular specifications where it is found.
- Estimated timeframe for implementation of the proposed conservation works.
- A recurring preventive maintenance schedule with cost estimate. The schedule should clearly present proposed maintenance actions and frequency of actions proposed. Monitoring inspections should also be included in the schedule. Templates used for inspection/ inspection checklists with detailed lists of maintenance categories and works per recurrence should also be submitted.

All submitted documents should be cross-referenced. The overall consistency between the drawings, the Particular Specifications and the BoQ is the responsibility of the consultant.

DETAILS OF DELIVERABLES: OUTPUT-3 shall be submitted in three hard copies in scale and three electronic copies in FLASHDISK (excluding the priced BoQ). The priced BoQ will be submitted separately in one hardcopy and one copy electronic copy (FLASHDISC).

1. **Drawings** must be submitted in AutoCAD drawing file format (including the .ctb plot style file), PDF and JPG format in scale (each drawing should be on a separate pdf/jpg and pdf/jpgs should be created directly from Autocad by choosing "print to pdf/jpg", not scanned from hard-copies to PDF/JPG format in scale), and hard-copies of the drawings in scale.
2. **All electronic files** (not hardcopies) of AutoCAD and PDF/JPG drawings must be submitted with a) English legends (in one folder) and b) Turkish legends (in another folder). This applies only for the legends and not all texts on the document (which must be limited to only include a T.S. code). 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.
3. **Technical specifications** should be submitted in Word. Narratives must be written in good English and must be proof-read before submission. In the case of proposed interventions that require the involvement of a conservator and / or archaeologist, technical specifications must state clearly whether specific works should be done "by" the conservator/archaeologist or only "In the presence of a conservator / archaeologist...".
4. **Bills of quantities** and estimates shall be in Excel. The Final priced and blank BOQ will be printed only once in hardcopy and one copy electronic copy (FLASHDISC).
5. **The timeline of works** must be in the form of an excel spreadsheet.
6. **Maintenance schedule and related documents should be submitted in** in word and excel format electronically and printed in A4 paper size or A3 paper size if considered necessary.

PRESENTATION: Stakeholder Presentation of Submitted Outputs

Consultants will present Output 3 in a PowerPoint presentation at a stakeholders' meeting which will be arranged by UNDP. The Outputs and presentation material must be provided 3 days before the presentation by the consultants to UNDP.

Consultants will be responsible for taking notes of the main points of discussion during the presentation, submit the minutes for approval within maximum 48 hours to UNDP and wait for UNDP and TCCH/ AB feedback. This feedback/approval will be provided by UNDP in maximum ONE (1) calendar week.

OUTPUT-3A: Final Conservation Designs

Based on the feedback obtained from UNDP/TCCH, the consultant shall submit a revised/modified final version of this output for approval. The final OUTPUT submission is required by the consultants TWO (2) calendar weeks upon receipt of the feedback by UNDP.

DETAILS OF DELIVERABLES:

OUTPUT-3A: The finalized conservation design should be also submitted, marked as 'FINAL', stamped and signed by the architect and civil/structural engineer, in three hard copies in scale and three electronic copies in FLASHDISK (excluding the priced BoQ).

The priced BoQ will be submitted separately in one hardcopy and one copy electronic copy (FLASHDISC). Additionally:

- the final approved set of drawings shall be translated into Turkish/Greek
- extensive summary of the particular specifications shall be made in Turkish/Greek
- extensive summary of the unpriced bills of quantities shall be made in Turkish/Greek

The consultants should be available if any revisions on the project are required by the relevant technical chambers.

OUTPUT-4: Technical Advices during the Works

Core team members should be available for supervising and providing advice to UNDP on technical matters during the conservation works. Within this framework core team members should be available for routine site inspections or ad-hoc site visits, on-site and off-site meetings that will be arranged in consultation with UNDP. The focal point for communication with UNDP should remain the same as during the designs. In case that any member of the core team needs to be replaced at any stage, then it should be replaced with a person with corresponding qualifications.

Services for supervision advices shall include;

Consultations:

- The UNDP Engineer may consult the core team members over the telephone, skype and any other medium.

Site Visits:

- Attending site visits with the UNDP Engineer and/or UNDP Engineer Representative. Depending on the nature of the visit the architect, the engineer and/or the conservator might be required to attend.
- 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 report, 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 meetings must be communicated and approved by UNDP Engineer 48 hours before the said visit
- Provide meeting reports including items discussed, decisions taken and solutions and recommendations of the designers for issues raised and submit to UNDP Contract Engineer within 48 hours. Report should be enriched with drawings, sketches and photos where applicable.

Modifications and alterations:

- Omitted design phase elements/details under the obligation of the designer team must be delivered during Output 4 at no extra cost.
- 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.
- Total time which will be spent on modifications will be agreed and approved by UNDP in advance.

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. Total time which will be spent will be agreed and approved by UNDP in advance.
- 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 and timeline of works 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 2020. If the works are not implemented by the end of 2020, this output will not be needed, and the amount associated with this output shall not be paid.

It is expected that up to 6 days per month for 6 calendar months of advices service will be required. A day is taken as 8 hours of time allocated to the works and time spent specifically for the works. 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 (1-1A, 2-2A, 3, 3A) within **six (6) months** starting from the date of the contract signature.

The designers shall prepare and submit a detailed work-plan. The work-plan should show 'calendar weeks'. Outputs must be planned and submissions falling on public holidays and mandatory breaks must be shown on the work-plan. The consultant should include in their work plan the weeks following each submission of draft output, taking into account the time needed for receiving feedback and the time available for the final submission of each output as these are mentioned above which shouldn't be considered extra to the six (6) calendar months.

Delays in submitting the final output will result in the application of liquidated damages for delay at a rate of Euro 500 per week of delay beyond the end of the 6 months.

For output 4, contract amendment will be made to extend the duration of the contract to coincide with the timeline of the works contract. The works are likely to take place by the end of 2020.

DESIGNERS TEAM

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

The core team should be composed of **1 architect** (registered with the GCYP or TCYP technical chambers respectively), **1 civil/structural engineer** (registered with the GCYP or TCYP technical chambers respectively), **1 conservator** and **1 archaeologist**. One of the core team members will act also as a focal point for communication with UNDP.

The designer must enhance the team with more technical staff and/or additional disciplines if it is considered necessary according to the findings on-site, i.e. another conservator, a topographer or archaeologist.

CVs of the core team members must be submitted. The CVs of core team must be specific, defining exact dates of involvement in each project, exact duties and location of projects.

Other team members should be defined as appropriately for ex. if conservators with different specialisation are additionally required, they should be included in the team.

List of the names of all the team members shall be given.

After the signing of the contract with the successful team, no change of core team members can take place without the prior written approval of UNDP.

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.

* All the above should include all elements within the plot boundaries including plan elevations, facades, and sections of perimeter walls).

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 as per clause 12 and the related insurances under clause 13 of the 'General Terms and Conditions for Contracts' shall have been taken at the contract; copies of the must be provided at contract signature.