

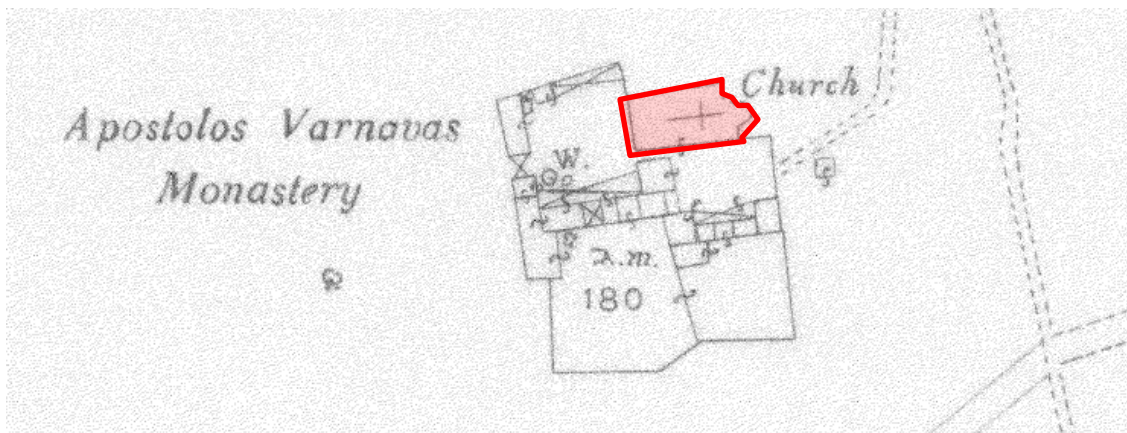
## **ANNEX 1 - TERMS OF REFERENCE (TOR)**

### **1. INTRODUCTION**

These Terms of Reference are to give the conservator consultants and their team of specialised conservators, the outline of the assignment and the outputs expected from the assignment for the:

#### **Conservation/Stabilisation of wall paintings at the following site:**

- Saint Barnabas (Apostolos Varnavas) church near Salamis, Famagusta  
GPS identification: X: 35.17468, Y: 33.88038



### **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, 4 and 5*. In May 2018, 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 this most recent activity the TCCH included actions for the protection of wall paintings of great significance.

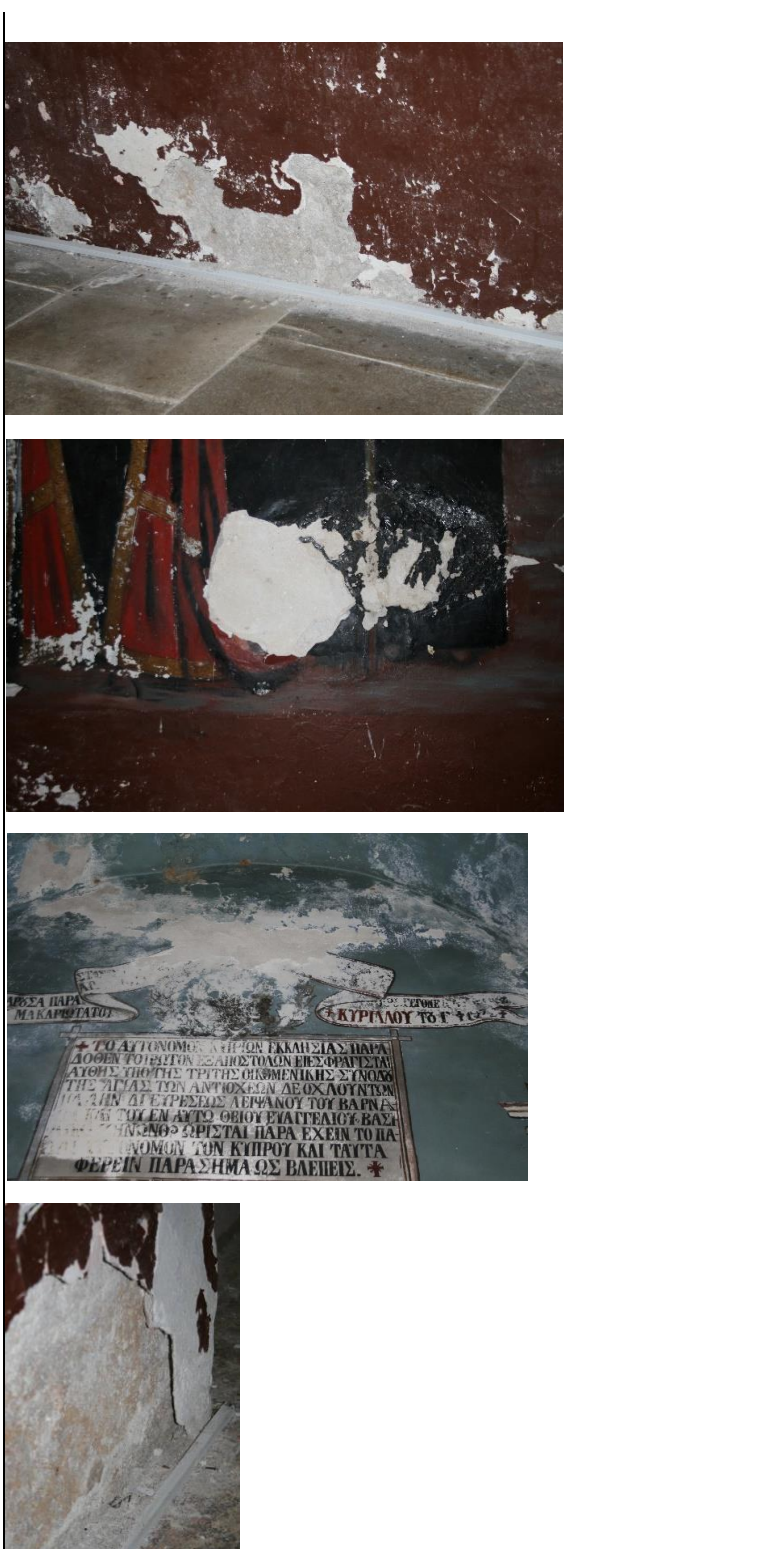
## THE SITE

The conservator services are required for the study (design) and implementation for the stabilisation and conservation of wall paintings/frescoes at the Saint Barnabas (Apostolos Varnavas) church in the monastery with the same name. The monastery of Saint Barnabas (Apostolos Varnavas) is located near Famagusta, in distance of about one kilometre from historic Salamis, Famagusta.

The frescoes are located in the interior of the church and they cover an approximate surface of 85m<sup>2</sup> on walls and ceilings.

Please see below photographic documentation for the site:

Photo Annex		
Basic information: The existing wall paintings are dated to 1922.		
No	Photo	Description
1.		General view of the church
2.		Views of the wall paintings

<p>3.</p>		<p><b>Signs of deterioration of the wall paintings</b></p>
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## CONSERVATION PHILOSOPHY

All conservation projects should aim to the stabilisation and conservation of the cultural heritage assets. Namely, conservation actions on each of the cultural heritage sites are expected to include the examination, treatment and preventive care of the building elements, with the ***least possible (minimum) intervention***, aiming to the stabilisation of the wall paintings and their safeguard in the long-term. Treatment should ensure maximum stabilization, consolidation and/or reinforcement actions, if these are considered necessary, in order to achieve stability and longevity of the wall paintings. The proposed interventions should aim to the protection of the wall paintings from weather conditions and other environmental factors. For any of these actions it is preferable that the traditional techniques and materials of same type as the originals will be used, except otherwise approved by UNDP in writing. The general philosophy of all interventions should be to safeguard the authenticity of the wall paintings. It is expected that the interventions will be decided and defined following detailed survey and investigation of the wall paintings, its assessment and analysis.

**Restoration actions/works, namely specialized actions which aim to restore the items at a known earlier state will not be accepted.**

The general philosophy of conservation should aim towards:

- Maximum consolidation/ stabilization and safeguarding of the wall paintings
- Minimum interventions
- Cost effectiveness of interventions

All conservation activities must be implemented **on site** by a competent team of at least 2 conservators. The team must be established by a leading conservator before submitting the quotation. Names and particulars of the team members are to be defined in the quotation.

## OBJECTIVES OF THIS ASSIGNMENT

The objectives of this assignment are to assess the current conditions and state of the frescoes/wall paintings, prepare an intervention n proposal for the review of stakeholders and then implement what the stakeholders have approved.

## OUTPUTS AND DETAILS OF THE ASSIGNMENT

This section gives the outputs and the level of details that will be required.

### **OUTPUT-1: Current State, Condition and Intervention Report**

The pre-treatment conservation report is expected to include the following:

- Description of the object's location within the building or its immediate surroundings in detail including measured drawings of the related elevations, plans, ceiling plan indicating the location of the frescoes with dimensions from main building elements.
- Description of the building fabric/ site, including information on the environmental conditions of the space. Remedial measures on the building fabric necessary for the protection of the wall paintings should be identified and reported to UNDP.
- Historical background of the site focused on the historic information related to the frescoes including information on any past conservation/restoration actions.
- Description and documentation of the item(s) to be conserved, including:

- Photographic documentation including colour survey for establishing a baseline for the long-term monitoring. The overall condition of the item should be documented photographically before the erection of scaffolding.
- Dimensions.
- Description of original materials and techniques.
- Identification of previous restorations on situ (if possible) with the aim of the assessment of the damage phenomena.
- Should any invasive investigations be required, those should be documented too. For any invasive investigations the consultants should first obtain the approval of UNDP.
- Full description of present condition including assessment and analysis of the pathology of the asset (description of damage and identification of the cause/s). This is normally accompanied by diagrams and/or photographs. Main threats to the condition of the item should be highlighted.
- Recommendations. Recommendations 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:
  - Remedial work
  - Emergency treatment
  - Further analysis work or investigation required
  - Further monitoring necessary to inform treatment proposal
- Timeline of conservation and access requirements

**OUTPUT-1 shall be submitted in three hard copies and three electronic copies (FLASHDISK). Hard copies of the reports must be submitted in A4 paper size except only if considered necessary to print in A3 size.**

**Reports must be submitted electronically in:**

- Editable format (ex. Word format .doc/ docx)
- Pdf format

Narratives must be written in good English and must be proof-read before submission.

**Drawings must be submitted electronically 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. Each drawing should be on a separate pdf/jpg.

Minimum drawing requirements are: (i) ceiling plan if this has wall paintings, (iii) all interior elevations where wall paintings are located.

**The photographic documentation must be submitted electronically in:**

- JPG format.
- 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.

**The timeline of implementation must be submitted in the form of an excel spreadsheet.**

**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 notes 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 Current State, Condition and Intervention Report**

Based on the feedback obtained from UNDP/TCCH, the consultant shall submit 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: Implementation of Conservation**

Upon approval of the Final Intervention Report, implementation will be carried out.

The quality of the work will be monitored during the process and before accepting the final outputs.

The conservation actions should be documented and should be shared with the UNDP supervisors electronically in the form of a weekly report for the duration of implementation.

The format of the reports will be agreed beforehand between UNDP and the appointed conservators' team.

**OUTPUT-3: Post-treatment report**

The conservators upon the completion of the implementation they are expected to submit a post-treatment conservation report which should include the following:

- Photographic documentation of the heritage item after the conservation works including colour survey for the assessment of the visual impact of the treatments -if applicable.
- Record of treatment carried out (in the case the proposed treatment as described in the pre-treatment report was modified).
- Summary of the main issues identified, and the works implemented to be used for communication purposes (800 words).
- Description of future conservation requirements including future monitoring as required and maintenance actions.

**OUTPUT-3 shall be submitted in three hard copies and three electronic copies (FLASHDISK). Reports must be on A4 paper.**

**Reports must be submitted electronically in:**

- Editable format (ex. Word format .doc/ docx)
- Pdf format

Narratives must be written in good English and must be proof-read before submission.

**The photographic documentation must be submitted electronically in:**

- JPG format.



- 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.

### **OUTPUT-3A: Final post-treatment report**

The final output (3) will be shared with the TCCH and AB for their feedback. This feedback/approval will be provided by UNDP in maximum ONE (1) calendar week.

The final OUTPUT submission is required by the consultant in ONE (1) calendar week upon receipt of the feedback by UNDP.

### **TIMELINES OF THE ASSIGNMENT**

The conservators are expected to complete the assignment for the Outputs 1-1A, 2, 3-3A within **4 (four) calendar months** starting from the date of the contract signature.

The conservators shall prepare and submit a detailed work-plan for approval taking into account the required outputs and the overall timelines stipulated at the beginning of this assignment, in maximum ONE (1) calendar week upon contract signature. Activities must be planned in such a way to ensure steady progression of the project during the defined period. The work-plan should be organised in ‘weeks’. 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. The consultant should include in their work plan the weeks following each submission of draft outputs, 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 four (4) calendar months.

### **CONSERVATORS’ TEAM**

The team must be led by an experienced lead conservator, with the qualifications required in the solicitation document.

The lead conservator must propose a technical team of at least one more conservator, with equivalent qualifications, for completing the whole assignment in the timeframe stipulated. If considered necessary the lead conservator must enhance the team with more technical staff and/or additional disciplines.

### **LOGISTICS OF THE ASSIGNMENT**

UNDP under another contract will engage a contractor who will provide logistical support to the conservators only during the implementation of the conservation works but not during the study.

The logistical support will compose of;

- 2 nos. portable/movable booths of minimum 4 m2
- 2 nos. fans/ventilators
- 1 no small fridges (50lt capacity)
- 1 nos. water dispenser and provision of 19lt water supply
- Consumable such as water and paper cups

- Electricity connection to the booths for minimal use such as small fridge, ventilator, water dispenser, etc.
- Electricity will be obtained from the monastery. In case that electricity is not available the contractor will be responsible to provide generators.
- Water use will be from the mains of the monastery
- Sanitary facilities of the monastery will be used
- 2 nos. portable/movable aluminum scaffolds (6m)
- Tubular type scaffolds for the installation as needed
- 2 nos. labourers to assist during the times the conservators will be on site

All the above, except the 2 movable/portable aluminium scaffolds will revert to the contractor.

#### **RENUMERATION AND PAYMENT**

Interested conservator teams must submit an all-inclusive price per output.

Please consider that the term 'all-inclusive' means daily fees of the conservators' team members, per diem expenses, travel cost, lodgings, as well as equipment, materials, consumables, assistance, necessary insurances etc.

#### **CONTRACTING**

The designer selected for the assignment must sign the contract in 10 days (the latest) of being notified as such. The Indemnification/indemnity insurance as per clause 11 and the Insurance and Liability under clause 12 of the 'General Terms and Conditions for Institutional (de minimis) Contracts' shall have been taken at the contract; copies of the must be provided at contract signature.