

Terms of Reference

1. INTRODUCTION

These Terms of Reference are to give the design team an outline, the outputs and tasks of the assignment.

2. 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 work of the TCCH is under auspices of the UN and it constitutes 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, engineers, 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, 5 and 6*.

As part of the CH6, there is an emergency interventions component under which the design of the two sites listed below will be conducted.

3. REGULATORY FRAMEWORK

The sites are of great cultural and religious 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).

4. CONSERVATION PHILOSOPHY

The philosophy of intervention must predominantly include emergency interventions aiming to the structural consolidation of the sites and to minimise the risk of collapse using a cost-effective approach.

In principle no excavations will be conducted on the site and, unless the design team considers it absolutely necessary, no investigations or tests will be conducted.

5. THE ASSIGNMENT

The objective of this assignment is to prepare emergency consolidation designs for the following two sites:

	Church/Site	Location
1	Agia Marina church	Yialousa/Yenierenkoy
2	Agios Charalambos church	Neo Chorio Kythreas/ Minarelikoy

6. PRIORITY INTERVENTIONS

UNDP and TCCH through the means of visual assessment and in line with the conservation philosophy described above has identified the following priorities for the two sites:

SITE	PRIORITIES IDENTIFIED
Agia Marina church in Gialousa/ Yenierenkoy GPS identification: X: 35.535706, Y: 34.190626	<ul style="list-style-type: none"> - Measures for avoiding the collapse of the arcade - Measures for avoiding the collapse of the bell tower - Measures for addressing the structural risks from large woody vegetation growing on the church apse's masonry - Identification of other causes that constituted risk to the structural state of the building and proposing measures for their mitigation aiming to the structural consolidation of the structure
Agios Charalambos church in Neo Chorio Kythreas/ Minarelikoy GPS identification: X: 35.232908, Y: 33.475307	<ul style="list-style-type: none"> - Structural investigation of the area of the bell tower and around it in order to identify and address structural issues. - Assessment and repair of the roof in order to avoid water penetration to the interior. - Rainwater drainage system of the roof to be re-established. - Identification of other causes that constituted risk to the structural state of the building and proposing measures for their mitigation aiming to the structural consolidation of the structure

7. OUTPUTS OF THE ASSIGNMENT

There will be 3 distinct outputs; 2 of which are in the designs phase and 1 in the works phase. "**Guidelines for Design Phase.pdf**" is appended to the TOR to guide the design team in the preparation of the outputs. Participants must take into account all costs associated with the activities related to the outputs.

OUTPUT-1: Architectural Survey/Releve (measured drawings), Condition assessment of the site and Conservation designs in draft format

The design team is required to conduct architectural survey, condition assessment and to elaborate intervention recommendations for each of the sites.

An architectural survey of the buildings should be conducted (plans, elevations, sections and details of construction details where needed). The survey should be executed accurately and in detail containing graphical representation of construction/structural details and materials in a variety of scales according to the needs of the proposed interventions. The consultants are responsible to ensure that all necessary measurements and important information (i.e. identification of materials) are recorded especially in regard to the prioritised areas of interventions. Measurements and surveys must be of non-invasive nature. Additionally, the full photographic documentation of the whole site is required.

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.

In the framework of the condition assessment deterioration phenomena on the site and its structures should be fully documented and described, defining their location and degrees of severity. The condition of the site and its elements should be recorded on a full set of drawings with technical notes, accompanied also by a full list of the building pathologies (described and supported by photographs and other graphic means). The deterioration phenomena identified should be documented on the drawings in scale (surfaces affected by phenomena should be hatched accordingly, cracks should be documented in scale etc). The drawings should include legends explaining hatches and line colors used. The consultants are expected at this stage to propose also any additional investigations and tests that are considered necessary for the consolidation of the monuments supported by a rationale for the proposal. 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.

At this stage the conservator should examine if there are frescoes in the two sites in need of emergency interventions for their safeguarding and to propose emergency interventions in order to avoid the risk of collapse and severe loss of material.

The consultants must prepare emergency intervention recommendations for the two sites. The recommended interventions should be in line with the conservation philosophy described above and to reflect the priorities identified. Nevertheless, it is the designers' responsibility to identify further priorities for the structural consolidation of each of the sites based on their study and assessment of the sites. Descriptions of the interventions must be supported by a clearly explained rationale supplemented by photographs & sketches.

In line with the conservation recommendations emergency consolidation designs will be elaborated. The design should include, inter alia, the following:

- Proposed interventions drawings & details; 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. Estimated timeframe for implementation of the proposed conservation works should be provided.
- Particular specifications; All interventions proposed in the designs must be described with the required materials and results. Descriptions must be very specific and to the point and should avoid generic descriptions.
- Bill of quantities/cost estimates; Bills of quantities will be compiled using the same alphanumeric sequences used in the Particular Specifications. Provisional quantities and provisional sums should not be used in the bills of quantities, except if absolutely necessary. Estimates are to be elaborated using current market prices.

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

- Maintenance Plan;

The designers will have to propose a precautionary maintenance plan with a set schedule for the preservation of the good state of the proposed interventions. The schedule should propose: actions, frequency of actions, and monitoring inspections. Templates used for inspection/ inspection checklists with detailed lists of maintenance categories and works per recurrence should also be submitted.

DELIVERABLES:

OUTPUT-1 shall be submitted in two hard copies in scale and two electronic copies in FLASHDISK (excluding the priced BoQ). The priced BoQ will be submitted separately in one hardcopy and one copy electronic copy (FLASHDISC). UNDP and TCCH/ AB will provide feedback on the submitted output. This feedback/approval will be provided by UNDP in maximum ONE (1) calendar week.

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. **The photographic documentation must be submitted in jpeg format and accompanied by a keymap** 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.
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. **The set of documents should include a list of documents included**

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.

- 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.

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

OUTPUT-1A: Emergency Interventions set of documents in final format

Based on the feedback obtained from UNDP the design team shall submit a final revised/modified version of this output. The final OUTPUT submission is required in ONE (1) calendar weeks from receipt of the feedback from UNDP.

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

Presentation to Stakeholders

In case it is considered necessary, a presentation to the stakeholders might be organised after the submission of output 1.

OUTPUT-2: Supervision and Technical Advices during the Works

Services for supervision advices will be provided to UNDP during the works for the two sites which may be implemented in the second half of 2020 and/or in 2021.

It is expected that up to 6 working days per month of advice services will be required per each site.

A day will be taken as 6 hours of time allocated/spent by the design team for routine site inspections, ad-hoc site visits, on-site and off-site meetings for the works, as well as for reporting and time dedicated for modifications, alterations of the design and/or new elements required. Design team shall visit the sites and give advices whenever the Engineer of the contracts so require. At the end of each site visit, a note with sketches, drawings, photos, etc. shall be submitted to the Engineer within 24 hours of the site visit.

For quantifying the estimated input necessary for the advices, **6 days per month for three months** can be calculated; i.e. in total 18 working days will be required for the works per each site. If there is a need for more than the 18 working days this will be calculated pro rata.

Note:

- Time taken to travel to the sites will not be calculated as time worked
- Not more than THREE hours shall be accepted for time required to prepare the site visit note/report.

8. TIMELINES OF THE ASSIGNMENT

The assignment will be broken into 2 phases; the design phase and the supervision advices phase.

The design phase (outputs 1 and 1A) shall be completed within:

- (i) Forty five (45) calendar days from the date of the contract signature for Site 2: Agios Charalambos church in Neo Chorio Kythreas/ Minarelikoy
- (ii) Two (2) calendar months starting from the date of the contract signature for Site 1: Agia Marina church in Yialousa/Yenierenkoy

Delays in submitting the final outputs will result in the application of liquidated damages for delay (LDD) at a rate of Euro 500 per week of delay beyond the second (2nd) month from contract signature. The maximum LDD will not be more than the 20% of the contract amount.

The supervision phase of the assignment will start once the contract/s for the conservation works start/s. It is envisaged that the works phase will not be longer than three (3) calendar months.

The design team shall prepare and submit detailed work-plan for the designs phase as per the template attached. The work-plan should show in 'calendar weeks'. Submission of outputs and the presentation to stakeholders shall be clearly indicated on the workplan and public holidays and mandatory breaks must be taken into account while elaborating the work-plan.

9. THE DESIGN TEAM

The design team will be composed of the technical disciplines required for the assignment in order to complete the whole assignment for both at the same time within the given timeframe.

There must be a core team which should be composed of **two architects** (one registered with the GCYP technical chamber and one registered with the TCYP technical chamber), **two civil/structural engineers** (one registered with the GCYP technical chamber and one registered with the TCYP technical chamber) and **one conservator**.

The core team members must meet the requirements in the evaluation criteria of the RFQ document.

The design team must be enhanced with more technical staff and/or additional disciplines necessary to complete the designs within the stipulated time. A list of the names of all the team members shall be submitted.

10. LOGISTICS

The design team will be responsible for its own logistics in carrying out the assignment by arranging its own travel to and from the project site.

11. CONTRACTING

The contract will have two distinct durations that will define the period of designs phase (designs) and the period for the works phase (supervision advices).

However, if the works phase is not implemented for any reason, the contract will be amended and/or foreclosed at no cost to UNDP.

12. Timeline of the overall services shall not be more than 2 calendar months for site 1 and 45 calendar days for Site 2:

Main Milestones	0	Month 1				Month 2			
Contract signature – start date	X	W1	W2	W3	W4	W5	W6	W7	W8
SITE 1 - Agia Marina church in Yialousa/Yenierenkoy									
SITE 2- Agios Charalambos church in Neo Chorio Kythreas/Minarelikoy									

The work plan must detail each activity to achieve the relevant outputs, as well as the timeframe for the stakeholders' presentation and feedbacks; outputs and presentation must be shown in the workplan