

Terms of Reference

1. INTRODUCTION

These Terms of Reference are to give the multi-discipline 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, 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 - 6*.

In November 2019, UNDP started the implementation of the new EU funded activity *Support to Cultural Heritage Monuments of Great Importance in Cyprus – Phase 7*.

TCCH and UNDP have recently started a new concept of implementing conservation of the churches which will be funded by the respective communities and public funds, whereas the designs of these projects will be funded under the EU funded programme.

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 minimum interventions in order to achieve optimum conservation, structural consolidation/ stabilization and protection of the churches and sites from further dereliction, deterioration and decay within a cost-effective approach and considering available budget limitations.

Stabilisation and protection of special features such as frescoes, paintings and plasters must be included. There will not be any excavations in the site and in the plots. At the stage of condition assessment, designer can propose tests/investigations with rationale and justifications.

5. THE ASSIGNMENT

The objective of this assignment is to prepare conservation designs that will be used for the conservation works for the churches/sites listed in article 7 below.

6. PRELIMINARY ASSESSMENTS

UNDP and TCCH had made preliminary visual assessments for the churches/sites and recommended the following interventions based on priority measures. Priority measures are for the purpose of safeguarding the monument from further decay and do not include conservation/ restoration/ rehabilitation measures.

Major priority measures for each church should include:

1	Panagia Agia Napa in Gypsou/Akova SHEET 14, PLAN 322V01, PLOT 29 X: 35.260974, Y: 33.785071	- General cleaning of the exterior of the church within the plot. - Removal of vegetation. - Fixing all areas which present structural and minor cracks using stitches and grouting for enhancing structural capacity. - Consolidation of stone where necessary. - Repairs to original detail of roof and its drainage system for proper removal of water. The rainwater drainage system of the roof should be re-established, or an alternative rainwater management system should be established. - Re-pointing of masonry wherever necessary. - Re-plastering of interior and exterior masonry wherever necessary. - Repair and conservation of doors and windows openings. - Treatment of metal elements if any. - Cleaning, restoration and conservation of special elements (altar, frescoes, iconostasis if any) - Cleaning and repair of existing cement mosaic floor. - Structural and architectural consolidation of the belfry and treatment of the bell (if found on site). - Structural consolidation of the woman's gallery - Configuration of the ground inclinations to keep rainwater away from the church - Fencing of the plot of church.
2	Agios Georgios church in Agios Georgios Famagusta/Aygun SHEET 15, PLAN 3132V01, PLOT 347 (X) 35.25677, (Y) 33.86256	- Cleaning of the church site within the plot - Cleaning of excessive vegetation, pruning of trees which approach the church fabric, removal of waste and debris from the plot. - General cleaning of the interior of the church. - Removal of inappropriate repairs of the masonry with concrete. - Consolidation of stone where necessary. - Structural and architectural consolidation of the belfry. - Repair and treatment of the cracks on the apse.

		- Repairs and treatment of the severe cracks on the western arch of the southern narthex. - Cleaning of stone from biodegradation. - Removal of any vegetation/roots that penetrated to the building fabric. - Assessment of the current roof rendering and repairs. - The rainwater drainage system of the roof should be re-established, or an alternative rainwater management system should be established. - Reconstruction of the roof of the southern narthex - Conserve and repair doors and windows openings. - Treatment of metal elements - Rust to be removed from the window railings and to be treated and protective painted. - Women's gallery repair and conservation - Conservation of special elements. - Configuration of the ground inclinations to keep rainwater away from the church - Treatment of the bell and installation on the belfry.
3	Agios Georgios church in Goufes/Camlica SHEET 14, PLAN 3224V01, PLOT 54 X: 35.283282, Y: 33.687788	- General cleaning of the church site within the plot. - Removal of vegetation, pruning of the trees. - Fixing all areas which present structural and minor cracks using stitches and grouting. - Consolidation of stone where necessary. - Grouting and re-pointing of masonry wherever necessary. - Re-plastering of interior and exterior masonry wherever necessary. - Repair of the roof and its drainage system for proper removal of water. The rainwater drainage system of the roof should be re-established, or an alternative rainwater management system should be established. - Repair and conservation of doors and windows openings. - Treatment of metal elements if any. - Cleaning, restoration and conservation of special elements (altar, frescoes, iconostasis if any) - Cleaning and repair of existing cement mosaic floor and portion of sanctuary with gypsum marble. - Structural and architectural consolidation of the belfry and treatment of the bell (if found on site). - Configuration of the ground inclinations of the courtyard and adjacent roads to keep rainwater away from the church. - Fencing of the plot of church. - Perimeter wall repairs and construction of collapsed parts

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.

OUTPUT-1A: History of the Church/Site

Brief historical account of the churches/sites shall be compiled from literature review/records and should show interventions, if any, made, as well as if courtyards of the churches had been used as cemeteries in the past. The notes will be in word with sketches, photos and drawings, etc.

Consultants shall carry out a historic 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 all available bibliographic and archival means for the historic background of the hammam and fountain and anything located within its plot boundaries. Oral testimonies could be taken into consideration. All information should be consistently and correctly referenced. Referencing of the sources must be included in text. The analysis can be enhanced with sketches and pictures. Narratives must be written in good English and must be proof-read before submission.

OUTPUT-1A shall be submitted in two hard copies and one electronic copy (FLASHDISK).

OUTPUT-1B: Architectural Survey/Releve (measured drawings)

Complete architectural survey of the site and buildings/structures within the site including its boundary walls with detailed measurements (plans, elevations, sections, plan of the wider area including structures in the vicinity) and details of special elements (i.e. frescoes), 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.

OUTPUT-1B shall be submitted in two hard copies and one electronic copy (FLASHDISK).

Drawings:

AutoCAD drawing file format. Included in the electronic deliverable should be the .ctb file (which defines the plot style of the drawings).

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.

Texts on drawings should be kept to the minimum.

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.

OUTPUT-1C: Condition Assessment & Interventions recommended

Based on site surveys the design team will elaborate intervention recommendations with condition assessments and rationale for the recommended interventions. The interventions shall be consistent

with the conservation philosophy and reflect the suggested actions in the respective preliminary assessments.

Budget constraints of each design shall be considered when elaborating recommendations;

Church/Site	Budget availability (euro)
Panagia Agia Napa	Up to 100,000
Agios Georgios church	Up to 170,000
Agios Georgios church	Up to 140,000

Note: if the design team considers that more interventions are needed for the church/site in the long run, this should be reported and if approved the designer shall prepare the designs of such.

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 2A). Narratives must be written in good English and must be proof-read before submission.

The consultants can 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 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.

OUTPUT-1C shall be submitted in two hard copies and one electronic copy (FLASHDISK).

All the above outputs shall be submitted at the same time.

Presentation to Stakeholders

Design team will present Output 1 a, b, c in a PowerPoint presentation at a stakeholders' meeting which will be arranged by UNDP. The Output and presentation material must be provided at least 5 days before the presentation to UNDP.

Design team will be responsible for taking notes of the main points of discussion during the presentation, submit the notes for approval within 48 hours to UNDP for confirmation.

The feedback/approval will be given in maximum TWO (2) calendar weeks.

According to the provided feedback the design team should record all modifications made to the Output 1.

OUTPUT-2A: Conservation designs in draft format

Based on the feedback obtained from the previous output, draft designs will be elaborated into a draft conservation designs that will 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.
- 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. No provisional quantities and provisional sums will be used in the bills of quantities. 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 site and all structures on site. 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.

OUTPUT-2A shall be submitted in two hard copies and one electronic copy in FLASHDISK).

Presentation to Stakeholders

Design team will present Output 3 in a PowerPoint presentation at a stakeholders' meeting which will be arranged by UNDP in online format due to the health & safety measures related to COVID-19. The Output and presentation material must be provided at least 3 days before the presentation to UNDP.

According to the provided feedback the consultants should proceed accordingly to all necessary modifications to finalise the designs.

This feedback/approval will be given in maximum TWO (2) calendar weeks.

Feedback from Stakeholders

UNDP and stakeholders shall provide feedback to the draft conservation designs, particular specifications and bills of quantities not later than 2 calendar weeks from the date of submitting the Output 2A. Design team shall have maximum 4 calendar weeks to incorporate these feedbacks and subsequently submit these in final format.

OUTPUT-2B: Conservation designs 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 TWO (2) calendar weeks from receipt of the feedback from UNDP.

The final conservation designs should be also submitted:

- Drawings marked as 'FINAL', stamped and signed by the architect and the civil engineer,
- Particular specifications, in word format
- Unpriced and priced BoQ in excel and printed format.

All the outputs will be submitted in hard copy (2 sets) and two electronic (FLASHDISK)

Additionally, after acceptance of the final designs:

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

Final designs shall be submitted by the designers for the mandatory review by the relevant technical chambers. Any modifications by these reviews will be made by the designers and at no

additional cost to the contract.

For this purpose, ONE month is considered to be sufficient to complete the procedure with the technical chambers.

• **OUTPUT-3: Supervision Advices**

Services for supervision advices will be provided to UNDP during the conservation works of the churches which may be implemented in 2021.

It is expected that up to 5 days per month of advice services will be required per each site. A day will be taken as 8 hours of time allocated/spent for the works of these churches; at the site and at the office of the design team.

For quantifying the estimated input necessary for the advices, 5 days per month for 8 months can be calculated; i.e. in total 40 mandays will be required for the works for the two sites. If there is a need for more than the 40 mandays this will be calculated prorated.

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.

Note:

- Time taken to travel to the sites will not be calculated as time worked
- Not more than THREE (3) 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 to 2) shall be completed within five (5) calendar months starting from the date of the contract signature.

The supervision phase of the assignment will start once the contract/s for the conservation works start/s.

The design team shall prepare and submit detailed work-plan for the designs phase of each church/site. 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.

Proposed timeline for each output can be considered the following, while the consulting team should define the work-plan based on their judgement:

- Output 1 – 3 months
- Output 2 – 2 months
- Review procedures – 1 month after final output approved

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 each church/site at the same time within the given timeframe of 5 calendar months.

There must be a core team composed of;

- **two architects** (one registered with the GCYP technical chamber and one registered with the

TCYP technical chamber, one must also act as the team lead),

- **two civil/structural engineers** (one registered with the GCYP technical chamber and one registered with the TCYP technical chamber),
- **one conservator.**

CVs of the core team members must be submitted. The CVs of core team must be specific, showing exact durations of involvement.

It is recommended that the design team is enhanced with more technical staff and/or additional disciplines if it is considered necessary to complete the designs of the two sites concurrently.

A list of the names of all the team members shall be given for each church/site.

The design team must compose at least 50% women.

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 each project site and for the measurements on sites one way or another.

The design team shall follow all the health & safety measures and take all precautions against the COVID-19 pandemic within the output prices prepared. Required number of PCR tests and personal protective equipment must be provided to the members of the design team.

11. Timeline of the overall services shall not be more than 5 calendar months:

Main Milestones	0	Month 1				Month 2				Month 3				Month 4				Month 5				+ 1
Contract signature – start date	X																					
CHURCH/SITE:																						
CHURCH/SITE:																						

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