

Annex 1

Terms of Reference Well Excavation Services

I. Background

UNDP operates in Cyprus through a Project Management Office (PMO) largely funded by the European Union, in support of the ongoing peace and confidence building process. Through cultural heritage conservation projects, community engagement initiatives, support to the Committee on Missing Persons, and large infrastructure and urban upgrading projects, UNDP implements initiatives that encourage dialogue and cooperation between the communities of Cyprus.

UNDP and the EU have been working together since 2001 through the UNDP with the DG Enlargement first, and as of 2006 with the Task Force for the Turkish Cypriot Community. UNDP has been instrumental in supporting and facilitating the implementation of objectives of the Task Force for the Turkish Cypriot Community for bi-communal and co-funded initiatives. UNDP provides expertise and technical support to ensure a smooth implementation of its partners' priorities.

Within this context, UNDP is seeking to engage a company/service provider for **Well Excavation Services Using Barrel System for Committee on Missing persons in Cyprus (CMP)**.

II. Description of Requirements

The main requirements are the provision of vehicle/machinery/equipment together with the experienced operators/drivers for the archaeological well excavations using barrel system for the burial sites identified by the Committee of Missing Persons (CMP) in its search of remains of the Cypriot missing persons. Excavations will be carried out under guidance and supervision of CMP designated personnel.

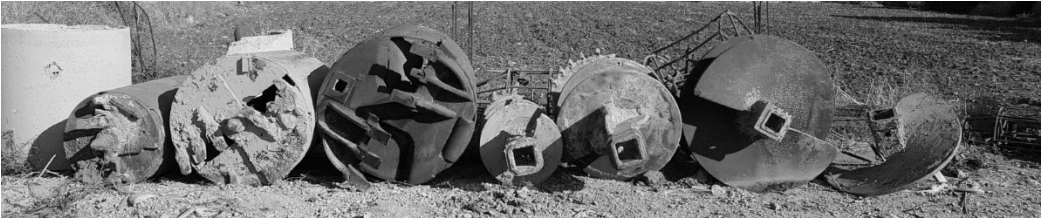
Locations of sites are situated all over the northern part of Cyprus distributed in different locations and the contractor will be given **48 hours of** notice to be present at any of the designated sites with the required machinery, equipment and accessories.

Pricing	A working day price will be requested for well excavation services.
Definitions	Working day: A working day is composed of 6 hours of work on site from 8:30 until 15:30 with total one-hour break. Travel time needed to go to a site and to come back from a site is not considered as working time. Works more than 3 hours are considered as full day and priced as a full day. Works less than 3 hours will be treated as half day and the payment will be the half of the daily price.
Works not payable	If the works do not start and extreme working conditions are faced; the contractor will not be eligible to be paid.

	If works start and then interrupted or stopped within less than one hour; again, the contractor will not be eligible to be paid.
	If works are interrupted or stopped due the failure of vehicles/machines of the contractor; the contractor will not be eligible to be paid unless the contractor fulfills the requested duration of service
Workdays	<p>The works will be carried out during the weekdays (Monday – Friday).</p> <p>On weekends (Saturday and Sunday), official/local holidays excavations may be carried out and the contractor must be ready to provide the required equipment/machinery as well as the operators/drivers at no additional cost.</p>
Working conditions (weather)	<p>The well excavation services might be ceased under extreme weather conditions (extreme heat, heavy rain, high humidity).</p> <p>The weather conditions will be controlled under the heat stress code of practice.</p>
Logbook	The contractor will be required to provide a logbook of their services. This should be submitted together with the invoice.
Operators/Drivers	<p>The Contractor shall in respect of all persons employed by him for the execution of the Contract comply with the requirements of applicable laws and regulations. During the course of the contract if the contractor wants to change personnel, he/she shall obtain the approval of UNDP. Operators/Drivers must be sensitive to the humanitarian project and CMP personnel.</p> <p>Minimum no. of operators/drivers is one (1)</p>
Responsibility and Liability:	The contractor shall be responsible and liable for the operations during the well excavations and works. Notwithstanding any instructions given by the CMP personnel, the contractor must ensure that safety of his operations.

Machinery/Vehicle/Equipment Required:

The contractor should be able to provide the services using the machinery/vehicle/equipment listed below. They are not required to be owned by the contractor.

Machinery/Vehicle Description	Quantity
Drilling Truck (Mait HR 110, year 1998+ or equivalent) to be used for well excavation.	1
Accessory/Equipment Description	Quantity
<p>Buckets / Augers / Equipment</p> <p>There are seven (7) different types of buckets / augers / equipment, shown in the picture below, required Well Excavation Service Using Barrel System.</p> 	7
Generator (minimum, 15kVA)	1
Water pumping equipment to empty the well water if required	1