



**United Nations Development Programme
Regional Bureau for Europe and the CIS**

**Restoration of the Holy Monastery of Apostolos Andreas
Project Document**

Output Title	Restoration of the Holy Monastery of Apostolos Andreas
Expected Result:	<ul style="list-style-type: none"> - Restoration of the Church & the adjacent buildings completed; specialised restoration of the iconostasis & similar items and Geotechnical investigations and tests carried out – Phase A - Restoration of the Chapel and the Fountain completed – Phase B - Restoration of the building on the north wing – Phase C - Completion of external works (no infrastructure) – Phase D
Implementing Partners:	UNDP DEX (UNDP Partnership for the Future)

Brief Description

The overall Restoration of the Apostolos Andreas Monastery shall take place in the following phases:

- Phase A: Restoration of the Church & the adjacent buildings & Geotechnical investigations and tests.
- Phase B: Restoration of the Chapel and the Fountain completed.
- Phase C: Restoration of the building on the north wing.
- Phase D: External works

Works within Phase A will involve the full structural and architectural restoration of the Church and the adjacent buildings to include the specialised restoration of the iconostasis and other immovable objects which are an inherent part of the church, improvement and upgrade the electrical and mechanical installations in the Church and the adjacent buildings. The works will ensure that the Church and the adjacent buildings are well restored to their originality in accordance with the technical designs and drawings. In this Phase, geotechnical investigations will be carried out in the area outside the chapel and the fountain, the results of which will be utilised for the Phase B.

Phase B will see the restoration of the Chapel and the Fountain.

Phase C will see the restoration of the building in the north of the Church.

Phase D will involve the completion of external works below the main road & landscaping (without the infrastructure)

All these phases will be carried out in accordance with the designs of the University of Patras of Greece.

The restoration project of the University of Patras has been approved and accepted by the Technical Committee on Cultural Heritage and all the other stakeholders.

The overall restoration project will be carried out with funds from several donors.

This project document focuses on all the Phases.

<p>Programme Period: 40 months implementation + 12 months Defect Liability Period/s (DLP) for each phase</p> <p>Key Result Area (Strategic Plan): Peace reconciliation</p> <p>Start Date: Upon signature of Contribution Agreements</p> <p>End Date: 40 months after signature of Contribution Agreements + 12 months DLP</p> <p>LPAC Meeting Date: 21 June 2013.</p>	<table> <tr> <td>Total resources required</td> <td>EUR 5 mil.</td> </tr> <tr> <td></td> <td>USD 25,000</td> </tr> <tr> <td colspan="2">Total allocated resources: EUR 5 mil.</td> </tr> <tr> <td></td> <td>USD 25,000</td> </tr> <tr> <td>• Other:</td> <td></td> </tr> <tr> <td> o Church of Cyprus</td> <td>EUR 2.5 mil.</td> </tr> <tr> <td> o EVKAF ADMINISTRATION</td> <td>EUR 2.5 mil.</td> </tr> <tr> <td> o USAID through UNDP ACT</td> <td>USD 25,000</td> </tr> </table>	Total resources required	EUR 5 mil.		USD 25,000	Total allocated resources: EUR 5 mil.			USD 25,000	• Other:		o Church of Cyprus	EUR 2.5 mil.	o EVKAF ADMINISTRATION	EUR 2.5 mil.	o USAID through UNDP ACT	USD 25,000
Total resources required	EUR 5 mil.																
	USD 25,000																
Total allocated resources: EUR 5 mil.																	
	USD 25,000																
• Other:																	
o Church of Cyprus	EUR 2.5 mil.																
o EVKAF ADMINISTRATION	EUR 2.5 mil.																
o USAID through UNDP ACT	USD 25,000																

Agreed by: the Technical Committee on Cultural Heritage:



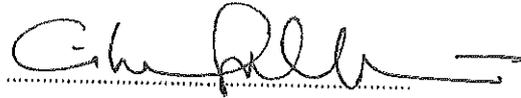
Mr. Takis Hadjdemetriou
Greek Cypriot Representative



Ms. Emine Pili
Turkish Cypriot Representative

Date:16/09/2013

Agreed by: the United Nations Development Programme:



Cihan Sultanoğlu
Assistant Administrator and Director
Regional Bureau for Europe and CIS

Date:16/09/2013

SITUATION ANALYSIS

In view of the complicated political situation prevailing in Cyprus, the United Nations has a special role to play in fostering an environment for progress to be made towards an eventual settlement of the Cyprus question.

The 21 March 2008 agreement reached between the Greek Cypriot and Turkish Cypriot sides paved the way, among other, for the establishment of the Technical Committee on Cultural Heritage (TCCH) and has given an important mandate as well as impetus for the protection of the rich and varied cultural heritage of the island. The Technical Committee on Cultural Heritage (TCCH) is composed of the Greek Cypriot and the Turkish Cypriot experts. The work of the TCCH is an important tool for building confidence between the Turkish Cypriots and the Greek Cypriots.

The TCCH is dedicated to recognise and to protect the rich cultural heritage in Cyprus and it works to provide mutually acceptable mechanism for the implementation of practical measures for the proper maintenance, preservation, physical protection and restoration of the immovable cultural heritage of all over Cyprus. The core concept is to provide a mutually acceptable mechanism for the implementation of practical measures for the proper maintenance, preservation, physical protection and restoration of the Immoveable Cultural Heritage of Cyprus (ICH).

The Technical Committee on the Cultural Heritage established an *“Advisory Board for the Preservation, Physical Protection and Restoration of the Immoveable Cultural Heritage of Cyprus”*

The Advisory Board constitutes an advisory body under the auspices of the Greek Cypriot and the Turkish Cypriot sides acting always under the mandate of the TCCH

Additionally, TCCH has assumed the role of the coordination and facilitation for the restoration of the Apostolos Andreas Monastery.

STRATEGY

The TCCH has asked UNDP-PFF to be the implementer of the restoration of the Apostolos Andreas Monastery project. In partnership with the TCCH, the UNDP-PFF will have a co-ordinator and facilitator role as well as to act as the *“Contracting Authority and Employer”* for this project. In addition UNDP-PFF will have the responsibility to supervise the work contracts of each phase up to and including the Substantial and Final Completion of the works of each phase.

It is expected that the UNDP-PFF support to this project will have a multiplier effect and toward its completion it will contribute to enhancing the cooperation and collaboration in the field of cultural heritage and most importantly create a positive platform for cooperation.

Because of the importance of the project, it is envisaged that multiple donors would contribute to the realisation of the Restoration of the Apostolos Andreas Monastery. The project will be implemented according to the project prepared by the University of Patras in 2007. This project document gives an overall description of the Restoration of Apostolos Andreas Monastery.

UNDP will start to implement Phase A of the project, as soon as funds will be received.

The other phases will be implemented upon receipt of the detailed projects / specifications and Bills of Quantities of from the designers as per estimated timeline at page 14

The restoration of the Apostolos Andreas Monastery will build on the experiences acquired by the UNDP-PFF in similar fields.

PREVIOUS UNDP-PFF INVOLVEMENT IN SIMILAR ACTIVITIES IN THE FIELD OF CULTURAL HERITAGE

Under the umbrella of the UNDP-PFF Programme, the following projects were realised in the field of cultural heritage with EU funds:

- ⇒ Since 2001, several projects within the Nicosia Master Plan (NMP) have been funded by the EU and implemented in Nicosia through the UNDP-PFF Programme:
 - Urban upgrading of the Selimiye and Samanbahçe areas
 - Restoration of the Ömeriye Bath and its neighbourhood
 - Rehabilitation and re-use of the old wholesale area in the Selimiye area
 - Restoration Phase 1 of the Bedestan
 - Restoration of the wholesale are of the Municipal Market

- ⇒ Since 2004 various projects implemented in the Walled City of Famagusta such as:
 - Upgrading and rehabilitation of the route between the Othello Tower and Arsenal Tower
 - Revitalisation Plan for the Walled City of Famagusta
 - Photogrammetry of the Famagusta Walls – Phase 1 (Othello Tower/Citadel)

- ⇒ Since 2006 a number of related projects have been carried out with EU funding:
 - Urban upgrading of several traditional villages and towns in the northern part of Cyprus.

- Restoration – Phase 2 - and re-use of the Bedestan (Bedestan Cultural Centre).
- Stabilisation works and façade upgrading of the Ledra / Lokmaci crossing
- Rehabilitation of the municipal market retailers section in Nicosia; started in October 2010 and completed in June 2012.

⇒ Since 2010 in partnership with the TCCH:

- Study on the Cyprus Cultural Heritage which took place in 2010 and resulted in the compilation of a list of some 2300 sites, preparation of 700 inventory charts and technical assessments of 121 cultural heritage sites.
- Completion of studies and designs for the 11 cultural heritage sites selected by the TCCH.
- Completion of the designs and the tenders for the Othello Tower/Citadel

⇒ Since May 2012, funds have been allocated to “*Support for the cultural heritage monuments of great importance for the communities of Cyprus*”. Under this programme, UNDP-PFF in partnership with the TCCH, is currently implementing emergency measures projects for 11 Cultural Heritage sites in both sides of the island.

In 2005 the UNDP-PFF project, implemented with the NMP, for the restoration of the Ömeriye Bath was awarded the Europa Nostra Grand Prize for the restoration and re-use, while a second Europa Nostra Prize was awarded to UNDP-PFF in 2009 for the Study/Assessment and Design of the project for the restoration and re-use of Bedestan.

In 2007 UNDP was also awarded the Aga Khan prize for the projects executed in partnership with NMP.

EXPECTED KEY RESULTS

The restoration of the Apostolos Andreas Monastery intended to contribute to the reconciliation efforts and increase the trust and cooperation between the Greek Cypriots and the Turkish Cypriots through the implementation of the restoration of the Monastery of Apostolos Andreas.

These elements find resonance with UNDP’s strategic frameworks at the corporate level such as the UNDP Strategic Plan where the work in Cyprus contributes to the global mandate in crisis prevention and recovery, with special attention on post economic development and reconciliation.

Restoration of this very important religious monument shall enhance the concept of confidence-building between the two sides within the context of cultural and religious heritage, as well as

develop and enhance the important role the TCCH has had since 2008. Additionally, the project facilitates the interaction and participation of the Turkish Cypriots and the Greek Cypriots experts and technical people during the implementation of the overall restoration project.

EXPECTED OUTPUTS and ACTIVITIES

The University of Patras (Greece) prepared - in 2007- the project designs for the restoration of Apostolos Andreas and fully endorsed by the TCCH. The project will be implemented in several Phases.

Each Phase of the Restoration works will have its own outputs, activities and indicators.

In particular the following **Outputs** are envisaged:

- ⇒ **Phase A: Restoration of the Church & the adjacent buildings completed**
 - Specialised restoration of the iconostasis and other immovable objects which are an inherent part of the church**
 - Geotechnical investigations & tests carried out.**
- ⇒ **Phase B: Restoration of the Chapel and the Fountain completed.**
- ⇒ **Phase C: Restoration of the building on the north wing completed.**
- ⇒ **Phase D: External works & landscaping (without the infrastructure) completed**

All Phases will be implemented according to the designs prepared by the University of Patras.

PHASE A - OUTPUT 1 – Restoration of the Church and adjacent buildings

The following main activities will be implemented:

Activity 1 - Preparatory stage

- Receipt of all the documentation (specifications, bills of quantities, cost estimates, drawings, etc.) pertaining to Phase A of the project.
- Establishment of the project management team to manage the project in accordance with UNDP rules, regulations and procedures.
- Review of the submitted documentation on the Phase A for its completeness and integrity and if needed to demand additional information and documentation from the designers.
- Arrange all the documentation in UNDP tender format and prepare a tender dossier.

Activity 2 - Tender stage

- Launching of Tenders for the civil works as per UNDP rules and regulations and in line with the agreed modalities of the TCCH.
- Evaluation of the tenders by a team composed of UNDP-PFF and technical staff appointed by the TCCH.
- Submission of the evaluation to the procurement review and approval committees of UNDP.
- Contracting after having the tender process cleared and approved within the UNDP procurement committees.

Activity 3 - Implementation stage

- Recruitment process for the site supervision set-up for the works and establishment of the site supervision team.
- Site possession and mobilisation of the contractor.
- Implementation of the works according to the contract documents.
- Issuance of the Certificate of Substantial Completion by the Engineer.

Activity 4- Defect Liability stage

- Subsequent 12 months from the date of the Certificate of Substantial Completion is the DLP period during which the contractor must complete any outstanding works listed in the Substantial Completion Certificate and remedy any defects which appear.
- Final Completion Certificate issued.

PHASE A - OUTPUT 2 – Geotechnical investigations and tests

The following main activities will be implemented:

Activity 1 - Preparatory stage

- Receipt of all the documentation (detailed specifications) and cost estimates for the geotechnical investigations.
- Review of the submitted documentation for its completeness and integrity and if needed ask additional information and documentation from the designers.
- Arrange all the documentation in a UNDP tender format and prepare a tender dossier to invite accredited geotechnical laboratories.

Activity 2 - Tender stage

- Requesting quotations from the accredited laboratories for the geotechnical investigations.

- Evaluation of the quotations by a team composed of UNDP and technical staff appointed by the TCCH.
- Submission of the evaluation to the procurement review and approval committees of UNDP .
- Contracting the laboratory for the geotechnical investigations.

Activity 3 - Implementation stage

- Implementation of the investigations and carrying out necessary laboratory tests.
- Receipt of the geotechnical report from the contracted laboratory.
- Sharing this report with the stakeholders including the designers who will consider the report findings and incorporate in the designs of Phase B.

PHASE A - OUTPUT 3 – Restoration of iconostasis and other immovable objects which are inherently part of the church

The following main activities will be implemented:

Activity 1 - Preparatory stage

- Documentation of the iconostasis and other immovable objects
- Diagnosis report by qualified restorer
- Restoration proposal and cost estimate by qualified restorer to include drawings, specifications, bill of quantities and workplan

Activity 2 - Tender stage

- Launching of tenders for the specialized restoration of the iconostasis and other immovable objects (inherently part of the church) as per UNDP rules and regulations and in line with the agreed modalities of the TCCH.
- Submission of the evaluation to the procurement review and approval committees of UNDP
- Contracting after having the tender process approved within the UNDP procurement committees.

PHASE A - OUTPUT 1, 2 & 3

Activity: Awareness

- Keep public informed on the project developments: issuance of press releases / awareness materials such as printed, audio & visual / update UNDP-PFF social media

PHASE B - OUTPUT 1 – Restoration of the Chapel and Fountain

The following main activities will be implemented:

Activity 1 - Preparatory stage

- Receipt of all the documentation (specifications, bills of quantities, cost estimates, drawings, etc.) pertaining to Phase B of the project and verification that the geotechnical investigations carried out in Phase A - Activity 2 have been incorporated.
- Review of the submitted documentation on the Phase B for its completeness and integrity and if needed ask additional information and documentation from the designers.
- Arrange all the documentation in a UNDP tender format and prepare a tender dossier.

Activity 2 - Tender stage

- Launching of Tenders for the civil works as per UNDP rules and regulations and in line with the agreed modalities of the TCCH.
- Evaluation of the tenders by a team composed of UNDP and technical staff appointed by the TCCH.
- Submission of the evaluation to the procurement review and approval committees of UNDP
- Contracting after having the tender process approved within the UNDP procurement committees.

Activity 3 - Implementation stage

- Recruitment process for the site supervision set-up for the works and establishment of the site supervision team.
- Site possession and mobilisation of the contractor.
- Implementation of the works according to the contract documents.
- Issuance of the Certificate of Substantial Completion by the Engineer.

Activity 4- Defect Liability stage

- Subsequent 12 months from the date of the Certificate of Substantial Completion is the DLP period during which the contractor must complete any outstanding works listed in the Substantial Completion Certificate and remedy any defects which will appear.
- Final Completion Certificate issued

Activity 5 - Awareness

- Keep public informed on the project developments: issuance of press releases / awareness materials such as printed, audio & visual / update UNDP-PFF social media

PHASE C - OUTPUT 1 – Restoration of the Building on the north wing

The following main activities will be implemented:

Activity 1 - Preparatory stage

- Receipt of all the documentation (specifications, bills of quantities, cost estimates, drawings, etc.) pertaining to Phase C of the project
- Review of the submitted documentation on the Phase C for its completeness and integrity and if needed ask additional information and documentation from the designers
- Arrange all the documentation in a UNDP tender format and prepare a tender dossier

Activity 2 - Tender stage

- Launching of Tenders for the civil works as per UNDP rules and regulations and in line with the agreed modalities of the TCCH
- Evaluation of the tenders by a team composed of UNDP and technical staff appointed by the TCCH
- Submission of the evaluation to the procurement review and approval committees of UNDP
- Contracting after having the tender process cleared and approved within the UNDP procurement committees

Activity 3 - Implementation stage

- Recruitment process for the site supervision set-up for the works and establishment of the site supervision team
- Site possession and mobilisation of the contractor
- Implementation of the works according to the contract documents
- Issuance of the Certificate of Substantial Completion by the Engineer

Activity 4- Defect Liability stage

- Subsequent 12 months from the date of the Certificate of Substantial Completion is the DLP period during which the contractor must complete any outstanding works listed in the Substantial Completion Certificate and remedy any defects which will appear.
- Final Completion Certificate issued

Activity 5 - Awareness

- Keep public informed on the project developments: issuance of press releases / awareness materials such as printed, audio & visual / update UNDP-PFF social media.

PHASE D - OUTPUT 1 – External works & landscaping (infrastructures not included)

The following main activities will be implemented:

Activity 1 - Preparatory stage

- Receipt of all the documentation (specifications, bills of quantities, cost estimates, drawings, etc.) pertaining to Phase D of the project
- Review of the submitted documentation on the Phase D for its completeness and integrity and if needed ask additional information and documentation from the designers
- Arrange all the documentation in a UNDP tender format and prepare a tender dossier

Activity 2 - Tender stage

- Launching of Tenders for the civil works as per UNDP rules and regulations and in line with the agreed modalities of the TCCH
- Evaluation of the tenders by a team composed of UNDP and technical staff appointed by the TCCH
- Submission of the evaluation to the procurement review and approval committees of UNDP
- Contracting after having the tender process cleared and approved within the UNDP procurement committees

Activity 3 - Implementation stage

- Recruitment process for the site supervision set-up for the works and establishment of the site supervision team
- Site possession and mobilisation of the contractor
- Implementation of the works according to the contract documents
- Issuance of the Certificate of Substantial Completion by the Engineer

Activity 4- Defect Liability stage

- Subsequent 12 months from the date of the Certificate of Substantial Completion is the DLP period during which the contractor must complete any outstanding works listed in the Substantial Completion Certificate and remedy any defects which will appear.
- Final Completion Certificate issued

Activity 5 - Awareness

- Keep public informed on the project developments: issuance of press releases / awareness materials such as printed, audio & visual / update UNDP-PFF social media

Mitigation measures during the implementation for all Phases

UNDP has always placed environmental concerns and mitigations in the focus of its projects. Since the project involves restoration of the existing buildings, only the environmental impacts during construction will be considered. Therefore, in order to establish possible impacts on environment and risks associated during the construction stages of each Phase, environmental reviews will be required for each phase.

Tenderers will be asked to prepare an environmental review taking into account the project and its activities and establish the risks and mitigation measures required. This review will be part of the tender technical compliance evaluation and will be binding on the successful bidder/s.

Overall the project will cause temporary and potentially reversible impacts on the area of the Apostolos Andreas Monastery.

Heavy duty vehicles will cause temporary noise and traffic nuisance to the villages along the route to the monastery but these are minimal and can be mitigated under the mitigation measures plan that will be compiled by the contractor.

Debris from the restoration will be disposed to designated disposal sites.

Submission of a Health and Safety Plan at the commencement of the works will be mandatory and its implementation shall be adhered fully.



WORKPLAN

It is envisaged that the Phase A of the project will require a period of 38 months from the date of receipt of all the pertinent documents (technical specifications, bills of quantities, cost estimates, drawings & details) in hard and digital forms and included 12 months for the defect liability period.

It is planned to carry out the geotechnical investigations within the first quarter of the contract signature. Survey and investigations will be carried out by an accredited laboratory after completion of the selection process in line with UNDP procurement rules.

It is expected that at least 3 months will be required for the preparatory and tender stages; tender preparation, tender period, evaluation, approvals within the UNDP procurement procedures and contracting.

Implementation/execution stage is estimated to be 22 months from the day of contract signature with the selected contractor and will include the time for mobilisation, execution of the works, handover, demobilisation and final payments.

The 26th month will be used for the elaboration on final reporting and closure.

Project awareness will be carried out throughout the period. Content of press releases and awareness materials such as printed, audio & visual will be prepared in full consultation with the TCCH.

Timelines for Phase B C and D are estimated as 10 months from the date of commencement and order being given.

It is desirable that preparatory and tendering periods will be overlapping in each phase to achieve continuity of works until completion of the phases.

TENTATIVE COLLATED TIMELINES OF AAM PROJECT – all the Phases

Timeline Description	2013 (5m)					2014 (12m)						2015 (12m)						2016 (12m)						2017						
	1	2	3	4	5	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	
PHASE A – Main Church	Preparatory period					Preparatory period						Preparatory period						DLP will be 12 months after completion												
PHASE A – Geotechnical																														
PHASE A – Iconostasis											Preparatory period																			
PHASE B – Chapel & Fountain											Preparatory period																			
PHASE C – North wing											Preparatory period																			
PHASE D – External surrounds																														
Project closure																														
AWARENESS - VISIBILITY																														

NOTE: 2-months are taken as timelines in each year / Workplan is subject to changes as the works progress

RESULTS AND RESOURCES FRAMEWORK for PHASE A

PHASE A - OUTPUT 1	TARGETS	INDICATIVE ACTIONS	RESPONSIBLE PARTIES
<p>Restoration works are carried out and completed in accordance with the specifications and contract conditions (Phase A)</p> <p>Baseline: The Church and the adjacent buildings in the Monastery</p> <p>Indicators: By the end of the activities the Church and the adjacent buildings will have been restored and brought back to its originality.</p>	<p><u>Target 1</u> - UNDP-PFF undertake procurement process for the selection of the contractor for Works</p>	<p><u>Pre-tendering activities:</u></p> <ul style="list-style-type: none"> - Receipt of all pertinent documentation for Phase A - Review of all and collate into UNDP tender format <p><u>Pre-contracting activities:</u></p> <ul style="list-style-type: none"> - Tender preparation - Launch the Tender - Evaluation of Tenders - Clearance from UNDP CAP/ACP - Awarding and Contracting 	<p>UNDP-PFF and TCCH through its Advisory Board</p>
	<p><u>Target 2</u> - UNDP Project Supervision team established Works contract signed</p>	<ul style="list-style-type: none"> - Conduct recruitment process according to UNDP rules - Contracting successful individuals for site supervision services as Engineer's Representatives - Establishment of the site offices - Site possession and works commencement given 	<p>UNDP-PFF and TCCH through its Advisory Board</p>
	<p><u>Target 3</u> - Mobilisation and commencement of the works Supervision activities for the works contract</p>	<ul style="list-style-type: none"> - Supervision of works according to contract conditions/to carry out the necessary inspections of the Civil Works/ testing and acceptance - Perform all contractual obligations for the works - The above (list not exhaustive) to be carried out according to the UNDP General Conditions of contracts 	<p>UNDP-PFF and TCCH through its Advisory Board</p>
	<p>Defects Liability Period of the Works Contract</p>	<ul style="list-style-type: none"> - Defects Liability Period of the Church and the adjacent buildings - Inspect outstanding works/instruct repairs of defects - Proceed with final inspection - Issue completion of the works/Release all guaranties - The above (list not exhaustive) to be carried out according to UNDP-General Conditions of Contracts 	<p>UNDP-PFF and TCCH through its Advisory Board</p>
	<p><u>Target 4</u> - Keep public informed on the project developments</p>	<ul style="list-style-type: none"> - Issuance of press releases / awareness materials such as printed, audio & visual / update UNDP-PFF social media 	<p>UNDP-PFF and TCCH</p>

RESULTS AND RESOURCES FRAMEWORK for Phase A

PHASE A - OUTPUT 2	TARGETS	INDICATIVE ACTIONS	RESPONSIBLE PARTIES	
<p>Geotechnical investigations and tests carried out and report submitted to the designers</p> <p>Baseline: The Chapel, the fountain and its surrounds</p> <p>Indicators: By the end of the activities geotechnical results obtained to be incorporated in the Phase B of the overall project</p>	<p><u>Target 1</u> - UNDP-PFF undertake procurement process for the selection of the accredited laboratory</p>	<p><u>Pre-tendering activities:</u></p> <ul style="list-style-type: none"> - Receipt of all pertinent documentation for geotechnical investigations - Review of all and collate into UNDP tender format <p><u>Pre-contracting activities:</u></p> <ul style="list-style-type: none"> - Carry out procurement process - Evaluation and clearance within the UNDP procurement processes - Contracting an accredited laboratory 	<p>UNDP-PFF and TCCH through its Advisory Board</p>	
	<p><u>Target 2</u> - Investigations and testing</p>	<ul style="list-style-type: none"> - Contracted Laboratory carries out on site investigations and laboratory tests - Review outputs of laboratory in consultation with a geotechnical expert - Submit the report to the designers of the project 		<p>UNDP-PFF and TCCH through its Advisory Board</p>
	<p><u>Target 3</u> Keep public informed on the project developments</p>	<ul style="list-style-type: none"> - Issuance of press releases / awareness materials / update UNDP-PFF social media 		<p>UNDP-PFF and TCCH</p>

PHASE A - OUTPUT 3	TARGETS	INDICATIVE ACTIONS	RESPONSIBLE PARTIES	
<p>Specialised restoration of the iconostasis and other immovable objects which are an inherent part of the Church carried out and completed</p> <p>Baseline: The iconostatis and other immovable objects</p> <p>Indicators: By the end of the activities iconostatis and the other objects restored and becomes integral part of the restored church</p>	<p><u>Target 1</u> - UNDP-PFF undertake identification of the specialised firm or individuals</p>	<p><u>Pre-tendering activities:</u></p> <ul style="list-style-type: none"> - Receipt of all pertinent documentation for geotechnical investigations - Review of all and collate into UNDP tender format <p><u>Pre-contracting activities:</u></p> <ul style="list-style-type: none"> - Carry out procurement process - Evaluation and clearance within the UNDP procurement processes - Contracting an accredited laboratory 	<p>UNDP-PFF and TCCH through its Advisory Board</p>	
	<p><u>Target 2</u> - Restoration of the iconostasis and objects</p>	<ul style="list-style-type: none"> - Contracted firm or individuals carry out on site or if feasible off-site restoration activities - Check and control the restored items - Submit a completion dossier to the TCCH 		<p>UNDP-PFF and TCCH through its Advisory Board</p>
	<p><u>Target 3</u> Keep public informed on the project developments</p>	<ul style="list-style-type: none"> - Issuance of press releases / awareness materials / update UNDP-PFF social media 		<p>UNDP-PFF and TCCH</p>

RESULTS AND RESOURCES FRAMEWORK for Phase B, C

PHASE B, C - OUTPUTS	TARGETS	INDICATIVE ACTIONS	RESPONSIBLE PARTIES
<p>Restoration works are carried out and completed in accordance with the specifications and contract conditions</p> <p>Baseline: Phase B: The Chapel & the Fountain Phase C: The North Wing</p> <p>Indicators: By the end of the activities the Chapel & the Fountain, the North Wing will have been completed</p>	<p><u>Target 1</u> - UNDP-PFF undertake procurement processes for the selection of the contractor for works for two lots; Phase B: The Chapel & the Fountain Phase C: The North Wing</p> <p><u>Target 2</u> - UNDP Project Supervision team established Works contract signed for target 1</p> <p><u>Target 3</u> - Mobilisation and commencement of the works Supervision activities for the works contract</p> <p>Defects Liability Period of the Works Contract</p> <p><u>Target 4</u> - Keep public informed on the project developments</p>	<p><u>Pre-tendering activities:</u></p> <ul style="list-style-type: none"> - Receipt of all pertinent documentation for Phase A - Review of all and collate into UNDP tender format <p><u>Pre-contracting activities:</u></p> <ul style="list-style-type: none"> - Tender preparation - Launch the Tender - Evaluation of Tenders - Clearance from UNDP CAP/ACP - Awarding and Contracting <ul style="list-style-type: none"> - Conduct recruitment process according to UNDP rules - Contracting successful individuals for site supervision services as Engineer's Representatives - Establishment of the site offices - Site possession and works commencement given <ul style="list-style-type: none"> - Supervision of works according to contract conditions/to carry out the necessary inspections of the Civil Works/ testing and acceptance - Perform all contractual obligations for the works - The above (list not exhaustive) to be carried out according to the UNDP General Conditions of contracts - Defects Liability Period of the Church and the adjacent buildings - Inspect outstanding works/instruct repairs of defects - Proceed with final inspection - Issue completion of the works/Release all guaranties - The above (list not exhaustive) to be carried out according to UNDP-General Conditions of Contracts - Issuance of press releases / awareness materials such as printed, audio & visual / update UNDP-PFF social media 	<p>UNDP-PFF and TCCH through its Advisory Board</p> <p>UNDP-PFF and TCCH</p>

RESULTS AND RESOURCES FRAMEWORK for Phase D

PHASE D - OUTPUTS	TARGETS	INDICATIVE ACTIONS	RESPONSIBLE PARTIES
<p>Restoration works are carried out and completed in accordance with the specifications and contract conditions</p> <p>Baseline:</p> <p>Phase D: External Works & Landscaping (does not include any infrastructure item)</p> <p>Indicators: By the end of the activities the External Works & Landscaping will have been completed</p>	<p><u>Target 1</u> - UNDP-PFF undertake procurement processes for the selection of the contractor for works for external & landscaping</p>	<p><u>Pre-tendering activities:</u></p> <ul style="list-style-type: none"> - Receipt of all pertinent documentation for Phase D - Review of all and collate into UNDP tender format <p><u>Pre-contracting activities:</u></p> <ul style="list-style-type: none"> - Tender preparation - Launch the Tender - Evaluation of Tenders - Clearance from UNDP CAP/ACP - Awarding and Contracting 	<p>UNDP-PFF and TCCH through its Advisory Board</p>
	<p><u>Target 2</u> - Works contract signed for target 1 UNDP Project Supervision team established</p>	<ul style="list-style-type: none"> - Conduct recruitment process according to UNDP rules - Contracting successful individuals for site supervision services as Engineer's Representatives - Establishment of the site offices - Site possession and works commencement given 	<p>UNDP-PFF and TCCH through its Advisory Board</p>
	<p><u>Target 3</u> - Mobilisation and commencement of the works Supervision activities for the works contract</p>	<ul style="list-style-type: none"> - Supervision of works according to contract conditions/to carry out the necessary inspections of the Civil Works/ testing and acceptance - Perform all contractual obligations for the works - The above (list not exhaustive) to be carried out according to the UNDP General Conditions of contracts 	<p>UNDP-PFF and TCCH through its Advisory Board</p>
	<p>Defects Liability Period of the Works Contract</p>	<ul style="list-style-type: none"> - Defects Liability Period of the Church and the adjacent buildings - Inspect outstanding works/instruct repairs of defects - Proceed with final inspection - Issue completion of the works/Release all guaranties - The above (list not exhaustive) to be carried out according to UNDP-General Conditions of Contracts 	<p>UNDP-PFF and TCCH through its Advisory Board</p>
	<p><u>Target 4</u> - Keep public informed on the project developments</p>	<ul style="list-style-type: none"> - Issuance of press releases / awareness materials such as printed, audio & visual / update UNDP-PFF social media 	<p>UNDP-PFF and TCCH</p>

Annual Workplan – AWP Budget Sheet – Year 1 – 2013

EXPECTED OUTPUTS PHASE A	PLANNED ACTIVITIES OUTPUT 1	2013				RESPONSIBLE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (euro)	
<p>Restoration works are carried out and completed in accordance with the specifications and contract conditions (Phase A-Output 1)</p> <p>Baseline: Current status of the Church and the adjacent buildings</p> <p>Indicators: By the end of the project the Church will have been restored and brought back to its originality.</p> <p>Indicators:</p> <ol style="list-style-type: none"> 1. Contractor selected and contracted following approvals; 2. Supervision team recruited; 3. Site Office established 4. Works commenced 5. Supervision started 6. Monthly progress reports from contractor 7. Monthly progress reports from the Engineer 8. Monthly interim payment certificates 9. Number of press releases issued 10. Awareness materials printed 11. Number of followers of the UNDP-PFF the social media increased 	<p><u>Output 1 – Target 1</u></p> <p>Pre-tendering activities;</p> <ul style="list-style-type: none"> - Receipt of all pertinent documentation (Phase A) Review of all and collate into UNDP tender format <p>Pre-contracting activities;</p> <ul style="list-style-type: none"> - Tender preparation - Launch of the Tender - Evaluation of Tenders and clearance from CAP/ACP - Awarding and Contracting <p><u>Output 1 – Target 2:</u></p> <ul style="list-style-type: none"> - Conduct recruitment process according to UNDP rules - Contracting successful individuals for site supervision services as Engineer's Representatives - Establishment of the site offices - Site possession and works commencement given <p><u>Output 1 – Target 3:</u></p> <ul style="list-style-type: none"> - Perform all contractual obligations for the works - Supervision of works according to contract conditions/to carry out the necessary inspections of the Civil Works/ testing and acceptance - The above (list not exhaustive) to be carried out according to the UNDP General Conditions of contracts <p><u>Output 1 – Target 4</u></p> <ul style="list-style-type: none"> - Issuance of press releases - Issuance of awareness materials - Project updates on the UNDP-PFF social media 					UNDP-PFF and TCCH		Procurement services		
						UNDP-PFF and TCCH		Supervision services		
						UNDP-PFF and TCCH		Works		
						UNDP-PFF and TCCH		Awareness		
TOTAL FOR 2013										280,000

Annual Workplan – AWP Budget Sheet – Year 1 - 2013

EXPECTED OUTPUTS FOR PHASE A ONLY	PLANNED ACTIVITIES OUTPUT 2	2013				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (euro)
		<p>Geotechnical investigations and tests carried out and report submitted to the designers (Phase A-Output 2)</p> <p>Baseline: Available technical reports</p> <p>Indicators:</p> <p>Geotechnical report issued</p> <p>Number of press releases issued</p> <p>Number of followers of the UNDP-PFF the social media increased</p>	<p><u>Output 2 - Target 1</u></p> <ul style="list-style-type: none"> - Pre-tendering activities; - Receipt of all pertinent documentation for geotechnical investigations - Review of all and collate into UNDP tender format <p>Pre-contracting activities:</p> <ul style="list-style-type: none"> - Carry out procurement process - Evaluation and clearance within the UNDP procurement processes <p>Contracting an accredited laboratory</p> <p><u>Output 2 - Target 2</u></p> <ul style="list-style-type: none"> - Contracted Laboratory carries out on site investigations and laboratory tests - Review outputs of laboratory in consultation with a geotechnical expert - Submit the report to the designers of the project <p><u>Output 2 - Target 3</u></p> <ul style="list-style-type: none"> - Issuance of press releases - Issuance of awareness materials - Project updates on the UNDP-PFF social media 						UNDP-PFF and TCCH
<p>Geotechnical investigations and tests carried out and report submitted to the designers (Phase A-Output 2)</p> <p>Baseline: Available technical reports</p> <p>Indicators:</p> <p>Geotechnical report issued</p> <p>Number of press releases issued</p> <p>Number of followers of the UNDP-PFF the social media increased</p>	<p><u>Output 2 - Target 2</u></p> <ul style="list-style-type: none"> - Contracted Laboratory carries out on site investigations and laboratory tests - Review outputs of laboratory in consultation with a geotechnical expert - Submit the report to the designers of the project <p><u>Output 2 - Target 3</u></p> <ul style="list-style-type: none"> - Issuance of press releases - Issuance of awareness materials - Project updates on the UNDP-PFF social media 					UNDP-PFF and TCCH			
						UNDP-PFF and TCCH			
TOTAL FOR 2013							20,000		
Phase A Overall Total 2013							300,000		

Annual Workplan – AWP Budget Sheet – Year 2 - 2014

EXPECTED OUTPUTS FOR PHASE A ONLY	PLANNED ACTIVITIES	2014				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Amount (euro)	
<p>Restoration works are carried out and completed in accordance with the specifications and contact conditions (Phase A)</p> <p>Baseline: The Church and the adjacent buildings in the Monastery</p> <p>Indicators: By the end of the project the Church will have been restored and brought back to its originality.</p> <p>Indicators:</p> <ol style="list-style-type: none"> 1. Monthly progress reports from contractor 2. Monthly progress report from the Engineer 3. Monthly interim payment certificates 4. Number of press releases issued 5. Awareness materials issued 6. Number of followers of the UNDP-PFF the social media increased 	<p><u>Output 1 - Target 3:</u></p> <ul style="list-style-type: none"> - Perform all contractual obligations for the works - Supervision of works according to contract conditions/to carry out the necessary inspections of the Civil Works/ testing and acceptance <p>The above (list not exhaustive) to be carried out according to the UNDP General Conditions of contracts</p> <p><u>Output 1 - Target 4</u></p> <ul style="list-style-type: none"> - Issuance of press releases - Issuance of awareness materials - Project updates on the UNDP-PFF social media 					UNDP-PFF and TCCH	Supervision Services		
						UNDP-PFF and TCCH	Awareness		
Overall TOTAL 2014 – Phase A									1,250,000

Annual Workplan – AWP Budget Sheet – Year 3 - 2015

EXPECTED OUTPUTS PHASE A	PLANNED ACTIVITIES	2015				RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2	Q3	Q4		Funding Source	Budget Description Amount (euro)	
<p>Restoration works are carried out and completed in accordance with the specifications and contact conditions (Phase A)</p> <p>Baseline: The Church and the adjacent buildings in the Monastery</p> <p>Indicators: By the end of the project the Church will have been restored and brought back to its originality.</p> <p>Indicators:</p> <ol style="list-style-type: none"> 1. Final report from contractor 2. Substantial completion certificate from the Engineer 3. Final report from the Engineer 4. Inauguration of the project <p>Restoration of the iconostasis and other immovable objects.</p> <p>Indicators:</p> <ol style="list-style-type: none"> 1. Specialised firm or individuals recruited 2. Iconstasis restored <p>Restoration accepted</p> <p>Defects liability period</p> <p>Baseline: Apostolos Andreas Monastery church restored</p> <p>Indicators: Works monitored and repaired as necessary</p>	<p><u>Output 1 – Target 3</u></p> <ul style="list-style-type: none"> - Supervision of works according to contract conditions/to carry out the necessary inspections of the Civil Works/testing and acceptance - Perform all contractual obligations for the works <p>The above (list not exhaustive) to be carried out according to the UNDP General Conditions of contracts</p> <ul style="list-style-type: none"> - Completion of the works and the supervision activities 					UNDP-PFF and TCCH	Supervision Services		
	<p><u>Output 3 – Target 1</u></p> <ul style="list-style-type: none"> - Identification of the specialised firm or individuals for the restoration - Contracting <p><u>Output 3 – Target 2</u></p> <p>Carrying out restoration of iconostasis and immovable objects</p> <p><u>Output 3 – Target 3</u></p> <p>Issue public awareness and outreach materials</p>					UNDP-PFF and TCCH	Monitoring		
TOTAL 2015 – Phase A									800,000

Annual Workplan – AWP Budget Sheet – Year 3 - 2015

EXPECTED OUTPUTS	PLANNED ACTIVITIES	2015				RESONSIBLE PARTY		PLANNED BUDGET	
		Q1	Q2	Q3	Q4	Funding Source	Budget Description	Amount (euro)	
<p>PHASE B and C</p> <p>Restoration works are carried out and completed in accordance with the specifications and contract conditions</p> <p>Baseline: Phase B: The Chapel & the Fountain Phase C: The North Wing</p> <p><i>Indicators:</i></p> <p>7. Monthly progress reports from contractor</p> <p>8. Monthly progress report from the Engineer</p> <p>9. Monthly interim payment certificates</p> <p>10. Number of press releases issued</p> <p>11. Awareness materials issued</p> <p>12. Number of followers of the UNDP-PFF the social media increased</p>	<p><u>Output 1 - Target 1</u> Pre-tendering activities;</p> <ul style="list-style-type: none"> - Receipt of all pertinent documentation for the Phases B and C from the designers - Review of all and collate into UNDP tender format <p>Pre-contracting activities:</p> <ul style="list-style-type: none"> - Carry out procurement process - Evaluation and clearance within the UNDP procurement processes - Contracting one or two companies for the works <p><u>Output 1 - Target 2</u></p> <ul style="list-style-type: none"> - Perform all contractual obligations for the works - Supervision of works according to contract conditions/to carry out the necessary inspections of the Civil Works/testing and acceptance - The above (list not exhaustive) to be carried out according to the UNDP General Conditions of contracts - Conduct recruitment process according to UNDP rules - Contracting successful individuals for site supervision services as Engineer's Representatives 					UNDP-PFF and TCCH	Pre-tender and Tendering		
						UNDP-PFF and TCCH	Works and supervision		
TOTAL 2015 -- Phase B & C								1,000,000	
Overall total 2015 Phase A + Phase B								1,800,000	

Annual Workplan – AWP Budget Sheet – Year 4 - 2016

EXPECTED OUTPUTS PHASE B/C/D	PLANNED ACTIVITIES	2016				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description Amount (euro)
Defect liability period Baseline: Apostolos Andreas Monastery and adjacent Building restored Indicators: Final completion certificate issued	<p><u>Output 1 – Target 3</u></p> <p>Monitor Defects Notification Period</p> <ul style="list-style-type: none"> - Supervise remaining works and repairs - Supervise rectifications and carry out final inspection - Issue completion certificate <p>(ad hoc supervision on quarterly basis)</p>					UNDP-PFF and TCCH	Supervision Services	
TOTAL 2016 – Phase A								150,000

Annual Workplan – AWP Budget Sheet – Year 4 - 2016

EXPECTED OUTPUTS	PLANNED ACTIVITIES	2016				RESONSIBLE PARTY	PLANNED BUDGET			
		Q1	Q2	Q3	Q4		Funding Source	Budget Description	Amount (euro)	
<p>PHASE B and C</p> <p>Restoration works are carried out and completed in accordance with the specifications and contract conditions</p> <p>Baseline: Phase B: The Chapel & the Fountain Phase C: The North Wing</p> <p><i>Indicators:</i></p> <ol style="list-style-type: none"> Monthly progress reports from contractor Monthly progress report from the Engineer Monthly interim payment certificates Number of press releases issued Awareness materials issued Number of followers of the UNDP-PFF the social media increased 	<p>Output 1 – Target 2</p> <ul style="list-style-type: none"> Perform all contractual obligations for the works Supervision of works according to contract conditions/to carry out the necessary inspections of the Civil Works/testing and acceptance The above (list not exhaustive) to be carried out according to the UNDP General Conditions of contracts Conduct recruitment process according to UNDP rules Contracting successful individuals for site supervision services as Engineer's Representatives Issuance of press releases and awareness Project updates on the UNDP-PFF social media 					UNDP-PFF and TCCH		Works and supervision		
<p><i>Defect liability period</i></p> <p>Baseline: Phase B: The Chapel & the Fountain and Phase C: The North Wing</p> <p><i>Indicators: Final completion certificate issued</i></p>	<p>Output 1 – Target 3</p> <p><i>Monitor Defects Notification Period</i></p> <ul style="list-style-type: none"> Supervise remaining works and repairs Supervise rectifications and carry out final inspection Issue completion certificate (ad hoc supervision on quarterly basis) 					UNDP-PFF and TCCH		Monitoring		
TOTAL 2016 – Phase B & C										950,000

Annual Workplan – AWP Budget Sheet – Year 3 - 2016

EXPECTED OUTPUTS FOR PHASE D	PLANNED ACTIVITIES	2016				RESONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description
<p>Restoration works are carried out and completed in accordance with the specifications and contract conditions</p> <p>Baseline: Phase D – the external works and landscaping</p> <p><i>Indicators:</i></p> <ol style="list-style-type: none"> 1. Monthly progress reports from contractor 2. Monthly progress report from the Engineer 3. Monthly interim payment certificates 4. Number of press releases issued 5. Awareness materials issued 6. Number of followers of the UNDP-PFF the social media increased 	<p><u>Output 1 - Target 1</u> Pre-tendering activities; - Receipt of all pertinent documentation for the Phases B and C from the designers - Review of all and collate into UNDP tender format Pre-contracting activities: - Carry out procurement process - Evaluation and clearance within the UNDP procurement processes - Contracting one or two companies for the works</p>					UNDP-PFF and TCCH	Pre-tender and Tendering	
							TOTAL 2015 – Phase D	400,000
							TOTAL 2015 – Phase B & C	950,000
							TOTAL: 2016 – Phase A	150,000
							Overall Total 2016: PHASE A-B-C -D	1,500,000

Annual Workplan – AWP Budget Sheet – Year - 2017

EXPECTED OUTPUTS PHASE B/C/D	PLANNED ACTIVITIES	2016				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Budget Description Amount (euro)
Defect liability period Baseline: Apostolos Andreas Monastery and adjacent Building restored Indicators: Final completion certificate issued	Output 1 – Target 3 Monitor Defects Notification Period - Supervise remaining works and repairs - Supervise rectifications and carry out final inspection - Issue completion certificate (ad hoc supervision on quarterly basis)					UNDP-PFF and TCCH	Supervision Services	
TOTAL 2017 – Phase B/C/D								150,000

Quality Management for Project Activity Results

Phase A

OUTPUT 1: Restoration of the Main Church Complex in the Apostolos Andreas Monastery		
Activity Result 1 (Atlas Activity ID)	<i>Main Church Complex</i>	Tentative Start Date: August 2013 End Date: December 2015
Purpose	<i>What is the purpose of the activity?</i> <i>To complete the restoration of the church as per the designs and specifications</i>	
Description	<i>Planned actions to produce the activity result.</i> <ul style="list-style-type: none"> - Preparatory period to collate the designs done by the Patras University into tender dossier - Preparation of the Tender for the works - Evaluation and approvals - Contracting - Recruitment for the site team - Implementation of the works 	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i> <i>Estimated</i>
Launching of tender	All docs in order	August /September 2013 (depending on receipt of final set)
Tenders received	Tender receipt report	September/October 2013
Evaluation completed and uploaded to RACP	Tender evaluation report	October/ November 2013
Contract signed	RACP Approval	November 2013
Recruitment of the site supervisor team	ICs signed	November 2013
Site possession given	Certificate issued	November/ December 2013
Preliminaries and mobilisation completed	Inspection and reporting	December 2013
Commencement order given	Certificate issued	December 2013/January 2014
Monthly contractor reports	Reports received	15 th of each month starting from Feb 2014
Quarterly supervision reports	Reports received	15 th of each quarter starting from January 2014
Periodic donor reports	Reports written and submitted	Quarterly
Substantial completion issued	Certificate issued	November/ December 2015
Defect liability period – Final completion	Certificate issued	November/ December 2016

Phase B-C

OUTPUT 1: Restoration of the Chapel & Fountain and the North Wing in the Apostolos Andreas Monastery		
Activity Result 1 (Atlas Activity ID)	<i>The Chapel & Fountain and the North Wing</i>	Start Date: March 2015 End Date: May 2016
Purpose	<i>What is the purpose of the activity? To complete the restoration of the chapel & the fountain and the north wing as per the designs and specifications</i>	
Description	<i>Planned actions to produce the activity result.</i> <ul style="list-style-type: none"> - Preparatory period to collate the designs done by the Patras University into tender dossier - Preparation of the Tender for the works - Evaluation and approvals - Contracting - Recruitment for the site team - Implementation of the works 	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Launching of tender	All docs in order	March/April 2015
Tenders received	Tender receipt report	May/June 2015
Evaluation completed and uploaded to RACP	Tender evaluation report	June/July 2015
Contract signed	RACP Approval	July/August 2015
Recruitment of the supervision team	ICs signed	July 2015
Site possession given	Certificate issued	July/ August 2015
Preliminaries and mobilisation completed	Inspection and reporting	August/September 2015
Commencement order given	Certificate issued	September 2015
Monthly contractor reports	Reports received	15 th of each month
Quarterly supervision reports	Reports received	15 th of each quarter
Periodic donor reports	Reports written and submitted	Quarterly
Substantial completion issued	Certificate issued	April/ May 2016
Defect liability period – Final completion	Certificate issued	April/ May 2017

Phase D

OUTPUT 3: External works & landscaping (no infrastructure) in the Apostolos Andreas Monastery		
Activity Result 1 (Atlas Activity ID)	<i>External areas</i>	Start Date: August 2015 End Date: October 2016
Purpose	<i>What is the purpose of the activity? To complete the external works and the landscaping as per the designs and specifications</i>	
Description	<i>Planned actions to produce the activity result.</i> <ul style="list-style-type: none"> - Preparatory period to collate the designs done by the Patras University into tender dossier - Preparation of the Tender for the works - Evaluation and approvals - Contracting - Recruitment for the site team - Implementation of the works 	
Quality Criteria <i>how/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
Receipt of designs, specs and bills	Meetings with designers	August/September 2015
Launching of tender	All docs in order	October/November 2015
Tenders received	Tender receipt report	December 2015
Evaluation completed and uploaded to RACP	Tender evaluation report	December/January 2016
Contract signed	RACP Approval	January 2016
Recruitment of the site supervision team	ICs signed	January 2016
Site possession given	Certificate issued	January/February 2016
Preliminaries and mobilisation completed	Inspection and reporting	February 2016
Commencement order given	Certificate issued	February 2016
Monthly contractor reports	Reports received	15 th of each month starting from June 2016
Monthly supervision reports	Reports received	15 th of each quarter starting from June 2016
Periodic donor reports	Reports written and submitted	Quarterly
Substantial completion issued	Certificate issued	October 2016
Defect liability period – Final completion	Certificate issued	October 2017

MANAGEMENT ARRANGEMENTS

This project will be directly executed by the UNDP- PFF in partnership and collaboration with the TCCH. Given the specific nature of UNDP operations in Cyprus, this project will be implemented under Direct Execution arrangements, in accordance with the authorisation provided to the Regional Bureau by the Associate Administrator on 9th December 2005.

The UNDP-PFF Programme Manager will be responsible to UNDP and TCCH for the management and direction of the project as well as the day-to-day project implementation.

The Programme Manager and TCCH will also ensure the co-ordination with the Donor/s throughout the project implementation. The Programme Manager will report on monthly basis to the TCCH.

The UNDP-PFF project management structure envisaged for the implementation of the Restoration of the Apostolos Andreas Project is fully adapted to exercise diligent and appropriate control over the implementation, execution, supervision, monitoring and evaluation of this project.

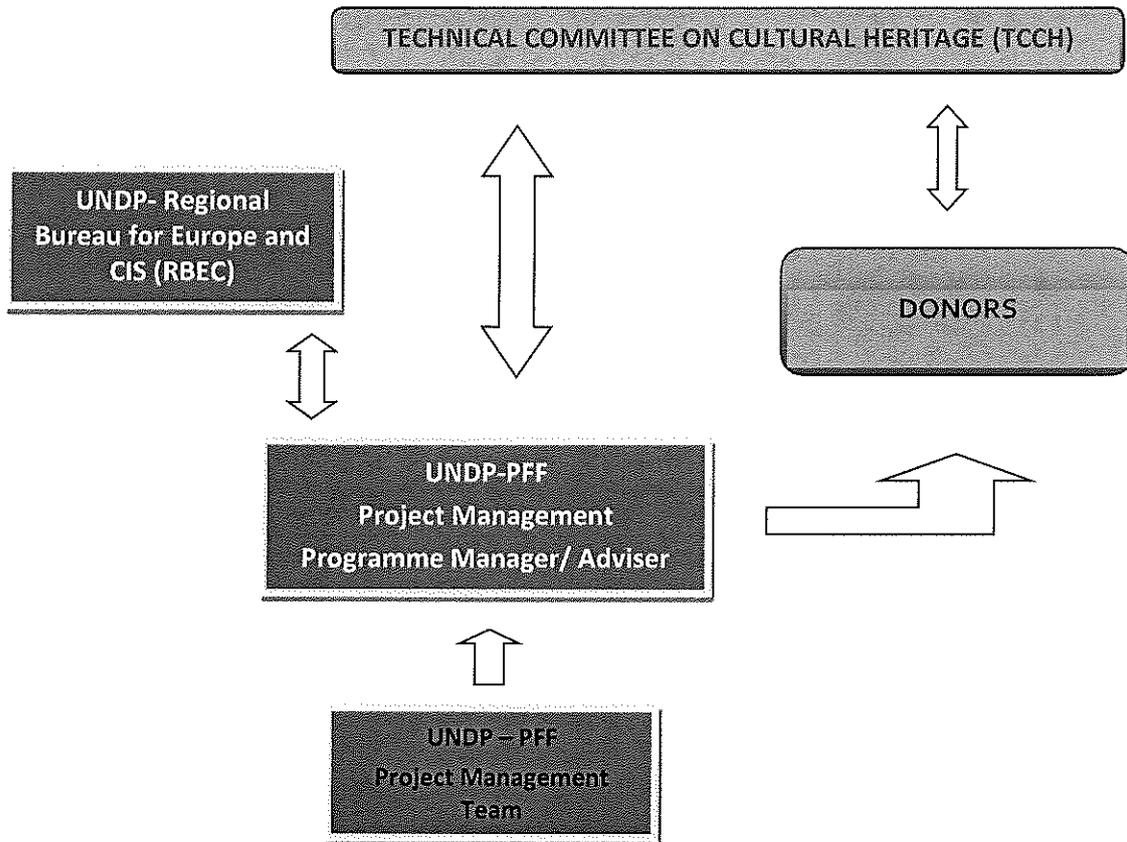
A **Project Board** will be established at the start-up of the project and will be composed by representatives of the UNDP, UNDP-PFF, TCCH and its Advisory Board. The Project Board will be responsible for providing guidance.

The Advisory Board of the TCCH will also meet regularly with UNDP-PFF Management to monitor progress. Regular site visits will be organised throughout the implementation of the restoration works. TCCH will nominate two focal persons that will be responsible and dedicated to this project for reporting and monitoring.

TCCH and its Advisory Board will also facilitate and interface with relevant authorities for the smooth implementation of the project.

In particular, a **Project Management Team** will be established throughout the implementation of the overall project of the Restoration of the Apostolos Andreas Monastery. This project will be executed in full synergy with other existing UNDP-PFF projects such as the Cultural Heritage and the community infrastructure projects. Any other initiatives of the TCCH will also be supported by the Project Management setup.

The figure below presents the Project Management Arrangements:



Contract Management and Supervision

The project will be implemented in accordance with the contract management rules and procedures of UNDP and in line with the contract conditions of the UNDP General Conditions of Contract for Civil Works.

A UNDP – PFF project Engineer will be responsible for the contract management and proper implementation of the works and will report to the Programme Manager. The project Engineer will be appointed as the ‘Engineer’ of the contract to supervise the works and to monitor the site supervision team (engineer’s representatives).

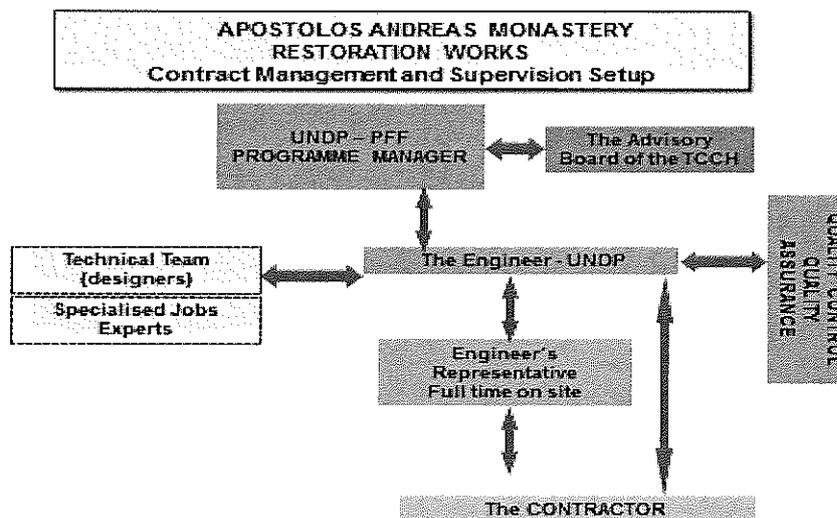
The Engineer, in consultation with the Advisory Board of the TCCH, will fully collaborate with the Technical Team (which had prepared the designs) for any changes, variations, additions and omissions during the entire implementation of the works. The Technical Team will be, inter alia, an architect, a civil engineer, an electrical engineer, a mechanical engineer, a health & safety expert and a quantity surveyor.

Evaluation of tenders will be carried out in accordance with the procurement rules and regulations of UNDP

UNDP Contract Conditions for Works stipulate that 'The Engineer' is appointed to manage and execute the contract in line with the contract documents (contract, contract conditions, technical specifications, priced bills of quantities, drawings) within the delegated authorities and responsibilities. A full time engineer's representatives, who will be responsible for the day to day site supervision of the works, will be appointed by the UNDP-PFF through applicable procedures. The engineer representative will report to 'the Engineer'.

Additionally, some works items may require the involvement of specialised experts such as for the stones, plasters, iconostasis, etc. The services of these experts will be requested by the Engineer through the Programme Manager and the TCCH. UNDP-PFF will be recruiting such experts through applicable procedures of UNDP and in consultation with the TCCH and the Technical Team (designers).

Upon completion of the works and issuance of the Preliminary Acceptance, ad-hoc monitoring will be carried out every quarter during the 12 months defect liability period and issuance of the Final Acceptance of the works. UNDP will carry out Quality Assurance and Quality Control audits periodically to ensure that the contracts are implemented fully in accordance with the UNDP Rules and Regulations. The below table summarises the contract management and supervision set up:



The UNDP-PFF Communication Officer will support the project awareness to be carried out throughout the period.

ANNEXES

Annex 1

Output risk Log

Annex 2

Output budget

Annex 3

Existing Agreements on:

A. The Establishment of an Advisory Board for the Preservation, Physical Protection and Restoration of the Immovable Cultural Heritage of Cyprus

B. Mechanism for the implementation of projects approved by the TCCH

Annex 4

General layout of Phase A/B/C/D (University of Patras)

ANNEX 1 – RISK LOG - Restoration of the Holy Monastery of Apostolos Andreas

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Political environment not conducive to the start-up of the project	At PD stage	Political	Changes in the political environment	UNDP and TCCH will ensure high level commitment to the project by the leadership of both communities from the beginning	PM	PM	June 2013	No change
2	Political climate worsens throughout the implementation timeline	At PD stage	Political	Worsening political climate	UNDP and TCCH will try to keep the project out of the political situation	PM	PM	June 2013	No change
3	Non acceptance of the project	At PD stage	Strategic	Disagreement on the project proposal. Delays in the start-up of the project activities	UNDP and TCCH will develop ideas to resolve the issue.	PM	PM	June 2013	No change
4	Incompleteness of the designed projects	At PD stage	Operational	Project designs / Bills of quantities/Specifications not accurate Potential changes in the tendered project. Delays due to the review.	Procedures within UNDP and within this Project Document will be followed	PM	PM	June 2013	Reducing
5	Receipt of no tenders/proposals	At PD stage	Operational	No tenders submitted because of local boycott or non- submission of tenders	A position will be taken accordingly; retender in an extended timeframe of the project document in case no solution will be found for a boycott, the project may be cancelled	PM	PM	June 2013	Reducing
6	Tenders received not within the project estimate	At PD stage	Operational	Over budget proposals received - No sufficient funds to implement the project	UNDP and TCCH will decide to reduce scope of works or Donor will support with additional funding	PM	PM	June 2013	No change

Restoration of the Holy Monastery of Apostolios Andreas – Project Document

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
7	Insufficient local technical personnel available to carry out activities as specified in the PD	At PD stage	Operational	Recruitment of qualified local consultants unsuccessful – Delays will affect the project timeline	UNDP will advertise also internationally	PM	PM	June 2013	Reducing
8	Non-conductive economic situation to Contractors	At PD stage	Operational	Deterioration of the economic situation for essential supplies and manpower. Contractor Bankrupt Works stopped by the Contractor due to financial constraints	At the tender stage sufficient financial information on contractors. UNDP will invite TCCH to joint cooperation meeting to agree upon an action plan and take mitigations measures to overcome the problem.	PM	PM	June 2013	Reducing
9	Works cannot be implemented fulfilling obligations under the contract	At PD stage	Regulatory	Exceptionally adverse climatic conditions and unforeseen physical obstructions or force majeure situations	UNDP & TCCH will agree on an action Periodic reviews of the project progress to take up positions, as well as with the contractor to avoid potential claims	PM	PM	June 2013	No change
10	Environmental considerations	At PD stage	Regulatory	High environmental risks found	Risk mitigation measures incorporated in the specifications	PM	PM	June 2013	Reducing
11	No timely payment by Donors	At PD stage	Financial	No payment by Donors: no funds for payment to the Contractor available	Contract will include an exit clause: "in case UNDP does not receive resources from donors, UNDP may terminate the contract". A reference will also be added to the compensating contractor.	PM	PM	June 2013	No change

Restoration of the Holy Monastery of Apostolos Andreas – Project Document

#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
12	Non-availability of Contingencies or funds	At PD stage	Financial	Not sufficient amount of contingencies to cover the extra works / potential claims of contractors	The amount stipulated for contingencies in the budget will be included in the first tranche of money, and be kept as reserve in case of eventuality e.g. compensation to the contractors. This will also be reflected in the payment schedule. In case additional amount of contingencies is needed, UNDP & TCCH will request additional amount from the local and the international donors before proceeding with any extra works.	PM	PM	June 2013	No change

ANNEX 2 – BUDGET (*)

Estimated Budget - PHASE A (*)	
Description	EURO
1. Project Management	
2. Local office	
3. Works and supervision	
4. Awareness /communications /events, etc.	
5. Contingencies and reserve (**)	
Total Direct Eligible Cost	2,337,000
6. Administrative Costs (7%)	163,000
Total costs of the Action	2,500,000

(*) Detailed Budget will be prepared upon signature of the Contribution Agreement and revised after signature of contract for the works

(**) Any claim/s from contractors shall be covered by the Donor's Contribution

Estimated Budget - PHASE B/C/D (*)	
Description	EURO
1. Project Management	
2. Local office	
3. Works and supervision	
4. Awareness /communications /events, etc.	
5. Contingencies and reserve (**)	
Total Direct Eligible Cost	2,337,000
6. Administrative Costs (7%)	163,000
Total costs of the Action	2,500,000

(*) Detailed Budget will be prepared upon signature of the Contribution Agreement and revised after signature of contract for the works

(**) Any claim/s from contractors shall be covered by the Donor's Contribution

Budget - Geological Study	
Description	USD
Geotechnical Study	25,000

ANNEX 3 –

Existing Agreement on The Establishment of an Advisory Board for the Preservation, Physical Protection and Restoration of the Immovable Cultural Heritage of Cyprus

AGREEMENTS:

A. The Establishment of an Advisory Board for the Preservation, Physical Protection and Restoration of the Immovable Cultural Heritage of Cyprus

1. Introduction

This proposal is presented with a view to facilitating the protection and the preservation of the immovable cultural heritage (hereinafter referred to as the “ICH”) of Cyprus. The core concept is to provide a mutually acceptable mechanism for the implementation of practical measures for the proper maintenance, preservation, physical protection and restoration of the ICH of Cyprus. Any matter related to this issue will be subject to the decision of the Turkish Cypriot and the Greek Cypriot Leaders.

The mechanism proposed below is designed to be in line with these principles, but at the same time to allow the practical aspects of preservation to be considered, in a non-political manner so that practical measures can be taken to improve the situation on the ground. The aim is to establish a mechanism that is acceptable to both the Greek Cypriots and Turkish Cypriots and that will facilitate preservation, physical protection and restoration of the island’s rich and varied ICH, through practical measures that will improve the situation throughout the island.

2. Establishment of a board for the preservation, physical protection and restoration of the ICH of Cyprus

The Technical Committee on the Cultural Heritage proposes the establishment of an “Advisory Board for the Preservation, Physical Protection and Restoration of the ICH of Cyprus” (hereinafter referred to as the “Board”)

The Board will constitute an advisory body under the auspices of the Greek Cypriot and the Turkish Cypriot sides.

3. Objectives

The objectives of the Board are as follows:

- a) To protect, preserve and facilitate the preservation, physical protection and restoration (including research, study and survey) of the ICH of Cyprus.

- b) To monitor the situation with respect to the ICH in Cyprus, and prepare regular reports on the situation, for submission to the Technical Committee on Cultural Heritage and to the Greek Cypriot and the Turkish Cypriot Leaders.
- c) To respond to requests made by the Technical Committee on Cultural Heritage on specific cases or issues relating to the ICH, and where appropriate to make suggestions for improving the situation.
- d) To raise funds for the preservation, physical protection and restoration of the ICH of Cyprus, including the financing of specific projects
- e) To provide and publish information on the ICH of Cyprus.

4. Structure

The structure proposed for the Board is as follows:

- a) The Board will consist of 6 members (3 Greek Cypriots and 3 Turkish Cypriots) with voting rights and a facilitator from the UN.
- b) The Greek Cypriot and the Turkish Cypriot sides will each appoint 3 (three) qualified persons on issues related to the preservation, physical protection and restoration of the ICH.
- c) The Greek Cypriot members and the Turkish Cypriot members of the Board can be assisted by up to two staff assistants as necessary
- d) The facilitator will be an official appointed by the UN from within its organization for that purpose with the agreement of both sides.

5. Terms of Reference

The terms of reference of the Board are as follows:

- a) The decisions will be taken preferably by consensus. In the absence of consensus, a majority vote comprising at least two Turkish Cypriot and at least two Greek Cypriot members out of the total number of members is needed.
- b) The decisions will be of advisory nature for the two sides.
- c) In the event of a persistent disagreement in the Board the issue shall be referred to the Technical Committee on Cultural Heritage.
- d) The Board in the search for consensus may seek advice from internationally recognized experts through the facilitator.
- e) If the disagreement continues, the issue shall be passed on to the Leaders of the two sides with a view to reaching a mutually acceptable decision.

- f) The role of the Board would also include (I) the discussion of the issues relating to the ICH that are before the Board (II) submission of proposals for investigation or other action. In addition, the Board could discuss and put forward suggestions on dealing with practical problems encountered.
- g) The Board should monitor and recommend action for the preservation, physical protection and restoration of the ICH throughout Cyprus.
- h) The Board will act in a non-political manner so that practical measures are taken that will improve the situation on the ground.
- i) The Board may undertake research, studies and surveys in order to be able to monitor the situation in general, and assess the state of requirements of cultural monuments.
- j) The Board may engage consultants, contractors, workmen or any other person qualified for tasks consistent with its aims and objectives.
- k) The Boards' entire proceedings will be strictly confidential. However, the Board after consultations with the Technical Committee on Cultural Heritage may issue statements, publish books and pamphlets and organize displays / exhibitions on the cultural heritage to inform the public about the projects agreed upon.
- l) At the end of Board's each session, a summary of agreed and disagreed issues in two copies shall be recorded by the facilitator and will be signed by the members.

6. Financial Resources

- a) After consultations with the Technical Committee on Cultural Heritage, the Board may solicit funds or donations from international bodies, states, as well as local donors for the expenditures of the agreed projects.
- b) i- Funds or donations obtained from the international bodies and states for the expenditure on the agreed projects should be administered and implemented through UNDP and / or a mutually acceptable body.
ii- Funds or donations obtained from local donors for the expenditure on the agreed projects should be administered and implemented through the Board. Upon the decision of the Board, UNDP and / or a mutually acceptable body may help the implementation of funds or donations obtained from local donors.

B. Mechanism for the implementation of projects approved by the Technical Committee on Cultural Heritage

1. Funds or donations from international bodies, states, as well as local donors for the expenditures of the agreed projects of the Technical Committee on Cultural Heritage will be collected in a special fund.
2. This special fund will be administered and implemented through UNDP and/or a mutually acceptable body.
3. For the agreed projects of the Technical Committee on Cultural Heritage, UNDP selection mechanism invites tenders from the firms of the side where the monument in question is located.
4. UNDP selection procedure with the participation of at least 1 Turkish Cypriot and 1 Greek Cypriot member of the Technical Committee on Cultural Heritage.
5. Implementation of the project by the selected firm.
6. UNDP will be the controller of the agreed restoration projects. Advisory Board will monitor and recommend action to UNDP for the implementation of projects, acting as Steering Committee.

Annex 4

General layout of Phase A/B/C/D (University of Patras)