Terms of Reference

Detail Design Preparation for Rehabilitation of Selected Historic Heritage Houses in Abastumani Phase 2

I. INTRODUCTION

The Municipal Development Fund of Georgia (MDF) is a Legal Entity under Public Law (LEPL) with the objective of assisting to enhancement of institutional and financial capacities of local self-governmental bodies, making investments in local infrastructure and services, and improvement of main economic and social conditions for the local population. MDF implements the significant infrastructural projects such as: urban renovation of the cities, arrangement of infrastructure at tourist and cultural heritage monuments, construction and rehabilitation of schools and kindergartens, improvement of infrastructure aimed at preventing the natural disasters, creation of sustainable economic base for IDPs, rehabilitation of Water supply and Waste systems, construction of shelters for homeless animals, arrangement of the cable ways, renovation of sports infrastructure, and enhancement of the component in support of State and Private Sector Investments (PPI).

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II. OVERALL SCOPE AND OBJECTIVE

Site location

One of the famous and popular resorts in Samtskhe-Javakheti region, Abastumani is located in the southern part of Georgia in Adigeni Municiality. Abastumani with a very diverse and explicit micro-climate is distinguished for high touristic and recreational potential, at present this potential has not been properly utilized. Moreover, the added value of Abastumani is its triple merit, being a climate, spa and tourist resort simultaneously.

Considerable part of the resort territory represents cultural heritage. Abastumani architecture is a unique blend of European, Georgian and Russian style preserved from the 19th and built in early 20th century. Those buildings served as cottages ("dachas") for the wealthy.

There are around 122 monuments of cultural heritage located in this small settlement along the Otskhi River. This fact allows us to state, that the entire Abastumani is a monument of cultural heritage and its revitalization and preservation stands to be an ultimate goal. The town is surrounded with Borjomi Kharagauli National Park from all four sides. Nevertheless, since legal designation of the park, no Park Gateway context has been recognized or mutual functional connections developed. Therefore, capitalization on the gateway potential for enhancement of the destination (e.g. development of trails, introduction of trail heads, installation of orientation and interpretation exhibits, etc.) would be one of the value adding innovations that shall be explored during the integrated urban design concepts development.

Present TOR is for the detailed design services for the rehabilitation of the historical houses in Abastumani (see Annex 1). The selected 18 houses were identified and studied under the Abastumani Urban Upgrade project. The houses have been selected based on their heritage status and their correspondent inclusion in the national register of listed buildings. The houses are wide spread throughout the settlement, however, a good part is concentrated in the core and the northern residential area. Most of the buildings have been classified as cultural monuments under the Law 528 of 21 November 2008. The rehabilitation of façades of some historic buildings in the Core and North areas aims at integrating the improvement of the horizontal component with the vertical component of the buildings, which are the veritable scenes the urban environment. Therefore, the focus of this investment is value as vertical backdrop of the public space, which is a key element for the improvement of the experience of the resort. To obtain the following goal its necessary to identify the causes of the degradation, and propose solutions for each of them. Some of them is described below. Main rehabilitation works have to be implemented for the restoration of facades, roofs, balconies, and other wooden or metal external decorations. The project must also include structural parts reinforcement only if they are compromised and threaten the structural stability of the monument. This visual impact will in fact allow a more integrated experience of the heritage context, thus becoming more attractive for tourists as well for the local community, consolidating the sense of place and the unique identity of the settlement.

The selection of the houses was based on eligibility criteria, that were consistent with the public financing of the investment.

- **As a first step**, it was deemed appropriate to start the houses rehabilitation process from the North and Core precincts, relying on the better impact of clustering the rehabilitation where more appropriate and effective.
- **As a second step**, all listed houses in the North and in the Core precincts (28 units in total) have been considered eligible. Justification for choosing listed-only buildings is their acknowledged historic value as well as the fact that the listed status is a guarantee for preventing unforeseen eventual modifications or demolitions after the completion of the public investment, which could instead occur in non-listed buildings, thus jeopardizing the public investment. Investing in heritage building rehabilitation is a no regret

approach as the architecture of the heritage building cannot be changed: the owner will not be able to legally interfere into the facade and will have a formal obligation to take care of the heritage asset imposed by the National Agency for Cultural Heritage Preservation (NACHP).

- **As a third step**, for greater sustainability and effectiveness, and to make sure that available funds are used effectively, each of the heritage houses has been evaluated by **four selection criteria** to determine, through a closer scrutiny, which ones are most suitable for intervention.

FOUR SELECTION CRITERIA

A) **Buildings that are not visually prominent,** either because too marginal with respect to the central parts of the town, or because tacked away from the most frequented streets and pedestrian pathways. Their renovation would, therefore, have a limited visual impact on the locations most frequented by residents and visitors.

B) **Recently renovated buildings and buildings under a process of rehabilitation** by private investors. In the first case, the structures do not require additional works, while in the second, they have already been declared as imminent investments, thus the disbursement of public funds can be better employed the renovation of other structures.

C) **Buildings that have been radically modified** and have therefore lost, or see largely compromised their heritage value, unless the owners do not allow to return them to their "original" condition, thus allowing the demolition of additional structures and the substantial modification of building components. This kind of rehabilitation would be in any case costly, and would also require a considerable amount of conjectural reconstruction, an approach that is explicitly discouraged by the international restoration norms and guidelines. Nevertheless, in case owners provide their consent to restore the building to its original conditions, and demolition of extensions are deemed necessary, compensation will not be available.

D) **Buildings that require considerable structural interventions,** and whose renovation, therefore, cannot be limited to the outer envelop facades only. The works in question involve complex structural work on the foundations, bearing walls and roof that cannot be implemented without extensive demolitions and integral reconstruction.

These four selection criteria have identified 18 buildings for rehabilitation.

The Abastumani buildings are typically one or two stores high resting on square plinths to elevate the structure from the ground, with a crawl space or practicable basement below. The external envelope is enclosed by bearing walls, generally made of stone, either exposed or rendered with lime plaster. Plan shapes can be regular or asymmetrical. Some are quite complex depending on the importance of the structure, with extra wings and protruding porches. Most of the buildings are today in a serious state of decay due to several reasons. Below are described the most significant ones.

- Displaced or damaged metal pitched roof coverings, as well as faulty repairs, particularly at ridges and in proximity of chimneys, determine water infiltration into the structural members and ceilings below. Water infiltration and damp conditions cause rot in the wood structure and lead to the eventual loosening of the roof anchoring system.
- Vertical cracks on bearing walls, generally located near corners, possibly due to differential set-tlements below ground or past seismic events.
- Cracks, displacement or loss of stones or bricks components on upright bearing walls due to structural movement and loosening of the mortar joints. These occurrences are difficult to de-tect in cases where the wood panelling is superimposed to the wall structure. Where hidden, the existence of such defects should be checked to initiate a sound consolidation of the build-ing envelope.
- Failure of the masonry plinths / sleeper walls supporting the suspended floor slab at the base of the bearing walls. These structures are meant to insulate the structure from damp condition and the presence of ground water. Over time, water infiltration and erosion of the mortar binder reduces the structural resistance and cohesion of the plinths and determines their par-tial collapse.
- Deterioration and failure of floor joists in the upper floors, particularly when their ends are built directly into external walls without protection, becoming susceptible to rot caused by damp conditions.
- Rotting of woodwork decorative elements, such as cornices, fascia boards, friezes, architraves, columns, capitals, railings, balusters, window heads and sills, mullions, brackets, spindles, etc. es-pecially those that are directly exposed to protracted climatic variations, including frost, water penetration and sunlight.
- Sagging and displacement of supports in exterior wood stairs, porches and balconies, coupled with damages resulting from rot and repeated freeze / thaw cycles in the absence of routine maintenance. The latter determines warping, cracking and splitting of wood members and other timber components.
- Falling and spalling of plaster surfaces and limewash finishes on masonry walls.
- Introduction of incompatible new materials and modernizing elements. These are not only in-appropriate and unsightly, but also clash with the properties of old materials, causing serious compatibility issues over the long-term.
- Lack or deficiencies in the provision of sanitary services and heating, making the modern re-use of traditional structures problematic.

  Consultant should provide solution for above motioned problems. It is critical to preserve its architectural, as well as structural side, i.e. new vision for adaptation of the structure in compliance with modern requirements shall be developed based on the detailed studies. All authentic architectural elements of exterior or interior of the buildings shall be identified, measured in details and reflected in photos. In the process of restoration, damaged parts shall be restored carefully and reinstated.

Main rehabilitation works have to be implemented for the restoration of facades, roofs, balconies and other wooden or metal external decorations. Structural reinforcement shall be proposed after proper assessment of the structural ondition and refelected in the detailed design.

III. SCOPE OF ASSIGNMENT, TIMEFRAME AND DELIVERABLES

Stage I – Validation and Update of documentation provided by the Employer
Stage II – Preparation of Concept design documents
Stage III – Preparation of Detail design, Structural Design and BOQ
Stage IV – Design supervision (Author's supervision)

Stage I: Validation and Update of documentation provided by the Employer

This stage will be most critical to decide on and approve the most suitable architectural concept to be further developed through the subsequent detailed-design stages. It will combine in-depth alanysis of the site and its history. deliverables for this assignment are as follows:

a. **Report** on detailed description and documentation of all missing/partially collapsed elements, with individual "passport" on current status, level of damage, level of stability and required intervention (e.g. full reconstruction, reinterpretation, restoration, etc).
b. **Systematized photos:** general views of the project facility, façades, interior, elements that are valuable from architectural-arts standpoint, photos reflecting general and local damages (photos of high quality and resolution - expanded file of either TIFF or JPEG);
c. **Topo survey** of the adjacent site (topographic plan by UTM, scale: 1:200) with embedded cadastral borders and engineering networks;
d. **Cadastral documents** and **information** about the beneficiaries of the apartments/houses. (The project and current condition to be reflected on topographic plan, the layouts to show the cadastral borders and codes. Information shall be submitted electronically as SHP and DWG files);
e. **The initial survey** by art experts, historic building report and recommendations on spatial-planning and compositional solutions of the construction to be executed on the project site;
f. **Architectural survey** - measured data for Abastumani Houses to reflect the local damages (area sketches; scale drawings showing the sizes and benchmarks_ scale: 1:50; architectural details _ scale: 1:25, 1:20, 1:10; templates _ scale: 1:1; textual description);
g. **3D laser scanner drawing preparation** – to create three dimensional "point cloud" that can be navigated, drafted, and modeled in CAD and BIM applications;
h. **Recommended specific treatments and methodology** for individual features or areas (e.g. type of mortar to be used, composition, color; type of proposed tiles, where to procure them, etc), including prescription on what tools are acceptable to use in different conditions and for what kind of works.
i. Preparation of the Reselect Action Plan

The Employer shall formally instruct the Consultant to commence works of the next stage either after approval of Stage I deliverable or before formal finalization of the Stage I.

Stage II – Preparation of Concept design documents

a. Submission of concept design (option) of architectural and structural solution, in view of anticipated utmost (maximum) loads of the building and relevant sizes of the building;
b. Site layout plans and masterplan (scale: 1:500; 1:1000) to include the schemes for movement of vehicles and pedestrians, along with the anticipated parking;
c. Architectural drawings (layouts, sections, façades, details, units) – 1:100; 1:50; 1:25;
d. Site arranging layouts, sections, details (1:100; 1:50);
e. General Executive summary (summarizing current condition and measures envisaged as per design);
f. Site improvements and drawings for small shapes;
g. Renders, photomontage and photos

Stage III: Preparation of Detail design, Structural Design and BOQ

Architectural Part:

a. General Executive summary of Architectural Part, which is to include the, as well as to separate buildings and structures;
b. Topographic plan;
c. The layout plan of the project site in fine scale to show the infrastructure of the city (scale: 1:5000 or 1:10 000);
d. The design for rehabilitation and restoration of the monument: Executive summary (ways for the problem solution and justification of methodology); shop drawings: layouts, sections, façades, interior openings (showing the sizes and benchmarks scale: 1:100, 1:50), fragments and details, scale: -1:25, 1:20, 1:10 and 1:1), specifications showing types of works and material to be applied;
e. Façades of the buildings and structures to be planned, scale: 1:100; 1:50;
f. Longitudinal and lateral sections of the buildings and structures to be planned, scale: 1:00; 1:50;
g. The plans for roofing of the structures-buildings showing the water removing scheme, scale: 1:100; 1:50, detailed drawings and units for fragments of water discharge outlets (scale: 1:5, 1:10 or 1:20), quantitative specifications for works and material (if required);
h. Plans for labeling of walls and partitions of the buildings and structures to be planned, showing their types, scale: 1:50, detailed drawings and units for fragments of types of walls and partitions (scale: 1:5, 1:10 or 1:20), quantitative specifications of works and material;
i. The plans for labeling of openings (clearances) of structures-buildings to be planned and types of doors/windows, scale: 1:50, detailed drawings for the types of door/windows (scale: 1:5, 1:10 or 1:20), quantitative specifications of (doors/windows);

j. The drawings for architectural details and units of structures-buildings to be planned (stairs, rails, roofing unit and other details), scale: (1:5, 1:10 or 1:20);
k. Three-dimensional visualization of high quality (so called renders of high resolution and photomontage)

Structural Part:

a. Executive summary for the structural part to include design solutions, recommendations, justification of structural solutions, associated calculations with indication of loads and design values;
b. Structural shop drawings for existing structures-buildings and the parts to be planned (layouts, details, units (scale. 1:100, 1:50, 1:25);
c. Quantitative specifications for works and materials;

Stage IV – Design supervision (Author's supervision)

a. Provide for regular monitoring of construction works.
b. Participate in the process of design solution review, preparation-coordination of engineering documentation, BoQ and other variations to the accepted contract.
c. For ensuring compliance of executed works' quality with the detailed design documentation, engage specialists with respective qualification (architect, conservation professional, structural engineer, etc.) for solution of issues emerging during construction works.
d. Provide for regular monitoring of environmental and social management plan implementation in line with the environmental monitoring plan and periodically furnish the Client with environmental and social monitoring reports;
e. Prepare and regularly present to the Client technical reports on completed works.
f. Following work completion, no later than a 10-workday period after completion, submit the final summary technical report based on regular reports, which is to form grounds for hand-over/acceptance of services.

Team Profile

IV. Deliverables, Reporting Requirements and Timing for the Consulting Services

The Consultant will be recruited by MDF as a Consultant on an intermittent basis. **The tentative duration of the Contract is 5 months.**

The client should deliver following reports and activities during the project duration according to the following schedule (the consultant is allowed to change the deadlines as per the proposed action plan to be agreed with the client in writing):

Deliverables	Submission Date	Language	Format	Correlation Rate to Contract Price
Stage I – Validation and Update of documentation provided by the Employer	Within 6 weeks from commencement of services	Georgian / English	• 4 printed copies for each project, in A4, A3 size, plans in A1, A0 etc. • An electronic copy of all reports, plans and related CAD, Excel, Word, PDF etc. files. • The consultant is responsible to update drawings of provide any additional documents if it is required to obtain project approvals and building permits.	20%
Stage II – Preparation of Concept design documents	Within 7 weeks after approval of services under Stage I	Georgian / English	• 4 printed copies for each project, in A4, A3 size, plans in A1, A0 etc. • An electronic copy of all reports, plans and related CAD, Excel, Word, PDF etc. files. • The consultant is responsible to update drawings of provide any additional documents if it is required to obtain project approvals and building permits.	30%
Stage III – preparation of technical design.	Within 7 weeks after approval of services under Stage II	Georgian / English	• 4 printed copies for each project, in A4, A3 size, plans in A1, A0 etc. • An electronic copy of all reports, plans and related CAD, Excel, Word, PDF etc. files. • The consultant is responsible to update drawings of provide any additional documents if it is required to obtain project approvals and building permits.	35%
Stage IV - Author's supervision	Within 24 month after approval of services under Stage III	Georgian / English		15%

V. Qualification and Experience of the Consultant

The multi-disciplinary team of key staff will be required for the execution of the project. The consultant team should be led for the full term of the project by a Team Leader with sound experience in the execution of similar projects and specific background in Architecture, Urban design and Project Management. A local architect with knowledge of local language should be mobilized fully for the duration of consultancy to serve as local liaison.

The following list of qualifications serve as a guide and Consultant Team may with justification propose additional staff. The Consultant Team shall also propose the time allocation for each of the staff dedicated to their respective tasks and the breakdown of the time that those work will be performed on location or remotely. The proposed team composition is as follows:

Title	Specific experience (Years)	Area of Specialization, Qualification	Special Skills and Knowledge, but not limited to
Team Leader/ Architect	10	At least Master's degree in Architecture with further advanced training; Experience in managing design team; experience in managing similar size and type projects.	• Documented experience in implementing similar projects and managing a team of designers. • Monitor performance, deadlines, project progress, and conduct a risk management plan to avoid any unexpected incidents that may have a negative impact on the project development. • Knowledge of the local and international standards for construction/rehabilitation works • In-depth overall knowledge in detailed design supervision for large, and medium sized civil works projects
Deputy Team Leader - Conservation Architect	10	At least Master's degree in Architecture with further advanced training; Experience in managing similar size and type projects of conservation /preservation.	• Focus more on the content and detailed requirements for conservation/restoration works. • Work closely with art historian, archeologist, and landscape architect.
Art Historian	7	At least Bachalor's degree in Art History; Art historian, urban historian/landscape	• Conducts the study on the development of the existing building and the surroundings;

		historian with knowledge of conservation practices.	• Prepares reports on the carried out activities; • Consults and assists the design group in the formation of the architectural solutions in contact with the team leader.
Architect	10	At least Master's degree in Architecture, knowledge of international and local design and construction codes/regulations/standards; At least 3 years of working experience as an Architect experiansed in urban area design/conservation/preservation;	• Conducts the research on the existing building and the surroundings; • Examines and forms the adjusting project design in contact with the leader; • Plans and prepares all the architectural project documentation in contact with all the contiguous professionals; •
Structural Engineer	10	At least Master's degree in civil engineering. Working experience in conservation and historic monument rehabilitation experience; Structural Engineer with experience in construction and rehabilitation of historic buildings and structures, experience in similar type projects;	• Conducts the research on the technical conditions of the existing building; • If necessary, prepares the constructive project documentation of reinforcement works; • Prepares the constructive project documentation according to the architectural solutions.
Environmental Specialist	5	Higher Education in Environmental Policy, law, or public administration, Master's degree and education in natural science would be an advantage. Knowledge of environmental policies and requirements of the international financing institutions; familiarity with	• Providing guidance and advice to the Environmental and Resettlement Unit of MDF on the environmental safeguard's application and compliance and support in the resolution of environmental performance-related issues that may rise in the course of preparation of detail design and environmental documentation.

		the World Bank's safeguard policies would be a strong advantage. Proficiency in English and Georgian language is mandatory	• Preparing environmental and social documentation; determining compliance of these documents with the relevant requirements of the national legislation; World Bank's policies and project-specific framework documents, assisting in upgrading of documents as required. • Conducting required surveys and etc.
Social Expert	5	University Degree in Social Science	• monitoring of social requirements • obtaining information about private ownership and/or preparing documentation for temporary resettlement

N	Consultants	Number	Month	Input (P/M)
	Key Experts			
1	Team Leader/ Architect	1	5	5
2	Deputy Team Leader - Conservation Architect	1	5	5
3	Structural Engineer	1	3	3
4	Art Historian	1	1	1
	Subtotal 1	4		14
	Non-Key Experts			
1	Architect	5	5	5
2	Social Expert	1	2	2
3	Environmental Specialist	1	1	1
	Subtotal 2	3		8
	Total 1+2	7		22

VI. Standards

1. The design shall be developed to adhere to construction standards and regulations being effective in Georgia, as well as in compliance with the requirements of European Standards.

2. The rehabilitation works for the monument, along with the associated methodology shall be developed in compliance with the requirements of Georgian Law "On Cultural Heritage" and international experience from monuments preservation standpoint.

3. The design shall be agreed with the National Agency for Cultural Heritage Preservation of Georgia (NACHP) and the City Hall of Abastumani Municipality;

4. Pursuant to the 2nd item of the Article 25-E of Law of Georgia on Cultural Heritage, the works as follows may be executed at still monument, aimed at its studying or rehabilitating: a) exploring; b) cleaning; c) preserving; d) restoring; e) reconstructing; f) adapting; g) changing of still monument.

5. In the course of design preparation, there shall be considered the requirements of at least the following normative documents (but not restricted to):

- Law of Georgia on Cultural Heritage (08. 05.2007).
- The Athens Charter;
- СП 118.13330.2012 Public structures and buildings;
- Interior Graphic Standards Second Edition Corky Binggeli, ASID Editor-in-chief The Magnum Group Illustrator John Wiley & Sons, INC;
- The Architects' Handbook. Edited By Quentin Pickard, RIBA;
- Metric Handbook, Planning and Design Data. Edited by David Adler. Second edition (as Metric Handbook) 1999;
- Ernst end Peter Neufert, Architect's Data. Third Edition, Blackwell Science;
- Spaces for Innovation Kursty Groves and Oliver Marlow.
- In the process of designing the engineering utilities, requirements of construction standards and regulations (but not restricted to) shall be considered:
- СНиП 2.04.01-85* - Indoor water supply and wastewater networks of the building;
- СП 31-110-2003 Design and installation of electrical installations in residential and public buildings;
- ППБ-0-148-87. Fire safety regulations for sports facilities;
- NFPA (National Fire Protection Association) Codes and Standards;
- Foundations of buildings and structures – (pn 02.01-08);
- Construction Climatology – (pn 01.05-08);
- Outdoor networks and structures of water supply and sewerage systems – (პნ 07.01-09);

VII. Environmental, Social and Gender Requirements

1. The contractor shall screen the activities in accordance with the national legislation of Georgia and World Bank safeguard policies (OP/BP 4.01 Environmental Assessment, OP/BP 4.11 Physical Cultural Resources) triggered by RDP 3, and prepare requested environmental documents/surveys with prior written consent of the employer. This includes all works required with the aim of producing a complete set of environmental documentation required for obtaining an Environmental Decision (if needed) by the State authority and donor organization.

2. In case the State Authorities or/and World Bank finds a defect in submitted documentation, the Contractor shall immediately remedy the defects and submit the revised documents to MDF.

3. Additionally, the contractor shall submit the following information:

- Topographic, geological and hydrogeological information (description of relief, geology and soil, based on archive data and as a result of visual survey; information regarding existence or probability of hazardous geological processes, necessity for conducting of explosive works; depth of location of ground water etc.);
- Vicinity to the river or other surface waters (lakes, channels, etc.);
- Potential sites and landfills for disposing excess material (mud, soil, rocks) and construction waste, brief description (including cadastral information) and maps of suggested sites;
- Location and distance to the nearest licensed quarry for mining of the natural construction material;
- Review all existing underground and surface communications within the project corridor;
- Brief social-economic information on surrounding area;
- Description of vegetation and flora species in the project area. Identification existence of Red Listed species based botanical and zoological surveys. In case of trees/bushes cutting will be required, name of tree species (Georgian and Scientific) and quantity should be specified;

4. Based on the submitted information and upon MDF's request, the contractor shall prepare site-specific Environmental and Social Review (ESR), including an Environmental and Social Management Plan (ESMP) in Georgian and English languages, and hold public consultations in accordance with the World Bank's safeguard policies(OP/BP 4.01 Environmental Assessment, OP/BP 4.11 Physical Cultural Resources) triggered by RDP 3. The Contractor may be asked to incorporate public feedback into the design documents as necessary.

5. In the process of the preparation of environmental/social documentation and related surveys, whenever possible the Contractor shall use already obtained data and information about the activities under the subproject. The contractor shall have an Environmental Specialist on board and ensure that environmental and social aspects are factored into the final decision-making.

6. All documents and mitigation measures/requirements which will be papered for the subproject, will be mandatory to be implemented under the subproject. They shall be carried out by the civil works Contractor in the process of civil works implementation.

7. Additionally, contractor shall prepare a Monthly Progress Report (in Georgian and English languages) summarizing status of environmental/social compliance and any outstanding issues deemed important by an environmental Consultant and shall fill out monthly environmental monitoring forms.

8. Gender Requirements

9. The consultant should consider and submit the following:

- Meeting the needs of women, girls of all ages and abilities

- Considering women separately from other beneficiaries. Gender inclusion means actively bringing the voices of women, girls and gender minorities into critical decision-making, ensuring their input as high quantity and quality as men's.
- Engage women, girls and gender minorities of all ages and abilities in the design process, not just as stakeholders, but as true partners with shared decision-making power.
- Engage man and boys in advancing gender inclusive historic houses planning and design.

VIII. Resettlement Requirements

10. The Consultant shall prepare a Resettlement Action Plan (RAP) and all necessary resettlement documentation for the project area fitting the requirements of World Bank's safeguard policy OP/BP 4.12 Involuntary Resettlement and relevant national legislation of Georgia. The RAP shall be prepared by an experienced expert. In the process of the preparation of resettlement documentation and related surveys, whenever possible the consultant shall use already obtained data and information about the activities under the subproject.
11. To prepare the RAP, the consultant is responsible for carrying out the following activities:
12. Carry out detailed measuring works within the affected area: identify project affected owners/beneficiaries of the apartments/houses. re-check/verify apartment/houses status and request status recognition document as with representatives of local government as well as at National Agency of Public Registry to recognize exact size of apartment. Prepare measurement for all types of cadastral drawings.
13. Census of all Affected Families (AF) and Project Affected People (PAP) including full identification of all vulnerable and severely affected AF and PAP. Special needs, such as language barriers, also need to be identified to ensure that everybody has full access to relevant project information.
14. Prepare measurement drawing for each building/structure. Relevant photo features (project affected building/structure,) for each affected building/struture shall be provided. Photos taken by digital camera have to be provided with a date on it.
15. The socio-economic survey of the PAPs based on a 50% sample of the AF.
16. An intensive information and consultation campaign with the AF through meetings to be held in each group and through the disclosure of information materials to be prepared in Georgian and English, and, if needed, in any other language that might be preferable for PAPs.
17. The establishment of a complaints and grievances mechanism acceptable for the World Bank and the government of Georgia.
18. The Consultant will prepare the documents upon MDF's written request in English and Georgian.

Documentation to be prepared and information collected

- Prepare RAP and addendums (if needed)

- Ownership status of each properties affected by the project
- Number of affected persons (owners, employees, tenant, residents and etc.)
- Categorization of the buildings in the project zone
- Determination of Current use of buildings
- Socio-economic survey (Demography, education and etc).
- Determination of actions and compensations
- Principles of Temporary Resettlement for the project
- Assessment of Compensation Unit Value
- Allowances for Vulnerable Groups
- Determination of implementation steps and responsibilities together with the Client
- Consultations with the beneficiaries.

IX. Other Responsibilities of the Consultant

19. The Consultant will be responsible for implementing the entirety of the tasks defined in this ToR. The consultant will bear all the costs related to the employment and mobilization of its team of experts. This includes travel expenditures and subsistence costs/

20. No facilities will be provided by MDF. The Consultant will be expected to arrange office facilities at the project area and elsewhere.

21. The Consultant will be responsible for the costs of producing, translating, printing and distributing the information material and reports required to carry out its assignment.

22. The Consultant will be solely responsible for the timely and qualitative fulfillment of all matters cited above under this assignment.

X. Coordination with Stakeholders

23. The Consultant will work in strict coordination with the MDF as a Project Implementation Entity, responsible for finalizing the overall services and managing and monitoring its implementation.

24. At central and regional levels, the Consultant will also need to interact with the NACHP under the Ministry of Culture, Agency of Protected Areas (APA) under the Ministry of Environmental Protection and Agriculture, the local municipality and other stakeholders, if any, pertaining to their areas of interest. The Consultant will need to interact with MDF concerning technical aspects of specific investment projects as well as the overall investment program.

25. The Consultant shall maintain good coordination and interaction with the Client during all stages of the assignment and provide assistance if changes are required for specifications.

XI. Reporting

26. Reporting and all deliverables documents must be submitted to MDF in English and Georgian languages. The Consultant must possess high-level English and Georgian language skills to ensure effective communication with the Client and stakeholders.

27. The Consultant should provide translators if required to have good communication with the Client and the stakeholders during field visits or meetings organized as part of the assignment process.

28. All reports and deliverables developed during this assignment will require World Bank clearance / no objection. MDF will be responsible to make all reports and deliverables available to the World Bank and to manage the Bank's clearance, step by step as defined along the ToR.

XII. List of Annexes

Annex 1: Houses