

Engaging Consultant Directors Conservation for Conservation Work of the CCF Projects

The Central Cultural Fund (CCF) wishes to obtain the services of eight Consultant Directors Conservation to professionally plan and implement the conservation work and to assist in the development work of the following heritage sites, managed by the CCF:

- Jaffna, Trincomalee and other heritage sites in Northern Sri Lanka
- Anuradhapura
- Polonnaruwa and Batticaloa Districts
- Sigiriya, Dambulla, Ritigala and Namal Uyana
- Dambadeniya, Yapahuwa, Panduwas Nuwara and Kurunegala
- Kandy and Ratnapura Districts
- Badulla, Monaragala and Ampara Districts
- Galle and Matara Districts, Ramba Vihara and Tissamaharama

Qualifications

The Consultant Director Conservation shall satisfy following minimum qualifications to carry out the assignment described under the ToR:

Education and Experience:

- Chartered Architect (AIA-SL) and Postgraduate Diploma/ Certificate in Heritage Conservation from a recognized university/ institution with 07 years of field experience in conservation work at a recognized institution (CCF, Department of Archaeology (DoA) etc.)
or
- Chartered Architect (AIA-SL) from a recognized university with 10 years of field experience as a consultant/ conservation architect working for the projects of a recognized institution (CCF, DoA, etc.)
or
- Bachelor's Degree in Architecture/ Built Environment and Postgraduate Diploma/ Certificate in Heritage Conservation from a recognized university/ Institution and 15 years of working experience in conservation work at a recognized institution (CCF, DoA etc.)

Skills:

- Sound knowledge of the philosophy and theory of heritage conservation, and best current practices of conservation
- Excellent skills in performing the activities mentioned under the scope of work of the ToR
- Proven competence in planning, organizing and implementing conservation work

- Ability to work in consultation with fellow senior professionals such as archaeologists, Architects, Engineers and other specialist consultants to achieve the objectives of heritage projects
- Ability to provide guidance to the site staff and support staff consisting of conservators, technical staff such as draughtsmen, quantity surveyors, technical officers etc. to perform the activities mentioned under the ToR

Other requirements

- Availability to visit the assigned sites of the CCF mentioned above for not less than 4 working days per month and devote work from home office for not less than further 4 days per month, all during week days (except weekends and holidays). If the candidate is working for an institution and drawing a monthly salary, a letter from the employer assuring that the candidate could be released for at least 02 full days of each week (from Monday to Friday) for this assignment is mandatory.

Scope of Work

The scope of work of the Consultant Director Conservation is as follows:

- prepare a Master Plan and Annual Implementation Plan (AIP) with the support staff and under the directive of the Director General (DG), CCF for the conservation and development work
- prepare conceptual/ preliminary and detail conservation proposals with the support staff for the approval of the CCF, DoA, property owner and other statutory organizations
- advise the CCF to phase out the implementation according to the availability of technical, financial and physical resources
- direct the conservation and development work of the assigned site(s) managed by the CCF from inception to completion with a vision to achieve the aims and objectives of the CCF in relation to respective site(s)
- ensure all conservation work complies with best practices of conservation while taking in to consideration the national and or international heritage conservation standards
- ensure all development work and other interventions within the assigned site(s) implemented by the CCF are compatible with the heritage character and safeguard the heritage values, authenticity and integrity of the site(s)
- Conservation of sites, monuments and other structures, landscaping, layout of monuments, visitor pathways, rest areas, design and installation of signage are included in to the scope of the work while the conservation of paintings and artifacts are excluded from the services of the Consultant Director Conservation
- Designing and supervision of construction of new buildings, roads and other infrastructure, monument lighting, museum display etc. are also excluded from the services of the

Consultant Director Conservation. However, the Consultant Director shall provide inputs to ensure that such interventions are compatible with the heritage character of the site.

Terms of Reference (ToR)

1. *Preliminary work*

- a) Together with the support staff, conduct research, laboratory analysis, archival survey, collect data etc. to gather information about the heritage values, issues on authenticity and integrity, earlier interventions, different construction phases, construction technology etc. required for the preparation of conservation proposals
- b) Carry out significance assessment (overall importance determined through an analysis of all the values attributed to the site/ monument) to ensure that a value-based approach is followed in the preparation of the conservation proposals
- c) Identify the stakeholders involved with the heritage site/ monument planned for conservation through stakeholder consultations, workshops etc. to understand the issues of the stakeholders in relation to the site/ monument
- d) Together with the support staff, document the site/ monument showing the current state of conservation (condition) through textual recording, photography, measured drawings, photogrammetry, as appropriate
- e) Together with the support staff, assess the condition of the site/ monument and diagnose the causes of deterioration/ decay mechanism impacting the heritage values of the site/ monument
- f) Study all available information, especially the drawings and reports of archaeological excavations carried out preceding the conservation
- g) Carry out scientific research and investigation of ancient materials and components where required for the preparation of specifications for conservation

2. *Prepare conservation proposals and programs*

- a) In consultation of the stakeholders and the staff of the CCF and other consultants, and together with the support staff, prepare preliminary conservation proposals by suggesting the most appropriate degree(s) of intervention(s) and obtain the preliminary clearance from the CCF, DoA, property owners and other statutory organizations
- b) Together with the support staff, prepare detail conservation proposals including drawings and other visual media, and obtain the approval from the CCF, DoA, property owners and other statutory organizations
- c) As requested by the DG, CCF, and together with the support staff, prepare project proposals for funding assistance satisfying the requirements from donor and loan agencies
- d) Guide the support staff such as draughtsmen, quantity surveyors etc. to prepare working drawings, BoQQ, specifications, lists of material and labor etc.

- e) Guide and advise the site staff to prepare conservation programs based on the detail conservation proposals for implementation, setting time target for each item of work so that the progress of the conservation work could be properly monitored.
- f) Advise the project staff to prepare bar charts highlighting quantity of materials and labor required for each and every item of work
- g) Guide and advise the site staff to prepare annual site files consisting of the condition report, conservation proposal, lists of labor and materials, bar charts etc. and recommend documents for the purpose of allocating funds from the annual budget of the CCF for implementation

3. Bidding Documentation (for contractual works)

Prepare bidding documents in consultation with other professionals if the project is implemented on contract basis following the method of competitive bidding process

3.1 Bidding documents shall include

- i. Instructions to the bidders, Bidding data*
- ii. Conditions of Counteract, Contract data*
- iii. Standard forms (Letter of acceptance, Agreement, Performance security, Advance Payment Security)*
- iv. Specifications, Form of BID*
- v. Bill of quantities, Drawings, schedules and standard forms*

3.2 Bid Evaluation

Evaluate the bids received and prepare bid evaluation report to be submitted to the TEC and Procurement Committee.

3.3 Contract Award

Assist the CCF to award the contract, prepare the contract agreement and assist the CCF in signing the contract agreement with the successful bidder

3.4 Contract Administering

- i. Administer the contract as the engineer to the contract*
- ii. Together with the support staff, check the interim bills/ final bill of the contractor and issue interim payment certificates, certificate of practical completion, final certificates assessing the work done to release payments to the contractors by the CCF as per the Contract document*
- iii. Perform any other duty as the engineer to the contract*

4. Supervision

- a) Provide on-site supervision (on intermittent basis) by the Consultant Director Conservation to ensure that conservation work is carried out strictly in accordance with the drawings,

specifications and on-site instructions while adhering to the required conservation standards.

- b) Provide guidance to the CCF's supervisory staff for proper on-site supervision of the conservation work
- c) Review the work program from time to time to ensure that the project is implemented as per the cost allocation and time targets
- d) Revise conservation proposals during implementation (if required) and obtain approval for revisions from the CCF, DoA, property owners and other relevant authorities
- e) Revise cost estimates, lists of material and labor etc., based on variations and extra works, and if the works exceeding the allotted cost and time
- f) Issue on-site instructions and technical advice to the site staff
- g) Advise the site staff from time to time to ensure that the project is completed within the specified time frame and the cost estimate, while achieving the required quality standards.
- h) Conduct regular progress review meetings with the site staff, contractors, suppliers and other relevant parties at regular intervals.
- i) Coordinate with all the statutory bodies and stake holders

5. Performance Standards and Quality Assurance

- a) The Consultant shall undertake to perform the Consultancy Services with the highest standards of professional and ethical competence and integrity.
- b) Through visual and laboratory means, check the acceptability of conservation materials, samples etc. supplied/ submitted by the suppliers/ contractors as per the specifications and issue quality certificates for payments to the suppliers and contractors
- c) Request the suppliers/ contractors to make available treatment certificates where special treatment is specified before the use of materials for conservation
- d) Check the quality of workmanship of the craftsmen, masons, carpenters etc. engaged in the conservation work
- e) Identify the training and skills development needs of the site staff, support staff, craftsmen, masons, carpenters etc. and organize and implement training workshops in consultation with the DG, CCF and act as one of the resource persons for such training programs

6. Progress Reviewing and Monitoring

- a) Conduct progress review meetings and site visits with the site staff regularly and issue technical guidance and instructions
- b) Attend monthly progress review meetings at the site organized by the DG, CCF and ensure that site staff is properly guided to implement the decision taken at these meetings
- c) Attend Consultant Directors' Meetings organized by the DG, CCF and present the progress and issues for solutions
- d) Attend the meetings and discussions with other relevant agencies on the directive of the DG, CCF

7. Documentation and Reporting

- a) Guide the site staff to conduct complete documentation before conservation of the site/monument
- b) Guide the site staff to document the conservation process at various stages of the work recording the interventions, use of materials and techniques for conservation.
- c) Guide the site staff in preparing monthly scientific reports, check for accuracy and recommend for payment, if acceptable
- d) Guide the site staff to conduct a complete documentation after conservation, prepare as-built drawings, photographs etc.
- e) Together with the site staff prepare and submit conservation reports annually (within two months of the following year) showing the progress of the conservation work of the sites/monuments undertaken in the previous year
- f) Together with the site staff, prepare and submit final conservation report (within three months of the completion) of each completed conservation work

8. Post-conservation work

- a) Guide, instruct and supervise the site staff to ensure that the sites and monuments (whether conserved or not within the heritage sites) are maintained to the highest standards
- b) Prepare maintenance manuals, if applicable, for implementation of maintenance work of the conserved monuments and sites
- c) Advice regarding entering in to the service agreement on equipment and services

9. New Constructions and new interventions

- a) Provide guidance to the specialist consultants (architects, engineers, etc.) who are employed by the CCF to design and implement new buildings and structures, installation of flood lighting, air conditioning etc. within the heritage site to ensure that the heritage character of the site is not impacted
- b) Review the designs, specifications etc. for the new interventions proposed by the specialist consultants to check whether the designs are compatible with the heritage character of the site and suggest changes for improvement for recommendation to the DG, CCF for approval to proceed
- c) Ensure that the new interventions implemented by the specialist consultants do not impact the heritage character of the site and make recommendations to revise the proposals

10. Other obligations

- a) Assist the DG, and coordinate with the Director Development of the CCF to implement the conservation work of the heritage site

- b) Work in cooperation with and in mutual understanding with the Consultant Director Archaeology and other specialist consultants of the heritage site to ensure that the overall Master Plan for the heritage site is implemented to achieve the expected results

Facilities and Inputs of the CCF

Following facilities and inputs shall be provided by the CCF upon request by the Consultant Director Conservation:

- Specialist consultants such as archaeologists, engineers, lighting specialists etc.
- Support staff (draughtsmen, quantity surveyors, photographers, photogrammetric technicians, quantity surveyors etc.)
- Site staff to assist in the preparation of the conservation proposals, supervision of the conservation work, preparation of the conservation reports etc.
- Stationary and other office and field equipment
- Transport facilities during site visits and special meetings
- Accommodation during site visits
- Monthly honorarium as approved by the Board of Governors of the CCF