**Project Description**

The Egyptian Italian Environmental Cooperation Program (EIECP), the United Nations Development program (UNDP) and the Egyptian Environmental Affairs Agency (EEAA) have cooperated in supporting the management of Siwa Protected Area (Siwa PA); through the establishment of Siwa PA’s visitor center in 2006. Support to the Egyptian Protected Areas project (SEPA) is supporting a number of PAs in Egypt. The current intervention will enhance the resources and capacities for the conservation of the natural and cultural resources of the target Protected Areas. This is to ensure their preservation not only as important assets of the country, but also in view of their potential nomination as World Heritage Sites and World Class tourism destinations. Siwa PA is one of three PAs supported by SEPA project. Siwa and its surroundings represent one of the most distinctive regions of Egypt. It retains notable cultural and natural resources, spectacular landscapes, exceptional geo-morphological features and an outstanding diversity of habitats and living organisms.

The current intervention aims at supporting the establishment of an administrative building office, to serve as base for management operations in the Protected Area and basic accommodation for its staff, as well as for promoting coordination mechanisms with relevant private and public stakeholders, institutions and registered local NGOs.

Since Siwa has a unique character in terms of its prominent natural and cultural resources, remarkable landscapes and exceptional biodiversity, all the works, which will be carried out for the design and construction of the headquarter for the Protected Area Management Unit (PAMU) will be executed through eco-architecture and environmentally sensitive designs, with very low impact on the environment. The works will be carried out by utilizing local manpower and local materials. The land allocated for the construction of Siwa administrative and accommodation building is located in the city of Siwa and covers 408.5 meters$^2$. 
**Scope of Services, Expected Outputs and Target Completion**

A key requirement of this project is to minimise site impacts and the visual impression of the building itself. The design of the building must consider the natural shapes of the landscape and the unique character of Siwa. The proposed design should evolve from traditional realities and aim to be sensitive to the fragile landscape while responding to the historical, local vernacular architecture and traditions. The design would aspire to be in harmony with nature through its minimal impact, form earth-tone template and through maximizing the use of natural systems. The design character should be in tune with the architecture of existing facilities which maximizes the use of local building materials and specialized local labour; this engages community participation and supports their wellbeing and sense of participation.

After signing the contract the chosen architect is to perform the design of Siwa administrative and accommodation building, prepare the tender document, select the builder company and supervise the construction of the building. Siwa administrative and accommodation building includes 4 rooms to serve as staff offices, 1 meeting room, 1 storeroom, reception, simple kitchen facilities, toilet facilities for the offices and water tank.

4 rooms to serve as accommodation for the staff and toilets attached to each room, 1 large kitchen, a parking area in front of the building for the PA cars and a wall and a gate.

Soil test analysis is required and strong foundation that endures multiple floors. The presentation of the design of Siwa administrative and accommodation building includes the following work:

1. Prepare preliminary designs of Siwa administrative and accommodation building;
2. The design will include sketches, vignettes and drawings;
3. Prepare all necessary construction documents including working drawings, architectural, structural, mechanical and specifications;
4. In cooperation with nature conservation sector NCS, select and supervise the building company of the building.

The service provider will also be expected to:

1. Visit the site and come to be familiarized with all aspects of the project;
2. Prepare a design that suits the use of local craftsmen/builders where possible;
3. Prepare a design that suits the use of suitable local traditional materials for construction;
4. Ensure that the natural integrity of the site and its built heritage is maintained;
5. Change Orders: It is possible that unforeseen needs may be identified during the project. The service provider will be expected to source the additional materials (obtaining competitive written quotations where required to meet UNDP procurement rules) and supervise installation.
6. Advise the UNDP in a timely fashion on any actual or foreseen problems relating to the schedule.

**Management Arrangement**
a) The SEPA project manager and Siwa management will directly supervise the work of the service provider. The service provider will direct all reports, inquiries as well as getting approval forms and obtaining certificate of acceptance of outputs from the SEPA project manager and nature conservation sector NCS,

b) The service provider will report to the SEPA manager all the progress of the work provided, as well as any need to present report results to any audience or body,

c) The service provider will also be required in certain occasion to meet and present the work progress to the UNDP and Nature Conservation Sector (NCS) of the Egyptian Environmental Affairs Agency (EEAA) as the implementing party of the project,

Duration of the Work
The entire completion of the design of Siwa administrative and accommodation building to be performed within one month of signing the contract

Location of Work
The administrative building will be established in Siwa city at Siwa Protected Area located within Marsa Matrouh Governorate,

Qualifications of the Successful Service Provider at Various Levels
- Proven experience of minimum 15 years in the architectural design and construction of environmentally friendly building and vernacular structures;
- Proven creative design skills for designing, producing and building in natural areas;
- Demonstration of knowledge and familiarity with the site and its region;
- Extensive experience in the design and construction of projects in situ, which utilize local labor skills and traditional knowledge of locally available materials;
- A proven record of delivering projects within the planned time schedule and cost estimates.

Scope of Proposal Price and Schedule of Payments

a) The contract price is a fixed output-based price regardless of extension of the herein specific duration,

b) Specify the cost components that the Proposer must include in the computation of contract price (e.g., purely professional fee, or inclusive of travel, living allowances, taxes, etc.)

c) Specify the key outputs or milestone activities for which payments will be made, the corresponding percentage of the contract price that will be paid per milestone/output, including all the conditions/documentations required prior to the release of any tranches of payment.

Recommended Presentation of Proposal
Interested companies are required to submit the following information in two separate envelopes one including the technical offer and one including the financial offer as follows:
Technical offer:
   a) Design document which includes the preliminary designs that define its concept “Avant project” to UNDP. This document is to include the following:
      1. Background information demonstrating the firm understanding of the project’s setting, existing conditions and the relational for their proposal design.
      2. Design drawings and sketches including the following:
         • Site plan showing the proposed position for the administrative and accommodation building and its relation to the other existing structures and the natural site.
         • Floor plan of all spaces including lobby, offices, accommodation, store, and lecture room.
         • Exterior perspective to show the building’s elevation (façade) design.
         • Interior perspective of the building to show general design of the building’s spaces.
      1. Building description to identify its floor area, structural components, finishing materials. Mechanical and electrical works.
      2. General outline of quantities and specifications to list all building materials and their specifications. This list of quantities and specifications should include the following items:
         • Grading and excavation works
         • Foundations
         • Wall construction and finishing materials
         • Moisture insulation
         • Roofs
         • Ceilings finishing materials
         • Doors
         • Windows
         • Electrical works
         • Mechanical works
   b) Proposed time table and key steps for how the construction of the building will be performed;
   c) Company profile to include written history of the company and previous experience in designing and supervising similar operations.

Financial offer:
Specify the cost components that the company includes in the computation of contract price in reference with the general outline of quantities and specifications as noted above.

Offers must be submitted in English, in 2 sealed envelopes (financial and technical offers) by 12:00 p.m. on July 30, 2014.
Address: CEDARE Building, 2 El Hegaz street, 7th floor, Heliopolis, Cairo. For more information please contact, amany.nakhla@undp.org hamedyousria@yahoo.co.uk