

Terms of Reference

Preparation of Mtskheta Archeological Museum Exposition Concept, Interior Design and Management Plan

1: INTRODUCTION

Inhabited since before 1000 BC, Mtskheta has been historically an important center at the crossing of ancient trade routes. It was once the capital of the early kingdom of Iberia and the center where Christianity was introduced in the 4th century, before becoming the official State religion in 334. Its religious significance and the importance of its architecture, archeological sites and archeological findings, rank Mtskheta a major site at National level, as outstanding evidence of the Georgian culture from the 2nd Millennium BC to the present era can be found.

Mtskheta has international significance as a World Heritage site (“Historic Monuments of Mtskheta”), comprising with the three different religious complexes: St. Cross temple “Jvari monastery”, Svetitskhoveli cathedral temple, Samtavro monastery. <https://whc.unesco.org/en/list/708>

The large Mtskheta archeological state museum-reserve is in the city of Mtskheta. It comprises Mtskheta Archeological Museum and the archeological remains and architectural monuments located in the historical Mtskheta territory, including:

1. Samtavro Archeological field and Baiat Khevi (3 millennium B.C and 8-7 cc A.D.)
2. Armazi Castle (Bagineti) (2-1 cc B.C – 7-8 cc A.D.)
3. Mtskheta Burial Vault (1 century AD).
4. Residence of Kartli Eristavis (Pitiakhshi) –2-9 centuries A.D.
5. Mtskheta Gateway (Aragvis Kari). Dating back to 5-6 cc A.D. In 1970, Cinema “Karibche” was built over the archeological remains of the city historical gateway (architect Gr. Jabua).

The chronological framework of the artifacts discovered in the area covers a long span of time – from 4th millennium A.D. through late middle centuries (lasting from 1250 to 1500 A.D). These artifacts are testimonies of the ancient Mtskheta –gold tools and jewels made with high skills, glass and clay ware, weapons, ritual belts and items, clothes, toys, architectural remains, etc. More than 23 000 artifacts are stored at **Mtskheta Archeological Museum**.

Mtskheta Archeological Museum was housed in a dedicated building, which was established in 1955 and since then the artifacts have been stored in a storage room. In 2015, the management of the abandoned building of Cinema “Karibche” was entrusted to NACHP, to be readapted and become the seat of the new archeological museum. In 2017, under the Third Regional Development Program, the World Bank financed the detail design and in 2018 the works for the Adaptation of the Mtskheta old

cinema building for establishment of the Mtskheta archeological museum has started. Civil works are expected to be finished by the end of 2019.

Mtskheta Archeological Museum is located in the historic center (world heritage site) of the town. The ICOMOS Technical Review of the detailed design underlined that the museum must be integrated within the urban context, not only in terms of architectural design (beyond the scope of this TOR) but also in terms of interior design and planning of scientific activities and public programs.

Mission of the Mtskheta Archeological Museum is to study-preserve, interpret the history and culture of ancient large Mtskheta indigenous population and pass to the future generations, to protect study and popularize Mtskheta cultural heritage monuments and objects. It is notable that Mtskheta known as the second Jerusalem is one of the ancient centers of Christianity and is represented by multiple monuments of national and world cultural heritage categories (St. Cross temple “Jvari monastery”, Svetitskhoveli cathedral temple, Samtavro monastery).

Mtskheta museum should become one of the most important scientific and educational centers, which will demonstrate and make accessible collections stored at the museum (research, restoration-conservation, exhibiting, interpretation, popularization) as well as the architectural and archeological heritage of national and world importance of Mtskheta.

2: The objective of the assignment

The objective of this assignment is to support the National Agency for Cultural Heritage and Preservation (NACHP) in developing the following deliverables at a quality acceptable to the Client:

1. Exposition concept
2. Museum interior design, and
3. Museum management plan

The Client for the assignment is Municipal Development Fund (MDF), while the Beneficiary of the below mentioned services is NACHP. All contract related matters shall be addressed to MDF, as to administrator of the contractor, while all content related questions shall be cleared with NACHP, as the beneficiary of services.

3: Scope of Work

The Consultant is expected to perform the following tasks:

Task 1: Development of the Exposition Concept

The main purpose of Mtskheta Archeological Museum permanent exposition is to study, present and make accessible and comprehensible to the public the history of the ancient city and territory. The macro-division of the exhibition shall be:

1. Pre-historic period/Mtskheta before becoming the capital
 - a. Stone Age.

- b. Mtkvar-Araksi period Mtskheta, highlighting agriculture, pottery and religion (beliefs, burial grounds, burial rituals).
 - c. Late Bronze–early Iron Age Mtskheta with craftsmanship (pottery, metal works, knitting), architecture (planning, house type, interior), religion (beliefs, altars, burial ritual), daily life tools and artworks (shepherd’s pipes, toys), weapons and industrial tools.
 - d. Early antic period Mtskheta, with craftsmanship (pottery, metal works, goldsmiths’ works), religion (beliefs, burial grounds, burial ritual, constructions), and trade routes (imported products).
2. Mtskheta after becoming the capital
- a. Craftsmanship (pottery, metal, glass).
 - b. Mtskheta and the world (trade-economy, political and cultural relations).
 - c. Art and daily life (jewelry, tools, toys).
 - d. Urban architecture (districts, defense constructions, residential and craftsmanship facilities, palace, utility constructions, cult constructions).
 - e. Structure of the government;
 - f. Education (languages, reading and writing among Mtskheta population).
 - g. Religion (local, Greek-Roman and Persian cults, rituals, burials).
 - h. Introduction and adoption of Christianity.

The sequence and internal organization of the exhibition rooms shall follow a chronological order and, for each period shall cover the thematic sections (note that this is a proposal and subject to further consultations based on the availability of the artifacts).

Collection Quantities and Typology:

More than 23 000 artifacts are stored at the Museum, including 22,187 items in Archeology collection; 398 in Ethnography collection, 78 items in applied arts, and other photo and archive Materials. The chronological framework of the museum collections spans from the 4th millennium B.C until the 20th century A.D.

The exposition concept should be developed by applying modern museum standards and technologies, and with extensive use of multimedia support. The exhibition’s didactic support must be bilingual (Georgian and English) and differentiated according to the different target groups, taking into account also people with disabilities.

Exposition Spaces and Visitors’ circulation

The exposition concept should be developed using the available spaces as offered by the drawings (**Attachment N1, N2, and N3**). The first exposition space that the visitor will encounter is the gateway of ancient Mtskheta (5th-6th centuries). Passing through a narrow corridor the visitor will enter the main exhibition hall (263.01 m²) with the permanent exposition representing the history of Mtskheta. In a 160.80 m² space on minus first floor the remains of an old wine-cellar, discovered during works, will be displayed. This area can be used as an exhibition space dedicated to the ancient tradition of

winemaking, explained by means of the display of relevant artifacts found in the surrounding area. On the second floor of the museum, a space of 70,20 m² will be used for temporary exhibitions. The adjacent space (227,70 m²) will be used for storing artifacts; part of the storage will be visible and can be included into the visitors' route (some stored artifacts, put inside a protective glass will be visible to the public, on the way to the temporary exhibition hall).

The Consultant must design (in collaboration with museum staff) a strategic planning for temporary exhibition **at least for the first 2 years**. The planning and organization of exhibitions need to be included into the management plan.

The Consultant should support the staff in the creation of the educational program **at least for the first year**. Education and communication activities are essential for the museum to share with the public its scientific contents/messages and they cannot be neglected in the planning phase: when the museum will open, the first year (at least 6 months) of educational activities and public programs should be presented both to the local people and via international channels. The contribution of the consultant includes (can be possibly changed according to museum staff's needs): (i) design of educational activities for schools and families with children, (ii) design of educational activities for adults (laboratories, maybe experimental archaeology, thematic conferences, etc.), (iii) planning of a public program agenda, including entertainment activities, possible evening openings, etc. This program influences the management plan, in terms of management of the spaces, costs and expected revenues.

Concerning the design of educational activities (for both adults and children) and the creation of public programs, the **local community** should be constantly engaged. The Consultant shall do some "market researches" and listen to the local population's expectations on the museum and the activities and events that it's going to launch. In this way, the Museum can become a vital actor within the society and a cultural point of reference for the local community, for national visitors and for international tourists.

Deliverable under Task 1:

The Consultant shall furnish the **Mtskheta Archeological Museum Exposition Concept and Exposition Plan** to the Client, covering the following:

1. Design of the exhibition concept, sequence and thematic organization of the rooms:
 - Definition of the main themes of the permanent exhibition.
 - Definition of contents for children and design of a "parallel" visit tour.
 - Definition of the types of temporary exhibitions (at least the program of the first two years of activity of the museum should be decided, together with the museum staff).
 - Organization of the open storage area, in terms of exhibition concept.
2. Selection of the artifacts to be displayed (both the in the permanent exhibition rooms and in the open storage area), according to the general exhibition concept and the specific themes of each room:
 - Photographic documentation of the selected artifacts.

- Essential archive information of the artifacts: serial number, item number, place of discovery; current locations (considering that some items are at the present stored in other Georgian museums), etc.
 - Technical description of each artifact: class, material, dimensions, etc.
 - Information on possible conservation and restoration works for some artifacts and detailed list of special needs that some objects could require (e.g. specific conservation conditions, fragile pieces, etc.).
 - Development of the content for each artifact's label.
3. Content development of the didactic apparatus supporting the exhibitions:
- Content of the didactic panels (in Georgian and English) to be placed in the rooms.
 - Creation of labels in braille for blind people and possible additional audio materials (which will allow people with disabilities to fully understand the exhibition itinerary).
 - Creation of materials helping the visitor to orient him/herself in the museum: maps, flyers with the list of museum highlights, etc.
 - Definition of the multimedia supports for the exhibition rooms.
 - Content of the audio-guides (in Georgian and English).
 - Content of the museum catalogue (in Georgian and English) to be sold in the bookshop.

The payment for this deliverable will be made available only after the final acceptance (handover) of the deliverable by the Client. The Consultant can proceed with the next task following the successful completion of the previous task, confirmed by the Client in writing.

Task 2: Interior Design

Well-displayed artifacts and the way a collection is presented can change the perception of the public and increase the educational impact. A multi-functional approach, exhibiting objects while preserving them (guaranteeing humidity and thermal control, for example) and making them understandable by the visitors in a coherent exposition itinerary is important.

Mtskheta museum interior design shall be prepared based on the exposition concept developed under the first task and for the available exposition (gateway, exposition zones of 1 and -1 floors, open store room) and museum support spaces. The interior design shall include *inter alia* furniture and equipment and heavy use of modern technology for multi-functional (scientific, educational, etc.) use of the museum.

Deliverable under Task 2:

At the end of the task, the Consultant shall deliver a report, satisfactory to the Client, covering the following at minimum:

1. Design of the exhibition showcases with relevant drawings. During preparation of the showcase design, their illumination, their location within the exhibition rooms, their size and material (according to which artifacts should be put inside) shall be considered.

2. Design of the didactic and explanatory apparatus (panels, labels, etc.) supporting the exhibition;
3. Design of the technological supports to be included within the exhibition rooms.
4. Illumination concept with relevant drawings.
5. Design project of the public spaces of the museum (visitors halls, museum shop, café with open terrace, conference hall, educational activities' spaces, temporary exhibition hall, permanent exhibition rooms, corridors) and of the zones closed to visitors (administrative offices, storage space, conservation-restoration laboratory, library for researchers and students, etc.) should be prepared commensurate with the function of the spaces, including necessary equipment and furniture lists.
6. Design of the Storage Space: a list of equipment and furniture required, including the types and quantities of shelves and other containers with enclosed drawings (taking into consideration the number of artifacts, their class, size, material, and possible special needs), should be provided.
7. Design of the restoration laboratory to undertake conservation-restoration works of archeological and ethnographic materials. The Consultant shall consider a limited space, including equipment and inventory, so he shall make, together with the museum professional restorers, a list of priorities, depending on the types of artifacts stored in the museum and their periodic restoration needs.
8. Design of the museum information signs (evacuation, prohibition etc.).
9. Interior design project cost estimation (taking into account inventory and equipment) and a calendar schedule of works performance. The summary table shall be acceptable to design the bidding document for procurement.

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Task 3: Mtskheta Archeological Museum Management Plan

The Consultant shall develop a management plan, which will respond to the needs of the museum. While the task envisages the preparation of the management plan for the museum only, other important landmarks and sites in the vicinity should also be considered (see the list in Section 1). The management plan should be in full conformity with “Mtskheta World Heritage Monuments Management Plan”.

The Management plan is a detailed document covering the strategic planning of the museum and considering its financial and economic sustainability.

The management plan should cover a short-term (1 to 5 years), medium-term (10 years) and long-term (20/25 years) plan on how the museum will be managed and maintained. The plan is a live document and it should offer the milestones for revision and adaptation.

Deliverable under Task 3:

The Consultant shall furnish a **Mtskheta Archeological Museum Management Plan** to the Client, covering the following:

1. **Mtskheta Museum Vision, Mission (clear and concise statements), strategic and operative goals.**
2. **Museum Description and Organization, including information on:**
 - 2.1. Brief history of the museum;
 - 2.2. The location, natural, cultural environment and urban context;
 - 2.3. The museum infrastructure and functional organization of the spaces;
 - 2.4. The museum visitor management plan;
 - 2.5. The required personnel to operate in the museum (number of employees, required work experience for each position, etc.).
3. **Assessment/Preservation/Conservation Strategy**
 - 3.1. Historical/architectural value of the museum;
 - 3.2. State of archeological research/conservation;
 - 3.3. Authenticity and integrity of the artifacts;
 - 3.4. State of preservation of the collections and schedules of required periodical restoration/renovations.
4. **Determination of possible hazards** – risk assessment, Emergency Management Plan (for personnel, visitor and collection safety), including the safety emergency action plan with marking of emergency exits for rapid evacuations, etc.
5. **Economic Analysis**
 - 6.1. Cost/benefit analysis (economic sustainability);
 - 6.2. Revenue forecast report;
 - 6.3. Budget analysis;
6. **Management Action Plan** (future development prospects and strategy) covering, but not limited to:
 - 6.4. Management, monitoring and maintenance of the museum and collections;
 - 6.5. Future requirements and goals for the museum;
 - 6.6. Recommended strategies and actions for future development;
 - 6.7. Implementation action plan and schedules (proposals must include budget analysis), indicating responsible entities for implementation in short and mid term perspectives.

The payment for this deliverable will be made available only after the final acceptance (handover) of the deliverable by the Client. The Consultant can proceed with the next task following the successful completion of the previous task, confirmed by the Client in writing.

4. Inputs from the Client:

The Client will make all the below mentioned information available to the selected Consultant, and support the Consultant to obtain further information/data:

1. Mtskheta museum collection database and photo materials in electronic format;

2. Album of the Mtskheta museum precious stones collection – from Large Mtskheta archeological state museum-reserve collection, Tbilisi, 2016 (electronic version of the album, PDF);
3. Design of Mtskheta new museum (electronic version, PDF);
4. Mtskheta world heritage monuments management plan (electronic version, PDF).

NACHP and museum staff will be available to support the Consultant at all stages with provision of information and other support as needed to ensure timely delivery of the reports.

5: Qualifications and Level of Effort

The Consultant shall mobilize a competent and experienced work team, meeting the minimum criteria for key and non-key experts:

Key Experts:

#	Expert(s)	Skills	Experience	Job description according to TOR
1	Project Manager	Higher education of the respective profile (Ph.D. or M.A or equivalent)	5 years of experience in developing management plans for museums, cultural heritage sites and institutions.	<ul style="list-style-type: none"> - Development of the management strategy; - Project administration; - Responsibility for project implementation and guidance of the team of experts
2	Management Plan Specialist	Higher education of the respective profile (Ph.D. or M.A or equivalent)	5 years of experience in developing the management plan in the field of cultural heritage/museum.	<ul style="list-style-type: none"> - Development of the management strategy; - Determine threats/opportunities and prevent risks; - Development of visitors' management plan
3	Historian (Specialist of the ANCIENT history and/or Early Middle Ages of Georgia)	Higher education of the respective profile (Ph.D. or M.A or equivalent)	At least 10 years of scientific work experience and publications, preferably in ancient/early Christian period of Mtskheta.	<ul style="list-style-type: none"> - Study of Mtskheta museum collections; - Developing exposition concept(s), considering chronology and thematic divisions; - Selection, documentation of the artifacts for exhibition; - Preparation of interpretation texts; - Preparation of illustration materials.
4	Architect-designer	M.Sc. in Architecture or equivalent with postgraduate qualifications in Architecture and design	At least 5 years of experience in museum expositions.	<ul style="list-style-type: none"> - Development of the exposition space design according to the exhibition concept; - Determining the showcase design with lighting; - Design of the museum information signs (evacuation, prohibition etc.) - Preparation of the list of equipment and furniture for all the museum's spaces.

				<ul style="list-style-type: none"> - Development of projects reflecting safe and efficient illumination systems of the exposition spaces, show cases and installations
5	Financial Manager	Higher education of the respective profile (Master's degree or equivalent)	3 year experience in participating in preparation of the management plans	<ul style="list-style-type: none"> - Resolving financial issues of the project implementation - Determining economic sustainability of the museum - Analyzing anticipated revenues
6	Archeologist (multiple, specialized in different studies required by the museum collection)	Higher education of the respective profile (Ph.D. or M.A or equivalent)	At least 10 years of scientific work experience and publications, preferably regarding Mtskheta.	<ul style="list-style-type: none"> - Development of the management plan in the field of archeology; - Research on the artifacts stored in the museum; - Preparation of didactic materials, labels, audio-guides and catalogue. - Developing exposition concept(s), considering chronology and thematic divisions; - Selection, and preparation of relevant documentation of the artifacts to be displayed. - Preparation of interpretation texts - Preparation of illustration materials.
7	Conservation specialist/Restorer/Registrar	Higher education of the respective profile (Ph.D. or M.A or equivalent)	Conservation specialist – at least 10 years of experience on archeological artefacts;	<ul style="list-style-type: none"> - Assessment of the conditions of collections stored at Mtskheta museum; - Preparation of relevant documents; - Determining conservation plan-schedule; - Preparation of recommendations and actions on storing, maintaining and managing archeological findings and collections; - Cleaning, restoration-conservation of the materials for exposition Together with the museum's restorers - Determining safety conditions for the exposition showcases - Participation in preparation of the open storage space concept and ensuring safe conditions
8	Education Specialist (including specialization in persons with disabilities field)	High education of the respective profile	At least 5 years of experience on the museum expositions and museum didactic programs.	<ul style="list-style-type: none"> - Preparation of the educational activities' program, addressing both children and adults audience. - Preparation of the educational activities for an audience with disabilities and other special needs. - Preparation of the didactic materials. - development of the designs reflecting safe and efficient movement system adapted for the persons with disabilities

Non – Key Experts:

#	Expert(s)	Skills	Experience	Job description according to TOR
1	Cultural Heritage Legislation Expert	Higher education of the respective profile	Lawyer, with 3 years' experience of working on cultural heritage issues	<ul style="list-style-type: none"> - Development of the normative-legal basis of the management plan; - Development of relevant normative act(s)
2	Technical Assistant	Higher education, Master's degree or equivalent in respective field	Experience of working on the projects	<ul style="list-style-type: none"> - Assisting experts in preparation of the management plan, action program and documents
3	Numismatic specialist	Higher education of the respective profile (Ph.D. or M.A or equivalent)	At least 5 years of scientific working experience and publications, preferably related to Mtskheta	<ul style="list-style-type: none"> - Study the numismatic collection of the museum. - Collaborate with archaeologists and historians in the development of the exhibition concept, as for the numismatic materials' organization and display. - Select the numismatic materials to be displayed. - Prepare the related interpretation texts - Prepare the related illustration materials.
4	Anthropologist specialist	Higher education of the respective profile (Ph.D. or M.A or equivalent)	At least 5 years of scientific working experience and publications, preferably related to Mtskheta	<ul style="list-style-type: none"> - Study the ethnographic collection of the museum. - Collaborate with archaeologists and historians in the development of the exhibition concept. - Select the ethnographic materials to be displayed. - Prepare the related interpretation texts - Prepare the related illustration materials.
5	Translator (English language)	Higher education of the respective profile (Ph.D. or M.A or equivalent)	At least 5 years' experience in translating texts pertaining to the sphere of archeology and cultural heritage	<ul style="list-style-type: none"> - Translation and editing of all the didactic materials, the explanatory panels, the audio-guides texts, the catalogue, and all the other needed materials prepared by the specialists.
6	Editor (Georgian language)	Higher education of the respective profile (Ph.D. or M.A or equivalent)	At least 5 years' experience of editing texts related to the sphere of cultural heritage	<ul style="list-style-type: none"> - Editing of all the didactic materials, the explanatory panels, the audio-guides texts, the catalogue, and all the other needed materials prepared by the specialists.
7	Photographer	Higher education of the respective profile	At least 3 years' experience of photographing museum exhibits	<ul style="list-style-type: none"> - Production of photographs of the artifacts and the museum rooms for the catalogue, the informative materials (maps, flyers, etc.), the didactic panel, and so on. - Photo fixation of the exposition materials

8	Architect	M.Sc. in Architecture or equivalent with postgraduate qualifications in Architecture	At least 5 years' experience of working on the museum expositions	<ul style="list-style-type: none"> - Planning of the exposition space according to the exposition concept; preparation of the respective specifications and drawings; - Preparation of the list of equipment and furniture for all the museum's spaces.
9	Graphic designer	High education of the respective profile	At least 5 years of experience on the museum expositions	<ul style="list-style-type: none"> - Preparation of the graphic materials related to the exhibition. - Preparation of all the graphic materials required for didactic supports in the exhibition rooms, for the catalogue, for the informative materials, etc. - Design of merchandising targeted on the museum.
10	Computer graphics and 3D animation specialist	High education of the respective profile	At least 7 years of experience working on modeling architecture and interactive designs and animations for web	<ul style="list-style-type: none"> - Thematic reconstruction of historic context, exhibits and architecture in 3D based on the concepts and thematic of different exhibitions/collections - Create interactive 3D animations and visuals in collaboration with graphic designer for interactive touch displays
11	Web designer/social media manager	M.Sc. in Graphic design or equivalent with postgraduate qualifications in graphic and web design	At least 5 years of experience the graphic and website design, preferably related to cultural institutions.	<ul style="list-style-type: none"> - Design and implementation of the website, social networks' pages and advertisement announces.
12	Front end developer	M.Sc. in Software Engineering or equivalent with postgraduate qualifications in software engineering and development/web development	At least 3 years' experience	<ul style="list-style-type: none"> - Creation and implementation of the front end for website, social networks' pages and advertisement announces. - Creation of interactive infographics and animations for interactive displays (to be operated in a web browser, on a touch display, preferably written in JavaScript)
13	Back end developer	M.Sc. in Software Engineering or equivalent with postgraduate qualifications in software engineering and development/web development	At least 3 years' experience	<ul style="list-style-type: none"> - Creation of Management and admin system for the website

14	Enterprise network and server specialist	M.Sc. in enterprise network management and administration or equivalent with postgraduate qualifications in	At least 5 years of experience	- Creation and enterprise network and server for museum library, administration and interactive information displayed throughout the exhibition halls
15	IT specialist	High education of the respective profile	At least 3 years of experience	- Creation management and connection of network throughout the museum, server for museum library, administration and interactive information. displayed throughout the exhibition halls and any additional related communications
16	Specialist of Public Programs development	High education of the respective profile (Master's degree or equivalent)	At least 5 years of experience	- Development of the program of public events and activities at least for the first year.
17	Art critic	Higher education of the respective profile (Ph.D. or M.A or equivalent)	At least 5 years' scientific work experience and publications regarding Mtskheta	- Development of Mtskheta museum management concept (vision, strategic and operative goals); - Determining-analyzing Mtskheta museum collections

When providing the list of experts for preparation of museum exposition concept design (Task 1) the consultant should consider hiring Georgian language speaking experts, who have exceptional knowledge of Georgian research and scientific literature, and have ability to process Georgian sources and prepare exposition-interpretation texts in Georgian language.

6: Duration and estimated cost

The duration of the assignment is **9 (nine)** months after contract commencement, excluding 1 month time required for Client and stakeholder's approvals (**10 (ten) Months in Total**). The estimated level of effort for these Consulting Services is estimated to be in the range of USD 250,000.00

7: Deliverables Schedule

The Client of this assignment is LEPL Municipal Development Fund of Georgia, while the Beneficiary is the National Cultural Heritage Agency. All deliverables shall be accepted by the beneficiary and confirmed to the Consultant in writing by the Client.

All deliverables shall be submitted in Georgian and English, in 2 hard copies and electronically.

Payment for each deliverable shall be processed only after the final acceptance by the Client. The Consultant can proceed with the next task following the successful completion of the previous task, confirmed by the Client in writing.

#	Deliverable	Timeline	Payment %
1	Exposition Concept Report (Task 1)	6 months after the contract is signed	40%
2	Interior Design Report (Task 2)	3 months after acceptance of task 1	40%
3	Mtskheta Museum Management Plan (Task 3)	5 months after contract signature	20%