

## Terms of Reference

### Preparation of Museography for the “New Cavalry House” (Cavalry Corps) as the Museum of Decorative-Applied Arts

#### Museum Exposition Concept, Interior Design and Management Plan

## 1: INTRODUCTION

The Municipal Development Fund of Georgia (hereinafter the employer) is a legal entity of public law whose purpose is to mobilize financial resources from donors including international and Georgian financial institutions, in order to make them available for investments in local infrastructure and services, while simultaneously helping local self-governments in strengthening their institutional and financial capacity.

The MDF programs envisage the implementation of various projects including the Third Regional Development Project financed by the World Bank and the Government of Georgia (GoG). The aim of the project is to promote tourism development in Mtskheta-Mtianeti and Samtskhe-Javakheti Regions.

### Site location and description

The Decorative-Applied Arts Museum (“New Cavalry House”) is located in Borjomi Municipality, in the city of Borjomi. Borjomi is outstanding among the Georgian Spa resorts and owns the origin of the mineral water brand, “Borjomi”. Borjomi Gorge has great and significant resources and potentials for the development of cultural tourism. Besides the richness in culture and the presence of relevant monuments of cultural heritage, the natural landscape is of incomparable beauty.

The extremely favourable location of Borjomi town and the numerous places of interest (among which area: Likani complex, Borjomi-Kharagauli National Park, alpine ski resort Bakuriani, Vardzia, Akhaltsikhe Rabati and Historical Museum of Samtskhe-Javakheti, Abastumani resort) make it an important tourist destination. Borjomi has a big advantage over other tourist destinations: it is located next to the National Borjomi-Kharagauli Park, the largest National Park in Georgia. The town of Borjomi was visited by 190.000 people in 2019. The number of visitors is increasing rapidly, in the current year by 15 percent so far.

The “**New Cavalry House**”, located on Merab Kostava Street in Borjomi, is a stone building with a pseudo-gothic style, with mezzanine, towers, and high frontons. The building was designed by the German-Georgian architect **Albert Zaltzmann** probably between 1875 and 1883 (annex 1). Since then, the building has served as a summer residence for Grand Duke Nicholas Romanov, before the construction of his Likani residence. Later it served as a residence for royal family members, close nobility and military aristocracy. Since 2006, the building has been listed as a National Heritage Monument of Georgia. With its architectural resolution, it is coherent with the landscape of the historical Adolf Remmert’s Park and Borjomi build-up. The location of the building makes it perfectly suitable to be transformed into a museum. (annex 6)

Indeed, the museum building is located in the center of Borjomi - in the historic park named after Adolf Remmert, which is one of the most crowded places of the city. The building is close to the main attraction of Borjomi - the Borjomi Mineral Water Park, which is one of the major landmarks of Borjomi. Two industrial buildings, located in the park, which are contemporary of the "New Cavalry House" - the "Borjomi Mineral Water Export" and "Hydroelectric Power Plant" buildings - are supposed to be adapted as other museums in the future. “New Cavalry House” - Decorative-Applied Arts Museum, is located directly on access road to the Mineral Water Park. (annex 6) There are also two upmarket hotels of Borjomi

located next to Mineral Water Park: “Golden Tulip Borjomi Hotel” (accommodated in the refurbished historical building) and “Crown Plaza” (modern building). Furthermore, the museum building is located on the the main driving and pedestrian axis of the city.

The handing over of the Decorative-Applied Arts Museum created a realistic and the best possible opportunity for quantitative and thematic re-distribution of collections, preserved at Borjomi Local Lore Museum (inter alia, for creation of spaces like temporary exhibition space, where it will be possible to exhibit collections in continuous renovation mode, space for educational programs, mediathek (hybrid library) for scientific research activities, various cultural-educational activities, and retrospective movie reviews).

The rehabilitation of the “New Cavalry House” and its adaptation for the museum of the Decorative-Applied Arts Museum, as well as the definition of its interior design shall consider the specificity of its construction period (XIX-XX centuries.) and the characteristics of the collections. It is strongly recommended that all the modern museum standards related to the preservation, exhibition, interpretation and visualization of the artefacts will be followed and the most recent technologies designed for museums will be adopted. After its rehabilitation, the building will be a branch of Borjomi Local Lore Museum, which operates under the NACHP.

1. After the rehabilitation of the “New Cavalry House” part of the collections currently stored at the Borjomi Local Lore Museum will be moved here. Specifically: Applied and Decorative Art collections, some pieces of furniture, part of rare book collection (Romanov’s library) and corresponding part of Archive materials preserved at Borjomi Local Lore Museum.“

(To better understand the relations between these two museums, the Consultant can see on the example of the Niko Piroshmanashvili State Museum, which consists of a museum complex located in Mirzaani (Kakheti) and a Memorial Museum of the artist existing in Tbilisi: these are museums with a single administration (NACHP) and different expositions).

In the same way, the Borjomi Decorative-Applied Art Museum will be a branch of Borjomi Local Lore Museum the same administration and management of NACHP.

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#### **FUTURE OUTLOOK:**

Together with the rehabilitation of the New Cavalry House (to be transformed into the Applied and Decorative Arts Museum), NACHP is planning to rehabilitate the Borjomi Local Lore Museum building. During the Borjomi Local Lore Museum rehabilitation works, the museum staff will move to the new Decorative-Applied Arts Museum building. At the same time, as a matter of necessity, the process of hiring new employees will be started.

The collections stored in the Borjomi Local Lore Museum building is accommodating collections of different type, origin and chronology:

- Georgian collections of archaeology and ethnology;
- Numismatics - Georgian, Oriental, Russian collections;
- Natural History – Borjomi Gorge Flora and Fauna ;

- Applied arts - Georgian, European, Russian, Oriental - 18-th-19-th centuries;
- Fine arts - 19-20 centuries – European, Russian, Georgian;
- Exhibits associated with Borjomi mineral water production;
- Scarce book collection belonging to Romanov family;
- Archive materials (historical documents, photo material, albums, maps, etc.).

Therefore, it is not easy to adequately exhibit such a large and diverse collection in a single building. For this reason, NACHP is developing the concept of “Borjomi – City of Museums”, which implies the establishment of five museums (Likani Complex; Borjomi Museum of Local Lore; Decorative and Applied Arts Museum; Industrial Museum; Hydro Power Plant (HPP) of Borjomi). All the details about this concept and the specific characteristics of each museum will be made available to the Consultant, in order to provide him with an integrated view on Borjomi cultural offer in the future.

### **The Mission of the Museum**

The Mission of the new Decorative and Applied Art Museum is to reflect the European idea and content of conversion-development of Borjomi Estate belonging to the Emperor’s family on the verge of XIX-XX centuries into Spa Resort; To familiarize visitors with complex and intriguing history of pieces of art belonging to Borjomi Palaces later becoming museum collections, share the information of their producers, craftsman; present and make accessible and comprehensible to the public the history and development of the decorative and applied arts. The museum will serve as a modern multifunctional cultural hub, and an interactive educational center, at the service of the community and of national and international visitors. After its rehabilitation, this building will become a highlight of the town, thanks to its historical, architectural and artistic values. It will be a branch of the Borjomi Local Lore Museum, with a common administration system. This will allow to exhibit diverse collections in a historical environment. As a result of this solution, Borjomi will acquire the role of a significant cultural-educational center. We should take into consideration that presently there is no cultural-educational, exhibition, official reception space in line with modern standards in Borjomi. This is the best place for memorial and literary evenings, lectures and conferences of the relevant profile. After the rehabilitation of the building, the “New Cavalry House” will become the decorative and applied arts museum.

The objective of the new museum of decorative and applied arts located in the historical building of authentic epoch is to present in a complete and coherent way the 19-th century history of Borjomi, by displaying the Georgian, European, Eastern, Russian etc. arts and crafts pieces.

Together with the collections of artifacts, the museum will be the location of a number of temporary exhibitions, educational activities and cultural events such as interactive artistic meetings, literary evenings, movies, etc. Moreover, the museum will be only the place for scientific research activity.

The educational and cultural offer will be strongly associated with the heritage of the Borjomi district (not only the tangible, but also the intangible heritage meaning local craft, traditions etc).

The café inside the Museum will significantly contribute to attract visitors, thus promoting the Borjomi district cultural heritage monuments and landmarks.

The Museum is expected to have a positive impact on the cultural-intellectual and local crafts development opportunities in the region and to support future employment opportunities for the local population.

**To sum up, the Museum activities will be related to the following areas:**

**Cultural** - arrangement of cultural events (memorial and literary evenings, lectures and conferences, retrospective review museum movies);

**Scientific research** - scientific research, monitoring, study and preservation of architectural monuments of the region; organization of lectures, scientific conferences and workshops;

**Educational** – organization of excursion programs for pre-school and school children (teenagers); introduction and implementation of educational programs concerning the art history, in coordination with the National Agency for Cultural Heritage Preservation of Georgia; organization of workshops local crafts held by local masters; preparation of exhibitions where pupils can put into practice what they have learned.

**Mediathek** (Hybrid Library) - A hybrid library, equipped in line with modern standards, and managed by a specially trained specialist, can be a valid tool to be used together with educational programs for schools to help students improving their results - facilitation of the academic educational process, the more so if we consider the general tough social background; the youth will be able to use modern technologies for acquisition of deeper knowledge – most of them don't have such an opportunity at home.

The consultant could advise on this regard too. The museum should be equipped with the basic technology to interact virtually with students and visitors.

#### **Museum Staff**

The Consultant will help to determine the required staff for the Decorative and Applied Arts Museum, also taking into consideration the current staff employed at the Borjomi Local Lore Museum. Currently, the Borjomi Local Lore Museum staff consists of: Director, museum curator, collections specialist, guard, guide, exposition superintendent (2), financial manager, specialist, technical specialist, and a cleaner.

In course of Borjomi Local Lore Museum rehabilitation works, the museum staff will move to the new Decorative-Applied Arts Museum building. At the same time, as a matter of necessity, the process of hiring new employees will be launched concurrently.

(Detailed job description will be available to the Consultant).

#### **Collection Quantities and Typology:**

The Borjomi Local Lore Museum is distinguished among the museums and museum-reserves managed by NACHP thanks to the significance and diversity of the collections. More than 33 000 exhibits (annex 7 [https://docs.google.com/presentation/d/1M7QXvWCXmpB1rsaqZwiN12yrFjW9P\\_A5/edit#slide=id.p1](https://docs.google.com/presentation/d/1M7QXvWCXmpB1rsaqZwiN12yrFjW9P_A5/edit#slide=id.p1)) are stored at the museum. The fund includes archaeological, ethnographic, numismatic materials, items connected with Borjomi mineral water history and production, memorial items, collection of fine arts (painting, graphic, sculpture), manuscripts and old printed books, photo materials, natural science materials (minerals, herbariums, mummies, wooden exhibits), posters, maps, postcards, photo materials, scientific-supporting materials.

After the adaptation of the "New Cavalry House", the museum of decorative and applied art will be arranged in the building. Thus, the pieces of the decorative and applied arts, fine art collections, a rare library, archival materials and antique furniture will be moved from the Borjomi Museum of Local Lore to the renovated building. There are about 200 pieces of Borjomi collection at Sh. Amiranashvili Museum of

Arts, and they are mainly the vases and small size utensils – frequently identical to the dinner service sets (i.e. part) of what are at Borjomi Museum. Considering the space, values of exhibits and visual side, there will be selected the best samples to be in compliance with the exposition concept of Sh. Amiranashvili Museum of Arts. In this case to the matter concerns the small size exhibits mainly of either of porcelain or semi porcelain material of up to 200 pieces in total.

The new museum of decorative and applied arts will exhibit porcelain, glass, ceramic, faience, leather, wood and semiprecious stone pieces dating back to 18-th century onwards repositied in Borjomi Local Lore Museum; furniture - tables, armchairs, chairs, mirror, book shelves, (besides clavecin) owned by Borjomi palaces (these articles require restoration); fine art pieces (graphic, oil paintings). Currently, there are restoration works ongoing with involvement of the NACHP on paintings. There will be also artifacts belonging to the Emperor's family: memorial icon, jewelcase, embroidery case, etc.

The number of applied art pieces kept in Borjomi Local Lore Museum is more than 200. In addition, there are fine arts collection, some antique furniture and Romanovs' scarce book collection available there. A significant part of applied and fine arts collections and furniture (still under examination) kept in Shalva Amiranashvili museum of National Museum should also be taken into consideration for a possible inclusion into the new Museum's collection.

## **2: THE OBJECTIVE OF THE ASSIGNMENT**

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

- 1. Exposition concept**
- 2. Museum interior design**
- 3. Museum management plan**

The Client is the Municipal Development Fund of Georgia (MDF), while the Beneficiary of the services is the NACHPG. All contract-related matters shall be addressed to the MDF. All content-related questions shall be cleared by the MDF through NACHPG, as the beneficiary of services. Structural units and members of the Agency shall be involved free of charge at all stages of the consultancy.

## **3: DESCRIPTION OF THE MUSEUM SPACES AND VISITORS' CIRCULATION**

Check the annex #2; 4; 5

Main façade of the „New Cavalry House “is facing the park and Kostava street section. Central entrance to the museum is actually located at this side. Visitors can access the museum building as via the motor road, as well as the pedestrian path existing in the park, and use the central entrance. The parking place for the vehicles is arranged in front of the building.

By the central entrance visitors appear in the public-information space, where the box office, the souvenir corner is located and a cloakroom and WC to the right side are placed.

From this point, visitors can proceed to various destinations:

1. Café (I floor)
2. Temporary exhibition space (I floor)
3. Permanent exhibition spaces (II floor)

#### 4. Mediathek (Hybrid Library), Educational spaces (III i.e. attic floor)

Depending on the visitor's interests, all the above mentioned destinations can be proposed as a united itinerary/route, or as separate ones. As for example, a visitor may wish to visit just the temporary exhibition, or the multimedia library, or may desire to just participate in the educational program, visit the space of permanent exhibitions, or just enter the café (recreational zone) from the lateral side of the building, where the café opens to (in this case, the visitor can use an independent entrance of the café (which is rather comfortable as for the visitors, as well as for the delivery and catering services of the open café).

On the first floor of the museum (behind the public-information space or the lobby) there are 3 working spaces designated for the museum staff: (annex #2)

1. **Administration (museum manager implied)**
2. **Working space for guides and attendant's/exhibition supervisors**
3. **Security room**

Access to the second and third floors is possible through the stairway which is arranged in the tower located in the eastern part of the building; while the persons with disabilities can use the special elevator accessible from/arranged on the first floor.

Major part of the second floor is accommodating three halls designated for/of the permanent exhibitions, which are located around one corridor. There is a small movie hall/cinema hall on the opposite site, which serves as a space for demonstrating the movies with thematic links to exhibitions.

Therefore, after climbing to the second floor, from the small lobby, the visitor either accesses firstly the movie presentation space and then proceeds to the exhibition halls, or vice-versa. The persons with disabilities also find themselves in the same small lobby after using the elevator.

In the northern part of the second floor (with restricted access for visitors) there is an exhibit depository and a room for personnel. These spaces can be also accessed through the same small lobby.

On the third floor (accessed by staircase and by elevator – for persons with disabilities) there are spaces for educational programs, Mediathek (Hybrid Library) and one room for the staff.

All the relevant plans and architectural details will be made available to the Consultant, to allow him to better design the interior organization of the spaces.

#### **1<sup>st</sup> Floor (annex 2)**

- **Reception and administrative area (annex 2)**

This area includes:

- Entrance/reception room (57.38 m2) with: Information desk; Ticket desk; Museum Shop/corner for souvenirs; Multi Touch Interface, where the information will be uploaded.
- Cloakroom (coat rack, space for storage of hand luggage and personal items – 18.84 m2)
- Restroom - old-fashioned design, accessible to people with disabilities (18.28 m2)
- Administration office (18.58 m2)
- Guide, curator, supervisor office (17.32 m2)

- Security room (11.70 m<sup>2</sup>)
- Elevator for people with disabilities.
- Museum cafe (55,88 m<sup>2</sup>)

The goal of the Museum is not only to make accessible and understandable the collections (displayed in the exhibition rooms), but also to provide relevant information to visitors, to promote the attractions of the region in general, including other museums, cultural heritage monuments, tourist infrastructure (hotels, spa services, mineral water “Borjomi”, catering services, ski resort Bakuriani, Abastumani, etc.). For this reason, there will be Multi Touch Interface presenting all this information and pictures, and there will be a desk where a dedicated person will provide visitors with all the needed information. The Multi Touch Interface will also be used to display advertisements and information regarding ongoing and upcoming educational activities, workshops and seminars, cultural events. A possible additional service will be the offering of local guides and transports to visit other cultural heritage monuments in the area. This can be a source of income.

- **Temporary Exhibition Room (44.12 m<sup>2</sup>) (annex 2)**

Various interesting exhibitions, relating to Borjomi resort will be arranged in turn in the temporary exhibitions room of the Museum. In particular, the collections of Borjomi Museum of Local History, the National Museum of Georgia, the National Archive (photo, audio-projects, sketches) as well as thematic collections (Borjomi resort, Borjomi architecture, European architects in Borjomi, Likani Palace and Park, history of the production of mineral water “Borjomi”, the first hydropower station of the Empire, Romanov family and Borjomi, Romanovs’ library and many others) can be took as temporary loans, by agreement with these institutions.

The exhibitions will be organized by the Museum Service of the National Agency for Cultural Heritage Preservation of Georgia, together with the Borjomi Local Lore Museum staff. NACHP, NACHP’s Museum and Museum -Reserves Unit is responsible for management and operation of the Museum collaborating with the Borjomi Local Lore Museum staff.

In this space the exhibitions will be either more “standard”/traditional or more interactive, equipped with multimedia installations, depending on the topics, the targets and the objective of the exhibitions themselves.

- **Museum café, shop and bookstore (annex 2)**

Given the extremely favorable location of “New Cavalry House” from a commercial point of view (centre, historical park), it is desirable to open a Museum café similar to the so-called, “literary café”. The interior, furniture and accessories shall be consistent with the history and architectural style of the Museum (verge of the XIX-XX c.c.).

It is desirable to create the most comfortable and pleasant environment as possible (internet, service, cooling-heating according to season). This will create a sense of comfort and stimulate the visitors to spend more time in the Museum, thus increasing the possible revenues in terms of consuming food and drink and spending money in book and souvenirs (Georgian wines, sweets and food products by local craftsmen will also be sold).

It shall be taken into consideration that the café will be accessible not only to the Museum visitors but to all other clients, as it has an independent entrance. As already mentioned, this is a central area where an excess number of visitors is expected. At the same time, as can be seen from the project, the cafe has a side entrance, which is very comfortable, both in terms of supply and service. As for the large number of visitors, there should be an outdoor space where you will be a comfortable environment for all seasons, which will serve a large number of guests.

- **Outer space of the Museum (territory of A. Remmert Historical Park)**

The outer space will be rehabilitated and refurbished as well, always taking into consideration the epoch and style of the adjacent building.

- Arranging-greening of a garden, garden benches, outer lighting, corresponding to the epoch;
- The Museum café will have some tables outside.
- Production - installation of an effective, attractive Museum sign and information about the museum;

The Consultant will identify, together with the Museum staff and NACHP, the best solutions – in terms of COSTS/BENEFITS – for the renovation and refurbishment of the Museum's spaces, including the external areas.

#### **The circular tower**

The space of the circular "tower" of the building is one of the connecting axes in the building. The visitor will be able to get to the second and third floors with a circular staircase arranged in the tower.

#### **2<sup>nd</sup> Floor (annex 4)**

**The second floor will house a permanent exhibition area with three rooms and include the following spaces:**

- Permanent exhibition space with three rooms (39.41 m<sup>2</sup> / 39.48 m<sup>2</sup> / 69.15 m<sup>2</sup>);
- Small movie theatre (22.01 m<sup>2</sup>) – the area with the relevant technical equipment, museum-related movies, retrospective review of photo and other visual materials;
- Office for museum personnel - (11.89 m<sup>2</sup>);
- Storage (30.48 m<sup>2</sup>); scientific materials (catalogues, drawings, plans, sketches, photos) will be placed there, together with the artifacts not displayed;
- Restrooms (4.80 m<sup>2</sup>);
- Open balcony;
- levator for PWDS.

- **Exhibition Room 1 (39.41 m<sup>2</sup>) (annex 4)**

„One of the main **Exhibition Rooms** (39.41 m<sup>2</sup>) will be dedicated to the Lady of the house of the 19-th century Borjomi Estate - the **Princess Cäcilie Auguste of Baden** (20.IX.1839–12. IV.1891), the youngest daughter of Grand Duke Leopold of Baden and Sophie Wilhelmine of Sweden.



European content of Borjomi spa may be unfolded around the Lady of the house of Borjomi Estate - the Princess Cäcilie Auguste of Baden, her descendance, creativity, charity activities conducted in Georgia. Based on all the above we believe that establishment/development of Borjomi as an European resort was related to descendance of the Princess of Baden, to the desire to create the comfortable setting for her in the place, far away from her mother land Baden-Borjomi. We also need to consider that the implementers of the scientific, architectural and industrial projects in Borjomi, are mainly scientists, architects/engineers and constructors of European origin. This was the period of extensive economic development of Borjomi. According to the assessment of contemporaries, large-scale industrial projects were implemented at an amazingly swift, "American pace". Involvement of names like **G. Eiffel, W. Siemens, Fr. Moldenhauer, A. Saltzman, L. Bielfeld, L. Benois, V. Shengardt, E. Schreter, V. Schweyer, G. Zezeman, A. Remmert** and others indicates the importance of the scientific, technical, construction and economic projects implemented in Borjomi. This space will open up to the public the story of the muse and the inspirer of transformation and future development of the Spa Resort of Borjomi- the smart, widely educated, Princess of Baden with liberal ideas, her royal origin and royal family members, her charity in Georgia, her modest and impeccable taste, clearly seen from her beautiful belongings, - items preserved at the Borjomi Local Lore Museum, at Likani Palace and the Tbilisi National Museum. Some of these items presented here are: the ladies gun in wooden burgundy velvet-covered case with her initials «O.Φ.», the embroidery and jewelry cases, memorial icon, etc. The samples of fine arts (paintings, graphics, sculptures), the rare library, various pieces of antique furniture, will also be placed here. In this way, it will be possible to recreate the domestic environment and suggest the special atmosphere of that epoch. The exhibits that represent and reconstruct the epoch will be arranged in the space in an attractive way, which will create an interesting and unforgettable exposure for the visitor.

Among the proposal by NACHP (that the Consultant can take into consideration, without considering them binding) there is the creation of dolls to be displayed in glass vitrines. (annex 7) [https://docs.google.com/presentation/d/1M7QXvWCXmpB1rsaqZwiN12yrFjW9P\\_A5/edit#slide=id.p1](https://docs.google.com/presentation/d/1M7QXvWCXmpB1rsaqZwiN12yrFjW9P_A5/edit#slide=id.p1)

The Museum staff and NACHP will share all their ideas, suggestions and expectations with the Consultant, in order to reach the best interior design solutions, consistent with the exhibited artifacts.

A detailed description of the collections will be made available to the Consultant.

Different interpretative tools will be used for the exhibitions.

- **Exhibition Rooms 2 and 3** (39.48 m<sup>2</sup> and 69.15 m<sup>2</sup>) (annex 4)

The suggested artifacts could be exhibited in these halls, the main part of the exposition of the museum: samples of applied arts – glass, porcelain, glazed ceramic, as well as semi-precious stones, clay, wood, metal, and leather items (Georgian, oriental, Russian, European). They belonged to the Imperial Family members.

It should also be mentioned that NACHP is identifying (the process is still ongoing) interesting objects currently stored in other museums, such as the Sh. Amiranashvili and S. Janashia Museums of the National Museum. In particular, **NACHP** is interested (for Borjomi Museum) in the samples manufactured in Europe, Russia, oriental countries and Georgia, a major portion of which was owned by Romanov's family members, and later. It is desirable to unite these collections and exhibit them in a single context. Under such circumstances, the number and scale of exhibition collections increases, actually it is almost doubled. For the optimal and efficient exhibition, the newest technologies (lighting, multimedia) shall be applied as well.

- **Storage space** (30.48 m<sup>2</sup>);

This space shall be characterized by a modern design and be provided with all the needed technical equipment and furniture. Here scientific materials (catalogues, drawings, plans, sketches, photos) and artifacts will be stored. The storage space is located in the western part of the building. This space will also serve as an unpacking, assembling space for temporary, loaned exhibits. This space requires the equipment as follows: a glassed-in display unit for small size samples of decorative-applied arts, open shelves (for boxes) and segmentary shelves (for small size oil paintings and graphics). There will be also the cases of various sizes (maps, sketches, albums, Romanovs' documents, etc.), open shelve stands, on which the special boxes for photos will be placed, and a worktable (sizes will be determined to comply with space and material to be stored).

- **Small movie theatre** (22.01 m<sup>2</sup>)

This is a space for demonstrating the museum movies that will be thematically related to exhibitions and collections. The space will be designed for 10 people.

### **3<sup>rd</sup> Floor - Mansard Floor (annex 5)**

The following spaces will be located on the 3<sup>rd</sup>, mezzanine floor of the "New Cavalry House":

- Educational space (40.47 m<sup>2</sup>);
- Mediathek (hybrid library) (84.41 m<sup>2</sup>);
- Room for staff (20.57 m<sup>2</sup>);
- Restroom (3.37 + 2.47 m<sup>2</sup>).

- **Educational space** (40.47 m<sup>2</sup>) (annex 5)

The design of the educational space shall take into account the specific nature of this space and shall be provided with the needed technical equipment. Educational programs can be varied, depending on the new museum collection. For example, decorative-applied, fine, artistic, drawing, embroidery-weaving, herbarium making, ceramic-faience painting, etc.

The Consultant will be provided with information and ideas on the nature and type of activities that will take place in this area. This is an essential information to design the space in the best way; the space shall be equipped with modern technology (computer, scanner, touch-screen etc.) and suitable furniture.

- **Mediathek (hybrid library)** - (84.41 m<sup>2</sup>) (annex 5)

The hybrid library shall provide researchers and students with a comfortable working space, where they can access a wide range of volumes in hard copies and electronic format.

Archive material and scientific literature related to Borjomi, collections of Borjomi Local Lore Museum, as well as documentary and photo materials, related to Borjomi, preserved in the National Museum of Georgia and National Archive, publications of the National Agency of Georgia (books, albums, scientific magazines and collection of papers) and many others will be available in electronic format in the hybrid library.

The space shall be equipped with modern technology (computer, scanner, touch-screen etc.) and suitable furniture.

The mediathek space must also be used for scientific conferences, seminars, other scientific activities and practical Trainings for museum staff are provided as well.

It will be possible to read the books and archival materials in this room, but people won't be allowed to borrow and take them out. Considering available space, a small meeting room or conference hall can be fitted on mediathek floor.

#### **4: SCOPE OF WORK**

The main goal is to transform the “New Cavalry House” building into the modern Decorative-Applied Arts Museum, a cultural and education hub that will host relevant permanent and temporary exhibitions, official receptions and public events, memorial and literary evenings and so on. The museum will be furnished and equipped in line with the modern museum standards and a highly competent staff shall be guaranteed.

##### **Phase 1:**

##### **Deliverable under Task 1:**

##### **Part A:**

The Consultant shall provide the Client with the Museum Exposition Concept, covering the following:

1. Office staff rooms design
  - Interior design [ Space planning, Floor plans, elevations, details and renderings]
  - Furniture layout;
  - Furniture design and specification;
  - Furniture Drawings [plans, sections, elevations, 3D views, etc.];
  - Detailed Design of illumination;
  - BoQ

##### **Part B:**

2. Design of the exhibition concept, sequence and thematic organization of the rooms:
  - Development of the Exposition Concept; Definition of the main themes of the permanent exhibition. Definition of the detailed exposition concepts for each room: scientific contents and textual/graphic support.
  - Definition of contents for children and design of a “parallel” visit tour.
  - Definition of the types of permanent exhibitions (at least the program of the first two years' of activity of the museum should be decided, together with NACHP and the museum staff).
3. Selection of the artifacts to be displayed in the permanent exhibition rooms according to the general exhibition concept and the specific themes of each room:
  - Photographic documentation of the selected artifacts.
  - Selection of the artefacts - annotated lists of the exhibits (serial number, item number, title, material, size, place of creation, date, note, current locations (considering that some items are at the present stored in other Georgian museums), etc.) selected for exhibition with photos (JPG, TIF);
  - Based on the exposition concept and exposition themes, list of exhibits to be exposed at the new museum exposition which is currently stored at other museums of Georgia (to ensure the temporary regime of exhibit borrowing);

- Technical description of each artifact: class, material, dimensions, etc.
- Information on possible conservation and restoration works for some artifacts and a 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.

4. Content development of the didactic apparatus supporting the exhibitions:

- Interpretation texts and exhibition annotations – in Georgian;
- Interpretation texts and exhibition annotations – in English;
- Creation of labels in braille for people with disabilities 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.
- Detailed Design of technological supports to be included within the exhibition rooms; Multimedia programs (among them interactive, 3D reconstruction) project (brief contents of multimedia and program description, audiovisual synopsis) development;
- Preparation of the interpretation texts for an audio guide (in Georgian and English);
- Preparation of the content of the touch screen (-s) (in Georgian and English).
- Preparation of the interpretation texts and exhibition materials for the children and persons with disabilities;
- „Preparation of the museum's Catalogue Content (with graphic apparatus) in English and Georgian to be sold at museum book shop.

5. Proposals of temporary exhibitions to be organized at the Museum in the two years.

- Definition of the possible topics
- List of items of interest for the general museum concept, which are currently stored in other museums of Georgia (to ensure the possible future loans)
- Preparation of a sample of standard documents needed for loans.

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

**Phase 2:**

**Task 2: Development of 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.

**The Decorative-Applied Arts Museum (New Cavalry House)** interior design shall be prepared based on the exposition concept developed under the first task and for the available exposition (exposition zones of 1 and 2 floors) and museum support spaces. The interior design shall include inter alia furniture and

equipment needed to display the materials, as well as modern technology equipment for multi-functional (scientific, educational, etc.) use of the museum.

The Consultant should take into consideration that construction project for the museum building is ongoing (for architectural and interior works) and must work in close collaboration with the architect/author of the design and the construction team. The Consultant is required to support the architect and construction team and make sure that exposition concept and layout are in line with the construction project (including furniture placement, required connection systems (electricity, etc.), interior colors and other alike interior and exterior design details, division wall placements, etc.

**Deliverable under Task 2:**

**Museum Interior Design Uniform Project, Including Exposition design Project:**

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

1. Museum interior design concept;
2. Exposition design concept;
3. Exhibition thematic plans/throws by exposition spaces;
4. Visitors' movement scheme(s) at the exhibition space (including evacuation plan);
5. Museum interior design project (including exposition spaces) cost estimation (taking into account inventory and equipment);
6. Detailed Design of the exhibition showcases with relevant drawings. During the 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.
7. Illumination concept with relevant drawings;
8. The detailed design and list of the objects of furniture and accessories, decorative elements could be required for the exhibition halls;
9. Design of the didactic and explanatory apparatus (panels, labels, etc.) supporting the exhibition;
10. Detailed Design of technological supports and explanatory apparatus (shape, size and location of panels, labels, etc.).
11. Design project of the public spaces of the museum (visitor's hall, museum shop, indoor and outdoor café, educational activities' space, mediathek, temporary exhibition room, permanent exhibition rooms, corridors, restrooms, elevator, etc.) closed zones for visitors (administrative part, storage space, etc.) should be prepared commensurate with the functions of the spaces including necessary equipment and furniture list and drawings;
12. 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.
13. Design of the museum information signs (evacuation, prohibition etc.).
14. 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.
15. Design of the yard of the museum to become green park area with various infrastructural elements such as outdoor café furniture, information boards and signs, etc.

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

### **Task 3: The Decorative-Applied Arts Museum Management Plan**

The Consultant shall develop a management plan, which will respond to the needs of the museum.

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 the Decorative-Applied Arts Museum Management Plan to the Client, covering the following:

1. **The Decorative-Applied Arts Museum Vision, Mission (clear and concise statements), strategic and operative goals.**
2. **Museum Description and Organization, including information on:**

2.1. A 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.).

2.6. Offerings for the marketing policy and branding.

3. **Assessment/Preservation/Conservation Strategy**

3.1. Historical/architectural value of the museum;

3.2. Authenticity and integrity of the artifacts;

3.3. 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**

5.1 Cost/benefit analysis (economic sustainability);

5.2 Revenue forecast report;

5.3 Budget analysis;

**6. Management Action Plan (future development prospects and strategy) covering, but not limited to:**

6.1 Management, monitoring and maintenance of the museum and collections;

6.2 Future requirements and goals for the museum;

6.3 Recommended strategies and actions for future development;

6.4 Implementation action plan and schedules (proposals must include budget analysis), indicating responsible entities for implementation in short and mid-term perspectives.

The Client will make the payment for this deliverable available only after the final acceptance (handover) of the deliverable. 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. New Cavalry House Museum – Museography and Research, Scientific Collection “Museum and Cultural Heritage”, V, 2018, pp.235-285.
2. New Cavalry House Museum collection database and photo materials in electronic format;
3. The renovation project/architectural design of the Cavalry House Museum (electronic version, PDF);
4. Digital versions of publications dedicated to Borjomi, Borjomi Local Lore Museum and Cavalry Building;
5. Scientific Collection “Museum and Cultural Heritage”, III, 2016
6. Scientific Collection “Museum and Cultural Heritage”, V, 2018.
7. Book, “Borjomi”, 2015; (edition includes information about XIX-XX centuries Borjomi History and industrial development, Historical sources and scientific literature);
8. Museum movies about Borjomi museum and Likani Palace collections;
9. Postcards of Borjomi Mineral water, its development, export, XIX-XX centuries Borjomi city photos, Borjomi Local Lore Museum exponents.

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

**5. QUALIFICATIONS AND LEVEL OF EFFORT**

The tasks are extremely complex, so preference should be given based on company experience and previous successful works delivered with the same profile/time. The Consultant shall mobilize a competent and experienced work team, with possibilities to deliver similar products and services.

**Key Experts:**

#	Expert(s)	Skills	Experience	Job description according to TOR
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1	Project Manager	Higher education of the respective profile (PhD or M.A or equivalent)	5 years of experience in managing and administration of projects related for museums, cultural heritage sites and institutions	<ul style="list-style-type: none"> <li>- Project administration;</li> <li>- Responsibility for project implementation and guidance of the team of experts</li> </ul>
2	Management Plan Specialist	Higher education of the respective profile (PhD 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"> <li>- Development of the museum management strategy;</li> <li>- Determine threats/opportunities and prevent risks;</li> <li>- Development of visitors management plan</li> </ul>
				<ul style="list-style-type: none"> <li>- Determine threats/opportunities and prevent risks;</li> <li>- Development of visitors management plan</li> </ul>
3	economics expert /Financial Manager	Higher 3 year of the respective profile (Master's degree or equivalent)	3-year experience in participating in the preparation of the management plans	<ul style="list-style-type: none"> <li>- Determining economic sustainability of the museum</li> <li>- Resolving financial issues of the project implementation</li> <li>- Analyzing anticipated revenues</li> </ul>
4	Architect-designer	M.A. in Architecture or equivalent with postgraduate qualifications in Architecture and design	Must have fulfilled at least 2 museum projects.	<ul style="list-style-type: none"> <li>- Development of the exposition space design according to the exhibition concept;</li> <li>- Determining the showcase design with lighting;</li> <li>- Design of the museum information signs (direction, evacuation, prohibition etc.);</li> <li>- Preparation of the list of equipment, furniture and accessories for all the museum's spaces (including</li> </ul>



				<ul style="list-style-type: none"> <li>- public spaces, indoor &amp; outdoor cafes);</li> <li>- Development of projects reflecting safe and efficient illumination systems of the exposition spaces showcases and installations;</li> <li>- Design of outer café pergolas, illumination, greenery, etc.</li> <li>- Preparation of the list of advice for the future development of the Museum's outdoor additional space.</li> </ul>
5	Historian (Historical Sources, Archive materials)	Higher education of the respective profile (PhD or M.A. or equivalent in history) (The researcher is required to know Georgian, English Russian)	At least 10 years of scientific work experience; At least 5 years of working experience in researching, interpreting and releasing o associated publications related to history of the 19th-20th centuries.	<ul style="list-style-type: none"> <li>- Searching-studying, researching and interpreting of the materials, protected at Borjomi local lore and National Museums (Sh. Amiranashvili &amp; S. Janashia) collections (artifacts, photo materials, archive materials, scientific literature, etc.); also, at the National Archive of Georgia and National Library.</li> <li>- Select the materials to be moved to the new Decorative-Applied Arts Museum exposition spaces;</li> <li>- Selection and documentation of exposition materials;</li> <li>- Preparation the related interpretation texts;</li> <li>- Preparation the related texts for audio guides;</li> <li>- Preparation of didactic materials and texts for labels;</li> <li>- Developing exposition concept(s), considering chronology and thematic divisions;</li> <li>- Preparation of exposition plan in related field;</li> <li>- Preparation of illustrative materials for display;</li> <li>- Research, interpretation of materials provided by an expert working on European sources (text,</li> </ul>

				<ul style="list-style-type: none"> <li>- visuals, etc.), inclusion in the museum context;</li> <li>- - Catalog preparation.</li> </ul>
6	Art historian	<p>High education of the respective profile (PhD or M.A. or equivalent)</p> <p>Specialist for the Fine and Applied Arts (The researcher is required to know Georgian, English, Russian, if possible French or German)</p>	<p>At least 10 years of scientific work experience;</p> <p>At least 5 years of work on museum collections, preparing museum exposition and exhibition concepts with relevant publications;</p>	<ul style="list-style-type: none"> <li>- Research of Borjomi local lore and National Museums (Sh. Amiranashvili &amp; S. Janashia) museum collections (artefacts, photo materials, archive materials, scientific literature, etc.);</li> <li>- Preparation of exposition concept;</li> <li>- Preparation of exposition plan in related field;</li> <li>- Selection and documentation of exposition materials;</li> <li>- Preparation the related interpretation texts;</li> <li>- Preparation the related texts for audio guides;</li> <li>- Preparation of didactic materials and texts for labels;</li> <li>- Retrieval, selection and preparation of illustrative materials for display.</li> <li>- Research, interpretation of materials provided by an expert working on European sources (text, visuals, etc.), inclusion in the museum context;</li> <li>- Catalog preparation.</li> </ul>
7	Conservation specialist/Restorer	<p>Higher education of the respective profile (PhD or M.A. or equivalent)</p>	<p>Conservation specialist – at least 5 years of experience on artefacts;</p>	<ul style="list-style-type: none"> <li>- Assessment of the conditions of collections stored at Borjomi and National museums;</li> <li>- Preparation of relevant documents;</li> <li>- Determining conservation plan-schedule and list of selected artefacts with special conservation requirements;</li> <li>- Preparation of recommendations and actions</li> </ul>

				<ul style="list-style-type: none"> <li>- on storing, maintaining and managing collections;</li> <li>- Determining safety conditions for the exposition showcases</li> <li>- Participation in preparation of the storage space concept and ensuring safe conditions</li> </ul>
8	Graphic designer	Master degree in graphic design	At least 5 years of working experience in the graphic design for museum expositions	<ul style="list-style-type: none"> <li>- Preparation of graphic materials related to the exhibition.</li> <li>- Preparation of all the graphic materials required for didactic supports in the exhibition rooms, for the informative materials, etc.</li> </ul>
9	Head of science and expert team working on exposition concept and plan	PhD in the field of cultural heritage, museum study or equivalent	At least 5 years of experience in preparation of museum exhibitions and related to cultural heritage projects	<ul style="list-style-type: none"> <li>- Responsibility for preparation of the exposition concept and exposition plan;</li> <li>- Responsibility for coordinating the team of experts;</li> <li>- Responsibility for preparation of final version: interpretation texts, texts for audio guides, didactic materials and texts for labels.</li> </ul>

**10. - Historian (Historical Sources, Visual and Archive materials)**

- Higher education of the respective profile (PhD or M.A or equivalent in history)
- (The researcher is required to know German and Swedish At least 10 years of scientific work experience; At least 5 years of working experience in researching, interpreting and releasing or associated publications related to history of the 19th-20th centuries.

**Non – Key Experts:**

#	Expert(s)	Skills	Experience	Job description according to TOR
1	Technical Assistant	Higher education, Master's degree or equivalent in the respective field	Experience of working on the projects	Assisting experts in the preparation of documents

2	Education Specialist (including specialization in persons with disabilities field)	High education of the respective profile	At least 5 years of experience in the museum expositions and museum didactic programs Knowledge of relevant fields (History and Art History, Craft, etc.)	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
3	Architect	M A. in Architecture or equivalent with postgraduate qualifications. in Architecture	Must have fulfilled at least 2 museum exposure projects.	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 (including public spaces, indoor & outdoor cafes, open balcony); Preparation of the list of advice for the future development of the Museum's outdoor additional space.
4	Translator (English language)	Higher education of the respective profile (PhD or M.A. or equivalent)	At least 5 years' experience in translating texts related to the sphere of cultural heritage	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.
5	Editor (Georgian and English language)	Higher education of the respective profile (PhD or M.A. or equivalent)	At least 5 years' experience of editing texts related to the sphere of cultural heritage	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	Photographer	Education of the respective profile	At least 3 years' experience of photographing museum exhibits; At least two publications of photographed exhibits.	<ul style="list-style-type: none"> <li>- 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.</li> <li>- Photo fixation of the exposition materials</li> </ul>
7	Engineer-designer	Education of the respective profile	At least 3 years' experience (samples should be submitted)	<ul style="list-style-type: none"> <li>- Projecting the mobile, mechanical, horizontal and vertical circular-moving constructions for exhibits and constructions for exponents for mobile, circular-moving showcases.</li> </ul>
8	Sociologist (Social Scientist)	High education of the respective profile	At least 3 years of experience of the sociological-scientific research and participation in educational programs Preferable knowledge of Art and Craft	<ul style="list-style-type: none"> <li>- Study of locally developed fields of crafts and arts, local nature and human resources (especially of children and adults in this field, local craft's teachers and possibility to be involved in educational process);</li> <li>- Collect data through different sources;</li> <li>- Analyze and draw conclusions from data;</li> <li>- Collaborate and consult with education specialist;</li> <li>- Study of the fields of craft to be developed there and for general purposes, including commercial ones;</li> <li>- Prepare report detailing the research findings and possibilities of future development of local craft;</li> <li>- Design research project about Borjomi gorge Local Craft</li> </ul>
9	Lighting Design Expert	High education of the respective profile	At least 5 years of experience working on museum exposition lighting project	<ul style="list-style-type: none"> <li>- Lighting design for all museum spaces, especially exposition spaces, light installations, showcases, light shows, installations and safe deployment and installation of lighting systems</li> </ul>

				<ul style="list-style-type: none"> <li>- effective lighting design for indoor and outdoor café spaces and outer space as well, in cooperation with Architect designer.</li> </ul>
10	Computer graphics and 3D animation specialist	High education of the respective profile	At least 3 years of experience working on modelling architecture and interactive designs and animations	<ul style="list-style-type: none"> <li>- Thematic reconstruction of the historic context, exhibits and architecture in 3D based on the concepts and thematic of different exhibitions/collections</li> <li>- Create interactive 3D animations and visuals in collaboration with a graphic designer for touchscreens and interactive touch displays</li> </ul>
11	Web designer/social media manager	High education in design and web design	At least 5 years of experience in graphic and website design, preferably related to cultural institutions.	<ul style="list-style-type: none"> <li>- Design and implementation of the website, social networks' pages and advertisement announces.</li> </ul>
12	IT specialist	High education of the respective profile	At least 3 years of experience	<ul style="list-style-type: none"> <li>- 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</li> </ul>
13	Landscape-Architect	High education of the respective profile (Master's degree or equivalent)	At least 5 years of experience in museum and Landscape projects related to cultural heritage	<ul style="list-style-type: none"> <li>- Development of outer space, in collaboration with the architect-designer: outer café pergolas, illumination, greenery, outer space signage, etc</li> <li>- Concept design of development of the historical Park;</li> <li>- - A project of development of Museum outer space (part of park) design</li> </ul>
14	Front end developer	M.Sc. in Software Engineering or equivalent with postgraduate qualifications in software engineering and	At least 3 years experience	<ul style="list-style-type: none"> <li>- Creation and implementation of the front end for website, social networks' pages and advertisement announces.</li> <li>- Creation of interactive infographics and animations for interactive displays (to be</li> </ul>

		development/web development		operated in a web browser, on a touch display, preferably written in JavaScript, smartphones applications )
15	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	- Creation of Management and admin system for the website, smartphones applications etc.

When providing the list of experts for preparation of museum exposition concept design (Task 1) the consultant should consider hiring Georgian language speaking experts also, a historian who will need to work on Russian-language materials. He must know Russian 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 months after contract commencement, excluding 1-month time required for Client and stakeholders' approvals (10 (ten) Months in Total). The estimated level of effort for these Consulting Services is estimated to be in the range of USD 185,000.00.

#### 7: DELIVERABLE SCHEDULE

The Client of this assignment is the LEPL Municipal Development Fund of Georgia, while the Beneficiary is the National Agency for Cultural Heritage Preservation of Georgia. 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 3 hard copies and electronically.

#### PHASE 1

##### Task 1: Development of the Exposition Concept

#### PHASE 2

##### Task 2: Development of Interior Design

##### Task 3: The Decorative-Applied Arts Museum Management Plan

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

#	Deliverable	Format	Timeline	Payment Schedule
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<b>PHASE 1</b>	Exposition Concept Report (Task 1): <b>Part A</b> Office staff rooms design	<ul style="list-style-type: none"> <li>- 6 printed copies for each project, in A4, A3 size, plans in A1, A0 etc.</li> <li>- An electronic copy of all reports, plans and related CAD, Excel, Word, PDF etc. files.</li> <li>- The package of documents and related documents will be submitted as per bid requirements and in line with World Bank Guidelines</li> <li>- The consultant is responsible to update drawings of provide any additional documents if it is required to obtain project approvals and building permits.</li> <li>- Georgian and English language.</li> </ul>	<b>Total 5 months</b> 2 months after the contract is signed	<b>40%</b>
	<b>Part B</b> Design of the exhibition concept, sequence and thematic organization of the rooms		5 month after the contract is signed	
<b>PHASE 2</b>	Interior Design Report (Task 2) Museum Management Plan (Task 3)	<ul style="list-style-type: none"> <li>- 6 printed copies for each project, in A4, A3 size, plans in A1, A0 etc.</li> <li>- An electronic copy of all reports, plans and related CAD, Excel, Word, PDF etc. files.</li> <li>- The package of documents and related documents will be submitted as per bid requirements and in line with World Bank Guidelines</li> <li>- The consultant is responsible to update drawings of provide any additional documents if it is required to obtain project approvals and building permits.</li> </ul>	<b>Total 4 months</b> 4 months after acceptance of task 1	<b>60%</b>



		Georgian and English language.		
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Form of Submission of Design Documents

Spring bounded album includes:

- Title page (title);
- Letterhead authorized by seal of the organization and signature(s) of head of that organization and designer(s);
- Design contents;
- Contents of albums;
- Explanatory Note;
- Associated textual part(s), authorized by author(s) – Format: A-4;
- Graphical part(s) with the title block and a frame, Format: A-3 (different format may be submitted as an exception - bound as album and folded in the size of A-3);
- All sheets shall be authorized by signatures of head (of organization), designer(s)/author(s);
- The list of works to be executed and the cost estimate shall be authorized by signature of its author and shall be submitted in A-4 format as the spring-bound album.