

Terms of Reference

for

A short-term expert providing detailed advice on the planning, lay-out, design and furnishing of the Sustainable Mountains Education Centre in Peja - Kosovo

Requesting party: Environmentally Responsible Action Group (ERA) – Peja, Kosovo
Requested service: Short Term Expert advising on the best possible interior plan, purchase of equipment and (educational) material for a combination of an Environmental Education Centre with ERA office space at the available building within the available budget.
Project donor: Sida through SNV Dutch Development Agency

Deadline to offer: April 4, 2011
Implementation: Before April 25, 2011

Introduction and background

Environmentally Responsible Action group (ERA) is an active environmental NGO based in Peja, Kosovo. ERA is currently implementing the project 'Sustainable Alpine Development in Kosovo through civil society development, Sustainable Mountains Education Centre and rural initiatives', funded as component of the overarching Sida-SNV project 'Sustainable Private and Decentralised Forestry'. In the framework of this project the municipality of Peja has made available the historic construction Haxhi Zeka's mill (<http://kk.rks-gov.net/peje/City-guide/History.aspx>) for the educational centre. This space needs to get an environmentally friendly heating system and be isolated, which will be advised upon by a separate technical expert. Also the space and garden need to be designed and furnished in light of the environmental and outdoor education activities ERA is going to undertake there.

Requested services

In light of the above ERA is looking for a short-term expert who provides the following services by end of April 2011:

- Assessment of the space for the Centre aiming at:
 - Creating an inviting, pleasant and naturally looking environment, attractive and appealing for tourists, pupils, local and international visitors
 - Making best use of the space for environmental education activities including:
 - Lectures to school classes;
 - Movie corner;
 - Standing and moving exhibitions.
 - Providing space for visitors to sit, read, drink a coffee, etc and a location of information/brochures/leaflets;
 - Constructing a small kitchen, at least including a sink with hot & cold water, fridge, coffee/tea production, basic storage of drinks & food and a microwave/oven.
 - Space to sell local products/handicrafts.
 - ERA office and storage space, including:
 - 4 workstations, bookshelves, printing equipment, etc.;
 - Location of the archive of ERA;
 - Storage of outdoor equipment;
 - Space for office meetings & sessions
- Propose for the whole interior a list of the best possible amount and type of furniture given the expected use of the Centre as described above and within the maximum budget available for furnishing (11,000 in existing budget plus savings from technical works / fixed asset (re)construction). Furniture and equipment must be:
 - Preferably from natural material and locally produced (Peja region);

- Available in Kosovo (or available on short term for import);
- Fit the style and cultural heritage background of the space;
- Be as multifunctional as possible so that all activities can be done without having to buy too much furniture.
- Design of a standing exhibition covering the natural and cultural heritage of the region, taking into consideration:
 - Kind of visitors of the centre;
 - Age groups of pupils being trained at the centre;
 - Available space (downstairs in the building)
 - Making use of local material
 - Preparing a detailed list of the required furniture/material and services to construct the standing exhibition for the Center.
- Assessment of the electrical wiring, including:
 - the number of plugs and a proposal for ensuring/creating sufficient plugs for the Centre's operation, including ERA's office, exhibition space, reception area, small kitchen operations and the toilet area;
 - the safety of the electrical system;
 - the need for and size of invertors for the full operation of the space in case electricity is not provided through the central grid;
 - quality of the connection to the central grid and assessment of the need for improvement(s).
- Construction of a small kitchen – location to be defined - at least including:
 - Counter with sink with hot & cold water connected to existing water tubes, including appropriate waste water handling and connection to the central sewerage system;
 - Hot water production through a local boiler, through the heating system or an alternative system, to be defined by the expert (detailed bill of quantities for actual equipment and its installation);
 - 2-3 closed cupboards, variety of shelves;
 - Space for two small fridges, a microwave/oven and a small size dishwasher.
- Assessment of the acoustic atmosphere and proposals to improve the acoustic so that in different corners of the building different activities can take place without disturbing the other ongoing activities;
- Assessment of the capacity, strength and quality of the first floor and advice on how to best treat this floor in terms of:
 - Covering its surface or not and if yes with carpet(s), layer of parquet/wood or alternative material. If no, sanding and lacquering or alternative measures like waxing?
 - Actual burden the floor can handle and location of cupboards, desks, working groups of over 30 people at a given time.
- Assessment of the quality of the wooden beams, stairs, window frames inside and outside, doorframes and other wooden pieces in the building in light of possible damage by insects or weak places. Advise on treatment of all wood inside and outside the building.
- Assessment of plastering quality inside and outside and proposals for where to repair/redo, if necessary.
- Assessment of the Centre's garden aiming at a proposal how to use the garden so that it suits the centre and does not require heavy maintenance; showing the green touch of the place. Activities which are planned for in the garden include:
 - Location where wood can be stored drily for burning
 - Storage of bikes
 - Natural playground
 - Fruit trees (?) / flower beds
 - Gardening of herbs / vegetables (if caretaker is interested)
 - Traditional grill / wood stove (outdoor cooking place)
 - Space for 3-4 wooden tables/chairs (back side)
 - Preparing a detailed proposal and bill of quantity for the construction of the following items:
 - Gate made of natural local material, approximately 100m;
 - Natural playground (as per examples shown by ERA);

- Nature stone path to the entrance of the building;
- Storage space for fuel – should a heating system need large quantities of fuel be advisable;
- Traditional grill / wood stove (outdoor cooking place);
- Space for 3-4 wooden tables/chairs (back side) – probably soft cover of the earth, for example by wood-chips.

Expected deliverables

This assessment needs to be done in communication and coordination with the other short-term expert providing detailed advice on energy-efficiency measures and environmentally sound reconstruction of the Sustainable Mountains Education Centre in Peja, in line with the cultural heritage status. This assessment should be completed within the same time period as the other assessment.

The expert provides at the following deliverables by end of April 2011:

- Technical drawings of the Centre ground floor and first floor on how to best use the space in light of the planned activities;
- Map of the garden with the agreed design;
- Bill of quantities for the furniture to be purchased, including detailed specification for the numbers, kind, quality, size etc.
- Bill of quantities for the educational equipment, office equipment and interior material (such as space dividers) to be purchased, including detailed specification for the numbers, kind, quality, size etc.
- Proposed improvements in the electrical system, be it the wiring or additional plugs and type of back-up system during power-cuts;
- Proposed construction of the kitchen at the defined location;
- Proposed treatment of the second floor floor;
- Proposed construction(s) in the garden and bill of quantities as per ToR;
- Solutions on acoustic situation;
- Treatment of all wooden parts of the building
- Improvement of plastering and painting inside and outside

All drawings and bills of quantities must be discussed and agreed with ERA before they can be considered final deliverables of the expert.

Required skills and experience

The skills and experience required for the short-term expert are:

- BSc in (environmental friendly / sustainable) architecture, interior and/or landscape design;
- Extensive experience in planning for public information centres (preferably environmental education / nature education) to be used by a wide variety of stakeholders and multi-functional (office, movie area, exhibition, coffee corner, etc.);
- English and/or Albanian speaking and writing.

Guidelines for the offer

Your offer has to consist of the following:

- Cover page indicating the (organizations' / companies' /your)motivation to do this job and why this is the best offer for ERA;
- CV of the proposed expert;
- Work plan/ timeline for this assignment;
- Financial proposal indicating the price for the work of the expert and travel expenses.

Interested experts should send their complete offer (see above) to Ellen Frank at ellen.frank@gmail.com with subject line "Attn: Interior/Exterior Design Expert". Feel free to contact ERA with questions regarding the position by email.