

REQUEST FOR PROPOSALS

Facilitator for the Professional Exchange for Tibetan Cultural Heritage Practitioners Program to the Center for Folklife and Cultural Heritage

SCOPE OF WORK

The contractor shall provide professional, technical, non-personal services for workshop facilitation as part of the Curator Digital Lecture Series to the Center for Folklife and Cultural Heritage (CFCH) at the Smithsonian Institution (SI).

STATEMENT OF WORK AND DELIVERABLES

Contractor shall support the planning, development, and facilitation of five (5) virtual workshop discussions with individual curators as part of the Curator Digital Lecture Series. The contractor will lead the sessions in Mandarin and facilitate between Mandarin-speaking participants and English-speaking curators. An additional translator will provide support for both Mandarin and Tibetan translations. The discussions will be based on digital lectures prepared by each curator on their area of expertise. The workshop will provide the opportunity for participants who viewed the digital lectures to ask the curators questions and for the curators to elaborate on topics discussed during their lectures. The contractor shall collaborate and communicate across various project teams to ensure workshop format and content is in alignment with project and communication priorities.

The contractor shall:

- Review each curator's digital lecture and prepare relevant workshop materials to promote an interactive forum discussion between curators and participants.
- Prior to each workshop, organize and lead preparatory meetings with project team and curators to ensure smooth facilitation.
- Provide support on intercultural communications, including advice for SI staff on cultural sensitivities, and providing Tibetan- and Mandarin-language translation support.
- Work with CFCH Evaluation Manager to develop participant feedback survey, including translation into Mandarin and Tibetan as necessary. Inform participants of the survey, distribute it at the end of each workshop discussion, and gather and translate findings into English.
- Contribute to project reporting.
- Write a 700-1,200-word summary essay for Folklife Magazine highlighting the outcomes of the digital lectures and workshops.
- Assist SI staff in reviewing and responding to learning activities for participants not comfortable working in English.

DELIVERABLES

- Impact evaluation survey (English/Mandarin/Tibetan)
- Impact evaluation survey data and findings (English/Mandarin/Tibetan)
- Folklife Magazine essay

ACCEPTANCE CRITERIA FOR WORK COMPLETED

The services will be completed to the specifications and approval of Director of Special Projects, Halle Butvin, in accordance with the review and recommendations of the curators for the project.

PERIOD OF PERFORMANCE

All work under this contract shall begin February 1, 2021, and be completed by August 20, 2021.

PLACE OF PERFORMANCE

Contractor will work remotely with weekly online or phone meetings with the CFCH team. Contractor will supply their own equipment for the project.

PAYMENT SCHEDULE

Payments shall be made upon completion and acceptance of all work as required and receipt of proper invoices every month for the duration of the contract period. Contractor must track hours worked weekly to submit with their invoice.

BACKGROUND

The Center for Folklife and Cultural Heritage's Cultural Sustainability program works with communities to bolster efforts to preserve and practice living cultural heritage in the face of social, economic, and political challenges. Through its work, the program works to understand and mitigate threats to cultural sustainability, scale our impact through partnerships, convenings, and thought leadership, and transform public understanding about cultural diversity.

The Professional Exchange for Tibetan Cultural Heritage Practitioners Program will build on what Smithsonian created with the *Lag Zo: Making on the Tibetan Plateau* online exhibition and the MOOC *Methods and Techniques for Documenting and Preserving Tibetan Culture* by training Tibetan cultural heritage practitioners to properly and ethically source, store and display both tangible and intangible cultural heritage. Through the SI Curators Digital Lecture Series, SI curators will offer online in-depth knowledge sharing and training through a trilingual (English/Mandarin/Tibetan) digital lecture series. The lectures will take advantage of SI's wide-ranging expertise in the presentation of cultural heritage and cover topics such as artisan communities, modes of cultural presentation and interpretation, and educational resources for teaching multigenerational groups. In an online forum connected to the lecture series viewers can ask questions, discuss the topics and submit learning activities to be reviewed by SI staff.

Interested applicants are invited to submit a proposal, including hourly rate, work plan, and payment schedule, for consideration. Email folklife@si.edu with "Program Facilitator" in the subject line. Proposals will be accepted until January 15, 2021.

Individuals and companies that want to do business with U.S. government agencies, including the Smithsonian Institution, are required to maintain active and valid registrations in the System for Award Management (SAM). Registration with SAM is free and best accomplished via <https://www.sam.gov>. Before you begin SAM registration you will be required to obtain a DUNS number from Dun & Bradstreet (D&B). Access to D&B is available from the SAM website or at the company website,

<http://www.dandb.com>. DUNS numbers are free when you indicate the number is needed to complete registration for U.S. government contract and grant awards. *Please note: Both the SAM and D&B websites include advertisements for private businesses offering registration assistance and other services for a fee. The utilization of such businesses is at your discretion and any fees paid are not reimbursable by the Smithsonian.*