

**Request for Proposal (RFP)**

**Consultancy for Research and Reporting on Nepal’s Cultural Heritage Protection Sector(s)**

**Date:** **17 June 2022**

**Annex 4 – Scope of Works**

**TERMS OF REFERENCE**

TheBritish Council is seeking a national consultant or organisation with similar experience to undertake a series of activities to draft a country report about the heritage protection sector. The consultant will be required to work against a plan that consists of:

* Coordination with British Council team and its key partners
* Case studies on/evaluation of existing heritage programmes of the British Council
* Desk research and key informant interviews
* Development and delivery of virtual and physical consultation events (see below for details on event requirements) with heritage actors/stakeholders
* Support the evaluation and documentation of development year projects
* Timely reflections and after-action reviews with British Council, Cultural Protection Fund, and other stakeholders.

The principal outcomes are a comprehensive **country level situational overview** of the cultural heritage sector in Nepal that covers activities and developments up to December 2022. This includes delivery of activities with key stakeholders and sector professionals as well as identifying strong candidates for CPF offer who can be prepared for the call in advance through limited development activities. The Nepal Heritage Protection Situational Overview will serve as business case for Nepal’s participation in Cultural Protection Fund grants call in 2023.

The final report will include:

* A summary brief about country context including demographics, religion and ethnicity, economic status, gender equality, political stability, geopolitical context, and major national challenges
* Overview of the heritage sector in country including (if available):
  + Active funders, key sector influencers and role of other cultural institutions/stakeholders, country heritage sites, country heritage protection strategy, governmental and non-governmental organisations supporting heritage in country
  + Heritage protection needs and priorities in Nepal including key issues and challenges in protecting cultural heritage, sites of minority groups (if any), the role of tourism in cultural heritage protection, the impact of climate change on cultural heritage, public engagement and perceptions of cultural heritage, the relationship between tangible and intangible heritage, the role of digitalisation on protecting both tangible and intangible heritage
  + Governance of cultural protection including legal and government structures, legal regulations and restrictions, heritage protection capacity, heritage protection strengths and weaknesses,
* Role of international agencies in cultural protection including key international players, programmes and funding in cultural protection, Government’s attitude/expectations around international funding and support for cultural protection, how are cultural protection funds/grants administered by the government?
* British Council Nepal’s existing projects and approach to protecting cultural heritage, British Embassy and stakeholders’ priority focus for cultural protection in country
* Case studies of innovative projects that have a national geographic cover
* Evaluation of grant-funded development projects

**Event Duties**

The Consultant will work with British Council team to design a two to three-day residential workshop for national heritage professionals (up to 20 people) to aware them about CPF offer and use their inputs for the country report. This event is expected to be delivered in the week of 22 August 2022. The Consultant will be required to:

* Design, programme and facilitate creative engagement and research related activities for a group of 20 people
* Support the identification of the delegation and map key stakeholders to invite to an exclusive engagement with decision-makers.
* Support delivery of a stakeholder dinner event to present CPF offer, British Council heritage portfolio and outputs

Proposals from independent Consultants may include sub-contracted professionals for specialised services implicated by the role profile. Please see notes in Annex 3: Pricing Approach to provide full details for your quoted costs.

**Required skills**

* At least 2 years’ experience in research and information reporting for international organisations
* Excellent English writing skills, proficient reading/writing/speaking skills of Nepali
* Essential: knowledge and understanding of the culture and heritage policies, sectors, with experience of delivering arts/cultural content/events

**Timescales**

We expect the Consultancy term to be 8 months (ending March 2022). Subject to any changes notified to potential suppliers by the British Council in accordance with the contractual conditions, the following timescales shall apply to this procurement process:

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| **Activity** | **Date** |
| Contract start date | 10 July 2022 |
| Orientation with British Council team | 12 July 2022 |
| Virtual consultations sessions | 15 July – 8 August |
| Physical consultation event | 26 – 28 August 2022 |
| Report on initial research | 15 September 2022 |
| Development projects (evaluation, grants management) | October – December |
| Final report | 01 February 2023 |
| End of contract | 15 March 2023 |