



foundation  
for advancement  
in conservation

**Protecting Cultural  
Heritage**

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## **Request for Proposals Climate Resilience Resources Project Director**

*NOTE: The contract award will be contingent on receipt of funding. The anticipated official notification date will be December 2024.*

**Deadline for Submission: May 6, 2024**

### **Summary**

The Foundation for Advancement in Conservation (FAIC) seeks a contractor (which may be an individual or an organization/firm) experienced in developing educational programming related to the impact of climate on cultural heritage to serve as Project Director to develop a new education and training program and materials based on FAIC's [Climate Resilience Resources for Cultural Heritage](#) (CRR). This project will take place between March 2025 and February 2027. It is anticipated that the Project Director will commit 10 hours per week to the project.

### **Scope**

FAIC seeks to develop new resources to help humanities institutions in the United States develop climate resilience plans using the CRR tools. Key aspects of the proposed project include:

- A user experience evaluation of the existing learning modules and website to identify improvements to existing program materials and any additional educational tools needed to support use of CRR, and implementation of the recommended changes
- Development and implementation of a train the trainer program to teach those who provide field services to humanities professionals how to lead learning groups through the CRR learning modules
- Translation of the website, user guide, and other components into Spanish

### **Contractor will**

- Working with FAIC and the user experience consultant, assist with the development of desired questions and outcomes for the user experience study
- Work with the website mapping data consultants (separately contracted by FAIC) to implement changes identified in the user experience evaluation to improve learning outcomes
- Develop and lead a “train the trainers” program to teach ten instructors to lead learning groups consisting of members of humanities institutions through the learning modules to develop their own resiliency plans
  - The program shall consist of remote online content (which may be synchronous and/or asynchronous) as well as a multi-day in-person component tentatively scheduled for January 2026 in Puerto Rico.
  - Contractor must attend and lead the in-person training
- With FAIC, develop a participant application and review criteria and lead the review of applications for participation
- With FAIC, develop an evaluation for the program
- Work efficiently through e-mail and video/phone calls, sharing and managing draft documents and project communications



- Work with FAIC to draft written project progress reports as required by grant funder(s)

#### FAIC will

- Designate a staff project liaison to coordinate Project Director's work
- Contract with all other program consultants, including any guest speakers identified by Contractor for the train the trainer program.
- Promote the train the trainer opportunity
- Utilize FAIC software platforms, such as OpenWater (applications), SurveyMonkey, and Rhythm (event registration)
- Support Project Director's travel to Puerto Rico for the in-person training
- Be available for ongoing consultation on the project and give timely responses to Contractor's requests for information and advice
- Work with Project Director to develop a project budget and ensure adherence
- Submit project progress and financial reports as required by grant funder(s)

#### Schedule

- May 2024 - FAIC selects consultant to receive contract contingent on receipt of funding
- January 2025 - FAIC contracts with Project Director
- March - May 2025 - FAIC contracts with other project consultants; Project Director begins developing learning materials and curriculum for train the trainers program; Call for Participants announced.
- May – August 2025 – User experience study; train the trainers participants selected
- September 2025 – August 2026 – Project Director, FAIC, and website mapping data consultants implement improvement to existing resources based on the results of the experience study; Remote synchronous and/or asynchronous learning occurs for train the trainers
- January 2026 – Three-day in-person training in Puerto Rico
- September 2026 – Project Director coordinates evaluation of train the trainers program
- October 2026 – February 2027 – Project Director provides consultation to learning group members, other consultants, and FAIC as needed.

#### Proposal Format and Requirements

Respondents must furnish an electronic version of their proposal (PDF format preferred), which may be no longer than four pages. Estimated price and terms for services should be included.

Please address the following areas in your proposal:

- Experience: Briefly describe recent projects to demonstrate experience relevant to the proposal
- Qualifications: A brief statement on why you believe you are qualified to carry out the project
- Budget: Your fee for your services to complete the project

#### Selection

FAIC staff will review and examine all proposals received. We expect to notify all applicants of their status by May 2024.



### **Contact or Questions**

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### **About FAIC**

FAIC is a 501c3 foundation created in 1973. Its mission is to save cultural heritage for future generations, protecting it from decay and destruction.

FAIC carries out a wide range of programs to provide continuing education, scholarships, research, publications, emergency programs, and assistance to collecting institutions. Further details can be found on the FAIC website: [www.culturalheritage.org/foundation](http://www.culturalheritage.org/foundation)