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of International
Education

CALL FOR CULTURAL HERITAGE CONSULTANTS (CFC)

Subject : Cultural Heritage Consultancy Services
CFC Issue Date : September 28, 2023
CFC Closing Date : October 27, 2023
Performance Period : Six months, approximately Winter 2023 to Spring 2024
Location of Performance : Riyadh, Saudi Arabia

The Institute of International Education (IIE) invites qualified individuals (“Applicants”) to submit a competitive application for the requested services. The Contract resulting from this award will be a **Non-USG-Consultant Agreement** serving the below mentioned program.

Applicants are encouraged to read this CFC in its entirety (including any and all attachments), paying specific attention to the instructions and requirements included herein. Issuance of this CFC does not, in any way, obligate IIE to award a contract, nor will IIE pay for any costs incurred in the preparation and submission of information. The agreement resulting from this CFC will be provided to the most responsive Applicant(s) whose Offer will be the most advantageous to IIE in terms of cost, functionality, and other factors as specified in this CFC.

The required services are described in the “**Statement of Work**” in **Attachment A**. IIE encourages the Applicant to indicate their interest in this CFC by submitting information according to the instructions in the “**Call for Consultants Preparation Instructions**.” Offers will be evaluated based on the “**Evaluation Criteria**.”

All information is due by the dates and times stated above. Any information received after the required time and date specified for receipt shall be considered late and non-responsive. Late submissions will not be evaluated.

Questions: Any questions are to be submitted **in writing** via email to the email address listed below no later than **October 20, 2023, 11:59 PM ET**. No questions will be entertained if they are received by means other than the specified email address. No oral answers will be provided. Answers to questions IIE deems relevant to this CFC will be published on **October 24, 2023, 11:59 PM ET** on IIE’s website under Subawards and Procurement (<https://www.iie.org/Work-With-Us/Subawards-Procurements>).

Heritage Commission Project
Institute of International Education, Inc.
Email: HeritageCommission@iie.org

CFC Submission: Information, including any attachments (limited to 6MB), should be sent electronically in PDF format to: HeritageCommission@iie.org. Be sure to include in the subject line: **Cultural Heritage Consultancy Services**. IIE will not accept offers received by fax.

This CFC pertains to an assignment for the six-month period of Winter 2023 to Spring 2024. IIE will conduct another call for consultants in early 2024 for a second six-month period of approximately Spring 2024-to Fall 2024.

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SECTION 1: BACKGROUND AND PURPOSE

Background: Institute of International Education

The Institute of International Education (“IIE”), founded in 1919, is a New York not-for-profit corporation that is among the world’s largest and most experienced international education and training organizations. We have unparalleled expertise managing complex and large-scale educational initiatives working with foundation, government, and corporate partners to develop and manage some of the world’s most prestigious educational and cultural exchange programs. Annually, we manage over 200 programs with more than 21,000 participants from 180 countries. IIE supports a broad range of public and private sector entities to achieve their educational goals by designing and implementing innovative educational exchange opportunities, facilitating academic and professional delegations, and managing institutional partnership development initiatives. We work across an international network of 17 offices, with headquarters located in New York City, and we have an extensive global network of over 1,600 higher education institutions.

Purpose of Call for Consultants

The purpose of this CFC is to invite qualified individuals with expertise in management, research, and education in cultural heritage and related fields to submit background information to provide consultancy services, including technical assistance and capacity development, to strengthen the professional capabilities of Saudi cultural heritage sector professionals outlined more fully in Attachment A.

SECTION 2: CFC CONDITIONS

IIE reserves the right to:

- Reject any or all offers and discontinue this CFC process without obligation or liability to any potential Applicant or other party.
- Accept other than the lowest price offered.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Award more than one or multiple contracts.

Nothing in this CFC is, or should be relied on, by Applicant as a promise or representation by IIE. IIE does not make any representation or warranty as to the completeness of this CFC or have any liability for any representations (express or implied) contained in, or omissions from, this CFC. This CFC and any replies to any written notifications are transmitted to the Applicant solely for the purposes of the Applicant preparing and submitting an offer.

Any information or materials submitted in response to this CFC and/or as a proposal (whether successful or unsuccessful) shall become the property of IIE and will not be returned.

In submitting information, you must agree that your offer shall remain firm for a period of no less than **120** days from the CFC closing date.

Failure to follow the specifications and requirements provided in this CFC may result in disqualification.

The successful Applicant will be obligated to enter into an agreement containing the same or substantially similar terms and conditions found at <https://www.iie.org/Work-With-Us/Subawards-Procurements/Solicitations-for-Consultants>. The IIE terms and conditions may be changed, added to, deleted or modified by IIE prior to awarding the agreement. Other terms and conditions may be negotiated between IIE and the successful Applicant, at IIE’s discretion. State Universities and Agencies should not expect or ask IIE to modify its Terms and Conditions to incorporate any State Regulations or Statutes.

SECTION 3: CALL FOR CONSULTANTS PREPARATION INSTRUCTIONS

Information is expected to be comprehensive and include what is set forth below. Applicants are also invited to send any additional information or supplemental material they believe will aid IIE in properly evaluating their service offerings. Please be sure to respond to each of the elements requested and frame your answers in direct response to the information being sought.

Include only your own work and no text copied from sources outside of your organization, unless those sources are adequately cited and credited. In order to be qualified for this CFC, all Applicants are requested to provide the following information, and format their offer as follows:

1. Cover Letter

- Basic information, including legal name, address, telephone number, and email address.
- Brief description of Applicant's experience in the field that illustrates the qualifications and capabilities to meet the terms of the CFC.
- Years of relevant experience.
- Commitment to provide consultancy services in Saudi Arabia for a period of six months in Winter 2023 to Spring 2024.

2. CV listing relevant experience in delivering work similar to that described in the Statement of Work in Attachment A.

3. Cost Information: Submit your monthly rate. IIE will provide for the selected Applicant's international travel (including two round-trip economy class trips to/from country of residence), temporary accommodations in Riyadh, and in-country flights/travel separately; the Applicant's monthly rate should not include these costs.

SECTION 4: TERMS OF PAYMENT

Payment terms for the award shall be at the end of every month after successful completion of each deliverable or milestone agreed upon and established in the resulting agreement. Payment shall be made by the Institute of International Education ("IIE") via check or electronic funds transfer/bank wire. The final payment terms in the contract will control, not this CFC. No advance payments will be provided.

SECTION 5: EVALUATION OF APPLICANTS

ITEM A)

Qualifications:

- A minimum of 10 years of direct experience in the cultural heritage sector, working in management and/or education and research at a higher education institution or multilateral or cultural organization.
- Technical expertise in any of the following fields related to cultural heritage such as built heritage, underwater archaeology, intangible cultural heritage, cultural resource management, archaeology, conservation, preservation, interpretation, public engagement, and living traditions, among others.
- Experience in coordinating professional development, capacity building, or technical trainings for professionals in the cultural heritage sector. Experience developing training materials, finding and engaging subject matter experts, setting learning objectives in response to organizational needs.
- A strong understanding of global cultural heritage conventions and international best practices.
- Strong knowledge of the academic and research landscape of the cultural heritage field with working relationships with leading U.S. and global universities.
- Proven success working with counterparts in the Gulf region, Kingdom of Saudi Arabia, and/or other countries with developed higher education and heritage sectors. Proficiency in Arabic desired but not required.
- Committed to working in Saudi Arabia for a period of six months.

ITEM B)

Cost information:

IIE's review of Applicant's monthly rate (if agreeable) shall determine if the overall rate proposed is realistic for the work to be performed, reflects a correct understanding of the project requirements, and is consistent with the Applicant's qualifications and experience. IIE will provide for the selected Applicant's international travel, housing, and in-country flights/travel separately and the Applicant's monthly rate should not include these costs.

ATTACHMENT A STATEMENT OF WORK

The Consultant will be based in Saudi Arabia for six months and will be responsible for delivering the following activities under the direction and in collaboration with the IIE Program team. The Consultant will provide consultancy services in Riyadh during the aforementioned six-month period:

- Work in-person in government offices during specified working hours in Riyadh and at heritage sites across Saudi Arabia to provide advisory services and assess the clients' needs for capacity development in cultural heritage, coordinate and facilitate trainings, and provide technical assistance, in consultation with the IIE Program team.
- Provide advisory and intellectual services to the client's leadership through daily and weekly meetings with client's leadership team, staff, and stakeholders.
- Through meetings with client's leadership team and staff, address the capacity development needs identified by previously conducted needs assessment to identify priorities that will shape the design of education and training activities.
- Provide guidance and recommendations on the design of education and training programs including participant eligibility and selection criteria.
- Provide guidance and recommendations on educational programs at leading higher education institutions to meet the goals and interests of participants selected for international education programs.
- Develop and implement three-day training programs for 15 participants each on topics identified through a previously conducted needs assessment. Engage your network to find subject matter experts to deliver the trainings. Work with experts and the Heritage Commission to create training materials, foundational reading materials and pre-/post-assessment for participants. Prepare and submit a summary report of each training course.
- Identify experts at higher education institutions and multilateral and cultural organizations to co-deliver training programs.
- Participate in customizing a strategy and blueprint to expand the client's international partnerships relevant to cultural heritage management.
- Through weekly and ad-hoc meetings with the IIE Program team, provide updates on the status of activities, share findings of assessments, consult on engagement with client's leadership and staff, share guidance and recommendations on education and training programs, and coordinate on the development and implementation of training programs.
- Prepare and submit written weekly briefs and monthly status reports and a final report to the IIE Program team.
- Perform additional tasks related to the consultancy as needed.