**Smithsonian Institution**

**My Armenia Program**

**Request for Quote (RFQ)**

**Short-Term Art Historian for My Armenia Program Regional Museums**

This Request for Quote (RFQ) is issued by the My Armenia Program (MAP) to provide professional services for the MAP Regional Museums Art Historian in accordance with the Scope of Work (SOW).

**I. Submitting YOUR Quote**

Applications, including the daily rate, must be submitted by email to:

Alisa Ayvazyan

Finance and Operations Manager

AyvazyanA@i.edu

Cc: KhatchadourianN@si.edu

Applications are due by 5:00PM Monday, December 6, 2019.

**II.** **Description of Required Services**

The My Armenia Program is seeking a short-term Art Historian who can provide research, writing, and curatorial services for the museum component of the My Armenia program.Additional details can be found in ANNEX A: Scope of Work.

**III. EVALUATION**

The My Armenia Program plans to interview the top 2-5 candidates and make a selection based on the best value considering the following evaluation factors, however, MAP also reserves the right to select a candidate without further discussion.

* Past performance:
  + At least five years of experience in curating exhibitions and writing essays for exhibition catalogues
  + Master’s degree in Art History or related field, PhD a plus
* Professional skills:
  + Extensive art historical knowledge and emphasis in Armenian modern and contemporary art
  + Advanced knowledge of art of the Soviet-period and an ability to relate those narratives to the broader scope of Armenian and Western art history
  + Authored publications for exhibition catalogues or monographs
  + Excellent written communication skills
* Additional qualities:
  + Excellent time management and organizational skills, particularly being able to complete writing projects on a deadline
  + Accuracy and attention to detail
  + Fluency in Armenian and English, both written and oral
  + Must be able to travel outside of Yerevan
  + Familiarity with Armenian museum and cultural sector
  + Experience with USAID and MAP a plus

**VIII. Information to be Submitted with Application**

Submitted applications must include the following information to be deemed responsive to this Request for Quotes and accepted by the My Armenia Program:

* 1. CV demonstrating relevant past performance, professional skills, and additional qualities per the evaluation factors listed above
  2. Example of an exhibition catalogue essay (in Armenian or English) authored by the candidate
  3. Detailed budget to include: rate per catalogue essay (around 15 pages long), rate for curatorial advising per exhibition, and a travel Quote

**ANNEX A:**

* Scope of Work

**ANNEX B:**

* Budget Template

**ANNEX A**

***Art Historian***

**Scope of Work**

**My Armenia Program (MAP) Background**

My Armenia, a joint partnership between USAID, the Smithsonian Institution, and the people of Armenia, harnesses the power of research, documentation, and storytelling to strengthen cultural sustainability through community-based tourism development. As outlined by USAID|Armenia and the Smithsonian Institution, the primary goals of this 5-year program are to build cultural heritage tourism in Armenia so as to increase the number of tourist visits, increase spending and days stayed per tourist with an emphasis outside of the capital, and create new job opportunities for Armenians.

Guided by our mission for the “increase and diffusion of knowledge” and our values in long-term high-quality cultural heritage work, the Smithsonian Institution (SI) and our partners will work towards these joint goals. SI will apply its long history for cultural heritage preservation and support to community economies to strengthen cultural heritage tourism in Armenia. In collaboration with USAID, SI has identified four major objectives for the project:

1. Objective 1: Strengthen Armenia’s cultural heritage tourism offering
2. Objective 2: Increase awareness of Armenia as a cultural heritage tourism destination
3. Objective 3: Improve cultural tourism sector workforce skills
4. Objective 4: Coordinate GOAM, donor, resource partner, and stakeholder involvement

**Overview of Assignment**

As part of the Museum initiative to build museum capacity for managing and presenting Armenia’s cultural heritage, My Armenia is seeking a Contractor who can provide research, writing, and curatorial services for the Gallery of Mariam and Eranuhi Aslamazyan Sisters. The contractor shall support the Museum component team by providing curatorial advisory services to enhance the museum’s permanent exhibition and by researching and authoring a scholarly essay to be published in a catalogue of the sisters’ complete works. The curatorial advisory services would take place in close coordination with My Armenia Program as well as the museum’s director and related staff. The essay content will also be discussed with MAP and the museum team during the writing process to allow them to ask questions about the material being included.

**Specific tasks:**

* Participate in and contribute to curatorial discussions with MAP team and target museum’s staff (the assignment will require travel to Gyumri);
* Contribute in the enhancement of the exhibition narrative by writing interpretation materials (introduction text, wall panels, focus texts, etc.) to be developed with MAP and the museum staff; and
* Write one museum catalogue essay about the role of the two sisters in the context of the Soviet-Period art and Armenian history. MAP and the museum staff will have a chance to review one to two drafts in order to provide feedback and comments, that the Contractor will take into account when revising the essay for a final version.

**Deliverables:**

All deliverables are subject to My Armenia review and approval and include the following:

* Interpretation materials for the museum to enhance its exhibition narrative and collection display
* Catalogue essay of around 15 pages (plus references), to be delivered as:
  + First draft for comment
  + Final version for publication
* Additional research/curatorial materials as needed

**Period of Performance:**

Period of performance: Date of signature of contract – February 29, 2020.

**Reporting**

This position will report to My Armenia Program’s Senior Museum Specialist with oversight from the Chief of Party.

**Relevant Experience.** The contractor must have experience providing services of similar scope and size, as demonstrated through:

* At least five years of experience in curating museum exhibitions and writing essays for exhibition catalogues
* Master’s degree in Art History or in related field, PhD a plus
* Extensive art historical knowledge and emphasis in Armenian modern and contemporary art
* Advanced knowledge of art of the Soviet-period and an ability to relate those narratives to the broader scope of Armenian and Western art history
* Publications for exhibition catalogues or monographs
* Excellent written communication skills

**Technical Competence.** The contractor must provide a CV, a sample catalogue essay, and a quote for services and travel.

**ANNEX B**

**Budget Template**

The Contractor, at a minimum, must provide a quote containing a rate per square meters, travel costs, and any other expenses required to carry out the assignment. Please include brief cost notes that explain the assumptions behind included costs.

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| --- | --- | --- | --- |
| [Insert Date] | | | |
| **Contractor Name & Contact Information** | | | |
| [Name]  [Street Address]  [City, Country, Zip Code]  [Phone number]  [E-mail address] | | | |
| **Description** | **Unit Price** | **Quantity** | **Amount** |
| Catalogue Essay | [per essay] |  |  |
| Curatorial advising (interpretation materials and research) | [for one exhibition] |  |  |
| Transportation | [to Gyumri] |  |  |
| Meal and expenses | [per day] |  |  |