

CONTRACT FOR INDIVIDUAL CONSULTANT

Request for written proposal

Preserving documentary heritage in Jordan through the development of audiovisual archives.

Date: 10 October 2016

Request to submit a written proposal for a work assignment with UNESCO

UNESCO is inviting written proposals from Individual Consultants for the work assignment described in attachment A.

To enable you to prepare a proposal for this assignment, please find attached the following documents:

- Terms of Reference (Attachment A)
- UNESCO's contract for Individual Consultants (Attachment B)

The written proposal should comprise the following components:

1) A technical proposal should consist of:

- An up-to-date curriculum vitae;
- A description of a proposed approach for undertaking the assignment;
- A work plan with a detailed timeframe;
- Comments on the Terms of Reference if any (in brief);

2) A **negotiable lump sum** amount to be charged for the assignment, which should be quoted in USD. Please show any travel costs separately.

Please note that:

- Your proposal and any supporting documents must be in English.
- Your proposal should be submitted by e-mail no later than close of business (18:00) on **31 October 2016**. Email proposals should not exceed 5 MB and shall be sent to the responsible officer: Ms. Sabrina Salis (s.salis@unesco.org).

UNESCO places great emphasis on ensuring that the objectives of the work assignment, as described in the Terms of Reference, are met. Accordingly, in evaluating the proposals for the assignment, attention will focus first and foremost on the technical elements. From those proposals deemed suitable in terms of the criteria in the Terms of Reference, UNESCO shall select the proposal that offers the Organization best value for money.

It is the individual's responsibility to ensure that his/her proposal is received before the deadline.

Thank you for your interest in this UNESCO assignment, we look forward to receiving your proposal.

ATTACHMENT A: Terms of Reference

1. Background and justification

In line with the UNESCO 2003 Convention for the Safeguarding of Intangible Cultural Heritage¹, UNESCO Office in Amman, in collaboration with the Ministry of Culture, has been supporting the preservation of intangible cultural heritage (ICH) in Jordan through the implementation of a capacity building training aimed at strengthening the capacity of the concerned governmental and non-governmental institutions (including local communities and NGO) to successfully adopt the relevant safeguarding measures. In line with this framework, a pilot community-based inventory of ICH, including sound and visual material, is expected to be carried out in the following year. Within this broader framework, the lack of an appropriate audiovisual archive system was considered among the threats to the preservation and transmission of traditional knowledge to the future generations. Over the years, traditions have been documented and sparsely collected into public or private archives. This documentation forms the bulk of collective cultural memory and bear testimony of the development of the Jordanian society, in this way forming an important part of the country's documentary heritage. The crucial role of audiovisual archives was thus recognized for the purpose of enhancing preservation of intangible cultural heritage.

Despite their importance, audiovisual archives are in risk of neglect and deterioration which will result in a huge loss of information. Jordan boasts a large number of audiovisual collections hosted in public and private archives. However, there is no comprehensive inventory of the exact number of archives and their content. In addition to this, the old infrastructure of institutions and outdated methods used by archival staff (or private collectors) don't meet modern requirements and challenges. There is a great risk of losing audiovisual materials forever because of the unfit storage conditions and outdated preservation. Digitization efforts have been uneven and uncoordinated among the institutions and there is still a strong need to digitalize existing materials and granting public access through electronic files.

Before proceeding with any targeted actions for the preservation of audiovisual archives, UNESCO Amman in coordination with the national authorities found it necessary to carry out an assessment of the needs to enhance the preservation of audiovisual archives in Jordan. This study will result in an Action Plan providing clear guidance on how to strengthen the state of preservation of audiovisual archives in Jordan.

¹ <http://www.unesco.org/culture/ich/en/convention>

2. Purpose of the Assignment

In complementarity with the national efforts for the safeguarding of ICH in Jordan, the aim of this assessment is to provide guidance to UNESCO and the national authorities to improve the state of preservation of archives in Jordan and develop the relevant policy framework.

In coordination with the UNESCO Amman Office, the Consultant will provide specialized expertise to undertake the following:

- Train a local team to prepare a **mapping of existing audiovisual archives**.
- Produce an **assessment of the needs** to enhance the preservation of audiovisual archives.
- Develop a **detailed Action Plan** providing realistic and attainable recommendations for improving the state of preservation of sound archives in Jordan.

3. List of duties/tasks:

In consultation with UNESCO Amman and the relevant national authorities, the Consultant shall undertake the following endeavors:

ACTIVITY I: training of young students to carry out the mapping exercise.

The consultant will provide technical expertise to train a group of young selected students who will be working on the production of a mapping of audiovisual archives in Jordan. The trainees will be selected in coordination with the **UNESCO NetMed Youth Programme** as part of a broader capacity building project. Professional archivists might also be selected for the training based on their availability and expertise. The role of the consultant is to provide short intensive training to the local team to produce the mapping of audiovisual archives in Jordan, which should include the following components:

- A detailed review of the major audiovisual archives in Jordan (public institutions, private collections, libraries, media, archives and other sources).
- A list of these archives including type of institution/collection and storage and preservation conditions.
- Quantity and type/s of material available (audiovisual material, in addition to numbers, origin and period).

ACTIVITY II: Needs assessment.

Based on the mapping produced as per Activity I, the Consultant shall undertake a needs assessment focused on the following components:

1. Review of the state of preservation of the audiovisual archives, including the following:

- Building on the mapping exercise detailed in Activity I, a review of the **quantity and content** of the records and their general **physical conditions**. Recommendations will be provided for proper storage of archival material.
- **Evaluation of the physical facilities:** a description of the physical characteristics of the records storage facilities and the construction of the building. Recommendations will be made on how to bring the conditions to an adequate level.
- Evaluation and review of the **state of digital preservation of the archives**. Recommendations will be made on how to improve the preservation of the already digitized material and how to carry out digitization intervention of the archives. This includes suggestions on equipment and material to be purchased.
- An assessment of the **cataloguing of the archives:** Arrangement and description of the material, presence of reference guides (such as bibliography), inventorying practices, other as relevant. Recommendations will be made on how to improve and harmonize the cataloguing system.

2. Staff capacity: an assessment of the capacities and level of expertise of professional staff working in audiovisual archive institutions. The Consultant will provide recommendations for staff development and expertise needed. Based on the training provided in the context of this assignment, the Consultant will also provide recommendations for future capacity building trainings.

3. Review of archiving policies in Jordan: A review of the **institutional and national archiving policies** including the following:

- Acquisition statement setting the purpose of the archive.
- Access statement outlining what the public will have access to within the collection.
- The scope and nature of the archival activities, i.e. what is collected and what is not collected.
- Roles and responsibilities for the implementation of the policy.

- Disaster preparedness.
- Procedures and forms: donor forms, copyright forms, procedure for deciding whether to accept records in the collection or not.
- A process for acquisition/appraisal and de-accessioning of material from the collection: how to deal with accepting, rejecting and removing items from the collection.
- A mechanism for reviewing the policy.
- Ethics related to archival practices.
- Accessibility and outreach of the recordings.
- A review of the **national policies** and laws governing archiving institutions in Jordan and the actors (Ministries, Institutions, stakeholders) involved in managing archives in the country.

In order to undertake the activities above, it is expected that the Consultant will undertake a period of research in Jordan.

4. Timeframe and deliverables

The needs assessment should start as soon as possible and the Action Plan should be delivered to UNESCO Amman by September 2017 at the very latest.

Deliverable 1: An **assessment report**, incorporating also a **mapping of audiovisual collections**, is produced highlighting the results of the assessment of the three components mentioned above, i.e. review of the state of preservation of the audiovisual archives, staff capacity, institutional and national archiving policies.

Deliverable 2: Based on the assessment report, an **Action Plan** is elaborated with clear guidelines on actions to be undertaken for the preservation of audiovisual archives in Jordan.

5. Role and Responsibility of UNESCO and the Consultant

UNESCO Office in Amman will:

- Provide suggestions on approaches for the choice of potential sources of audiovisual archives.
- Regularly monitor the effective and timely implementation of the contract tasks.
- Review and approve the documents produced under the framework of this assignment and in particular the final Action Plan.
- Liaise with the national institutions to guarantee access to the archives and the various stakeholders involved in the assignment.

- Review all final deliverables for each task making suggestions and requesting revisions where necessary.

The contractor will:

- Implement the tasks according to the Terms of Reference and agreed work plan, in regular consultation and coordination with UNESCO Amman Office.
- Ensure that reporting requirements are met to the highest standards for all tasks outlined under the ToR.

6. Coordination

Under the scope of this program, the Consultant shall:

- Coordinate with UNESCO Office in Amman for all the aspects related to the assignment.
- Coordinate with consultants working under other UNESCO programs whenever relevant.

7. Target group:

Public libraries, public and private archive (Royal Court, National Library, Jordan Radio and Television (JRTV), Jordan University, societies, etc.) in addition to identified wide private collections.

8. Qualifications and professional experience

The following qualifications/professional experiences are mandatory requirements that the consultant should meet in order to be eligible for contract award:

- Master's degree or higher in the field of Information Systems, Information and Documentation, Library and Archival Sciences, Archives and Records Management, archives administration, history, library science or any related field.
- Minimum of 10-year experience in relevant subject areas covered in the terms of reference and more specifically concerning: archiving and documentation and development of methodologies and frameworks. Professional experience in audiovisual archives is considered an asset.
- Proven record of similar assignments and to demonstrate experience in similar projects through concrete project examples.
- Excellent knowledge of English and excellent writing and reporting skills in English is an absolute must. Good knowledge of Arabic is considered an asset.
- Be able to carry out field visits across the country during the period of the contract, as appropriate.

ATTACHMENT B: UNESCO's contract for Individual Consultants
(See separate file)

PROPOSAL

Consultant name:

Date:

(Please attach up-to-date curriculum vitae)

1. Approach and methodology for the assignment
2. Work plan and comments on the Terms of Reference if any