REQUEST FOR PROPOSALS

**OPEN-SOURCE GOVERNANCE ADVISOR FOR
THE ARCHES OPEN-SOURCE SOFTWARE PROJECT**

Deadline for applications: November 30, 2022

Background

The Arches open-source software (OSS) project was established in 2012 by the Getty Conservation Institute (GCI), at that time in partnership with World Monuments Fund and through collaboration with other cultural heritage organizations, to create the Arches Cultural Heritage Data Management Platform. The Arches platform was created to serve the needs of cultural heritage organizations around the world for modern, purpose-built, and economical software to support their requirements in cultural heritage documentation, research, understanding, protection, and management. Over the past decade, the Arches community has grown to include institutions and individuals representing the government sector, NGOs and philanthropy, academia, and commercial entities. Their involvement ranges from responding to questions from other community members on the online forum, submitting bug fixes, to funding software enhancements. To date, the GCI is aware of nearly 100 implementations of Arches (already launched and in preparation), with many more in the initial planning stage; the open-source nature of Arches means there may be many more, including for uses beyond cultural heritage. The known implementations collectively record heritage spanning five continents and nearly 60 countries. Find further information about the Arches software and community at:
https://www.archesproject.org/

The Getty Conservation Institute (GCI) is a private, non-profit philanthropic institution that works internationally to advance conservation practice in the visual arts—objects, collections, architecture, and sites. The Institute serves the conservation community through scientific research, education and training, field projects, and disseminating information. In all its endeavors, the GCI creates and delivers knowledge that contributes to conservation of the world's cultural heritage. The GCI is an operating program of the J. Paul Getty Trust and located in Los Angeles. Find further information about the GCI at:
https://www.getty.edu/conservation/

Need for Consultant Services

Since the founding of the Arches open-source project in 2012, the GCI has been its primary supporter and provided its institutional home. Since the spring of 2022, the GCI, with input from other community members, has been advancing the Arches Governance Initiative with the aims of establishing a framework for community governance providing for greater stakeholder participation in determining the direction and priorities for Arches, long-term financial and in-kind support, and examining the potential establishment of an Arches organizational home to carry out essential Arches project operations.

General Scope of Work of the Consultant

The consultant will provide relevant information, including examples from other OSS projects, and advice regarding the following topics, as mentioned above:

- Defining a long-term mission and values for Arches, and establishing a project charter
- Identifying and establishing appropriate governance structures for Arches
- Determining and establishing the most appropriate mechanisms for long-term financial and in-kind contributions to support governance, technology development and maintenance, and other operations required by Arches to achieve objectives.
- Characterizing the type of organizational home best suited for sustaining Arches and if needed, planning an organizational home.
- Determining how to best receive input from and communicate with the Arches stakeholder community about all aspects of the Arches Governance Initiative.

Advice may be delivered both through meetings and in written reports. Some time will be required up front to become familiar with the Arches project, its open-source community, and GCI and stakeholder aims. It is expected that some in-person meetings will be held at the Getty Center in Los Angeles, while other meetings may be conducted virtually.

Timetable

The GCI is seeking to employ a consultant advisor as soon as possible. It is anticipated that advisory services will be needed well into the 2023 calendar year.

Working with the GCI and Arches Stakeholders

The consultant advisor will be under the supervision of GCI Senior Project Manager Alison Dalgity, who will act as the contact for questions and submission of deliverables. Members of the GCI Arches project team and GCI leadership will also engage with the consultant advisor regarding discussing options and making and implementing decisions. The GCI is also forming an Arches

Advisory Planning Group comprised of representatives from key community stakeholders, who will provide input on the consultant selection, and with whom the consultant will engage regarding options and making decisions.

Consultant Qualifications and Experience

The GCI is seeking proposals from consultants with the following qualifications and experience:
- Minimum of 5 years experience working with OSS projects and/or OSS foundations, including with community governance, finance, and operations
- Demonstrated experience in advising and/or taking part in the establishment of OSS governance, endowments, and/or foundations
- Excellent verbal and written English communication

The following additional types of experience are desirable:
- Demonstrated commitment to strengthening public-good initiatives

Submitting a proposal

Qualified candidates are requested to submit the following documents to the Getty Conservation Institute by November 30, 2022, at the latest:
a. An up-to-date curriculum vitae
b. At least three references who can attest to your relevant qualifications and experience
c. A statement describing how your qualifications and experience make you suitable for the assignment
d. Confirmation of availability during the stated time period, including ability to attend occasional in-person meetings in Los Angeles
e. Proposed fees and expenses

Please submit proposals, and any questions, by email to: **contact@archesproject.org.**