**Specifications**

**Phase 2**

**Expertise for the elaboration of the Collection Handbook**

Desired contract start date :

September 01, 2025

Type of contract :

Service provision

Main mission :

The team will be in charge of producing a collection booklet for the National Museum of Cambodia.

The aim of this book is to centralize all relevant information on the works and objects previously selected by the technical committee, taking into account their conservation, museographic presentation, enhancement and transfer to new storage facilities.

It is a strategic document for the museographer, as part of the design of the museum's renovation and extension project.

This work also contributes to two other major objectives :

* Evaluating the costs associated with :
  + The museographic enhancement of works in future exhibition spaces (restoration, pedestal, supports, security, etc.)
  + Moving collections to new, adapted storage facilities (logistics, preventive conservation, equipment)
* Operational preparation for the transfer of collections, with concrete recommendations concerning priorities, methods and resources.

Project context:

This mission is part of the feasibility study for the rehabilitation and extension of the National Museum of Cambodia, financed by the French Ministry for Europe and Foreign Affairs and operated by Expertise France. The project’s scientific partner is the National Museum of Asian Arts – Guimet.

This study aims to guide Cambodian authorities in decision-making for the National Museum's major renovation and expansion project and to assess its costs. The expected deliverables, which make up the feasibility study dossier, are as follows:

* Component 1: Study of collections and museum strategy
  + Collections study for the museographer *[object of current mission]*
  + Report with recommendations on the distribution of artworks
  + Museum master plan
* Component 2: Functional and architectural diagnosis of the museum
  + Historical and technical diagnosis of the National Museum of Cambodia *[ongoing work]*
  + Specifications for the building’s functions and uses *[ongoing work]*
  + Final draft for the redesign and extension of the building
* Component 3: Audience policy and scientific and cultural pre-program of the museum
  + Report with recommendations for audience development and tourism offerings *[ongoing work]*
  + Scientific and cultural pre-program of the museum

This mission contributes to « Component 1: Study of collections and museum strategy ».

Roles and responsibilities:

Under the supervision of the technical committee and project manager, the chosen team will be responsible for the following:

* Study of the selection of works defined by the technical committee:
  + Work from the shortlist validated at the end of the prefiguration mission
  + Strictly respect the perimeter of this selection, with no non-validated additions.
* Collaboration with internal and external teams :
* Work closely with curators, collection managers, archivists and other members of the National museum of Cambodia.
* Collaborate with external experts, such as restorers, art historians, or researchers to enrich the data collected.
* In-depth documentation of selected objects:
  + Gather, complete and structure data on each work: provenance, dating, materials, iconography, condition, status, dimensions, weight.
  + Apply professional standards for description and classification.
* Elaboration of collection handbook :
  + Produce a structured, clear book that can be used directly by the museographer.
  + Integrate technical constraints and recommendations relating to the future exhibition.
* Operational preparation for moving collections :
  + Identify specific packaging, handling and transport requirements for selected objects.
  + Make recommendations on transfer methods (materials, types of crates, teams required).
  + Prioritize objects according to their level of fragility or logistical complexity.
  + Provide concrete elements for planning, phasing and securing the move.
  + Contribute to the definition of requirements for the new storerooms: volumes, types of furniture, climatic environment, security.
* Contribute to the financial evaluation of the project :
  + Produce data enabling cost estimates to be made for :
    - Museographic display operations (supports, restorations, pedestals, showcases)
    - Removal and reinstallation operations (logistics, materials, preventive treatments)

Expected deliverables:

The deliverables expected at the end of the mission, written in English, are as follows :

* Collection handbook listing for each object selected at the end of the prefiguration mission :
  + Identification (title, date of creation, dimensions, weight, technique, materials)
  + Provenance (history, acquisition, deposit)
  + Description (iconographic analysis, historical and artistic context, themes and symbolism)
  + Museum context (mode of presentation, accessibility and interaction, conservation, condition)
  + Technical and scientific documentation (state of preservation, restorations carried out, scientific analyses)
  + Logistical, accessibility and security constraints (sensitivity, packaging and handling requirements, transport and storage conditions)
  + Photographs and visuals (photographs, diagrams, sketches)
* Technical recommendations for displaying the works in the extension
  + Plinths, supports, lighting, display cases, security
  + Restoration or stabilization required before exhibition
* Operational preparation for the move :
  + Logistical prioritization sheet for each object
  + Transfer scenario by phase
  + Estimate of resources required (human, material, technical)
  + Storage recommendations (furniture, space, air-conditioning, security)
* Budgetary references :
  + Quantification tables (by type of intervention)
  + Indicative cost estimates for technical and financial feasibility purposes

In order to facilitate the candidate in his quotation, below is the the expected quantity and breakdown of artworks to study :

Collection size (as of November 2024) : 19 491 items

* Permanent exhibition : 1 428 items (7,3% of the collection)
  + Metal : 56% of displayed items
  + Stone : 22% of displayed items
  + Organic materials (wood, textile, painting) : 16% of displayed items
  + Ceramics : 6% of displayed items
* Storage : 18 063 items (92,7% of the collection)

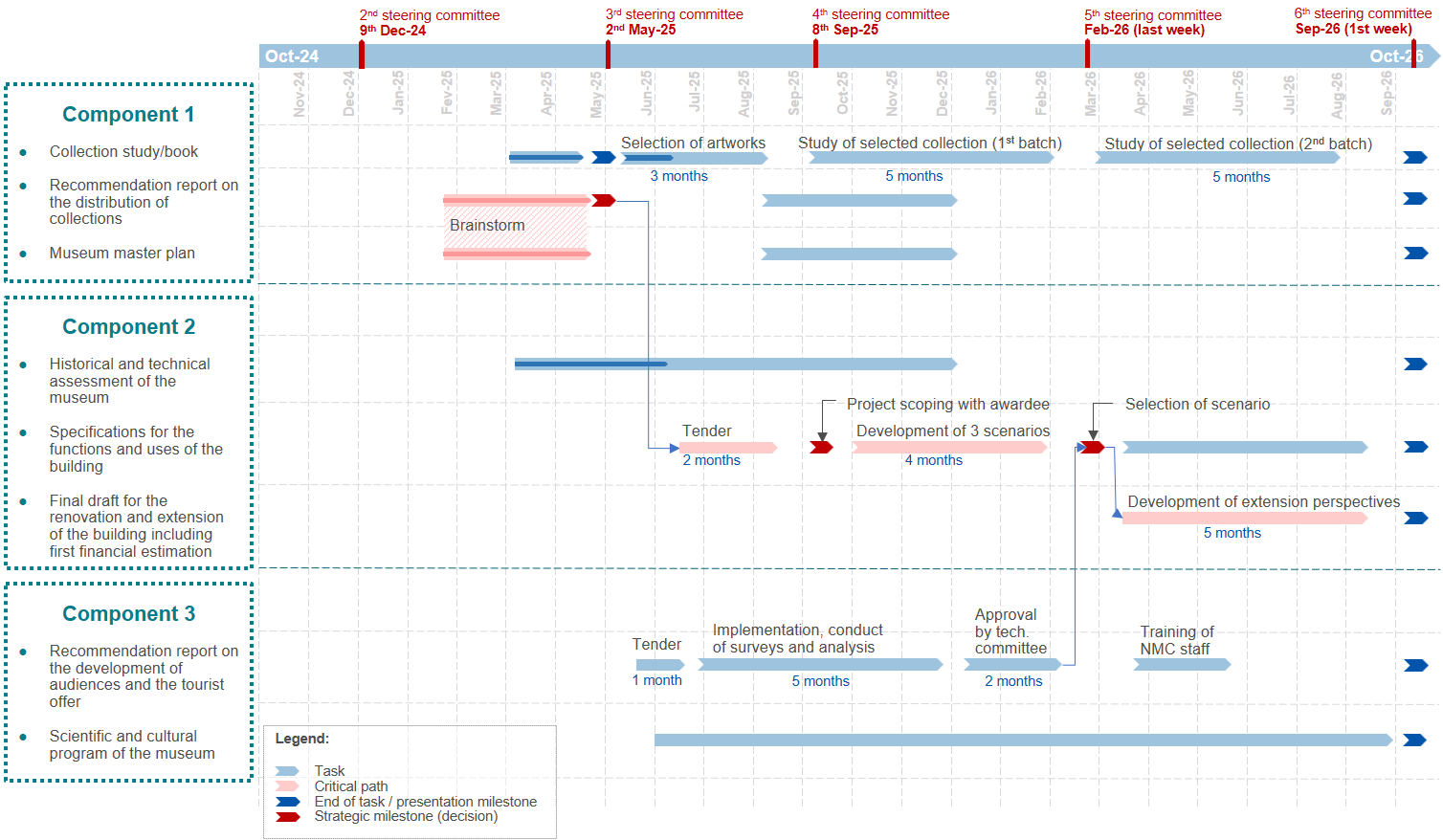
Expected corpus to be studied :



The figures provided regarding the composition of the collection to be studied are indicative and not final. They are intended to assist with initial scoping and costing. The final number of items and their distribution by category may vary depending on the decisions of the technical committee.

Estimated schedule:

The deliverables of this assignment must be submitted by August 1ᵉʳ 2026 for proofreading by the technical committee.



Expected team for the mission:

The team shall mobilize a multidisciplinary consortium composed, at a minimum, of:

* A curator specializing in preventive conservation or collections management,
* A steward specialized in the movement and handling of works of art and objets d'art.

Candidates are free to propose any additional technical expertise they deem necessary for the successful execution of the contract, such as that of a restorer able to provide recommendations on the restoration needs of the works and objects in the collections of the National Museum of Cambodia.

Conditions :

Remuneration: To be defined based on the profile and experience.

Location: National Museum of Cambodia / hybrid

Duration : End of mission October 27, 2026

Proposal submission:

Interested candidates are requested to submit following documents:

* Technical offer including :
  + A concept note describing the proposed methodology and approach to developing the program
  + Key deliverables timeline in accordance with overall schedule of the project
  + A proposed organization chart and CV of the members of the team
  + Projects references
* Financial offer related to listed technical offer
  + Breakdown based on expected deliverables

Appendices :

* Appendix 1 – report of the prefiguration mission for the study of the collections
* Appendix 2 - Pre-programming intentions for NMC\_ENG\_23.04 incl. Pre-museographic program and Permanent and temporary galleries path