NATIONAL ASSOCIATION OF TRIBAL HISTORIC PRESERVATION OFFICERS

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November 3, 2026

NATIONAL ASSOCIATION OF TRIBAL HISTORIC PRESERVATION OFFICERS (NATHPO)
REQUEST FOR PROPOSALS

Senior Advisor for Tribal Preservation

Contract Type: Independent Contractor
Period of Performance: 60–90 days
Anticipated Workload: 30–40 hours per week
Location: Remote, with Washington, D.C.-area availability preferred and travel as needed
RFP Release Date: November 3, 2026
Proposal Deadline: Friday, November 6, 2026, at 11:59 p.m. Eastern Time

NATHPO seeks a qualified consultant to serve as a short-term Senior Advisor providing specialized technical expertise, federal policy guidance, and project implementation support for funded initiatives and related Tribal historic preservation programs. This engagement will support NATHPO's existing contractual obligations and its broader mission of advancing Tribal sovereignty and the preservation of Tribal cultural heritage.

Scope of Work. The Senior Advisor will work with NATHPO's Executive Director to advance funded initiatives involving the Bureau of Indian Affairs and Natural Resources Conservation Service, as well as related Tribal historic preservation programs and initiatives, with particular emphasis on:

- Supporting the development, review, and implementation of agreements and program alternatives under Section 106 of the National Historic Preservation Act.
- Assisting with the development and refinement of federal-Tribal consultation protocols, guidance, and related resources.
- Providing technical assistance to Tribal Nations and Tribal Historic Preservation Officers in the development, administration, and implementation of Tribal historic preservation programs, including institutional capacity building.
- Supporting the development, review, and implementation of federal historic preservation policies, regulations, guidance, and recommendations.
- Developing and delivering training, technical guidance, and educational resources related to Section 106, Tribal consultation, and historic preservation programs.
- Independently developing and managing assigned project work plans, technical products, and deliverables under federal and philanthropic funding agreements, including coordination with project partners and compliance with established contractual requirements.
- Providing specialized technical and policy support for additional Tribal historic preservation initiatives and assigned project deliverables as needed.

Qualifications. Qualified applicants should demonstrate:

- Extensive experience developing, interpreting, and implementing federal historic preservation policies, regulations, agreements, and program alternatives, including experience with complex or controversial Section 106 undertakings.
- Significant experience working with federal agencies and national historic preservation institutions, including the Advisory Council on Historic Preservation, National Park Service, and other agencies responsible for implementing the National Historic Preservation Act.

- Demonstrated experience working with Tribal Historic Preservation Officers, Tribal governments, and national Tribal organizations, including the development and administration of Tribal historic preservation programs, federal program implementation, technical assistance, and institutional capacity building.
- Substantial experience developing and implementing Tribal consultation protocols, guidance, agreements, and related resources supporting federal-Tribal relations and government-to-government consultation.
- Demonstrated experience developing and delivering professional training, technical guidance, educational resources, and technical assistance related to Section 106, Tribal consultation, and historic preservation programs.
- Experience managing federally funded grants, contracts, or cooperative agreements, including project oversight, technical deliverables, reporting requirements, and coordination with federal agency partners. Experience with philanthropic grants and nonprofit project implementation is also desirable.
- Demonstrated ability to independently execute complex technical assignments, develop substantive policy recommendations, and produce high-quality written products and contractual deliverables within established timelines.

Proposal Requirements. Interested consultants should submit:

1. A statement of interest describing relevant professional qualifications and experience.
2. A résumé or curriculum vitae.
3. Proposed hourly rate or fixed-fee structure and anticipated availability.
4. Writing sample – provide a 1–2 page writing sample, preferably from previously completed work, that demonstrates your ability to clearly and concisely analyze complex Tribal historic preservation, federal policy, and Section 106 matters and communicate findings and recommendations to a professional audience.

Evaluation and Selection. Proposals will be evaluated based on demonstrated qualifications and relevant experience, technical expertise, quality of written work, proposed compensation, and availability. NATHPO may request professional references, examples of prior work, or additional information and may conduct follow-up discussions or interviews with selected applicants. Applicants should be available for follow-up discussions on Monday, November 9, 2026, if requested. NATHPO reserves the right to make a selection without interviews.

Submission. Proposals must be submitted by 11:59 p.m. Eastern Time, Friday, November 6, 2026, to:
Ira L. Matt
Executive Director, NATHPO
ira@nathpo.org

Email Subject Line: Senior Advisor for Tribal Preservation – Proposal Submission

Contract Terms. Specific assignments, deliverables, compensation, and other terms will be established through a written consulting agreement. The engagement may be extended by mutual agreement based on organizational needs and available funding.

NATHPO reserves the right to negotiate terms, reject any or all proposals, or cancel this solicitation. Issuance of this RFP does not obligate NATHPO to award a contract.