

7. To collect information on all the raw materials that are being used and from where they source it needs to be documented along with the picture.
8. The production time has to be noted as well as the procedures involved in the entire process.
9. The special features that identify paintings as Bhutanese.

### 3. Methodology

1. The consultant will start by doing desk research of available secondary information of the potential areas related to catalogue format and database for priority product.
2. Discussion with all stakeholders must be planned and guided with prepared setting up catalogue format and database relevant for information collection.
3. The consultant will gather all the required information on cataloguing.
4. A very informative cataloguing format needs to be developed by the consultant.
5. The consultant will come up with an implementable activity plan.
6. The consultant will present the draft reports to solicit comments and suggestions.
7. Finalization of the report based on the comments and suggestions.

### 4. Deliverable and Timeframe

The entire process is to be completed within 28 days. The deliverable is the final report which is submitted both in hard copy and electronic format and must be written in English.

	Activities	Outcome	Timeline (No. of days)
1	Desk research for secondary information	- Have information on catalogue format and database of priority product	2 days