

CALL FOR PROPOSALS

The UNESCO Living Heritage Entity is looking for a team of experts/evaluators to carry out a renewal evaluation of the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region (ICHCAP), a UNESCO Category 2 Centre based in Jeonju, Republic of Korea.

Proposals should reach UNESCO (ICH-capacity@unesco.org) no later than **14 June 2024 (midnight, Paris time)**.

Context

Category 2 institutes and centres under the auspices of UNESCO are a global network of institutions of excellence in the Organization's domains of competence. Given their expertise, these institutes and centres contribute to the implementation of UNESCO's priorities, programmes, and global development agendas during a defined period. They foster international and regional cooperation, research, knowledge production, policy advice, and capacity enhancement. Though independent of UNESCO, category 2 institutes and centres are a privileged partner of the Organization with access to international and intergovernmental bodies and networks, and may leverage UNESCO's international reach and convening powers. Category 2 institutes and centres under the auspices of UNESCO are an integral part of the Organization's Comprehensive Partnership Strategy (2019), with eight of the Centres specializing in intangible cultural heritage.¹

The UNESCO Strategy for Category 2 Institutes and Centres under the auspices of UNESCO² provides that an agreement for the establishment of a category 2 institute or centre is for a defined time period, not exceeding eight years. The agreement may be renewed by the Director-General, with the approval of the Executive Board, in light of an evaluation of the activities of the institute/centre and of its contribution to the strategic programme objectives of the Organization and the aforementioned Strategy.

The 35th session of the General Conference, in its 35 C/Resolution 51, approved the establishment in the Republic of Korea of the International Information and Networking Centre for Intangible Cultural Heritage in the Asia-Pacific Region (hereafter, 'the Centre'). An agreement between the Government of the Republic of Korea and UNESCO was signed accordingly. Following the first evaluation undertaken in 2016, a new agreement was signed between UNESCO and the Government of the Republic of Korea for a period of six years (2019-2025). The Government of the Republic of Korea submitted a request for renewal of the agreement. To this end, an evaluation of the Centre will be carried out.

The objectives of the Centre are to:

- a) promote the UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage and contribute to its implementation in the Asia-Pacific region;
- b) increase the participation of communities, groups and individuals in safeguarding ICH, and raise awareness of and ensure respect for ICH in the Asia-Pacific region;

¹ The full list can be viewed at this link: <https://ich.unesco.org/en/category2>

² Available at <https://ich.unesco.org/doc/src/46612-EN.pdf>

- c) enhance the capacity for safeguarding ICH in the Asia-Pacific region through coordination and dissemination of information;
- d) foster regional and international cooperation for the safeguarding of ICH in the Asia-Pacific region.

The functions of the Centre are to:

- a) establish mechanisms to ensure effective sharing of information related to ICH safeguarding;
- b) promote ICH information by producing and publicizing on/offline ICH content to raise awareness about ICH safeguarding initiatives in the Asia-Pacific region;
- c) build, strengthen and maintain networks among concerned communities, groups and individual bearers of ICH, as well as relevant non-governmental organizations and civil society associations; and organize public events as appropriate;
- d) build, strengthen and maintain networks to exchange information and knowledge concerning the safeguarding of ICH, among relevant actors and institutions, (such as academic institutions, community museums and cultural centres, archives, art institutions, UNESCO category 2 centres, individual experts, etc) and organize public events as appropriate.

Purpose

The main objectives of this evaluation are to assess the Centre's performance with respect to its objectives and functions (see above), and its contribution to UNESCO's Approved Programme and Budget (C/5), including global strategies and action plans as well as sectoral programme priorities. The conclusions of the renewal evaluation shall be submitted to the UNESCO Intersectoral Review Committee that will make the recommendation to the Director-General as to whether an agreement with the Centre should be renewed or not. Based on this recommendation, the UNESCO Executive Board will examine the renewal request, decide on the renewal or non-renewal of the designation of the Centre as a category 2 centre under the auspices of UNESCO and authorize the Director-General to conclude an agreement between UNESCO, the Government of the Republic of Korea, and the Centre.

The conclusions of the renewal evaluation shall be shared with the Government of the Republic of Korea and the Centre, and will be made available on the website of the 2003 Convention for the Safeguarding of the Intangible Cultural Heritage (<https://ich.unesco.org/en/category2>).

Scope

The following parameters shall be considered by the independent experts contracted to undertake the renewal evaluation. The independent experts shall have had no prior affiliation with the Centre, nor its partners in carrying out its activities and shall draft the renewal evaluation in English:

1. the extent to which the Centre's objectives as set out in the agreement signed with UNESCO were achieved;
2. the relevance of the contribution of the Centre's programmes and activities to the achievement of UNESCO's programme for safeguarding intangible cultural heritage and the effective implementation of the 2003 Convention as specified in the Approved Programme and Budget covering the period under evaluation (39 C/5 and 41 C/5), in particular the achievements of the 2003 Convention's global capacity building programme and the programme for safeguarding intangible cultural heritage in formal and non-formal education, in accordance with the agreement;
3. the relevance of the contribution of the activities of the Centre to global development agendas, notably to the 2030 Agenda for Sustainable Development and the related SDGs;
4. the quality of coordination and interaction with UNESCO, both at Headquarters and in the field, as well as with National Commissions, other thematically-related category 1 and 2 institutes or centres with regard to planning and implementation of programmes;
5. the partnerships developed and maintained with government agencies, public or private partners and donors;

6. the nature and efficiency of the Centre's governance, including organizational arrangements, management, human resources and accountability mechanisms;
7. the financial resources available for ensuring sustainable institutional capacity and viability, and,
8. the extent to which the Centre enjoys within its territory the autonomy necessary for the execution of its activities and legal capacity to contract, institute legal proceedings, and to acquire and dispose of movable and immovable property.

Methodology

The renewal evaluation of the Centre will include:

- A desk study of relevant documents, provided by the Centre and UNESCO Secretariat and
- Preparation of an inception report, including a methodological note, a workplan and schedule, and a travel plan;
- A visit to the Centre, including interviews with the Centre's management and staff;
- Interviews (telephone, online and/or via e-mail) with the Centre's stakeholders, collaborators, and beneficiaries as well as UNESCO staff concerned;
- Preparation of the renewal evaluation report and recommendations to be included in the draft agreement to be concluded between UNESCO and the Government of the Republic of Korea, based on the model provided by UNESCO, in case the evaluation recommends the renewal.

Draft evaluation report

A draft report will present findings, conclusions and recommendations, with a draft executive summary. The UNESCO Culture Sector, the Government of the Republic of Korea and the Centre itself will have the opportunity to comment and give feedback to the evaluation team.

Final evaluation report

The final report (max. 20 pages, excluding annexes) should be structured as follows:

- Executive summary (maximum four pages);
- Introduction (background, purpose and scope);
- Methodology;
- Findings;
- General recommendations to the Centre for improving the effectiveness of its operations and for UNESCO for improving the effectiveness of its coordination and interaction with the Centre; specific recommendations for amending the provisions of the agreement in order to improve the functioning and activities of the Centre;
- Annexes, including, interview list, data collection instruments, key documents consulted, and terms of reference as well as recommendations regarding the draft agreement to be concluded between UNESCO and the Government of the Republic of Korea in case the evaluation recommends the renewal.

The language of the report shall be English.

Requirements for the renewal evaluation team

The evaluation shall be conducted by a team of 2 independent experts (ideally gender-balanced). A single proposal/expression of interest must be submitted on behalf of the team.

The team should have the following qualifications:

- At least 7 years of professional experience in research and/or capacity-building in the field of cultural heritage, cultural diversity, cultural policy or culture and development; experience in intangible cultural heritage will be an asset;
- At least 7 years of professional experience in policy and programme evaluation in the context of international development;
- Excellent knowledge of English (written and spoken)
- Knowledge of the role and mandate of UNESCO and its programmes;
- Knowledge and experience in qualitative and quantitative data analysis
- Knowledge of UN mandates in gender equality and human rights will be an asset

Roles and responsibilities

Local travel, materials, secretarial support and office space will be provided by the Centre during the visit. The experts will be responsible for telecommunications and printing of documentation.

The Living Heritage Entity of the UNESCO Culture Sector will facilitate and oversee the renewal evaluation process, to the extent possible, by providing any relevant information, and will be responsible for evaluating and approving the final report.

Schedule

The renewal evaluation shall be completed by **15 September 2024**.

The schedule for the evaluation is as follows:

- A desk study of background documents (to be completed prior to the visit to the Centre)
- Writing and submission of the inception report no later than 30 June 2024;
- Developing the questionnaire and conducting interviews.
- Visit to the Centre;
- Writing and submission of the draft evaluation report no later than 15 August 2024;
- Submission of the final evaluation report (before 15 September 2024).

The date of the mission to the Centre will be defined by UNESCO in coordination with the Centre and taking into account the availability of evaluator(s).

Submission of proposals

Proposals should be submitted in English, consisting of:

1. Curriculum vitae of expert(s)/evaluator(s) and, if applicable, a company profile;
2. Letter expressing interest and clearly identifying how the team meets the required skills and experience;
3. An approach and methodology for the assignment, a Workplan and comments on the Terms of Reference if any (in brief);
4. On the basis of the proposed and required tasks, please prepare a budget estimate/budget proposal, including an indication of the travel expenses. Please provide the estimate in a separate document.

Proposals should be submitted no later than **14 June 2024**, midnight (Paris time) to the Living Heritage Entity (ICH-capacity@unesco.org). Please note that proposals submitted through other channels will not be considered. Selection will be made on the basis of best value for money.