REQUEST FOR INTERNATIONAL ASSISTANCE FROM THE INTANGIBLE CULTURAL HERITAGE FUND

For amounts greater than US$25,000:
deadline 31 March 2016 for a possible approval in 2017

For amounts up to US$25,000:
submit at any time

Instructions for completing the request form are available at:

Nominations not complying with those instructions and those found below will be considered incomplete and cannot be accepted.

States Parties are further encouraged to consult the aide-mémoire for completing a request of international assistance available on the same webpage.

Possibility to request international assistance when nominating

To nominate an element for inscription on the Urgent Safeguarding List and simultaneously request international assistance to support implementation of its proposed safeguarding plan, use form ICH-01bis.

To request international assistance that is not related to a nomination, continue to use form ICH-04.

1. State(s) Party(ies)

For multi-national requests, States Parties should be listed in the order on which they have mutually agreed.

Zimbabwe
2. Contact person for correspondence

2.a. Designated contact person

Provide the name, address and other contact information of a single person responsible for all correspondence concerning the request. If an e-mail address cannot be provided, indicate a fax number.

For multi-national requests provide complete contact information for one person designated by the States Parties as the main contact person for all correspondence relating to the request and for one person in each State Party involved.

<table>
<thead>
<tr>
<th>Title (Ms/Mr, etc.):</th>
<th>Reverend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name:</td>
<td>Damasane</td>
</tr>
<tr>
<td>Given name:</td>
<td>Paul</td>
</tr>
<tr>
<td>Institution/position:</td>
<td>Ministry of Rural Development, Preservation and Promotion of National Culture and Heritage</td>
</tr>
<tr>
<td>Address:</td>
<td>Private Bag HR 480, Harare, Zimbabwe</td>
</tr>
<tr>
<td>Telephone number:</td>
<td>263-04-7834847</td>
</tr>
<tr>
<td>E-mail address:</td>
<td><a href="mailto:mpangazithadamasane@gmail.com">mpangazithadamasane@gmail.com</a></td>
</tr>
</tbody>
</table>

Other relevant information:

2.b. Other contact persons (for multi-national files only)

Provide below complete contact information for one person in each submitting State, other than the primary contact person identified above.

3. Project title

Indicate the official title of the project in English or French that will appear in published material.

Not to exceed 200 characters

Awareness raising of rural councillors on the 2003 Convention on the Safeguarding of the Intangible Cultural Heritage

4. Summary of the project

Provide a brief description of the project for which assistance is requested, including its overall objectives, expected results and main modalities of action. State(s) Party(ies) is/are invited to submit requests that recognize and respect local development agendas in their design and planning.

Not fewer than 200 or more than 300 words

The project is intended to build the capacities of rural councillors in Zimbabwe in implementing the 2003 Convention on the Safeguarding of the Intangible Cultural Heritage through a programme that entails the raising of their awareness about the Convention, its implementation and the international assistance that can be obtained from the Intangible Cultural Heritage Fund. The project will be undertaken as a three day workshop which will involve rural councillors. In the workshops the councillors will be led in examining the basic text of the 2003 Convention on the
Safeguarding of the Intangible Cultural Heritage which will be translated into local languages. The councillors assisted in appreciating the different measures of safeguarding the intangible cultural heritage that exist in their areas as well as being equipped with skills to apply for international assistance from the Intangible Cultural Heritage Fund. The Councillors will be assisted in developing action plans for the implementation of the Convention as well as in creating platforms for the review of the implementation of the Convention by their councils.

The councillors will be expected to return to their areas to facilitate the awareness raising of fellow councillors and leaders of arts and culture organisations about the Convention and its implementation. The councillors will present to their councils action plans and the platforms developed at the three day workshop and the platforms for the review of the implementation of the Convention in their areas.

5. Is this an emergency request that might receive expedited processing?

*Indicate if this is an emergency request that might warrant expedited examination by the Bureau. For this purpose, an emergency shall be considered to exist when a State Party finds itself unable to overcome on its own any circumstance due to calamity, natural disaster, armed conflict, serious epidemic or any other natural or human event that has severe consequences for the intangible cultural heritage as well as communities, groups and, if applicable, individuals who are the bearers of that heritage. You will be asked to describe the nature and severity of the emergency in section 13.*

☐ emergency request  
☒ non-emergency request

6. Duration of the project

*Indicate the total number of months required for implementation of the proposed project. Assistance from the Intangible Cultural Heritage Fund can only cover a period of 36 months.*

Two months
7. Previous financial assistance from UNESCO for similar or related activities

Has the State Party ever received any international assistance from UNESCO (Headquarters or Field Offices) to implement related activities in the field of intangible cultural heritage?

☐ No

☒ Yes (if so, please provide details below: title, period, contract number and funding source)

1. **Title:** Training workshop on community inventorying
   **Period:** February to May 2012
   **Contract number:** 4500164756
   **Funding Source:** UNESCO/Flanders Government Fund and Trust (US$ 32,250)

2. **Title:** Training of Trainers Workshop on ICH inventorying
   **Period:** July 2014
   **Contract:** 4500239628
   **Funding Source:** UNESCO/Flanders Government Fund and Trust (US$11,000)

3. **Title:** Protecting the ICH of Njelele
   **Period:** 2012
   **Contract number:** 4500164756
   **Funding Source:** UNESCO ICH Fund (US$25,000)

8. Name of the implementing agency (contracting party, if assistance is provided)

Indicate the name of the agency, institution or organization responsible for implementing the project; this agency will be contracted by UNESCO if assistance is granted. Indicate also the name and title of the contact person and other relevant contact information.

**Name of the agency:** Ministry of Rural Development, Preservation and Promotion of National Culture and Heritage

**Name and title of the contact person:** Rev. Paul Damasane

   **Address:** Private Bag HR 480, Harare, Zimbabwe

   **Telephone number:** 263-04-7834847

   **E-mail address:** mpangazithadasamasane@gmail.com

   **Other relevant information:**
9. Scope of the project

Tick only one box.

- [ ] local (sub-national)
- [x] national
- [ ] sub-regional/regional (more than one country)
- [ ] international (including geographically non-contiguous areas)

10. Location of the project

Identify and characterize the geographical area(s) in which the project will be carried out.

HARARE

Not to exceed 100 words

11. Purpose of request

Tick one box to identify the purpose for which international assistance is requested.

This form is not to be used for requesting preparatory assistance. States Parties wishing to request preparatory assistance for the elaboration of nominations for inscription on the Urgent Safeguarding List should use Form ICH-05, and States Parties wishing to request preparatory assistance for elaborating proposals for the Register of Best Safeguarding Practices should use Form ICH-06.

- [ ] safeguarding heritage inscribed on the Urgent Safeguarding List
- [ ] safeguarding heritage being nominated for inscription on the Urgent Safeguarding List
- [ ] elaboration of inventories
- [x] implementation of programmes, projects and activities for safeguarding

12. Forms of assistance requested

Tick one or several boxes to identify the forms that the international assistance will take.

- [ ] studies concerning various aspects of safeguarding
- [x] the provision of experts and practitioners
- [ ] the training of all necessary staff
- [ ] the elaboration of standard-setting and other measures
- [ ] the creation and operation of infrastructures
- [ ] the supply of equipment and know-how
- [ ] other forms of financial and technical assistance
With the support of UNESCO and the Flanders Government Fund, Zimbabwe has held two capacity building workshops in the implementation of the 2003 Convention on the Safeguarding of the Intangible Cultural Heritage Fund. The first workshop in 2012 built the capacity in undertaking community based inventorying of intangible cultural heritage of cultural officers in the then Ministry of Education, Sport and Culture, the National Arts Council, National Archives, Museums and Monuments, members of the National Intangible Cultural heritage Committee, intangible cultural heritage practitioners and custodians from the community of Chiweshe where the field work on community based inventorying of ICH was done. The second workshop was on capacity building of trainers of trainers in implementing the convention and in community based inventorying of intangible cultural heritage. Those who were trained as trainers were cultural officers in the then Ministry of Sport, Arts and Culture; cultural officers of the National Arts Council of Zimbabwe and National Museums and Monuments; leaders of cultural organisations, intangible heritage practitioners and custodians from five communities and from the community of Chiredzi where the workshop and field work on community based inventorying of ICH were held. Unfortunately because of scarcity of resources those trained in these workshops could not undertake in their communities the ICH inventorying projects they had developed during the training of trainers workshop, although most of them undertook successful programmes of raising the awareness of their communities about the 2003 Convention and the ICH safeguarding measures.

In 2015, the Ministry of Rural Development, Preservation and Promotion of National Culture and Heritage was created. Not only did the new structure bring together all public arts and heritage institutions, it also brought under one roof traditional leaders as custodians of people’s cultural and rural councils, thereby creating a well co-ordinated platform for the implementation of all the UNESCO conventions in the field of culture Zimbabwe has ratified. One of the priority areas in the Ministry’s annual action plan, in the culture and heritage areas, is a comprehensive and nation-wide programme of awareness raising about the 2003 Convention on the Safeguarding of the Intangible Cultural Heritage of the newly appointed officers in the Ministry, traditional leaders, members of arts and culture organisations, intangible cultural heritage practitioners and custodians. This nation-wide programme of awareness raising about the 2003 Convention will use as facilitators those who were trained in the two capacity building workshops of 2012 and 2014.

The first activity planned in this nation-wide programmes of awareness raising about the 2003 Convention on the Safeguarding of the Intangible Cultural Heritage will be a three day workshop for rural councillors who will be expected to facilitate awareness raising of fellow councillors, traditional leaders, members of arts and culture organisations, ICH practitioners and custodians in their councils. The councillors will also be expected to assist those rural councils that will not have councillors participating in this project in devising ICH awareness raising programmes in their councils. The councillors that will participate in the workshop will also join those who were trained at Chiweshe and Chiredzi workshops in 2012 and 2014 as trainers in the ICH awareness raising programme of the Ministry as well as that of the National Intangible Cultural Heritage Committee. The three day workshop is expected to produce action plans for the implementation of the 2003 Convention on the Safeguarding of the Intangible Cultural Heritage. The participants will be expected to present the action plans to their councils for adoption as programmes for the implementation of the 2003 Convention on the Safeguarding of the Intangible
Cultural Heritage

The three day workshop will be adopted as a model for awareness raising about the 2003 Convention on the Safeguarding of the Intangible Cultural Heritage that will be used in the execution of the nation-wide programme of the Ministry. Apart from producing action plans for the implementation of the 2003 Convention and the development of platforms for the review of the implementation of the Convention by the rural councils, the three day workshop will also adopt a platform for the rural councils to share, annually, experiences in the implementation of the 2003 Convention on the Safeguarding of the Intangible Cultural Heritage. During the three day workshop some participants will be assisted to present ideas about the project proposals they will develop as requests for international assistance from the International Intangible Cultural Heritage Fund to assist with resources for the ICH safeguarding programmes in their specific councils as well as activities or programmes they could undertake collectively through their Association of Rural Councils of Zimbabwe or through the Zimbabwe Local Government Association.

At the three day workshop, the National Intangible Cultural Heritage will be introduced to the rural councillors who will be requested to select two councillors to represent the Association of Rural Councils on the National Intangible Cultural Heritage Committee which advises the government on the implementation of the 2003 Convention and develops annual action plans on the implementation of the Convention. The press conference that will be held about the three day workshop and its outcomes will also be used to enhance the nation's awareness about the 2003 Convention and its implementation.

14. Objectives and expected results

Identify in terms as clear and measurable as possible: (i) what medium-term effects would be achieved by the implementation of the project (objectives) and (ii) what kind of positive impacts and concrete accomplishments would be seen after implementing the proposed project (expected results). Both need to be spelled out in detail and linked to the information included under section 15 below (Activities).

Not fewer than 100 or more than 300 words

**Objective 1:** To raise the awareness of rural councillors about the 2003 Convention on the Safeguarding of the Intangible Cultural Heritage and its implementation.

**Expected Results:** Fifty (50) Rural councillors able to raise the awareness of communities in their areas about the 2003 Convention and its implementation

**Objective 2:** To equip rural councillors with skills to apply for international assistance from the Intangible Cultural Heritage Fund

**Expected Result:** Fifty (50) rural councillors with skills to apply for international assistance and to train communities to apply for international assistance for their ICH safeguarding programmes.

**Objective 3:** To equip rural councils with skills to produce action plans in the implementation of the 2003 Convention

**Expected Result:** Fifty rural council plans of actions on the implementation of the 2003 Convention on the Safeguarding of the Intangible Cultural heritage.
15. Activities

What are the key actions to be carried out or work to be done in order to achieve the expected results identified in section 14 (Objectives and expected results)? Activities need to be described in their best sequence, explained in a detailed and narrative manner and their feasibility should be demonstrated. The information included in this section should be consistent with that provided under section 17 (Timetable of the project) and section 17 (Budget).

Not fewer than 300 or more than 1000 words

1. **Project implementing team meeting** to plan the activities in the three day workshop, finalise the list of participants and hold a press conference about the project. The meeting will also the language requirement of the participants for the purpose of ensuring that the basic text of the 2003 Convention on the Safeguarding of the Intangible Cultural Heritage is translated to the concerned languages. Also to participate in this meeting will be representative of the National Intangible Cultural Heritage Committee which will be responsible for monitoring and evaluating the project as well as the representative of the Zimbabwe Local Government Association which be consulted on the rural councillors to be invited to participate in the project.

2. **Holding of a three day workshop**. This will be a fully residential workshop where evening programmes will be held to allow participants to work in their groups in developing action plans and platforms for implementing of the Convention. The main activities in the three day workshops include presentations on the Convention and the Intangible Cultural Heritage Fund; break-out sessions on group work on the implications of the intangible cultural heritage safeguarding measures; group work on the development of project proposals for international assistance from the Intangible Cultural Heritage Fund; report back sessions on the action plans and platforms for the implementation of the Convention and their adoption. The media will be invited daily to cover the workshop proceedings in order to help in broader awareness raising of the nation about the Convention and its implementation.

3. **Report writing by the Project Management Team**. The production of the report on the project will include the presentation of the evaluation of the implementation of project by the National Intangible Cultural Heritage Committee; the inclusion of the evaluation into the report; the adoption of the report of the project; the holding of a press conference about the project, especially to indicate the action plans on the implementation of the 2003 and platforms for the review of the implementation; the submission of the report to UNESCO/Intangible Cultural Heritage Fund, the Zimbabwe National Commission for UNESCO and the distribution of the report to all rural councils and other stakeholder organisations in the implementation of the Convention.

16. Timetable of the project

Attach a month-by-month timetable for the proposed activities, preferably using the ICH-04 Timetable and Budget form. The information provided should be in conformity with that in section 6 (Duration of the project) as well as in conformity with the detailed activities and their sequences as included under section 15 (Activities) and in the budget overview in section 17. Please note that the activities can only begin approximately three months after approval of the request at the earliest.
17. Budget

Attach a detailed budget breakdown in US dollars of the amount requested, by activity and type of cost (e.g. personnel, travel, supplies, equipment, etc.) with enough specificity and detail so as to provide sufficient justification and to allow actual expenses to be matched directly against the projections. This budget breakdown shall be provided as an attachment to this form, preferably using the ICH-04 Timetable and Budget form. The budget should reflect only the activities and expenses described above and be prepared in a rigorous and transparent way, fully reflecting all sources of support.

In each section of the budget, clearly distinguish the amount requested from the Intangible Cultural Heritage Fund from the amount to be contributed by the State Party or other sources. The State Party contribution includes local and national government allocations as well as in-kind contributions; 'other sources' can include NGOs, community organizations, foundations or private donors.

It is also crucial that the budget breakdown should correspond exactly to the detailed narrative description provided under section 15 (Activities) and to the timetable attached for section 16.

Provide below the budget overview, being certain that the figures are identical to those provided in the ICH-04 Timetable and Budget form.

**Overview:**

Amount requested from the Fund: US$25,000
State Party contribution: US$7,000
Other contributions (if any): US$
Total project budget: US$32,000

18. Community involvement

Identify clearly the community(ies), group(s) or, if appropriate, individuals concerned with the proposed project, including the role of gender. Describe the mechanisms for fully involving them in the preparation of the request as well as in the implementation of all the proposed activities and in their evaluation and follow-up. This section should describe not only the participation of the communities as beneficiaries of the project and of financial support, but also their active participation in the project design; their perspectives and aspirations should be fully reflected in the proposed project.

Not fewer than 300 or more than 500 words

Three rural councillors who represented the rural councillors as the concerned community participated in the preparation of this request for international assistance. The community of rural councillors will be represented by the members of the Zimbabwe Local Government Association who will be members of the project implementing team that will manage the project as well as produce the report of the project. The Zimbabwe Local Government Association as the representative body for urban and rural councillors will be involved in the identification of the rural councillors to be invited. Efforts will be made to ensure that some of the councillors to be invited are traditional leaders and members of the Chiefs Council who are critical stakeholders in the safeguarding of the intangible cultural heritage present in Zimbabwe. Executive Members of the Zimbabwe Local Government Association who have participated together with some rural councillors in preparing this request will be involved in the follow-up activities that will include the implementation of the action plans on the raising of awareness of communities in rural councils about the 2003 Convention on the Safeguarding of Intangible Cultural Heritage and its implementation that will be produced at the proposed three days workshop. At the last meeting of the project implementing team that will deal will the compilation of the report, the Zimbabwe Local Government Association will participate in evaluating the project, which evaluation will be included in the final report of the project. It is expected that one of the platform for review of the implementation of the convention will include one where rural councillors will meet once in year to share information and experiences in the implementation of the Convention as well as challenges being face in developing programmes for safeguarding their intangible cultural heritage. It is also expected that the three days workshop it will be considered essential for the Zimbabwe Local Government Association as the representative body for urban and rural councils will become a
member of the National Intangible Cultural Heritage Committee that advises the Government on the implementation of the Convention and provides vital information about the implementation of the Convention to stakeholders in the implementation of the Convention. The inclusion of the representatives of the Association in the National ICH Committee will ensure the involvement of the rural councillors in the implementation of activities as follow-ups to this project.

19. Implementing organization and strategy

Describe the background, structure, mission and relevant experience, etc. of the implementing organization or body indicated under section 8 that will be responsible for carrying out the project. Identify the human resources available for implementing it and indicate their division of tasks. Describe how it will manage the project implementation.

Not fewer than 150 or more than 500 words

Five officers in the Ministry who benefitted from the UNESCO/Flanders Government funded Training of Trainers Workshop on the implementation of the 2003 Convention and on the inventorying of intangible cultural heritage held July at Chiredzi in 2004 will constitute the project management team. Some of the officers will facilitate some aspects of the workshop. Two of the officers are the secretariat of the National Intangible Cultural Heritage Committee which will be responsible for monitoring the implementation of the project. This team is headed by a Principal Director for Arts, Culture and Heritage who is the National Contact Point for the 2003 Convention and who will be responsible for identifying resource persons and facilitators for the workshop and the overall management of the project. A representative of the Zimbabwe Local Government Association will be a member of the project management team that will plan and manage all the activities of the project. A four days workshop in Harare which is the main activity of the project will comprise of presentations, working group sessions, presentation of results of group work on the development of action plans for the implementation of the Convention and the undertaking of Convention awareness raising programmes in the rural council areas. A press conference will be held about the workshop and about what plans of actions for implementing the Convention. A report (the proceedings and decisions of the workshop) will be distributed to all rural councils and all stakeholders in the implementation of the Convention.

20. Partners

Describe, if applicable, coordination arrangements with any other partners and their responsibilities in the implementation of the project. Identify human resources available in each of the entities involved.

Not more than 500 words

1. The Zimbabwe Local Government Association to which urban and rural councillors are members and which will be involved in the identification of rural councillors to be invited to take part in the programme. The Association will also be involved in informing its members about the project and its activities.

2. The National Intangible Cultural Heritage Committee which will be responsible for monitoring the implementation of the project.
21. Monitoring, reporting and evaluation

Describe how the implementing organization indicated under section 8 and described under section 19 plans to carry out monitoring, reporting and evaluation of the project and how the communities will be involved in this mechanism. For larger or more complex projects, external monitoring and evaluation are preferable.

Not fewer than 50 or more than 250 words

The National Intangible Cultural Heritage Committee will monitor and evaluate the project. The Committee will be invited to send a member to the project planning meetings by the project implementation team as well as to participate in the four days workshop to advise and to monitor the implementation of the workshop. The Zimbabwe Local Government Association will also monitor the implementation of the project. At the post workshop press conference the National Intangible Cultural Committee and the Zimbabwe Local Government Association will be expected to present their evaluations of the project. The evaluation of the project by these organisations will be incorporated in the final report of the project.

22. Capacity-building

Describe how the project may contribute to building up capacities or strengthening existing resources in the field of safeguarding intangible cultural heritage. Special emphasis should be placed on the capacities of the communities described in section 18 in safeguarding their intangible cultural heritage. Describing the impact on the capacities of the implementing organization may also be relevant.

Not fewer than 100 or more than 300 words

The project will contribute to the building of capacities of rural councillors to lead in activities of raising the awareness of communities about the convention, how to implement the convention and how to develop action plans for safeguarding ich in their communities. Rural councillors who will participated in this project will have the capacity to train or building the capacity of other rural councillors in the areas of awareness raising about the Convention, its implementation and development of action plans for safeguarding intangible cultural heritage. The Ministry will take what the project will produce as a model for replication using its own resources in programmes targeted at communities of practitioners and custodians on intangible cultural heritage.

23. Sustainability after the assistance ends

Describe how the results and benefits of the project are expected to last beyond the end of the project. If the mechanisms established by the project will continue functioning after the implementation of the project, describe how and which would be the responsible body in charge.

Not fewer than 50 or more than 250 words

The councillors whose capacities will be built by this project will be expected at the end of the project to initiate similar projects within their councils using the resources of their councils. The idea of the development by rural councillors of action plans for the implementation of the Convention and the creation of platform for review of the implementation of the Convention is to ensure that the activities of awareness raising about the Convention will continue to be undertaken by participants in this project.
24. Multiplier effects

Describe how this assistance may stimulate financial and technical contributions from other sources or may stimulate similar efforts elsewhere.

Not fewer than 50 or more than 250 words

It is expected that councillors will propose to their councils projects for awareness raising of fellow councillors and leaders of arts and culture organisations operating within their council areas on the 2003 Convention on the Safeguarding of the Intangible Cultural Heritage and the implementation of the Convention. The Councillors will be expected to advocate for the provision of financial resources by their councils towards the implementation of the action plans that will be developed at the workshop.

25. Signature(s) on behalf of the State Party(ies)

The request should conclude with the signature of the official empowered to sign it on behalf of the State Party, together with his or her name, title and the date of submission.

In the case of multi-national requests, the document should contain the name, title and signature of an official of each State Party submitting the request.

Name: Dr. Thokozile Chitepo
Title: Secretary for Rural Development, Preservation and Promotion of National Culture and Heritage
Date:
Signature:

Name(s), title(s) and signature(s) of other official(s) (For multi-national requests only)
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Describe how this assistance may stimulate financial and technical contributions from other sources or may stimulate similar efforts elsewhere.

Not fewer than 50 or more than 250 words

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Name: Dr. Thokozile Chitepo
Title: Secretary for Rural Development, Preservation and Promotion of National Culture and Heritage
Date: 5 April 2016
Signature: 

MINISTRY OF RURAL DEVELOPMENT, PRESERVATION AND PROMOTION OF NATIONAL CULTURE & HERITAGE
05 APR 2016
SECRETARY
ZIMBABWE TEL: 04-755854-7

Name(s), title(s) and signature(s) of other official(s) (For multi-national requests only)