Ref.: CLT/CRE/ITH/17/0143000007

Dear Ms. Moala Ika,

I am writing with reference to the request for financial assistance from the Fund for the Safeguarding of the Intangible Cultural Heritage in the amount of US$89,620 submitted by Tonga to implement a project entitled 'Community-based inventorying and transmission of intangible cultural heritage in the islands of Tongatapu and 'Eua in Tonga.

The Secretariat has carefully read and analyzed your request and considers that additional information is needed to provide the Bureau of the Intergovernmental Committee with all the necessary information to examine your request and decide on the granting of the assistance.

Enclosed with this letter, you will find the Secretariat's technical assessment of the sections where we believe that revision will help ensure your request meets the selection criteria.

We hope that this analysis will be useful for your revision work. However, you may also wish to refer to the aide-mémoire for completing a request for International Assistance. This is available at: https://ich.unesco.org/en/forms.

I invite you to submit a revised version of your request in electronic format (standard .rtf or .doc format) to ich-assistance@unesco.org. This request should address the issues raised by the Secretariat and be submitted as soon as possible, and in any case no later than 23 January 2018. The Secretariat will then substitute it for the request previously submitted, assess it one last time and transmit it to the Bureau with a recommendation to approve or not to approve it, or to refer the request to you for additional information.

Please note that if a revised request does not reach us by the above-mentioned deadline, the Secretariat shall then consider that the initial request may be submitted to the Bureau as it stands.

31 October 2017
Should you require further clarifications, the regional officer responsible for your country in the Intangible Culture Heritage Section, Mr Giovanni Scepi, can be contacted at the following email address: g.scepi@unesco.org or by telephone: +33(0)1 45 68 41 13.

Yours sincerely,

[Signature]

Tim Curtis
Secretary, Convention for the Safeguarding of the Intangible Cultural Heritage
Chief, Intangible Cultural Heritage Section

Enclosure: Secretariat’s technical assessment

cc: Tonga National Commission for UNESCO
General

- The revised request should also be transmitted in electronic format (standard .rtf, or .doc format), on a CD-ROM or via the Internet to: ich-assistance@unesco.org.

Section 11. Purpose of request

- Since the proposed project includes community-based inventorying, the box indicating the 'elaboration of inventories' should also be ticked.

Section 12. Forms of assistance requested

- Based on the information provided in the request, the project only requires financial resources from UNESCO. The only box that should be ticked is therefore 'other forms of financial and technical assistance'.

Section 15. Activities

- Under Activity 1, one regional facilitator is foreseen for the capacity-building workshop on community-based inventorying. According to the Secretariat's experience with the implementation worldwide of the global capacity-building programme for strengthening the capacities of States to safeguard their intangible cultural heritage, the involvement of two facilitators has been found to be highly effective in providing complementary expertise and sharing the workload related to organizing and conducting training sessions. It would be desirable to consider the same approach for this project and to include the expenses for the second facilitator in the budget accordingly.

- The description of Activity 2 does not refer to community-based intangible cultural heritage inventorying in 'Eua Island, while in the timetable this activity is scheduled to take place from month 11 to month 16.

- This section should be revised to show that the community-based intangible cultural heritage inventorying and field research will be conducted in both Tongatapu Island and 'Eua Island.

Section 17. Budget

- The budget in the ICH-04-Timetable and Budget form should be completed using the available buttons at the top ('Add an activity', 'Add an expenditure', etc.). When creating an activity with the button 'Add an activity', a new line in blue will be automatically created with the drop-down list. After that, as many expenditures associated with that specific activity as necessary should be created using the button 'Add an expenditure'. Once the budget has been correctly filled in, the template will automatically set the subtotals by activity as well as the totals for the project. A template of the ICH-04-Timetable and Budget form, partially filled in, is included in this assessment as an example of the recommended structure. Please note that this document is incomplete and needs to be completed with the missing information.

- The presentation of the budget should be sufficiently specific and detailed regarding the costs in order to provide an adequate justification and allow the actual expenses to be matched directly against the projections. The 'Description' column should, therefore, provide details concerning the calculations (units x unit cost) and avoid lump sums as much as possible. For example, this applies to some of the
expenditures included under Activity 1 (i.e. Equipment, Stationery, etc.), as well as to all of the expenditures included under Activity 3.

- The description should also include, for example for the equipment, details concerning the exact models and accessories needed. This will make it possible to ensure that the forecasted expenses match the needs of the project.

- The calculations need to be reviewed as sometimes the amount given does not correspond with the inputs included in the description (units x unit costs). A case in point is the lunch costs for the workshop in Tongatapu (Activity 1): the description presents a lunch for thirty people, with a cost of USD$20 per person over a duration of four days (30 x 20 x 4), which gives a total of USD$2,400, and not USD$1,800.

- As a general rule, the beneficiary State Party shall, within the limits of its resources, share the cost of the safeguarding measures for which International Assistance is provided. In-kind contributions may be indicated in this regard.

Vendor form (Annex)

- The Request for the vendor creation form you have submitted is only partially complete and some core information is missing. As the implementing agency is not yet part of UNESCO’s vendor list, all the information requested in the vendor form needs to be correctly included. In particular: the address and postal code of the vendor, the name of the bank account holder and the currency of the account. Please make sure that the name of the bank account holder corresponds to the implementing agency identified in the International Assistance request (Ministry of Tourism).