Dear Mr Butsenko,

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$28,800 submitted by Ukraine to implement a project entitled ‘Needs assessment for reinforcing Ukraine’s national capacities in strategy development for ICH safeguarding’.

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 5 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.

3 November 2017

Ref.: CLT/CRE/ITH/17/0142200008
Should you require further clarifications, the regional officer responsible for your country in the Intangible Culture Heritage Section, Mr Rasul Samadov, can be contacted at the following email address: r.samadov@unesco.org or by telephone: +33(0)1 45 68 41 62.

Yours sincerely,

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

Enclosure: Secretariat's technical assessment

cc: Permanent Delegation of Ukraine to UNESCO
    National Commission of Ukraine for UNESCO
Request for International Assistance from the Intangible Cultural Heritage Fund

Technical assessment from the Secretariat

General

- While the objectives of the request are well presented, the request would benefit from better coherence between various sections. Sections 14, 15, 16 and 17 must follow a logical sequence as they are important elements for examining the feasibility of the overall project and determining whether it will have lasting results (cf. Paragraph 12 of the Operational Directives on the implementation of the Convention: Criteria for International Assistance, A.3 and A.4).

- Section 13 needs to be revised to respect the indicated word limits (the text is not long enough).

Section 12. Forms of assistance requested

- The section refers to the form of assistance required from the Intangible Cultural Heritage Fund (hereafter, the 'ICH Fund'). Based on the information provided in the request, the project only requires financial resources from UNESCO. The only box to be checked is therefore 'other forms of financial and technical assistance'.

Section 14. Objectives and expected results

- Though the objectives are clearly presented in this section, the request would benefit from clearer information on the impacts and accomplishments (expected results) of the project. Positive impacts and concrete accomplishments are the specific outcomes of the activities in Section 15, which should be visible and verifiable during the period of the project itself. These could include, for instance, accomplishments expressed in numbers, such as 'X governmental officials sensitized about the principles of intangible heritage safeguarding' or 'X community organizations mobilized to support needs assessments and the future implementation of the action plan'. As such, the preparation and dissemination of the report mentioned in Section 15 and the action plan mentioned in the part of this section on medium-term effects (objectives) could also be included in the expected accomplishments.

Section 17: Budget

- The budget needs to be revised to illustrate the coherence between the activities proposed (Section 15) and the budget (Section 17). All activities with a budget implication should be displayed in Section 15 and in the ICH-04-Timetable and Budget form, with a homogeneous naming system. A revised ICH-04-Timetable and Budget form is attached to this technical assessment as an example of the general structure to follow and to be completed

- The budget in the ICH-04-Timetable and Budget form should be completed using the available buttons ('Add an activity', 'Add an expenditure', etc.).

- For each of the proposed activities, a breakdown of the specific related expenditures should be provided (created individually using the button 'Add an expenditure'). For
example, for the expenditure ‘Staff/Advisory services (fees)’, the total amount of USD$22,500 should be distributed over the three activities.

- All expenditures, even if they correspond to the same type, should be individually displayed in the different expenditure lines. Example: international travel, accommodation, domestic travel, etc., should each have their own expenditure line even if they all belong to the category ‘Travel costs’.

- As stated in Section 15, the implementation of Activity 2, ‘On-site research visit’, includes several meetings in Kyiv, Dnipro, Sumy and Lviv. However, no cost implication has been set in the budget. Any cost that may be directly assigned to this project should be included in the budget, as part of any of the three proposed sources of funding (the ICH Fund, a State Party or others) in order to have a realistic global image of the project implementation and its costs.

- The presentation of the budget should be sufficiently specific and detailed in terms of 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 specify the details of the calculations (units x unit cost) and should avoid lump sums as much as possible. For example, for ‘equipment’, there should be a breakdown of the specific types of equipment needed; each type should be in a different expenditure line, with an identification of the quantity and cost of each.

- Once the budget has been revised in the ICH-04-Timetable and Budget form, the amounts indicated under Section 17 should match those shown in the green box at the top of the ICH-04 Timetable and Budget form.

Section 18. Community involvement

- The request would benefit from further information on how communities and/or community organizations have been involved in the project design and if their aspirations have been taken into account. This is because the role and active involvement of communities are central for producing an analysis of the status of intangible heritage safeguarding in a country and for constructing a basis for the different steps to improve it. Therefore, it is essential that a needs assessment plan the mechanisms of community involvement in advance, in order to establish an efficient action plan to be followed in the years to come, as well as for the implementation, evaluation and follow-up of the project.

Section 19. Implementing organization and strategy

- The request would benefit from more detailed information on the four people involved in the project and which of the two institutions they belong to. It also needs to outline the specific roles of the international and national experts mentioned in Section 15.

- It would be helpful to clarify the roles of the Ministry of Culture of Ukraine, the Institute for Cultural Studies of the National Academy of Arts and the Center for Ukrainian Culture and Art, mentioned in this section as having memorandums with the Development Centre. If these institutions are partner organizations, they need to be mentioned in Section 20.

Section 22. Capacity building

- The request could be revised to provide more information on how the capacities and knowledge in the field of intangible heritage safeguarding will be built up and strengthened within the organizations, and which meetings and consultations have been planned for the needs assessment, while taking into account that 'improved
capacities in coordination do not necessarily represent increased capacities in the safeguarding of intangible heritage.

- It would be useful to have greater clarity on how the capacities of the implementing organization will be strengthened, as well as those of the national expert involved in the needs assessment. The request could also be made more explicit in relation to the possibility for communities to build up their capacities in intangible heritage safeguarding during the consultation processes.