Dear Mr Kitaulwa,

I am writing with reference to the request for financial assistance from the Intangible Cultural Heritage Fund in the amount of US$46,848.57, submitted by Uganda to implement a project entitled ‘Strengthening the capacity of community museums to promote inscribed intangible cultural heritage elements’.

The Secretariat has carefully read and analysed 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 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 in 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 www.unesco.org/culture/ich/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 6 April 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.

8 February 2018

Ref.: CLT/CRE/ITH/18/0144100007
Should you require further clarifications, the regional officer responsible for your country in the Intangible Culture Heritage Section, Ms Doyun Lee, can be contacted at the following email address: d.lee@unesco.org or by telephone: +33(0)1 45 68 24 84.

Yours sincerely,

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

Enclosures: Secretariat's technical assessment

cc: Permanent Delegation of Uganda to UNESCO  
Uganda National Commission for UNESCO
REQUEST FOR INTERNATIONAL ASSISTANCE FROM THE INTANGIBLE CULTURAL HERITAGE FUND

TECHNICAL ASSESSMENT FROM THE SECRETARIAT

General

- The project is set up to achieve a clear objective, which is to strengthen the capacities of community museums in Uganda to enhance the understanding and appreciation of the intangible cultural heritage elements inscribed on the Urgent Safeguarding List. It is however essential that the revised request provides detailed explanation on the active involvement of the communities concerned in the implementation of the project. Furthermore, additional information should be provided in order to clarify that certain promotional activities proposed, such as the exhibition, national heritage competition for youth, etc., would not lead to a de-contextualized interpretation of intangible cultural heritage, keeping in mind that intangible cultural heritage is a living and evolving form of heritage and should not be presented merely as a collection of objects in a fixed or frozen manner. In other words, it is important that the request demonstrates how the activities proposed would contribute to ensuring the viability of the intangible cultural heritage elements concerned and that it is the community, rather than institutions, directly benefitting from them.

- Ensuring coherence throughout the request is an important requirement for international assistance requests. Sections 14, 15, 16 and 17 must follow a logical sequence as they are crucial elements for examining the feasibility of the overall project and the appropriateness of the amount of financial assistance requested.

- In compliance with the minimum and maximum word counts established in the request, submitting States are encouraged to take advantage of the word limits to provide clear and detailed explanation in each section.

- The request provides no information on the State Party’s contribution to the project’s budget. Please recall the importance of indicating this information, including on in-kind contributions, according to Article 24.2 of the 2003 Convention. As a general rule, the beneficiary State Party is expected to share the cost of the safeguarding measures for which international assistance is provided, within the limits of its resources.

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

- This section will be pre-filled by the Secretariat.

Section 15. Activities

- The information provided for each of the activities in this section should be clearly described by providing sufficient details and explaining how they will effectively fulfill the objectives stated in Section 14. This is important in order to demonstrate that the proposed activities are well conceived and feasible.

- Additional information is required to better understand the focus and theme of the activity ‘capacity-building event for managers of community museums’. This will provide a clear explanation of the purpose of the activity and how it may contribute to fulfilling the related objective.

- The technical support from the National Departments of Museums and Monuments and the Uganda National Commission for UNESCO (activity 2 under objective 2) should be included in Section 20 (Partners).
More information is needed to understand how the sub-granting process (activity 1 under objective 3) would be implemented and coordinated in collaboration with the implementing partners and the community museums.

Section 17. Budget

- In the revised request, all project activities with cost implication should be included in section 15 (activities) as well as in the ICH-04 Timetable and Budget template. For instance, the activities to 'hold a project launch event in Kampala', 'compile and design publication' and 'hold a validation meeting for the publication, final design and production' are indicated in the ICH-04 Timetable and Budget template, whereas they are not elaborated as project activities in section 15 of the ICH-04 Request form.

- The detailed budget breakdown in the ICH-04 Timetable and Budget template should be structured according to the sequence of planned activities (section 15), and not by year of implementation. Therefore, in the revised version, each row in light blue should indicate the activity proposed, followed by a breakdown of related expenditures listed in separate rows following the blue one.

- 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. Consequently, the 'Description' column for each expenditure should specify the details of the calculations (units x unit cost), describing as well the nature of the units (i.e. people, days, kilometres, etc.). These precisions are necessary to demonstrate that the amount of assistance requested is appropriate.

- To ensure accuracy in the detailed budget breakdown, it is advisable to employ a recent currency exchange rate, and not one that dates back to May 2016.

Section 18. Community Involvement

- The revised request should clearly describe how the communities concerned would be actively involved in the implementation of the project.

- The information on the engagement of relevant government authorities such as the Department of Culture and Family Affairs and the technical support from the Museums and Monuments Department and the Uganda National Commission for UNESCO should be included in Section 20.

Section 21. Monitoring, reporting and evaluation

- Monitoring, reporting and evaluation plans should be built into the activities and timetable of the request as well as the budget, if there are any cost implications.

Section 22. Capacity-building

- The revised request should describe how the project will concretely impact the capacities of the communities concerned to safeguard their intangible cultural heritage with a view to ensuring its viability.