Dear Ms Hachilobe,

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$99,846 submitted by Zambia to implement a project entitled "Inventorying of poems of the Tonga ethnic group of Zambia".

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 4 February 2019. 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.
Should you require further clarifications, the regional officer responsible for your country in the Living Heritage Entity, 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, Living Heritage

Enclosure: Secretariat’s technical assessment

cc: Permanent Delegation of the Republic of Zambia to UNESCO
Zambia National Commission for UNESCO
REQUEST FOR INTERNATIONAL ASSISTANCE FROM
THE INTANGIBLE CULTURAL HERITAGE FUND
TECHNICAL ASSESSMENT FROM THE SECRETARIAT

General comments

- The overall focus of the proposed project is clear, together with its importance for the communities concerned. It would be important, however, to revise the request so that the project will be properly set up with necessary technical details.

- It is important, in particular, to ensure coherence and proper alignment when revising sections 15 (Activities), 16 (Timetable) and 17 (Budget) as they are crucial elements for examining the feasibility of the overall project and the appropriateness of the amount of financial assistance requested.

- Section 22 (Capacity building) is incomplete in the current request, while sections 23 (Sustainability after the assistance ends) and 24 (Multiplier effects) are entirely missing. These sections are essential in order to understand how the project may have lasting results and stimulate further technical and financial contributions from other sources.

Section 3. Project title

- It is advisable to revise the project title so that it refers to the name of the element concerned ('kuyabila') and the communities concerned.

Section 4. Summary

- This section should provide brief descriptions of the rationale of the project, its overall goal, the activities and the expected results, rather than simply listing the objectives and expected results.

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

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

Section 12. Forms of assistance requested

- This section refers to the form in which the requesting State wishes to receive assistance from the Intangible Cultural Heritage Fund. In this case, the project only requires financial resources from UNESCO. The section will be pre-filled by the Secretariat accordingly.

Section 13. Background and rationale

- While the detailed background information on the element concerned is appreciated, it would also be useful to explain how the proposed inventorying will concretely address the safeguarding need described in this section.

Section 14. Objectives and expected results

- The information provided as objectives 1, 3, 4 and 5 should be spelled out as medium-term effects for safeguarding and not as activities. The section should also define the expected results as concrete accomplishments, in relation to the respective
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safeguarding objective, which will be achieved through the activities described in section 15.

Section 15. Activities

- Direct correspondence between the activities presented in this section, the timetable (section 16) and budget (section 17) is crucial, as this will allow to assess whether the activities are well conceived and feasible.
- In order to better assess the feasibility of the activities proposed, the description of activities should provide sufficient details in explaining how they will be effectively implemented. For example, additional information is required to understand how the local radio programmes would be delivered as a tool for awareness-raising in activity 2, as well as the scope and focus of the training workshop in activity 5 and community-based inventory in activity 6. The revised request should also explain the concrete modalities to implementing activities 7 (Data analysis), 9 (Production of inventory) and 10 (Monitoring and evaluation) with the active engagement of communities.

Section 16. Timetable of the project

- The request indicates that reporting will be conducted at the completion of each activity and the monitoring and evaluation of the project undertaken in a regular manner, which should be duly reflected in the timetable of the project.

Section 17. Budget

- Activity 1 described in section 15 mentions the participation of a national ICH expert for the facilitation of the preparatory meeting, however no cost has been set in this regard.
- The description of the necessary equipment should include the specific models that have been taken as reference for the estimated costs, so that they reflect the reality of the market.
- Activity 3 includes the direct payment of cash (US$100) to Chiefs of the communities, as an homage. It would be recommendable to further explain the reason and rationale for providing separate cash to the Chiefs.
- For activity 5 (Training workshop), the budget indicates a daily cost of US$100 for consultants, while the additional comment states US$120.
- In activity 6, the cost of the driver has been calculated for 6 days, which covers only the time spent for this activity in one district, while the target would be to cover 2 districts, as described in section 15.
- The budget for activity 7 determines the number of 16 participants to provide DSA, while the actual costs have been calculated for only 11 (10 participants + the driver).
- Activity 9 (Production of inventory) is not reflected in the budget.
- It is unclear how the expenditures established under activity 10 will serve the purpose of monitoring and evaluation. Further detailed explanation of the nature and logic of the costs should therefore be provided, either in Section 15 or in the budget.

Section 18. Community Involvement

- Although this section gives information on the community involvement in project preparation and implementation, the revised version could provide more details on the methods used to identify community members who are participating in the activities.
The project should also describe the mechanism put in place to ensure their involvement in the follow-up and evaluation of the activities.

**Section 21. Monitoring, reporting, and evaluation**

- This section should provide more information on the mechanisms established to monitor and evaluate the project, and to actively involve the communities in these stages of the project.