Dear Mr Magomelo,

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$99,758 submitted by Malawi to implement a project entitled 'Safeguarding of the ICH of Malawi through education and transmission'.

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 Malawi to UNESCO
Malawi National Commission for UNESCO
REQUEST FOR INTERNATIONAL ASSISTANCE FROM
THE INTANGIBLE CULTURAL HERITAGE FUND

TECHNICAL ASSESSMENT FROM THE SECRETARIAT

General comments

• The request proposes a broad range of twelve activities to be implemented within a period of 18 months. These activities vary from capacity-building workshops, community-based inventorying and the development of educational material to the organization of carnivals as well as granting of bursaries and the production of audiovisual material. In fact, each activity could be considered as a project in itself. They aim at achieving various objectives and require different modalities for implementation, making it difficult to assess the overall logical coherence of the project, as well as the feasibility of the activities. It is strongly advised that the request be revised to reduce a number of activities, and if necessary to lower the overall budget, to give a focus on several of priority needs of the country.

• Among the activities proposed, there are certain that cannot be considered as pertinent activities as they do not clearly demonstrate safeguarding objectives that could contribute directly to ensuring the viability of intangible cultural heritage, as defined in Article 2.3 of the Convention. These are, for example, the activities of printing 6,000 copies of an already written history book, the granting of bursaries and the organization of carnivals. In addition, it is important to clarify that the promotion of the elements to non-practicing communities through the organization of carnivals would not lead to de-contextualization of the intangible cultural heritage concerned and that the benefits remain in the interest of the communities that practices it.

• Ensuring coherence and proper alignment is important, when revising sections 14 (Objectives), 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 3. Title of the project

• In the revised request, the title of the project should be clear and concise and give a general idea of what the project is about, containing key words that the reader must retain. It is also advisable that the title refers to ‘intangible cultural heritage in Malawi’, rather than ‘intangible cultural heritage of Malawi’.

Section 6. Duration of the project

• In view of the high number of activities proposed, 18 months appear to be short to ensure the full implementation of these activities. Even if a number of activities will be reduced in the revised request, it would seem preferable to extend the duration of the project in order to enhance the delivery and performance of the activities.

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 14. Objectives and expected results

- The project’s contribution to safeguarding intangible cultural heritage should be described through well-defined, specific objectives and expected results that clearly demonstrate that the project’s focus is on ensuring the viability of intangible cultural heritage.

Section 15. Activities

- As mentioned in the general comments above, the request does not present a logical coherence among the large number of activities proposed, which target different actions, and therefore calls into question the feasibility of the entire project.

- The activities proposed in the revised request should be clearly described by providing sufficient details and explaining how they will be effectively implemented in fulfilling the relevant safeguarding objective(s) stated in section 14. They should also demonstrate the effective participation of the communities concerned.

Section 17. Budget

- The total amount corresponding to State Party’s contribution is not correct, neither in section 17, nor the in the ICH-04 Timetable and Budget template. This is due to the fact that some of the cells in the template are not active, causing a calculation error in the amount for State Party’s contribution and the total amount for the project 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 example, the activity for the preparation of the Carnival (activity 8) is described in section 15, however no cost has been assigned, in the budget template, to the four preparatory meetings foreseen for this activity. Vice versa, the activity ‘publicity’ is indicated in the ICH-04 Timetable and Budget template, whereas it is not presented as a project activity in section 15 of the ICH-04 Request form.

Section 18. Community involvement

- This section provides detailed information on community involvement in previous activities that might not be necessarily relevant to the project proposed. The revised request should focus on clearly explaining the mechanism put in place throughout the forthcoming project in question to ensure the active participation of the communities in the implementation and the monitoring, evaluation of the activities.

Section 19. Implementing organization and strategy

- Information on partners (i.e. Museums of Malawi) should be included in section 20 (Partners).
Section 23. Sustainability after the assistance ends

- More explanation might be given in this section on how the project could actually continue its safeguarding efforts to ensure the viability of intangible cultural practices. It should describe the concrete measures put in place to sustain the large scope of expected results of the project, beyond project funding.