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Organización
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Организация
Объединенных Наций по
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منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织

Culture Sector

Living Heritage

0162100005

Ms Prekelliah Hachilobe
Cultural Affairs Officer
Department of Arts and Culture
Ministry of Tourism and Arts
P.O. Box 50177
Kwacha House - Cairol Road
Lusaka
Zambia

19 December 2019

Ref.: CLT/LHE/19/0162100005

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\$92,948 submitted by Zambia to implement a project entitled 'Inventorying of Kuyabila 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>.

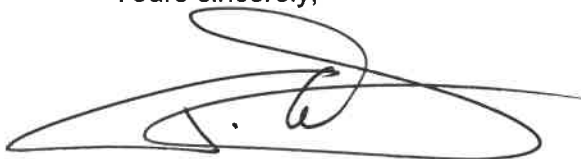
I invite you to submit a revised version of your request in electronic format (standard .rtf or .doc format) to ich-assistance@unesco.org. This request should address the issues raised by the Secretariat and be submitted as soon as possible, and in any case **no later than 21 February 2020**. The Secretariat 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,

A handwritten signature in black ink, consisting of a large, stylized 'T' followed by a cursive 'C' and a horizontal line extending to the right.

Tim Curtis
Secretary, Convention for the Safeguarding of
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**

I) General comments:

- The revised project proposal is clear and aims to undertake an inventory of the Tonga ethnic group's poems in the Monze and Namwala districts of the country's southern province. The proposal was revised in line with the Bureau Decision 14.COM 1.BUR 3.5. However, some specific sections – as described below - of the request could be completed in order to be transmitted to the Bureau for evaluation.
- The revised request must have a coherent approach by having the same logical sequence between sections 5 (Budget), 13 (Activities) and 14 (Timetable of the project). It is an important requirement for international assistance request.

In details, the following sections need to be revised:

Section 5. Budget:

- Details comments on the budget are included on page 2.

Section 7. Summary of the project:

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

Section 13. Activities:

- Activity 7: 'Data analysis, production of inventory and validation of collected data' should be improved in order to explain how these activities will be implemented. More details should be given on how the collected data will contribute to the safeguarding of the intangible cultural heritage of the communities.
- Activity 8: 'Festival' should define how the communities will benefit from this activity.
- Activity 9: 'Report writing' should also cover the monitoring and evaluation of the project. In addition to the evaluation, as mentioned in section 19, by Zambia National Commission and the National ICH members, it is important to include an external evaluation. It also needs to be reflected in the budget and timetable. For this purpose, UNESCO could advise, when appropriate, with name of experts that could undertake this external assessment.

Section 14. Timetable of the project:

- The proposed timetable should allow adequate time for the implementation of project activities. Moreover, the same implementation period of different activities should figure in the Form ICH-04 (Section 13), the ICH Timetable and the Budget Form.
- The project is designed to be implemented during 15 months. It is recommended to consider a duration of 18 to 24 months to allow adequate time to carry out the large number activities. This change should be reflected in the timetable.

- The request indicates that the monitoring will be undertaken in a regular manner, and that the reporting will be conducted at the completion of each activity. This should be reflected in the timetable of the project. Final reporting should be scheduled after the completion of all the activities of the project.

Section 15. Community Involvement

- Although this section gives information on the community involvement in project preparation and implementation, the revised version should describe the mechanism put in place to ensure their involvement. This section should provide more information on how the project will benefit, directly and indirectly, to the lives of the communities.
- This section needs also to describe how actively the communities concerned would be involved in the evaluation and follow up of the project.

Section 18. Strategy of implementing Agency and/or Partner agency

- More details should be provided on the partners that will be involved in the implementation, monitoring and evaluation of the project.

II) Detailed comments on the budget:

- It is recommended that the Form ICH-04 (Section 13) and the ICH Timetable and Budget Form follow the same sequence of activities, to the extent possible, for easy reference between.
- All activities implying costs mentioned in the ICH-04 Form should be built into the budget of the request. In particular:
 - Project monitoring and evaluation activities and related costs,
 - In the Activity 7 'Data analysis, production of inventories and validation of data', it is mentioned that the data 'will be validated, typed and edited before printing'. However, it has no cost implication in the budget,
 - No fees are budgeted for the consultant who will conduct the preparatory meetings (Activity 1) and fees for the facilitators responsible for the trainings (Activity 5),
 - States Party's contribution through staff (for example, cultural officers) time spent on the project should also be included in the budget of the request.
- Activity 2 – Awareness raising:
 - *Item 2. Transport for community mobilization:* presents a miscalculation that needs to be corrected.
 - *Item 7. Out of Pocket allowances for 2 district officer and a driver:* details of the calculation should be specified in the Description column.
- Activity 5 – Training workshop:
 - *Item 1. Consultancy fees:* details of the calculation should indicate what unit of measure was used to calculate the consultancy fees (month/day/week).
- Activity 8 – Festival:

- The number of people per group (of the 8 groups of the participants) should be specified, for a better estimate of the cost of this activity.
- Unit price and the number of people should be specified in the Description column for the following items:
 - a) Item 8.1 Hospitality,*
 - b) Item 8.4. Water.*