Dear Mr Escovar Wilson-White,

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$99,990 to implement a project entitled 'Between the Amazon and the Andes: Safeguarding and Transmission of the Traditional Knowledge and Techniques associated with Pasto Varnish Mopa-Mopa of the Putumayo and Nariño Departments of Colombia'.

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 Friday 14 January 2022.

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, Ms Leila Maziz from the Safeguarding Implementation and Monitoring Unit can be contacted at the following email address: l.maziz@unesco.org or by telephone: +33(0)1 45 68 19 08.

I thank you for your interest in the Convention for the Safeguarding of the Intangible Cultural Heritage.

Yours sincerely,

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

Enclosure: Secretariat’s technical assessment

cc: Permanent Delegation of Colombia to UNESCO
    Colombian National Commission for Cooperation with UNESCO
Request for International Assistance from the Intangible Cultural Heritage Fund

Technical assessment from the Secretariat

The Operational Directives for the implementation of the Convention for the Safeguarding of the Intangible Heritage designate the Bureau of the Committee as the body authorized to approve international assistance requests up to US$100,000. The purpose of this document is to provide guidance for the revision of the project proposal before it is presented to the Bureau. The following sections describes specific points that may be revised or further elaborated.

General comments

- The proposed project is relevant, as well as, the overall objective of the project, which aims to safeguard the practices of traditional knowledge and techniques associated with Pasto Varnish Mopa-Mopa, is clear and worthwhile.
- According to our budget verification, the total amount requested to the ICH Fund is of USD 104 490 which exceeds the amount of USD 99 990 requested in the ICH form. Further explanations can be found in the comments related to the budget at the end of this document.
- It would be important, however, to revise the request - as described below - so that the project is properly settled up with all the necessary technical details.

Section 5. Budget

- Please refer to the specific comments on budget included on page 3.

Section 13. Activities

In general, the activities are consistent with the stated objectives. However, additional information is needed to ensure that they will effectively contribute to the safeguarding of the elements of the intangible cultural heritage as follows:

- Activity 1: the project includes a ‘launching event’ as part of activity 1 but no budget is foreseen for this purpose. All activities described in the narrative section (ICH-04 Form) should be reflected in the budget and timetable.
- Activity 2 ‘Capacity building training of trainers workshops in Putumayo and Nariño: more detailed description is needed in terms of the content (content of the trainings, topics to be covered, expected outcomes, etc.). It is necessary to describe how these workshops will contribute to community capacity building. The revised request should describe which concrete skills related to safeguarding and transmission will be addressed and strengthened during this workshop.
- Activity 3 ‘Pilot apprenticeship programme implementation’:
  - The application outlined that 55 apprentices will benefit from the 100 hours of apprenticeships. However, it does not specify which traditional practices will be targeted and who are the practitioners and craftsmen who will benefit from this training: harvesters, carpenters or varnishers? The revised request should describe the profile of the apprentice and the number of representatives for each group to ensure that all the knowledge and techniques related to the...
element are properly included in the apprenticeship programme. It is important to ensure that the participation of craftsmen from different generations and communities to ensure a sustainable transmission of knowledge and skills related to the element.

- The project foresees remunerating the practitioners during the apprenticeship, this amount represents more than half of the funds requested. While it seems important to remunerate the practitioners for their involvement in these trainings, it is legitimate to ask the question of the sustainability of the results once the project is over. For this reason, it seems important that the revised version explains which mechanisms will be put in place to continue this pilot apprenticeship programme and who will finance it at the end of this project.

Section 14. Timetable of the project

- Given the large number of activities, the duration of the project should be extended. The proposed 14-months duration appears to be a short period of time to ensure the full implementation of these activities.
- Final evaluation of the activities should be included in the timetable and in the budget.

Section 15. Community involvement

- The request demonstrates the active participation of the community in most stages of the project. Although they are involved in the monitoring process, more information is needed on the involvement of communities in evaluating the results at the end of the project.

Section 20. Sustainability after the assistance ends

- More explanation must be given in this section on how the project could continue its safeguarding efforts to ensure the viability of intangible cultural practices. It should describe the concrete measures put in place to sustain the results of pilot apprenticeship programme beyond project funding.
BUDGET RELATED COMMENTS

According to our verifications the total amount requested to the ICH Fund is of USD 104,490 which exceeds the amount of USD 99,990 requested in the ICH form (see activity 6 below). Furthermore, minor adjustments are required in the following budget lines:

**Activity 1**: Project preparation phase
- A confirmation is necessary on whether the project management team will be recruited for this particular project (namely the project coordinator, local facilitators and trainers). Therefore, it is important to confirm if the project’s team will be recruited specifically for this project. In the case that the project is implemented by personnel of national administrations, the international assistance can only cover their time that is spent on the implementation of this project.

**Activity 2**: Capacity-Building training of trainers’ workshops in Putumayo and Nariño
- Item ‘meals’ in cells 17b and 18b covers the same expenditure ‘meals during the workshop in Pasto’; while these two cells need to be corrected to reflect the costs of the workshop in Pasto and the one in Putumayo.
- Item ‘stationery’ in cells 19b and 20b covers the same expenditure ‘stationery in Pasto’ when it should be one expenditure for Pasto and the other for Putumayo.
- Item Translation, editing and printing (cell 22b) details are needed (number of units *unit cost).

**Activity 3**: Pilot apprenticeship program implementation
- Item ‘Other training costs (specify)’: details are needed to justify these costs.

**Activity 5**: Dissemination and awareness-raising
- Item ‘Audiovisual material’: details are needed (number of units *unit cost).
- Item Translation, editing and printing (cell 34b) details are needed (number of units *unit cost).
- Item Banners & Graphic material (cell 35b) details are needed (number of units *unit cost).

**Activity 6**: Networking and mobilization of stakeholders
- Accommodation (cell 39b) may have been miscalculated as the total amount of this item is 500 USD corresponding to ‘accommodation for five days for ten Putumayo practitioners: 100 USD*5 days= 500’. However, this amount could be USD 5,000 if we take into account the description of this expense (10 people at USD 100 per day for 5 days). If this is a calculation error, it should be corrected because the budget exceeds USD 100,000.
- Rent a room / Rental venue (cell 41b) the number of days considered for calculation needs to be reviewed in the description column.

**Activity 7**: Monitoring and reporting
- It is advised that a final evaluation be built into the activities and timetable of the request, as well as the costs generated by the evaluation should be reflected in the budget.
- It is recommended that a financial audit by external auditors be included in the project proposal, integrated into the timetable and that the associated costs be added to the budget.