The UNESCO Secretariat of the [2003 Convention for the Safeguarding of the Intangible Cultural Heritage](https://ich.unesco.org/) is looking to hire one or more consultant(s) to help reflect on possible ways of sharing experiences in the safeguarding of intangible cultural heritage (ICH). The consultant’s main tasks will be to **design an online survey**, **compile the list of recipients** (NGOs, institutions, organizations, etc.) and **prepare a final analytical report** on the results.

The deadline for submitting expressions of interest is **20 September 2017** (the expected start date for the assignment ismid-October 2017, with all the tasks to be completed by April 2018).

**Context**

In the context of the work of the Intergovernmental Committee for the Safeguarding of the Intangible Cultural Heritage, in particular its decision [8.COM 5.c.1](http://www.unesco.org/culture/ich/en/decisions/8.COM/5.c.1) and [10.COM 10](https://ich.unesco.org/en/decisions/10.COM/10), the Secretariat of the Convention will be conducting a survey on possible ways of sharing safeguarding experiences complementary to the Register of Good Safeguarding Practices as per Article 18 of the Convention. The identification of a need to develop so-called ‘alternate, lighter ways of sharing safeguarding experiences’ was mainly due to the low number of practices identified so far under the Register and hence the low impact of this mechanism[[1]](#footnote-1). The main objectives of the tasks to be undertaken are to:

* Identify a wide range of stakeholders directly involved in the safeguarding of ICH, such as NGOs accredited under the 2003 Convention, indigenous organizations, cities/local governments, national institutions, academic communities, UNESCO Chairs or Category 2 Centers;
* Collect information from these organizations/institutions, through an online survey, on possible ways of sharing safeguarding experiences, particularly in relation to the following issues:
	+ What data on safeguarding activities should be exchanged to serve as a useful/inspiring source for designing new ones?
	+ Who are the potential providers and recipients/audience of such data?
	+ Should there be selection/review processes for the proposed safeguarding practices? If so, how can the system remain light?
	+ What would be the most suitable ways of developing, selecting and sharing safeguarding experiences at the local/national/regional/international levels?
	+ How should the data be collected, stored and presented to ensure it is easily searchable?
	+ Are there any opportunities for partnerships around this subject?
* Prepare an analytical report on the survey results for the Secretariat, which will make a presentation to the Committee in November/December 2018.

**Tasks**

Under the supervision of the Chief of the Programme Implementation Unit and in consultation with the Knowledge Management Specialist of the ICH Section, the contractor(s) shall:

1. Review relevant documents related to the issue of ‘lighter ways of sharing safeguarding practices’ (provided by the ICH Section);
2. Develop the methodology for the survey, in close consultation with the Secretariat, aiming to obtain a good rate of response, online survey tool options and structure for the report;
3. Finalize the survey recipient lists, ensuring a wide coverage of the organizations and institutions involved in ICH safeguarding activities and using any existing repositories/networks;
4. Design the survey in close consultation with the ICH Section and integrating feedback from external entities (for instance the NGO Forum, Category 2 Centers), and implement it from 15 November 2017 to 30 January 2018;
5. Prepare an analytical report based on the survey (of a maximum of twenty pages plus annexes, as required) by the end of March 2018. The report should include disaggregated data according to organization type and regional analysis, as appropriate. Tables, graphs and figures should be used to present data whenever possible.

**Qualifications required**

The applicant shall have the following qualifications:

* An advanced university degree (Masters or equivalent) in a relevant field;
* 10-15 years of relevant professional experience (middle/senior-level consultant);
* Excellent writing and communication skills in English or French;
* Demonstrated strong research experience, including knowledge of different methodologies, questionnaire design, data analysis, report writing and data visualization (basic tables, graphs and charts);
* Knowledge about the 2003 Convention and the safeguarding of ICH.

**How to apply?**

Interested candidates should send their expression of interest to carry out these tasks, including the following information:

* A brief cover letter referring to the above-mentioned criteria;
* A copy of the candidate’s CV;
* Samples of previous similar research experience and/or questionnaire design, report writing, etc.;
* An indication of expectations regarding the fees to carry out the consultancy work, including a provisional timeline.

**Expressions of interest should reach UNESCO by 20 September 2017.**

Please send your proposals to Mr Hugues Sicard, UNESCO Intangible Cultural Heritage Section (h.sicard@unesco.org).

1. For more background information, see ‘Evaluation by the Internal Oversight Service of UNESCO’s standard-setting work of the Culture Sector. Part I: 2003 Convention for the Safeguarding of the Intangible Cultural Heritage’ **[English](https://ich.unesco.org/doc/src/ITH-13-8.COM-INF.5.c-EN.doc%22%20%5Ct%20%22_blank)**|[**French**](https://ich.unesco.org/doc/src/ITH-13-8.COM-INF.5.c-FR_.doc) [↑](#footnote-ref-1)