**Application form**

**Request for provision of expertise and peer-to-peer learning support**

**EU/UNESCO Expert Facility on the Governance of Culture in Developing Countries: *Support for new regulatory frameworks to strengthen the cultural and creative industries and promote South-South cooperation***

This application form should be completed in either English or French and be accompanied by all supporting documents and relevant information. Submissions should be sent via e-mail in RTF or PDF format to: culture-governance@unesco.org. The applicants will receive an acknowledgement of receipt.

While there is **no submission deadline for applications,** this open-ended **call will be closed once twelve (12) beneficiary countries**, or more if budget allows, **have been selected**. UNESCO receives and evaluates the applications on an on-going basis. Unsuccessful applications can be revised and resubmitted in light of the comments provided.

**1. About the Applicant**

**1.1. Identification**

Full Name of institution\*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Category\*:

🞏 Ministry 🞏Public institution 🞏 Other (to be specified)\_\_\_\_\_\_\_\_\_\_\_\_

**1.2. Contact Details**

Street\*: Number\*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Post Code\*: Town\*:

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country\*: Region:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Represented by:

Title\*: (Mr, Mrs, Ms) Family Name\*: First Name\*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Organization/Institution\*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\*: Internet Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone 1\*: Telephone 2: Fax:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Obligatory

**1.3. Institutional mandate**

Please describe the institution’s mandate and its role in the governance of culture in your country.

**2. Description of the project requesting provision of expertise and peer-to-peer learning support.**

**2.1. Short title describing request for provision of expertise and peer-to-peer learning support:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.2. Focus area**

Please check potential areas of intervention for the provision of expertise and peer-to-peer learning support provided below. If your request does not fall under one of the listed areas, please describe your focus area as “Other”.

|  |
| --- |
| **Goal 1: Support sustainable systems of governance for culture** |
| **Policies and measures to support the development of dynamic cultural and creative sectors** |
|  | 1. Design or revise a law, strategy, policy and measure for the development of cultural and creative industries (CCIs), including in a digital environment
 |
|  | 1. Design or revise a sector-specific law, strategy, policy and measure that supports different cultural and creative industries (e.g., film, music, visual arts, publishing, design, etc.)
 |
|  | 1. Design or revise measures that invest in job creation, entrepreneurship and encourage the formalization and growth of micro-, small- and medium-sized enterprises in the cultural and creative industries
 |
|  | 1. Design or revise a law on intellectual property rights, taking into account the challenges of the digital environment
 |
| **Policies and measures to support media diversity**  |
|  | 1. Design or revise a media policy or media strategy to guarantee media freedom and public access to information in the digital environment
 |
|  | 1. Design or revise a media policy or media strategy to promote distribution and access to a diversity of cultural content in the media
 |
| **Policies and measures to support diversity of content in the media** |
|  | 1. Strengthen public service media with a legal remit to promote the diversity of cultural expressions (public service media with cultural mandate)
 |
|  | 1. Design or revise policies or measures that support regional or local broadcasters; linguistic diversity in media programming; community programming for marginalized groups; co-productions with other countries; and socio-cultural programming
 |
|  | 1. Design or revise legislation to ensure visibility of diverse cultural expressions and discoverability of local cultural content
 |
| **Policies and measures to support digital creativity, enterprises and markets** |
|  | 1. Design or revise a policy or measure to ensure vibrant domestic digital cultural industry markets with a diversity of e-player of all sizes
 |
|  | 1. Design or revise specific policies or support mechanisms to foster modernization of cultural and creative industries and institutions (training schemes, funding for digitization of analogue industries, support to female entrepreneurs working with new technologies)
 |
|  | 1. Design or revise policies or measures to promote digital creativity and support artists and other cultural professionals working with new technologies
 |
|  | 1. Design or revise specific technical/vocational training on information and communication technology (ICT) for artists and cultural professionals
 |
|  | 1. Design or revise policies and measures to enhance access to domestically produced cultural content in the digital environment
 |
| **Goal 2: Achieve a balanced flow of cultural goods and services and promote the mobility of cultural professionals**  |
| **Policies and measures to support the outward and inward mobility of artists and cultural professionals** |
|  | 1. Design or revise policies and measures to support the outward mobility of artists and cultural professionals (e.g., cultural agreements, memoranda of understanding, export offices, support for participation in international cultural markets, bilateral or international cultural partnerships and joint ventures, etc.)
 |
|  | 1. Design or revise policies and measures to support the inward mobility of artists and cultural professionals (e.g., cultural agreements, memoranda of understanding, development projects, etc.)
 |
|  | 1. Design or revise specific visa policies or other cross-border measures to support the inward mobility of foreign artists in your country (e.g., simplified visa procedures, reduced application fees, visas for longer durations)
 |
|  | 1. Design or revise work permit regulations to support foreign artists and cultural professionals in your country (e.g., double taxation avoidance agreements, special work permits, health insurance, accommodation, subsidies to cover living expenses, etc.)
 |
| **Policies and measures to support balanced international flows of cultural goods and services** |
|  | 1. Signing of co-production and co-distribution agreements to improve the distribution of cultural goods and services in the digital environment
 |
|  | 1. Design or revise export strategies or measures to promote cultural goods and services abroad
 |
|  | 1. Design or revise measures that provide incentives to import cultural goods and equipment
 |
|  | 1. Design or revise fiscal measures on imports of cultural goods
 |
| **Goal 3: Integrate culture in sustainable development frameworks** |
| **National sustainable development policies and plans to include action lines to support creativity and diverse cultural expressions** |
|  | 1. Design or revise national sustainable development plans and strategies that recognize the strategic role of culture, creativity and innovation and cultural and creative industries
 |
|  | 1. Design or revise financial, infrastructural or other support mechanisms for artists and cultural professionals in rural/disadvantaged areas
 |
| **Goal 4: Promote human rights and fundamental freedoms**  |
| **Policies and measures to promote gender equality in the culture and media sectors** |
|  | 1. Design or revise policies and measures to support women’s full and effective participation in cultural life
 |
|  | 1. Design or revise legislation to address cyber harassment, online trolling and targeted attacks, particularly against female artists on digital platforms
 |
|  | 1. Design or revise policies to empower all women and girls, ensure their effective participation and equal opportunities to work in the cultural and creative industries, including in a digital environment
 |
|  | 1. Design or revise policies and measures to support the recognition and advancement of women as artists, cultural professionals and/or creative entrepreneurs (e.g., ensure equal pay for equal work or equal access to funding, coaching or mentoring schemes, anti-discrimination measures, etc.)
 |
|  | 1. Design or revise policies and measures to ensure equal opportunities at all levels of decision-making in culture and media sectors (e.g., ministries, public bodies and cultural facilities, training institutions and/or private companies)
 |
| **Policies and measures to promote freedoms of creation, expression and participation in cultural life** |
|  | 1. Design or revise national regulatory frameworks that formally acknowledges the right of artists to freely create, disseminate and/or perform their artistic work
 |
|  | 1. Design or reinforce an independent body to receive complaints and monitor violations to fundamental freedoms of expression including artistic and/or media freedoms, in particular against women
 |
| **Policies and measures to promote and protect the social and economic rights of artists** |
|  | 1. Design or revise a governance process to make decision-making for government funding, state grants and awards for artists more transparent
 |
|  | 1. Design or revise a law on the status of artist, including provisions to guarantee the right to form or join trade unions and professional organizations
 |
|  | 1. Design or revision of revise social protection for artists (e.g., health insurance, retirement schemes, unemployment benefits, etc.)
 |
|  | 1. Design or revise economic measures for artists (e.g., intellectual property rights, contracts, collective agreements, income tax and other frameworks, etc.)
 |
| **OTHER** |
|  |  |

**2.3. Diagnostics, Needs, Baseline and Priority Assessment**

Please provide detailed information regarding your self-diagnostic (needs analysis, mapping, etc.) on the specific needs and priorities of your country related to the request for provision of expertise and peer-to-peer learning support.

**2.4. Actions Already Underway**

Please provide the following:

|  |  |
| --- | --- |
| 1. **information** on processes that have already started at the national level responding to the **specific needs and priorities previously described** (including activities taken, dates, etc.).
 |  |
| 1. **results achieved and evidence from the steps that have already been taken**, such as decisions of public bodies, list of established working groups, consultation reports, feasibility studies, pilot projects, etc.
 |  |

**2.5. Civil Society Involvement**

Please describe how you plan to involve civil society in the further development of the project, including during and after the provision of expertise and peer-to-peer learning support. Please indicate the names and organizations of the key civil society members participating in this project.

**2.6. Multi-Stakeholder National Team**

Participatory, transparent and informed policymaking and implementation requires the cooperation of various ministries and civil society organizations. Please provide below a preliminary list of the multi-stakeholder national team which will be a core body for the implementation of the provision of expertise and peer-to-peer learning support mission and capacity development. Please note that gender balance should be respected in the multi-stakeholder national team composition.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Title** | **Ministries/civil society** |
| 1 |  |  | e.g., Ministry of Culture |
| 2 |  |  | e.g., Statistics Department of the Ministry of Culture  |
| 3 |  |  | e.g., Ministry of Commerce |
| 4 |  |  | e.g., Ministry of Foreign Affairs |
| 5 |  |  | e.g., Ministry of Education |
| 6 |  |  | e.g., Ministry of Finance |
| 7 |  |  | e.g., Ministry of Social Affairs |
| 8 |  |  | e.g., Ministry of Industry and development |
| 9 |  |  | e.g., Ministry of Information Technology and Communication (ICT) |
| 10 |  |  | e.g., Ministry dealing with Gender Equality |
| 11 |  |  | e.g., representative of organizations promoting gender equality |
| 12 |  |  | e.g., representative of organization working for youth  |
| 13 |  |  | Etc.  |
| 14 |  |  | Etc. |
| 15 |  |  | Etc. |
| 16 |  |  | Etc. |
| 17 |  |  | Etc. |
| 18 |  |  | Etc. |
| 19 |  |  | Etc. |
| 20 |  |  | Etc.  |

**3. Specific condition, problem or issue for which provision of expertise and peer-to-peer learning support is requested.**

**3.1. Identifying the Condition, Problem or Issue**

Why is provision of expertise and peer-to-peer learning support being requested now, and what specific challenge(s)/problem(s) is this request supposed to address?

**3.2. Requested Expertise**

Identify the **field of expertise requested** (legal, policy, capacity-building, etc.) and the duration of the overall assistance requested. Please provide an indicative plan, including desirable number and duration of visits by the appointed international expert.

**3.3. Previous Technical Assistance Experience**

Has technical assistance been carried out in your country in the field of activity referred to in 3.1 previously? If yes, how was it funded and what was its duration, nature and impact/outcomes, and lessons learnt?

**3.4. Results Framework: Impact, outcome and outputs**

Please indicate the overall expected impact of the project on the system of governance of culture in your country, in general and on the development of the cultural sector/s concerned, in particular, expected outcome and outputs with regards the creation of regulatory frameworks, as well as the indicators to measure whether they have been achieved.

Impact

Performance Indicator (PI) 1

PI 2

PI 3

Project outcome

PI 1

PI 2

PI 3

Output 3

Output 2

Output 1

PI 1

PI 2

PI 3

PI 1

PI 2

PI 3

PI 1

PI 2

PI 3

**3.5 Timeline**

Taking into account that the requested provision of expertise and peer-to-peer learning support and capacity development can take, on average, between 18 and 24 months, please provide an indicative timeline for key activities that may be implemented.

|  |  |  |
| --- | --- | --- |
|  | **Year 1** | **Year 2** |
| **Activities** | **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Q6** | **Q7** | **Q8** |
| **Inception phase coordination meetings** |  |  |  |  |  |  |  |  |
| **Multi-stakeholder consultation meetings** |  |  |  |  |  |  |  |  |
| **Providing expertise mission** |  |  |  |  |  |  |  |  |
| **Mid-term evaluation** |  |  |  |  |  |  |  |  |
| **Submission of Progress Report to UNESCO**  |  |  |  |  |  |  |  |  |
| **Capacity development workshops** |  |  |  |  |  |  |  |  |
| **Peer-to-peer learning initiatives** |  |  |  |  |  |  |  |  |
| **Monitoring workshop and Final Report and Evaluation**  |  |  |  |  |  |  |  |  |
| **Communication/visibility (e.g. press conference, website)** |  |  |  |  |  |  |  |  |
| **…** |  |  |  |  |  |  |  |  |

PI 1

PI 2

PI 2

**4. Risk Assessment**

|  |  |
| --- | --- |
| What political, economic, social or other risks/challenges do you foresee that could have an impact on the implementation of the requested provision of expertise and peer-to-peer learning support? |  |
| How will these risks/challenges be measured, monitored and mitigated?  |  |

**5. Monitoring, Evaluation, and Sustainability**

Please describe in detail how you envisage ensuring: i) monitoring and evaluation, ii) the follow-up after the end of the provision of expertise and peer-to-peer learning support process.

**6.** **Visibility/Communication Plan**

The successful implementation of the provision of expertise, peer-to-peer learning support and capacity development requires an active engagement of various stakeholders. Please provide a preliminary reflection on the types of communication and visibility raising activities that you will implement to mobilize various stakeholders and also to raise awareness about the new regulatory frameworks for the cultural and creative industries (CCIs). This should include proposals for use of relevant platforms to promote the project.

**7. Promoting Gender equality**

As a priority both for UNESCO and the European Union, gender equality is to be promoted in all actions. Please describe how this provision of expertise and peer-to-peer learning support would support the advancement of gender equality in your country.

**8. Budget and Financial Support**

While UNESCO will cover the contracts of one international and one national expert as well as organization of activities, depending on the nature of the request, applicants are requested to provide an indicative budget (to be expressed in US$) elaborating the national contribution for backstopping the project (e.g., providing the experts with the necessary logistics to accomplish their mission including work space and related technical requirements as well as the local transportation required for the realization of the mission).

**9. Applicant’s Declaration**

I, the undersigned, certify that the information contained in this application is true and correct in all respects.

FAMILY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FIRST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF INSTITUTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***N.B. This application is not valid and cannot be accepted by the UNESCO Secretariat unless it is signed.***