UNIT 51

Hand-out 2:

**STRENGTHENING FRULONIA’S NATIONAL CAPACITIES[[1]](#footnote-1)**

Request for International Assistance from the
Intangible Cultural Heritage Fund

For amounts greater than US$100,000: deadline 31 March

For amounts up to US$100,000: submit at any time

*Instructions for completing the request form are available at:*[*http://www.unesco.org/culture/ich/en/forms*](http://www.unesco.org/culture/ich/en/forms)*.*

*Requests not complying with those instructions and those found below will be considered incomplete and cannot be accepted. States Parties are further encouraged to consult the aide-mémoire for completing a request of international assistance available on the same webpage.*

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| Possibility to request international assistance when nominatingTo nominate an element for inscription on the Urgent Safeguarding List and simultaneously request international assistance to support implementation of its proposed safeguarding plan, use form ICH-01bis. To request international assistance that is not related to a nomination, continue to use form ICH-04. |

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| 1. State(s) Party(ies)
 |
| For multi-national requests, States Parties should be listed in the order on which they have mutually agreed. |
| Frulonia in South America |
| 1. Contact person for correspondence
 |
| **2.a. Designated contact person**Provide the name, address and other contact information of a single person responsible for all correspondence concerning the request. If an e-mail address cannot be provided, indicate a fax number.For multi-national requests provide complete contact information for one person designated by the States Parties as the main contact person for all correspondence relating to the request and for one person in each State Party involved. |
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| --- | --- |
| Title (Ms/Mr, etc.): |       |
| Family name: |       |
| Given name: |       |
| Institution/position: | Director, Department of Training, Ministry of Culture |
| Address: |       |
| Telephone number: |       |
| E-mail address: |       |
| Other relevant information: |       |

 |
| **2.b. Other contact persons (for multi-national files only)***Provide below complete contact information for one person in each submitting State, other than the primary contact person identified above.* |
| n/a  |
| 1. Project title
 |
| *Indicate the official title of the project in English or French that will appear in published material.**Not to exceed 200 characters* |
| Strengthening Frulonia’s national capacities [55 characters] |
| 1. Summary of the project
 |
| Provide a brief description of the project for which assistance is requested, including its overall objectives, expected results and main modalities of action. State(s) Party(ies) is/are invited to submit requests that recognize and respect local development agendas in their design and planning.Not fewer than 200 or more than 300 words |
| Frulonia ratified the 2003 UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage in 2011 and has determined that existing national capacities – both institutional and human – require strengthening in order to implement the Convention effectively. The present request therefore proposes a two-year programme of capacity building workshops aimed at providing basic information about the Convention to 150 people at the national and provincial levels. Participants in the training workshops will include selected staff of relevant ministries at the national level and departments at the provincial and district level, including both the culture sector and others. The first and most important workshop will be devoted to preparing nomination files so that Frulonia can soon take pride in having one of its masterpieces of intangible heritage included on UNESCO’s list of world heritage. International Assistance funds will be used to conduct a series of five capacity-building workshops over the course of the project, covering the costs of expert facilitators (trainers) and travel and subsistence of trainees. Facilitators will utilize curriculum materials produced by UNESCO and available in Spanish (administrative language of Frulonia), adapting them to the specific situation of Frulonia. Those trained during the course of the project will, it is hoped, disseminate their knowledge to others in the coming years, particularly at the provincial, local and community levels, as part of the government’s ongoing programme of work. [233 words] |
| 1. Is this an emergency request that might receive expedited processing?
 |
| *Indicate if this is an emergency request that might warrant expedited examination by the Bureau. For this purpose, an emergency shall be considered to exist when a State Party finds itself unable to overcome on its own any circumstance due to calamity, natural disaster, armed conflict, serious epidemic or any other natural or human event that has severe consequences for the intangible cultural heritage as well as communities, groups and, if applicable, individuals who are the bearers of that heritage. You will be asked to describe the nature and severity of the emergency in section 13.* |
| [x]  emergency request[ ]  non-emergency request |
| 1. Duration of the project
 |
| *Indicate the total number of months required for implementation of the proposed project. Assistance from the Intangible Cultural Heritage Fund can only cover a period of 36 months.* |
| 2016-2017 |
| 1. Previous financial assistance from UNESCO for similar or related activities
 |
| *Has the State Party ever received any international assistance under the Intangible Cultural Heritage Fund of the 2003 Convention to implement related activities in the field of intangible cultural heritage?* |
| [x]  No[ ]  Yes (if so, please provide details below: title, period, contract number and funding source)      |
| 1. Name of the implementing agency (contracting party, if assistance is provided)
 |
| *Indicate the name of the agency, institution or organization responsible for implementing the project; this agency will be contracted by UNESCO if assistance is granted. Indicate also the name and title of the contact person and other relevant contact information.* |
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| Name of the agency: | Ministry of Culture, Department of Training |
| Name and title of the contact person: |  |
| Address: |       |
| Telephone number: |       |
| E-mail address: |       |
| Other relevant information: |       |

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| 1. Scope of the project
 |
| *Tick only one box.* |
| [ ]  local (sub-national)[x]  national[ ]  sub-regional/regional (more than one country)[ ]  international (including geographically non-contiguous areas) |
| 1. Location of the project
 |
| *Identify and characterize the geographical area(s) in which the project will be carried out.**Not to exceed 100 words* |
| The project will be carried out in Frulonia, a nation of 13 million people in South America. The country’s nine provinces are divided into three regions that reflect both geographical and cultural factors. The people of Frulonia are known as industrious but good-natured, hard workers but always ready to celebrate. Their intangible cultural heritage is the envy of their neighbours because of its splendour and unique beauty (in fact, it is often imitated by its neighbours, but never equalled). [81 words] |
| 1. Purpose of request
 |
| *Tick one box to identify the purpose for which international assistance is requested.**This form is not to be used for requesting preparatory assistance. States Parties wishing to request preparatory assistance for the elaboration of nominations for inscription on the Urgent Safeguarding List should use Form ICH-05, and States Parties wishing to request preparatory assistance for elaborating proposals for the Register of Good Safeguarding Practices should use Form ICH-06.* |
| [ ]  safeguarding heritage inscribed on the Urgent Safeguarding List[x]  safeguarding heritage being nominated for inscription on the Urgent Safeguarding List[ ]  elaboration of inventories[ ]  implementation of programmes, projects and activities for safeguarding |
| 1. Forms of assistance requested
 |
| *Tick one or several boxes to identify the forms that the international assistance will take.* |
| [ ]  studies concerning various aspects of safeguarding [x]  the provision of experts and practitioners[x]  the training of all necessary staff[ ]  the elaboration of standard-setting and other measures[x]  the creation and operation of infrastructures[ ]  the supply of equipment and know-how[x]  other forms of financial and technical assistance |
| 1. Background and rationale
 |
| Provide a brief description of the current situation and the need that the proposed assistance would address. For emergency assistance requests, describe the nature and severity of the emergency.1. For safeguarding of a particular element, provide a description of the element, its social and cultural functions, its viability in terms of its practice and transmission and why safeguarding measures are required at this time.
2. For programmes or activities not focused on a particular element (e.g., preparation of inventories, strengthening of capacities, awareness-raising, visibility), describe why these programmes or activities are necessary and what gaps exist in other related programmes and activities.

Not fewer than 750 or more than 1000 words |
| Frulonia ratified the 2003 UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage in 2011, after a process of extensive public consultation within the relevant government agencies and civil society. The consultations concluded that effective implementation of the Convention would require both careful coordination from the Ministry of Culture (designated as lead agency) and broad involvement of other ministries such as Tourism, Commerce, Agriculture and Forestry, Information and Social Affairs. It was determined that these public agencies would have primary responsibility for ensuring that the Convention is implemented through governmental policies and programmes.The most important conclusion of those consultations, however, was that existing national capacities – both institutional and human – required strengthening in order to implement the Convention effectively. Although Frulonia has devoted serious attention to protecting its precious built heritage, national parks and natural heritage sites in recent decades, the consultations revealed that new skills and knowledge would be required for safeguarding intangible cultural heritage in a country of such great cultural diversity. Fortunately, the basic concepts and orientations for protecting monuments and sites and those for safeguarding intangible cultural heritage are identical, so that the experts in the Division for Heritage were quickly able to master the mechanisms established by the ICH Convention. Nevertheless, staff in provincial departments of culture and in lower-level culture offices of districts or municipalities are still unfamiliar with the new vocabulary of intangible cultural heritage. For government agencies to meet their new responsibilities to implement the Convention, their human resources as well as their institutional resources must be strengthened.Prior to ratifying the Convention, Frulonia was the beneficiary of a capacity-building workshop organized by the UNESCO Office in Frulonia that brought together more than a hundred people: government officials from various ministries, media personnel, NGO representatives and community members. Through this workshop, the Ministry of Culture learned of the existence of a longer-term strategy for strengthening capacity that UNESCO has pursued in countries around the world. The ministry has had frequent contacts with the UNESCO Office since ratification and understands that this global capacity-building programme has seen impressive results in countries that like Frulonia have a strong motivation to safeguard intangible heritage but lack human resources at the local level. The UNESCO Office also informed the ministry that States Parties may request International Assistance from the Convention’s Intangible Cultural Heritage Fund for safeguarding activities of many types, including those focussed on capacity building.The Minister of Culture consequently directed the Department of Training to pursue the present request, in cooperation with the Division for Heritage. The Department of Training has a number of very knowledgeable experts and can draw upon others in the Division for Heritage, National University of Public Administration and the National University of Social Sciences. However, the funds it receives in each annual budget for building the capacities of ministry staff are not enough to cover the costs of bringing local cultural officials to the capital city for training. The budget would barely cover the cost of organizing a nice opening VIP reception for a single workshop, let alone travel and lodging for the participants from remote areas.The UNESCO Office in Frulonia informed us that UNESCO has developed a full set of curriculum materials so that trainees can learn about the latest developments in the Convention and that all of these materials are available in Spanish, the administrative language of the country. The UNESCO Office also informed us of the strategy and sequence that UNESCO has adopted for worldwide use, and of the formats that UNESCO has found to be effective. The Department of Training has taken careful heed of the UNESCO approach but believes that it requires adaptation to the specific situation of our country. For instance, we are confident that our national experts within the Department of Training, Division for Heritage and universities are fully competent to conduct the training activities without the heavy expense of involving international facilitators as UNESCO would prefer (except for the first workshop on nominations, where we need to learn from insiders the secrets of creating a successful dossier). Similarly, our experts and decision-makers have looked at the sequence that UNESCO recommends but we determined that it should be adapted to meet our own requirements. The Minister himself has emphasized the urgency of having one of our precious intangible culture masterpieces inscribed on the Representative List of the Intangible Cultural Heritage of Humanity, so we intend to begin with the workshop on preparing nominations. Besides, this workshop will primarily involve Ministry-level staff, so there will be ample time later to fill in the basics for local staff from around the country during the other workshops. The Minister is also convinced that the country needs to advice from an international consultant to be able to improve its policies and legislation in the field of intangible cultural heritage.The proposed capacity building is seen as only a first step: during the course of the present project only a limited number of people can benefit directly as participants. The priority will be given to selected staff of relevant ministries at the national level and departments at the provincial and district levels, including both the culture sector and others. Since these are the people primarily responsible for safeguarding the country’s heritage – tangible or intangible – the most important thing is that they are familiar with the new terminology of the 2003 Convention and can connect it to their own ongoing work. They are also the people who will later have the responsibility for raising public awareness at the community level and teaching people about the Convention, so it is essential that they are trained first. [939 words] |
| 1. Objectives and expected results
 |
| *Identify in terms as clear and measurable as possible: (i) what medium-term effects would be achieved by the implementation of the project (objectives) and (ii) what kind of positive impacts and concrete accomplishments would be seen after implementing the proposed project (expected results). Both need to be spelled out in detail and linked to the information included under section 15 below (Activities).*Not fewer than 100 or more than 300 words |
| The crowning indicator of success with this capacity-building programme would be to have one of Frulonia’s precious masterpieces of intangible culture inscribed on UNESCO’s Representative List as a proud example of World Heritage. Beyond that, we plan to provide training over the course of the project to 150 selected staff of relevant ministries at the national level and departments at the provincial and district levels – primarily the Ministry of Culture and its subordinates at lower levels, but also the Ministry of Tourism, Ministry of Information and others concerned. In order to permit as many people as possible to benefit as participants. Each workshop will include different trainees and no staff member will be allowed to follow more than two workshops. [121 words] |
| 1. Activities
 |
| What are the key actions to be carried out or work to be done in order to achieve the expected results identified in section 14 (Objectives and expected results)? Activities need to be described in their best sequence, explained in a detailed and narrative manner and their feasibility should be demonstrated. The information included in this section should be consistent with that provided under section 16 (Timetable of the project) and section 17 (Budget). Not fewer than 300 or more than 1000 words |
| The project has nine key activities, among which the most important are five capacity-building workshops. The workshops are scheduled every fourth month, given that the trainers (from the Department of Training, Department of Heritage and universities) are very busy people and cannot leave their other work aside. As far as possible, the participants in each workshop will be different so that the largest number of local staff can receive at least some training. The tenth activity describes the overall management of the project from beginning to end.1. **Project inception and staffing**

Two months will be used to assign responsible staff from the Department of Training, identify and contract with the facilitators from the universities (and international facilitators in the case of the first workshop), inform cooperating ministries and provincial departments of the project and identify participants from those offices, and complete logistical arrangements for the first workshop.1. **Capacity-building workshop on nominations**

A five-day workshop on nominations to the Convention’s Urgent Safeguarding List and Representative List is the highest priority, as noted above, since the Minister of Culture is eager to see one of Frulonia’s precious masterpieces of heritage inscribed as world heritage by UNESCO. With help from international facilitators who have extensive experience preparing successful nomination files in their own countries, 20 trainees will follow the UNESCO curriculum. First they will critically examine first drafts of nominations, identifying their strong and weak points and areas in which information is unclear, incomplete or contradictory. They will then re-examine revised versions of the nominations to determine how well they now satisfy the criteria for inscription on one of the Convention’s lists.1. **Capacity-building workshop in community-based inventorying**

A seven-day workshop on inventorying follows, since Frulonia lacks any kind of inventorying and that will be a serious impediment to a successful nomination to the Representative List. The workshop will introduce 30 participants to the methodologies of identifying and defining intangible cultural heritage through community-based inventorying, including a field practicum of two days in a village on the outskirts of the capital city. Two participants will come from each of the country’s nine provinces (one at the province level and one at a district level), with the others drawn from Ministry of Culture staff (nine persons) and from communities and NGOs (three persons).1. **Capacity-building workshop on implementing the 2003 Convention**

A three-day workshop in the capital city will introduce 40 participants to the core concepts of the 2003 Convention, the obligations of States Parties and the Convention’s opportunities for international cooperation. Participants will include a mix of civil servants of different levels (20 persons from various departments of the Ministry of Culture and other relevant ministries and 15 persons from province-level Departments of Culture), as well as 5 community members and/or NGO representatives.1. **Capacity-building workshop on safeguarding intangible cultural heritage**

The fourth workshop will again benefit 40 participants. Trainees will learn about different approaches to safeguarding intangible cultural heritage through a simulation in which they are asked to develop a safeguarding plan in a hypothetical situation. They will develop objectives and expected results, devise appropriate safeguarding activities and learn practical skills of programme planning and scheduling.1. **External consultancy for providing policy advice**

The Department of Training plans to hire an international consultant to provide advisory services to different national counterparts and support them in identifying needs and making recommendations for policy and legal development in the field of intangible cultural heritage. This policy advice will help reinforce synergies and exchanges between representatives of different ministries and the Parliament of Frulonia and help formulate a roadmap for policy-making in the country for years ahead. 1. **Capacity-building workshop on international assistance**

The final workshop focuses on the opportunities for financial assistance available to Frulonia as a State Party to the Convention. A five-day workshop will provide 20 participants with in-depth knowledge of the Convention’s international assistance applications. Workshop trainees will critically examine a draft request for international assistance, determining how well it responds to the selection criteria and identifying how it should be improved. The exercise will be repeated with a second draft that members will be asked to evaluate as if they were members of the Evaluation Body or Committee.1. **Assessment of lessons learnt from project implementation**

The Evaluation Unit of the Department of Training will carry out an in-depth assessment of the project’s implementation by administering a questionnaire to all of the participants in each workshop, as well as questionnaires to the organizers and trainers. This evaluation will consider not only practical and administrative questions but also the extent to which trainees have already been able to utilize their enhanced capacities in their day-to-day work and how they anticipate using them in the future.1. **Project reporting and close-out**

An interim progress report will be completed at the end of the first year, following the third workshop. The final three months of the project will be devoted to preparing a comprehensive report on its implementation, together with a full financial accounting. Both reports will be addressed to UNESCO, and will draw lessons from the self-assessments of participants at the end of each workshop.1. **Project management and coordination**

The timetable and budget include an overall activity of management and coordination that extends from the beginning of the project to its end. The arrangements for managing project implementation are detailed below in section 19. [895 words] |
| 1. Timetable of the project
 |
| *Attach a month-by-month timetable for the proposed activities, preferably using the ICH-04 Timetable and Budget form. The information provided should be in conformity with that in section 6 (Duration of the project) as well as in conformity with the detailed activities and their sequences as included under section 15 (Activities) and in the budget overview in section 17. Please note that the activities can only begin approximately three months after approval of the request at the earliest. [[2]](#footnote-2)* |
| 1. Budget
 |
| *Attach a detailed budget breakdown in US dollars of the amount requested, by activity and type of cost (e.g. personnel, travel, supplies, equipment, etc.) with enough specificity and detail so as to provide sufficient justification and to allow actual expenses to be matched directly against the projections. This budget breakdown shall be provided as an attachment to this form, preferably using the* ***ICH-04 Timetable and Budget*** *form. The budget should reflect only the activities and expenses described above and be prepared in a rigorous and transparent way, fully reflecting all sources of support.**In each section of the budget, clearly distinguish the amount requested from the Intangible Cultural Heritage Fund from the amount to be contributed by the State Party or other sources. The State Party contribution includes local and national government allocations as well as in-kind contributions; ‘other sources’ can include NGOs, community organizations, foundations or private donors.**It is also crucial that the budget breakdown should correspond exactly to the detailed narrative description provided under section 15 (Activities) and to the timetable attached for section 16.*Provide below the budget overview, being certain that the figures are identical to those provided in the **ICH-04 Timetable and Budget** form.[[3]](#footnote-3) |
| **Overview:**Amount requested from the Fund: US$98,350State Party contribution: US$53,200Other contributions (if any): US$0Total project budget: US$151,550 |
| 1. Community involvement
 |
| *Identify clearly the community(ies), group(s) or, if appropriate, individuals concerned with the proposed project, including the role of gender. Describe the mechanisms for fully involving them in the preparation of the request as well as in the implementation of all the proposed activities and in their evaluation and follow-up. This section should describe not only the participation of the communities as beneficiaries of the project and of financial support, but also their active participation in the project design; their perspectives and aspirations should be fully reflected in the proposed project.*Not fewer than 300 or more than 500 words |
| This project is a national one that will serve all of the 13 million people of Frulonia. The personnel of the Ministry of Culture and of provincial and district cultural offices – as well as other sectors such as Tourism and Information – are public servants, and by strengthening their capacities the project will increase their ability to serve the various communities that make up the national population. In fact, it is the entire population that are beneficiaries of this programme, directly or indirectly. When Frulonia succeeds in inscribing a masterpiece on UNESCO’s world heritage list, it will certainly bring pride and joy to every citizen.As explained above, community members and/or civil society representatives are key participants in three of the five workshops: those on community-based inventorying, on implementing the Convention and on safeguarding. The Department of Training will work closely with the Ministry’s established networks in each province to identify potential participants who have the personal motivation to be involved and who have adequate fluency and literacy in the country’s administrative language of Spanish. The latter requirement, regrettably, excludes a certain number of community members from remote and mountainous areas, but it is a compromise that reflects the difficulty and expense of involving multiple interpreters for each workshop. The problem of Spanish literacy is also the reason that the two ‘technical’ workshops (on preparing nomination files and requesting international assistance) are limited to government personnel, since both workshops will involve intensive reading of lengthy texts and few community members would have the capacity to participate correctly.A second phase of local capacity building (after the present project is completed) may permit fuller participation by local cultural officers and community members who are more comfortable working in languages other than Spanish. We hope that participants, once they return home to their province or district offices, will share their newly acquired knowledge with the general public. [317 words] |
| 1. Implementing organization and strategy
 |
| Describe the background, structure, mission and relevant experience, etc. of the implementing organization or body indicated under section 8 that will be responsible for carrying out the project. Identify the human resources available for implementing it and indicate their division of tasks. Describe how it will manage the project implementation.Not fewer than 150 or more than 500 words |
| The Department of Training is the unit of the Ministry of Culture charged with providing in-service training to cultural officers throughout the country, bolstering their core competencies and keeping them abreast of current legal and regulatory developments. It serves both those employed at the Ministry itself and those employed as cultural officers in Departments of Culture at the province level or in Culture Offices at the district and municipal level. In most cases it is the professional personnel of the Department of Training that offer such training; in other cases the trainers are drawn from institutions of higher education. As noted above, the Department of Training receives funds in each annual budget of the Ministry; those funds include salaries of the Department’s eleven members (seven professional), fees for external trainers and the costs of domestic transportation and subsistence for trainees, supplies and venues.The Director of the Department holds a master’s degree in Cultural Management from the National University of Social Sciences, and has regularly pursued in-service training through the national University of Public Administration and from international agencies. Other professional staff hold bachelor’s degrees in fields such as Education, Communications and History. The Director herself will assume overall responsibility for the project, and will assign one member of the professional staff as Project Coordinator to manage it full time over the course of the 24 month project. The latter will be supported by the Department’s administrative and financial staff. The services of the Department personnel are reflected in the attached budget as part of Frulonia’s in-kind contribution to the project’s success. [263 words] |
| 1. Partners
 |
| Describe, if applicable, coordination arrangements with any other partners and their responsibilities in the implementation of the project. Identify human resources available in each of the entities involved.Not more than 500 words |
| The success of the project will depend in very large measure on support from the Division for Heritage at the Ministry of Culture. Most of the trainers will be drawn from the staff of the Division. As explained above, the experts in the Division were quickly able to master the mechanisms established by the ICH Convention since the basic concepts and orientations for protecting monuments and sites and those for safeguarding intangible cultural heritage are identical. These staff members are, however, experts in heritage but not necessarily experts in teaching methods, so they will be partnered with a member of the Department of Training who is experienced in leading workshops of this nature. As needed, guest lecturers will also be invited from the National University of Public Administration and the National University of Social Sciences.The first workshop on preparing nominations will also depend heavily on two Spanish-speaking international trainers to be identified from UNESCO’s network of qualified facilitators. The members of this network generally have broad experience in safeguarding intangible cultural heritage and implementing the Convention within their own countries, and in particular several of them have served as members of the Subsidiary Body or even as experts on the Intergovernmental Committee. Their ‘insider’ knowledge will offer priceless advice to experts from Frulonia who will be responsible for preparing nominations of our masterpieces. [225 words] |
| 1. Monitoring, reporting and evaluation
 |
| Describe how the implementing organization indicated under section 8 and described under section 19 plans to carry out monitoring, reporting and evaluation of the project and how the communities will be involved in this mechanism. For larger or more complex projects, external monitoring and evaluation are preferable.Not fewer than 50 or more than 250 words |
| The Department of Training systematically evaluates the training workshops that it conducts through an anonymous questionnaire completed by all participants. As explained in section 15 (activity 7), the two-person Evaluation Unit of the Department of Training will conduct a preliminary assessment of the project after the second workshop (i.e. August of the first year) and a comprehensive assessment following the completion of the fifth workshop. These assessments will compile the results of the questionnaires, supplemented by questionnaires to be completed by the trainers and other questionnaires to be completed by the supervisors of participants. This is the standard monitoring and reporting that the Department of Training does for all of its training courses, and it will allow us to compare the results of these workshops with others on different topics. For the final assessment, the evaluators will also speak with senior officials of the Ministry of Culture and other relevant ministries to gather their feedback about the project’s implementation and early impacts (experience has shown that such senior figures are often too busy to fill out questionnaires). As noted above (activity 9), written reports to UNESCO will be prepared at the end of the first year of implementation and at the conclusion of the project. [205 words] |
| 1. Capacity-building
 |
| Describe how the project may contribute to building up capacities or strengthening existing resources in the field of safeguarding intangible cultural heritage. Special emphasis should be placed on the capacities of the communities described in section 18 in safeguarding their intangible cultural heritage. Describing the impact on the capacities of the implementing organization may also be relevant.Not fewer than 100 or more than 300 words |
| The entire project is aimed at strengthening national capacities for safeguarding intangible cultural heritage, implementing the 2003 Convention and improving national policies and legislation. The 150 participants will acquire important knowledge of the Convention and its mechanisms. Admittedly, for a project of this nature the number of direct beneficiaries is relatively modest compared to the cost. That is why the Ministry of Culture considers this as simply the first phase, aiming to create a critical mass of personnel at the national and provincial levels but by no means filling the capacity gap from top to bottom. We hope that they will be able in a subsequent phase to provide similar training, on an ongoing basis, to additional provincial, district and municipal staff and to community members and NGO representatives. Some of those activities can be funded and implemented as part of the Ministry’s regular budget from 2017 and onwards. Certainly we can expect a larger budget for intangible cultural heritage in the future if we succeed with our dream of having a masterpiece from Frulonia inscribed on UNESCO’s Representative List. [180 words] |
| 1. Sustainability after the assistance ends
 |
| Describe how the results and benefits of the project are expected to last beyond the end of the project. If the mechanisms established by the project will continue functioning after the implementation of the project, describe how and which would be the responsible body in charge.Not fewer than 50 or more than 250 words |
| As explained above, the present project is conceived as the first phase of a longer-term commitment from the Ministry of Culture to strengthen national capacities for intangible cultural heritage, using its own budget from 2017 onwards. For this first phase, international assistance from UNESCO is required for several reasons: first is that the expenses of dedicating personnel of the Department of Training to this topic over 18 months (even if not full time) are beyond the means of the Ministry. A second advantage is that international assistance would allow us to bring participants from provincial and district cultural offices to the workshops – for some, this would be their first trip ever to the capital city! Although the Ministry’s budget is limited at this time, we are also optimistic that in future years the Ministry of Finance would allocate more resources to intangible cultural heritage, once we’ve succeeded in seeing a masterpiece recognized as world intangible heritage. [156 words] |
| 1. Multiplier effects
 |
| Describe how this assistance may stimulate financial and technical contributions from other sources or may stimulate similar efforts elsewhere. Not fewer than 50 or more than 250 words |
| International Assistance from the Intangible Cultural Heritage Fund will cover only 65% of the project budget, so if it is made available it will immediately unlock in-kind resources from the annual training budget of the Ministry of Culture, as reflected in the project budget. Frulonia does not yet have a tradition of private philanthropy or corporate responsibility, so the key to future efforts will not be to secure more external funding, but to streamline capacity building for safeguarding of intangible cultural heritage into the ongoing work of the Ministry. [90 words] |
| 1. Signature(s) on behalf of the State Party(ies)
 |
| The request should conclude with the signature of the official empowered to sign it on behalf of the State Party, together with his or her name, title and the date of submission.In the case of multi-national requests, the document should contain the name, title and signature of an official of each State Party submitting the request. |
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|  |  |
| --- | --- |
| Name: |       |
| Title: |       |
| Date: |       |
| Signature: |       |

 |
| *Name(s), title(s) and signature(s) of other official(s) (For multi-national requests only)* |
|       |

#### Annex

#### REQUEST FOR VENDOR CREATION FORM

In order that we may proceed quickly to establish a contract once the Bureau or Committee has made its decisions, please fill in this Vendor Creation Form with the bank information of the implementing organization indicated under section 8 of the Form.

Thank you for your co-operation.

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| **VENDOR INFORMATION** |
| Title (Mr, Mrs, Ms, Organization, etc.) |       |
| Name / Company name |       |
| Date and place of birth |             |
| Nationality |       |
| Profession / Area of expertise |             |
| Street name / House number |             |
| Postal code / City  |             |
| P.O. Box  |       |
| Country |       |
| Telephone |       |
| Fax |       |
| Email |       |
| Language of correspondence  |       |
| Tax code 1 / Tax code 2 (if applicable) |             |
| Contact 1 |       |
| Contact 2 |       |
| **BANK INFORMATION (please attach copy of bank details which you should obtain from your bank)** |
| Full bank name  |       |
| Full agency name  |       |
| Full bank address  |       |
| Bank postal code / Bank city  |       |
| Bank country |       |
| SWIFT/BIC code  |       |
| IBAN |       |
| Bank code & branch code  |             |
| Bank account number  |       |
| Control key (if applicable) |       |
| Account holder name  |       |
| Account currency  |       |
| Intermediary bank (if applicable) |       |
| Additional banking information : (i.e. CHIPS UID, ABA, PayThru, etc…) |       |
| **ADDITIONAL INFORMATION (Please add any comment that may facilitate your identification)** |
|       |

*ICH-04 Timetable and Budget Form (extracts)*

**Strengthening Frulonia’s national capacities**

**TIMETABLE[[4]](#footnote-4)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year 1:**  | **Year 2:**  | **Year 3:**  |
| **Activities** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1. Project inception and staffing |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2. Capacity-building workshop on nominations (Date subject to availability of VIPs for opening ceremony) |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3. Capacity-building workshop in community-based inventorying |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4. Capacity-building workshop on implementing the Convention |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5. Capacity-building workshop on safeguarding ICH |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6. Consultancy for providing policy advice |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7. Capacity-building workshop on international assistance |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 8. Assessment of lessons learnt from project implementation |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 9. Project reporting and close-out |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10. Project management and coordination |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

**BUDGET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **OVERALL TOTAL AMOUNT (in US$):** | **98 350,00**  | **53 200,00**  | **0,00**  | **151 550,00**  |
|  | Percentage of the total amount | *65%* | *35%* | *0%* | *100%* |
| **Activity:** *(indicate the activity and the type of expenditure)* | **Description:** *(give full details of calculations)* |  **ICH Fund (in US$)**  |  **State Party (in US$)**  |  **Others (in US$)**  |  **Total (in US$)**  |
| **I. Project management, coordination and reporting** | ***Sub-total:*** | **0,00**  | **43 200,00**  | **0,00**  | **43 200,00**  |
| a. Coordinator | 24 months full-time | 0,00  | 24 000,00  | 0,00  | **24 000,00**  |
| b. Director, Department of Training | one day per week | 0,00  | 7 200,00  | 0,00  | **7 200,00**  |
| c. Administrative support, Department of Training |   | 0,00  | 12 000,00  | 0,00  | **12 000,00**  |
| **II. Capacity-building workshop on nominations** | ***Sub-total:*** | **19 000,00**  | **1 500,00**  | **0,00**  | **20 500,00**  |
| a. Fees to international facilitators |   | 5 000,00  | 0,00  | 0,00  | **5 000,00**  |
| b. International travel  | 2 persons and per diem | 3 000,00  | 0,00  | 0,00  | **3 000,00**  |
| c. Participant travel and per diem | 10 provincial officers at $250/person average | 2 500,00  | 0,00  | 0,00  | **2 500,00**  |
| d. Fees for participants | 20 people @ $75/day @ 5 days | 7 500,00  | 0,00  | 0,00  | **7 500,00**  |
| e. Hospitality |   | 1 000,00  | 0,00  | 0,00  | **1 000,00**  |
| f. Meeting rooms (donated) |   | 0,00  | 1 500,00  | 0,00  | **1 500,00**  |
| **III. Capacity-building workshop in community-based inventorying** | ***Sub-total:*** | **27 950,00**  | **1 500,00**  | **0,00**  | **29 450,00**  |
| a. Fees to national facilitators |   | 3 000,00  | 0,00  | 0,00  | **3 000,00**  |
| b. Participant travel and per diem | 18 provincial/district officers) at $200/person average | 5 600,00  | 0,00  | 0,00  | **5 600,00**  |
| c. Fees for participants | 30 people @ $75/day @ 7 days | 15 750,00  | 0,00  | 0,00  | **15 750,00**  |
| d. Hospitality |   | 1 000,00  | 0,00  | 0,00  | **1 000,00**  |
| e. Meeting rooms (donated) |   | 0,00  | 1 500,00  | 0,00  | **1 500,00**  |
| f. Fieldwork travel - bus or vans for fieldwork practicum |   | 500,00  | 0,00  | 0,00  | **500,00**  |
| g. Candy and cookies for villagers |   | 100,00  | 0,00  | 0,00  | **100,00**  |
| h. Research equipment and supplies (camera, videocam, memory cards, DV cassettes) |   | 2 000,00  | 0,00  | 0,00  | **2 000,00**  |
| **IV. Capacity-building workshop on implementing the Convention** | ***Sub-total:*** | **17 000,00**  | **1 500,00**  | **0,00**  | **18 500,00**  |
| a. Fees to national facilitators |   | 3 000,00  | 0,00  | 0,00  | **3 000,00**  |
| b. Participant travel and per diem | 20 provincial/district officers or community members at $200/person average | 4 000,00  | 0,00  | 0,00  | **4 000,00**  |
| c. Fees for participants  | 40 people @ $75/day @ 3 days | 9 000,00  | 0,00  | 0,00  | **9 000,00**  |
| d. Hospitality |   | 1 000,00  | 0,00  | 0,00  | **1 000,00**  |
| e. Meeting rooms (donated) |   |  $ -  | 1 500,00  | 0,00  | **1 500,00**  |
| **V. Capacity-building workshop on safeguarding ICH** | ***Sub-total:*** | **15 000,00**  | **1 500,00**  | **0,00**  | **16 500,00**  |
| a. Fees to national facilitators |   | 3 000,00  | 0,00  | 0,00  | **3 000,00**  |
| b. Participant travel and per diem  | 10 provincial/district officers or community members, at $200/person average | 2 000,00  | 0,00  | 0,00  | **2 000,00**  |
| c. Fees for participants | 40 people @ $75/day @ 3 days | 9 000,00  | 0,00  | 0,00  | **9 000,00**  |
| d. Hospitality |   | 1 000,00  | 0,00  | 0,00  | **1 000,00**  |
| e. Meeting rooms (donated) |   | 0,00  | 1 500,00  | 0,00  | **1 500,00**  |
| **VI. Consultancy for providing policy advice** | ***Sub-total:*** | **6 500,00**  | **0,00**  | **0,00**  | **6 500,00**  |
| a. Fees for an international consultant |   | 5 000,00  | 0,00  | 0,00  | **5 000,00**  |
| b. International travel | 1 person and per diem | 1 500,00  | 0,00  | 0,00  | **1 500,00**  |
| **VII. Capacity-building workshop on international assistance** | ***Sub-total:*** | **12 750,00**  | **1 500,00**  | **0,00**  | **14 250,00**  |
| a. Fees to national facilitators |   | 3 000,00  | 0,00  | 0,00  | **3 000,00**  |
| b. Participant travel and per diem | 5 provincial/district officers, at $250/person average | 1 250,00  | 0,00  | 0,00  | **1 250,00**  |
| c. Fees for participants |  20 people @ $75/day @ 5 days | 7 500,00  | 0,00  | 0,00  | **7 500,00**  |
| d. Hospitality |   | 1 000,00  | 0,00  | 0,00  | **1 000,00**  |
| e. Meeting rooms (donated) |   | 0,00  | 1 500,00  | 0,00  | **1 500,00**  |
| **VIII. Assessment of lessons learnt from project implementation** | ***Sub-total:*** | **150,00**  | **2 500,00**  | **0,00**  | **2 650,00**  |
| a. National experts (honoraria)  |   | 0,00  | 2 500,00  | 0,00  | **2 500,00**  |
| b. Communications, postage |   | 150,00  | 0,00  | 0,00  | **150,00**  |

1. . This sample request is based on the ICH-form updated on 3 June 2016. For a more recent version please refer to http://www.unesco.org/culture/ich/en/forms [↑](#footnote-ref-1)
2. Extracts of the ICH-04 Timetable and Budget Form are attached to this request [↑](#footnote-ref-2)
3. Extracts of the ICH-04 Timetable and Budget Form are attached to this request [↑](#footnote-ref-3)
4. . Timetable based on the assumption that the Committee approves the project in December of the preceding year [↑](#footnote-ref-4)