

Call for proposal for the evaluation of the African World Heritage Fund (AWHF) UNESCO Category 2 Centre

Closing date: 2 March 2015

TERMS OF REFERENCE

Background

Category 2 Institutes and Centres under the auspices of UNESCO form an important part of UNESCO's network and as a general rule represent an effective partnership model for UNESCO's programme delivery, significantly contributing to priority areas in UNESCO's fields of competence. Category 2 Institutes and Centres are intended to contribute to the achievement of UNESCO's strategic programme objectives and sectoral or intersectoral programme priorities and themes and to the attainment of programme results at the Main Lines of Action (MLA) level of the UNESCO Programme and Budget (C/5), whether through individual action, joint action with other Category 2 Institutes and Centres or through joint implementation with the Secretariat. Category 2 Institutes and Centres can also play a considerable role in helping the Organization achieve programme objectives for which sectoral expertise or resources are not sufficient.

In order to enhance the operation and effectiveness of individual UNESCO Category 2 Institutes and Centres, as well as the effectiveness of their network, a revised Integrated Comprehensive Strategy for Institutes and Centres under the Auspices of UNESCO, as contained in document [37 C/18 Part I and its annex](#), was approved by the 37th session of the General Conference ([37 C/Resolution 93](#)). This Strategy, among other elements, provides guidelines for renewal assessment procedures of Category 2 Institutes and Centres.

These guidelines provide that an agreement for the establishment of an institute or centre as a Category 2 Institute or Centre is typically concluded for a definite time period, not exceeding six years. The agreement may be renewed by the Director-General of UNESCO, with the approval of the Executive Board, in the light of an evaluation of the activities of the institute or centre and of its contribution to the strategic programme objectives of the Organization and the aforementioned Integrated Comprehensive Strategy for Category 2 Institutes and Centres.

The 35th session of the General Conference, in its [35 C/Resolution 56](#), approved the establishment, in South Africa, of the African World Heritage Fund (hereafter, 'the Fund') as a UNESCO Category 2 Centre. The objectives of the Fund are to assist African States Parties to:

- a) prepare and update their National Inventories;
- b) prepare and update their Tentative Lists;
- c) prepare their Nomination Dossiers;

- d) compile integrated management plans for the proper management and conservation of World Heritage properties located in the territory of the relevant African States Parties;
- e) ensure that African States Parties comply with their obligations under the 1972 World Heritage Convention.

In order to achieve these objectives, the main functions of the Fund are to assist African States Parties to:

- a) undertake an inventory of cultural and natural heritage of Africa and develop a broader understanding of African heritage in all its facets (tangible and intangible) by 2015;
- b) increase and strengthen human resources capability and the capacity of training institutions for the protection, conservation and management of cultural and natural heritage by 2015;
- c) strengthen legal, policy and institutional frameworks for effective and efficient heritage conservation in general, and in particular, for the implementation of World Heritage Convention on the continent;
- d) ensure that natural and cultural heritage contribute to sustainable development and poverty eradication;
- e) improve the nomination and management of cultural and natural heritage sites;
- f) strengthen heritage protection, conservation and management in conflict, post-conflict and natural disaster situations.

Subsequent to the approval of the Executive Board, an Agreement concerning the establishment of the Fund (hereafter, 'the Agreement') was signed between the Government of South Africa and UNESCO on 27 January 2010.

Purpose

The main objectives of this evaluation are to assess the Fund's performance with respect to its objectives and functions, as specified in the Agreement between UNESCO and the host Government, and its contribution to UNESCO's strategic programme objectives and sectoral or intersectoral programme priorities and themes. The findings of the evaluation will serve as the basis for the Sector Review Committee's recommendation to the Director-General as to whether the Agreement should be renewed. The Director-General will then provide the results of these evaluations, including the endorsement or rejection to renew a specific agreement to the Executive Board. The approval of the Executive Board will be required before the Director-General can proceed with the renewal of an Agreement between UNESCO and the Government of South Africa.

The results of this evaluation will be shared with the Government of South Africa and the Fund and presented to the Executive Board, as specified in the Integrated Comprehensive Strategy. They will also be made available on the web site of the Culture Sector.

Scope

In order to meet the purpose of the evaluation described above, the following parameters shall be considered by the expert(s) responsible for conducting the evaluation and writing a report that is consistent with UNESCO's reporting mechanisms:

- a) Whether the activities effectively pursued by the Fund are in conformity with its functions as set out in the Agreement signed between UNESCO and the Government of South Africa;
- b) The relevance of the Fund's programmes and activities to achieving UNESCO's strategic programme objectives and sectoral or intersectoral programme priorities and themes, as defined in the Organization's Medium-Term Strategy (C/4), and to attaining programme results at the Main Lines of Action (MLA) level, as defined in the Organization's Approved Programme and Budget (C/5).
- c) The fulfilment of the contractual obligations as set out in the Agreement signed between the UNESCO and the Government of South Africa;
- d) The effectiveness of the Fund's programmes and activities to achieving its stated objectives, as defined in the Agreement;
- e) The quality of coordination and interaction with UNESCO, both at Headquarters and in the Field, with regard to planning and implementation of programmes, as well as with other thematically-related Category 2 Institutes or Centres, with regard to planning and implementation of programmes;
- f) The quality of relations with African States Parties to the World Heritage Convention, including their focal points, government agencies and UNESCO National Commissions, and with public/private partners and donors;
- g) The nature and quality of organizational arrangements, including management, governance and accountability mechanisms;
- h) The human and financial resource base and the quality of mechanisms and capacities, as well as context-specific opportunities and risks for ensuring sustainable institutional capacity and viability;
- i) The process of mobilizing extrabudgetary resources and to what extent such extrabudgetary funding is aligned to the strategic programme objectives of UNESCO.

In addition to the findings on each topic, the expert(s) shall offer four types of recommendations:

- 1) a general recommendation whether renewal of the Fund's status as a Category 2 Centre is warranted and would conform to the Integrated Comprehensive Strategy;
- 2) specific recommendations to the Fund for improving the effectiveness of its operations;
- 3) specific recommendations to UNESCO for improving the effectiveness of its coordination and interaction with the Fund;

- 4) specific recommendations for possible amendments to the Agreement, in the event it is to be renewed.

Methodology

The evaluation of the Fund will include:

- A desk study of relevant documents, provided by the Fund and UNESCO Secretariat;
- A visit to the Fund, including interviews with the Fund's management and staff;
- Interviews (telephone, online and/or via e-mail) with the Fund's stakeholders, collaborators and beneficiaries as well as UNESCO staff representatives involved in the Fund's Board of Direction and in the implementation of operational activities in cooperation with the Fund;
- Preparation of the evaluation report.

Roles and responsibilities

The evaluation will be conducted by a team comprising one or two independent experts. Local travel, materials, secretarial support and office space will be provided by the Fund during the field visit. The Evaluator(s) will be responsible for telecommunications and printing of documentation.

The UNESCO Culture Sector will facilitate and oversee the evaluation process, to the extent possible, by providing any relevant information, and will be responsible for Evaluating and approving the final report.

Background documents

UNESCO shall make the following documents available to the evaluation team in electronic form:

- The Executive Board and General Conference documents concerning the establishment of the Fund;
- The existing Agreement between the Government of South Africa and UNESCO concerning the establishment of the Fund, together with its amendment;
- The Medium-term Strategy 2008-2013 (34 C/4), Medium-term Strategy 2014-2021 (37 C/4), Approved programme and budget 2010-2011 (35 C/5), Approved programme and budget 2012-2013 (36 C/5) and Approved programme and budget 2014-2015 (37 C/5);
- UNESCO's Integrated Comprehensive Strategy for Category 2 Institutes and Centres under the Auspices of UNESCO (Document 37C/Resolution 93);
- Relevant correspondence concerning the cooperation between UNESCO and the Fund.

The Fund shall make the following documents available to the evaluation team in English, in electronic or paper form:

- List of programmes and activities;
- Annual progress reports;
- Financial reports;
- List of staff;
- List of key publications;
- List of donors and project partners;
- Minutes, decisions and working documents of the Governing Board and Executive Committee meetings;
- Report of support provided to or received from Member States;
- Available audit and evaluation reports;
- Account of networking achievements linked with other thematically related Category 2 Institutes or Centres and UNESCO's programmes.

Draft evaluation report

A draft report shall be submitted prior to the Final evaluation Report in English presenting findings, conclusions and recommendations, with a draft executive summary. The UNESCO Culture Sector, the Government of South Africa and the Fund itself will have the opportunity to comment and give feedback to the evaluation team.

Final evaluation report

The final report (max. 20 pages, excluding annexes) should be structured as follows:

- Executive summary (maximum four pages);
- Introduction (background, purpose and scope)
- Methodology;
- Findings;
- Recommendations (as described above);
- Annexes (including interview list, data collection instruments, key documents consulted, Terms of Reference).

Evaluation team

The evaluation team will consist of one or more independent experts/evaluators. A single proposal/expression of interest must be submitted on behalf of the team, whether it is one or several persons, and a single contract will be executed.

Qualifications:

- At least 7 years of professional experience in research and/or capacity-building in the field of cultural and natural heritage, cultural diversity, intercultural dialogue, cultural policy or culture and development;
- At least 7 years of professional experience in policy and programme evaluation in the context of international development;
- Fluency in English (written and spoken);
- Knowledge of the role and mandate of UNESCO and its programmes; specifically the *1972 Convention for the protection of the World's Cultural and Natural Heritage*.

Schedule

The evaluation shall be completed no later than **29 May 2015**.

The schedule for the evaluation is as follows:

- A desk study of background documents (to be completed prior to the visit to the Fund);
- A mission to visit the Fund;
- Writing and submission of the draft evaluation report no later than **24 April 2015**;
- Submission of the final evaluation report (before 29 May 2015).

The date of the mission to the Fund will be defined by UNESCO in coordination with the Fund and taking into account the Fund and the Evaluators' availability.

Submission of proposals/expression of interest

Interested candidates should submit their applications in English, consisting of:

1. Curriculum vitae of expert(s)/evaluator(s) and, if applicable, a company profile;
2. Letter expressing interest and clearly identifying how the candidate/candidate team meets the required skills and experience;
3. An approach and methodology for the assignment, a workplan and comments on the Terms of Reference if any (in brief).
4. A total cost (quoted in US dollars or Euros), distinguishing the fees for services from the travel expenses, with a breakdown of the cost and number of work hours required for each phase of the schedule.

Applications should be submitted no later than **2 March 2015**, midnight (Paris time) to Ms Chihiro Nishikawa (c.nishikawa@unesco.org) in the Conventions Common Services Unit of the UNESCO Culture Sector. Please note that applications submitted through other channels will not be considered. Selection will be made on the basis of the best value and quality.