



## Silk Roads Heritage Corridors in Afghanistan, Central Asia and Iran – International Dimension of the European Year of Cultural Heritage

### CALL FOR APPLICATION

### TERMS OF REFERENCE

Responsible Unit:	Culture
Location:	Tajikistan
Coverage:	Tajikistan
Title of project:	EU/UNESCO Project: “Silk Roads Heritage Corridors in Afghanistan, Central Asia and Iran – International Dimension of the European Year of Cultural Heritage”
Title of activity:	Safeguarding needs-assessment in Tajikistan
Implementation period:	15 March – 07 June 2019

**The UNESCO Almaty Cluster Office is seeking expressions of interest from qualified and experienced individuals, teams or organizations to undertake a survey intended to assess the main needs and priorities for the Safeguarding of the Intangible Cultural Heritage in the Republic of Tajikistan.**

The activity, to be undertaken in cooperation with the Ministry of Culture of the Republic of Tajikistan, aims at establishing a solid foundation to improve the safeguarding of the country’s living heritage, in accordance with the UNESCO 2003 Convention for the Safeguarding of the Intangible Cultural Heritage.

The survey shall combine desk research and on-site consultations in order to assess the adequacy of the institutional and professional environments, availability of expertise and the national capacity to set up or revise legislative and policy frameworks, draw up inventories and carry out other safeguarding measures in accordance with the 2003 Convention.

In particular, the survey shall aim at:

- assessing the current policy, legal and institutional frameworks for the safeguarding of intangible cultural heritage in the Republic of Tajikistan;
- outlining the main needs in terms of professional and institutional capacity building for the safeguarding of the intangible cultural heritage in the Republic of Tajikistan;
- developing a multi-year action plan for implementation of the survey’s recommendations, including proposals for capacity-building, to be possibly addressed within the scope of UNESCO’s global capacity-building programme and international assistance mechanisms for safeguarding intangible cultural heritage.



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### Terms of reference / scope of work

The expert(s) will undertake the following tasks:

I. Develop a data collection methodology based on a survey and a series of interviews with key stakeholders, to assess the institutional capacities for safeguarding intangible cultural heritage in the Republic of Tajikistan. For this purpose, develop a set of questions for both the survey and the interviews, and draft a list of key stakeholders to be consulted in liaison with the Ministry of Culture of the Republic of Tajikistan and the UNESCO Almaty Office. If relevant, the list of key stakeholders might not be limited to the sphere of culture only and can also include persons dealing with other domains, such as health, education, environment, agriculture, whose work is linked to intangible cultural heritage and its safeguarding;

II. Collect and analyze data based on the above-mentioned methodology;

III. Analyze the existing policies and legislation that have a bearing on intangible cultural heritage (culture, health, education, environment, agriculture, etc.) and identify gaps and possible ways of improvement. Analyze what efforts (if any) have been made to translate the principles of the 2003 Convention into national law and policy documents. Documents to be consulted may include and not be limited to:

- UNESCO key documents on the global capacity-building strategy for safeguarding intangible cultural heritage;
- Documents on policies and programmes of the Republic of Tajikistan that have a bearing on intangible cultural heritage (sector policies for culture, education, health, environment, etc.; relevant laws and by-laws; etc.);
- Background information on the institutional framework, governance structure, etc.

IV. Analyze the system(s), mechanism(s) and modality(-ies) of drawing up inventory (-ies) of intangible cultural heritage at the national level, as required by Article 12 of the 2003 Convention, as well as identify possible challenges in this process;

V. Following the desk study above, prepare a one-week programme for the in-country consultations and information generation in the Republic of Tajikistan, in close consultation with the UNESCO Almaty Office; this shall include a list of stakeholders to be interviewed, missing information to be collected, etc.;

VI. Travel to the Republic of Tajikistan (7-10 days) for the in-country consultation (for international consultant) and information generation mission;

VII. Draft and submit to UNESCO the following documents in English and Russian:

- (i) a detailed work plan, mission plan with a list of meetings, detailed budget breakdown;
- (ii) a draft Needs Assessment report;
- (iii) final Needs Assessment report and the certified financial statement.
- (iv) a list of priorities and related proposals for future capacity-building interventions.

### Deliverables

- Draft Needs Assessment Report in English and Russian (minimum 10 standard A4 pages, font – TNR 12, single spacing), including methodology, main findings, and recommendations as per structure available on p.5 of this ToR;



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- A multi-year action plan for implementation of the survey's recommendations, including list of priorities and proposals for future capacity-building interventions. (Template for the action plan is available on p. 5 of this ToR)
- A list of interviewed organizations/individuals with their contact details (Template is available on p.5 of this ToR)

### Qualifications and skills

The expert(s) is/are required to have the following skills and qualifications:

Essential:

- University degree or equivalent, preferably at Masters' or higher level in Social sciences: sociology, anthropology or a related discipline;
- At least 5 years of experience and proven skills in conducting qualitative research, including fieldwork experience;
- Strong knowledge/background on the UNESCO 2003 Convention for the Safeguarding of the Intangible Cultural Heritage;
- Excellent interpersonal skills and demonstrated negotiation and inter-cultural communication skills;
- Excellent oral and written communication skills in English.
- Analytical report writing skills is essential
- Experience in conducting needs assessment/s in the field of Intangible Cultural heritage in Central Asia is essential
- *UNESCO encourages applications to be submitted by teams comprising an international and a local consultant*

### Desirable

- UNESCO qualification as trainer/facilitator for delivering training and capacity-building services on the 2003 Convention;
- Knowledge of linguistic, social, cultural and political contexts in the Republic of Tajikistan.

### Duration

The task is expected to be:

- implemented during 15 March – 07 June 2019;
- completed within 12 weeks from the time of signing of contractual agreement, and in any case no later than 07 June 2019;

### Expression of Interest and selection criteria

- Expressions of interest, containing the curriculum vitae(s) of consultant(s), team or organization and a written description, maximum 3 pages, indicating the technical and financial proposal. (Please see Response to Request Proposal on p. 6 of this ToR)



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- Expressions of interest will be evaluated and selected based on the quality of the technical proposal, the qualifications of the experts concerned, and the competitiveness of the financial proposal.
- Those short-listed will be notified no later than one week after the closing date.
- For additional information, if required, please contact Ms. Aigerim Zhanseitova (E-mail: [a.zhanseitova@unesco.org](mailto:a.zhanseitova@unesco.org))
- Expressions of interest should be submitted by e-mail, clearly indicating “Needs-assessment survey on the safeguarding of intangible cultural heritage in the Republic of Tajikistan” to Ms. Aigerim Zhanseitova, [a.zhanseitova@unesco.org](mailto:a.zhanseitova@unesco.org)

### Payment of Installments

Payment No.	Upon submission to and approval by UNESCO of the following work	Last date for submission	Amount
1	Signed detailed work-plan, mission plan with list of meetings and estimated budget breakdown	20 March 2019	30%
2	a draft Needs Assessment report;	01 May 2019	50%
3	Final Needs Assessment report and the certified financial statement.	By 7 June 2019	20%

### Note:

- any possible bank charges shall be charged to the contractual amount;
- all payments related to this contract will be done in USD
- all expenses exceeding the amount of the contract is the responsibility of the contractor.

### Timeline

ToR announced	04 February 2019
Deadline for submitting applications	22 February 2019
Evaluating applications received	By 28 February 2019
Selecting and announcing a contractor	5 March 2019
Signing a contract	By 11 March 2019
Project Implementation period	15 March till 07 June 2019
Submitting Interim narrative report by a contractor	By 01 May 2019
Submitting final narrative and financial reports by a contractor	By 07 June 2019

All mandatory documentation should be submitted by email to [a.zhanseitova@unesco.org](mailto:a.zhanseitova@unesco.org) by 18:00 Almaty time on Friday, 22 February 2019.



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**Silk Roads Heritage Corridors in Afghanistan, Central Asia and Iran – International Dimension of the European Year of Cultural Heritage**

Email Subject: Needs-assessment survey on the safeguarding of intangible cultural heritage in the Republic of Tajikistan

**Only short-listed candidate will be selected and notified no later than one week after the closing date.**

**Annex 1: Structure of the Report (template)**

Report

1. Title page
2. Table of content
3. Executive summary (including the aim of the research, analysis of sources and methods used, main findings and conclusions etc.)
4. Introduction (background/context of the research)
5. The methodology used (description of methods used for the research)
6. Body section with chapters titled separately ( presenting findings of the research, problems identified etc.)
7. Conclusion (final statements highlighting the results of the research)
8. Recommendations (recommendations based on research findings)
9. Appendix (all attachments, e.g. List of those interviewed, interviews questions, calculations, graphs, diagrams, photos, etc.)

**Annex 2:** A multi-year action plan for implementation of the survey’s recommendations, including list of priorities and proposals for future capacity-building interventions (template)

Multi-year Action Plan

(should include the columns below but not limited)

#	Actions recommended	Timeline	Responsible organization

**Annex 3: A list of interviewed organizations/individuals (template)**

#	Name of the interviewed person/s	Position	Organization	Contact details (tel.number, email)



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**Silk Roads Heritage Corridors in Afghanistan, Central Asia and Iran – International Dimension of the European Year of Cultural Heritage**

**Response to Request for Proposal**

**Application Form**

**For the supply of implementing Initiative: Safeguarding needs-assessment in Tajikistan**

<b>Organization/Individual name</b>	
<b>Position (if individual)</b> <b>Contact person, position (if organization)</b>	
<b>Address</b>	
<b>Contact email address</b>	
<b>Contact telephone number</b>	

<p><b>1. Knowledge and experience of qualitative research, including fieldwork experience.</b></p> <p>Please outline your knowledge and experience of qualitative research and fieldwork, including experience of conducting the surveys to assess needs and priorities for safeguarding Intangible cultural heritage in Central Asia (no more than 500 words).</p>
<p><b>2. Analytical report writing skills</b></p> <p>Please list relevant reports including those concerning intangible cultural heritage and if available provide links to those reports (no more than 7 reports)</p>
<p><b>3. Requested budget</b></p> <p>Please indicate the total amount requested in USD. The detailed budget to be presented as a part of the proposal (please send detailed budget in Excel as Annex to this Response)</p>



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**4. Please send your CV as an Annex to this Response**

**5. Technical proposal**

Please describe in details your proposal to undertake research intended to assess the main needs and priorities for the Safeguarding of the Intangible Cultural Heritage in the Republic of Tajikistan (no more than 3 pages)

**Thank you!**