



United Nations
Educational, Scientific and
Cultural Organization

Call for expression of interest for the review of the the International Centre for Underwater Archaeology (ICUA)

Closing date: 1 December 2014

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.

Those 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, with the approval of the Executive Board, in the light of a review 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 34th session of the General Conference, in its [34 C/Resolution 40](#), approved the establishment, in the Republic of Croatia, of the International Centre for Underwater Archaeology (hereafter, 'the Centre'). The objectives of the Centre are:

- a) to train underwater archaeologists and conservation specialists, nationally and internationally, practically and theoretically (including professional diving training for archaeologists, historians, geologists, photographers and other specialists; scientific methodological education for the research of underwater archaeological sites and education in conservation and restoration);
- b) to improve, in the framework of international cooperation, the scientific research of underwater cultural heritage sites, the analysis of finds and their presentation and the restoration of objects recovered from the sea;

- c) to foster and facilitate the exchange of knowledge in the discipline of underwater archaeology;
- d) to organize international conferences and workshops; and
- e) to educate the public in order to raise the awareness of the underwater heritage among the public at large.

Subsequent to the approval of the Executive Board, an Agreement concerning the establishment of the Centre (hereafter, 'the Agreement') was signed between the Government of The Republic of Croatia and UNESCO on 1 August 2008 and entered into force upon meeting the formalities required to that effect by the domestic law of the Republic of Croatia and by UNESCO's internal regulations (Article 18).

Purpose

The main objectives of this review are to assess the Centre'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 review 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 reviews, 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 the Republic of Croatia.

The results of this review will be shared with the Government of the Republic of Croatia and the Centre and presented to the Executive Board, as specified in the Integrated Comprehensive Strategy. They will also be made available on the website of the Culture Sector.

Scope

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

- a) Whether the activities effectively pursued by the Centre are in conformity with its functions as set out in the Agreement signed between UNESCO and the Government of the Republic of Croatia;
- b) The relevance of the Centre'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 regional impact and usefulness of the Centre, with special focus on the South-East Europe sub-region;
- d) The fulfilment of the contractual obligations as set out in the Agreement signed between the UNESCO and the Government of the Republic of Croatia;

- e) The effectiveness of the Centre's programmes and activities to achieving its stated objectives, as defined in the Agreement;
- f) 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;
- g) The quality of relations with ICUA Member States, including its focal points, government agencies and UNESCO National Commissions, and with public/private partners and donors;
- h) The nature and quality of organizational arrangements, including management, governance and accountability mechanisms;
- i) 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;
- j) 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 Centre's status as a category 2 centre is warranted and would conform to the Integrated Comprehensive Strategy;
- 2) specific recommendations to the Centre for improving the effectiveness of its operations;
- 3) specific recommendations to UNESCO for improving the effectiveness of its coordination and interaction with the Centre;
- 4) specific recommendations for possible amendments to the Agreement, in the event it is to be renewed.

Methodology

The review of the Centre will include:

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

Roles and responsibilities

The review 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 Centre during the field visit. The reviewer(s) will be responsible for telecommunications and printing of documentation.

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

Background documents

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

- The Executive Board and General Conference documents concerning the establishment of the Centre;
- The existing Agreement between the Government of the Republic of Croatia and UNESCO concerning the establishment of the Centre, 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);
- Relevant correspondence concerning the cooperation between UNESCO and the Centre.

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

- 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 review report

A draft report will present findings, conclusions and recommendations, with a draft executive summary. The UNESCO Culture Sector, the UNESCO Regional Office for Science and Culture in Europe, the Government of the Republic of Croatia and the Centre itself will have the opportunity to comment and give feedback to the review team.

Final review 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).

The language of the report shall be English.

Review team

The review team will consist of one or more independent experts/reviewers. 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 diversity, intercultural dialogue, cultural heritage, 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.

Schedule

The review shall be completed no later than 15 February 2015.

The schedule for the review is as follows:

- A desk study of background documents (to be completed prior to the visit to the Centre);
- A mission to visit the Centre;
- Writing and submission of the draft review report no later than 31 January 2015;
- Submission of the final review report.

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

Submission of proposals/expression of interest

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

1. Curriculum vitae of expert(s)/reviewer(s) and, if applicable, company profile;
2. Letter expressing interest and clearly identifying how the candidate/candidate team meets the required skills and experience;
3. For enterprises/companies, a single overall cost; for individuals a total cost, distinguishing the fees for services from the travel expenses.

Applications should be submitted no later than 1 December 2014, midnight (Paris time) to Ms Chihiro Nishikawa (c.nishikawa@unesco.org). Please note that applications submitted through other channels will not be considered. Selection will be made on the basis of best value for money.