

Call for expression of interest for the review of the Institute for African Culture and International Understanding (IACIU)

Closing date: 13 October 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/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 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/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 180th session of the Executive Board, in its [180EX/Decision 19, Part III](#), approved the establishment in the Federal Republic of Nigeria of the Institute for African Culture and International Understanding (hereafter, 'the Institute'). The objectives of the Institute are: (i) to give greater recognition to cultural diversity and to intercultural dialogue including its interreligious component in order to reinforce social cohesion in Nigeria's pluralistic society and beyond; and (ii) to promote reciprocal knowledge, understanding, appreciation and respect in the region and beyond through a systematic networking with other national, regional and international institutions.

In order to achieve those objectives, the functions of the Institute are: (i) raising awareness among stakeholders at the national, regional and international levels about the important role

played by cultural diversity and its corollary, intercultural dialogue, for social cohesion in pluralistic societies; (ii) facilitating the network of sister institutions working in these fields and inducing relevant academic and scientific studies; (iii) providing a platform of genuine cooperation for specialists in African culture; (iv) providing capacity-building through the promotion of knowledge-sharing about spiritual and other religious traditions and their underlying values in order to strengthen harmonious coexistence; and (v) highlighting the values of diversity and dialogue by studying tangible and intangible heritage as well as contemporary cultural expressions in the African region and the diaspora (through inventories and catalogues, including in digitized form, disseminating and exhibiting collections and other relevant materials).

Subsequent to the approval of the Executive Board, an Agreement concerning the establishment of the Institute (hereafter, 'the Agreement') was signed between the Government of the Federal Republic of Nigeria and UNESCO on 8 April 2009 and entered into force immediately (Article 19). UNESCO's assistance under the Agreement is fixed for a period running from its entry into force until the completion of the Medium-Term Strategy for 2008-2013 (34 C/4).

Purpose

The main objectives of this review are to assess the Institute'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 Federal Republic of Nigeria.

The results of this review will be shared with the Government of the Federal Republic of Nigeria and the Institute 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 Institute are in conformity with its functions as set out in the Agreement signed between UNESCO and the Government of the Federal Republic of Nigeria;
- b) The relevance of the Institute'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). In this regard, particular attention should be given to ascertaining whether the activities pursued effectively contribute to attaining the expected results of Major Programme IV Culture as per the Organization's Medium-Term Strategy 2014-2021 (37 C/4) and the Organisation's

Approved Programme and Budget 2014-2015 (37 C/5), or if the Institute may have greater programmatic relevance to one of the other Major Programmes;

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

Methodology

The review of the Institute will include:

- A desk study of relevant documents, provided by the Institute and UNESCO Secretariat;
- A visit to the Institute, including interviews with the Institute's management and staff;
- Interviews (telephone, online and/or via e-mail) with the Institute's stakeholders, collaborators, and beneficiaries as well as UNESCO staff concerned;
- 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 Institute 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 Institute;
- The existing Agreement between the Government of Nigeria and UNESCO concerning the establishment of the Institute, 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 Institute.

The Institute 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/centres and UNESCO's programmes.

Draft review report

A draft report shall be submitted in English presenting findings, conclusions and recommendations, with a draft executive summary. The UNESCO Culture Sector, the Government of the Federal Republic of Nigeria and the Institute 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 31 January 2015.

The schedule for the review is as follows:

- A desk study of background documents (to be completed prior to the visit to the Institute);
- A mission to visit the Institute;
- Writing and submission of the draft review report no later than 31 December 2014;
- Submission of the final review report.

The date of the mission to the Institute will be defined by UNESCO in coordination with the Institute 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 experts/reviewers 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 13 October 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.