



United Nations
Educational, Scientific and
Cultural Organization

Intangible
Cultural
Heritage

International Assistance

ICH-04 – Form

Reçu CLT / CIH / ITH

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18 MAI 2012

N° 0516

REQUEST FOR INTERNATIONAL ASSISTANCE FROM THE INTANGIBLE CULTURAL HERITAGE FUND

FOR AMOUNTS GREATER THAN US\$25,000: DEADLINE 31 MARCH 2011

FOR AMOUNTS UP TO US\$25,000: SUBMIT AT ANY TIME

*Instructions for completing the request form are available at:
<http://www.unesco.org/culture/ich/en/forms>*

1. State(s) Party(ies)

For multi-national requests, States Parties should be listed in the order on which they have mutually agreed.

MALAWI

2. Contact person for correspondence

Provide the name, address and other contact information of the person responsible for 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.

Title (Ms/Mr, etc.): Mr.

Family name: MAGOMELO

Given name: CHRISTOPHER

Institution/position: MALAWI NATIONAL COMMISSION FOR UNESCO, ASSISTANT EXECUTIVE SECRETARY (CULTURE)

Address: P O BOX 30278, LILONGWE 3

Telephone number: +265 (0) 995 675 713

Fax number: +265 1 755 134

E-mail address: mnatcom@broadbandmw.com

Other relevant information: Responsible for Culture Programme

3. Project title

This is the official title of the project in English or French that will appear in published material.

Not to exceed 200 characters

Development of an Inventory of Intangible Heritage of Malawi

4. Budget overview

Amount requested from the Fund: US\$24,947.23

State Party contribution: US\$3,654.60

5. Is this an emergency request that might receive expedited processing?

Indicate if this is an emergency request that might warrant expedited evaluation by the Bureau. You will be asked to describe the nature and severity of the emergency in item 12.

- emergency request
 non-emergency request

6. Duration of the project

Indicate the total number of months required for implementation of the proposed project.

4 Months

7. Name of the implementing agency

Indicate the name of the body (agency or institution) responsible for implementing the project if it is selected for funding.

Malawi National Commission for UNESCO

8. Scope of the project

Tick only one box.

- local (sub-national)
 national
 sub-regional/regional (more than one country)
 international (including geographically non-continuous areas)

9. Location of the project

Identify the location(s) in which the project will be carried out.

Not to exceed 100 words

The project will take place among the Mambwe, Lambya and Sukwa in Chitipa, the Nyika in Rumphu and the Wondya, Ndali Namwanga and Nyakyusya in Karonga districts in the Northern Region of Malawi:

Chitipa: 691km from the capital Lilongwe City

Rumphu: 432km from Lilongwe

Karonga: 590km from Lilongwe

The districts are found at these geographical coordinates:

Chitipa: 9° 43' 0" South, 33° 16' 0" East

Rumphu: 11° 1' 0" South, 33° 52' 0" East

Karonga: 11° 22' 0" South, 34° 10' 0" East

10. 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 best practices should use Form ICH-06.

- safeguarding heritage inscribed on the Urgent Safeguarding List
- safeguarding heritage being nominated for inscription on the Urgent Safeguarding List
- elaboration of inventories
- implementation of programmes, projects and activities for safeguarding

11. Forms of assistance requested

Tick one or several box(es) to identify the forms that the international assistance will take.

- studies concerning various aspects of safeguarding
- the provision of experts and practitioners
- the training of all necessary staff
- the elaboration of standard-setting and other measures
- the creation and operation of infrastructures
- the supply of equipment and know-how
- other forms of financial and technical assistance, including, where appropriate, the granting of low-interest loans and donations

12. Background and rationale

Provide a brief description of the current situation and the need that the proposed assistance would address. For safeguarding of a particular element, provide a description of the element, its viability and why safeguarding measures are required. For programmes or activities not focused on a particular element (e.g., preparation of inventories, strengthening of capacities, awareness-raising, visibility), describe existing related programmes and activities, if any, and identify gaps to be addressed. For emergency assistance requests, describe the nature and severity of the emergency.

Not to exceed 500 words

Malawi is a landlocked country in Southern Africa, surrounded by Tanzania in the east, Mozambique in the south and Zambia in the west. Its territory covers 118,500 square kilometres and 56% of the land is arable. The population is approximately 13million. Ninety percent of the population is rural and 8% are dependent on food production for subsistence. The country is divided into three regions: Southern, Central and Northern which are further subdivided into a total of 28 administrative districts.

Malawi is endowed with a rich diversity of cultures represented by about 17 languages spread across the country which in turn represent 17 cultural communities each mostly concentrated under a specific chief. Each of these communities has a diversity of intangible heritage handed down from generation to generation. Below is a summary of eight communities whose ICH will be inventoried, their language and where they are located.

Community	Language	District(s)	Region
Sukwa	Chisukwa	Chitipa,	Northern
Ndali	Chindali	Chitipa,	Northern
Lambya	Chilambya	Chitipa,	Northern
Nyakyusa	Chinyakyusa	Karonga	Northern
Wondya	Chiwondya	Karonga	Northern
Namwanga	Chinamwanga	Karonga	Northern
Mambwe	Chimambwe	Karonga	Northern
Nyika	Chinyika	Rumphi	Northern

Malawi Government realised that to safeguard ICH of these communities was need to first identify its broad domains, describe it and note its own inherent transmission capacities. Then appropriate safeguarding measures would be put in place. Consequently, in 2007 an officer of Museums of Malawi Mr. Lovemore Mazibuko participated in a training organised by UNESCO Harare Cluster Office in Dar-es-Salaam on methodology for developing inventories. In 2010 he was further trained as a trainer of trainers on community-based inventoring organised by UNESCO Harare Cluster Office in Harare. In 2008 a team comprising of government professionals was formed which subsequently carried out inventoring of ICH of eight communities: Chewa, Thumbuka, Sena, Lhomwe, Yao, Ngoni, Tonga, Senga and Ngonde. The same team will carry out inventoring of ICH of the remaining eight communities under supervision of Director of Culture:

Research Leader and Coordinator: Mr. Lovemore Mazibuko, MA, Museums of Malawi

Researchers: Professor Boston Soko, Mzuzu University
Mr. Macdonald Maluwaya- BA, Chief Arts Officer,

Technician: Mr. P Nyirenda, Diploma in Digital Filmmaking

Community assistants: In each community the team will be assisted by six locally based youth who will first be trained on community-based inventorying of ICH.

The team will use the Group Interview method of research to collect information with the aid of digital still and video cameras. A question guide and interview profile sheet will be prepared comprising of both structured and unstructured questions in the following areas: Domain; Name/title of element; Description of element; Professional category; Associated tangible elements; Availability of tangible elements; Associated intangible elements; Language of the element; Practitioners' age, gender, social status; Function of the element; Occasion and customary practices governing performance; Modes of transmission; Threats to transmission; Safeguarding measures in place and Organisations concerned in terms of safeguarding and practice.

The convention gives the state parties the discretion to "draw up in a manner geared to its own situation, one or more inventories of the intangible cultural heritage present in its territory".

13. Objectives and results

Describe what middle-term effects would be provided by the implementation of the project (objectives) and what kind of positive impacts and concrete accomplishments would be seen after implementing the proposed project (expected results). Both need to be clearly identified and the concrete results need to be spelled out in detail and linked to the activities described under item 14.

Not to exceed 250 words

As Article 11 of the Convention states, each State Party shall, among the safeguarding measures referred to in Article 2, paragraph 3, identify and define the various elements of the intangible cultural heritage present in its territory, with the participation of communities, groups and relevant nongovernmental organizations. The broad objective of this project is therefore to promote the critical role of intangible cultural heritage by identification and definition of its various elements in the territory of Malawi through inventorying. The project will achieve the following specific objectives and results:

Objective 1: To build the capacity of communities in conducting community-based inventorying of their ICH

Results: - 18 community based out of school youth between 18 and 30 years and 12 practitioners trained on conducting community based inventorying of ICH

- Sustainability of the project achieved as the community can carry out similar activities in future without outside assistance

Objective 2: To identify through field research among eight cultural communities in Malawi, elements of the five domains of ICH namely: oral traditions and expressions, including language as a vehicle of the intangible cultural heritage; performing arts; social practices, rituals and festive events; knowledge and practices concerning nature and the universe and; traditional craftsmanship. This is in observance of Article 12 of the Convention which states; 'To ensure identification with a view to safeguarding, each State Party shall draw up, in a manner geared to its own situation, one or more inventories of the intangible cultural heritage present in its territory. These inventories shall be regularly updated'.

Results: - A minimum of 40 elements of ICH for all the eight cultural communities in Malawi namely; Sukwa, Ndali, Nyakyusya, Mambwe, Namwanga, Lambya, Wondya and Nyika, identified and documented through interview profile sheets, photographs, recorded interviews and videotaped sessions.

- Knowledge of cultural, ethnic, linguistic and religious diversity in Malawi disseminated

Objective 3: To prepare a document with brief description of each element of intangible heritage

identified in each domain and cultural community.

Results: - One printed document on ICH of nine cultural groups in Malawi
- One video of the ICH of the nine cultural groups in Malawi
- Awareness enhanced of the importance of intangible cultural heritage
- Knowledge of cultural, ethnic, linguistic and religious diversity in Malawi documented and preserved for posterity

14. Activities

What are the key activities to be carried out in order to achieve the expected results identified in item 13 (Objectives and results)? Describe the activities in their best sequence, addressing their feasibility. Each activity needs to be explained in a detailed and narrative manner. The information demonstrated in this section should be consistent with that provided under item 21 (Timetable) and item 22 (Budget).

Not to exceed 500 words

To achieve the intended results of the project, the following activities will be carried out;

1. Preparatory Meetings

1.a Meeting on Project Plan

The experts will have a one day meeting on the project plan of action. The meeting is essential to establish unity of purpose and participation in the planning stage of the project. The meeting will not only involve the project team but also other staff members of the Department and the National Commission. In total it will involve 10 people.

1.b Meeting on Community Involvement

Each of the nine cultural communities have roots in a specific district in Malawi although over the years they have spread and mixed with each other across the country. Before the research team visits the village it would have made preparations by making prior contacts and arranged for a meeting with the Chief and the trainee youth. The trainee youth will be identified by the National Youth Council. The Chief would have in turn contacted, locally known practitioners and informants on the selected categories of intangible cultural heritage. The purpose of the meeting will be first to ensure community participation in the preparatory stage of the project, secondly to solicit prior, free and informed consent from these leaders and practitioners, and thirdly to arrange for performance of the particular elements for recording purposes. The Chiefs who are the officially recognised custodians of the heritage were previously briefed about and are aware of the UNESCO convention for safeguarding of ICH and have previously expressed willingness for their communities to be involved in inventorying of their ICH such as happened in the other nine communities as described in 12 above. The briefing meeting will take place one week before the training and field work to give ample time for contacting of the trainees and arrangements for performances. About 20 representatives of practitioners will attend this meeting.

2. Field Research

2.a Training on Community-based Inventorying

The training of youth and practitioners in each district will then take place concurrently with the field research which is the actual inventorying exercise. The first two days will be devoted to theory component of the training. A total of 10 people will be trained. The four practitioners will have been identified by the chiefs.

2.b. Investigation, Interviewing and Documenting Informants and Practitioners

Investigation, interviewing and documenting will be done by the research team complemented by the 10 people to be trained in each district. It will be done over a period of not more than ten days in each district. The domains to be documented are:

- i. Oral Traditions and Expressions - Languages
- ii. Performing Arts - Traditional Dances, Traditional Games
- iii. Social Practices, Rituals and Festivals - Religious practices, Marriage practices, Birth rituals, Transitional rites, Death rituals, Calendrial Festivals
- iv. Knowledge and Practices Concerning Nature - Traditional medicine, Traditional food preparation and preservation, traditional calendrical events
- v. Traditional Craftsmanship - Agricultural implements, Decoratives, Attire, Domestic appliances and other materials, Hunting/Defensive tools, Musical instruments

3. Monitoring, Reporting and Evaluation

This activity entails arranging the collected information and compiling the inventory technical, financial and evaluation reports. Mr. Mzibuko the Research Leader will be responsible for drawing up of the inventory document. For monitoring and evaluation three people will be involved. Mr. Magomelo will join the research team for daily monitoring in order for him to compile monthly reports. He will therefore, prepare the Monitoring and Evaluation reports. Dr.Mkandawire and Dr Gomani-Chindebvuvu will conduct spot-checks once a month to validate the monitoring reports.

15. Community involvement

Identify clearly the community(ies), group(s) or, if appropriate, individuals concerned with the proposed project. Describe the mechanisms for fully involving them in the proposed activities. This section should describe not only the participation of the communities as beneficiaries of financial support, but also their active participation in the planning and implementation of all of the activities.

Not to exceed 500 words

The field work will be conducted in the respective communities as advised by highest ranking Chiefs of the particular district as follows:

Community	District(s)	Region	Chief (s)
Sukwa	Chitipa,	Northern	Mwenemisuku,
Ndali	Chitipa,	Northern	Nthalire,
Lambya	Chitipa	Northern	Mwaulambya
Nyakyusa	Karonga	Northern	Mwakaboko
Wondya	Karonga,	Northern	Mwenewenya
Namwanga	Karonga	Northern	Mwafulirwa
Mambwe	Karonga	Northern	Kyungu
Nyika	Rumphu	Northern	Chikulamayembe

Before the research team visits the village it would have made prio contacts and arranged for a briefing meeting with the Chief and locally known practitioners of the selected categories of intangible cultural heritage as well as the youth. The team would also have contacted National Youth Council which will identify 18 youth 6 from NGOs based in each of the three districts of Chitipa, Karonga and Rumphu who will be working in the cultural field and interested in

inventorying of ICH.

The letter that will be sent to National Youth Council will detail the criteria for identification such as the youth must have attained certificate of secondary education completion, be based in the community, are involved in cultural activities or projects, speak the local language, have interest in anthropological research. The purpose of the briefing meeting is to solicit prior, free and informed consent from the informants and participants. A training on community-based inventorying will be conducted within the community prior to the exercise. This particular training will mainly target the youth but will also invite the Chief and some literate practitioners. The training is a way of building the capacity of the local community to conduct future inventorying on their own without assistance of the experts.

Informants for investigation and documentation will represent both gender and all age brackets that is the male and female, the elderly, youth and children depending on the specific element being documented at any specific time. An estimated 60 informants both as individuals and groups will be interviewed in each district making a total of 180 informants and practitioners who will participate in providing information to be documented

The actual inventorying will be done by the team and the trained youth and practitioners. The majority of practitioners of traditional ICH in Malawi have not gone far with formal school hence they may not be able to document in written form their own ICH. However, it has been noticed that these communities have strong oral traditions and can make verbal narrations of historical fact surpassing even those who have been in formal learning environments. Therefore, the communities will be a formidable source of information on the ICH.

The results of this inventory will give government evidence-based information to enable it develop a national safeguarding strategy and action plan.

16. Implementation strategy

Describe the implementing organization or body that will be responsible for implementing the project including its background, structure, etc. Identify the human resources available for implementing the project and indicate their division of tasks. (Contact information is to be provided under item 23.)

The Malawi National Commission for UNESCO: Established in 1981 the Commission will be responsible for the implementation as well as finances and monitoring and evaluation of this project. This had been agreed with the Department of Culture in order to ensure that the project is implemented smoothly, in time and without delay. In the past where finances were channeled through the central government system there were delays in sourcing the funds by the Department.

The Malawi National Commission is better placed to handle the finances as it has experience in handling UNESCO funds having implemented numerous projects in all the five major programmes of UNESCO. It is a Government subvented organisation. It is semi-autonomous from the civil service proper. It has an Executive Board which is the highest decision making body. The Chairman of the Board is the Secretary for Education Science and Technology. The Secretariat of the Commission is headed by the Executive Secretary. The secretariat consists of the programmes department and the administration department.

The programmes department consists of five professional officers one in each major programme area of UNESCO. These have a minimum of Masters Degree in their specific major programme area. The professional officer responsible for the culture programme currently is Mr. Christopher J Magomelo who holds a Master of Arts Degree. His Masters thesis was on "The Development Role of Traditional Authorities in the Context of the Decentralisation System in Malawi". He also holds several post graduate diplomas in culture and local development. One of the diplomas is on "Cultural Projects for Development". Mr. Magomelo has 12 years experience in managing

cultural projects including in intangible cultural heritage and specifically inventorying of ICH. He coordinated the preparation of nomination dossier for Gule wa Mkulu which is on the representative list through the masterpieces route. He is the secretary of the National ICH Committee. Mr. Magomelo will be responsible for coordination and monitoring and evaluation of the project under the supervision of the Executive Secretary Dr. Francis Mkandawire who holds a PhD in education having risen from a programme officer for education. In the administration section are several competences. The Accountant is Mr. Happy Phiri who holds Association of Certified Chartered Accountants (ACCA) Professional Diploma in addition to a Bachelors Degree in Accountancy. He will be responsible for accounting of the project funds. He will be assisted by support staff under him for logistics, procurement and documentation.

The project will also partner with National Youth Council in identifying 24 youth from Youth NGOs based in the three districts of Chitipa, Karonga, Rumphi and Mchinji making a total of 18 youth to be capacitated in community inventorying.

Chiefs Kyungu, Mwenemisuku, Nthalire, Mwafuliwa, Mwaulambya, Mwenewenya, Mwakaboko, Chikulamayembe, Kamene and Kilupula will be involved in identifying informants and practitioners.

17. 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.

The Department of Culture will be responsible for the day to day activities of the project as the lead partner in implementation. Above this department is the office of the Principal Secretary for Ministry of Tourism, Wildlife and Culture and under it are several divisions: Museums, Arts and Crafts, Antiquities and Archives. The Department is headed by the Director of Culture Dr. Elizabeth Gomani-Chindebvu who holds a PhD in Palaeontology and has 10 years experience in heading the department. She will be the supervisor of the project day to day activities. The activities will be led by specific officers from two of these divisions who are competent in the specific task they will be responsible for:

Museums: Mr. Lovemore Mazibuko is an ethnographer who was trained by UNESCO Harare Office in community inventorying. He holds a Master of Science Degree in Ethno-biology. He also has a Post-Graduate Diploma in Heritage Management. He will be the Research Leader and coordinator of the project.

Mr. P Nyirenda holds a Diploma in Digital Filmmaking. He has several years prior experience in audiovisual work with a local TV station before joining the Museums. He will be responsible for audio visual recording of the ICH elements and the interviews.

Arts and Crafts: Mr. Macdonald Maluwaya is principal arts officer. He holds a Bachelors Degree in Humanities with a major in performing arts. He will be assistant researcher in the project.

They will be assisted by support staff such as driver, secretary and messenger.

The Department of Culture will coordinate with the following organisations and competent people towards achievement of the objectives of the project:

Mzuzu University: Here the project will involve Professor Boston Soko who is a professor of Literature. He was involved in the preparation of Malawi's candidature file on Vimbuza healing dance as a master piece which is now on the representative list. He has written extensively on the dance and other oral traditions. He will be a researcher in the project.

18. Monitoring, reporting and evaluation

Describe how the implementing organization plans to carry out monitoring, reporting and evaluation of the project. For larger or more complex projects, external monitoring and evaluation are preferable. Standard formats for reporting and evaluation will be available from the Secretariat.

Not to exceed 250 words

The overall purpose of monitoring and evaluation will be to measure and assess the performance of the project. Whereas monitoring is continuous checking of progress towards achievement of the results, evaluation is conducted at project completion to assess and determine its impact.

The National Commission for UNESCO specifically Mr. Christopher Magomelo will be responsible for monitoring and evaluation of the project. The Commission will use the standard formats for reporting and evaluation which will be available from the Secretariat. If by the start of the project these formats are not available the Commission will use the UNESCO standard format for reporting and evaluation of Participation Projects.

The continuous monitoring will address issues such as procurement, delivery of inputs, schedule of activities and progress made in production of project outputs and results on monthly basis. Monthly monitoring reports will be made by Mr. Magomelo to Dr. Mkandawire and Dr. Gomani-Chindebvu. This will indicate as early as possible any shortcoming with regard to delivery of inputs, execution of activities or production of outputs in order that corrective action can be taken in time. These will be validated by spot-check visits every once a month by Dr. Mkandawire and Dr. Gomani-Chindebvu.

The aim of evaluation would be to determine the project's effectiveness in achieving its planned objectives, its significance in making a contribution towards safeguarding of ICH, its efficiency in terms of cost and benefit, and the lessons that can be learnt to inform similar activities in future or elsewhere. Evaluation will be done through a process of planning where Terms of Reference will be issued to the researchers and assistant, information gathered through the monitoring which will then feed into the evaluation report.

19. Capacity-building

Describe how the project may contribute to building up capacities or strengthening existing resources, for instance in the communities and/or in the implementing organization concerned.

Not to exceed 250 words

The project includes a component on capacity building. This is the training of at least 18 youth from all the three districts and 12 practitioners from the communities on community-based inventorying. The training will be conducted concurrently with the actual inventorying exercise. First the theoretical part of training will take place during two days just before the field work. The practical hands on part of training will take place during the field work. Normally the full training takes about eight days but in this project it will extend until the end of the ten day field work except for Rumphu where it will take five days because there is only one cultural community targeted. It is envisaged that this will enrich the youth's practical knowledge on ICH inventorying. In addition the research team will gain even more experience. The specific knowledge which will

be gained will be on data gathering on:

Identification of ICH element: name, description, community that practice and location

Characteristics of the element: associated tangible and intangible elements, language and origin

Persons and institutions involved with the element: practitioners (age, gender) exclusiveness to one society, mode of transmission, concerned organisations etc

State of element ie viability: threats, viability of associated tangible and intangible elements and safeguarding measures

As well as on how to ensure community involvement: consent for data gathering, restrictions, resource persons and their organisations

20. Sustainability and multiplier effects

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 by whom they would continue.

Describe how this assistance may stimulate financial and technical contributions from other sources or may stimulate similar efforts elsewhere. When the overall project benefits from contributions of other funding sources, indicate by whom, how much and for what purpose the contributions are granted.

Not to exceed 250 words

The project will be sustainable due to the capacity building component mentioned above. The knowledge that will be gained by the community based youth and the practitioners means that the community will have the human resource capacity to conduct similar exercises on their own beyond the end of the project. The national authorities can then continue building on the national inventory through in-depth community-based inventories with financial resources from Department of Culture itself and other sources. Through this project other sources of financial resources will be stimulated. One such source is the Local Development Fund that is managed by the District Commissioner (DC) of each district. The fact that UNESCO will have been involved is on its own encouragement enough for the DCs to support this effort by contributing financially in the future to the efforts to safeguard ICH of the communities under their jurisdiction as well as encourage other partners that they receive development funding from, to do the same. In addition companies such as Press Corporation and Malawi Telecoms Limited who have shown interest in cultural activities in the past will be encouraged by UNESCO support to continue the support. Furthermore, in emulating the Chewa who established Chewa Heritage Foundation after the UNESCO supported project on preparation of a candidature file on nomination of Gule waMkulu as a master piece of the oral and intangible heritage of humanity, the communities themselves through their Chiefs and well to do members will be stimulated to form their own associations. This will bring with it financial and human resources. The Chewa Heritage Foundation today conducts activities to safeguard the Gule WaMkulu without assistance from government. It conducts its own fundraising.

21. Timetable of the project

Provide a month-by-month timetable for the proposed activities. The information provided in this section should be in conformity with that in item 6 (Duration of the project) as well as item 14 (Activities). Please note that the activities can only begin approximately three months after approval of the request at the earliest. A sample timetable is available in Annex 1 of the instructions.

Time	Activities	Expected Results & Deliverables
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September 2012		
1-2Sept	Meeting on Project Implementation Plan	Implementation Plan & Report
1. Chitipa: Lambya, Sukwa and Ndali Communities:		
9-10Sept	Meeting on Community Involvement	Trainees, practitioners identified & Report Prio, free and informed consent
15-22Sept	Training on Community Inventorying	10people trained & Training Report
25Sept-5Oct	Investigating & Documenting ICH	Lambya, Sukwa, Ndali ICH doc., & monitoring report, video
October 2012		
2. Karonga: Wondya, Mambwe, Nyakyusya and Namwanga Communities:		
9-10Oct	Meeting on Community Involvement	Trainees, practitioners identified & Report Prio, free and informed consent
15-22Oct	Training on Community Inventorying	10people trained & Training Report
25Oct-5Nov	Investigating & Documenting ICH	Wondya, Mambwe, Nyakyusaya, Namwanga ICH doc., video & monitoring report
Nov 2012		
3. Rumphu: Nyika Community:		
9-10Nov	Meeting on Community Involvement	Trainees, practitioners identified & Report Prio, free and informed consent
15-22Nov	Training on Community Inventorying	10people trained & Training Report
22Nov-2Dec	Investigating & Documenting ICH	Nyika ICH doc., monitoring report, video
December 2012		
3Dec-30 March 2013	Evaluation, finalisation of documentation and Reporting	

22. Budget

The budget should reflect only the activities and expenses for which international assistance from the Intangible Cultural Heritage Fund is requested, including the State contribution, if any. Clearly distinguish the amount requested from the Intangible Cultural Heritage Fund from the amount to be contributed by the State Party.

Provide a detailed budget breakdown in US dollars of the amount requested, by type of cost (e.g. personnel, travel, fees, etc.) with enough specificity and detail so as to provide sufficient justification and to allow actual expenses to be matched directly against the projections. Sample budgets are available in Annex 2 of the instructions.

The budget breakdown demonstrated in this section should be in conformity with the detailed narrative description provided under item 14 (Activities).

Activity	Amount	No	Total	State Contribution	ICHF Contribution
Hire of conference facilities					
Meeting on Implementation Plan					
Transport: Fuel per vehicle:-	175.00	2	350.00		350.00

DSA: (4people per night)	320.00	1	320.00		320.00
Meetings for Community Involvement					
Transport:					
Fuel per vehicle per District	175.00	3	525.00		525.00
Refreshments 20people per day	180.00	3	540.00		540.00
DSA: 4researchers per night	320.00	3	960.00		960.00
Driver per night	30.30	3	90.90		90.90
Training on Community-based Inventorizing					
Transport:					
Fuel per vehicle per district	175.00	3	525.00		525.00
DSA: 4research team per night	320.00	3	960.00		960.00
Lunch for 10trainees	100.00	3	300.00		300.00
Driver per night	30.30	3	90.90		90.90
Trainer Fee: 4people per training	600.00	3	1,800.00	1,800.00	
Investigation and Documentation					
Hier of a field vehicle per day	61.82	30	1,854.60	1,854.60	
Transport:					
Fuel for 2vehicles per district	350.00	3	1,050.00		1,050.00
DSA:4researchers per night	320.00	25	8,000.00		8,000.00
2drivers per night	60.60	25	1,515.00		1,515.00
Refreshments(60people/district=180)	10.00	180	1,800.00		1,800.00
Lunch: 6trainees/day	60.00	25	1,500.00		1,500.00
Stationery			350.00		350.00
Video tapes 10per district	15.00	30	450.00		405.00
Printing 100copies of inventory	10.00	100	1,000.00		1000.00
Video Editing & printing			500.00		500.00
Multiplication of video, 5copies	10.00	5	50.00		50.00
Monitoring and Evaluation					
DSA:					
1person per night	80.00	25	2,000.00		2,000.00
2people/3spot checks	181.81	3	545.43		545.43
Fuel	175	3	525.00		525.00
Report writing: 2reports	500.00	2	1,000.00		1,000.00
Totals			28,601.83	3,654.60	24,947.23

23. Previous financial assistance from UNESCO for similar or related activities

Has the State Party ever received any financial assistance from UNESCO or any of its offices or programmes to implement an activity similar to or related to the project that you are currently proposing (e.g. for safeguarding the same or similar intangible heritage elements, inventorying intangible cultural heritage in the same or other regions, etc.)? If so, provide below detailed information on the project(s) (title, period, contract number, funding source, etc.).

No

Yes (if so, please provide details below:)

Through Participation Programme of 2007 - 2008, Development of an Inventory of Selected Intangible Cultural Heritage of Malawi, PPNumber: 4655200004MLW. Inventorying of ICH of the Chewa cultural community of Lilongwe, Ngoni of Mzimba, Yao of Machinga, Lhomwe of Thyolo, Tumbuka of Rumphu, Tonga of Nkhatabay, Ngonde of Karonga and Sena of Nsanje districts. This was inventorying of ICH elements of different cultural communities and in different districts from those being proposed.

24. Implementing agency (contracting party, if assistance is provided)

24.a. Name and contact information

Provide the name, address and other contact information of the implementing agency that would be contracted by UNESCO to carry out the project and the name and title of the contact person.

Name of the agency: Malawi National Commission for UNESCO

Name and title of the contact person: Christopher J Magomelo. Mr

Address: P O Box 30278, Lilongwe 3

Telephone number: +265 (0) 995 675 713

Fax number: +265 (0) 1 774 048

E-mail address: mnatcom@broadbandmw.com or cmagomero2003@yahoo.com

Other relevant information: Assistant Executive Secretary (Culture)

24.b. Default on any previous contract with UNESCO

Is the implementing agency in default of any previous contract with UNESCO, because it has not settled amounts due or has otherwise failed to carry out its obligations there under? If so, provide below detailed information about the contract (contract number, contract period, UNESCO Division or Office concerned, etc.).

No

Yes (if so, please provide details below:)

For over 15 years the Malawi National Commission for UNESCO has never defaulted on any single project it has ever implemented. In fact its reporting has been a model in the cluster.

24.c. On-going contract with UNESCO

Is the implementing agency now under contract with UNESCO for any purpose? If so, provide below detailed information about the contract(s) (contract number, contract period, UNESCO Division or Office concerned, etc.).

No

Yes (if so, please provide details below:)

Contract number: 4500167953

Title: Preparatory Assistance - Development of Proposal for Development of Cultural Industries in Malawi

UNESCO Division: International Fund for Cultural Diversity, Division of Cultural Expression

Amount: USD10,000.00

Period: March 2012 - January 2013

25. Signature on behalf of the State Party

The request should conclude with the original 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.

Name: Francis R. Mkandawire

Title: Dr.

Date: 25th April, 2011

Signature: