

Terms of Reference for the 3rd Evaluation of the International Fund for Cultural Diversity (IFCD)

I. Background

The International Fund for Cultural Diversity (hereinafter “the IFCD”) is a multi-donor voluntary Fund established under Article 18 of the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions (hereinafter “the Convention”) to facilitate international cooperation for sustainable development and poverty reduction, and to foster the emergence of dynamic cultural sectors in developing countries that are Parties to the Convention.

The overall goal of the IFCD is to support the implementation of the 2005 Convention and the emergence of dynamic cultural sectors in developing countries, through strengthening the means to create, produce, distribute and have access to diverse cultural goods and services.

The IFCD became operational in 2010. Since then, 152 projects in 71 developing and least developed countries have been funded through grants of up to US\$ 100,000 per project. Beneficiaries range from public authorities and institutions to non-governmental organizations (NGOs) from developing countries that are Parties to the Convention as well as International non-governmental organizations (INGOs). Through 14 funding cycles, the total funding provided to IFCD projects amounts to more than US\$ 11.5 million. A database of funded projects is available on [UNESCO’s web site](#).

[According to the Guidelines on the Use of the Resources of the IFCD](#) (para. 22) an evaluation of the Fund shall be carried out every five years. A first evaluation was conducted in [2012](#) and a second evaluation in [2017](#), both of which made a number of recommendations whose implementation was closely monitored by the Intergovernmental Committee of the Convention. This 2024 evaluation shall assess progress made on the implementation of recommendations by the previous evaluations, identify lessons learned and make further recommendations that will inform the future governance and implementation of the IFCD.

II. Objectives

The purpose of the overall evaluation is to generate findings and recommendations regarding the relevance, efficiency, effectiveness, impact and sustainability of the IFCD in the context of the Convention. The evaluation recommendations are expected to inform the future management and governance of the Fund, and the Convention Secretariat’s efforts to monitor and support the implementation of the funded projects.

Points to be addressed in the evaluation exercise:

1. What is the overall **relevance** of the IFCD, and its **added value** to the implementation of the Convention?
2. How effective and efficient are the **governance** and **management** processes of the IFCD?
3. How can the **quality** of proposals be improved?
4. What is the **impact and sustainability** of IFCD projects?
5. How can the sustainability of the **IFCD funding** be improved?

The evaluation will cover the period from October 2017 up to the time of the evaluation in 2024 (funding cycles 7 to 13) given that the first evaluation of the IFCD covered projects from the first two cycles (2010 and 2011), and the second evaluation covered cycles 3 to 6 (2012-2015).

Part A. Evaluation of the IFCD governance and management

The following questions are to be addressed in light of past evaluations and follow-up actions:

1. How effective and efficient are the governance and management processes of the IFCD?

To determine this, special attention should be paid to:

- *Guidelines on the Use of the Resources of the IFCD* and the criteria adopted by the Committee
- relevance, clarity and quality of the objectives and budgets of the pre-selected proposals;
- role and capacity of IFCD Secretariat;
- role and capacities of the National Commissions in reviewing projects;
- role of civil society and its access to IFCD resources;
- criteria and method for selecting experts to serve on the evaluation panel;
- selection process for projects submitted for funding;
- management and monitoring of funded projects.

To address this question, special attention could be paid to:

- *use of human and technical resources, the organizational structure managing the Fund—including the feasibility of timelines for deliverables, working and information documents as well as decision-making by the governing bodies;*
- *procedures for submitting project applications and application forms;*
- *examination of the preselection form;*
- *examination of the eligibility of the requests by the Secretariat;*
- *assessment of the evaluations carried out by the Panel of Experts;*
- *coordination of the experts' work with the Secretariat and amongst the experts;*
- *working methods of experts and their tools for evaluation and communication;*
- *forms used to present the results of the experts' evaluation to the Committee;*
- *accessibility and evaluation on the online platform;*
- *contract management;*
- *visibility of the IFCD and a comprehension of the fields of activity by the relevant stakeholders and the public; and*
- *transparency of the process as a whole.*

Part B. Evaluation of the relevance of the IFCD and of the results achieved

The following questions should be addressed:

1. What is the overall relevance of the IFCD, and its added value to the implementation of the Convention?

- To determine this, special attention should be paid to:
 - How relevant is the Fund in terms of responding to Parties' needs and expectations?
 - What is its overall value added (in the context of the larger implementation of the 2005 Convention and supporting Culture as a Global Public Good)?
 - To what extent do the projects are aligned with the objectives of the Convention, the Guidelines on the Use of the Resources of the IFCD, and the priorities of the Committee?
 - To what extent have projects contributed to advancing UNESCO Priorities for: Gender Equality, Africa, Youth, and SIDS?
 - To what extent is the IFCD complementary to other international funds covering similar fields (within and outside UNESCO)?

2. How effective have the IFCD projects been in attaining expected results, what is their impact and the sustainability of results?

To determine this, special attention should be paid to:

- To what extent have the projects achieved their medium- and long-term outcomes and results?
- What are the reasons for the non-achievement of results?
- How did the activities of the projects address the objectives identified?
- Did the projects' objectives address the identified needs of the target group(s)?
- Do beneficiaries have the financial and human capacity to ensure the sustainability of programmes/projects?
- What was the degree of visibility achieved by the projects? How visible is the 2005 Convention and UNESCO in their implementation?
- In what ways have the Parties used and relayed information provided through the communication tools developed by the Secretariat?

To determine this, evaluator(s) may consider undertaking site visits to up to three selected projects.

Part C. Assessment of the IFCD incomes and expenditures

The following questions should be addressed:

1. Is the amount of the budget envelope available for projects appropriate, and how can the sustainability of the IFCD funding be improved?

- To determine this, special attention should be paid to:
 - Percentage of the IFCD budget used for operational costs vs projects;
 - Impact, main findings and lessons learned from the implementation of the latest communication and fundraising strategy;

III. Eligibility/qualifications/experience requirements:

The evaluation will be carried out by an external team of evaluators with the following qualifications:

- Minimum 10 years' experience in the field of monitoring and evaluation;
- Proven experience in monitoring and evaluation of projects in the field of culture;
- Advanced university degree in specialized fields of culture, social science, law, public policy, international relations or related fields.
- Understanding and knowledge of UNESCO's normative instruments in the field of culture and especially of the 2005 Convention would be an asset;
- Understanding and knowledge of the UN mandates in relation to Human Rights and Gender Equality issues;
- Excellent analytical and demonstrated drafting skills in English or French;
- Working knowledge of English, French and Spanish is required for interviews and reading reference documents (interviews can be undertaken with interpreters as needed at the evaluation team's expense)

IV. Methodology

The IFCD Secretariat will oversee the evaluation by:

- Designating a focal point to liaise with the evaluator(s);
- Establishing an evaluation reference group to review deliverables;
 - The group shall be composed of the Secretary to the Convention and up to 3 members of the IFCD Secretariat together with one member of UNESCO Internal Oversight Service (IOS).
 - The group shall meet up to three times to review and comment on the evaluation process.

The evaluator(s) will be expected to:

- review all documentation related to the governance, management and implementation of the IFCD (7 to 13th cycles)
- undertake telephone and/or online interviews with members of the UNESCO Secretariat, representatives of Parties to the 2005 Convention, Experts, and external partners and stakeholders (including beneficiaries of the IFCD)
- undertake field visits to 2-3 project countries from various cycles and in different geographic regions, determined jointly with IFCD Secretariat.
- submit the deliverables according to the reporting schedule below.

V. Inputs

The IFCD Secretariat will provide the evaluator(s) with all documentation available, a list of key stakeholders to interview as well as a geographically representative list of IFCD financed projects illustrating the diversity of funded projects (activity type and scope, applicant status, ...).

VI. Timing

18 April 2024	Call for tender launch
18 May 2024	Deadline for reception of quotes
30 June 2024	Starting date
15 July 2024	Submission of Inception Report
16 September 2024	Submission of Draft Report
7 October 2024	Submission of Secretariat comments
25 October 2024	Submission of Revised Draft Report
8 November 2024	Submission of Final Secretariat comments
15 November 2024	Submission of Final Evaluation Report

VII. Deliverables

The evaluator(s) shall submit the following reports:

1. **Inception Report:** A detailed work plan of 10 pages proposing the methods, sources and procedures used for the evaluation and including all deliverables and deadlines to be submitted within the first two weeks of the contract (**15 July 2024**);
2. **Draft Report:** A report containing the findings of the research and interviews undertaken in the field, as well as a series of initial observations and recommendations to be submitted **16 September 2024**;
3. **Revised Draft Report:** A report taking into account IFCD Secretariat's comments, to be submitted **25 October 2024**;
4. **Final Evaluation Report:** A report containing all findings, observations, conclusions and recommendations for the IFCD's monitoring and evaluation exercise to be submitted **15 November 2024**. This report of 40 pages (annexes not included) should be structured as follows:
 - Executive summary (maximum four pages)
 - Programme description
 - Evaluation purpose
 - Evaluation methodology
 - Findings
 - Lessons learned
 - Recommendations
 - Annexes (including interview list, data collection instruments, key documents consulted, balance sheets, terms of reference, etc.).

VIII. How to Apply

Qualified candidates are requested to submit the following documents to IFCD Secretariat (convention2005.ifcd@unesco.org) by **18 May 2024** at noon, Paris, France time, at the latest:

- an up-to-date curriculum-vitae;
- a statement indicating how your qualifications and experience make you suitable for the assignment; The statement should clearly illustrate how the evaluator(s) responds to the eligibility requirements indicated above and intends to achieve the objectives of this exercise;
- an indication of the approach you will adopt to carry out the assignment, including any inputs that may be required from UNESCO;
- the overall cost of the assignment, expressed in US dollars as an overall lump-sum in a separate file. Any travel and subsistence requirements should be indicated separately.

IX. Contact Information

UNESCO Culture Sector, Diversity of Cultural Expressions Entity

Attn: International Fund for Cultural Diversity (IFCD)

E-mail: convention2005.ifcd@unesco.org