

## **UNESCO Dhaka Office**

**The UNESCO Dhaka Office invites proposals from qualified organizations to serve as an Implementing Partner for a one-year cultural heritage project aimed at assessing, protecting, and revitalizing Bangladesh's cultural heritage in response to challenges.**

**The selected organization will:**

- 1. Oversee and coordinate project activities with national researchers and international experts selected by UNESCO Dhaka.**
- 2. Provide full logistics support to ensure the smooth implementation and successful completion of the project.**
- 3. Facilitate field research FGDs (Focus Group Discussions), stakeholder consultations, and meetings for the national researchers, essential for assessment and for the project across Tangible Cultural Heritage, Intangible Cultural Heritage, and Creative Industries.**
- 4. Completion of the Deliverables and Project: Ensure the timely submission of the deliverables in coordination with the national researchers and experts, submission of the meeting reports, and completion of the project as per the UNESCO standard.**

**Full Terms of Reference (TOR) and detailed task description are attached here.**

**Deadline for Submission:**

**Date: November 23, 2024**

**Time: 5.00 PM (BST)**

## **Terms of Reference (TOR) for the Implementing Partner**

**Project Title:** Cultural Heritage Assessment and Action Plan Development

**Project Duration:** December 2024 – November 2025

### **Background**

The cultural heritage of Bangladesh encompasses a rich tapestry of traditions, historical sites, and creative practices that reflect the country's diverse history and identity. This heritage is represented through tangible assets, such as archaeological sites, monuments, museums, and traditional crafts, as well as intangible aspects, including oral traditions, performing arts, rituals, and festivals. These elements not only contribute to the cultural identity of Bangladesh but also play a significant role in the country's economy by supporting livelihoods, promoting creative industry, and fostering community cohesion.

In recent years, Bangladesh has faced various challenges, which have impacted its cultural heritage. These events have led to damage to cultural sites and institutions, disrupting the livelihoods of artists, heritage bearers, and other stakeholders involved in the cultural sector. The urgency to assess the extent of this damage has never been greater, as it is crucial to understand the implications on both the physical cultural assets and the socio-economic conditions of those who rely on these practices for their livelihoods.

UNESCO is committed to safeguarding the cultural heritage of Bangladesh and recognizes the need for a systematic approach to assess the damage. This project aims to gather data on the damage inflicted on cultural heritage sites, and creative industries while evaluating the broader impact on the livelihoods of cultural practitioners. The results will inform strategies to restore and protect these invaluable assets and support the recovery and revitalization of the creative sector.

The assessment will focus on three specific areas: Tangible Cultural Heritage, which includes physical sites and artefacts; Intangible Cultural Heritage, encompassing the traditions and practices that give cultural meaning; and Creative Industries, which cover artistic expressions and cultural productions. UNESCO will identify and appoint national researchers and field organizers for this initiative, ensuring that the assessment is conducted with a comprehensive understanding of the cultural context and the needs of the community.

This project represents a collaborative effort involving various stakeholders, including government agencies, cultural institutions, artists, and community leaders.

### **Scope of Work and Objectives of the Implementing Partner**

The Implementing Partner (IP) will play a crucial role in coordinating the comprehensive assessment of damage to cultural heritage sites, and creative industries in Bangladesh, while evaluating the impact on the livelihoods of artists and heritage bearers. The objective of this partnership is overseeing the projects and provide logistic supports and coordinating. The IP will be responsible for subcontracting and managing national researchers and facilitators identified by UNESCO, working closely under the guidance of UNESCO, international experts to design and implement an effective assessment methodology. This includes coordinating field visits to key cultural heritage sites, conducting interviews with affected stakeholders, and ensuring the active participation of government agencies and NGOs in the research and consultations.

### **Activities**

## **Phase 1: Research Phase (December 2024 – June 2025)**

### **Objective:**

To assess the full scope of damage to cultural heritage sites, and creative industries, and evaluate the impact on the livelihoods of artists and heritage bearers.

### **Tasks:**

#### **Facilitation of National Researchers/Institutions:**

The IP will facilitate the work of the three national researchers/institutions and coordinate them, focusing on Tangible Cultural Heritage, Intangible Cultural Heritage, and Creative Industries. These researchers will be selected by UNESCO and will work under the technical guidance of UNESCO's international experts. The IP will:

- Subcontract the national researchers/institutions.
- Arrange meetings and consultations among the national researchers whenever needed during the project
- Arrange online meetings and consultations among the national researchers and international experts whenever needed during the project
- Facilitate meetings consultations field visits when International Experts visit Bangladesh (the cost of the international experts will be covered by UNESCO separately)
- Coordinate fieldwork, meetings, FGD as ensuring that their travel, meetings, and other logistical requirements are met

The IP will oversee:

- Methodology and Data Collection:

The IP will work with UNESCO's international experts and national researchers to ensure that the national researchers, with the support of the IP, will gather data through field visits, interviews with cultural practitioners, and assessments of damage to heritage sites

- Report Compilation and Submission:

The national researchers will compile their findings into detailed reports on Tangible Cultural Heritage, Intangible Cultural Heritage, and Creative Industries. The IP will oversee this process, ensuring that all reports are properly compiled, reviewed, and submitted to UNESCO and overall manage the Terms of Reference of the National researchers/organizations.

- Coordinate regularly with the national researchers to ensure that they meet deadlines and deliverables.
- **Field Visits:**

IP will support the national researchers and international experts (when they are in Bangladesh on a mission) to conduct field visits to key cultural heritage sites. This includes but is not limited to monuments, museums, communities and traditional art venues **in Dhaka and Mymensingh and surrounding areas of Dhaka.**

- **Interviews and Impact Assessment:**

IP will support the national researchers and international experts to conduct interviews with cultural practitioners, museum officials, heritage bearers, and other stakeholders to evaluate the social and economic impact of the damage on their practices and livelihoods, specifically focusing on their experiences related to Tangible and Intangible Cultural Heritage.

**Photographic Documentation:**

Collaborate with UNESCO to develop extensive photographic documentation of the affected sites and objects, communities, consultations and FGDs ensuring the raw video complements the data collected.

**Coordination with Communication Team:**

Work with UNESCO's communication team to ensure that all data is accurate and ready for dissemination through appropriate media outlets. Note that UNESCO will handle the public-facing social media campaign.

**Deliverables:**

- Contracts of the national researchers/organizations
- Interim Progress Report documenting initial findings and fieldwork progress.
- Final Assessment Report with detailed data on cultural heritage damage and impact on creative industries, supported by photographic evidence.
- Deliverables of the national researchers and participant attendance list from FGDs and consultation.
- Consent papers agreeing on the assessment report by the national researchers
- Raw Video footage and photographs of the field activities, FGDs, and significant interviews of the artisans, artists, and interviewers.

**Phase 2: Stakeholder Consultations and Development of Action Plan (July 2025 – November 2025)****Objective:**

To engage national stakeholders in reviewing the assessment results and developing action plan for safeguarding cultural heritage and supporting the creative sector.

**Tasks:****Stakeholder Consultations:**

- The IP will organize two consultations with national stakeholders, including government officials, heritage practitioners, and artists. These consultations will be held to review the findings of the assessment and gather input for the action plan. One consultation will focus on tangible heritage practitioners and custodians and other consultations will be with ICH practitioners and artists from the creative industries (the participants will be selected by UNESCO and national researchers).

**Facilitator Management:**

- Subcontract and manage national facilitators/moderators to support logistical aspects of these consultations, including venue selection, participant coordination, and moderation.

**Facilitation of Action Plan Development:**

The national researchers will draft the recovery action plan, based on the stakeholder consultations. The IP will oversee this process and ensure the final compilation. The IP will be responsible for ensuring timely delivery of the action plan from national researchers to UNESCO.

**Logistics and Documentation:**

The IP will manage all logistical aspects of the consultations, including venue selection, participant coordination, and ensuring cross-sectoral representation, ensuring simultaneous

interpretation services are available where necessary to foster effective communication among participants. IP will also be responsible for drafting comprehensive reports on each consultation meeting.

**Documentation of Consultations:**

Ensure the draft action plans from the national researchers, documenting key takeaways, recommendations, and stakeholder contributions and the Consultation report from the moderator of the session and submit to UNESCO

**Deliverables:**

- Consultation Reports (one for each stakeholder meeting).
  - Action Plan for Cultural Heritage and Creative Sector submission to UNESCO developed by national researcher.
  - Photographs
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**End-of-Project Event (November 2025)**

**Objective:**

To present the outcomes of the project

**Tasks:**

- **Meeting Organization:**
  - Organize an end-of-project meeting to present the findings of the assessment and the final version of the Action Plan to stakeholders.
- **Venue Setup:**
  - Ensure the venue setup includes necessary equipment such as projectors, sound systems, and simultaneous devices to facilitate a professional presentation.
- **Catering Coordination:**
  - Coordinate coffee breaks and meals for approximately 50 participants, ensuring hospitality is well-managed.
- **Event Materials Development:**
  - Develop and distribute event materials, other supporting documents that summarize the project's findings and recommendations.
- **Logistical Management:**
  - Manage logistical arrangements for national participants and any international representatives attending the event.
- **Event Documentation:**
  - Ensure thorough documentation of the event, including attendance lists, meeting minutes, and participant feedback.

**Deliverables:**

- End-of-Project Meeting Report, including attendance lists, feedback, and next steps for implementation.

- Event materials, including the final Action Plan (if there is any change from the initial action plan)
- Consent papers agreeing on the action plan by the national researchers
- Photographs

### Supervision and Coordination

The implementing partner will work in close coordination with UNESCO's project manager and international experts. All activities, including research, stakeholder consultations, and event organization, will be monitored by UNESCO, with the implementing partner providing logistical and managerial support. The international experts will provide technical guidance and ensure the quality of all deliverables.

### Qualifications of the Implementing Partner

The implementing partner should meet the following criteria:

1. Demonstrated expertise in managing cultural heritage or emergency response projects, particularly in the field of cultural heritage protection and recovery.
2. At least 5-10 years of working experience with UN, international organizations, or relevant organizations.
3. Experience working with national and international stakeholders, including government agencies, cultural institutions, and heritage practitioners.
4. Proven capacity to subcontract and manage national researchers and organizers.
5. Strong understanding of the cultural and creative sectors in Bangladesh, including the challenges faced by heritage sites and the creative industries.
6. Ability to manage complex logistical arrangements for field assessments, consultations, and public events.
7. Gender sensitivity in approach and implementation.

### Application Process

Interested organizations are invited to submit a proposal outlining their detailed plan to implementing the above activities, a detailed timeline, and a budget. The proposal should also include a description of the organization's experience and capacity in managing similar projects.

The total available budget for this assignment is **44,50,000.00 BDT** (At a UN rate of 1 USD = 119 BDT, please note that the rate may vary according to fluctuations in the dollar exchange rate). The budget allocation is as follows:

- **Subcontracts to National Researchers/Organizations: 24,50,000.00 BDT**
  - The implementing organization will subcontract three national researchers/organizations and one consultant, as identified by UNESCO, to carry out research in their respective areas. The allocated amount should be exclusively used for these subcontracted researchers/organizations and included as a distinct line item in the budget.
  - **Implementing Organization Operational Budget:**

The remaining **20,00,000.00 BDT** is designated for the implementing organization to manage and execute all other project activities as specified in the Terms of Reference (TOR), including

coordination, arranging events, logistics, and reporting. Additionally, the implementing organization must include provision for simultaneous interpretation and moderator costs, as these roles will be selected by UNESCO but require standard remuneration from the implementing organization.

### **Budget Breakdown Requirement**

The implementing organization is required to submit a **detailed budget breakdown** along with their application, which should clearly indicate:

- **All projected costs** for activities to be managed within the **20,00,000.00 BDT** budget.
- The **24,50,000.00 BDT allocation** for subcontracted researchers/organizations.
- The **total budget of 44,50,000.00 BDT** covers both the operational and subcontracted amounts.
- A maximum of 10% of the total budget fee may be included for administrative cost.

All financial estimates must be approved by UNESCO prior to execution.

Please submit your application by **23 November 2024, 16:30Hrs Bangladesh Standard Time (GMT +6)**, including the following documents:

1. A comprehensive implementation plan detailing the approach to carrying out the specified activities (not more than 2 pages).
2. A detailed project timeline.
3. A complete budget breakdown.
4. Profile of the organization's relevant experience and capacity in managing similar projects.

Applications should be submitted via email to: [ [procurement.dhaka@unesco.org](mailto:procurement.dhaka@unesco.org) ].