

Call for expression of interest for the evaluation of the International Centre of Martial Arts for Youth Development and Engagement under the auspices of UNESCO (Category 2)

Closing date: 24 June 2020

Approximate duration of assignment: The assignment will entail a one week mission. UNESCO would not expect the contactor to travel if this involves any risk to his/her health in the context of the current pandemic and that the evaluation methodology should be adapted accordingly. Otherwise, meetings and interviews will be conducted remotely via technical devices - and two additional weeks for data analysis and reporting.

Location: Asia, Republic of Korea

TERMS OF REFERENCE

1. 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. They 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.

As per UNESCO's General Conference [resolution 40 C/99](#), the strategy for category 2 institutes and centres under the auspices of UNESCO (2019) supersedes the 2013 integrated comprehensive strategy for category 2 institutes and centres under the auspices of UNESCO and its associated model agreement, and *requests* the Director-General to apply the 2019 Strategy to all proposals for the establishment of category 2 institutes and centres and to the renewals of agreements (Document [40 C/79](#)).

These guidelines provide that the agreement for the renewal of the designation of a category 2 institute/centre under the auspices of UNESCO is concluded for a definite time period, not exceeding eight years. The agreement may be renewed by the Director-General, with the approval of the Executive Board, in the light of an evaluation 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 agreement establishing the International Centre of Martial Arts for Youth Development and Engagement ([ICM](#)) was signed in 2015 following the former integrated comprehensive strategy

for institutes and centres under the auspices of UNESCO, limiting the duration of the agreement to six years (document [37 C/18](#)). Therefore, the evaluation of ICM activities and its contribution to delivering the Organization's mandate should be conducted by July 2020.

The Centre contributes to the two global priorities of UNESCO, Africa and Gender Equality, through:

- engaging young women and men from Sub-Saharan Africa in traditional martial arts activities for the consolidation of a culture of peace and reconciliation in the sub-region;
- promoting research and knowledge-sharing on, *inter alia*, the role of women in martial arts.

The main objectives of the Centre are to:

- promote research and knowledge-sharing on martial arts;
- strengthen capacity-building through martial arts to contribute to youth development, leadership and community engagement;
- develop a clearing house on martial arts;
- foster North-South cooperation.

In order to achieve these objectives, the functions of the Centre are to:

- promote research and knowledge-sharing on issues such as the role of martial arts in the consolidation of a culture of peace and reconciliation and its contribution to the development of young women and men;
- contribute to youth development, leadership and community engagement through education and training involving martial arts philosophies, cultural values and techniques that train the mind, body and spirit, as well as to act as a documentation and clearing house.

The Centre is financially supported by the Ministry of Culture, Sports and Tourism, the Chungbuk Province, the city of Chungju-si respectively for its management and the construction of new building from 2016 to 2020. Operating expenses are divided as follows: 40% provided by the Ministry of Culture, Sports and Tourism, 20% provided by the Province of Chungbuk, and 40% provided by the municipality of Chungju. In 2019, 1.670.000 USD was received from the different public authorities for the management of the Centre. A total of 4.200.000 USD has been expended since 2017 for this purpose. A total of 14.700.000 USD has been expended since 2016 for the building construction.

The Secretariat of the Centre is composed of three teams: the Strategic Planning Team, - six staffs - the International Cooperation Team – 6 staffs - and the Research and Development Team – 5 staffs – for a total of 18 members including the Secretary General. Employment is divided into permanent employees and contract-based staffs.

2. Purpose and Use

The main objectives of this evaluation are to assess the Centre's performance with respect to its objectives and functions, and its contribution to UNESCO's strategic programme objectives and sectoral or intersectoral programme priorities and themes. The evaluation will be submitted to the Intersectoral Review Committee in charge of examining all renewal evaluation reports and their corresponding draft agreements. Findings will serve as a basis for the Director-General's recommendation as to whether the designation as category 2 institute or centre under the auspices of UNESCO should be renewed or not.

Furthermore, the evaluation shall also provide insights and recommendations to the Centre and to UENSCO on whether and how the functioning of the Centre and its achievements could be further improved towards enhancing its contribution to UNESCO's strategic programme objectives and sectoral or intersectoral programme priorities and themes, as well as in regard to UNESCO's coordination and interaction with the Centre. This evaluation also aims to allow a step back on the strategy and carried out activities and reflect upon improvements, anticipate needs and implement change.

3. Scope

The following parameters shall be considered by the evaluation:

- a) whether the activities effectively pursued by the Centre are in conformity with its functions;
- 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); of particular interest to the evaluation is the Centre's alignment to the strategic goals and objectives of UNESCO in the following fields:
 - implementation of the [UNESCO Operational Strategy on Youth](#) (2014-2021);
 - considering the contribution of the ICM's activities to the implementation of the [Programme for the Safeguarding and Promotion of Traditional Sports and Games](#) in line with the implementation of the [Convention for the Safeguarding of the Intangible Cultural Heritage](#) and the [Kazan Action Plan](#);
 - future perspective and development of the Centre in line with the aforementioned elements.
- c) the effectiveness of the Centre's programmes and activities to achieving its stated objectives;
- d) the quality of coordination and interaction with UNESCO, both at Headquarters and in the field, with regard to planning and implementation of programmes;
- e) the quality of relations with other Member States, including its focal points, government agencies and UNESCO National Commissions, and with public/private partners and donors;
- f) the quality of coordination with other Category 2 Centres in Korea with related mandates and objectives;
- g) the nature and quality of organizational arrangements, including management, governance and accountability mechanisms;
- h) 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;
- i) the process of mobilizing extra-budgetary resources and to what extent these are aligned to the strategic programme objectives of UNESCO;
- j) the communication strategy including both visibility and outreach activities;
- k) whether the administrative requirements for a UNESCO Category 2 Centre are met and a succinct proposal for remedial action if needed.

This list of parameters is indicative and a detailed list evaluation questions shall be defined during the inception phase in consultation with the SHS Sport and Youth Section,

4. Methodology

The evaluation methodology will include:

- a desk study of relevant documents, provided by the Centre and UNESCO Secretariat;
- development or validation/refinement of a logical framework or Theory of Change for the Centre's activities;
- a two scenario proposal in order to adapt to the context of the current pandemic and ensure that the methodology is elaborated in line with health security requirements: on scenario including a visit to the Centre to conduct interviews with the Centre's management and staff and concerned public authorities at governmental, regional/provincial and local levels. One scenario without physical visit and meetings and interviews/surveys conducted remotely via technical devices; Interviews (in person, telephone, online and/or via e-mail) with the Centre's staff, stakeholders, collaborators, and beneficiaries as well as relevant UNESCO staff at Headquarters and in Field Offices;
- questionnaires / surveys with stakeholders, such as beneficiaries and/or Partners.

5. Roles and responsibilities

The evaluation will be conducted by the contract holder. Local travel, materials, secretarial support and office space will be provided by the Centre during the field visit as applicable. The contract holder will be responsible for telecommunications and printing of documentation.

The UNESCO SHS Youth and Sport Section will facilitate and oversee the evaluation process, to the extent possible, by providing any relevant information and contacts. The contract holder will be responsible for the delivery of the draft and final evaluation report. The UNESCO Social and Human Sciences Sector will be responsible for reviewing, quality assuring and approving the report.

6. Background documents

UNESCO shall make relevant documents available to the contract holder in electronic form, including the following:

- the feasibility study report;
- the Executive Board ([191 EX/14](#)) and General Conference ([37 C/18](#)) concerning the establishment of the Centre;
- background documents and reports related to the Centre and its activities ;
- the Medium-term Strategy, 2014-2021 ([37 C/4](#)) and Approved Programme and Budget for 2018-2021 ([39 C/5](#); [40 C/5](#));
- Relevant correspondence concerning cooperation between UNESCO and the Centre.

The Centre shall make the relevant documents available to the contract holder in electronic or paper form, including:

- 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, Secretary General and any relevant meetings;
- report on support provided to or received from Member States;
- available audit and evaluation reports.

7. Deliverables

Methodology

A methodology as described above (par.4) is expected to be shared with the Secretariat before proceeding.

Draft evaluation report

A draft report shall be submitted in English presenting findings and recommendations, with a draft executive summary. The UNESCO Social and Human Sciences Sector, the Government of the Republic of Korea and the Centre itself will have the opportunity to comment and give feedback to the contract holder.

Final evaluation report

The final report (max. 20 pages, excluding annexes) should be structured as follows:

- executive summary (maximum three pages);
- methodology;
- findings;
- conclusions and recommendations (as described below);
- annexes (including interviewee list, key documents consulted, Terms of Reference).

The language of the report shall be English.

The report should present three 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.

8. Schedule

The evaluation shall be completed no later than 31 July 2020.

The schedule for the evaluation is as follows:

- a desk study of background documents to be completed prior to the possible visit to the Centre ;
- elaboration of a methodology
- a mission to the Centre (to be planned in consultation with UNESCO – provided that sanitary and health requirements are met) / or interviews conducted remotely via technical devices writing and submission of the draft evaluation report
- submission of the final evaluation report

The assignment is estimated to require approximately 20 – 25 professional working days, including a possible visit to the centre of 5 working days,

The dates of the possible mission to the Centre will be defined by UNESCO in coordination with the Centre taking into account the contract holder's availability and both sanitary and health requirements.

9. Qualifications of the external contract holder

The contract holder who should have the following qualifications:

- at least 10 years of professional experience in research and/or capacity-building in the field of social and human sciences with a particular focus on sport and/or youth;

- at least 10 years of professional experience in policy and programme evaluation in the context of international development;
- fluency in English;
- understanding and application of UN mandates in Human Rights and Gender Equality;
- no previous involvement in the implementation of the activities under review;
- knowledge of the role and mandate of UNESCO and its programmes in the framework of the Sustainable Development Agenda is considered an asset;
- access to/or knowledge of Korean by the contract holder or a member of the evaluation team may be an asset.

Verification of these qualifications will be based on the provided curriculum vitae. Moreover, references, web links or electronic copies of recently completed evaluation reports conducted by the consultants should be provided as part of the technical proposals, preferably relevant to the thematic area of the evaluation.

The assignment will be conducted in line with the UNEG Norms and Standards for Evaluation and the UNEG Code of Conduct for Evaluation in the UN system.

10. Submission of proposals/expression of interest

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

1. curriculum vitae of expert/contract holder;
2. letter expressing interest and clearly identifying how the candidate meets the required skills and experience;
3. a succinct financial proposal, distinguishing fees for services from travel expenses and considering two possible scenarios, one including a field mission and one considering remote interviewing only.

Applications should be submitted by 24 June 2020, midnight (Paris time) to m.dally@unesco.org. Applications submitted through other channels will not be considered.