

ANNEX V

PARTICIPATION PROGRAMME 2020-2021

LIST OF BENCHMARKS

The purpose of these benchmarks is to guide Member States, Associate Members and NGOs in an official partnership with UNESCO in their project formulations for the Participation Programme.

A. The project must:

1. be related to UNESCO's mandate and fields of competence (40 C/5 – <https://unesdoc.unesco.org/ark:/48223/pf0000367155>);
2. support, in this connection, UNESCO's Regular Programme priority activities (40 C/5 – <https://unesdoc.unesco.org/ark:/48223/pf0000367155>);
3. preferably take account of UNESCO's two global priorities: Africa and gender equality;
4. pay particular attention to the participation of girls and women;
5. especially benefit, in a sustainable manner, African countries, least developed countries (LDCs), developing countries, post-conflict and post-disaster countries, small island developing States (SIDS) and middle-income countries;
6. contribute to intercultural and inter-ethnic dialogue and reconciliation in an impartial manner and without favouring specific political or religious groups;
7. contribute to promoting UNESCO's visibility in the Member State; and,
8. conform to the Organization's ethical standards and not present a conflict of interest in the case of candidatures (study grants).

B. The information provided on the project must also clearly show:

9. an explicit title (for example, "National Workshop on the Impact of Climate Change on Cultural Heritage in X: case of Y");
10. classification in the order of priority given to the requests;
11. the project's aim and main objectives;
12. a reference to the paragraph of document 40 C/5 corresponding to the activity;
13. the name and status of the institution responsible for implementing the project's activities, and of the beneficiary institution(s);
14. a description of the project, giving specific details of the activities proposed to meet the objectives and the dates of implementation;
15. a precise location for the implementation of the project (name of the province, town or district, if in a large city);
16. the beneficiary group targeted (youth, women, students, artists, etc.);
17. the partner institutions or groups (private and/or public);
18. a detailed description of the estimated budget, in United States dollars, and a well-defined breakdown for each item of expenditure;

19. the financial participation in the project by the Member State or any other agency/institution; and
20. a detailed work plan, list of participants, programme of the workshops/conferences, objectives, publications (language(s), distribution/quantity).

C. We invite you to ensure that:

21. the project is submitted on the online request form (www.unesco.org/pp) for 2020-2021;
22. the order of priority takes into account the implementation date of the projects;
23. at least two (2) competitive offers (pro forma invoices) for the purchase of professional goods and services in the amount of \$5,000 and above are attached to the request form;
24. for ephemeral activities (such as conferences, meetings, festivals, training and so forth), the alternative of renting the necessary equipment is explored and, if the option to buy remains the best solution, that the final destination of the equipment after the event is indicated;
25. the administration costs and the purchase of means of transport are not covered by UNESCO's financial participation in the projected budget;
26. the necessary letters of support are attached to the request form for a subregional (two), interregional (two) or regional (three) project;
27. the NGOs in an official partnership with UNESCO submit the two (2) obligatory letters of support (otherwise, the projects shall not be submitted to the Intersectoral Committee);
28. the maximum amount requested corresponds to the geographical scope of the project, which is \$26,000 for a national request, \$28,000 for a subregional or interregional request and \$38,000 for a regional request;
29. the name and title of the person who signs the request form and the stamp are clearly shown; and
30. the expected results and impact of the project are clearly indicated in the request form.
31. The **financial reports** should use the same breakdown of expenditures as that of the budget approved by the Director-General. They should be expressed in United States dollars and contain a detailed and accurate statement of expenditure, duly certifying that the funds allocated have been used for the implementation of the project, together with an annex in the currency used for the implementation of activities. Copies of the supporting documents (receipts, contracts, invoices, etc.) should be submitted no later than three months after the deadline for the submission of financial reports. A **bank statement** showing the receipt of funds in local currency should always be included.
32. Any entity that has not provided the financial reports before the deadline of 30 March 2020 will not be eligible for any other contract with UNESCO.
33. The **project evaluation reports** should contain a detailed description of the implementation of the projects and the results obtained.

Equipment and supplies for which funding is not authorized under the Participation Programme

In 39 C/Resolution 61 on the Participation Programme, Part A – Principles, paragraph 5, it is stipulated that no financing will be provided for supplies and equipment that are not directly linked to operational works within the framework of projects submitted. Unauthorized items include:

- furniture (e.g. tables, chairs, bookcases)
- TV-video equipment and accessories (e.g. home cinemas, LCD or plasma screens, DVD players/recorders, camcorders, stereos)
- IT equipment such as software and touchscreen tablet computers
- appliances (e.g. vacuum cleaners, air conditioners, refrigerators, microwave ovens)
- peripheral devices (hard disk, USB key, printer)
- office supplies (ink cartridges, toner, paper)