

## UNESCO Bangkok

### **Call for Proposal (Public Organization, NGO or Company)**

#### **Organizing Luang Prabang Youth Ambassadors' Forum "Building Community-centered Innovations to Promote Sustainable Development and Safeguard Intangible Cultural Heritage"**

**Type of Contract:** Contract for Services  
**Duration:** 15 July – 31 October 2022, tentatively  
**Closing date:** **31 May 2022**, 18:00 Bangkok time (GMT +7).

The United Nations Educational, Scientific and Cultural Organization (UNESCO) Office in Bangkok, within a collaboration framework with the United Nations University, Tokyo Institute of Technology and CRIHAP, is seeking a contractor to organize Luang Prabang Youth Ambassadors' Forum titled, "Building Community-centered Innovations to Promote Sustainable Development and Safeguard Intangible Cultural Heritage". The Forum will support local youth participants to conduct fieldwork and execute their innovation projects that maximize the roles of ICH safeguarding for sustainable development.

#### **Terms of Reference: Organizing Luang Prabang Youth Ambassadors' Forum "Building Community-centered Innovations to Promote Sustainable Development and Safeguard Intangible Cultural Heritage"**

### **Background**

The United Nations Educational Scientific and Cultural Organization (UNESCO), the United Nations University (UNU), Tokyo Institute of Technology and International Training Centre for Intangible Cultural Heritage in the Asia-Pacific Region (CRIHAP) are recruiting an youth network/community organization working in Luang Prabang to support the organization of the first Luang Prabang Youth Ambassadors' Forum entitled, "Building Community-centered Innovations to Promote Sustainable Development and Safeguard Intangible Cultural Heritage". The Forum's participants come from different ethnic groups from areas around Luang Prabang, who express interest and knowledge in diverse ICH domains (performing arts, craftsmanship, belief systems, festivals, rituals, etc.). The Youth Forum consists of three component: i) Online training of ICH Youth Ambassadors (20 August – 18 September 2022); ii) ICH Ideathon (24 September – 8 October 2022); and iii) Showcase day (15 October 2022).

### **Assignment**

The contractor is requested to carry out the following tasks:

1. Promote the call for applicants among their networks of youth and cultural organizations only in Luang Prabang, and assist as necessary the prospected applicants to access and submit online application forms;
2. Provide at least 1 translator to deliver text translation and language interpretation services (Lao/Thai to English, vice versa) during the preparation and the conduct of the forum sessions;

3. Provide 2 mentors to support to youth participants in all 3 parts of the forum from 20 August to 15 October 2022;
4. Provide 1 local expert on ICT to facilitate sessions on video documentation and editing;
5. Handle and distribute in Lao Kips to all selected 30 youth researchers in conducting fieldworks in their local communities and internet cost to attend the forum and ICH reenactment cost during fieldwork;
6. Procure supplementary ICT equipment and software as identified by project team and expert facilitators;
7. Maintain communication with the Luang Prabang youth participants to monitor the conduct of fieldwork and give advice to them during the fieldworks at their community;
8. Act as commentators on the showcase day on 15 October 2022;

#### **Deliverables and timeframe**

- By 5 August 2022, the contractor will submit final agenda and list of participants;
- By 20 September 2022, the contractor will submit forum materials and recorded sessions of the Part 1 (Training of ICH Youth Ambassadors);
- By 31 October 2022, the contractor will submit the final report and statement of expenditure.

**Duty station and travel:** Luang Prabang, Lao PDR (only intra-provincial travels are required).

#### **Required qualification, experience and competencies**

- Over 5 years of professional experience in fieldwork to inventory ICH in Luang Prabang;
- Over 5 years of professional experience in training on field data collection and usage of ICT in database making for cultural heritage.

#### **Desirable qualification, experience and competencies**

- Long-term experience in youth mentorship and community empowerment through crafts and other forms of ICH;
- Familiarity with UNESCO's works related to safeguarding intangible cultural heritage and promoting cultural and creative industries;
- Familiarity with the concept of sustainable development and its application to improve livelihood at local level;
- Having regular engagement and access to stakeholders in culture sector and local cultural communities in Luang Prabang.

#### **Application**

Interested companies/organizations are invited to submit to UNESCO Bangkok the application package including

- A technical proposal illustrating how the tasks will be carried out,
- A detailed financial proposal indicating rate per unit.

Application package is to be sent **no later than 31 May 2022**, 18:00 Bangkok time (GMT+7).

To the attention of:  
Chief of Culture Unit  
UNESCO Bangkok Office  
Email: [culture.bgk@unesco.org](mailto:culture.bgk@unesco.org)

***Only short-listed companies/organizations will be contacted.***