



United Nations
Educational, Scientific and
Cultural Organization

Organisation
des Nations Unies
pour l'éducation,
la science et la culture

REQUEST FOR QUOTATION - RFQ

Ref.: KMI/2019/4392

(Please quote this UNESCO reference in all correspondence)

You are invited to submit your quotation offering your best prices and delivery conditions to UNESCO for goods and related services as described below:

ITEM NO.	DESCRIPTION OF SERVICES	QTY	UNIT	CURRENCY	USD
				UNIT PRICE	AMOUNT
01	<p>INCEPTION REPORT (INCLUDING THE REFINED THEORY OF CHANGE OR INTERVENTION LOGIC, THE EVALUATION METHODOLOGY AND DETAILED WORKPLAN) FOR EXTERNAL EVALUATION OF UNESCO PROJECT 567GLO0001 "DIGITIZING UNESCO'S INSTITUTIONAL MEMORY".</p> <p>THE REQUIREMENTS OF THE EXTERNAL EVALUATION ARE INCLUDED IN THE ATTACHED <i>TERMS OF REFERENCE</i> (ANNEX II).</p> <p>(NOTE: EXTERNAL EVALUATIONS ARE CONDUCTED BY INDEPENDENT ENTITIES AND/OR INDIVIDUALS SELECTED THROUGH A COMPETITIVE PROCESS)</p>	1	n/a	n/a	
02	DRAFT EVALUATION REPORT	1	n/a	n/a	
03	FINAL EVALUATION REPORT	1	n/a	n/a	
TOTAL PRICE					

UNESCO CONDITIONS

GENERAL TERMS AND CONDITIONS	UNESCO GENERAL TERMS AND CONDITIONS APPLY (ANNEX I).
PAYMENT TERMS	30 DAYS NET UPON RECEIPT OF INVOICE AND SUPPORTING DOCUMENTS
COMPLETENESS OF QUOTATION	PARTIAL BIDS NOT PERMITTED
DELIVERY PLACE	UNESCO HQ, 7 PLACE FONTENROY, 75007, PARIS, FRANCE
► EXPRESSION OF INTEREST	PLEASE CONFIRM YOUR INTENTION TO SUBMIT A PROPOSAL BY MONDAY, 6 MAY 2019
► CLOSING DATE	MONDAY, 13 MAY 2019, 23:59 CET

BIDDER PLEASE STATE


VALIDITY OF QUOTATION (UNESCO STANDARD MINIMUM 90 DAYS): _____

ADDITIONAL REQUIREMENTS:

ALL DOCUMENTATION, INCLUDING DRAFT AND FINAL REPORT SHALL BE SUBMITTED IN **ENGLISH**

► YOUR ELECTRONIC OFFER COMPRISING OF A TECHNICAL PROPOSAL AND A FINANCIAL PROPOSAL, ATTACHED **IN TWO (2) SEPARATE FILES**, SHALL BE SENT BY EMAIL TO A.COWLING@UNESCO.ORG NO LATER THAN MONDAY, 13 MAY 2019, 23:59 CET.

(To be noted that all files together **not to exceed 7 Mo**)

FOR UNESCO	BIDDER'S ACCEPTANCE
NAME ADAM COWLING	UNESCO CONDITIONS AS STATED ABOVE ARE HERewith ACCEPTED. ▼
FUNCTIONAL TITLE RECORDS MANAGEMENT SPECIALIST / DIGITIZATION PROJECTS MANAGER, ADM/KMI/ALR	NAME
SIGNATURE 	TITLE
DATE 25 APRIL 2019	STAMP AND SIGNATURE
	DATE

ANNEX I:

GENERAL TERMS AND CONDITIONS FOR GOODS AND RELATED SERVICES

1. ACCEPTANCE OF THE CONTRACT

This Contract may only be accepted by the Contractor's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Contract, as herein specified. Acceptance of this Contract shall effect a Contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Contract, including these General Conditions. No additional or inconsistent provisions proposed by the Contractor shall bind UNESCO unless agreed to in writing by its duly authorized official. SOURCE OF INSTRUCTIONS

2. GOODS AND SERVICES DEFINED

Goods are hereinafter deemed to include, without limitation, equipment, spare parts, commodities, raw materials, components, intermediate products and products which the Contractor is required to supply under this Contract. Services are hereinafter deemed to include services ancillary to the supply of the goods including, without limitation, installation, training, transportation and such other obligations as required under this Order.

3. PAYMENT

UNESCO shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Contract, make payment within 30 days of receipt of the Contractor's invoice for the goods and copies of the shipping documents specified in this Contract. Payment by UNESCO does not imply acceptance of goods nor of any related work or services under this Contract.

4. TAX EXEMPTION

Section 7 of the Convention on Privileges and Immunities of the Specialized Agencies provides, inter alia, that UNESCO and its subsidiary organs are exempt from all direct taxes and are exempt from customs duties in respect of articles imported or exported for its official use. Accordingly, the Contractor authorizes UNESCO to deduct from the Contractor's invoice any amount representing such taxes or duties charged to UNESCO by the Contractor. Payment of such adjusted amount shall constitute full payment by UNESCO. In the event any taxing authority refuses to recognize the UNESCO exemption from such taxes or duties, the Contractor shall immediately consult with UNESCO.

5. TRADE MARKS

Whenever an INCOTERM is used in this Contract it shall be interpreted in accordance with the INCOTERMS 2000.

6. EXPORT LICENSES

The Contractor shall obtain any export license(s) required for the goods.

7. INSPECTION AND ACCEPTANCE

All goods shall be subject to inspection and testing by UNESCO or its designated representative, to the extent practicable, at all times and places, including the period of manufacture and, in any event, prior to final acceptance by UNESCO. If any inspection or test is made on the premises of Contractor or its supplier, the Contractor, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspection and tests on the premises of the Contractor or its supplier shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the Contractor or supplier. Final acceptance or rejection of the goods shall be made as soon as practicable after delivery, but failure to inspect and accept or reject goods shall neither relieve Contractor from responsibility for non-conforming goods nor impose liabilities on UNESCO therefore. The Contractor shall provide and maintain an inspection, quality, and manufacturing process control system covering the goods which is acceptable to UNESCO. Records of all inspection work by Contractor shall be kept complete and made available to UNESCO during the performance pursuant to this Contract and for twenty four (24) months thereafter or for such other period as may be specified in this Contract. Copies of all material certifications and test results are to be submitted to UNESCO upon request.

8. FITNESS OF GOODS INCLUDING PACKAGE

Contractor warrants that the goods conform to the specifications and are fit for the purposes for which such goods are ordinarily used, as well as for purposes, in locations and under circumstances made known to the Contractor by UNESCO. Contractor warrants that the goods are new, of current manufacture and free from defects in design, workmanship and materials. The Contractor also warrants that the goods are securely contained, packaged and marked, taking into consideration and the mode(s) of shipment, in a manner so as to protect the goods during delivery to their ultimate destination. Unless a longer period is specified in this Contract, the Contractor warrants and certifies that it will repair or replace without expense to

UNESCO or its clients any goods or components which prove to be defective in design, material, or workmanship within a period of one (1) year from the date such goods are placed in use.

9. AFTER SALES SERVICE

The Contractor shall maintain or provide a service organization reasonably constituted to handle requests from UNESCO or its clients for technical assistance, maintenance, service, repairs and overhaul of the goods.

10. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless and defend at its own expenses UNESCO, its personnel and its clients from and against all suits, claims, demands, and liability of any nature or kind, including costs and expenses arising out of acts or omissions of the Contractor or its personnel or others responsible to the Contractor in the performance pursuant to this Contract.

11. PATENT INDEMNIFICATION

Contractor shall defend at its own expenses any suit or proceeding brought against UNESCO or its clients based on a claim that any goods or the normal use thereof furnished under this Contract constitute any infringement of any patent of any country, if notified promptly in writing and given authority, information and assistance (at Contractor's expenses) for the defense of same, and Contractor shall pay all damages and costs awarded therein against UNESCO or its clients. In case use of said goods or any part is enjoined, Contractor shall, at its own expense and at its option, either procure of UNESCO or its clients the right to continue using the goods, modify them so they become non-infringing or, with the approval of UNESCO, remove said goods and refund the purchase price, including transportation and installation costs.

12. FIRE AND EXTENDED COVERAGE INSURANCE

At all times prior to delivery, the Contractor shall effect and maintain continuous fire, hazard and extended coverage insurance upon any goods subject to this Contract in an amount equal to the sound insurable value of such goods and labour incorporated therein with loss payable to the Contractor and UNESCO as their interests may appear.

13. VARIATION IN QUANTITIES

The quantities specified in this Contract must not be exceeded or decreased without the prior written authorization of UNESCO.

14. CHANGES

UNESCO may at any time by written instruction make changes within the general scope of this Contract. If any such change causes an increase or decrease in the price of or the time required for performance pursuant to this Contract, an equitable adjustment shall be made in the Contract price, or delivery schedule, or both and the Contract shall be either amended or terminated and reissued accordingly. Any claim by the Contractor for adjustment under this paragraph must be asserted within thirty (30) days from the date of receipt by the Contractor of the notification of change; providing, however, that UNESCO may, at its sole discretion, receive and act upon any such claim asserted at any time prior to final payment under this Contract. Failure to agree to any adjustments shall be a controversy within the meaning of Clause 22. However, nothing in this Clause shall excuse the Contractor from proceeding with the Contract as changed. No modification of or change in the terms of this Contract shall be valid or enforceable against UNESCO unless it is in writing and signed by a duly authorized representative of UNESCO.

15. TERMINATION FOR CONVENIENCE

UNESCO may terminate this Contract, in whole or in part, upon notice to the Contractor. Upon receipt of notice of termination, the Contractor shall take immediate steps to bring the work and services to a close in a prompt and orderly manner, shall reduce expenses to a minimum and shall not undertake any forward commitment from the date of receipt of notice of termination. In the event of Termination for Convenience, no payment shall be due from UNESCO to the Contractor except for work and services satisfactorily performed prior to termination, for expenses necessary for the prompt and orderly termination of the work and for the cost of such necessary work as UNESCO may request the Contractor to complete. To the extent that the computation of such payment due from UNESCO may not make the Contractor whole in respect of termination under this provision, the Contractor may claim an equitable adjustment in accordance with the procedures for equitable adjustment referred to in Clause 14 above.

16. REMEDIES FOR DEFAULT

In case of failure by the Contractor to perform according to this Contract, including but not limited to failure to obtain necessary export licenses or to make delivery of all of the goods by the agreed delivery date, UNESCO may, after giving the Contractor reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights: (1) procure all or part of the goods from other sources, in which event UNESCO may hold the Contractor responsible for any excess costs occasioned thereby; (2) refuse to accept delivery of all or part of the goods; (3) terminate this Contract; (4) require Contractor to ship via premium means, at Contractor's expenses, to meet the delivery schedule; (5) impose liquidated damages.

17. LIQUIDATED DAMAGES FOR DELAY

Subject to Clause 18, if the Contractor fails to deliver all or part of the goods or perform any of the services within the time period specified in the Contract, UNESCO may, without prejudice to any other rights and remedies, deduct from the total price stipulated in this Contract an amount of 0.35% of the price of such goods or unperformed services for each calendar day of delay until actual delivery, up to a maximum deduction of 10% of the contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.

18. FORCE MAJEURE

Notwithstanding the provisions of Clauses 16 and 17, the Contractor shall not be liable for default or liquidated damages, to the extent that its failure to perform its obligations under this Contract is the result of an event of Force Majeure. For purposes of this Contract, Force Majeure is defined as an event beyond the control of the Contractor; not involving the Contractor's fault or negligence and not foreseeable and includes acts of God, natural disasters, war (whether or not declared) and other events of a similar nature or force.

19. SOURCE OF INSTRUCTION

The Contractor shall neither seek nor accept instructions from any authority external to UNESCO in connection with the performance pursuant to this Contract. The Contractor shall refrain from any action which may adversely affect UNESCO.

20. OFFICIALS TO BENEFIT

The Contractor warrants that no official of UNESCO or any Government has received or will be offered by the Contractor any direct or indirect benefit of any kind, or any gift, payment or other consideration in connection with or arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is breach of an essential term of this Contract.

21. USE OF NAME EMBLEM OR OFFICIAL SEAL OF UNESCO

Unless authorized in writing, the Contractor shall not advertise or otherwise make public the fact that it is performing, or has performed, services for UNESCO or use the name (or any abbreviation thereof), emblem or official seal of UNESCO for advertising or for any other purpose.

22. ASSIGNMENT AND INSOLVENCY

The Contractor shall not, except after obtaining the prior written approval of UNESCO, assign, transfer, pledge or make other disposition of this Contract or any part hereof or any of the Contractor's rights or obligations under this Contract. Should the Contractor become insolvent or should control of the Contractor change by the virtue of insolvency, UNESCO may, without prejudice to any other right or remedy, terminate this Contract by giving the Contractor written notice of such termination.

23. CHILD LABOUR

The Contractor represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical,

mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

24. MINES

The Contractor represents and warrants that neither it nor any of its affiliates is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980. Any breach of this representation and warranty shall entitle UNESCO to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNESCO.

25. ARBITRATION

Any controversy or claim arising out of or in connection with any provision of this Contract or any breach thereof, shall, unless it is settled by direct negotiation, be settled in accordance with the UNCITRAL Arbitration Rules in force at the date of this Contract. UNESCO and the Contractor shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

26. CONCILIATION

Where, in the course of such direct negotiation referred to in Clause 25 above, the parties wish to seek an amicable settlement of such dispute, controversy or claim by conciliation, the conciliation shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy or claim.

27. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver of any of the privileges and immunities of UNESCO.

28. SECURITY

The responsibility for the safety and security of the Contractor and its personnel and property, and of UNESCO property in the Contractor's custody, rests with the Contractor.

The Contractor shall:

- (a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the services are being provided;
- (b) assume all risks and liabilities related to the Contractor's security, and the full implementation of the security plan.

UNESCO reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this contract. Notwithstanding the foregoing, the Contractor shall remain solely responsible for the security of its personnel and for UNESCO property in its custody as set forth in condition 28 above.

29. ANTI-TERRORISM

The Contractor agrees to undertake all reasonable efforts to ensure that none of the UNESCO funds received under this Contract are used to provide support to individuals or entities subject to sanctions measures imposed by the Security Council and that the recipients of any amounts provided by UNESCO hereunder do not appear on the Consolidated United Nations Security Council Sanctions List, including the UN Security Council Resolution 1267 (1989). The list can be accessed via: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>.

This provision must be included in all sub-contracts or sub-agreements entered into under this Contract.

ANNEX II: TERMS OF REFERENCE : EXTERNAL EVALUATION OF 'DIGITIZING UNESCO'S INSTITUTIONAL MEMORY' PROJECT

BACKGROUND

UNESCO and the Government of Japan concluded a Funds-in-Trust agreement for **567GLO0001 Digitizing UNESCO's Institutional Memory** (also referred to as 'Digitizing Our Shared UNESCO History') on **8 November 2017** for a duration of 2 years. The Funds-in-Trust was set up in the amount of USD 1 549 969. The scheduled end-date of the project is **31 October 2019**.

The rationale for the conclusion of the agreement was the joint wish of both UNESCO and the donor to make UNESCO's institutional memory more accessible to stakeholders around the world by **digitizing¹ content and making it available online** with state-of-the-art-technologies.

UNESCO's archives and historical audiovisual collections are a record of the Organization's mission to contribute to the building of peace, the eradication of poverty, sustainable development and intercultural dialogue through education, the sciences, culture, communication and information. The collections tell the story of the ideas and actions, the programs and projects, and the efforts undertaken to fulfil that mission.

The archives and historical audiovisual collections also document more than UNESCO itself. They provide evidence of a history of international cooperation; of individual countries and newly independent states participating in and developing activities relating to education, communication, culture and sciences. With the ability to readily search and discover records within digital catalogues, users can increase and extend the use of UNESCO's invaluable documentary heritage.

UNESCO's oldest archives are some of the most frequently consulted materials in the Reading Room at the Organization's Paris Headquarters. After decades of physical handling, records have started to show signs of wear and tear. Also, the multiplicity of analogue formats in the audiovisual collections, which include films, videos, audio recordings and photos dating as far back as the 1940s, have made use and consultation of these materials a major challenge for years, and in some cases impossible. Digital surrogates contribute to the continuity of and access to the content, as well as to the preservation of the original materials by reducing the risk of damage incurred through handling, extending their longevity and historical value.

¹ 'Digitization': The technical process of converting analogue information to digital form.

The outcomes of the project contribute to meet objectives and expected results in the UNESCO 39 C/5 Programme and Budget – Preserve and provide access to institutional memory.

The main stakeholders are:

- Member States, since the archives of UNESCO capture the history of all Member States' relations to the Organization
- Global scholarly community who wish to critically examine the Organization's activities and impact through a study of archival records
- UNESCO itself since this digitization project with state-of-the-art technologies feeds into and inspires the Organization's ongoing work by providing long-term analyses of its programmes and activities over time
- The general public with an interest in UNESCO's past work

In accordance with the UNESCO Administrative Manual 5.4, and IOS Guidance Note IOS/EVS/PI/126, all projects over USD 1,500,000 are subject to an **external evaluation**.²

PURPOSE

This evaluation has accountability, learning and decision-making components.

- **Accountability.** To inform principally UNESCO and the donor, but also other stakeholders and partners on the results of implementation, i.e., the delivery of planned outputs and outcomes achieved as well as the status of the project's achievement of the respective objectives, while highlighting enabling factors and challenges encountered;
- **Learning.** To provide action-oriented recommendations on how to improve aspects of implementation for similar projects in the future; and,
- **Decision-making.** To inform resource allocation for future project proposals.

As such, the primary intended users of the evaluation results are: Member States, the current donor, potential donors and partners, and UNESCO management.

The evaluation will adopt both a retrospective as well as forward-looking approach, and its findings and recommendations will support the design, development and implementation of potential future projects as well as future strategic planning by UNESCO on conservation and digitization of UNESCO's own heritage assets.

² External evaluations are conducted by independent entities and/or individuals selected through a competitive process

The external evaluation will particularly assess:

- Aspects of **Efficiency** and **Effectiveness** in terms of the use of resources and the project's results; and,
- **Visibility**, in particular in view of communication and dissemination and how the visibility of the donor, UNESCO and the archives and collections are addressed.
- **Sustainability**, particularly concerning the issue of whether the benefits of the project are likely to continue after the current project has ended.

The external evaluation will start in May and must be concluded prior to the end of the FIT project at the end of October 2019.

The external evaluation will cover the assessment of the key activities implemented during the duration of the project in the timeframe between November 2017 and the start date of the evaluation. The geographic scope is determined by the project being implemented at UNESCO Headquarters, Paris.

Following are some indicative evaluation questions. The questions cover the evaluation criteria of effectiveness, efficiency, visibility and sustainability and they will be further refined during the inception phase of the evaluation:

Efficiency

1. Were outputs delivered in a timely manner?
2. Could the same delivery have been achieved with fewer resources?
3. To what extent did the project delivery integrate considerations of cost-efficiency?
4. Have UNESCO's organizational structure, managerial support and coordination adequately performed in function of delivery?

Effectiveness

1. To what extent were the main outputs of the project delivered?
2. To what extent were the objectives achieved?
3. What were the main challenges in the delivery of these outputs?
4. What were the major factors influencing or obstructing the achievement or non-achievement of the objectives?
5. To what extent has the project contributed to preservation by taking steps to reduce risks to original materials?
6. What has been the nature and quality of interaction and collaboration with stakeholders at different levels?
7. To what extent have partnerships contributed to the attainment of outcomes?

Visibility:

1. How has the visibility of the donor, UNESCO (inc. the Archives), and the project been assured through the project?
2. To what extent did different materials (such as social media posts, articles, etc. about the project) raise the visibility of the work being done?

Sustainability:

1. What is the likelihood that the benefits from the project will be maintained for a reasonable period of time if the project were unable to get the funds to continue into a second phase?

METHODOLOGY

The suggested methodology will include:

- a. An in-depth desk study analysis and mapping of all relevant material and resources, including:
 - Literature review of topical issues and global trends in archives and heritage collection digitization, metadata, curation, conservation/preservation and provision of access, including the UNESCO 2015 *Recommendation concerning the preservation of, and access to, documentary heritage including in digital form.*
 - Mapping of activities and overview on how the objectives of the project document were addressed;
 - Review of documentation such as: project documents, periodic highlight reports, related internal policies and guidelines, mission reports, flyers/brochures/websites/promotional materials.
- b. Construction of an Overall Intervention logic / Theory of Change for the management of UNESCO's heritage assets and how this project contributes to it;
- c. Questionnaire / survey as appropriate to groups of stakeholders at various levels (e.g., Archives users including the academic/historian community, National Commissions, UNESCO staff, and other stakeholders and partners, etc.);
- d. Semi-structured Interviews, focus group discussions and meetings (in person, via skype) with the UNESCO Chief Archivist, Digitization Project Manager, Project Coordinator, and relevant members of the Archives unit and digitization project team at UNESCO HQ, as well as with various stakeholders;

- e. Visit and observation to the digitization laboratory and UNESCO Archives facilities at UNESCO HQ;
- f. Participatory workshops to steer the evaluation and to discuss findings and recommendations.

EVALUATION TEAM AND RESPONSIBILITIES

The exercise will be managed by the Archives, Library and Records Management Unit (ADM/KMI/ALR), backstopped by the Evaluation Office of the Internal Oversight Service (IOS/EVS), and the Section for Mobilizing Government Partner Resources of the Bureau for Strategic Planning (BSP/MGP) and will be conducted by an external evaluator, or more likely an evaluator team given the requirement for specific subject matter expertise.

The external evaluation team shall be completely independent and shall not in any way have been involved in the implementation of the activities under review. An evaluation reference group will be established to provide overall guidance and quality assurance of the evaluation process, methodology and validation of the deliverables. It will consist of representatives of the above-mentioned sections and services at UNESCO headquarters, representatives of Division of Public Information and the Communication & Information Sector, and possibly other relevant sections within the Organization.

ALR and IOS will:

- Discuss the evaluation approach and methodology with the external evaluation team and consult with the reference group accordingly.

ALR will:

- Ensure that the external evaluation team has access to all relevant information sources and documents related to the project.
- Discuss and comment on notes and reports delivered by the external evaluation team.
- Assist in feedback of the preliminary findings, conclusions, lessons and recommendations from the evaluation, in consultation with the reference group.

Members of the project team should be available to meet (directly or indirectly) with the external evaluation team. They should provide additional information when necessary.

An external evaluation team will be contracted, who will be responsible for the overall delivery of the evaluation. The methodology of the evaluation will be further specified in a succinct inception report. Finally, the external evaluation team will be responsible for drafting and editing the draft and the evaluation report in English.

The evaluation will be conducted according to the principles contained in the United Nations Evaluation Group (UNEG) Ethical Guidelines for Evaluation and with the updated 2016 UNEG Norms and Standards for Evaluation.

LOGISTICS

The external evaluation team will be responsible for their own logistics, including office space, administrative and secretarial support, telecommunications, printing of documentation. The external evaluation team will also be responsible for dissemination of all methodological tools such as interview protocols and surveys. ALR will assist the external evaluation team in providing documentation and the setting up meetings. The external evaluation team is responsible for all travel related costs, including transport to and from the airport and transport to and from interviews. Travel costs should be itemized in the financial proposal.

QUALIFICATIONS AND REQUIREMENTS OF THE EXTERNAL EVALUATION CONSULTANT/TEAM

Qualifications

Team Leader: At least one member of the external evaluation team should possess the following qualifications:

- a. Experience in applying qualitative and quantitative evaluation methods, with a minimum of 10 years of professional experience in programme and project evaluation, demonstrating a strong record in designing and conducting/leading evaluations;
- b. Knowledge of the United Nations, including previous work experience or assignments for the UN, particularly in evaluating programmes and projects; and,
- c. Excellent language skills in English (oral communication and report writing), French (oral communication and reading).

Subject Matter Expert: The same or other member of the external evaluation team should possess the following qualifications:

- a. Advanced university degree in archives, library and/or information studies, or other information management related fields; and,
- b. A minimum of 7 years of experience with assignments focusing on archives and heritage collection digitization, metadata, curation, conservation/preservation and provision of access (including promotion and visibility).

No member of external evaluation team shall have previous involvement in the implementation of activities under review.

The Team Leader must provide a curriculum vitae as well as two to three examples of recently completed evaluation reports. If evaluating in a team, a curriculum vitae must be provided for each team member, as well as two to three examples of recent relevant work completed by members of the team.

Budget

The evaluation is budgeted with an average of 30 consultant person days. The external evaluation team is expected to travel to Paris once during the data collection phase to conduct interviews and visit and observe the digitization laboratory and UNESCO Archives facilities. Participation in a kick-off meeting during the inception phase, and in a stakeholder workshop for discussing and validating findings and recommendations can be conducted virtually.

Time frame

The evaluation is expected to start in May 2019 with an inception phase followed by intensive data collection (desk review, interviews, and survey), analysis and report writing. A workshop for presentation and discussion of preliminary findings should be conducted in mid-August 2019, and the final revised evaluation report should be delivered by early October 2019.

DELIVERABLES AND SCHEDULE

The external evaluation team will be required to deliver the following key deliverables in English.

- a. Inception report: containing the evaluation framework, detailed evaluation methodology, project/programme sample, work plan and logistical arrangements.
- b. Workshop for Presentation and Validation of Findings and Recommendations: to present findings and tentative recommendations to the Reference Group.

- c. (Draft and Final) Evaluation report of max. 30 pages (excluding annexes) to be structured as follows:
- Executive Summary (2-3 pages)
 - Summary Evaluation report highlighting the key findings, lessons learned and recommendations, including:
 - Description of the 'Digitizing Our Shared UNESCO History' project
 - Evaluation purpose
 - Evaluation methodology
 - Main findings (presented in terms of achievements and challenges)
 - Lessons Learned
 - Conclusions and Recommendations
 - Annexes, including:
 - key documents reviewed, interview list, aggregate findings, budgetary analysis, etc.

The external evaluation team will provide the deliverables according to the following indicative timetable:

Deliverables and Schedule	Date
Selection of external evaluation team	mid May 2019
Inception Report (including the refined Theory of change or intervention logic, the evaluation methodology and detailed workplan)	end May 2019
Data Collection and Visit	June and July 2019
Presentation of main findings and tentative recommendations to the reference group	mid August 2019
Draft evaluation report	mid September 2019
Final evaluation report	early October 2019

HOW TO SUBMIT A PROPOSAL:

Your electronic offer comprising of a technical proposal and a financial proposal, attached **in two (2) separate files**, shall be sent to the following email address no later than Monday, 13 May 2019, 23:59 CET: a.cowling@unesco.org

For any requests for clarification, please contact Mr Adam Cowling (a.cowling@unesco.org).

BACKGROUND

Japanese Funds-in-Trust

567GLO0001 "Digitizing UNESCO's Institutional Memory" (USD 1,549,969). FIT letter signed on 16 November 2016. (Project duration for 2 years + 1 year validity for the FIT letter with flexibility clause for extensions) extension granted and budget amended on 8 November 2017.

REFERENCES

UNESCO Archives call-for-funds brochure (2015)

<https://unesdoc.unesco.org/ark:/48223/pf0000232589.locale=en>

Project summary pamphlet

https://digital.archives.unesco.org/images/collections/UNESCOdigitization_content-summary_ENG.pdf

Project website

<https://digital.archives.unesco.org/>

Crowdsourcing sub-project website

https://heritagehelpers.co.uk/projects/view/details/project/unesco_tagging_photos

UNESCO's evaluation policy

<https://unesdoc.unesco.org/ark:/48223/pf0000253907.locale=en>

UN Evaluation Group (UNEG) Guidance Documents

<http://www.unevaluation.org/document/guidance-documents>

PROFESSIONAL NETWORKS FOR SUBJECT MATTER EXPERTS

International Council on Archives (ICA)

<https://www.ica.org/en>

Association of Moving Image Archivists (AMIA)

<https://amianet.org/>

International Association of Sound and Audiovisual Archives (IASA)

<https://www.iasa-web.org/>

International Federation of Library Associations and Institutions (IFLA)
<https://www.ifla.org/>

International Federation of Television Archives (FIAT/IFTA)
<http://fiatifta.org/>