UNESCO Bangkok recruits:
A partner organization to run a culture hub in Lao PDR

**Timeframe:**
Approximately 18 months (part-time), starting in September/October 2016.

**Duty station:**
Lao PDR (Vientiane or other location)

**Background of the project:**
Although Lao PDR’s economy is mostly based on agriculture and on exchanges with its neighbours, cultural and creative industries have a definite potential to contribute to its economic development. Lao PDR also indicated its intention to benefit from its creative industries by ratifying the UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expressions in 2007. Also, the handicrafts sector has been identified as one sector with a high potential in the past and current Lao National Development Plans.

A Roadmap for Cultural Industries was developed in 2013, following a national consultation of public and private actors in the sector. Key priorities identified by stakeholders included (1) Developing and strengthening communications and networks; (2) Creating and enabling environment and (3) Expanding education and training.

In response to these needs, the project “Strengthening networking and knowledge management systems for creative industries in Lao PDR” will target specifically the first and third priorities. It will allow cultural and creative industries (CCIs) stakeholders, from the public and private sectors and the civil society in Lao PDR to better collaborate in order to strengthen the sector as a whole. More specifically, it will strengthen linkages and collaboration between the public and the private sectors, and will increase CCIs entrepreneurs’ capacity to develop, produce and disseminate good quality cultural products.

**Objectives of the assignment:**
The selected partner organization will be responsible for creating and maintaining networking mechanisms benefiting the work of Lao Cultural Industries stakeholders. The work will be undertaken in close collaboration with UNESCO Bangkok office and the Ministry of Information, Culture and Tourism.

This will entail:

1. **Setting up a culture hub including:**
   - A directory of Lao stakeholders
   - Important documents related to policies, administrative and technical issues (in original and/or converted into a user-friendly format)
   - Relevant news items
   - A platform for information exchange
   
   The hub could be set-up as a virtual or physical venue.

2. **Organizing and facilitating a programme of capacity-building / information-sharing events.**
Identify relevant themes for the sector: administrative and legal topics, technical topics, opportunities for outreach and partnerships

Identify resource persons (in Lao PDR or from the region)

Organize and facilitate the events, in formal or informal settings.

3. Mobilizing a critical mass of Lao stakeholders to ensure the sustainability of the activities.

Expected deliverables:

1. A structured and active culture hub including:
   - Relevant information materials, related to business management and administration, as well as technical topics, to facilitate the work of Lao Cultural Industries actors
   - A directory of Lao Cultural Industries actors
   - Communication channels (virtual or physical) available to answer users' queries

2. At least 8 capacity-building and information-sharing events

Note: For the purpose of this study, it is recommended that the cultural industries will be defined as the 6 main cultural domains used in the UNESCO Institute of Statistics (UIS) 2009 Framework for Cultural Statistics. Definition and sectoral structure used in Lao PDR can also be used.

Requirements

- Excellent knowledge of issues related to cultural and creative industries
- Knowledge of the UNESCO 2005 on the Protection and Promotion of the Diversity of Cultural Expressions is an advantage
- Knowledge of Lao cultural policies an advantage
- Proven networking skills, especially in the context of cultural industries in Lao PDR
- Excellent analytical skills
- Excellent capacity to communicate in English, in oral and written form
- Excellent capacity to communicate in Lao, in oral and written form
- Access to an office or a public venue an advantage
- IT / web programming skills an advantage

Contractual arrangement

- Contract for Services (the partner must be a legal entity, and allowed to operate in Lao PDR)
- Mission costs – if relevant - calculated based on UNESCO rules and regulations.

Application

Deadline: 5 September 2016

Send your application to:
Vanessa Achilles, programme officer, Culture Unit, v.achilles@unesco.org

(1) Proposal (approximately 3 to 4 pages), highlighting:
   - relevance of the organization for the assignment (specific expertise)
   - proposed methodology / workplan
   - capacity to sustain the hub beyond the project timeframe
   - proposed budget

(2) CVs of foreseen team members

(3) Other information that could support your application