



CALL FOR PARTNERSHIPS (CFP)

for

Not-for-Profit Institutions

Ref: “2025/Residency/DCE”

(Please quote this UNESCO reference in all correspondence)

Date: 04/03/2025

Closing date: 06/04/2025 (23:59 [France -(CET)])

Submission and inquiries via email to: convention2005.call@unesco.org

I. BACKGROUND:

This Call for Partnerships (CFP) relates to UNESCO's action in support of the filmmaking industry in Africa – through a “**Film Residency for Young Women African Filmmakers**” - within the framework of the [2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions](#).

With the support from the People's Republic of China, UNESCO published in October 2021 a report “[The African Film Industry: Trends, Challenges and Opportunities for Growth](#)”, which presents a complete mapping of the film and audiovisual industry in 54 States of the African continent, including quantitative and qualitative data and an analysis of their strengths and weaknesses at the continental, regional and national levels.

The report proposes three areas as strategic recommendations for the development of the film and audiovisual sectors in Africa, in line with the operational directives of the UNESCO 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions, notably i) need for institutional and regulatory frameworks; ii) mobilization of funding sources and mechanisms; and **iii) implementation of education and training**.

In addition, the People's Republic of China has also supported UNESCO critical networking activities for African filmmakers at the two most important film festivals in Africa and in the world, namely the Panafrican Film and Television Festival of Ouagadougou (FESPACO) in Burkina Faso (October 2021) and the Cannes International Film Festival (May 2022) - both in the presence of UNESCO Director-General.

UNESCO has also implemented other successful film residency programmes to support the film sector in Africa, including through: [UNESCO-Nara Film Residency](#), an artist-in-residency programme for women filmmakers in 2021, under the mentorship of the renowned Japanese filmmaker, Naomi Kawase. Currently, UNESCO is supporting a capacity building programme led by Triggerfish Foundation to provide critical technical, networking and employment skills for women in animation in Africa through “Creator labs” in 2024-2025. UNESCO reinforced and diversified an innovative mentorship programme with Women in Animation (WIA) entitled “Stories x Women” to empower women animation film makers from developing countries, which included participation in the Annecy International Animation Film Festival and Marketplace in 2024. Last but not least, the

International Fund for Cultural Diversity has supported five capacity building projects for the film sector benefitting 15 African countries, including a [mobile cinema project](#) to bring movies to rural communities in Senegal, a training programme for [youth engagement in cinema](#) in Madagascar, and a regional project to strengthen the [documentary film sector in 11 African countries](#).

The need for capacity-building is particularly important to address gender inequalities and leave no one behind, in line with UNESCO global priorities for Gender and Africa. It is therefore essential to conceive strategies of intervention in favour of African cinema with gender transformative perspectives using inclusive and participatory methods. The 2021 UNESCO report further highlighted several key data points about African women filmmakers, notably that women are significantly underrepresented in the film industry across the continent. For instance, in Nigeria, which with Nollywood has one of the largest film industries globally, women make up only 19% of directors and producers. The report findings also emphasized the importance of initiatives aimed at increasing the participation of women in the film sector, as this can lead to more diverse and inclusive storytelling. Enhanced capacity building and targeted support for women filmmakers are crucial for addressing these disparities and ensuring that women's voices and perspectives are adequately represented in African cinema.

II. OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES:

UNESCO seeks one partner to design and implement a **“Film Residency for Young Women Filmmakers' in Africa”** — a four week program dedicated to supporting ten emerging African women filmmakers. This initiative aims to foster a more inclusive African film industry by addressing gender disparities and promoting diverse storytelling. Through the residency, the ten participants will enhance their creative, technical, and networking skills, through the making of ten short films, that showcase their unique perspectives and narratives. Beyond the production of short films, the residency aims to equip participants with industry connections and career development opportunities, ensuring lasting impact.

1. The Partner will be responsible for the following activities:

a. Residency management:

- Design and deliver the residency program and curriculum for a period of four weeks;
- Organize onboarding process and pre-residency preparation, such as residency planning workshops, introductory sessions, or assigning preliminary tasks;
- Secure the participation of one or several high-level mentors from the film industry - filmmakers/ directors - who are renowned for their professional expertise and have been recognized and awarded at prominent film festivals in Africa or internationally;
- Select and secure the training team for writing, directing, and post-production;
- Organize workshops and/or mentoring one-on-one sessions;
- Organize networking events for the residents in the city of the residence;
- Provide technical expertise, equipment and facilities (e.g., cameras, studio facilities);
- Ensure each participant produces one short film (ten in total) by the end of the Residency;
- Contribute to the selection of residents;
- Ensure a safe and supportive environment for participating residents by implementing protective measures in line with UNESCO's zero-tolerance policy on all forms of harassment. This includes strict adherence to the Prevention of Sexual Exploitation and Abuse (PSEA) guidelines and the completion of appropriate PSEA training – available at the UNICEF Agora Portal: <https://agora.unicef.org/course/info.php?id=7380>;

b. Logistics:

- Manage travel arrangements, visa processes – to the extent possible -, and accommodations for residents;
- Facilitate daily subsistence allowances, insurances, internet data, and local transportation.

c. Monitoring and Communication:

- Oversee the residency's progress, ensuring quality control and including mechanisms to collect mid-residency feedback for continuous improvement;
- Organize structured check-ins with residents, mentors and training staff to review progress and address challenges;
- Produce promotional and communication materials, including bios of residents, mentors, and audiovisual content and articles documenting the residency;
- Ensure the visibility of the residency in medias in Africa or at the international level, in collaboration with the mentors;
- Regularly update UNESCO of developments and any challenges that may arise.

d. Post-Residency Follow-Up:

- Structured post-residency evaluations to assess residents' satisfaction, skills gained, and progress towards goals;
- Create a platform or mechanism for alumni to stay connected, share resources, and access opportunities post-residency.

2. Management/Responsibilities

The Partner shall lead and ensure the adequate management of the residency and will be responsible for the residency's design of the curriculum, all logistical arrangements for the living conditions and travel of the participants in the residency, the delivery of the residency, the selection of mentors and organisation of mentoring sessions and networking events. The Partner shall contribute expertise in the field of training and education for film making, and knowledge pertaining to film making processes.

UNESCO's Diversity of Cultural Expressions Entity shall manage the launch of the call for applications and shall ensure the selection process in collaboration with the Partner, according to pre-defined criteria. Selection of applicants will be based on the following criteria: (i) identify as a woman, (ii) hold citizenship in one of the 54 African countries, (iii) be between 21 and 35 years old, (iv) have at least two years of professional experience in film or audiovisual production, and (v) have directed at least one film (short, medium, feature-length, or documentary), preferably showcased at a festival and/or broadcast. UNESCO's Diversity of Cultural Expressions Entity will manage the screening of the short films (location and time to be determined), and distribution to film festivals. UNESCO will retain the rights to the short films.

UNESCO's Diversity of Cultural Expressions Entity will provide feedback as well as guidance through the various steps of the residency.

3. Deliverables

The residency is expected to take place between September and November 2025. The following deliverables are envisaged for the Implementation Partnership Agreement:

- a. Residency curriculum and programme, list of mentors, list of training staff, list of technical supplies for the production of short films (including pre- and post-production and shooting),

and description of measures to ensure a safe and secure environment for residents;

- b. Logistical arrangements for the residents, including quotations for travel arrangements, visa fees, daily subsistence allowance, terminal fares, housing, and local transportation;
- c. Mid-term narrative report on the residency process, including communication materials, including bios and photos of residents, mentors, and training staff, audio-visual materials and written articles on the process of the residency, and press review on visibility;
- d. Ten short films produced by the residents;
- e. Final narrative and financial report on the Residency, including recommendations, achievements, and challenges. A final signed and dated itemized financial statement, on letterhead paper, certified by the Executive Director and the Financial Officer or equivalent of the Partner, showing all expenditures incurred during the project implementation period. The financial statement shall be supported with a list of all incurred expenditures (e.g., Statement of Expenditures) that should identify the date, description, payment amount, reporting currency, foreign exchange rate, and document number of incurred expenditures accompanied with originals or certified copies of bills, invoices, receipts or other pertinent documentation. Any unspent or unrecorded amount shall be returned to UNESCO in the currency of payment of this agreement. As part of the financial report, the Partner will provide the following documentation:
 - For the personnel recruited on the project: a copy of the contract, pay slips/receipts signed by the beneficiary and a copy of ID/passport.
 - For external staff working on the project: actual time sheet data on deployment of staff signed by the staff member and approved by the responsible officer
 - For expenses related to contractor/consultants: a copy of the contract, invoice documents, the payment order/receipt and a copy of ID/passport or the company's official registration document.
 - For expenses related to travel: tickets, invoices and boarding passes (all invoices related to ticket purchases must clearly show the traveller's name, destination, date and cost of the ticket).
 - For expenses related to participants: Name of the main and dependent beneficiaries, copy of the identity document, date, proof of payment (receipt, payment slip,...)
 - For every other expense: invoices and receipts from supplier.

III. **ELIGIBILITY:**

A UNESCO Implementation Partner is an entity with a not-for-profit status to which UNESCO has entrusted partially or fully the implementation of programmes or projects specified in a signed document, along with the assumption of full responsibility and accountability for the effective use of resources and the delivery of outputs as set forth in such a document. The Partner must be registered legally for at least five years, operating in Africa, including but not limited to: non-governmental organizations (NGOs), research institutes, universities, foundations, professional associations and intergovernmental organizations.

Main features of a UNESCO Implementation Partners Agreement
The Partner brings added value, including monetary or in-kind contribution, to the project/activity
The Partner shares in the risks and rewards of the project/activity implementation and is responsible and accountable for delivering expected results
The Partner is involved at each step of the process, from detailed work plan elaboration to project/activity evaluation
The Partnership will include aspects beyond the delivery of a service to include capacity-building elements with respect to the Partner and/or beneficiary

The parameters that will determine whether an entity is eligible to be considered by UNESCO will

be based on the UNESCO Partner Identification form – **Annex 1**.

IV. **PROPOSAL:**

The partner should demonstrate its ability to respond to the Terms of Reference and propose a methodology in order to design and implement the Film Residency for Young Women African Filmmakers.

The applicants must submit the following elements:

1. **Technical proposal:** Applicants must submit a detailed technical proposal covering:
 - i. **Methodological plan:** a proposed methodology, curriculum, and approach for the residency;
 - ii. **Implementation plan:** an implementation plan covering all aspects of the Terms of Reference, with a corresponding timeframe;
 - iii. **Risk mitigation plan:** a risk mitigation plan for the implementation of the residency, including issues of safety and security, in line with Prevention of Sexual Exploitation and Abuse (PSEA) guidelines;
2. **Human resources:** Applicants must demonstrate sufficient capacity to deliver the residency, with staff proficient in English or French, with a good proficiency of the other, including:
 - i. **Mentoring programme:** a detailed list of one or several mentors, their assigned roles, and the confirmation of their participation in the Residency. Mentors must be filmmakers or directors renowned for their professional expertise, recognized and awarded at prominent film festivals in Africa or internationally;
 - ii. **Training staff:** at least three practitioners, with a minimum of 5 years experience each, covering screenwriting, directing, and post-production;
 - iii. **Residency coordination:** at least one coordinator with a minimum of five years of experience, responsible for the overall implementation and management of the residency and desirably at least one associate coordinator to support logistical execution.
 - iv. **Other personnel** deemed relevant for the delivery of the residency by the Partner.

Applicants are required to submit **up-to-date CVs** of all assigned personnel, highlighting relevant qualifications in line with the Terms of Reference. The applicants are required to indicate within the **budget proposal** whether human resources are in-house staff, specifying their estimated percentage of work time dedicated to the project as in-kind contribution or whether externally contracted, specifying their estimated fees.

3. **Equipment and facilities:** Applicants must submit a **detailed list of equipment and facilities** necessary for the implementation of the Residency and the making of ten short films by the residents. Applicants are required to indicate within the **budget proposal** whether equipment and facilities will be provided as in-kind contribution, specifying the associated costs or whether equipment and facilities will be rented, specifying the associated costs.
4. **Organisational and financial capacity:** Applicants must submit the following information:
 - i. Completed **Partner Identification Form**, as referenced in Annex 1;
 - ii. Proof of **not-for-profit legal registration** – for at least five years;
 - iii. **Presentation of the entity's structure**, experience, and past performance, highlighting aspects relevant to the Terms of Reference (e.g. activity reports, etc.);

- iv. Evidence of demonstrated **experience in managing at least 2 film residencies**;
- v. Evidence of **past projects with international cooperation agencies**, or UNESCO and/or the UN System, including the World Bank Group, if relevant;
- vi. Evidence of **policies/safeguards in place**, such as procurement policies, Human Resources management, and financial management systems as well as other policies, such as anti-fraud and anti-corruption mechanisms, personnel data protection policy;
- vii. Certified **audited financial statements** for the past two years;
- viii. **Detailed budget**, as referenced in Annex 2, within the **maximum ceiling of US\$ 149,000**, specifying any **in-kind and/or financial contributions**, with a **mandatory minimum in-kind contribution of at least 5% of the total budget**, offered by the Partner to complement the budget provided by UNESCO.

V. EVALUATION CRITERIA AND METHODOLOGY:

Proposals will be evaluated based on the following criteria:

- 1) Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to the beneficiaries.
- 2) High impact interventions directly targeting and responding to the needs established in the TOR.
- 3) Size of budget requested commensurate with the organization's proven administrative and financial management capacity.
- 4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

Highest Total Score of Weighted Technical and Financial Criteria

Sample: Summary of Technical Proposal Evaluation Forms		Points Obtainable	Name of Organisation / Institution		
			A	B	C
1.	Qualifications and expertise of the Partner	230			
2.	Proposed methodology and work plan	250			
3.	Personnel	220			
Sub-total for Technical Evaluation		700			

A detailed list of criteria for the technical evaluation is included in Annex 3, as an excel table.

Financial Proposal Evaluation Form

Sample: Summary of Financial Proposal		Points Obtainable	Name of Organisation / Institution		
			A	B	C
	Financial Proposal	300			
Sub-total for Financial Evaluation		300			

Evaluation of the price proposals (of all Entities who have attained minimum 70 % score in the technical evaluation, i.e. 490 points) will be based on the weight scoring method as follows:

1. Financial proposals are opened and list of prices is prepared, where the lowest price is ranked as the first one (receiving highest amount of points) and the most expensive as the last one (receiving the least amount of points).
2. Lowest price is given maximum points (e.g. 300), for other prices the points are assigned based on the following formula: [Amount of points = lowest price/other price * total points obtainable for financial proposal]
 An example:
 Offeror A – lowest price ranked as 1st in the amount of USD 10,000 = a
 Offeror B – second lowest price ranked as 2nd in the amount of USD 15,000 = b
 Points assigned to A = 300 & Points assigned to B = 200 (following formula: $a/b * 300$ i.e. $10,000/15,000 * 300 = 200$ points)
3. The unit price criteria will be taken into account for financial proposals of the same amount, with advantage given to the proposal with the lowest unit price.

Combined Technical and Financial Evaluation

Sample: Summary of Financial Proposal Evaluation Forms	Points Obtainable	Name of Firm / Institution			
		A	B	C	D
Sub-total Technical Proposal	700				
Sub-total Financial Proposal	300				
TOTAL	1000				

VI. BUDGET SIZE AND DURATION:

The Partner must submit a detailed budget proposal for activities **(maximum budget ceiling: 149,000 USD), as referenced in Annex 2.** The amount should be commensurate with the organization's administrative and financial management capabilities. In principle, the Partnership Agreement will not exceed 12 months, including the Residency programme of four weeks.

Regarding the budget of the technical proposal of the Partner, UNESCO retains the right to revise the work plan and negotiate the budget with the Partner, prior to signing the agreement, to ensure value for money. Likewise, UNESCO will ensure that in accordance with its policies the selected Partner will be able to provide added value in terms of financial or in-kind contribution. **The Partner's financial or in-kind contribution will be specified in the budget proposal, with a mandatory minimum in-kind contribution of at least 5% of the total budget.** No overheads in terms of administrative or service fees are accepted (direct budgeting based on activities).

VII. SELECTION PROCESS:

UNESCO will review proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in Annex 3, to identify highest ranking proposal; (iv) round of clarification (if necessary) and work plan elaboration with the highest-scoring proposal; and, (v) Implementation Partners' Agreement (IPA) signature.

VIII. SUBMISSION PROCESS:

Applicants shall bear all costs related to proposal preparation and submission. Applicants must submit their proposals electronically in one email to: convention2005.call@unesco.org

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

Submission Deadline

Proposals, with supporting documents, should be submitted **by 06/04/2025 (23:59 [France - (UTC+1)])**

For additional questions about the Call for Proposals Guidelines, please e-mail: convention2005.call@unesco.org.

MANDATORY SUBJECT EMAIL: “2025/Residency/DCE” - [YOUR ORGANISATION NAME]

Maximum size of single email: 10 MB.

File sharing web tools similar to Dropbox or WeTransfer will **NOT** be accepted.

Note: UNESCO reserves the right not to fund any proposals arising from this Call for Partnerships. Depending on the value and context of the Implementation Partners Agreement, the final financial report must be audited by the External Auditor of the Partner. The audit requirement will be confirmed during work plan elaboration and contract finalization.

Below is an estimated timeline for this Call for Partnerships:

04/03/2025	Call for Partnerships opens
06/04/2025	Deadline for organizations to submit proposals under this Call
08/04/2025	Assessment and selection processes will take place
30/04/2025	Selected applicants will be notified

IMPORTANT ADDITIONAL INFORMATION

UNESCO requires that partners, applicants and their subcontractors adhere to the highest standards of moral and ethical conduct during the implementation of the partnership agreement and do not engage in corrupt and fraudulent practices.

United Nations Agencies have adopted a zero tolerance policy on gifts and, therefore, it is of overriding importance that UNESCO staff should not be placed in a position where their actions may constitute or could be reasonably perceived as reflecting favourable treatment of an individual or entity by accepting offers of gifts, hospitality or other similar favours. Partners are therefore requested not to send or offer gifts or hospitality to UNESCO personnel.

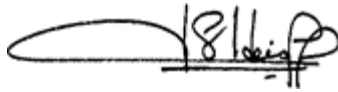
UNESCO will:

- (a) Reject a proposal to award an agreement if it determines that a partner recommended for award has engaged in fraud and/or corruption in competing for the agreement in question.
- (b) Cancel or terminate an agreement if it determines that a partner has engaged in fraud and/or corruption in competing for or in executing a UNESCO contract;
- (c) Declare a partner ineligible to become a “United Nations registered vendor”, either indefinitely or for a stated period of time, if it determines at any time that the partner has engaged in fraud and/or corruption in competing for or in executing a UNESCO agreement.

This Call for Partnerships is not to be construed in any way as an offer to contract with your organization. Your proposal could, however, form the basis for a contract between your organization and UNESCO in the future, based on positive review and the availability of funds. UNESCO reserves the right to fund additional agreements within a period of three years based on similar activities,

subject to donor funding.

For any requests for clarification, please contact convention2005.call@unesco.org.

A handwritten signature in black ink, appearing to read 'Toussaint Tiendrebeogo', written over a horizontal line.

For and on behalf of UNESCO
Toussaint Tiendrebeogo
Chief of Entity of the Diversity of Cultural Expressions

IX. ANNEXES:

Annex 1 – UNESCO Partner Identification form

Annex 2 – Budget template

Annex 3 – Evaluation grid of technical evaluation

Annex 4 – Implementation Partners' Agreement (example)

