

## ANNEX III

### LIST OF BENCHMARKS

**The purpose of these benchmarks is to guide Member States, Associate Members and NGOs in official partnership with UNESCO in their PP project formulations for 2026–2027 biennium**

#### **A. The project must**

1. be related to UNESCO's mandate, fields of competence and thematic areas (43 C/5 Outputs)
2. support, in this connection, UNESCO's Regular Programme priority activities (draft document [43 C/5](#))
3. contribute, if applicable, to UNESCO's two global priorities: Africa and gender equality
4. pay particular attention to the participation of girls and women, as well as youth in general
5. especially benefit, in a sustainable manner, African countries, least developed countries (LDCs), small island developing States (SIDS), developing countries, post-conflict and post-disaster countries
6. contribute to intercultural 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
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 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. the name and status of the institution responsible for implementing the project's activities, and of the beneficiary institution(s)
13. a succinct summary, indicating key messages of the project (maximum of 100 words)
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, institution, 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

20. a detailed work plan, list of participants, programme of the workshops/conferences, objectives, publications (language(s), distribution/quantity)

**C. Please further ensure that**

21. the project is submitted via the online request form through <https://www.unesco.org/pp>
22. the order of priority considers the implementation date of the projects
23. the expected results and impact of the project are clearly indicated in the request form
24. at least two (2) competitive offers (pro forma invoices) for the purchase of professional goods, work and services in the amount of \$5,000 or above are attached to the request form
25. 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
26. the administration costs and the purchase of means of transport are not covered by UNESCO's financial participation in the projected budget
27. refreshments should not exceed 10% of the total amount requested from UNESCO
28. the necessary letters of support are attached to the request form for a subregional (two), interregional (two) or regional (three) project
29. the NGOs in official partnership with UNESCO submit the two (2) obligatory letters of support
30. 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
31. the name and title of the person who signs the request form and the stamp are clearly shown

**D. Equipment and supplies for which funding is not authorized**

32. In UNESCO General Conference resolution [39 C/61](#) on PP principles and conditions, 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)