

Guidelines

Cycle / 2011 -2012



United Nations
Educational, Scientific and
Cultural Organization

منظمة الأمم المتحدة
للتربية والعلم والثقافة



**UNESCO-Hamdan Bin Rashid Al-Maktoum Prize
for Outstanding Practice and Performance in
Enhancing the Effectiveness of Teachers**

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I Definitions

For the purposes of these Guidelines, the following words, terms and expressions shall have the meanings given, unless indicated otherwise by the context.

Prize The UNESCO-Hamdan bin Rashid Al-Maktoum Prize for Outstanding Practice and Performance in Enhancing the Effectiveness of Teachers.

Administration of the Prize The role of administering the UNESCO-Hamdan bin Rashid Al-Maktoum Prize for Outstanding Practice and Performance in Enhancing the Effectiveness of Teachers belongs to the Secretariat of the Prize located in Dubai, United Arab Emirates

Teachers Persons employed full time or part time in an official capacity to guide and direct the learning experience of pupils and students, irrespective of their qualifications or the delivery mechanism, i.e. face-to-face and/or at a distance.

Outstanding practices concerning teachers All practices concerning teachers which improve the quality of the education that they deliver or contribute to increasing accessing and equity of education.

Nominating Bodies Multinationals, bilaterals, Ministries of Education (or other relevant Ministries), non-governmental organizations (NGOs), organizations or institutions directly involved in, or aware of, outstanding practice concerning teachers that nominate and recommend a number of candidates for the Prize.

Candidates Organizations, international or national non-governmental organizations (NGOs), institutions or local, national and regional communities applying for the Prize.

Adjudication The operation involving elimination of non-eligible candidates; evaluation of the eligible applications to the Prize and their accompanying documents; assessment of the candidates' performance on the basis of the criteria and conditions of the Prize; and selection of the three Prize winners.

Letter of Nomination	The form to be completed by the Nominating Body including an indication of the points of excellence awarded to the application according to the criteria for the Prize.
Adjudicator	A person of experience, knowledge and impartiality entrusted with the task of adjudication. This denomination covers both the members of the Screening Panel and those of the Jury (Permanent and Non-Permanent Members).
Screening Panel	Group of persons possessing experience and knowledge in the field of education and trained to carry out the task of elimination of non-eligible applications.
Jury	Group of persons possessing experience and knowledge in the field of educational excellence and trained to carry out the task of evaluation and selection of the Prize Winners.
General Coordinator	Member of the Permanent Committee who chairs the Jury.
Permanent Committee	Permanent Members of the Jury who undertake a number of tasks connected with the Prize during the cycle.
Non-Permanent Committee	Non-Permanent Members of the Jury who undertake a number of tasks connected with the Prize during the cycle.
The Hamdan Award	Hamdan Bin Rashid Al Maktoum Award for Distinguished Academic Performance.
UNESCO	United Nations Educational, Scientific and Cultural Organization, 7 place de Fontenoy, 75352 Paris 07 SP, France.

II Introduction

The UNESCO-Hamdan bin Rashid Al-Maktoum Prize for Outstanding Practice and Performance in Enhancing the Effectiveness of Teachers is aimed at improving educational practices around the world, with priority given to developing country contexts, as well as to marginalized and disadvantaged communities from the wider global context.

The Prize rewards candidates that have made an outstanding contribution, through their teacher-related activities, to enhancing the quality of teaching and learning.

It intends to attract high-level international education experts to judge the applications for participation and nomination in accordance with the criteria and principles adopted in the statutes on the basis of credibility, fairness and impartiality.

The Prize shall be awarded on a biennial basis to three candidates for each two-year cycle, for an initial period of six years.

Most specifically, the objectives of the Prize are:

- To contribute to the achievement of the Millennium Development Goals as proclaimed by the United Nations General Assembly on 8 September 2000 and the Education for All Goals;
- To raise the profile of teachers internationally and enhance awareness of teacher issues;
- To develop the quality of teacher-related practices by rewarding, supporting and disseminating outstanding teacher-related practices in developing countries and marginalized communities;
- To highlight the pioneering role of the United Arab Emirates in promoting education quality and to extend the successful past experience of the pre-existing Hamdan Award at the global level;
- To enhance the profile of UNESCO and its programmes and priorities;
- To support lesson sharing and dissemination of successful practices regarding teachers.

III Prize Criteria and Process for Candidates

Article 1

Candidates may be organizations, international or national non-governmental organizations (NGOs), institutions or local, national or regional communities applying for the Prize. Candidates cannot be individuals.

Article 2

The Prize is conferred upon Candidates for their outstanding practices concerning teachers, for which three prizes shall be conferred on a biennial basis.

Article 3

The candidates must meet the following conditions in order to receive the Prize:

- They must be legally established or attach a letter from an official body stating that nothing prevents their participation;
- They must have been established for no less than five years;
- They must have no political, religious or ethnic affiliation;
- They must be independent in terms of administration and finance;
- They must not be entirely supported (fully funded or directly managed) by either the Hamdan Award or by UNESCO;
- They must be wholly or partly concerned with educational matters.

Article 4

In order to be nominated, two procedures may be followed. Either Eligible Candidates shall ask a Nominating Body (e.g. a multinational, bilateral, Ministry of Education or other relevant Ministry, NGO, organization or institution directly involved in, or aware of, outstanding practice concerning teachers that nominate the Candidate) to send its Letter of Nomination, prepared following the template attached to these guidelines in Annex 2, or a Nominating Body may initiate the process of nominating an Eligible Candidate or Candidates. A Candidate shall be nominated by no more than one Nominating Body. All Letters of Nomination shall be postmarked by 30 September 2011 to:

UNESCO

Section for Teacher Policy & Development
Division for Planning and Development of Education Systems
ATTN: UNESCO-Hamdan Prize
7 place de Fontenoy
F-75352 Paris 07 SP
France

4.1. The Letter of Nomination shall contain no less than 1,000 words and no more than 2,000 words and shall include the following information:

1. Introduction

- Name of Candidate
- Address of Candidate
- Timeline of the programme/initiative (the programme should be ongoing, and evidence should not be more than three years old)

2. Background – 15 points

The scoring of the background will take into account the following elements:

- Evidence-based recognized need
- Target group
- Equity considerations

3. Conceptualization and Design – 30 points

The scoring of the conceptualization and design will take into account the following elements:

- How the programme is responding to need/context
- Stakeholder involvement (who, why, how)
- Programme approach/methodology (including structures and mechanisms)
- Financing
- Human resources
- Monitoring & evaluation (appropriate for candidate and context)
- Equity considerations

4. Impact and Achievements – 40 points

The scoring of this section will take into account impact and achievements with regards to:

- Need and context
- Quantitative & qualitative aspects (should give examples of indicators e.g. number of people participating in training programme, learning outcomes)
- Efficiency & effectiveness
- Equity considerations

5. Sustainability, Problems, Lessons Learned, Potential for Replicability & Future Plans (with regard to all of the above) – 15 points

The scoring of this section will consider the sustainability of the programme, its potential for replicability or lesson sharing as well as plans for the future.

If any Letter of Nomination is assessed to score **50 percent** or less of the marks possible in any one section, it shall be eliminated from further consideration, regardless of its total score.

4.2. The Candidates shall also enclose, along with their Letters of Nomination, an outline describing their institutions. The outline should include the following information: vision, mission, goals and achievements, address of the entity and address of the contact person(s). The Jury has the right to request additional documents and records from the Candidates, as well as conduct a site visit to the short-listed projects, if it so wishes.

4.3. Additional documents such as supporting evidence, annexes, etc., in paper or other format, may be enclosed with the letter but shall not exceed the size of an A4 envelope. These documents shall only be examined if the application is shortlisted.

4.4. The Nominating Bodies shall enclose in their Letter of Nomination the following documents concerning the Candidate(s):

- Photocopy of the legal permit or articles of incorporation;
- Statutes;
- Address;
- Name and full contact details of contact person(s).

4.5. Letters of Nomination shall be written in either French or English.

Article 5

The Candidates shall not send their Letters of Nomination directly to UNESCO but shall ensure they are sent by the Nominating Body and that they include all the information and enclosures stipulated in Article 4.

Article 6

The records and documents enclosed shall be limited to the previous three years.

Article 7

All of the documents and records provided shall be considered the property of the Secretariat of the Prize and shall not be returned to their owners.

Article 8

Any attempt to contact any member of the Jury shall result in the exclusion of the Candidate(s) in question.

Article 9

In the first stage of the adjudication process, the Screening Panel will eliminate non-eligible Candidates (for more details see the “Jury and Adjudication process” Section).

In the second stage in the adjudication process, the selection of Prize Winners shall be conducted by the International Jury.

This International Jury is composed of:

- The Permanent Committee
- The Non-Permanent Committee

The Permanent Committee shall be composed of three Permanent Members, who shall be the representative of the Director-General of UNESCO, a representative of the Board of Trustees of the Hamdan Bin Rashid Al-Maktoum Award for Distinguished Academic Performance and a General Coordinator.

The Non-Permanent Committee shall be composed of five Non-Permanent Members, who shall be distinguished professionals with a high level of knowledge and experience of teacher-related issues. The Jury membership shall reflect the global nature of the Prize, with geographical representation of all UNESCO regions (Africa, Arab States, Asia and the Pacific, Europe and North America and Latin American and the Caribbean). Gender balance will also be a key consideration.

The process of approval and selection of the Prize Winners is carried out as follows:

- An initial shortlist of 15 Candidates shall be devised following examination of the Letters of Nomination of only eligible applications, based on the grading criteria explained in Article 4.
- The final list of Prize Winners will be established following a further examination of all shortlisted applications, including all additional material provided by the shortlisted Candidates.
- If the difference between two Candidates is no more than 5 per cent, then geographical representation of the Prize Winners will be taken into consideration.
- The final list of Prize Winners shall be validated by the Permanent Committee, keeping in mind geographical representation.

Article 10

The value of the Prize shall be **US \$270,000** for each biennial period, divided between three winners. The value of each prize shall thus be **US \$90,000**, which shall be provided in kind or in the form of educational support and services (e.g. training) to the winning institutions, as well as a testimonial of appreciation and a cup of honor.

Article 11

The Prize Winners shall present a proposal on ways of using the reward, which shall build upon the outstanding practice rewarded and seek to further enhance practices regarding teachers. The proposal must meet the following criteria:

- Demonstration of a focus on capacity development;
- Agreement to share and disseminate the outstanding practice with others and indication of plans for dissemination (including via relevant media)
- Development of self-reliance in terms of educational resources.

The proposals shall be reviewed by Secretariat of the Prize, which is responsible for delivering the rewards.

Article 12

The Prize Winners or their representatives shall be invited to attend the final Prize ceremony at the end of each biennial cycle, to be held in Dubai. The Secretariat of the Prize shall bear the travel and accommodation costs of the Prize Winners or their representatives.

IV Nominating Bodies

Article 13

Nominating Bodies may be multinationals, bilaterals, Ministries of Education (or other relevant Ministries), NGOs, organizations and institutions directly involved in, or aware of, outstanding practice concerning teachers. They may nominate and recommend up to five Candidates for the Prize.

Article 14

- The Nominating Bodies must meet the following conditions:
- They must be legally established;
- They must have been established for no less than five years;
- They must have no political, religious or ethnic affiliation;
- They must be independent in terms of administration and finance;
- They must not be entirely supported (fully funded or directly managed) by either the Hamdan Award or by UNESCO;
- They must be wholly or partly concerned with educational matters.
- They must be aware of and have proven knowledge of the practices and activities of the candidate body;
- They must have no direct administrative or financial oversight of the Candidates;
- The nominating body must have no official, administrator or other person in receipt of any remuneration or reward from the Candidates for services rendered; members of the Board of Directors of the candidate body may nominate it on condition that they receive no remuneration for that service.

Article 15

Nominations for the competition are accepted on the basis of a letter sent by the Nominating Bodies on behalf of the Candidates that they consider qualified to participate in the competition.

Article 16

The Nominating Bodies shall send to UNESCO one Letter of Nomination per Candidate (i.e. Organizations, international or national NGOs, institutions or local, national or regional communities applying for the Prize) whom they consider to be qualified to participate in the Prize.

Letters shall follow the template attached to these Guidelines in Annex 2 and shall be sent, along with all other enclosures, to UNESCO by registered post before 30 September of the year in which the competition is held.

If Nominating Bodies wish to send Letters of Nominations from more than one Candidate, all letters and enclosures must be sent at the same time.

16.1. The Letter of Nomination shall contain no less than 1,000 words and no more than 2,000 words and shall include the following information:

1. Introduction

- Name
- Address
- Timeline of the programme/initiative (the programme should be ongoing, and evidence should not be more than 3 years old)

2. Background – 15 points

The scoring of the background will take into account the following elements:

- Evidence-based recognized need
- Target group
- Equity considerations

3. Conceptualization and Design – 30 points

The scoring of the conceptualization and design will take into account the following elements:

- How the programme is responding to need/context
- Stakeholder involvement (who, why, how)
- Programme approach/methodology (including structures and mechanisms)
- Financing
- Human resources
- Monitoring & evaluation (appropriate for candidate and context)
- Equity considerations

4. Impact and Achievements – 40 points

The scoring of this section will take into account impact and achievements with regards to:

- Need and context
- Quantitative & qualitative aspects (should give examples of indicators e.g. number of people participating in training programme, learning outcomes)
- It will consider efficiency & effectiveness
- It will integrate equity considerations

5. Sustainability, Problems, Lessons Learned, Potential for Replicability & Future Plans (with regard to all of the above) – 15 points

The scoring of this section will consider the sustainability of the programme, its potential for replicability or lessons sharing as well as plans for the future.

If any Letter of Nomination is assessed to score **50 percent** or less of the marks possible in any one section, it shall be eliminated from further consideration, regardless of its total score.

16.2. The Nominating Bodies shall also enclose, along with the Letter of Nomination, an outline describing the nominated candidate's institution.. The outline should include the following information: vision, mission, goals and achievements, address of the entity and address of the contact person(s). The Secretariat of the Prize has the right to request additional documents and records from the Nominating Bodies if it so wishes.

16.3. Additional documents such as supporting evidence, annexes, etc., in paper or other format, may be enclosed with the Letter of Nomination but shall not exceed the size of an A4 envelope. These documents shall only be examined if the application is shortlisted.

16.4. The Nominating Body shall enclose in the Letter of Nomination the following documents concerning the Candidate:

- Photocopy of the legal permit or articles of incorporation
- Statutes
- Address
- Name and full contact details of contact person(s).

16.5. Letters of Nomination shall be written in either French or English.

Article 17

The Candidates must meet the following conditions to receive the Award:

- They must be legally established or attach a letter from an official body stating that nothing prevents their participation;
- They must have been established for no less than five years;
- They must have no political, religious or ethnic affiliation;
- They must be independent in terms of administration and finance;
- They must not be entirely supported (fully funded or directly managed) by either the Hamdan Award or by UNESCO;
- They must be wholly or partly concerned with educational matters.

Article 18

The Nominating Bodies shall attach to the Letters of Nomination a brief presentation of itself, including its vision, mission, goals and achievements, address of the entity and the address of a contact person. The Secretariat of the Prize shall have the right to request additional documents and records from the Nominating Bodies if it so wishes.

Article 19

The Nominating Body may initiate a nomination or endorse an application for the UNESCO-Hamdan bin Rashid Al-Maktoum Prize for Outstanding Practice and Performance in Enhancing the Effectiveness of Teachers.

Article 20

The Nominating Body may nominate no more than five Candidates in a single cycle.

Article 21

The Nominating Bodies shall be entitled to:

- receive a testimonial acknowledging their participation;
- have their links and logos included in the literature of the Prize;
- have a representative invited to the Prize ceremony should one of their Candidates win.

Article 22

Any attempt by a Nominating Body to contact any member of the Jury shall result in the exclusion of its Candidate(s).

V Jury and Adjudication Process**Article 23**

23.1. In the first stage of the adjudication process, the Screening Panel will eliminate non-eligible Candidates.

23.2. In the second stage in the adjudication process, the selection of the Prize Winners will be conducted by the International Jury.

The International Jury is composed of:

- The Permanent Committee
- The Non-Permanent Committee

The Permanent Committee shall be composed of three Permanent Members, who shall be the representative of the Director-General of UNESCO, a representative of the Board of Trustees of the Hamdan Bin Rashid Al-Maktoum Award for Distinguished Academic Performance and a General Coordinator.

The Non-Permanent Committee shall be composed of five Non-Permanent Members, who shall be distinguished professionals with a high level of knowledge and experience of teacher-related issues. The Jury membership shall reflect the global nature of the Prize, with geographical representation of all UNESCO regions (Africa, Arab States, Asia and the Pacific, Europe and North America and Latin American and the Caribbean). Gender balance will also be a key consideration.

The process of approval and selection of the winners is carried out as follows:

- An initial shortlist shall be prepared following examination of the Letters of Nomination of only eligible applications, based on the grading criteria explained in Articles 4 and 16.
- The final list of three Prize Winners will be established following a further examination of all shortlisted applications, including all additional material provided by the shortlisted Candidates.
- If the difference between two candidates is no more than 5 per cent, then geographical diversity in the Prize Winners will be taken into consideration.
- The final list of Prize Winners shall be validated by the Permanent Committee, keeping in mind geographical representation.

Article 24

Any attempt to contact any member of the Adjudication Panels shall result in the exclusion of the concerned Candidates.

Article 25

25.1. The process of Adjudication has the following purposes:

- To select the Prize Winners;
- To use the process of Adjudication and selection of Prize Winners to promote and disseminate outstanding practice concerning teachers.

25.2. The following guidelines shall be observed in carrying out the process of Adjudication and in seeking to achieve its purpose:

- a) Non-Permanent Members of the Adjudication teams shall be selected from among persons of expertise and educational qualifications with experience of teacher issues so that the purposes of the process of Adjudication are achieved as fully as possible;
- b) The Secretariat of the Prize shall provide a suitable environment for the process of Adjudication as regards services, facilities, tools and equipment, etc;
- c) Communication with the media in connection with the process of Adjudication shall be restricted to UNESCO or the Secretariat of the Prize. No member of the Adjudication teams shall make any statements to the media without prior agreement on the part of UNESCO or the Secretariat of the Prize, in observance of the principle of confidentiality and discretion during the Adjudication process;
- d) The Adjudicators shall be prohibited from receiving any gifts or accepting any form of hospitality or unusual honor from individuals or institutions connected with the Candidates until the end of the Prize cycle.

Article 26

The duties of the Adjudicators in connection with the Prize are as follows:

- a) Active participation in the training program for Adjudicators of the Prize and performance of the training tasks assigned to them;

- b) Observance of the agreed deadlines in connection with the work of Adjudication;
- c) Execution of the work of Adjudication in accordance with the Adjudication program and the approved Adjudication regulations;
- d) Observance of the principles of confidentiality, integrity and objectivity during the Adjudication;
- e) Working as members of a single cooperative team,
- f) Execution of the instruction issued by the technical and administrative bodies of the Prize.

Article 27

The entitlements of the Adjudicators are as follows:

- a) A testimonial recognizing participation in the adjudication process;
- b) Full payment of travel and mission expenses in accordance with the Prize regulations;
- c) A pleasant and appropriate working environment for the task of Adjudication.

Screening Adjudicators

Article 28

The Screening Adjudicators for the cycle shall be selected by the Secretariat of the Prize, in consultation with UNESCO, and shall perform their duties under the responsibility and supervision of the Secretariat of the Prize.

Article 29

The duties of the Screening Adjudicators in regard to the Adjudication process involve screening and examination, meaning that they must reject Letters of Nomination that do not fulfill the criteria for the Prize as laid out in Article 17, or whose programme/initiative is not ongoing or whose evidence is more than 3 years old. In so doing, they must give the reasons for the rejection of each letter. This is the first stage of the Adjudication process which is to be carried out by the Screening Panel, which is divided into two teams:

1- The examination team is responsible for:

- reading the Letters of Nomination,
- checking the enclosures,
- accepting or rejecting any Letter of Nomination,
- justifying in writing the rejection of any Letter of Nomination for the competition.

2- The review team is responsible for:

- reviewing the work of the examination team,
- earmarking those Letters of Nomination that come close to meeting the conditions for nomination,

- verifying the validity of the justifications given for accepting or rejecting any Letter of Nomination.

Article 30

A sufficient number of Screening Adjudicators shall be selected to complete the process of examination and review of the Letters of Nomination in the allotted time.

Article 31

The qualifications of the Screening Adjudicators involved in the first stage of the Adjudication process shall be as follows:

- They must hold at least a university qualification;
- They must have at least five years' professional education experience with specific experience in teaching;
- Preference shall be given to persons who have participated in the Adjudication work for other educational competitions or who have previous experience of Adjudication;
- They must be fluent in reading and understanding English.

International Jury – Permanent Committee

Article 32

The Permanent Committee for the cycle consists of three Permanent Members, as follows:

- The representative of the Director-General of UNESCO
- The representative of the Board of Trustees of the Hamdan Award
- The General Coordinator, chosen by the Board of Trustees of the Hamdan Award, with the endorsement of UNESCO.

Article 33

The General Coordinator shall be responsible to UNESCO and the Secretariat of the Prize for the technical conduct of Adjudication during the cycle, in accordance with the attached Terms of Reference (see Annex 3 for details).

a) S/he shall:

- Hold a higher level qualification at the doctorate level;
- Have high level international experience of at least 15 years, part of it with a specific focus on teacher issues;
- Have a strong knowledge of research in the field of education and have been involved in educational publications and research;
- Have management and leadership experience with regards to education;
- Have exposure to issues related to developing country contexts or marginalized communities.

b) The duties of General Coordinator are defined as follows:

- Participate in the selection of the Non-Permanent Members of the Jury of the UNESCO-Hamdan bin Rashid Al-Maktoum Prize for Outstanding Practice and Performance in Enhancing the Effectiveness of Teachers, in accordance with the Guidelines and with due respect to geographical distribution and gender balance.
- Undertake advocacy, administrative and logistical duties as appropriate.
- Ensure a transparent and equitable selection of the three Prize Winners.
- Participate in the award ceremony.
- Participate in the evaluation of the Prize at the end of each biennial cycle.

The General Coordinator shall go to Dubai two times in a biennium, once for the first stage of the Adjudication by the Screening Adjudicators, whose task is to undertake an initial elimination of non-eligible applications, and a second time for the second and third stages of Adjudication, during which the Prize Winners will be selected.

Article 34

The duties of the Permanent Committee shall be as follows:

- Overall supervision of the process of Adjudication;
- Sitting as observers during the work of the Non-Permanent Committee and providing necessary guidance for process of selecting Prize Winners;
- Analysis of observations and feedback on the development of adjudication mechanisms and the training program;

International Jury - Non-Permanent Committee

Article 35

The Non-Permanent Committee shall be composed of five Non-Permanent Members, who shall be distinguished professionals with a high level of knowledge and experience of teacher-related issues. The Jury membership shall reflect the global nature of the Prize, with geographical representation of all UNESCO regions (Africa, Arab States, Asia and the Pacific, Europe and North America and Latin American and the Caribbean). Gender balance will also be a key consideration.

They shall:

- Hold a higher level qualification at the doctorate level;
- Have high level international experience of at least 10 years, some of it with a special focus on teacher issues;
- Have exposure to issues related to developing country contexts or marginalized communities.
- Have been involved in educational publications and research.

Care shall be taken to ensure that their practical expertise, academic specialization and knowledge of conditions in the countries of the Candidates are relevant.

Article 36

The Secretariat of the Prize shall select the Adjudicators for the Non-Permanent Committee, in cooperation with UNESCO, as follows:

- By starting the process of self-nomination for Adjudicators, through appropriate media or various Award mechanisms;
- By prohibiting the nomination for the Adjudication process of any person who is related to one of the Candidates or has some administrative or technical responsibility for one of the Candidates for the Award; it is incumbent upon the Adjudicator to report such a matter;
- By informing the Adjudicator Candidates in writing of the requirements they must satisfy before final approval is given for their participation in the adjudication process.

Article 37

The Secretariat of the Prize, in cooperation with the Permanent Committee for the cycle, shall be responsible for the organization of training programs for the Adjudicators, notably by organizing a training session immediately before the second and third stages of Adjudication, during which the Prize Winners will be selected.

Article 38

38.1. Shortlist

This is the second stage in the Adjudication process, carried out by the **Non-Permanent Committee**, responsible for selecting a shortlist of the 15 best letters of nomination that have been screened, based on the grading system explained in Articles 4 and 16. At this stage, no additional document shall be examined. To ensure optimal objectivity from the Jury, letters shall all be presented in the same format, and manuscript documents will be examined with the same attention as other documents.

This stage includes the following steps:

- Adjudicators shall separately examine the Letter of Nominations, and then calculate their grades in light of the criteria laid down in Articles 4 and 16.
- Each Letter of Nomination shall be assessed individually by at least three Jury Members.
- The members of the Jury who participated in the individual assessment of each Letter of Nomination shall discuss the marks assigned to each letter and each part thereof.
- If the disparity in the points awarded by the members of the Jury in the grades for each section in the individual assessment is less than 20 per cent, the mark shall be assigned on the bases of the arithmetical average.
- If the disparity in the points awarded by the members of the Jury in the grades for each section in the individual assessment is equal to 20 per cent or more, then the section shall be re-assessed: there shall be a detailed discussion, which may result in

the adjustment of the grade of some members such that the disparity in the marks falls below 20 per cent and the arithmetical average is adopted.

- If any Letter of Nomination is assessed to score 50 per cent or less of the marks possible in any one section, it shall be eliminated from further consideration, regardless of its total score.
- In the event that one member holds to his or her view such that the disparity in the points awarded for the section remains equal to 20 per cent or more, then the final decision shall be that of General Coordinator.

38.2. Selection of the winners:

This is the third stage in the adjudication process and is also conducted by the **Non-Permanent Committee**. The Jury shall carry out the process of approval and selection of the Prize Winners, as follows.

All members of the Non-Permanent Committee shall review the results of the shortlisted Letters of Nomination, read all the additional documents, review the grading if necessary and discuss the various points of view and points of disagreement or agreement concerning each letter.

Each Letter of Nomination shall be assessed individually by all five members of the Non-Permanent Committee. If any Letter of Nomination is assessed to score **50 per cent** or less of the marks possible in any one section, it shall be eliminated for further consideration, regardless of its total score.

If the difference between two Candidates is no more than 5 per cent, then geographical diversity of the Prizewinners will be taken into consideration, and preference will be given to Candidates from regions which are not yet represented among the Prize Winners.

The Non-Permanent Committee must then pick the top three Candidates from the above review as the Prize Winners and submit this to the Permanent Committee for Validation. The final results shall include lists with the names of the following:

- The Prize Winners;
- The Candidates.

The General Coordinator shall be responsible for drawing up the final report of the Jury, which shall include:

- The stages in the flow of work;
- The positive and negative aspects highlighted by the various stages of assessment as well as a proposal to ensure the smooth progress of work in the forthcoming cycle.

Article 39

The assessment of the performance of the Adjudicators is a key element in the assessment of the adjudication process. It is carried out in the following manner:

- a) The General Coordinator shall complete an assessment form for the performance of each of the Adjudicators.
- b) Each member of the Screening Panel shall complete an assessment form for the performance of the screening process, to be submitted – in a sealed envelope – to the General Coordinator.
- c) Each Jury Member shall complete an assessment form for the performance of the Adjudication process, to be submitted – in a sealed envelope – to the General Coordinator.
- d) The assessment forms for each Adjudicator completed by the General Coordinator shall be kept in the Adjudicator's file at the Secretariat of the Prize.

VI Incentives, Awards and Announcement

Article 40

The winners shall receive the Prize assigned to them according to the rules expressed in Articles 10-12. Candidates who are not among the Prize Winners shall receive a testimonial thanking them for their participation.

Article 41

The value of the Prize shall be **US \$270,000** for each biennial award cycle, divided between three winners. The value of each award shall be **US \$90,000**, which shall be provided in kind or in the form of educational and academic services to the winning institutions, as well as a testimonial of appreciation and a cup of honor.

Article 42

The Prize Winners shall present a proposal on ways of using the reward, which shall build upon the outstanding practice rewarded and seek to further enhance practices regarding teachers. The proposal must meet the following criteria:

- Demonstration of a focus on capacity development;
- Agreement to share and disseminate the outstanding practice with others and indication of plans for dissemination (including via relevant media)
- Development of self-reliance in terms of educational resources.

Article 43

The Prize Winners or their representatives shall be invited to attend the final Prize Ceremony at the end of each cycle. The Secretariat of the Prize shall bear the travel and accommodation costs of the winners or their representatives.

Article 44

The Secretariat of the Prize shall be entitled to take any measure that it considers appropriate concerning the announcement of the purposes and criteria of this competition to its beneficiaries.

Article 45

The UNESCO-Hamdan bin Rashid Al-Maktoum Prize for Outstanding Practice and Performance in Enhancing the Effectiveness of Teachers shall be awarded every two years.

VII Evaluation of Prize Process

Article 46

The General Coordinator shall present a comprehensive assessment of the Adjudication by the end of the cycle, which shall contain:

- An assessment of the performance of the Adjudicators;
- An assessment of the Screening Panel and Adjudication process;
- Proposals for development and improvements.

Article 47

The assessment of the performance of the Prize staff is a key element in the assessment of the adjudication process. It is carried out in the following manner:

- a) The General Coordinator shall complete an assessment form for the performance of each of the Adjudicators.
- b) Each member of the Screening Panel shall complete an assessment form for the performance of the screening process, to be submitted – in a sealed envelope – to the General Coordinator.
- c) Each Member of the International Jury shall complete an assessment form for the performance of the jury and selection process, to be submitted – in a sealed envelope – to the General Coordinator.
- d) The assessment forms for each Adjudicator completed by the General Coordinator shall be kept in the Adjudicator’s file at the Award.

Article 48

The General Coordinator shall be responsible for drawing up the final report of the Jury, which shall include:

- The stages in the flow of work;
- The positive and negative aspects highlighted by the various stages of assessment as well as a proposal to ensure the smooth progress of work in the forthcoming cycle.

VIII Annex 1: Timeline

The identification of the members of the Screening Panel as well as the International Jury (Permanent Committee and Non-Permanent Committee) shall take place by 31 January of the first year of the biennium (e.g. 31 January 2009, 31 January 2011, 31 January 2013). The training and induction of the Jury shall take place in October.

Letters of Nomination for the Prize should be received between May and July, with a deadline of 31 July. The Letters of Nominations are to be sent to UNESCO Headquarters in Paris (UNESCO, Division for Planning and Development of Education Systems, Section for Teacher Policy & Development, ATTN: UNESCO-Hamdan Prize, 7 place de Fontenoy, F-75352 Paris 07 SP, France), which will translate as needed and forward all Letters to the Secretariat of the Prize by 30 September.

The selection of the Prize Winners will happen between October and November, with the Screening Panel taking place on 15-31 October and the Adjudication of the International Jury on 15-30 November.

The Prize Winners, as well as the Candidates who were not selected, will be notified of their respective selection and non-selection by 31 December.

The Prize Ceremony shall take place in Dubai in April of the second year of the biennium.

IX Annex 2: Template for Letters of Nomination

The complete Letter of Nomination shall contain no less than 1,000 words and no more than 2,000 words and shall follow the template below

1. Introduction

Name:

Full address:

Date of beginning of the programme

What is the planned ending date of the programme

2. Background – 15 points

This part should include a description of the target group of the programme, an explanation as to the needs which motivated this programme, and supporting evidence. If there is a need to include additional complementary documents, they can be joined to the letter following the rules explained in Article 4.3 of the Guidelines of the Prize. Equity concerns will be taken into account in the grading of the application throughout.

3. Conceptualization and Design – 30 points

This section should explain the conceptualization and design of the programme, and in particular the programme approach/methodology (including structures and mechanisms), financing and human resource capacity, stakeholder involvement (who are the stakeholders involved, why and how are they involved?). It is essential to have a clear rationale as to how this programme responds to the needs and context explained in the first part of the letter. This section should also explain monitoring and evaluation mechanisms, performance indicators (e.g. number of people participating in the training programme, learning outcomes) and targets. The appropriateness of the monitoring and evaluation, given the context and the Candidate's possibilities, will be taken into account. Furthermore, equity considerations will be factored into the grading.

4. Impact and Achievements – 40 points

This section shall describe the impact and achievements of the programme. These should be explained in relation to the previously identified need and context, as well as with regard to performance indicators and targets. Quantitative and qualitative aspects will be taken into account. The grading will consider efficiency and effectiveness of the programme, and will integrate equity considerations.

**5. Sustainability, Problems, Lessons Learned, Potential for Replicability & Future Plans
– 15 points**

Prize winners will be supported to further improve/extend their programme, as appropriate, and will be asked to share their experience with a view to helping other programmes improve their practice. In line with this purpose, this part should explain problems encountered, lessons learnt, programme sustainability, its potential for replicability, and plans for the future. While a successful programme may no longer be needed where it was launched, the Prize is concerned with ensuring its success can however help other teacher-related activities, in one way or another.

X Annex 3: Terms of Reference for the General Coordinator of the Jury of the UNESCO-Hamdan bin Rashid Al-Maktoum Prize for Outstanding Practice and Performance in Enhancing the Effectiveness of Teachers

Objectives

The objectives of the General Coordinator will be to participate in the initial selection of the non-permanent members of the Jury of the “UNESCO-Hamdan bin Rashid Al-Maktoum Prize for Outstanding Practice and Performance in Enhancing the Effectiveness of Teachers”, and to ensure, every two years, a transparent and equitable selection the prizewinning ‘organizations’ and to participate in the Prize-awarding ceremony and Prize evaluation.

The General Coordinator shall be appointed for an initial period of six years.

Background

The United Nations Educational, Scientific and Cultural Organization (UNESCO) is the United Nations’ specialized agency for education.

The mandate of UNESCO in teacher education is to provide global leadership on teachers, their status, their professional training, their management and administration and key policy issues. The Organization, working closely with other stakeholders, mobilizes and assists Member States to design and implement viable national policies concerning teacher education and training, recruitment, retention, status and working conditions.

UNESCO’s prizes are one of the means through which the profile and prestige of the Organization and its programmes can be enhanced. A UNESCO prize specifically for teacher education will underline the crucial role teachers play in achieving quality Education for All.

His Highness Sheikh Hamdan bin Rashid Al-Maktoum’s proposal to create a new Prize in the field of education entitled “UNESCO-Hamdan bin Rashid Al-Maktoum Prize for Outstanding Practice and Performance in Enhancing the Effectiveness of Teachers” was therefore received with gratitude and approved by UNESCO’s Executive Board at its 180th session. His Highness Sheikh Hamdan bin Rashid Al-Maktoum, who is a strong supporter of UNESCO’s programmes in the field of education, fully funds this Prize and all related costs, including those incurred by UNESCO as a result of its association with the Prize.

Aimed at supporting the achievement of the Millennium Development Goals (MDGs) through the improvement of teacher-related practices around the world, this Prize will reward ‘organizations’ that have made an outstanding contribution, through their teacher-related activities, to enhancing the quality of teaching and learning. The Prize shall encourage and disseminate outstanding practices related to teachers contributing

to developing their performance and reducing the impediments they face, in line with UNESCO's objectives in this field. It shall be awarded on a biennial basis to three Candidates (Ministries of Education or other related Ministries, Organizations, International Non-Governmental Organizations, Non-Governmental Organizations, Institutions, or local, national and regional communities), for an initial period of six years. The Prize will consist of a contribution to the value of 270,000 United States dollars, to be apportioned equally between the three Prize winners.

The Prize winners shall be selected by an International Jury composed of five Non-Permanent Members and validated by three Permanent Members who shall be: the representative of the Director-General of UNESCO, a representative of the Board of Trustees of the Hamdan bin Rashid Al-Maktoum Prize for Distinguished Academic Performance and a General Coordinator.

This latter shall have high stature and credibility, as well as administrative experience and leadership ability and participate in the selection of its members. The General Coordinator shall be appointed by common agreement between UNESCO and the Board of Trustees of the Prize. The Director-General of UNESCO shall be the Honorary President of the Jury.

Non-permanent members of the Jury shall be persons of high expertise and educational qualifications with exposure to teacher issues. They shall hold a higher level qualification at the doctoral level, have educational international experience of at least 10 years with some exposure to teacher issues, and have been involved in educational publications or research. The choice of the non-permanent members of the Jury shall also respect principles and geographical and gender balance.

The Prize shall be awarded to the Prize winners at a ceremony to take place in Dubai. The ceremony shall be presided over by the Director-General in his capacity as Honorary President of the Jury in the presence of the Assistant Director General for Education and Sheikh Hamdan bin Rashid Al-Maktoum.

More details about the prize are given in the 180 EX/54 document and the "UNESCO-Hamdan Bin Rashid Al-Maktoum Prize for Outstanding Practice and Performance in Enhancing the Effectiveness of Teachers: Guidelines for Nominating Bodies and Candidates" attached to those Terms of Reference.

Tasks

The General Coordinator will have to undertake the following tasks:

- Participate in the selection of the non-permanent members of the Jury of the UNESCO-Hamdan bin Rashid Al-Maktoum Prize for Outstanding Practice and Performance in Enhancing the Effectiveness of Teachers, in accordance with the Guidelines and with due respect to geographical distribution and gender balance.

- Undertake advocacy, administrative and logistical duties as appropriate.
- Ensure a transparent, equitable selection of the three Prize winners.
- Participate in the awarding ceremony.
- Participate in the evaluation of the Prize at the end of each biennial cycle.

The General Coordinator shall go to Dubai two times in a biennium, once for the first stage of the Adjudication by the Screening Adjudicators, whose task is to undertake an initial elimination of non-eligible applications, and a second time for the second and third stages of Adjudication, during which the Prize Winners will be selected.

Profile of the General Coordinator

The General Coordinator shall:

- Hold a higher level qualification at the doctorate level
- Have high level international experience of at least 15 years, part of it with a specific focus on teacher issues.
- Have a strong knowledge of research in the field of education, and have been involved in educational publications and research.
- Have management and leadership experience with regards to education.
- Have exposure to issues related to developing country contexts or marginalized communities.

The General Coordinator shall be appointed by common agreement between UNESCO and the Board of trustees of the Prize.

Compensation

The General Coordinator shall not receive any remuneration for his work. Hospitality and travel and mission expenses will be fully met by the Prize. Furthermore, the Jury will be provided with a pleasant and appropriate working environment for the task of adjudication.