

# *Letter of Nomination*

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**

## **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: \_\_\_\_\_

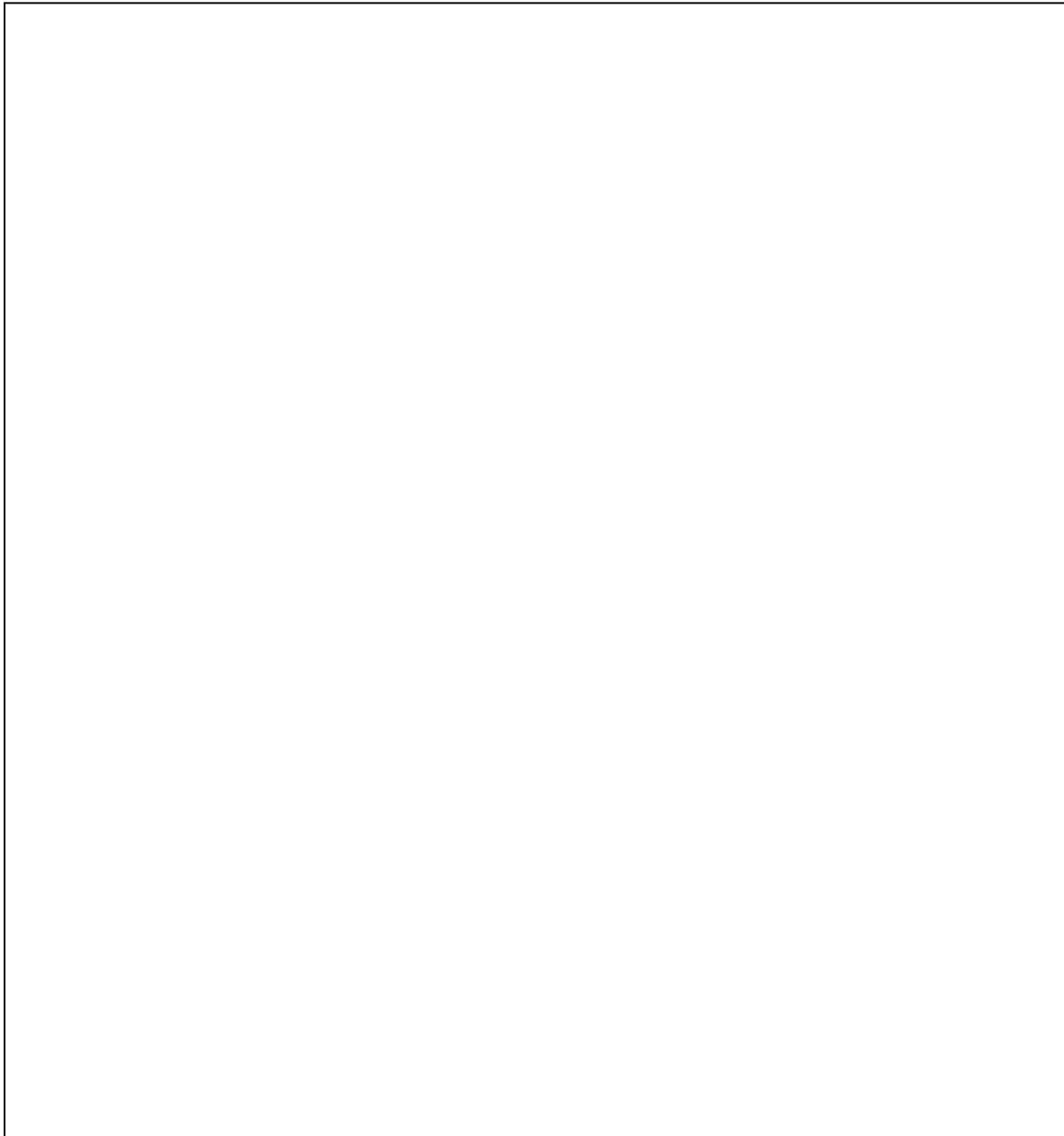
What is the planned ending date of the programme: \_\_\_\_\_

### **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.

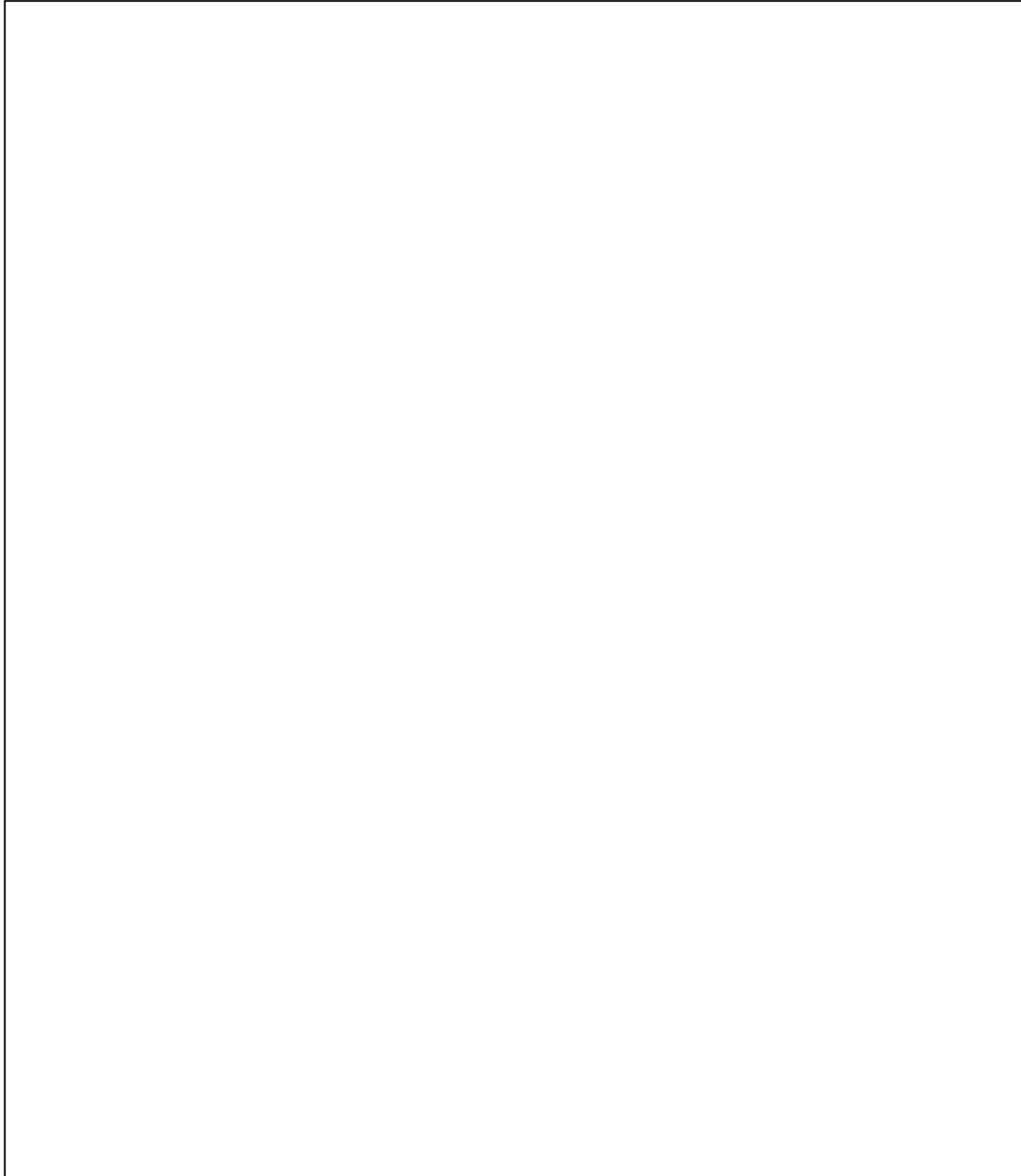
### **3. Conceptualization and Design – 30 points**

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.

A large, empty rectangular box with a thin black border, intended for the applicant to write their response to the question regarding the impact and achievements of the programme.

## **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.