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Организация
Объединенных Наций по
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منظمة الأمم المتحدة
للتربية والعلم والثقافة

联合国教育、
科学及文化组织



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

Guidelines

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I Definitions

For the purposes of these statutes, 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 Administration of the UNESCO-Hamdan bin Rashid Al-Maktoum Prize for Outstanding Practice and Performance in Enhancing the Effectiveness of Teachers, 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	Member States, most specifically Ministries of Education or other related Ministries (e.g. Gender, Youth, Social), 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 Application	The form to be completed by the Nominating Body or Candidate 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 supervises the work of the Non-Permanent Committee
Permanent Committee	Permanent Members of the Jury who undertake a number of technical tasks connected with the Prize during the cycle.
Non-Permanent Committee	Non-Permanent Members of the Jury headed by the General Coordinator who undertake a number of technical 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 du Fontenoy, 75007 Paris, 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 Member States, most specifically Ministries of Education or other related Ministries (e.g. Gender, Youth, Social), organizations, international or national non-governmental organizations (INGOs), 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 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 Application, 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 Application shall be postmarked by 31 July to:

UNESCO
Division of Higher Education
Section for Teacher Education
ATTN: UNESCO-Hamdan Prize
7 place du Fontenoy
75007 Paris
France

4.1. The Letter of Application 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 Application 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 Application, 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 Prize has the right to request additional documents and records from the Candidates 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 Application 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 Application shall be written in either French or English.

Article 5

The Candidates shall not send their Letters of Application 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 Administration 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 Application 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 the Administration 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 Administration 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 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 Application per Candidate (i.e. Member States, most specifically Ministries of Education or other related Ministries, 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 31 July of the year in which the competition is held.

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

16.1. The Letter of Application 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 Application 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 Candidates shall also enclose, along with the Letter of Application, 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 Administration of the Prize has the right to request additional documents and records from the Candidates 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 Application 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 Application 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 Application 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 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 Application a brief presentation of itself, including its vision, mission, goals and achievements, address of the entity and the address of a contact person. The Award 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 Annex 1: Template for Letters of Application

The complete letter of application 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

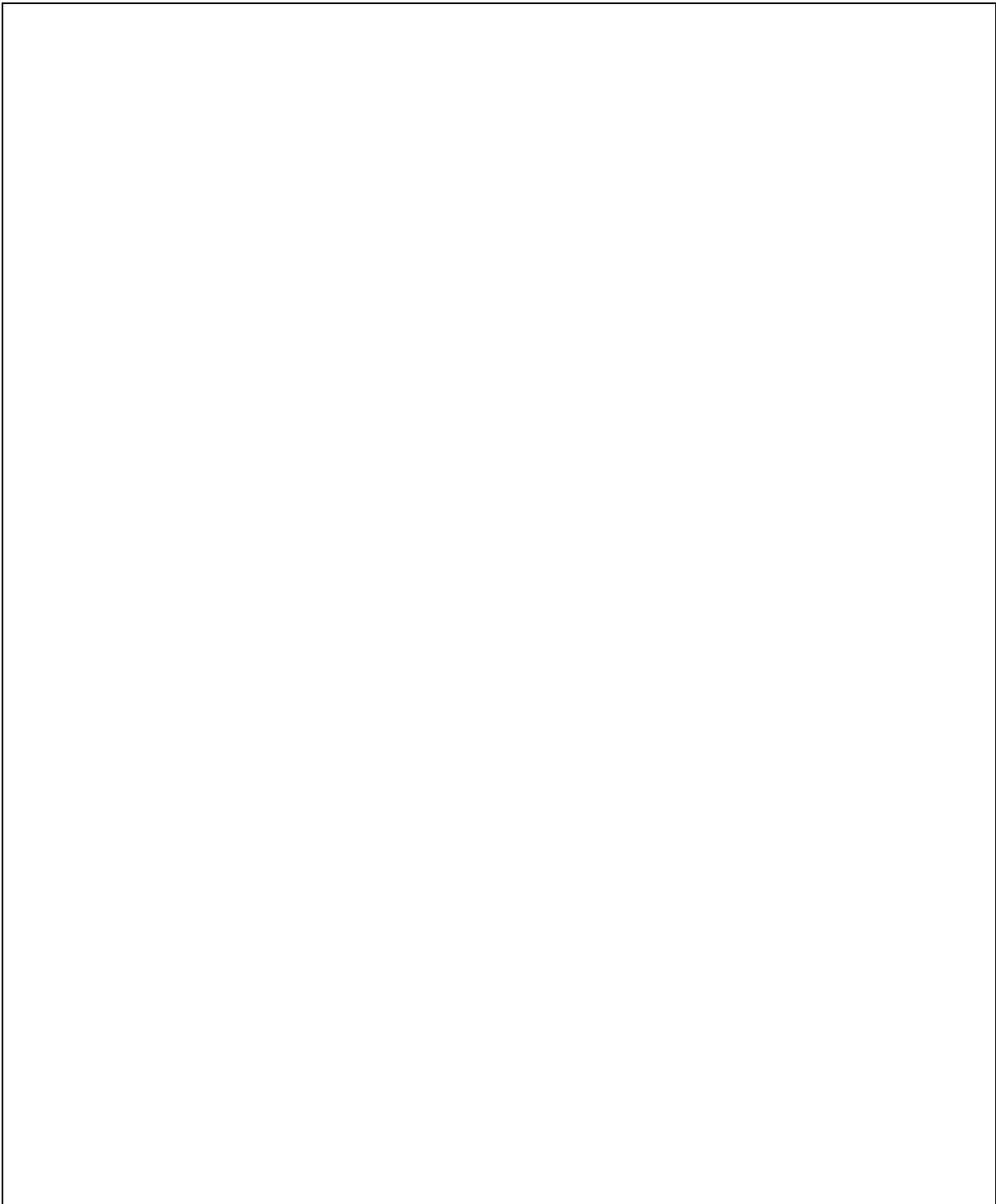
This part should include a description of the target group of the programme, an explanation as to the needs which motivated this programme, and supporting evidence. If there is a need to include additional complementary documents, they can be joined to the letter following the rules explained in Article 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.