



Rafik Hariri Foundation

Rafik Hariri UN-HABITAT Memorial Award

SUBMISSION GUIDE

CYCLE 2, 2012

This guide provides detailed information on the Rafik Hariri UN-Habitat Memorial Award including instructions on how to nominate individuals and how to apply as an organization or institution. You will also find useful information on the submission and selection processes, the award categories, the selection criteria and the time table for the 2nd cycle of the Award. Copies are available in English. Please copy and distribute these guidelines as necessary.

The Rafik Hariri UN-Habitat Memorial Award Ceremony will be held during the UN General Assembly in New York, September 2012. An award seminar will also be organized during the 6th session of the World Urban Forum in Naples, Italy, in September 2012. We look forward to receiving your submission!

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1. INTRODUCTION

UN-Habitat recognises the need to plan, manage and finance initiatives geared towards secure tenure, shelter and community development and have come together with the Rafik Hariri Foundation to recognise and reward individuals and organisations whose work resonates with the vision and spirit of the late Lebanese Prime Minister Rafik Hariri through the UN-Habitat Rafik Hariri Memorial award.

In 2004, Mr. Hariri was awarded the Habitat Scroll of Honour, Special Citation at the World Urban Forum in Barcelona, for his creativity, visionary leadership and statesmanship in the reconstruction of Lebanon and the City of Beirut.

The Governing Council which oversees UN-Habitat, endorsed the Rafik Hariri UN- Habitat Memorial Award, as a means of recognizing, rewarding and promoting best practices in human settlements, urban development and leadership, and of further disseminating such best practices at the World Urban Forum (WUF), a global meeting convened by UN-Habitat every two years on behalf of the United Nations General Assembly.

With this Award, UN-Habitat and the Rafik Hariri Foundation demonstrates their dedication and commitment to promoting sustainable urbanization and the proper management of human settlements.

2. THE RAFIK HARIRI UN-HABITAT MEMORIAL AWARD

In a joint effort to commemorate the late Lebanese Prime Minister Rafik Hariri's achievements and dedication to the reconstruction of a Lebanon torn by war, UN-Habitat and the Rafik Hariri Foundation instituted the Rafik Hariri UN-HABITAT Memorial award in a mutual aspiration to recognize and reward outstanding efforts and contributions to the progress of human settlement.

Specifically, the award aims at rewarding policies and practices that have proven effective in the thematic areas of: Leadership, statesmanship, and good governance; Construction and reconstruction of settlements and communities; Human resources development and

benevolent activities in fighting urban poverty as well as the implementation of the Habitat Agenda.

Applications are scrutinized by an international jury of eminent experts with particular knowledge and experience in the Award thematic areas. Organizations can submit projects and programmes while individuals must be nominated by another party. Winning entries must demonstrate exemplary and outstanding achievements in one of the award categories as well as proven positive impact, innovation, sustainability and transferability.

Under the theme “*Leadership, statesmanship and good governance*“, the inaugural award was presented at the Opening Ceremony at the 5th session of the World Urban Forum in Rio de Janeiro, Brazil in March 2010. The Award Lecture series was launched in conjunction with the Award dinner by a former news anchor from CNN, with direct exposure to the works of the late Rafik Hariri.

The second Rafik Hariri UN-Habitat Memorial Award Conference, including the Award Ceremony and Dinner, will take place in September 2012 in conjunction with the UN General Assembly in New York, USA.

(i). Purpose:

The purpose of the Rafik Hariri UN-Habitat Memorial Award is to identify, recognize and publicize outstanding accomplishments or initiatives related to i) leadership, statesmanship and good governance at national, municipal and local levels, ii) construction and reconstruction of settlements and communities and iii) human resources development and benevolent activities in the context of development and implementation of the habitat agenda and to disseminate lessons learned.

(ii). Award:

The Award consists of:

- a) a cash grant of USD 200,000 which can be shared by up to two winners;
- b) a trophy;
- c) a certificate.

The Award can be split between two winners from the same or different Award Categories. In such case, the cash prize will be equally split between the two winners and both winners will each receive a trophy and a certificate.

(iii). Periodicity:

The Rafik Hariri UN-Habitat Memorial Award is presented biennially.

(iv). Award Categories:

- a) Leadership, statesmanship, and good governance;
- b) Construction, and reconstruction of settlements and communities; and
- c) Human resources development and benevolent activities in fighting urban poverty and the implementation of the Habitat Agenda.

(v). Eligibility:

The Award is open to individuals and institutions anywhere in the world, with accomplishments in any of the three Award categories.

(vi). Criteria and Considerations

The major criteria to be considered for the Award include:

- a) **Impact:** positive, tangible and sustainable effect generated by the initiative.
- b) **Innovation:** use of new technology, new working method or application of lessons learned from other initiatives/practices in an innovative manner.
- c) **Sustainability:** lasting effects of the initiative.
- d) **Transferability:** How others have learnt or benefited from the initiative and the possibility for replication in a different context or setting.

3. SUBMISSION PROCESS

(i). Applications for programmes and projects shall be submitted in accordance with the reporting format in Annex 1 and individual nominations in accordance with Annex 2.

(ii). The submission guide in word format for nominations and applications for the Award are available at the end of this guide – see Annex 1& 2. Hard copy submissions will also be accepted, where electronic versions are not possible. Applicants are however, strongly encouraged to submit electronically if possible.

(iii). Submissions shall be made in English. Submitters are strongly advised not to use automatic translation.

(iv). Submitters are encouraged to include the following optional supporting materials:

- a) Articles appearing in newspapers, professional journals, newsletters or other publications;
- b) Digital standard format videos less than 10 minutes in length;
- c) Photographs and/or other graphic material;
- d) Brochures or other promotional material.

(v). Submissions shall be sent to UN-HABITAT, see Annex 1 and 2, via Email or mail.

(vi). All submissions received will be acknowledged.

4. SELECTION PROCESS

The deadline for submissions is 30 April 2012. Submissions received by this date will undergo the following selection process:

- (i) All submissions that meet the reporting format and the basic criteria shall be forwarded to the Technical Expert Review Committee (RC) for review.
- (ii) The RC shall thoroughly review all eligible submissions and short list a maximum of 10 candidates for each award category and submit the list to the International Jury for its consideration and assessment, with due regard to gender and geographical balance.
- (iii) The International Jury shall review and assess the respective portfolios of the shortlisted candidates presented by the RC, and propose to the Steering Committee the winner(s) of the award and/or recommend splitting the award in accordance with the set criteria.
- (iv) The Steering Committee shall consider the suggested Award winner(s) and agree on the winner.

5. AWARD CEREMONY AND POST AWARD ACTIVITES

By accepting the Award, the winner(s) must undertake to receive the Award in person at the Ceremony and to commit themselves to playing an active role in disseminating information on lessons learned through documentation, and in participating in workshops, exchanges, conferences and seminars organised by UN-HABITAT. Award winners are expected to participate on a pro-bono basis while any direct costs associated with travel and/or accommodation will be borne by the organisers.

6. TIMETABLE FOR THE AWARD 2ND CYCLE 2012

1 December 2011: Call for submissions open.

30 April 2012: Deadline for submissions.

May: The RC shortlists the candidates.

May: International Jury briefings.

May: Verification visits if necessary.

May: The Steering Committee selects the winner

June: The winner is announced

September 2012: Award Conference in New York; Award Seminar in Naples, Italy

7. ANNEX 1: SUBMISSION FORMAT FOR PROGRAMMES AND PROJECTS

Please provide the following information when submitting:

1. Name of the project or programme

2. Organisation

- a) **Name of organization**
- b) **Address of the organization:** street, P.O. Box, City/Town, Postal Code and Country
- c) **Phone numbers:** telephone and mobile phones including Country and City codes
- d) **Fax number:** including Country and City codes
- e) **E-mail addresses**
- f) **Contact person**
- g) **E-mail addresses and phone numbers of the contact person**
- h) **Type of Organisation**

3. Partners

- a) **Name of Partner**
- b) **Address of the Partner:** street, P.O. Box, City/Town, Postal Code and Country
- c) **Phone numbers:** telephone and mobile phones including Country and City codes
- d) **Fax number:** including Country and City codes
- e) **E-mail addresses**
- f) **Contact Person**
- g) **E-mail addresses and phone numbers of the contact person**
- h) **Type of Organisation**

Additional partners up to a maximum of three. (If applicable)

4. Background on the organization:

Substantive information about the organization being nominated including their mission, goals, history, size, and previous experience.

5. Description of the initiative, project or programme:

Situation or problem addressed, objectives and strategy, target beneficiaries, investment in terms of human, material and financial resources, activities undertaken, duration of the initiative, results achieved and outcomes, and lessons learned.

6. Partners' contribution

The partners' roles and contribution in the planning, design, implementation, and funding of the initiative.

7. Impact:

Estimated number of beneficiaries, types of beneficiaries (e.g. women, children, the poor, victims of natural or human-made disasters), impact on beneficiaries' living conditions (e.g. social, economic, environmental, health, education, employment, security of tenure, crime reduction, community involvement in decisions/ governance, etc.) Provide quantitative and qualitative indicators of impact.

8. Sustainability:

Description of how the initiative has created lasting change (e.g. enactment of new legislation or policy, capacity building, community empowerment, institutional frameworks, enhanced efficiency, accountability and transparency, etc.). Indicate how long the positive impact has been sustained. If there is ongoing investment to maintain the positive results, give details of how this is secured, and its commercial and social sustainability.

9. Transferability and up-scaling:

Has the initiative been replicated in part or wholly? How was this done?

10. Innovation:

Describe the main innovative aspects of the initiative for example, in the use of new technology, new working methods, or application of lessons learned from other initiatives/practices.

11. Recognition of the initiative, project or programme:

List of references, articles, publications and media reports about the initiative (including author, publication title, volume/number, date, and page number/s) starting with the most recent ones and where possible. Attach copies of the actual articles as an Annex.

You may wish to provide supporting materials of your initiative or the organisation you are nominating including: photographs, videos cassettes, CD-Rom, video CD, DVD and printing material) Digital photographs should be in 300 DPI or higher resolution.

12. Reasons for applying:

State your reasons why you believe that the project or programme should be considered for the award.

13. Use of cash prize:

If you win, how will the cash prize be used and how will this promote the organization's work and the mission?

The full submission including references should not exceed 10 typed pages of Times New Roman, 12 points. Copies of articles etc. are extra to the 10 pages.

Please send your material separately by courier or post to the address below or by email.
Supporting materials are not returned.

Rafik Hariri Memorial Award Secretariat: UN-HABITAT, P.O. Box 30030, Nairobi;
Courier Mail to: Rafik Hariri Memorial Award Secretariat; Attn: Elizabeth Kahwae;
NOF Block 4 South 2nd level, UN Complex, Gigiri, Nairobi, Kenya; Tel: +254-20-762 39 87; Email:
hariri.award@unhabitat.org

8. ANNEX 2: SUBMISSION FORMAT FOR INDIVIDUAL NOMINATIONS

Please provide the following information when submitting:

Nominee

- 1. Name: (Ms) (Mr)**
- 2. Designation**
- 3. Address**
 - Street
 - P.O. Box
 - City/Town
 - State
 - Postal Code
 - Country
- 4. Phone numbers**
 - Telephone number (including country code and city code)
 - Mobile phone: (including country code and city code)
 - Fax number (including country code and city code)
- 5. Email addresses**

Nominated by:

- 6. Name**
- 7. Designation**
- 8. Address**
 - Street,
 - P.O. Box
 - City/Town
 - State
 - Postal Code
 - Country
- 9. Phone numbers**
 - Telephone number (including country code and city code)
 - Mobile phone: (including country code and city code)
 - Fax number (including country code and city code)
- 10. Email addresses**
- 11. Date and signature of Nominator**

This form to be accompanied by:

1. Support letters from 1-2 other individuals who have knowledge and involvement of/with the nominated individual's accomplishment/contribution.

2. A two to three page concise summary of the accomplishments that illustrates why the candidate should be considered for the Rafik Hariri UN-Habitat Memorial Award.
3. A summary of how the cash prize will be used and how it will promote the work of the nominee in furthering the mission.
4. Independent references such as mention in newspapers, journals, etc.

You may wish to provide us with supporting materials of the person you are nominating including: photographs, videos cassettes, CD-Rom, video CD, DVD and printing material. (Digital photographs should be in 300 DPI or higher resolution.)

Please send your material separately by courier or post to the address below or by email. Supporting materials are not returned.

Rafik Hariri Memorial Award Secretariat: UN-HABITAT, P.O. Box 30030, Nairobi;
Courier Mail to: Rafik Hariri Memorial Award Secretariat; Attn: Elizabeth Kahwae; NOF Block 4
South 2nd level, UN Complex, Gigiri, Nairobi, Kenya; Tel: +254-20-762 39 87; Email:
hariri.award@unhabitat.org

9. ANNEX 3: THE AWARD COMMITTEES AND JURY

The Steering Committee

Dr. Joan Clos	Chairperson
Mr. Oyebanji Oyeyinka	Alternate Chairperson
Mrs. Nazek Hariri	Co-Chairperson
Mrs. Hind AlHariri AlKarout	Alternate Co-Chairperson
Mrs. Anna Tibaijuka	Senior Personality
Mr. Fadi Fawaz	Ex-Officio Member
Mr. Subramonia Anantha Krishnan	Ex-Officio Member

The International Jury, 2010

Mrs. Mervat Tallawy	Egypt
Mr. Erik Berg	Norway
Mr. Kalyan Ray	India
Mrs. Hoda Tabbarah	Lebanon
Mrs. Hind AlHariri AlkKarout	Lebanon
H.E. Mr. Charles Rizk	Lebanon
Mr. Rafic Bizri	Lebanon

Terms could be renewed for one more cycle.

The Expert Review Committee at UN-HABITAT, 2010

Jossy Materu	Town Planning, Tanzania
Dorothy Mutizwa	Social Science, Zimbabwe
Xing Quan Zhang	Architecture/Planning/Economics, China

The RC is appointed each cycle after submissions have been received. Membership is determined by the geographic and thematic coverage of the submissions. The RC for 2012 will be appointed in April 2012.