**Edouard Saouma Award 2018-2019**

 **NOMINATION FORM**

**Please note**: the text of the detailed nomination should be self-contained and should provide concrete elements and information. The Nomination Form should be submitted following the indications provided below. For the selection and eligibility criteria please [click here](#EDOUARD)

**Name of the nominating department:**

**Name of the nominating officer:**

**Name of the FAO technical backstopping officer of the Technical Cooperation Programme (TCP) project:**

**Name of the FAO budget holder of the TCP project:**

**Name of the FAO Representative:**

**Name, address, telephone/fax and exact acronym of the nominated institution:**

**Name of the head of the nominated institution**:

**Executive Summary**

 **Detailed Nomination**

**I. Basic data relating to the TCP project**

**Project title and code:**

**Date of submission of the Government request to FAO:**

**Date of project approval:**

**Date of project activities start-up (EOD) and completion (NTE):**

**Initial budget (value of the FAO contribution), as originally approved:**

**Final budget (value of the FAO contribution), including revisions**:

*NOTE: the above information should be reviewed by the Budget Holder of the project to ensure it is updated and consistent with FPMIS.*

**Objectives, as presented in the original project document:**

**Outputs/results planned, as presented in the original project document (Table 1 also needs to be completed):**

**Outputs/results achieved (Table 1 also needs to be completed):**

**Implementing institutions and partners (please list all institutions/bodies, apart from the nominated one, which contributed to project implementation):**

**II. Background on the nominated national or regional institution (purpose, staffing, funding, issues, strengths and weaknesses etc.)**

**III. Rationale why the institution is proposed for the Edouard Saouma Award**

* **Concrete elements/factors based on which you consider that the nominated institution has implemented the TCP project with particular efficiency** (e.g.allocation of extra-counterpart staff for project implementation; exceptional absorption capacities compared to staffing situation; hiring of additional staff; exceptional logistical and technical support; extra-resources allocated; complementary activities supported/organized; gathering/establishment of special collaborative and inter-institutional arrangements; promotion of new partnership; adoption/promotion of innovative technical and/or methodological approaches; adoption/promotion of innovative project implementation approaches; exceptional coordinating and monitoring role, etc.).
* **Concrete follow-up steps taken and follow-up resources allocated by the nominated institution and how these contributed to the success of the project, including sustainability of its results (Table 1 also needs to be completed)**
* **Any other information relevant for assessing the eligibility of the nominated institution**

**IV. Description of the project achievements and why you consider them unique**

* **The situation, problem and critical gaps faced prior to the approval of the project that led to the request for TCP assistance from the Government**
* **The contributions/solutions and the practical results that were provided by the project**
* **The resources made available by the Government during project implementation, other than those provided by the institution itself, if applicable**
* **The follow-up activities undertaken by the Government in response to the recommendations made by the project, other than those supported by the institution itself, if applicable (Table 1 also needs to be completed)**
* **The catalytic effects triggered by the results of the project** (e.g. enhancement of ongoing activities by the Government, formulation or modification of national policy, increase of flow of resources to the sector/sub-sector/programme, restructuring of institutions, up-scaling through government funding or donor support, etc.) **(Table 1 also needs to be completed)**

* **Sustainability and replicability of project achievements**
* **The resources that have been allocated by the Government to ensure the sustainability of project results, other than those provided by the institution itself, if applicable (Table 1 also needs to be completed)**
* **How the project and the resulting follow-up actions, as well as the catalytic effects generated have had an impact on:**

**Production/productivity in food and agriculture, fisheries or forestry**

**Increased incomes/improved livelihoods of small-scale producers and rural workers**

**V. Evidence of non-FAO sources which have commented on the outstanding performance of the project**

FAO Technical Officer responsible for Date

Department final submission to the Edouard Saouma Award

 Secretariat (TCP Team HQ)

**Table 1: Summary of project outputs, follow-up, sustainability and catalytic effects**

|  |
| --- |
| **OUTPUTS/RESULTS, as described in the original project document** |
| List of outputs/results | Was the output/result achieved (yes or no) and if not explain why  | Follow-up action taken to ensure sustainability of each output  | Institution responsible for this follow-up action and resources (human, physical and financial) provided | Catalytic effects generated  |
| Output 1: xxxxx |  |  |  |  |
| Output 2: xxxxx |  |  |  |  |
| .............. |  |  |  |  |
| .............. |  |  |  |  |
| **OUTPUTS/RESULTS achieved, which were not planned originally** |
| Output 1: xxxxx |  |  |  |  |
| Output 2: xxxxx |  |  |  |  |
| .............. |  |  |  |  |
| .............. |  |  |  |  |

**Selection and Eligibility Criteria**

**EDOUARD SAOUMA AWARD** **2018-2019**

1. The FAO Conference, at its Twenty-seventh Session held in November 1993, decided[[1]](#footnote-1) that an “*Edouard Saouma Award*” be established, for presentation at the beginning of each regular session of the Conference, to a national or regional institution that has implemented with particular efficiency a project funded by the Technical Cooperation Programme (TCP).
2. The general terms and conditions of the Award are:

 Nature of the Award

1. a scroll describing the achievements of the recipient institution and/or an award;
2. a cash prize of USD 25 000.

 Eligibility

 Any national or regional institution that has implemented with **particular efficiency** a project funded by the Technical Cooperation Programme of FAO. The 2018-2019 Award considers projects that were implemented in the course of the biennium preceding the Conference and completed by 31 December 2017.

 Basic Criteria

In the spirit of Conference Resolution 2/93 the winning institution should be one that has implemented a TCP-funded project having a model character and which has either:

1. allowed the rapid mobilization of resources or responded efficiently to emergency situations; and/or
2. filled a critical gap and met successfully short-term technical assistance needs which could not be covered by other sources of support; and/or
3. produced sustainable outcome and outputs and had particular catalytic effects such as increased mobilization of investment funds, large-scale follow-up action, policy and institutional changes; and/or
4. contributed to the strengthening of the beneficiary country’s capacities to ensure that the critical gap and problem faced would either not appear again or could be resolved effectively at the national or regional level.

Particular emphasis will be given to the nature, the sustainability and the replicability of the achievements and the catalytic effects generated compared with the inputs provided by the Technical Cooperation Programme.

1. Procedures and General Guidelines

 The procedures and general guidelines to be followed are set out below:

 Submission of Nominations

Proposals for nomination presented by national or regional institutions should be submitted using the attached nomination form by **31 December 2018** to FAO Representatives (in countries with an accredited FAO Representative) or to FAO Regional and Subregional Representatives (in countries with no accredited FAO Representative), as appropriate, for endorsement and submission to the FAO technical department in charge of the project’s technical backstopping. The FAO Representative, Regional and Subregional Representatives, or UNDP Resident Representatives, as appropriate, may also submit proposals for nomination directly to the FAO technical department concerned.

The proposals for nomination are reviewed by the FAO technical departments for eventual submission by **28 February 2019,** to the Secretariat of the Award at the following email address: FAO-Awards@fao.org.

1. FAO Departments responsible for technical back-stopping

While the technical department in charge of the project’s technical backstopping should review each nomination before submitting it to the FAO Awards Secretariat, the Technical Cooperation Department (TC) will also support the Secretariat, particularly with regard to determining the eligibility of each nomination and its adherence to TCP Criteria such as follow-up, sustainability and catalytic effects.

1. Edouard Saouma Award *Ad Hoc* Screening Committee

An *ad hoc* interdepartmental Screening Committee chaired by the Deputy Director-General (Operations) and comprising all Assistant Directors-General at headquarters and regional level, the Legal Counsel and the Director of Corporate Communications, as Secretary, will review the list of nominations submitted to it by the Award Secretariat, and establish a short-list of three nominations. The Chairperson of the Screening Committee will submit the short-list of three institutions nominated to the Chairperson of the Selection Committee.

1. Edouard Saouma Award Selection Committee

The Selection Committee, chaired by the Director-General, and comprising the Independent Chairperson of the Council, the Chairperson of the Programme Committee and the Chairperson of the Finance Committee, will make a final decision on the basis of the short-list submitted by the Screening Committee.

1. Conferment of Award

The Award is conferred for projects completed during the biennium preceding the current one. The Awards for the achievements during the 2018-2019 biennium will be presented by the Director-General to a representative of the recipient institution during a special ceremony, held before **31 December 2019.**

The Representative of the selected institution will be invited to FAO headquarters in Rome for the ceremony, the cost of travel and per diem being borne by the Organization.

1. / Resolution 2/93

 [↑](#footnote-ref-1)