

Terms of Reference for the Secretariat of the Sheikh Tamim bin Hamad Al Thani Anti-Corruption Excellence Award.

1. Introduction

The Sheikh Tamim bin Hamad Al Thani Anti-Corruption Excellence Award (hereinafter referred to as 'the Award') is intended to offer recognition and appreciation to successful and effective approaches and prominent contributions to the prevention of and fight against corruption. It would recognize and reward exceptional efforts made by individuals, groups and organizations, including youth. The Award would be given to initiatives that have demonstrated or have potential in significantly contributing or driving effectiveness in the field of anti-corruption.

With a view to promoting greater awareness of the importance of tackling corruption and to encourage implementation of crucial measures of the United Nations Convention against Corruption, creative achievements and contributions of individuals and organizations towards more effective and responsive anti-corruption prevention efforts in countries worldwide would be rewarded with the Sheikh Tamim bin Hamad Al Thani Anti-Corruption Excellence Award.

By highlighting exemplary models and promoting excellence and creativity in anticorruption, the Award would facilitate the collection, dissemination and, where possible, replication of noteworthy initiatives and good practices to foster integrity, accountability and transparency. In this context, the Award would serve as an incentive and as a tool to identify, recognize, honour and reward those who have shown vision, leadership, creativity, enthusiasm in, and commitment and dedication for tackling corruption, as well as the capacity to inspire others to replicate similar efforts. Against this background, the Award would create a platform that acknowledges good practices and spurs action in the global fight against corruption.

Every year those eligible for nomination will be determined with the following categories:

- Anti-Corruption Lifetime/Outstanding Achievement
- Anti-Corruption Academic Research and Education
- Anti-Corruption Youth Creativity and Engagement

- Anti-Corruption Innovation

2. Establishment of the Secretariat

- 2.1. The Secretariat has been established by the Chairman of the Board of Trustees of ROLACC with the purpose of serving in a supporting, planning, organizational and administrative function with regards to the planning, implementation and follow-up of the Award.
- 2.2. The Secretariat shall comprise an Executive Secretary and such professional and administrative staff as may be required for the performance of its functions.
- 2.3. The Secretariat shall be responsible for all organizational, administrative and financial matters regarding the Award, including by means of establishing procedures and providing overall support to the selection process.
- 2.4. Under no circumstances is the Secretariat to engage in action that may influence the selection procedure for the Award.

3. Obligations and Responsibilities of the Secretariat

The responsibilities of the Secretariat shall be:

- 3.1. Coordinate, implement and administer the processes of nomination and selection for the Award. Its responsibilities may include but are not limited to the following tasks:
 - Prepare and coordinate the nomination and selection procedure for nominees of the Award;
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 - Carry out due diligence, after obtaining consent, of the shortlist nominations, requesting further information on nominees, and requesting their consent to be nominated and be subjected to appropriate background checks;

- Create and implement a communication strategy for the receipt of nominations as well as for sharing information regarding the Award;
 - Provide administrative and organizational support to the High-Level Award Committee (hereinafter referred to as ‘the HLC’) and the Assessment Advisory Board (hereinafter referred to as ‘the AAB’) before, during and after the assessment and selection process;
 - Prepare and coordinate the organization and conduct of the annual ceremony for the presentation of the Awards;
 - Prepare reports, evaluations, contacts and lessons learned; and
 - Make full evaluation of the Award’s succeeding iterations.
- 3.2. The Secretariat is committed to following and applying best practices and shall efficiently and effectively use its resources to fulfill all of its responsibilities.

4. Award Nomination Process

- 4.1. The Secretariat shall prepare and, upon approval of the Chairman, publish the guidelines for the process of nomination and selection for the Award.
- 4.2. These guidelines shall be published through the Award’s communication channels and include all steps for the nomination to be considered valid. These include the pre-screening and verification process for all submitted nominations.
- 4.3.

5. Due Diligence of Nominations

- 5.1. The Secretariat shall, following the completion of the nomination process pursuant to Article 3 of the Guidelines for the nomination, assessment, evaluation and selection for the Sheikh Tamim bin Hamad Al Thani Anti-Corruption Excellence Award (hereinafter referred to as ‘the Guidelines’), collect all submitted nominations and conduct due diligence pursuant to Article 4 of the Guidelines.
- 5.2. The Secretariat shall publish deadlines on the Award’s multimedia platform.

- 5.3. This due diligence shall not be conducted with the same evaluation criteria put forth to the HLC and AAB, as the Secretariat has no authority to make any critique of substance to the nominations themselves.
- 5.4. The Secretariat shall conduct this due diligence to evaluate the validity of the nominations, which includes, but is not limited to:
 - 5.4.1. Making sure that all relevant and required data fields in the online nomination form have been filled in;
 - 5.4.2. Verify the existence and validity of the persons and/or entities being put forth for nomination pursuant to Article 3 of the Guidelines.
- 5.5. The Secretariat shall contact the eligible nominees to inquire if they wish to accept their nominations. If the nominees decline to either accept the nomination or be subjected to the above-mentioned background checks their nomination shall not be considered.
- 5.6. Once all nominations have gone through due diligence, the Secretariat shall inform the AAB of eligible nominations in order for them to carry out the remainder of the selection process.

6. Communication Strategy

- 6.1. The Secretariat shall create and maintain a comprehensive communication strategy for the dissemination of information and promotion of the Award.
- 6.2. This communication strategy should contain traditional and new media.

7. Assistance and Support by UNODC

- 7.1. The Secretariat may request the assistance and support of UNODC, including in the following areas:
 - 7.1.1. Provide advice on potential members for the AAB;
 - 7.1.2. Participate as an observer in both HLC and AAB deliberations;

- 7.1.3. Provide input and advice on best practices in preventing and combating corruption, as requested; and
- 7.1.4. Participate in the Award ceremony at the level of the Executive Director.
- 7.2. For the purposes of the Award and all procedures, UNODC's role shall be strictly in a non-binding advisory capacity.
- 7.3. Assistance, advice and support by UNODC may be provided in the appropriate form to be agreed upon by the Secretariat and UNODC.