

**Resilient Assam Awards-2016-17**

# **Guidelines**

**Entry period: 27<sup>th</sup> October 2016 – 31<sup>st</sup> January 2017**

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## The awards

The Resilient Assam Awards will relate to all fields including school, hospital , Community Organisation, youth clubs covering areas of engineering intervention, structural and nonstructural measures, capacity building and Training activities, disaster management planning, mock drills, voluntary initiatives that demonstrate excellence and innovation in projects and initiatives aimed at

1. Reducing / addressing hazard
2. Reducing risk
3. Capacity Building  
for disaster risk reduction within Assam.

The Awards are sponsored by Assam State Disaster Management, Government of Assam.

Entries in the 2016-17 awards are for schools/ Junior College and Hospitals. The works/ initiatives of the applicant (School / Junior College or Hospital) must relate to projects/initiatives started in the period between January 2010 up to January 31<sup>st</sup> 2016.

## Important dates

Date	Event
27-10-2016	Applications open
31-01-2017: 4:00 P.M.	Applications close. Late applications will not be accepted .
March 2017	Presentation of awards

## Award categories

### Resilient Assam Award for Schools

Open to Schools (Govt. and Private)

### Resilient Assam Award for Higher Secondary Schools and Junior Colleges

Open to Schools (Govt. and Private)

### Resilient Assam Awards for Hospitals

Open to Govt. and private hospitals

## Application and assessment process

For all award categories you will be required to submit an application online at [www.asdma.giv.in](http://www.asdma.giv.in)

In case you are not able to submit the application on line, you may also submit in printed format as per the application process and format.

Hard copies / printed materials in organised manner must be submitted within closing date and time to ASDMA at

### The Chief Executive Officer

**Assam State Disaster Management Authority**

**Ancillary Block, Assam Secretariat**

**Dispur, Guwahati 781006**

You will be required to undertake the following as part of your application:

- Address a set of six selection criteria which outline how your project / activities meet the objectives of the Awards. The selection criteria and supporting guidance are at Appendix 1 of these Guidelines.
- Ensure that all material including text, plans, photographs and video submitted belongs to your organisation / institution only.
- Provide any relevant supporting information, photographs and video footage.
- Provide your organisation's logo (JPG file) to be used for publicity purposes (if available).
- Materials submitted must be duly signed and stamped by the authorised signatory of the hospital and school. (if applicable)

## Judging

A State level panel will convene to undertake assessment of each application. Judges will score each of the assessment criteria on a scale of 1-5 where:

5 = Criteria is expressed or demonstrated at a superior level of achievement

4 = Criteria is well expressed or demonstrated

3 = Criteria is expressed or demonstrated at an average level

2 = Criteria is expressed or demonstrated at a basic level only erratically or incompatibly

1 = Criteria is expressed or demonstrated to little or no extent.

The panel is not required to give awards for each category. It may be that no application is deemed outstanding. The panel's decision is final.

## Frequently asked questions

### **Q: What type of Schools or hospitals can apply for the awards**

A: All Government Hospital and Medical Colleges, Private Nursing homes and hospitals with or more than 30 beds in the Hospital Category

All Government and private High and Higher Secondary schools and Junior Colleges can participate in the school category

### **Q: How will I know if I'm successful?**

A: Convenor will contact you directly if you are an award recipient.

### **Q: Can I get any feedback on my application?**

A: Yes, please contact through ASDMA Email at [resilientassamawards@gmail.com](mailto:resilientassamawards@gmail.com)

### **Q: What do I receive if I am successful?**

A: winners will be provided with a framed certificate and a cheque of Rs. 2.00 lakh. Winners will also have their initiative projected through local and national media.

**Q: Why are colleges or universities not able to apply in the schools category?**

A: Colleges and Universities are not included in the award yet. ASDMA may announce this category in subsequent years.

**Q: Can I submit a late application?**

A: No. Late applications will not be accepted.

**Q: How will I know if my application has been submitted?**

A: Once you save and submit your application an email to confirm your application has been successfully submitted will be sent to your nominated email address.

**Q: Can I update my application?**

A: You can update or alter your submission at any stage up until the closing time. After closing you will not be able to make any changes.

## **Tips for submitting your application**

- Ensure you leave yourself enough time to finalise the application and submit by the closing date. Emails will not be sent for incomplete entries.
- Provide a response to each criterion as they are scored individually.
- Draft your responses in word to review prior to submission. You can copy and paste the text into each application field within the online application system. Please note that formatting such as dot points or bullets will be lost.
- Please ensure you keep to the word limit and there is no space after your last word as this will go over your word limit and you will not be able to submit your application.
- Avoid repetition.
- Specify achievements rather than making broad statements such as ‘excellent results were achieved’.
- Attach relevant material to support your entry. Unrelated material may detract from an entry.
- Ensure an authorised person approves the application.
- Check your application before submitting. Is it complete and correct?
- A confirmation email will be sent when the application is complete – if you have submitted an application and not received a confirmation email, please contact through the email address at [resilientassamawards@gmail.com](mailto:resilientassamawards@gmail.com)
- Remember that reminder emails will not be sent for incomplete applications.
- Remember late applications will not be accepted.

## **Contact details**

Enquiries regarding the Awards should be emailed at [resilientassamawards@gmail.com](mailto:resilientassamawards@gmail.com)

## **Appendix 1: Assessment criteria**

*For entries in the Awards, applicants must answer each of the following criteria. A maximum of 500 words per criteria is allowed.*

### **Criteria 1: Provide a brief description of your project / initiative.**

Consider:

- What is the purpose of your project/ initiative/ measure?
- Who are involved in your activities / project?
- What are the findings, achievements and outcomes of the project?

### **Criteria 2: Describe how your project has strengthened the resilience of your school / Junior College or Hospital.**

Consider:

- What are the specific benefits to the school or hospital?
- What evidence can you provide?
- What are the demonstrated outcomes?
- Has the project/ activities been evaluated?

### **Criteria 3: How does your project address the shared responsibility spirit?**

*Disaster resilience is the collective responsibility of all sectors of society, including all levels government, business, the non-government sector and individuals.*

Consider:

- How did you contribute to more effective sharing of responsibility for safety/resilience?
- To what extent has the community been engaged in your project / activity?

### **Criteria 4: How is your project special or innovative?**

Consider:

- What makes the project / activities unique?
- What innovations were used or developed?
- Was technology a key component?
- How does the project address a gap or need in emergency management for your school or hospital?

### **Criteria 5: Describe the long term sustainable outcomes of the project.**

Consider:

- How will the outcomes of the project / activities / measures be maintained and continued?
- The transferability to others, including up-scaling or application to other situations.
- Increased planning and preparedness measures.

**Criteria 6: Describe how your project contributes to any of the priority outcomes of the *Sendai framework for Disaster Risk Reduction*.**

Download the *Sendai framework for Disaster Risk Reduction* from website

[http://www.unisdr.org/files/43291\\_sendaiframeworkfordrren.pdf](http://www.unisdr.org/files/43291_sendaiframeworkfordrren.pdf)

Consider:

- Does your project / measures or activities contribute to a priority outcome of the Sendai Framework? It may also be including use of traditional, indigenous and local knowledge and practices, as appropriate, to complement scientific knowledge in disaster risk assessment and the development and implementation of policies, strategies, plans and programmes of specific sectors, with a cross-sectoral approach.