

AFRASIA BANK SUSTAINABILITY AWARDS

Award Submission Guidelines

Your application must contain the following information:

1. Participant Details

Company Name:

Award Categories:

Contact Person:

Job Title:

Tel:

E-mail:

2. Executive Summary

In about 500 words, briefly describe why your organisation deserves to be the winner of this award in any of the given categories.

3. Key Evaluation Criteria (applicable for any given categories)

1. **Specification of the project/initiative:** Summarise the project/initiative (concept; implementation; output) and please indicate what makes the project unique.
2. **Relevancy:** How the project/initiative aligns with the SDG objectives and priorities; what outcomes it has already achieved and which type of long term effects are expected.
3. **Degree of Success:** Describe how impactful your project/initiative has been in realising or progressing towards the SDG objectives and bringing about change. This section should include the progress achieved so far and the role of your project in delivering these changes. If there are any external factors encouraging or preventing progress these should also be described. You should provide supporting evidence where possible for impact related assertions such as independent label, ISO, certificate, audit amongst others.
4. **Transferability:** Describe the extent to which the results of your project/initiative can be generalized or applied to other contexts.
5. **Partnership:** How your project/initiative has contributed to strengthening the commitment to partnership and cooperation needed to achieve the Sustainable Development Goals, in line with SDG 17 on partnerships for the SDGs.

The total page-limit for the application is 5 pages and should not exceed 2,500 words including the executive summary, charts, table and graphs. Wordings that are found in charts and tables can be added to the 2,500 words.

It is highly recommended that all supporting evidence be provided during the application process and note that the jury members may request additional information if the need arises during the deliberation process.

Please make sure you email your submission to the UN at cindy.armance@one.un.org, by no later than **Monday 30 September 2019**.

For any queries, please contact Melvina Ramasamy, Corporate Responsibility Officer—Communication & Events, on melvina.ramasamy@afasiabank.com or 403 5500.