



AMANI AND MAZINGIRA PRESIDENTIAL AWARD

TERMS OF REFERENCE

ESTABLISHED ON 19 APRIL 2022

1. Introduction

- 1.1. The Amani and Mazingira Award (hereinafter referred to as ‘the Award’) aims to recognize persons and institutions leading the journey towards environmental sustainability. It seeks to promote global efforts towards strengthening multilateralism in the world, particularly in the area of environmental protection, sustainable development and peace and security.
- 1.2. The recipient of the Award will receive global publicity and recognition, a state commendation and a monetary gift of USD 20,000 in an Award giving ceremony to be hosted by the government of Kenya in the presence of national, regional, continental and international guests.
- 1.3. The Award will recognize and reward exceptional efforts made by individuals, groups and organizations, including women and youth as well as initiatives that have demonstrated or have potential in significantly contributing or driving effectiveness in the field of Environmental protection and conservation.
- 1.4. By highlighting exemplary models and promoting excellence and creativity in environmental sustainability, the Award will facilitate the collection, dissemination and, where possible, replication of noteworthy initiatives and good practices to foster collective action to save the planet.

2. Selection and composition of the AAB

- 2.1. The Assessment Advisory Board (hereinafter referred to as ‘the AAB’ or the Board) shall be composed of experts in the field of environmental issues, foreign relations, sustainable development, peace and security issues.
- 2.2. The members of the AAB shall be selected by the Chair Persons of the Assessment Advisory Board.
- 2.3. The AAB shall be composed of a minimum of ten members, with due regard to multi-sectoral/stakeholder representation and gender balance with the aim of ensuring an impartial and transparent selection process.
- 2.4. The Board shall be accorded support by a Secretariat.
- 2.5. Assistance from other Ministries Departments and Agencies shall be accorded to the Board to be strictly in a non-binding advisory capacity.

3. Obligations and responsibilities of the AAB

3.1. **The responsibilities of the AAB shall be as follows:**

- 3.1.1. To conduct the assessment and selection of nominees for the Award from the list of nominees prepared by the Secretariat according to the Guidelines for the nomination, assessment, evaluation and selection for the Amani and Mazingira Award Guidelines (hereinafter referred to as 'the Guidelines').
- 3.1.2. To advise the Chairs of the Board of any discrepancies and/or inconsistencies in the nomination and assessment process; and
- 3.1.3. To prepare the shortlist with appropriate recommendations for submission to the High-Level Award Committee (hereinafter referred to as 'the HLC') for final selection.
- 3.1.4. These responsibilities shall be carried out by the AAB in line with the Code of Conduct.
- 3.1.5. If a member of the AAB cannot conduct an unbiased selection due to any of the factors established in the Code of Conduct and/or any other factors, he/she shall inform the AAB and abstain from the process.

4. Composition of the High Level Award Committee

- 4.1. The High-Level Award Committee (hereinafter referred to as 'the HLC') shall be composed of members selected by the Office of the President.
- 4.2. A minimum of five members, including the Chairs of the AAB, shall be required in order to achieve the minimum quorum in regard to selection decisions.

5. Obligations and responsibilities of the HLC

5.1. **The responsibilities of the HLC shall be as follows:**

- 5.1.1. To conduct the final selection of the winner for the Award from the shortlist submitted to it by the Assessment Advisory Board (hereinafter referred to as 'the AAB');
 - 5.1.2. To present the Executive Office of the President with a final list of the names of the winners in each Award category; and
 - 5.1.3. To provide the rationale for any discrepancy with the recommendations made by the AAB, if any.
- 5.2. These responsibilities shall be conducted by the HLC in line with the Code of Conduct.

- 5.3. The HLC shall give all nominations in the shortlist full consideration and will follow the same evaluation criteria as the AAB.
- 5.4. If a member of the AAB cannot conduct an unbiased selection due to any of the factors established in the Code of Conduct and/or any other factors, he/she shall inform the HLC and abstain from the process.

6. Establishment of the Secretariat

- 6.1. The Secretariat shall be established by the AAB 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.
- 6.2. Operations of the Secretariat shall be overseen by the Executive Heads of the AAB and such professional and administrative staff as will be required for the performance of its functions.
- 6.3. The Secretariat shall be responsible for all organizational, administrative matters regarding the Award, including by means of establishing procedures and providing overall support to the selection process.
- 6.4. Under no circumstances is the Secretariat to engage in action that may influence the selection procedure for the Award.

7. Obligations and Responsibilities of the Secretariat

- 7.1. **The responsibilities of the Secretariat shall be:**
 - 7.1.1. 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:
 - 7.1.1.1. Prepare and coordinate the nomination and selection procedure for nominees of the Award;
 - 7.1.1.2. 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;
 - 7.1.1.3. Create and implement a communication strategy for the receipt of nominations as well as for sharing information regarding the Award;
 - 7.1.1.4. 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;

- 7.1.1.5. With the guidance of the AAB, to support the preparations and coordination of the organization and conduct of the annual ceremony for the presentation of the Award;
 - 7.1.1.6. Prepare reports, evaluations, contacts and lessons learned; and
 - 7.1.1.7. Make full evaluation of the Award's succeeding iterations.
- 7.2. The Secretariat will be committed to following and applying best practices and shall efficiently and effectively use its resources to fulfill all of its responsibilities.

8. Nomination Process and Timelines

- 8.1. The nomination process will be undertaken in two stages; first stage by the Assessment Advisory Board and the second stage by the High Level Award Committee for finalization.
- 8.2. Application submission deadline and selection process timelines will be set by the AAB.
- 8.3. The nomination process will be transparent and impartial.
- 8.4. The Secretariat shall prepare and, upon approval of the Chairman, publish the guidelines for the process of nomination and selection for the Award.
- 8.5. 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.

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