



United Nations

Department of
Economic and
Social Affairs



**SUSTAINABLE
DEVELOPMENT GOALS**

United Nations Public Service Awards Submission Rules and Guidelines

The **United Nations Public Service Awards (UNPSA)** recognizes excellence in public service at the local, regional and national levels. It was launched in 2003 in order to promote and support innovations in public service delivery. With the adoption of the 2030 Agenda for Sustainable Development and its Sustainable Development Goals (SDGs)¹, the UNPSA is focused on promoting and recognizing transformative action that promotes creativity and innovation in public service delivery and the work of public sector institutions to enhance effectiveness, transparency and inclusiveness to leave no one behind.

The UNPSA is managed by the United Nations Department of Economic and Social Affairs (UNDESA), through its Division for Public Institutions and Digital Government (DPIDG), in collaboration with the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women).

PURPOSE

The purpose of the UNPSA is to promote and reward innovation and excellence in public services in support of the realization of the SDGs and the principle of leaving no one behind, which is at the core of the 2030 Agenda. It takes into account the various development levels of countries while reflecting the universal nature of the SDGs.

Through a global competition that promotes the role, professionalism and visibility of public service, the UNPSA aims to:

- ✓ **Highlight** innovations in governance
- ✓ **Reward** excellence in the public sector
- ✓ **Motivate** public servants to further promote innovation
- ✓ **Enhance** professionalism in the public service
- ✓ **Raise** the image of public service
- ✓ **Collect** and **disseminate** successful practices for possible replication

MANDATE

The UNPSA was created pursuant to the United Nations Economic and Social Council (ECOSOC) resolution of 2002, which endorsed a recommendation of the Group of Experts on the United Nations Programme on Public Administration and Finance (ECOSOC resolution, E/RES/2001/45). ECOSOC called for “the proclamation of a United Nations Public Service Day to celebrate the value and virtue

¹ The 2030 Agenda for Sustainable Development was adopted by all countries members of the United Nations in September 2015. It has 17 Sustainable Development Goals at its core
<https://sustainabledevelopment.un.org/post2015/transformingourworld>

of service to the community at the local, national and global levels, with prizes to be awarded by the Secretary-General for contributions made to the cause of enhancing the role, prestige and visibility of public service”.

The importance of the Awards was subsequently reiterated in 2015 by the General Assembly in its resolution A/RES/69/327, which requested “the Secretary-General to continue to provide assistance, in particular to developing countries, at their request, in their efforts to strengthen public institutions and public services for sustainable development ... including through the United Nations Public Service Day, the United Nations Public Service Awards and the United Nations Public Administration Network...”. In 2016, ECOSOC further requested the Secretary-General to continue to promote and support innovation and excellence in public services for sustainable development through the United Nations Public Service Awards (ECOSOC resolution, E/Res/2016/26).

AWARDS

The Awards are usually given on 23 June, a day designated by the General Assembly as the United Nations Public Service Day to “celebrate the value and virtue of public service to the community” (A/RES/57/277). The General Assembly, in its resolution 57/277, encourages Member States to organize special events on that Day to highlight the contribution of public service in the development process.

The UNPSA Ceremony is part of a United Nations Public Service Forum, which is held annually, in different regions of the world.

Up to five winners can be selected under each category of the Awards. Winners are considered within their UN regional groups² as follows:

- ✓ Africa
- ✓ Asia and the Pacific
- ✓ Latin America and the Caribbean
- ✓ Eastern Europe
- ✓ Western Europe and other Groups

For further information about the past UNPSA events, please visit the DPIDG website at <https://publicadministration.un.org>

ELIGIBILITY

- ✓ The Award is open to all public-sector institutions at the national, sub-national and local levels from all UN member states. In the case of partnerships (including civil society, private sector, academia etc.), the nominee must be a public-sector institution
- ✓ Both self-nomination and nomination by third parties are accepted. Applications should be made by an organization

² The UNPSA Regional Groups are listed in Annex I

- ✓ The initiative must be innovative and relevant to one of the UN Public Service Awards categories³
- ✓ The initiative must have been implemented for a minimum of two years, with demonstrated and documented impact
- ✓ The application must be duly filled out
- ✓ The submission must include all the required supporting documents
- ✓ The initiative must not have already received a UNPS Award
- ✓ To avoid conflict of interest, the initiative must not be implemented by the United Nations System

CATEGORIES

The objective of the UNPSA is to recognize efforts that advance effective, efficient, transparent, accountable, innovative and citizen-centred public governance, administration and services for sustainable development, in line with SDG 16.

Effective, accountable and transparent institutions are essential to achieving all the 17 Goals and to ensuring efficient and quality public service delivery. They play a critical role in efforts to enhance access to services such as quality education (SDG 4), healthcare (SDG 3), water and sanitation (SDG 6), affordable and clean energy (SDG 7), as well as efforts to leave no one behind, as through enhancing opportunities for decent work (SDG 8), achieving gender equality and empowering girls and women (SDG 5), tackling inequality (SDG 10), and promoting partnerships (SDG 17).

While targeted efforts to meet individual Goals are needed, the highly integrated nature of the all the Goals calls for institutional frameworks and mechanisms that work to foster collaboration and harmonization between government agencies, policies and with other stakeholders, to achieve the SDGs. At the same time, new and burgeoning forms of innovation, such as, but not limited to, ICTs, can be leveraged by public sector institutions to provide engaging and efficient ways to reach citizens and meet development objectives across all areas.

With this in mind, five categories (below) have been selected for the 2020 UNPSA. Submissions under each category should be aligned with the 2030 Agenda, demonstrating their relevance to the SDGs and should be innovative, demonstrating positive impact, sustainability, adaptability and stakeholder engagement (see 'Evaluation Criteria' for more details).

³ Once the application is submitted, the category cannot be changed even if it was found later that it was submitted to the wrong category. Nominators are therefore requested to pay special attention to the criteria of the various categories when choosing a category under which an application should be submitted.

Category 1: Delivering Inclusive and equitable services for all

The category on *Delivering inclusive and equitable services for all* promotes innovative ways to increase access to quality and affordable public services to all, especially to those living in poverty and the most vulnerable. Delivering inclusive and equitable services requires many public sector institutions to both reform and transform their service delivery mechanisms so as to enhance effectiveness and efficiency in public service delivery. A focus on inclusion, equity, integration and diversity sits at the heart of delivering people centric services.

Category 2: Promoting integrated mechanisms for sustainable development

The category on *Promoting integrated mechanisms for sustainable development* promotes institutional frameworks that facilitate harmonization and collaboration in government policies. Underscoring the linkages among many of the SDGs, integrated policies and development plans are critical in accelerating sustainable development implementation. The mechanisms put in place should aim to ensure balance between collaboration and accountability. They should minimize duplication of efforts or countereffects of conflicting policies and programmes.

Category 3: Developing transparent and accountable public institutions

The category on *Developing transparent and accountable public institutions* not only promotes transparency and accountability in public institutions but also aims to empower people through engagement. Initiatives should increase people's access to information, promote participation, including monitoring and reporting of wrongdoings of public officials and entities.

Category 4: Promoting digital transformation in the public sector

The category on *Promoting digital transformation in the public sector* promotes strategic approaches and applications of existing and frontier digital technologies to transform public administration. Innovative policies and mechanisms that address gaps and challenges in social, economic, and environmental sectors are encouraged, including through the development and use of artificial intelligence, open data, big data, analytics, blockchains, machine learning, cloud computing and the Internet of Things. Public policies that harness technologies in increasing public value while addressing governance issues and associated risks are encouraged.

Category 5: Promoting gender responsive public services to achieve the SDGs

The category on *Promoting gender responsive public services to achieve the SDGs* promotes innovative public policies and services that address specific needs of women and girls. Gender responsive public services play a critical role in reducing poverty and inequality and advancing the rights of women and girls. These services require enabling policy and legislative frameworks, institutional structures and administrative capacities for their full implementation. Initiatives should address gender equality and the empowerment of women and girls at all stages of planning, budgeting, implementation and monitoring and evaluation.

EVALUATION CRITERIA

Alignment with the 2030 Agenda. The 2030 Agenda is a plan of action for people, planet, prosperity, peace and partnership. The initiative should be aligned to the principles of the Agenda and its overarching priorities of leaving no one behind. It should support the implementation of the Agenda and realization of the SDGs at the global, national, sub-national and local levels.

Innovation. The initiative should present an innovative idea, policy, new approach, or a unique mechanism that supports the implementation of the 2030 Agenda. In the context of a given country or region, it could be to improve delivery of public services, solve a problem of public concern, or strengthen public institutions.

Significance. The initiative should have made a positive impact on a group(s) of the population and address a significant issue of public concern within the context of a given country or region.

Adaptability. The initiative should be applicable and adaptable to other contexts for possible upscaling or replication. Ideally, it should be conducive to similar innovations in other public-sector institutions within a given country, region or at the global level.

Sustainability. The initiative should be sustainable in financial, social and environmental terms, that the desired outcome can be achieved and maintained.

Partnership. The initiative should demonstrate that it has engaged relevant stakeholders and partners. It should not be limited to public institutions and government entities but inclusive of non-state stakeholders of community, civil society, and private sector.

HOW TO APPLY

Who can nominate? Public sector institutions, schools of public administration, UN agencies (only for initiatives which they have not supported), universities, non-governmental organizations and private sector entities.

Who can be nominated? All public institutions at the national, sub-national, and local level from all UN member states are eligible to apply. In the case of public-private partnerships, the lead nominee must be a public-sector institution.

What is the application process? Application can only be submitted through the Online Application Form at the UNDESA/DPIDG website. <https://publicadministration.un.org/unpsa/en/>

For technical assistance, please contact the UNPSA team by email UNPSA@un.org or phone +1 (917) 367 3004.

The deadline for submitting 2020 application is 27 November 2019.

The Online Application Form must be fully completed. All fields must contain the requested information. In the event that any field is left blank, or if the answer does not directly correspond to the question asked, the initiative will not be evaluated.

The applications can be made only in one of the **six UN official languages (Arabic, Chinese, English, French, Russian, and Spanish)**. However, it would be preferable, if possible, that applications be submitted in one of the working languages of the United Nations Secretariat, which are English and French. Application and/or supporting document in a language other than one of the six UN official languages will not be accepted.

What supporting documents are needed?

1. Evaluation Report: An internal or external evaluation/audit report or similar documentation that highlights the impact of the initiative is **required**.
2. Two letters of reference: Two letters, written by a third party (i.e., not by the institution being nominated nor by the nominator) are required. It should highlight the achievements resulting from the implementation of the initiative submitted and underlines the reason why this initiative and/or institution is worthy of being awarded.
3. **(Optional)** Up to five additional supplementary materials can be provided to demonstrate and highlight the initiative's impact and outcome. This could be in the form of case studies, programme or policy briefs, project documents, newspaper articles or publications, outreach materials, videos, selection for other awards etc.

Supplementary materials must be in one of the six UN official languages (by way of translation, subtitles, etc.) to be considered.

EVALUATION PROCESS

The evaluation process consists of several rounds. In the first round, the UNPSA Evaluation Team evaluates online applications vis-a-vis the evaluation criteria. Each initiative is evaluated taking into consideration the context of a given country or region. In the second round, a working group of the United Nations Committee of Experts on Public Administration (CEPA)⁴ conducts further reviews and recommends a short-list. The Short-listed initiatives then undergo a process of validation to ensure congruence between the application documents and substantiated findings. Final selection of the winners among the validated initiatives is made by the UN Secretary-General.

The evaluation process is strictly based on the specific initiative in application, not on general programme or other initiatives undertaken by the nominated institution. If the preliminary validation for a specific initiative reveals misconduct, the application will be disqualified.

WHO RECEIVES THE AWARD?

⁴ CEPA is a subsidiary advisory body of the United Nations Economic and Social Council comprising 24 experts acting in a personal capacity who meet annually at UN Headquarters in New York. The Committee is responsible for supporting the work of ECOSOC concerning the promotion and development of public administration and governance among Member States notably in relation to the 2030 Agenda for Sustainable Development and in support of the implementation and progress reviews of the Sustainable Development Goals.

Awards can only be conferred to public sector institutions that have ownership of the nominated initiatives. Implementing agencies working on a consultancy basis are not eligible for UNPSA.

The award goes to the initiative and the institution that is responsible for implementing it, not to the individual that initiated or implemented it, nor to the country as such. An individual cannot be awarded.

In the case of public-private partnerships, the recognition goes to the public-sector institution.

DISQUALIFICATION

Applications will be disqualified for the following reasons:

1. Failure to observe the submission rules for the application
2. Any conflict of interest and non-adherence to the process by those concerned
3. Presenting misleading and false information and supporting documents
4. Inability to provide sufficient documentation to review the initiative
5. Unethical behaviour, including undue pressure on any person involved in the evaluation and selection process

REVOCAION OF AWARD

An award can be revoked at any point, if it has been established that an institution has failed to observe the UNPSA rules.

ANNEX I: REGIONAL GROUPS

Africa		
Algeria Angola Benin Botswana Burkina Faso Burundi Cabo Verde Cameroon Central African Republic Chad Comoros Congo Côte d'Ivoire Democratic Republic of the Congo Djibouti Egypt Equatorial Guinea Eritrea	Ethiopia Gabon Gambia Ghana Guinea Guinea-Bissau Kenya Lesotho Liberia Libya Madagascar Malawi Mali Mauritania Mauritius Morocco Mozambique Namibia	Niger Nigeria Rwanda São Tomé and Príncipe Senegal Seychelles Sierra Leone Somalia South Africa South Sudan Sudan Eswatini Togo Tunisia Uganda United Republic of Tanzania Zambia Zimbabwe

Asia and the Pacific		
Afghanistan Bahrain Bangladesh Bhutan Brunei Darussalam Cambodia China Cyprus Democratic People's Republic of Korea Fiji India Indonesia Iran (Islamic Republic of) Iraq Japan Jordan Kazakhstan Kiribati Kuwait	Kyrgyzstan Lao People's Republic Lebanon Malaysia Maldives Marshall Islands Micronesia (Federated States of) Mongolia Myanmar Nauru Nepal Oman Pakistan Palau Papua New Guinea Philippines Qatar Republic of Korea	Samoa Saudi Arabia Singapore Solomon Islands Sri Lanka Syrian Arab Republic Tajikistan Thailand Timor-Leste Tonga Turkey* Turkmenistan Tuvalu United Arab Emirates Uzbekistan Vanuatu Vietnam Yemen

Eastern Europe

Albania	Estonia	Romania
Armenia	Georgia	Russian Federation
Azerbaijan	Hungary	Serbia
Belarus	Latvia	Slovakia
Bosnia and Herzegovina	Lithuania	Slovenia
Bulgaria	Montenegro	The former Yugoslav Republic of Macedonia
Croatia	Poland	Ukraine
Czech Republic	Republic of Moldova	

Latin America and the Caribbean

Antigua and Barbuda	Dominica	Nicaragua
Argentina	Dominican Republic	Panama
Bahamas	Ecuador	Paraguay
Barbados	El Salvador	Peru
Belize	Grenada	Saint Kitts and Nevis
Bolivia (Plurinational State of)	Guatemala	Saint Lucia
Brazil	Guyana	Saint Vincent and the Grenadines
Chile	Haiti	Suriname
Colombia	Honduras	Trinidad and Tobago
Costa Rica	Jamaica	Uruguay
Cuba	Mexico	Venezuela (Bolivarian Republic of)

Western Europe and Other Groups

Andorra	Iceland	Norway
Australia	Ireland	Portugal
Austria	Israel	San Marino
Belgium	Italy	Spain
Canada	Liechtenstein	Sweden
Denmark	Luxembourg	Switzerland
Finland	Malta	Turkey*
France	Monaco	United Kingdom
Germany	Netherlands	United States of America
Greece	New Zealand	

*Turkey, participates fully in both WEOG and the Asian and Pacific regional groups, but for electoral purposes is considered a member of WEOG only. For the purposes of the UNPSA 2020 initiatives submitted by Turkey will be evaluated under WEOG.