

## VIETNAM NGO AWARDS 2014

### GUIDELINES AND ENTRY FORM

#### About the Awards

The Vietnam NGO Awards 2014 are organised by the Research Center for Management and Sustainable Development (MSD) in collaboration with the Resource Alliance and funded by the Rockefeller Foundation and Irish Aid. The Awards aim to advance the country's non-profit sector by promoting financial and organisational sustainability and strengthening community support of civil society and seek to:

- Promote good standards and practices in resource mobilisation, accountability and transparency
- Recognise and celebrate excellence in the non-profit sector
- Identify and strengthen successful resource mobilisation practices
- Create examples and inspiration for other non-profit organisations
- Promote the overall credibility of the non-profit sector for long term sustainability.

#### Eligibility criteria

All NGOs in Vietnam are invited to enter the Awards provided that they subscribe to a set of minimum standards as follows:

- Are legally registered and have legal status
- Not promote or involved in promoting political activities or religious doctrine and be fully in compliance with Laws and Policies of Vietnam
- Have at least 1 year of work/operations (established before Dec.31st, 2012)
- Have a clear mission and vision
- Comply with national and local legal requirements.

#### Categories

In order to recognise the strengths across the scope of the work of NGOs, no matter their size, local NGOs are invited to enter the Vietnam NGO Awards under one of three categories based on their annual budget for 2012 (or 2013 for NGOs established in 2012), as follows:

- NGO of the Year (small): Annual budget of under US \$30,000.00
- NGO of the Year (medium): Annual budget of between US \$30,000 and US \$100,000
- NGO of the Year (large): Annual budget of over US \$100,000
- The Rising Star Award will recognise an organisation that has demonstrated, above all other entrants, the greatest potential to achieve good governance, effective programme impact, exemplary human resources practices, sustainable resource mobilisation and transparent financial management.

#### Selection criteria



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The selection process is undertaken as a number of stages involving MSD, the Resource Alliance, a team of assessors and a jury panel. Overall, the NGO Awards selection process evaluates organisations on:

- Evidence of efficient management of resources, good governance practices, transparency and accountability, and effective communication
- The delivery of quality services to its beneficiaries while demonstrating efficient management of resources, transparency and accountability
- The mobilisation of diversified resources from the local community while exhibiting its capabilities for financial sustainability.

### Benefits

- Eligible NGOs can participate in workshops on resource mobilisation, communication, governance and financial management will be organised in Hanoi (3-4 December 2013) and Ho Chi Minh City (6-7 December 2013)
- All finalists will be profiled in a casebook and film, which is disseminated at the Awards ceremony and through the MSD and Resource Alliance websites and their work promoted through newsletters and traditional and social media
- At the Awards ceremony on June 2014 in Hanoi, finalists will have a booth to promote their work and information
- The three national winners will receive a trophy and cash prize of VND 100 million to be used to strengthen their internal systems and processes
- A Rising Star Award winner chosen through a public online vote will also receive a certificate and trophy and cash prize of VND 30 million (as estimated) to be used to strengthen their internal systems and processes.
- And other awards to be confirmed latter.

### Process

Stage 1: Internal sifting of entries - Entry forms are scrutinised and checked for all the requested documents (January 2014)

Stage 2: First level shortlist – Assessors review completed entries and shortlist organisations for site visit assessments (January - February 2014)

Stage 3: Based on site visit assessments, 9 finalists (3 in each category) are selected for the final Jury level selection (March 2014)

Stage 4: The finalists are announced and the jury select the winners (April 2014)

Stage 5: A public online vote (from the finalist NGOs) for the Rising Star Award (May 2014)

Stage 6: The Awards ceremony on June 2014

### Entry Method and Format

Proposals should follow the format outlined in the Entry form (Appendix 1) which is also available from the website of MSD at <http://www.msdvietnam.org/vietnam>, and [www.tai.org.vn](http://www.tai.org.vn)



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Full details of the programme and instructions on how to submit Entry forms in hard copies can also be obtained from the MSD office located at 101 A2, Route 72, Nguyen Chi Thanh Street, Hanoi, Vietnam. The documents can also be provided by post or email attachment upon request.

The Entry form should be signed by the Head of the organisation and must be submitted in hard copy by post to MSD office by 5:00 pm on 3 January 2014 (for those outside Hanoi, the deadline is based on the date of the post-office). Mark the envelope with the title “Ho so NAW 2014” and send to:

Research Center for management and Sustainable Development (MSD)  
101 A2, Route 72, Nguyen Chi Thanh Street, Hanoi, Vietnam

Entries submitted after the deadline of 3 January 2014 will not be considered. For more information, please contact:

Ms. Le Thi Hoai Thuong, MSD  
Telephone: (04) 37750805 Email: [thuongle@msdvietnam.org](mailto:thuongle@msdvietnam.org)

By submitting an entry to the Vietnam NGO Awards, NGOs agree that the information and materials provided may be used in future promotions of the Awards, or any other event or publication produced by MSD, the Rockefeller Foundation, Irish Aid and/or the Resource Alliance.



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