

Process paper

Selection Process Overview:-

Selection Process Stage	Executed By	Process	Outcome
Nomination	Applicant	<p>1) Individuals from all over India would be encouraged to nominate themselves and others. They will be required to submit a nomination package, along with an application form.</p> <p><Application form and nomination package formats are given in Annexure 1 and 2, respectively></p> <p>2) Each nomination should be validated by at least one independent organization (Government, Recognized NGOs)</p>	Registration of Nomination
Screening	I CONGO Team	<p>1) Screening based on complete documentation, validity of nomination and overall significance.</p> <p>Detailed explanation of criteria for this stage has been provided later.</p>	<p>Screen-cleared move to the short-listing round</p> <p><Fixed Numbers/ As many as suitable?></p>
Short-listing	<p>Expert advisory committee: Comprising of representatives from various sectors chosen by I-CONGO, working in the areas/communities pertaining to the nomination category.</p> <p>-----</p> <p>Audit by I-CONGO Core Team</p>	<p>1) Based on specified criteria, each entry will be assessed and a summary report of recommendation and scores will be prepared for the entry.</p> <p>Detailed explanation of criteria for this stage has been provided later.</p> <p>2) Based on pre defined cut-offs, the final shortlist for entries in each category will be prepared.</p> <p>3) I-CONGO core team will review the short listed entries and audit for process adherence and ensure that adequate due diligence has been exercised while short listing. The I-CONGO core team will have the discretion to include any eligible entry not included in the shortlist, however the decision on this inclusion will be in case of exceptional circumstances and will be made through discussion and debate and two thirds majority in case of dispute in the core team.</p>	1) 5 entries are short listed for each award category.
Verification/ Validation	Field team comprising volunteers who will verify information and claims given by nominees during the application process.	<p>1) Scrutiny and validation to ensure that all stated facts regarding social responsibility by the nominated entity have been validated by the community the initiative is directed at, or an organization representing the community.</p> <p>The 'On Field' check team will also prepare a note of each shortlisted entry, which will highlight whether there are any reasons, past data, business orientation, history of contra evidence of social responsibility, because of which the entry should not be considered for the award.</p> <p>2) Based on the verification, the field team and Short listing panel can jointly adjust scores of the short listed entries. The team can also decide to eliminate entries if found invalid.</p>	The validated shortlist with adjusted scores moves to the final selection round.
Final Selection	Jury comprising 5 eminent individuals from across various spheres, as chosen by I-CONGO. There will be one Mercer and one I-CONGO representative on the jury.	<p>1) Review of the score sheets of the short listed entries and decision on the winner for each category through debate and discussion.</p> <p>2) In case of dispute, the decision will be put to vote and the winner will be determined by a simple majority.</p>	Final winners- one for each award category. Joint winners can also be declared if felt so by the jury.

Overall Selection Criteria for all Award Categories:

S. No.	Criteria	Interpretation	Weightage
1	Demonstrated Intent	The project should demonstrate the sincerity and on-going commitment towards the socially responsible initiative. These will be evaluated by assessing the nature of the initiative and the vibrancy of the socially responsible projects	30 %
2	Impact	Breadth of Impact: The number of people that have been affected or have benefited from the initiative.	10%
		Depth of Impact: The extent to which they have benefited from this initiative. Pre and Post-case comparison.	10%
3	Involvement	In the planning stage, direct personal involvement of the individual in the initiative, including aspects of risks taken, confronting opposition, and crossing administrative and resource hurdles to ensure success of the initiative.	20%
4	Sustainability	Whether the Project provides a long-term solution. For instance in a marginalized community the solution empowers people. The panel will consider success model established to ensure that the initiative is institutionalized	20%
5	Scalability	Intent and Potential to replicate this initiative. This is to further strengthen the cause of inspiring similar initiatives in this area. It could include construct and efforts to ensure replication of the initiative.	10%

Stage 1- Screening of Entries- Criteria

Common Filters

Each entry should first fulfil the following common filters to be considered for further evaluation:-

S. No.	Criteria	Interpretation	Cues
1	Completed requirement as laid out in the entry form	---	---
2	Valid testimonial	Validation of statements	<ul style="list-style-type: none"> ▪ Does another organization (Government, NGO, Community, Media) validate the Social Action?
3	Nature and Quality of Project	Impact & Intent	<ul style="list-style-type: none"> ▪ Number of beneficiaries (at least 50?) ▪ Is the nature and impact of initiative rewardable?