About HUDCO

Housing and Urban Development Corporation Ltd (HUDCO), a Government of India CPSE, under the Ministry of Housing and Urban Affairs (MoHUA) is a premier techno-financing Institution. Since its inception in 1970, HUDCO continues its mission improving access to the housing for all and providing sustainable infrastructure in human settlements by improving the living conditions of people at large. Apart from the financing operations, HUDCO offers consultancy services, promotes research and studies and help propagate use of local building materials, cost-effective and innovative construction technologies. HUDCO is a unique Institution with its motto of “Profitability with Social Justice”.

Background of HUDCO Award

Improvement of the quality of urban environment has become a major priority for urban policy makers and city managers. HUDCO recognizes that it is necessary to encourage efforts in these areas and to motivate other city governments and Parastatals to replicate such best practices in their own cities. As a step in this direction, HUDCO has instituted the Best Practices Awards in various categories of urban development. The award has seven theme areas. The entries for the awards can be sent under any of the related themes, and appropriate sub-theme

HUDCO AWARDS
FOR
BEST PRACTICES
TO IMPROVE THE
LIVING ENVIRONMENT
2023-2024

Award

The Best Practice Award includes a prize of Rs.1,00,000/- (Rupees One Lakh each) for ten selected award winning Best Practices. Award winners will also receive a Commemorative Plaque along with a Certificate of recognition.

Eligibility

The award is open to agencies working in the urban development sector such as Government Organizations/Departments or Parastatal Agencies, Cities, Local Bodies/Authorities or their Associations, Non-Governmental Organizations (NGOs), Community Based Organizations (CBOs), Private/Corporate Sector, Research & Academic Institutions, Public or Private Foundations. Entries from small urban local bodies and North Eastern states will be encouraged.
THEME I – URBAN GOVERNANCE

Sub-themes: Urban management and administration, E-governance/ M-governance, Partnerships with civil society, Participatory budgeting and decision making, Human resources and leadership development, Decentralization/ Devolution of powers, Institutional reform, Transparency and accountability, Empowerment of Women, Innovative methods of collection of property tax/other taxes/bills, adoption of Municipal finance- adoption of double entry accounting & improved service delivery initiatives.

THEME II – HOUSING, URBAN POVERTY & INFRASTRUCTURE

Sub-themes: Affordable housing, Access to housing finance/credit, Slum and settlement upgrading and improvement, Application of environment friendly building materials, Cost effective urban housing including innovative, emerging and disaster resistant technologies in housing, Access to land/s/ services for urban poor, Provision of basic services, Public - Private partnerships / Public – Private - Community partnerships & Community based capacity building/ livelihood generation solutions.

THEME III – URBAN TRANSPORT

Sub-themes: Mass public transport, Environmentally friendly public transport, Traffic bottleneck reduction planning, GPS based initiatives for transport improvement, Urban transport planning, Parking solutions, Transit Oriented Development/ Transit Corridor development & Last Mile connectivity

THEME IV – ENVIRONMENTAL MANAGEMENT, ENERGY CONSERVATION & GREEN BUILDING


THEME V – SANITATION

Sub-themes: Solid Waste Management, Sewerage management, Cost effective/ ecofriendly/ Innovative sanitation solutions & Waste to energy solutions.

THEME VI – URBAN DESIGN & REGIONAL PLANNING, INNER CITY REVITALIZATION & CONSERVATION

Sub-themes: Smart City solutions, Sustainable / inclusive city planning, Innovative Urban design/ New township designs, Innovative regional planning approaches, Urban renewal / Heritage conservation or retrofitting, Inner city renewal/revitalization & Accessibility improvement for differently abled/vulnerable groups.

THEME VII – DISASTER PREPAREDNESS, MITIGATION & REHABILITATION

Sub-themes: Increasing City Resilience, Civic awareness and preparedness, Contingency planning and early warning systems, Post disaster rehabilitation/reconstruction, Risk assessment and zoning & Adapting Building bye-laws for disaster mitigation.

SUBMISSION PROCESS

The submission/ application/ entry for the Award is to be made as per the prescribed reporting format (available at HUDCO website i.e. www.hudco.org.in) and is to be submitted by an email to cpd@hudco.org

The submissions/ entries should be made in English. The attachments should be in MS Word, (no PDFs) and also be accompanied by a PowerPoint presentation on the submission, highlighting the main features of the practice though text as well as high quality photographs (300dpi). In addition, the following support materials can also be submitted:

1. Articles appearing in newspapers, journals, newsletters or other publications.
2. Standard format videos/ short films less than 10 minutes duration.
3. Photographs, graphic or promotional material/ brochures.

The programme / policy/ project submitted should have been implemented in the last 3-5 years or have been completed recently. The Work nominated has to be in existence at present at par with results attained and the authenticity of the current stage of the Initiative should be well scripted.

Queries may be directed to the Associate Fellow, CPD, HSMI or Executive Director (Training), HSMI at the given email addresses or phone numbers. The award winning entries would be published for wider dissemination. Subsequently, the award winning entries may also be taken up by HUDCO’s HSMI team for detailed documentation and as reading material for different training programmes. Additional details, or physical verification of practice may be required, if sought by Jury.

For further details please visit HUDCO website at: www.hudco.org.in
HUDCO AWARDS
FOR BEST PRACTICES TO IMPROVE THE LIVING ENVIRONMENT
2023-2024

SELECTION PROCESS

Last date for submission of entries by the eligible institutions is 15th January 2024
1.0 Background

Improvement of the quality of urban environment due to increasing urbanization has become a major priority for urban policy makers and city managers. The issue calls attention to the twin aspects of growth in the population and the increase in geographical area. It is necessary to encourage efforts in these areas and to motivate other city governments and Parastatals to replicate such best practices in their own cities.

In this context, there are numerous sub-areas which require attention and support by sustainable and environment friendly technologies. Such good practices are emerging and need recognition, publicity and appreciation to the extent of considering them for an award. At the initial stage, the best practices are to be invited from different institutions for processing and considering them for HUDCO Best Practices Award. The award-winning entries would be published for wider dissemination. Subsequently, the award-winning entries may also be taken up by HUDCO’s HSMI team for detailed documentation and as reading material for different training programmes. For details, please visit website: www.hudco.org.in

2.0 Award

The total amount of the annual award is Rs. 10,00,000 (Rupees Ten Lakh). This amount will be divided as follows:

a. Rs.1,00,000/- (Rupees one lakh each) for ten selected award-winning Best Practices.
b. Best Practice Award winners will also receive a Commemorative Plaque along with certificate.

3.0 Periodicity

The award shall be presented annually.

4.0 Eligibility

The award is open to:

1. Government Organizations/Departments or Parastatal Agencies,
2. Cities, Local Bodies/Authorities or their Associations
3. Non-Governmental Organizations (NGOs)
4. Community Based Organizations (CBOs)
5. Private/Corporate Sector
6. Research & Academic Institutions
7. Public or Private Foundations.

The programme / policy/ project submitted should have been implemented in the last 5 years or have been completed recently. The Work nominated has to be in existence at present at par with results attained and the authenticity of the current stage of the initiative should be well scripted/ documented.
### 5.0 Themes of the Best Practice

List below indicates Themes and Sub-Themes describing the focus of work.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Theme</th>
<th>Sub Theme</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td><strong>Urban Governance</strong></td>
<td>• Urban management and administration&lt;br&gt;• Partnership with civil society organization(s)&lt;br&gt;• Public policy&lt;br&gt;• Participatory budgeting and decision making&lt;br&gt;• Human resources and leadership development&lt;br&gt;• Decentralization&lt;br&gt;• Resource mobilization&lt;br&gt;• Institutional reform&lt;br&gt;• Management and information systems&lt;br&gt;• Transparency and accountability&lt;br&gt;• Monitoring, evaluation and auditing&lt;br&gt;• Women in leadership roles&lt;br&gt;• Public private partnership&lt;br&gt;• Public private people partnership&lt;br&gt;• E-governance&lt;br&gt;• Innovative methods of collection of property tax/ other taxes/ bills&lt;br&gt;• Municipal finance including adoption of double entry accounting</td>
</tr>
<tr>
<td>5.2</td>
<td><strong>Housing, Urban Poverty and Infrastructure</strong></td>
<td>• Affordable housing&lt;br&gt;• Access to housing finance&lt;br&gt;• Slum and settlement upgrading and improvement&lt;br&gt;• Application of environment friendly building material&lt;br&gt;• Cost effective urban housing including innovative emerging and disaster resistant technologies in housing&lt;br&gt;• Adoption of model rent law/RERA&lt;br&gt;• Access to land for urban poor&lt;br&gt;• Services for urban poor&lt;br&gt;• Provision of basic services by micro enterprises&lt;br&gt;• Public, Private and Community partnerships&lt;br&gt;• Improved service delivery initiatives&lt;br&gt;• Education and health&lt;br&gt;• Income generation/job creation&lt;br&gt;• Vocational training</td>
</tr>
</tbody>
</table>
| 5.3 | **Urban Transport** | • Mass public transport - Metro Rail, CNG/electricity based public transport  
• Traffic bottleneck reduction planning  
• GPS based initiatives for transport improvement  
• Urban transport planning  
• Parking solutions |
| 5.4 | **Environmental Management, Energy Conservation and Green Building** | • Pollution reduction  
• Urban greening  
  Environmentally sound technologies  
• Integrated assessment, monitoring and control, and “Green” accounting  
• Ecological sustainability  
• Resource management  
• Indicators of sustainability  
• Rain water harvesting  
• Urban solar planning and implementation  
• Reduction in electricity consumption  
• Clean energy production  
• Appropriate and low-cost building materials and construction technology  
• Use of passive technologies for energy conservation  
• Green buildings and Green building indicators |
| 5.5 | **Sanitation** | • Solid waste management  
• Sewerage management  
• Low-cost sanitation solutions  
• Decentralized sanitation solutions  
• Waste to energy solutions  
• Waste recycling  
• Eco friendly technologies in sanitation |
### 5.6 Urban Design and Regional Planning, Inner City Revitalization and Conservation

- Sustainable or inclusive city planning
- Urban design
- Regional planning
- Urban renewal
- Heritage buildings conservation or retrofitting
- Inner city renewal/revitalization

### 5.7 Disaster Preparedness, Mitigation and Rehabilitation

- Reduction of vulnerability
- Civic awareness and preparedness measures
- Contingency planning and early warning systems
- Response capacity
- Hazard and risk reduction and mitigation
- Post disaster rehabilitation/reconstruction
- Risk assessment and zoning
- Gender specific risks and needs
- Building bye-laws for disaster mitigation

### 6.0 Submission Process

#### 6.1
The submission for the HUDCO Best Practices Award is to be made strictly as per the reporting format (available at HUDCO website i.e. [www.hudco.org.in](http://www.hudco.org.in)) and is to be submitted by an email to [cpd@hudco.org](mailto:cpd@hudco.org).

#### 6.2
The submissions/entries should be made in English. The attachments should be in MS Word (no pdfs) and also be accompanied by a PowerPoint presentation on the submission/entry, highlighting the salient features of the nominated/submitted practice through text and the high-quality photographs (300dpi resolution) and graphics.

#### 6.3
Submitters/applicants are encouraged to include the following supporting materials:
- a. Articles appearing in newspapers, professional journals, newsletters or other publications;
- b. Standard format videos of less than 10 minutes duration;
- c. Photographs, graphics or promotional material, brochures etc.

#### 6.4
All agencies/applicants are to submit professional quality photographs for their practices in not less than 300 dpi resolution, showcasing the stages from start, during and after implementation as a proof of authenticity of their work.
7.0 Selection Process

7.1 Application/ submission/ entry is to be made through an email to cpd@hudco.org in a prescribed reporting format (available on HUDCO’s website i.e. www.hudco.org.in) by the prescribed last date (see Sr. No. 8.0 under the heading Time schedule).

7.2 Listing of all submissions/ entries complying with the prescribed reporting format and fulfilling the basic Best Practices eligibility shall be forwarded to the ‘Technical Committee’ for review.

7.3 The ‘Technical Committee’ will review all submissions/ entries and prepare a report containing the compliance with the prescribed reporting format and the selection process and shortlist the submissions/ entries.

7.4 The Shortlisted submissions/ entries shall be forwarded to the Best Practices Award Jury for the selection for the Award.

7.5 The Best Practices Jury will then review the short-listed Best Practices as above, to select those initiatives deserving of the HUDCO Award. The Jury may recommend maximum ten awards depending on the quality of the submissions.

7.6 Final selection will be done after physical verification, if required.

8.0 Time Schedule

8.1 Last date for submission of entries for the HUDCO Best Practices Award for the year 2023-2024 strictly in the prescribed reporting format by an email to cpd@hudco.org is 15th January 2024.

8.2 The last date of submission of entries may be extended by HUDCO at its sole discretion and in such a case, the same shall be announced/ notified on HUDCO’s website i.e. www.hudco.org.in

8.3 Further, HUDCO reserves the right to change the terms and conditions of the HUDCO Best Practices Award at its sole discretion and in such a case, the same shall be announced/ notified on HUDCO’s website i.e. www.hudco.org.in

8.4 Therefore, all applicants/ agencies submitting their entries for the HUDCO Award for Best Practices are advised to keep visiting/ checking the HUDCO’s websites for the latest information/ update(s) in this regard.

8.5 The results of the competition for the HUDCO Best Practices Award shall be announced on the website of HUDCO i.e. www.hudco.org.in
For submission related and other queries:

Please Contact:

Executive Director (Training)
or
Fellow, HSMI

Human Settlement Management Institute
HUDCO House, Lodi Road, New Delhi 110003
CIN: L74899DL1970GOI005276
GSTIN: 07AAACH0632A1ZF

Phone 011-24308600, 24308608, Fax 011-24365292

Email: cpd@hudco.org, edt@hudco.org
HUDCO AWARDS FOR BEST PRACTICES

TO IMPROVE THE LIVING ENVIRONMENT

2023-24

REPORTING FORMAT
HUDCO AWARDS FOR BEST PRACTICES
TO IMPROVE THE LIVING ENVIRONMENT

Please provide following information for submitting Best Practice

Title of the Best Practice:

The Theme Applied
For:

- Urban Governances.
- Housing, Urban Poverty and Infrastructure.
- Urban Transport.
- Sanitation.
- Urban Design and regional Planning, Inner city Revitalization and Conservation
- Disaster preparedness, Mitigation and Rehabilitation

(Details about the sub-themes as indicated in the Brochure)

The location of the Best Practice

a) Area ______________________________________________
b) City/Town ___________________________________________
c) State _______________________________________________

Name of the Applicant organization:

Address of the Applicant organization:

Contact Person (Name & Mobile No.): _____________________________
Area/Region: __________________________________________________
City/Town: _______________ Pin code ____________________________
Type of Organization:

1. Government Organizations / Department or Parastatal Agencies
2. Municipal Organizations / Local Body/ Authority
3. Non Governmental Organizations (NGOs)
4. Community Based Organizations (CBOs)
5. Private/ Corporate Sector
6. Research / Academic Institutions
7. Public / Private Foundations

Name of Nominating Agency:

(If the submission is nominated by agency other than the owner)

Type of Nominating Agency:

Address of Nominating Agency

Supporting Partners in the Best Practice (if any):

Detail of Partner I: Name:
Type of Organization:
Type of support:
(Financial/Technical/Political/Administrative/Others)
Contact Person: (Name & Mobile No.)
Area/Region:
City/Town: Pin code
State:
Phone: Fax
Email:
Website:

Details of Partner II:
Details of Partner III:

**Financial Profile:**

Please fill up the details of the financial overview of the Annual Budget of the Best Practice for the past 3 to 5 years indicating contribution percentage and released amount from each supporting partner with their name.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Rs.000.00)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partner I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Rs.000.00)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partner II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Rs.000.00)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Partner III</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Rs.000.00)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Main Focus of the Best Practice:**

a.  

b.  

c.  

(Kindly provide the key focus areas or main features of your Best Practice for which the recognition is appreciated)

**Present Status of the Practice Applied:**

- - - - -

**Key dates:**

Please provide only relevant dates of the initiatives, significant in terms of achievement, performance and acknowledgment. And provide details in not more than five to six words corresponding to it.

<table>
<thead>
<tr>
<th>DATES (days-month-year)</th>
<th>Significance/Achievement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**About the Best Practice:**

Please describe in best possible ways with precise words under the following topics in this narratives section to describe your work. (Approximate 2000 words)

**SUMMARY:** About the Initiatives, its vision, role, participatory agencies, current scenario. (Approx. 150 words)
BACKGROUND:
Geographic area with approximate size of population, problems and issues of concern, which social group affected e.g. youths, women, ethnic minorities, etc. and in what ways? Situation before the initiative began. (Approx. 50 words)

ESTABLISHMENT OF PRIORITIES:
List the formulation of priorities based on issues and implementation. How the prioritization done and responsibility shared among groups involved and the targeted group. (Approx. 100 words)

MOBILISATION OF RESOURCES:
Describe all the financial, technical, human resources utilized in the work and how they have been mobilized for the Initiatives. Key roles of the actors (groups, organizations and Institutions etc) involved in monitoring and accounting of these resources. (Approx. 100 words)

PROCESS:
Describe key hurdles come in beginning of the initiatives and how they have been solved or ignored. How the people (men and women), communities, institutions participated in the work and were organized, how they have been motivated for participatory involvement in decision making, what were their response and inputs with respect to their basic needs. Give detail information of the planning tools, methods and benchmarks used in assessment of the performance of work, who is using them and how often. (Approx. 450 words)

RESULT ACHIEVED:
Describe the realistic scenario of achievement of the work, to what extent it succeeds. What impact does it made both qualitatively and quantitatively? Response of the targeted group or community and how they are benefitted. (Approx. 250 words)

Some of the assessment criteria are:-
- Improvement in the living conditions of the community
- Change in the involvement of the actors, organization and institutions.
- Capacity transformation of organization, targeted area or community and implementing agency.
- Changes in the local, national or regional, social, economic and environmental policies.
- Addressing and recognition of issues and constraints both at local, regional and state level.
- Changes and involvement of resources- financial, technical, human from national level to local level
• Confidence built up in community, changes in behavioral attitude and responsibilities etc.

SUSTAINABILITY:
Describe how the work or initiative is responsive to various parameters of sustainability like social, economic, environmental, cultural and institutional in terms of their viability. (Approx. 100 words)

• **Financial** - Cost recovery, leveraging and utilization of resources etc.
• **Social and Economic** – Social and economic mobility, Gender equity, social inclusion
• **Cultural** – respect and awareness of heritage and behavioral pattern.
• **Environmental** – adoption of renewable resources (air, water, land, energy etc.), implantation of sustainable practices in production and consumption patterns, demand specific and recycling process like composting etc.
• **Institutional** – Policies, regulatory framework, practices, legislation, strategies from local to national level having potential for replication elsewhere. Decision making process effective in assigning clear roles and duties to participatory actors and agencies. Management system that helps in mobilization of financial, technical and human resources in an efficient, transparent and accountable way.

TRANSFERABILITY:
Describe how your work can be replicated and if the work is replicated already, please provide details of whom and how. Also if your work is a replication or modification of some other practices, please indicate when and by whom. (Approx. 150 words)

LESSON LEARNED:
Describe what is the motivation behind your work? How the past experience learnt from other similar initiatives been incorporated in your work and how they help in overcoming hurdles and failure or formulation of new strategies, action plans & policies. Also mention what will be your suggestion to other if your practice be transferred to others or scaled up for remodeling. (Approx. 200 words)

REFERENCES: Please send pictures of the completed project with suitable heading given to each picture. Please list down not more than 10 articles appearing in professional or other publications (including newspapers), focusing on the Best Practice. Please follow the sequence as: Title of Article, Source (include author, publication title), volume/number, date, and page number(s); or alternatively applicants may follow a standard citation style/format such as APA style.
Download word file of the Reporting Format