

## **AWARD CRITERIA: AFRICA PUBLIC SERVICE DAY (APSD) EXCELLENCE AWARDS**

AWARDS TO RECOGNISE OUTSTANDING PUBLIC SERVICES DELIVERY BY OFFICES, MINISTRIES, AGENCIES AND REGIONAL COUNCILS (OMAs/RCs) DURING THE 2015 APSD CELEBRATION 22 -26 JUNE 2015 AT EENHANA IN OHANGWENA REGION.

### **Background information**

In line with the core objective of Africa Public Service Day (APSD) Celebration to “give recognition to, and make known the importance of the public services, their positive contributions and benefits to the staff members, population, civil society, private sector and government”, the office of the Prime Minister will bestow awards to deserving Offices, Ministries, Agencies and Regional Councils (OMAs/RCs) and individual staff members during the 2015 APSD Celebration from 22-26 June 2015.

The awards are a way of recognising those OMAs/RCs and individuals who have made outstanding contributions to the virtue of services to the community, through the promotion of values such as professionalism, accountability, responsiveness, ethics and good performance in the delivering of the public services.

### **Award categories**

1. **Policy implementation:** These awards recognise outstanding contributions of OMAs/RCs in the implementation of Public Sector Policies.
2. **Skills development:** The awards recognise the outstanding contributions of OMAs/RCs in developing and implementation of strategies to develop skills, knowledge of the staff members.
3. **Excellent in e-governance:** The awards recognise the outstanding contributions of OMAs/RCs in promoting and implementation of e-governance strategies initiatives.

Each Award category has an overall winner, the 1<sup>st</sup> runner up and 2<sup>nd</sup> runner. The awards will be bestowed to the deserving OMAs/RCs in projects and programmes that are institutional bound. The awards given to OMAs/RCs will be retained forever.

## Who can apply

Government OMAs/RCs can apply in all categories provided the nominated projects and programmes are operational for at least a year before April 2015.

## How to apply

The representatives of OMAs/RCs at the APSD Celebration preparatory committee will facilitate the completion of the Award Form.

Separate Award Forms are prescribed for all **three categories**. Each Award Form should be accompanied by a detailed **main Application Form (annexure 1)**.

The write up should be evidence based backed by verifiable statistics and articulating the positive impact.

OMAs/RCs can apply by downloading the applications on line from the 2015 APSD Celebration website, ([www.apsd.gov.na](http://www.apsd.gov.na))

In case where the access to the 2015 APSD Celebration website is limited, award forms and application forms can be requested and obtained from Maurice Likukela, Office of the Prime Minister, Department Public Service Management, Telephone 061 2875105 or 061 2873017 or [Maurice.Likukela@opm.gov.na](mailto:Maurice.Likukela@opm.gov.na),

## Terms and condition

The project must be implemented under the government main areas of economic and social strategies, linked to vision 2030/NDP4.

It must be implemented during the 2012/2013, 2013/2014 and 2014/2015 reporting cycles.

OMA/ RC must submit the completed award forms and endorsed application form in two, not later than or on 18 May 201,

- The originals must be submitted in a sealed envelope addressed to the Permanent Secretary, Office of the Prime Minister' Private Bag 13338 Windhoek and,
- Scanned documents in a pdf file must be submitted electronically to [Maurice.Likukela@opm.gov.na](mailto:Maurice.Likukela@opm.gov.na) respectively.

No late application will be accepted or entered into the 2015 APSD award selection.

Incomplete application will automatically be disqualified.

## Award criteria

	Category	Evaluation Criteria
	Policy implementation	<ol style="list-style-type: none"><li>1. The coverage of the policy – central and regional,</li><li>2. The process</li><li>3. The citizen focus and benefits,</li><li>4. User convenience</li><li>5. Sustainability and innovation</li></ol>
	Skills development Programme	<ol style="list-style-type: none"><li>1. The coverage of the Programme,</li><li>2. The process,</li><li>3. The citizen focus and benefits,</li><li>4. User convenience,</li><li>5. Sustainability and innovation</li></ol>
	Excellent in e-governance Strategy	<ol style="list-style-type: none"><li>1. The coverage of the Strategy,</li><li>2. The process,</li><li>3. The citizen focus and benefits,</li><li>4. User convenience,</li><li>5. Sustainability and innovation</li></ol>

## Rating

Each evaluation Criteria has scores of 1-5.

The scores of the evaluation criteria are summed up and OMAs/RCs are ranked in the following order.

Overall Winner
1. 1 <sup>st</sup> runner up
2. 2 <sup>nd</sup> runner