

CATEGORY FIVE- INDIVIDUAL AWARD OF THE YEAR



Ministry of Industries, Mines and Energy

**NATIONAL QUALITY AWARD
ENTRY FORM AND INFORMATION CHECKLIST
2025**

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YEAR**

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A. NAME OF NOMINATED CANDIDATE

B. Provide the motivation for the nomination. Who are you and why do you deserve to win? (Not more than 750 words)

C. CONTACT DETAILS

**OFFICE :
MOBILE :
FAX :
EMAIL :
PHYSICAL ADDRESS :
POSTAL ADDRESS :
WEBSITE :**

D. PROVIDE BACKGROUND INFORMATION ON THE NOMINATED PERSON AND MAKE A CONCISE DESCRIPTION OF WHAT THE PERSON DOES.

E. WARRANTY

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I hereby submit our entry for the National Quality Awards and agree to the terms and conditions of the award program as stipulated in the entry form. I warrant that I am authorized to act and sign on behalf of the nominating company/organization, and warrant that all information provided in this entry submission is, to the best of my knowledge, true and correct. Falsified information will lead to disqualification of entrants.

SIGNATURE

DATE

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TERMS AND CONDITIONS

- A. Documentation:** All SADC Entry forms required to accept the submission must be filled in completely. The body of the submission, without attachments shall not exceed 20 pages.
- B. Supporting Evidence:** All relevant supporting documents must be attached. Evidence should focus mainly on the past 3 years.
- C. Evaluation and Scoring:**
1. Submissions must be aligned to the aspects of evaluations as outlined in the information checklist.
 2. Marks are awarded for presentation; therefore the general presentation must be given due attention.
 3. The judges reserve the right not to award a winner in a category, when a score of less than 70% is achieved.
- D. Submissions:** Both electronic and hard copy submissions will be accepted. **Deadline for submissions is (DATE OF THAT YEAR).**
- E. Address for Submissions:**

Physical Address

Namibian Standards Institution (NSI) Head Office
37, Feld Street
Auspanplatz, Windhoek
P O Box 26364
Windhoek, Namibia

Contact Person

Mr. Nelson T Tjihozu
National Focal Point: National Quality Awards
E-mail address: tjihozun@nsi.com.na

F. Adjudication Process:

1. Adjudication process will take approximately 2 weeks.
2. The Judges' decision is final.
3. The winners in each category will be notified by the relevant contact person in the Member State.

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GUIDANCE:

The aim of the Award is to recognize and appreciate individuals who are contributing to the quality advancement in all sectors of Namibia, individuals who have demonstrated excellence in their profession during the last three years. This award category seeks to reward individuals at all levels of an organization (private or public)/or individuals who have contributed to the development and deployment of quality and other management systems that improve business operations or enhance public services. **Applicants should submit their CV together with this application, length of not more than 5 pages.**

The winner will be an individual with the highest score in category 1 or 2 below but above the threshold of 70.

Exclusions

The following members shall not be eligible for the individual award:

1. National Quality Focal points
2. All staff working full-time in Quality Infrastructure environments
3. National Quality Awards Judges/ adjudicators

These shall only become eligible after a cooling off period of three years after leaving the respective roles.

Sub- Category 1:

Recognize individual excellence in management system implementation and/or improvement.

- Establishment of new system for certification
- Providing guidelines for Policy and Objectives formulation
- Provision and also generation of procedures
- Providing guidelines for generation of work instructions and forms
- Contribution to research, innovation and development (e.g., through systems, training, publication, conferences etc)

Sub -Category 2:

Reward the achievements of quality management systems technical experts and is open to an individual nominated in the capacity of an expert or project leader in a committee or working group.

- Will include leaders in business, government and academia from outside the international Standards Community e.g ISO, CODEX, OIE community for their outstanding contribution to the understanding and/or use of national, regional and international standards. This contribution may be of a technical or organizational nature.
- For an exceptional contribution to a project that has been completed within the last three years

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- Any individual nominated in the capacity of an expert or project leader in the national or regional Quality Infrastructure.

Information Checklist
(Based on the Evaluation Criteria)

(Please remember that the suggested evidence is not exhaustive)

- 1. Professionalism and Quality of management: Is the individual and the organization consistently meeting or exceeding challenging objectives to ensure the successful implementation and/or demonstration of an innovative approach through organizational values (ethics/principles) and working practices? (30%)**
 - 1.1 , Describe the management system and be specific and state the project(s) the individual has been involved in the last three years.
 - 1.2 Point out key successes, challenges and failures if any as a result of team interaction.
 - 1.3 What innovative approaches or technologies were used to enhance the implementation and integration of the system into the business?
 - 1.4 Demonstrate the extent of management development/implementation integration or corporate strategy system/plan in running the business and the role played by the individual.
 - 1.5 Were obstacles/challenges overcome with a combination of ingenuity and adherence to the principal aims of the project? (Elaborate)
 - 1.6 What lessons were learned to improve the management of future projects?

- 2. Excellence : What requirements and expectations of internal and/or external stakeholders (customers/clients/end-users/employees) were achieved and what contribution was made by the individual? (30%)**
 - a. Identification of stakeholders, their requirements and expectations.
 - b. Whether or not these requirements and expectations were achieved.
 - c. What contribution was made by the individual.

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3. Measurable success: Is the individual able to demonstrate quantifiable performance improvements for the organization through the achievement of key objectives and/or successful delivery of the management systems and what contribution could be partly or wholly be attributed to his or her efforts? (30%)

3.1 What measures have been used to assess or quantify the success of the project?

3.2 How has the project demonstrated technology's role as a vital enabler in improving organizational excellence, competitiveness or quality of service?

3.3 Show the ability of measuring success of a continuous improvement initiative within the Plan Do Check Act context.

3.4 How is the organization viewed by stakeholders as a result of the efforts of the individual?

3.5 Other than financial results, what other assessment tool(s) have been used to measure the success of the organization.