

INNOVATIVE MANAGEMENT AWARD

CONDITIONS, PROCEDURES AND RULES OF COMPETITION – ANNEXURE 1

- (i) Entries shall be made by a Ministry/Organization/Authority. Submissions can also be made by Division/Section within organizations. All government ministries, departments and agencies, public sector institutions, local governments and municipal authorities and institutions of higher learning in African countries, non-governmental organizations, civil society organizations and international organization are eligible to participate in the competition.
- (ii) The initiative must be innovative and relevant to one of the IMA categories indicated in this call for applications.
- (iii) While applicants can apply in different categories, an application should not be submitted in more than one category.
- (iv) Awards will not be given to individuals but to organizations.
- (v) Submissions shall be made on a prescribed entry form and shall not exceed 1,500 words with an executive summary of not more than 50 words. All supporting materials, not exceeding three per submission, shall be placed in an appendix. Written submissions will NOT be accepted. All submissions will be made electronically via Google form.
- (vi) A submission entered in a previous competition, but which was not among the winners in that year, may be re-submitted for consideration by the Jury, provided that no submission shall be considered more than three times.
- (vii) Applications may be made in English, Arabic, or French languages. However, all Arabic and French submissions shall be accompanied by one summary page of official English translation.
- (viii) Participants will submit their consents indicating their approval to attend an in-person presentation in Zambia in case they are selected among the shortlisted top nominations.
- (ix) The Jury shall consist of seven (7) distinguished persons who are knowledgeable in public sector management.
- (x) The Jury will draw up a final list of 5 entrants. The finalists will be invited to appear before the Jury to present and defend their submissions. The Jury will then determine the winners for the Gold, Silver and Bronze Awards.
- (xi) The five finalists will be given opportunity to present their entries at the Annual Roundtable Conference following which the Winners in the three categories will be announced and the Awards given.
- (xii) The decisions of the Jury shall be final. The jury may decide not to award prizes if the submissions in any one year are not up to standard.
- (xiii) The best three entrants shall receive the Gold, Silver and Bronze Awards in order of merit. The other two finalists may receive recognition trophies.

Disqualification

Applications will be disqualified for the following reasons:

- Failure to observe the submission rules for the application.
- Any conflict of interest and non-adherence to the process by those concerned.
- Presenting misleading and false information and supporting documents.
- Inability to provide sufficient documentation to review the initiative.
- Unethical behaviour, including undue pressure on any person involved in the evaluation and selection process.