



**OFFICE OF THE HEAD OF THE
CIVIL SERVICE OF THE FEDERATION**
THE PRESIDENCY

FEDERAL PUBLIC SERVICE GUIDELINES

The logo of the Office of the Head of the Civil Service of the Federation (OPH), consisting of the letters 'OPH' in white on a red background.

OPH

A green-tinted photograph of a large, multi-story building with a curved facade, likely a government or institutional building, serving as the background for the lower half of the cover.

**REWARDS AND RECOGNITION
SYSTEM**



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FOREWORD

The Rewards & Recognition Guidelines for Federal Public Service, developed under the leadership of the Office of the Head of the Civil Service of the Federation, serves as a strategic document for ensuring a cohesive approach to institutionalizing an awards and recognition scheme as enshrined in the Public Service Rules. These guidelines provide a comprehensive framework for administering recognition and rewards to deserving Officers who exhibit exceptional conduct, demonstrate significant leadership or contribute through unique and exemplary acts of service.

The guidelines set the parameters for various award categories and prescribe clear selection criteria, terms of reference for selection committees, and transparent evaluation methods. By formalizing the rewards and recognition process, these guidelines ensure fairness, inclusivity, and objectivity, reinforcing the values of integrity, professionalism, and patriotism in the service.

These guidelines will have a far-reaching impact on creating a positive and inspiring work environment, fostering healthy competition, and raising morale within the workforce. Ultimately, this initiative is designed to drive higher standards of Public Service delivery and increase citizens' confidence in government institutions.

I encourage all Ministries, Extra-Ministerial Departments and Agencies to adopt these guidelines to recognise and reward excellence.

Mrs. Didi Esther Walson-Jack, OON, mni
Head of the Civil Service of the Federation

February 2025



PREFACE

As we strive to transform the Service into a World-Class institution, a Comprehensive Framework for Recognizing and Rewarding exceptional performance, innovation, and dedication among Federal Public Servants has become necessary.

These guidelines aim to promote a culture of excellence, innovation, and continuous improvement within the Service by providing a clear and transparent framework for rewards and recognition systems, including principles, objectives, types of rewards, eligibility criteria, nomination processes, selection and evaluation criteria, and implementation and monitoring mechanisms.

The development of these guidelines involved extensive consultations with stakeholders across the Federal Public Service. We are grateful for their valuable inputs, suggestions, and expertise, which have shaped the document.

Mrs. Patience Oyekunle

Permanent Secretary, Service Welfare Office
Office of the Head of the Civil Service of the Federation

February 2025



ABBREVIATIONS

Acronym	Meaning
ACTU	Anti-Corruption and Transparency Unit
AMPLE	Accountability, Meritocracy, Productive, Loyal, Efficient
BPSR	Bureau of Public Service Reforms
DASCo	Departmental Awards Selection Committee
DEI	Diversity, Equity & Inclusion
DHRM	Director Human Resource Management
E & IR	Employee & Industrial Relations Department
EPIC	Efficient, Productive, Incorruptible and Citizen-centred
FCSSIP	Federal Civil Service Strategy Implementation Plan
FEC	Federal Executive Council
HCSF	Head of the Civil Service of the Federation
HRM	Human Resource Management
KPIs	Key Performance Indicators
MASCo	Ministerial Awards Selection Committee
MDAs	Ministries, Extra-Ministerial Departments and Agencies
NCSC	Nigeria Civil Service Culture Handbook
OHCSF	Office of the Head of the Civil Service of the Federation
PSR	Public Service Rules
RC&SI	Reform Coordination & Service Improvement
R & RS	Rewards & Recognition System
R&RD	Rewards & Recognition Desk
SERVICOM	Service Compact with All Nigerians
SWASCo	Service-Wide Awards Selection Committee
SWO	Service Welfare Office



1. INTRODUCTION

The Federal Civil Service is the cornerstone of public administration, tasked with implementing government policies, delivering essential services, and fostering good governance. To succeed, the civil service needs a workforce that is motivated, committed and high performing. The Rewards and Recognition Policy is designed to meet these needs, while the accompanying Guidelines lay out the implementation roadmap to facilitate effective policy execution.

Historically, efforts to recognise and reward the contributions of Civil Servants have been fragmented and inconsistent, often failing to achieve the desired impact on staff morale, productivity, and service delivery. This gap has contributed to diminished employee engagement, low motivation, and inefficiencies in governance. To address these challenges, the Office of the Head of the Civil Service of the Federation developed the Rewards & Recognition System Policy and its Guidelines for Federal Civil Service to standardise the approach to Rewards & Recognition practices.

2. OBJECTIVES OF REWARDS & RECOGNITION SYSTEM GUIDELINES

The objectives of the Rewards & Recognition Guidelines are to:

- a) engender a uniform, fair and transparent approach to rewards and recognition practices;
- b) outline the various Service-Wide, Ministerial and Departmental Award categories;
- c) provide clear criteria and weights guiding the screening and selection process of nominees and awardees;
- d) establish the nomination and selection process for all categories of awards and recognition;
- e) establish the nominee pipeline for Service-Wide Awards & Recognition and Ministries, Extra-Ministerial Departments and Agencies Awards & Recognition;
- f) clarify roles and responsibilities guiding the implementation of Rewards & Recognition Scheme; and
- g) define the schedule of activities and timelines for all categories of awards and recognition.

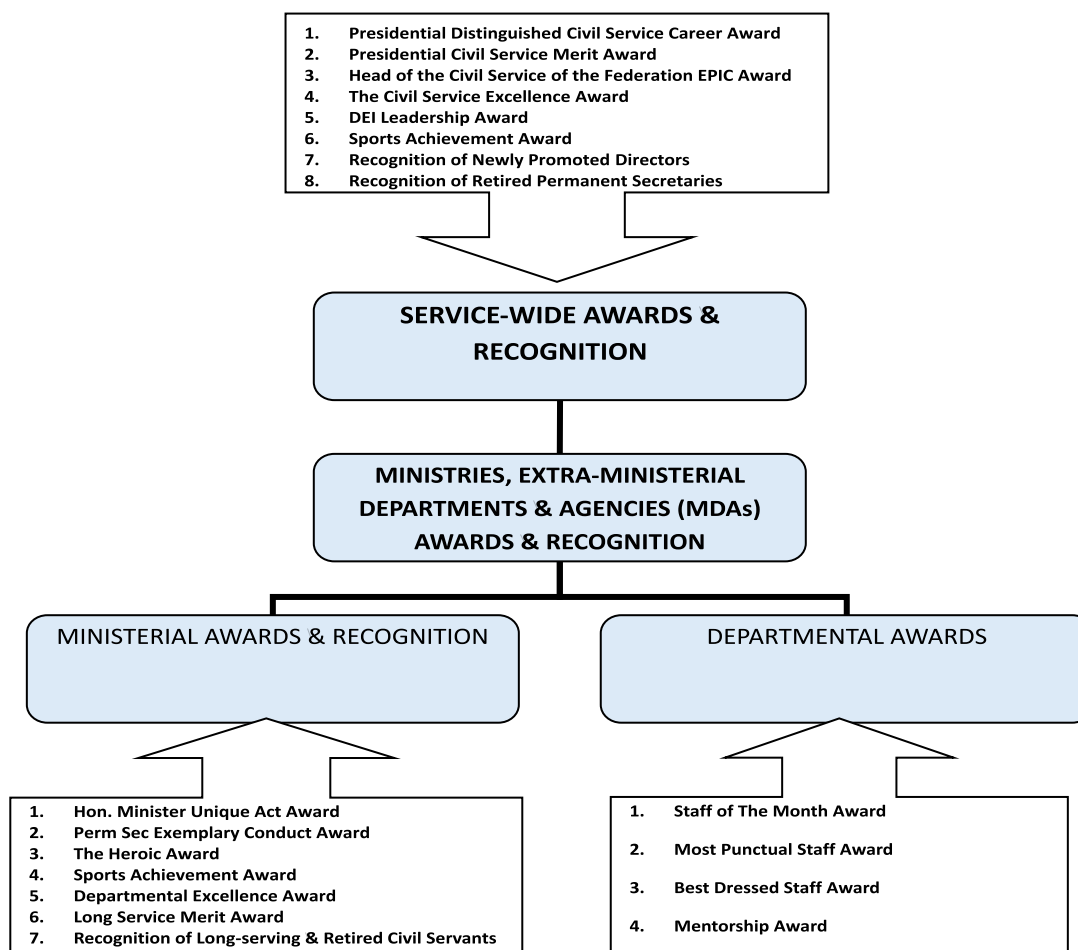
The guidelines shall be used by all Ministries, Extra-Ministerial Departments and Agencies and the Public Service to guide in the implementation of the Rewards & Recognition Policy.

3. OVERVIEW OF FEDERAL PUBLIC SERVICE REWARDS & RECOGNITION SYSTEM

The purpose of the R&RS is to provide a comprehensive and robust rewards system that will improve productivity and attract, nurture, develop, and retain the best staff in the service, thereby boosting overall institutional performance. The MDA awards and recognition also serve as the nomination pipeline for the Service-Wide Awards category, climaxing in the Federal Civil Service Awards Ceremony held annually to recognise and celebrate the various Service-Wide Awardees.



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4. CATEGORIES OF FEDERAL CIVIL SERVICE AWARDS & RECOGNITION

There are two (2) categories of the Awards and Recognition Scheme: Service-Wide Awards & Recognition and Ministries, Extra-Ministerial Departments and Agencies (MDAs) Awards & Recognitions. The MDAs category has two (2) sub-categories: Ministerial Awards & Recognition and Departmental Awards. The categories of Awards and Recognition Scheme are outlined below:

4.1 SERVICE-WIDE AWARDS & RECOGNITION SCHEME

This category of awards and recognition is held annually during Civil Service Week, except for the Recognition of Newly Promoted Directors. The nominees for Service-Wide awards shall be Awardees from Ministries, Extra-Ministerial Departments and Agencies who have met the selection criteria for each award or recognition and undergo a thorough selection process by the constituted Service-Wide Awards Selection Committee. There are six (6) awards and two (2) recognitions under this category:



- (i) Presidential Distinguished Civil Service Career Award
- (ii) Presidential Civil Service Merit Award
- (iii) Head of the Civil Service of the Federation EPIC Award
- (iv) Civil Service Excellence Award
- (v) DEI Leadership Award
- (vi) Sports Achievement Award
- (vii) Recognition of Newly Promoted Directors
- (viii) Recognition of Retired Permanent Secretaries

4.2 MINISTERIAL AWARDS & RECOGNITION SCHEME

Ministries, Extra-Departments and Agencies shall hold this category of awards and recognition. The nominees shall be a staff from various Departments of the MDAs who have met the selection criteria for each award or recognition and undergo a thorough selection process by the constituted Ministerial Awards Selection Committee. Nominees for these awards can be awardees from Departmental Awards, where they have met the criteria, or nomination can be made by the Supervisor of a staff who has met the award criteria for consideration by the Ministerial Awards Selection Committee. There are six (6) awards and one (1) recognition under this category:

- (i) Honourable Minister Unique Act Award
- (ii) Permanent Secretary Exemplary Conduct Award
- (iii) The Heroic Award
- (iv) Sports Achievement Award
- (v) Departmental Excellence Award
- (vi) Long Service Merit Award
- (vii) Recognition of Long-Serving and Retired Civil Servants

4.3 DEPARTMENTAL AWARDS

Ministries, Extra-Ministerial Departments and Agencies shall hold this category of awards. The nominees shall be staff of the awarding department who have met the selection criteria for each award type and undergo a thorough selection process by the constituted Departmental Awards Selection Committee. All staff who have met the criteria shall be eligible for nomination and consideration by the Departmental Awards Selection Committee. There are four (4) Departmental awards;

- (i) Staff of The Month Award
- (ii) Most Punctual Staff Award
- (iii) Best Dressed Staff Award
- (iv) Mentorship Award



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The terms "Department" and "Departmental" in the guidelines also refer to Civil Servants working in the Office of the Honourable Minister, Office of the Permanent Secretary, Units, and any other such offices within the MDA which are not operating under any Department.

5. COMPOSITION AND TERMS OF REFERENCE (TOR) OF AWARDS SELECTION COMMITTEES

This guidelines outline the Selection Committees' composition and Terms of Reference to ensure alignment with the provision of PSR 0601010 and engender transparency and fairness in the selection process.

Members of all Selection Committees are exempt from being nominated for any Award. They shall, however, be eligible for the following recognition categories where they qualify:

- (i) Recognition of Newly Promoted Directors
- (ii) Recognition of Long-serving & Retired Civil Servants

5.1 COMPOSITION OF SERVICE-WIDE AWARDS SELECTION COMMITTEE

The membership of the Service-Wide Award Selection Committee (SWASCo) shall be as follows:

Table 1

SN	Membership	Responsibility
1	Permanent Secretary Service Welfare Office	Chairman
2	A representative of the Head of the Civil Service of the Federation	Member
3	A representative of Permanent Secretary Service Policies & Strategies Office	Member
4	Relevant Director from the Office of the Secretary to the Government of the Federation	Member
5	Relevant Director from the Ministry of Budget & Economic Planning	Member
6	A representative of SERVICOM (National Office)	Member
7	A representative of the National Productivity Centre	Member
8	A representative of the Bureau of Public Service Reforms (BPSR)	Member
9	A representative of the Joint National Public Service Negotiation Council (JNPSNC)	Member
10	A representative of each R&RS corporate Sponsor/Partner	Member
11	Director, Employee & Industrial Relations Department (SWO) OHCSF	Secretary



5.2 TERMS OF REFERENCE OF SERVICE-WIDE AWARDS SELECTION COMMITTEE

The terms of reference of the Service-Wide Awards Selection Committee shall be as follows:

- i. oversee and coordinate the Service-Wide Awards and Recognition selection process;
- ii. invite and receive nominations from participating Ministries, Extra-Ministerial Departments and Agencies for the different awards and recognition under the Service-Wide Awards category;
- iii. pre-screen nominations from the Ministries, Extra-Ministerial Departments and Agencies, ensuring nominees are confirmed Awardees of the nominating MDAs Awards and Recognition;
- iv. screen qualified nominees from the Ministries, Extra-Ministerial Departments and Agencies for Service-Wide Awards, ensuring an evidence-based selection process and adherence to the relevant Awards criteria, weights and guidelines;
- v. make recommendations on selected awardees for the different Service-Wide Awards and Recognition to the Head of the Civil Service of the Federation for approval;
- vi. provide strategic guidance to the Head of the Civil Service of the Federation on improvements to the Rewards and Recognition System to enhance the value proposition of Civil Servants, including making recommendations on categories of awards, recognitions, criteria for qualification, weights and rewards; and
- vii. submit periodic reports on SWASCo activities to the Head of the Civil Service of the Federation.

5.3 COMPOSITION OF MINISTERIAL AWARDS SELECTION COMMITTEE

The membership of the Ministerial Awards Selection Committee (MASCo) shall be as follows;

Table 2

SN	Membership	Responsibility
1	Director Human Resource Management Department	Chairman
2	Director, Reform Coordination & Service Improvement Dept.	Member
3-4	Two (2) Directors to be selected by the Permanent Secretary	Member
5	A representative of the Office of the Permanent Secretary	Member
6	A representative of the Joint Union Negotiation Council in the MDA	Member
7	A representative of Anti-Corruption & Transparency Unit	Member
8	A representative of each R&RS Corporate Sponsors/Partners	Member
9	Deputy Director Staff Welfare and Training	Secretary



5.4 TERMS OF REFERENCE OF MINISTERIAL AWARDS SELECTION COMMITTEE

The terms of reference of the Ministerial Awards Selection Committee shall be as follows:

- (i) receive nominations from Departmental Awards Selection Committee and any Supervising Officer for the Ministerial Awards category monthly, quarterly and annually, as the case may be;
- (ii) screen nominees for Ministerial Awards category, ensuring an evidence-based selection process and adherence to the relevant awards criteria, weights and guidelines;
- (iii) recommend selected awardees for Ministerial Awards to the Permanent Secretary for approval;
- (iv) recommend Service-Wide awards nominees to the Permanent Secretary for approval;
- (v) nominate Officers to SWASCo for Service-Wide Awards category;
- (vi) advise the Permanent Secretary on additional types of awards, recognitions and rewards in the MDA;
- (vii) recommend the date and venue for the MDA Annual Awards Ceremony to the Permanent Secretary; and
- (viii) submit periodic reports on the activities of the Committee to the Permanent Secretary and OHCSF.

5.5 COMPOSITION OF DEPARTMENTAL AWARDS SELECTION COMMITTEE

The membership of the Departmental Awards Selection Committee (DASCo) shall be as follows;

Table 3

SN	Membership	Responsibility
1	Head of Department	Chairman
2-3	The two (2) most Senior Heads of Divisions in the Department	Members
4	The most Senior Head of Unit in the Department	Member
5	Representative of the Anti-Corruption & Transparency Unit	Member
6	A representative of the Director Human Resource Management	Member
7	A representative of Director Reform Coordination & Service Improvement	Member
8	A grade level 12 or 13 Officer in the Department	Secretary

¹Representatives of ACTU must not sit in their own Departmental Committee.

²Offices of Ministers, Permanent Secretaries and similar offices shall constitute the Selection Committee with the equivalent of the members listed in Table 3 based on the current realities. Irrespective, a representative of the DHRM and ACTU shall be a member of the Committee.



5.6 TERMS OF REFERENCE OF DEPARTMENTAL AWARDS SELECTION COMMITTEE

The terms of reference of the Departmental Awards Selection Committee shall be as follows:

- (i) receive, screen nominations, and select deserving Officers for the monthly and annual Departmental Awards, ensuring compliance with the Rewards & Recognition guidelines;
- (ii) implement agreed rewards for Departmental Awards;
- (iii) receive, screen, and recommend nominees for Ministerial Awards to MASCo;
- (iv) recommend departmental Awardees to MASCo as nominees for Service-Wide Awards and recognition where they have met the award criteria; and
- (v) submit periodic reports on DASCo activities to the Permanent Secretary and DHRM (R&R Desk)

6. NOMINATION, SELECTION, CRITERIA AND WEIGHT FOR SERVICE-WIDE AWARDS AND RECOGNITION

The criteria and weights below shall form the basis and standard for nomination and selection under this scheme. Each assessment criterion is graded with the weight indicated in the third column on the right-hand side.

The Service-Wide Award Selection Committee shall receive all nominations from the MASCo of each MDA where;

- the nominated Officer must be an Awardee of that MDA's awards and recognition within the period under review; and
- the nominated Officer must have met the award criteria

Multiple entries of a nominee for different Service-Wide awards shall be prohibited. All nominations shall be made using the prescribed nomination form in Appendix 1 of this guideline.

The steps for Service-Wide awards nomination and selection shall be:

Step 1: Employee & Industrial Relations Department (OHCSF) calls for nomination

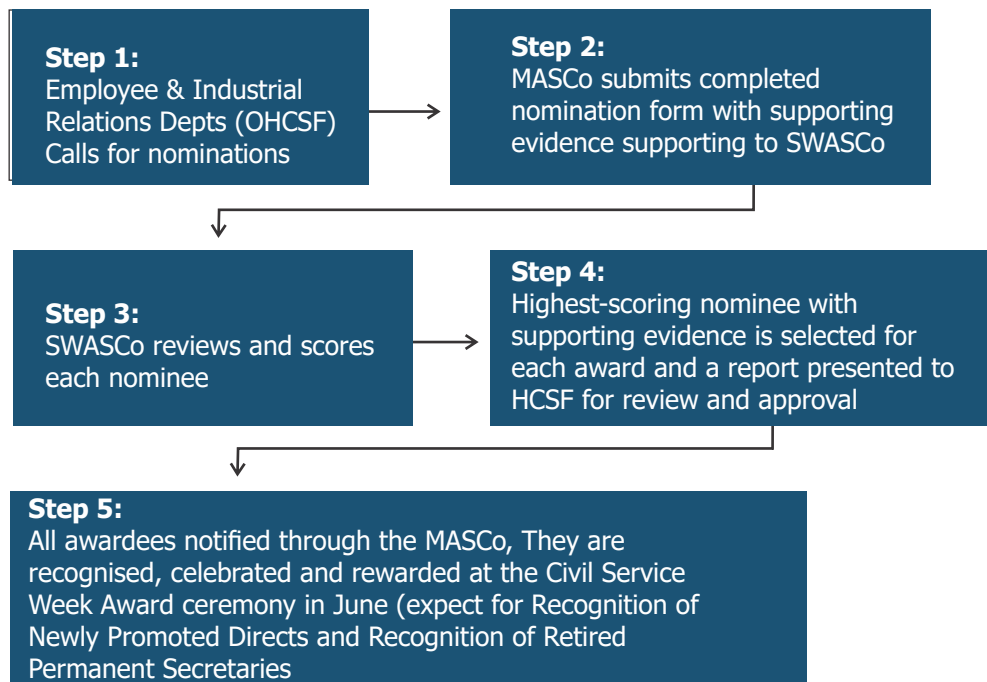
Step 2: Ministerial Awards Selection Committee of each MDA submits completed nomination form with supporting evidence to SWASCo

Step 3: SWASCo reviews and scores nominations using the criteria and weights prescribed in the guidelines for the award

Step 4: SWASCo selects the highest-scoring nominee and submits a report on recommended awardees to the Head of the Civil Service of the Federation for review and approval



Step 5: All Awardees are notified through MASCo. They are celebrated and rewarded during the Civil Service Week, which shall be held in June, excluding the Recognition of Newly Promoted Directors and Recognition of Retired Permanent Secretaries.



In all cases, the SWASCo shall make the final selection of awardees, ensuring compliance with award criteria and weights stipulated in the guidelines and submit the selection report to the HCSF for approval.

6.1 PRESIDENTIAL DISTINGUISHED CIVIL SERVICE CAREER AWARD

The Presidential Distinguished Civil Service Career Award honours an exceptional Senior Officer whose career has set the benchmark for performance excellence, consistent adherence to core civil service values and a legacy of transformative impact on the Service and the nation. This award reflects professional excellence, ethical conduct, inspiring leadership, service impact, and an enduring legacy. The criteria for this award shall be;

The Officer must have served for a minimum of fifteen (15) years in Service with no disciplinary record. The Officer must demonstrate, with supporting evidence, a career of:

- (i) consistently exceeding performance
- (ii) creative initiatives with a Service-Wide, national or global impact beyond the regular job expectations



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- (iii) advancing the Efficient, Productive, Incorruptible and Citizen-centred (EPIC); and Accountability, Meritocracy, Professionalism, Loyalty, and Efficiency (AMPLE) culture of the Federal Civil Service
- (iv) legacy of transformative leadership

6.1.1 PRESIDENTIAL DISTINGUISHED CIVIL SERVICE CAREER AWARD CRITERIA AND WEIGHT

Table 4

S/N	CRITERIA	WEIGHT	SCORE
1.	Consistently exceeds performance expectations evidenced by the employee performance appraisal	20 %	
2.	Evidence of a quantifiable, unique act with the highest area of impact occurring at (choose only one area of impact) :	the impact is at the level of a Ministry	15 %
		the impact is Service-Wide or across multiple MDAs	25 %
		the impact is national	35 %
		the impact is global (across multiple countries or continents)	45 %
3.	Professionalism & Ethics	Courteous and non-discriminatory service to peers, colleagues, superiors	5 %
		Courteous and non-discriminatory service to external stakeholders (vendors, partners, regulators, citizens)	5 %
		Consistently maintains integrity and honesty	5 %
		Practices principles of diversity and inclusion	5 %
4.	Evidence of sustained and active mentoring of Civil Servants over time, including professional productivity of the Mentees as reflected in their record of Service, scholarly or professional accomplishments	10 %	
5.	Evidence of award/recognition conferred by relevant national or global academic institutions, professional bodies, and social organisation	5 %	
6.	Total	100 %	

*For number 5, SWASCo reserves the right to determine what constitutes relevant national or global academic institutions, professional bodies, and social organisation

**6.1.2 PRESIDENTIAL DISTINGUISHED CIVIL SERVICE CAREER AWARD REWARD****Table 5**

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Letter of commendation signed by the President of the Federal Republic of Nigeria	The President
2.	Engraved Plaque or engraved Trophy	OHCSF
3.	Recommendation for accelerated promotion (where the Officer has reached the bar, Reward No.4 will apply)	Relevant MDA
4.	Sponsorship to attend a relevant foreign short course	Ministry of Budget & Economic Planning/OHCSF
5.	Sponsorship to attend Master Class Courses	Chartered Institute of Personnel Management of Nigeria (CIPM)
6.	Picture to appear on the OHCSF website for 3 months	OHCSF
7.	To be featured in an edition of the Service Welfare Newsletter	OHCSF
8.	Any other sponsored reward	OHCSF/Sponsor

6.2 PRESIDENTIAL CIVIL SERVICE MERIT AWARD

The Presidential Civil Service Merit Award honours an exceptional Officer whose career has set the benchmark for performance excellence, consistent adherence to core civil service values and a legacy of transformative impact on the Service and the nation. This award reflects professional excellence, ethical conduct, inspiring leadership, service impact, and an enduring legacy. The criteria for this award shall be;

The Officer must have served between five (5) years and fourteen (14) years in service with no disciplinary record. The Officer must demonstrate, with supporting evidence, a career of:

- (i) consistently exceeding performance
- (ii) creative initiatives with a Service-Wide, national or global impact beyond the regular job expectations
- (iii) advancing the Efficient, Productive, Incorruptible and Citizen-centred (EPIC); and Accountability, Meritocracy, Professionalism, Loyalty, and Efficiency (AMPLE) culture of the Federal Civil Service
- (iv) legacy of transformative leadership



6.2.1 PRESIDENTIAL CIVIL SERVICE MERIT AWARD CRITERIA AND WEIGHT

Table 6

S/N	CRITERIA	WEIGHT	SCORE
1.	Consistently exceeds performance expectations in the performance appraisal	20 %	
2.	Evidence of a quantifiable, unique act with the highest area of impact occurring at (choose only one area of impact):	the impact is at the level of a Ministry	15 %
		the impact is Service-Wide or across multiple MDAs	25 %
		the impact is national	35 %
		the impact is global (across multiple countries or continents)	45 %
3.	Professionalism & Ethics	Courteous and non-discriminatory service to peers, colleagues, superiors	5 %
		Courteous and non-discriminatory service to external stakeholders (vendors, partners, regulators, citizens)	5 %
		Consistently maintains integrity and honesty	5 %
		Practices principles of diversity and inclusion	5 %
4.	Evidence of sustained and active mentoring of Civil Servants over time, including professional productivity of the Mentees as reflected in their record of Service, scholarly or professional accomplishments	10 %	
5.	Evidence of award/recognition conferred by relevant national or global academic institutions, professional bodies, and social organisation	5 %	
6.	Total	100 %	

*For number 5, SWASCo reserves the right to determine what constitutes relevant national or global academic institutions, professional bodies, and social organisation



6.2.2 PRESIDENTIAL CIVIL SERVICE MERIT AWARD REWARD

Table 7

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Letter of commendation signed by the President of the Federal Republic of Nigeria	The President
2.	Engraved Plaque or engraved Trophy	OHCSF
3.	Recommendation for accelerated promotion (where the Officer has reached the bar, Reward No.4 will apply)	Relevant MDA
4.	Sponsorship to attend a relevant foreign short course	Ministry of Budget & Economic Planning/OHCSF
5.	Picture to appear on the OHCSF website for 3 months	OHCSF
6.	To be featured in an edition of the Service Welfare Newsletter	OHCSF
7.	Any other sponsored reward	OHCSF/Sponsor

6.3 HEAD OF THE CIVIL SERVICE OF THE FEDERATION EPIC AWARD

The Head of the Civil Service of the Federation EPIC award recognizes an Officer who exemplifies the highest standards of job performance, professionalism and work ethics, punctuality, adherence to the prescribed dress code, advancing the Efficient, Productive, Incorruptible and Citizen-centred (EPIC); and Accountability, Meritocracy, Professionalism, Loyalty, and Efficiency (AMPLE) culture of the Federal Civil Service. The criteria for qualification shall be:

- i. On-the-job Performance: The employee consistently delivered high-quality work, exceeded job performance standards, and showed efficiency in completing tasks taking initiative to go beyond their normal duties and responsibilities to ensure success in the year under review.
- ii. Demonstrated a strong commitment to delivering excellent service exhibiting a solution-oriented approach to both internal and external stakeholders. Relates courteously, respectfully, and non-discriminatively with colleagues, partners, vendors, citizens, and all stakeholders in the year under review.
- iii. Directly and through the support of colleagues, encouraged altruistic and compassionate service to those who might not otherwise have received appropriate service.
- iv. Demonstrated exceptional ethical qualities or judgement relative to his or her peers in one respect or another within the period under review.
- v. Showed the ability to work effectively within a team, offering support and cooperation to colleagues, contributed positively to team projects and displayed a collaborative spirit that fostered a productive and cohesive work environment.



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- vi. Exhibited high levels of professionalism, respect, and integrity in their interactions with colleagues, superiors, and the public adhering to ethical standards and serving as a role model for others in the workplace.
- vii. Observed to have adhered to the dress code as stipulated in the Public Service Rules, the Nigeria Civil Service Culture Handbook and Circular on Friday Native dress code (reference HCSF/062/1/22 Dress Code: For Federal Civil Servants) within the period under review
- viii. Punctual and regular in attendance at work within the period under review.

6.3.1 HEAD OF THE CIVIL SERVICE OF THE FEDERATION EPIC AWARD CRITERIA AND WEIGHT

Table 8

SN	CRITERIA		WEIGHT	SCORE
1	Outstanding work performance	exceeds performance expectations in the performance appraisal of the period under review	25 %	
		Volunteers for additional tasks and maintains excellent performance	10 %	
2	Professionalism & Ethics	Courteous and non-discriminatory service to peers, colleagues, superiors	10 %	
		Courteous and non-discriminatory service to external stakeholders (vendors, partners, regulators, citizens)	10 %	
		Consistently maintain integrity and honesty	10 %	
		Practices principles of diversity, equity and inclusion	5 %	
3	Teamwork & Collaboration	Regularly volunteers to assist colleagues during busy periods or when the department is short on staff.	5 %	
		Encourages team participation in collaborative projects and contributes ideas.	5 %	
4	Punctual and Regular in attendance at work		10 %	
5	Adherence to Dress Code		10 %	
	TOTAL		100 %	

**6.3.2 HEAD OF THE CIVIL SERVICE OF THE FEDERATION EPIC AWARD REWARD****Table 9**

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Letter of commendation signed by the Head of the Civil Service of the Federation	OHCSF
2.	Engraved Plaque or engraved Trophy	OHCSF
3.	A laptop computer or I-Pad	OHCSF
4.	Sponsorship to attend Master Class Courses	Chartered Institute of Personnel Management of Nigeria (CIPM)
5.	Picture to appear on the OHCSF website for 3 months	OHCSF
6.	To be featured in an edition of the Service Welfare Newsletter	OHCSF
7.	Any other sponsored reward	OHCSF/Sponsor

6.4 THE CIVIL SERVICE EXCELLENCE AWARD

The Civil Service Excellence Award is a Team award which recognises an outstanding Team that consistently promoted a performance-based, responsive, customer-focused, and accountable civil service, exemplified creative problem-solving approach, resource optimisation, teamwork and interdepartmental collaboration while delivering its mandates within the period under review. It is an organisational excellence award for a Team that must have improved service delivery by adopting innovative and citizen-friendly means to deal with challenges. The criteria for qualification shall be:

(i) Creativity in Service Delivery

- developing creative practices that streamline operations and enhance service delivery within the Department or Unit.
- demonstrate effective solutions to complex or longstanding challenges in a manner that drives efficiency and improves the overall performance of the Department or Unit.

(ii) Optimal Utilization of Resources

- evidence of efficient management of allocated resources, demonstrating significant cost-saving measures without compromising service quality.
- proactive engagement in developing and managing human resources, including capacity building, teamwork, and promoting a culture of resourcefulness.
- documented evidence of enhanced service delivery resulting from the optimal use of available resources, including measurable improvements in departmental KPIs.

**(iii) Strategic Collaboration**

- promote strong inter-departmental collaboration within the MDA, fostering collaboration, timely communication of relevant information and successful management of workplace-related conflict
- foster strategic alliances with Development Partners, Donor Agencies, and Private Sector partners, which results in efficient delivery of service

(iv) Technological Integration and Digital Transformation

Successfully integrating technology and digital tools to enhance service delivery, improve efficiency, and reduce manual processes.

(v) Achievement of Agreed Key Performance Indicators

Consistent achievement of departmental KPIs, particularly with constrained resources.

6.4.1 THE CIVIL SERVICE EXCELLENCE AWARD CRITERIA AND WEIGHT**Table 10**

SN	CRITERIA	WEIGHT	SCORE
1	Creativity in Service Delivery	Development of creative practices that streamline operations and enhance	5 %
		Demonstrate effective solutions to complex or longstanding challenges in a manner that drives efficiency and improves the overall performance of the MDA.	15 %
2	Optimal Utilization of Resources	Evidence of efficient management of allocated resources, demonstrating significant cost-saving measures without compromising service quality.	10 %
		Proactive engagement in developing and managing human resources, including capacity building, teamwork, and promoting a culture of resourcefulness.	10 %



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		Documented evidence of enhanced service delivery resulting from optimal use of available resources, including measurable improvements in relevant processes	15 %	
3	Strategic Collaboration & Relationship Management	Promote strong inter-departmental collaborations within civil service, fostering partnerships, timely communication of relevant information and successful management of workplace-related conflict	10 %	
		Foster strategic alliances with Development Partners, Donor Agencies, and Private Sector partners, which results in efficient delivery of service	10 %	
4	Technological Integration and Digital Transformation	Successful integration of technology and digital tools to enhance service delivery, improve efficiency, and reduce manual processes	10 %	
5	Performance Delivery	Meets or exceeds team's performance expectations at performance appraisal during the period under review	15 %	
		TOTAL	100 %	

6.4.2 THE CIVIL SERVICE EXCELLENCE AWARD REWARD

Table 11

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Letter of commendation signed by the Head of the Civil Service of the Federation	OHCSF
2.	Engraved Plaque or engraved Trophy	OHCSF
3.	Picture to appear on the OHCSF website for 3 months	OHCSF
4.	To be featured in an edition of the Service Welfare Newsletter	OHCSF
5.	Any other sponsored reward	OHCSF/Sponsor



6.5 DEI LEADERSHIP AWARD

The Diversity, Equity & Inclusion (DEI) Leadership Award acknowledges a Ministry, Extra-Ministerial Department or Agency that exemplifies fairness, respect, equal opportunities and inclusion for all staff irrespective of age, gender, ethnicity, disability, religion and other discriminatory practices within the MDA. The following definition of DEI shall apply for the purpose of this guidelines:

Diversity: the presence of differences that may include ethnicity, gender, age, religion, disability status, or socioeconomic background

Equity: fair treatment, access, and advancement of all employees, ensuring that individuals from disadvantaged backgrounds have support to thrive in the workplace.

Inclusion: creating an environment where all individuals are treated with respect, feel valued, and have equal access to opportunities and resources.

The MDA must have created a workplace where everyone feels valued and supported, integrated inclusion principles in all its operations, programs and decision-making processes and developed DEI capacity for all staff. The MDA has set a benchmark with evidence of infrastructure accessibility and assistive work tools for persons with disabilities, and non-discriminatory access to workplace opportunities.

Other impact-based programs, initiatives, and activities by the MDA to improve diversity, equity, and inclusion not covered in the criteria listed below shall be considered by the Service-Wide Awards Selection Committee for this award.

6.5.1 DEI LEADERSHIP AWARD CRITERIA AND WEIGHT

Table 12

SN	CRITERIA		WEIGHT	SCORE
1	Diversity in Workforce Composition	Evidence of diversity in the workforce demographics (gender, age, ethnicity, and disability representation), especially SGL 6 and below, where the MDA has primary responsibility for staff recruitment.	15 %	
	Inclusive Workplace	Evidence of accessibility aid to MDA building for persons with disabilities.	15 %	
		Evidence of assistive work tools for persons with disabilities	15 %	



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2	Practices	Evidence of inclusion of diverse groups (e.g. women, persons with disabilities, and underrepresented groups) in key decision-making committees or teams.	20 %	
3	DEI Capacity Building	Evidence of training programs to improve staff capacity for understanding the practice of DEI principles	10 %	
		Leadership training in DEI capacity building	5 %	
4	Equal Access to Opportunities	Evidence supporting equal access of staff to programs, recognition, training, development and other opportunities irrespective of gender, age, religion and disabilities	20 %	
		TOTAL	100 %	

6.5.2 DEI LEADERSHIP AWARD REWARD

Table 13

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Letter of commendation signed by the Head of the Civil Service of the Federation	OHCSF
2.	Engraved Plaque or engraved Trophy	OHCSF
3.	Picture to appear on the OHCSF website for 3 months	OHCSF
4.	To be featured in an edition of the Service Welfare Newsletter	OHCSF
5.	Any other sponsored reward	OHCSF/Sponsor

6.6 SPORTS ACHIEVEMENT AWARD

The Sports Achievement Award is intended for individuals or teams with outstanding performance in sporting activities. This includes winning gold, silver, or bronze medals at the Federation of Public Service Games (FEPSGA), Special Events for Persons With Disabilities and a national, continental, or international sports or games event. It also recognises awards for sportsmanlike behaviour given to individuals or teams by event organisers, even when a medal is not won. For this Award, sports and fitness are activities requiring physical conditioning and refinement to achieve competitive excellence. The criteria for qualification shall be:



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Individuals or Teams should have attained the following:

- a) First, Second or Third place at the FEPSGA, National Festival, Continental, World Festival, Tournaments, Special Events for Persons With Disabilities, Championships or Games.
- b) Overall best male and best female athletes in FEPSGA to be determined by the highest number of Gold medals won in a FEPSGA annual event.
- c) Overall best male and best female athletes in Special Events for Persons with Disabilities to be determined by the highest number of Gold medals won in a FEPSGA annual event.
- d) The event was held within the year under review.

Note:

- a) The Selection Committee reserves the right to acknowledge individuals or teams that have achieved outstanding rewards.
- b) When multiple recognitions are awarded to an individual or team, the recipient(s) shall receive one award recognising all achievements.
- c) Team competitors shall receive individual Awards. Volunteer coaches, managers, and team assistants are also eligible to receive awards.

6.6.1 SPORTS ACHIEVEMENT AWARD CRITERIA AND WEIGHT

Table 14

SN	CRITERIA	WEIGHT	SCORE
1	Medal award for individual or team in sports activity at National Festival, Continental, World Festival, Tournaments, Special Events for Persons With Disabilities Championships or Games.	Gold/1 st place	85 %
		Silver/2 nd place	70 %
		Bronze/3 rd place	50 %
2	Official recognition at any of the sports or games events (in No. 1 above) for Sportsmanlike behaviour by the event organisers	15 %	
	TOTAL	100 %	

6.6.2 SPORTS ACHIEVEMENT AWARD REWARD

Table 15

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Letter of commendation signed by the Head of the Civil Service of the Federation	OHCSF
2.	Engraved plaque or trophy (if team sport, team member shall receive individual plaque/trophy)	OHCSF
3.	Cash gift of not less than Two hundred and fifty thousand Naira (N250,000) (if team sport, team members to share cash gift)	Ministry of Budget & National Planning/Donor Agencies/Partners



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4.	Picture to appear on the OHCSF website for 3 months	OHCSF
5.	To be featured in an edition of the Service Welfare Newsletter	OHCSF
6	Any other sponsored reward	OHCSF/Sponsor

6.7 RECOGNITION OF NEWLY PROMOTED DIRECTORS

This recognition acknowledges and celebrates Civil Servants promoted to Director positions during the year under review. The Office of the Head of the Civil Service of the Federation shall organise an annual reception in the year of the promotion to honour the newly promoted Directors. A Lapel Pin shall be presented to the new Directors at the recognition ceremony.

6.8 RECOGNITION OF RETIRED PERMANENT SECRETARIES

This recognition acknowledges and celebrates Permanent Secretaries who retired during the period under review. The Office of the Head of the Civil Service of the Federation shall organise an annual reception in honour of the retired Permanent Secretaries.

7. NOMINATION, SELECTION, CRITERIA AND WEIGHT FOR MDA AWARDS AND RECOGNITION

The criteria listed below shall form the basis and standard for nomination and selection under this scheme. Each assessment criterion is graded with the weight indicated in the third column on the right-hand side.

The Ministerial Award Selection Committee shall receive nominations for Ministerial Awards & Recognition category from:

- Each Departmental Award Selection Committees of the MDA;
- the Supervisor of an Officer who has met the award criteria; or
- Self-nomination: Any Officer who has met the award criteria

All nominations shall be made using the prescribed nomination form in Appendix 2 of this guideline. The steps for nomination and selection shall be:

Step 1: Director Human Resource Management calls for nomination

Step 2: Depending on award type, DASCo, a Supervisor or an Officer submits completed nomination form with supporting evidence to MASCo

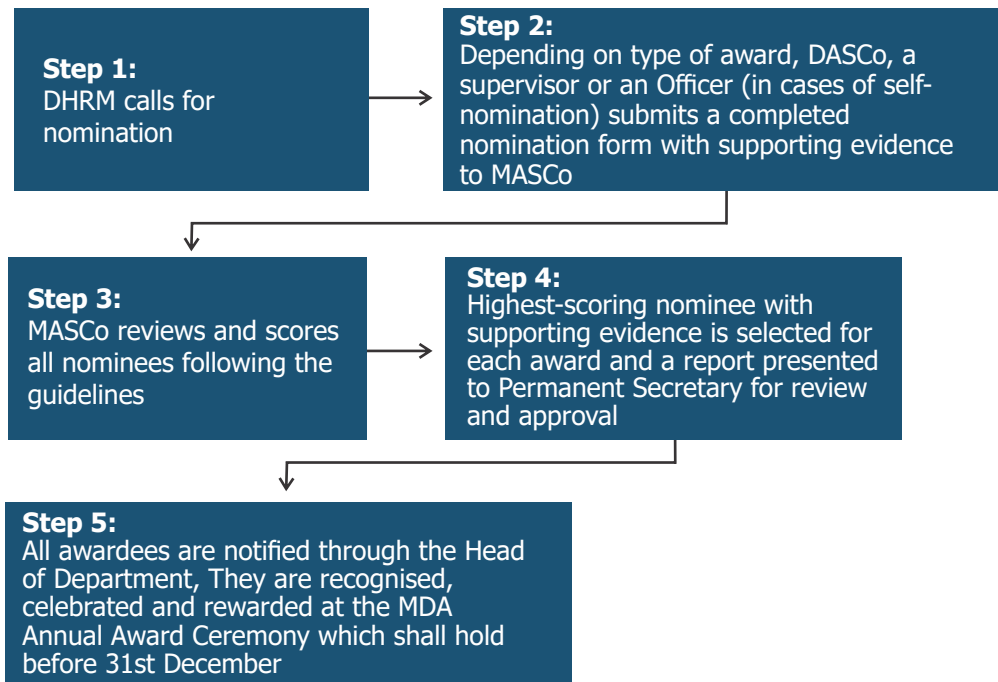
Step 3: MASCo reviews and scores nominations following the criteria and weights prescribed in the guidelines for the award.



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Step 4: MASCo selects the highest-scoring nominee and submits the list of recommended awardees for Permanent Secretary's review and approval

Step 5: All Awardees are celebrated and rewarded at the Annual MDA Awards Ceremony, which shall be held before 31st December



In all cases, the MASCo shall make the final selection of awardees, ensuring compliance with award criteria and weights stipulated in the guidelines and submit the selection report to the Permanent Secretary for approval.

A. MINISTERIAL AWARD CATEGORIES

7.1 HONOURABLE MINISTER UNIQUE ACT AWARD

This Award is intended for an Officer who, in the course of official duties, carries out a Unique Act. For the purpose of this guideline, a unique act refers to an extraordinary, impactful action or creative design, by a civil servant, that goes beyond the regular job expectations/schedule. It reflects exceptional initiative and results in significant benefits to the Civil Service, the public or national development. Such impactful actions or designs include;

- a) business or service process improvement;
- b) community-based initiatives with measurable citizen impact;
- c) sustainable eco-friendly initiatives;
- d) groundbreaking technical capacity-building programmes;
- e) substantially quantifiable cost reduction or elimination;
- f) substantially quantifiable revenue increase; and
- g) any other extraordinary, impactful actions or initiatives of a similar nature.



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The criteria for qualification shall be:

- i. The Unique Act reflects the definition of a unique act described in this guideline
- ii. The act was carried out within the Officer's course of duty
- iii. The act added measurable value to the goals of the Officer's Department, the Ministry, the Civil Service or the nation.
- iv. The act was within the year under review.

7.1.1 HON. MINISTER UNIQUE ACT AWARD CRITERIA AND WEIGHT

Table 16

S/N	CRITERIA	WEIGHT	SCORE
1.	The Act meets the definition of a Unique Act in this guideline	25 %	
2.	A quantifiable, evidence-driven highest area of impact of the act (choose only one area of impact):	the impact occurs at the level of the Department	20 %
		the impact occurs at the level of the MDA or across multiple departments of the MDA	25 %
		the impact is Service-Wide or across multiple MDAs	40 %
		National impact	55 %
3.	The Officer meets performance expectations in the performance appraisal of the period under review	20 %	
4.	Total	100 %	

7.1.2 HON. MINISTER UNIQUE ACT AWARD REWARD

Table 17

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Letter of commendation signed by the Honourable Minister	Honourable Minister of the relevant MDA
2	Engraved Plaque or engraved Trophy	OHCSF
3.	Recommendation for accelerated promotion	Relevant MDA



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4.	To be recognised at a Special Top Management meeting where the recipient would receive a Ministerial handshake, with the photograph posted on the MDA's website for one month	Relevant MDA
5.	Picture of recipient to be on the MDA's Staff Wall of Honour for 3 months	Relevant MDA
6.	To be included in the Honourable Minister's delegation on an appropriate official trip outside Nigeria	Relevant MDA
7.	Sponsorship to attend a special training course	Relevant MDA
8.	Any other reward recommended by MDA	Relevant MDA

7.2 PERMANENT SECRETARY EXEMPLARY CONDUCT AWARD

The Permanent Secretary Exemplary Conduct award recognizes an Officer who exemplifies the highest standards of job performance, professionalism and work ethics, punctuality, adherence to the dress code, advancing the Efficient, Productive, Incorruptible and Citizen-centred (EPIC); and Accountability, Meritocracy, Professionalism, Loyalty, and Efficiency (AMPLE) culture of the Federal Civil Service.

The criteria for qualification shall be as follows:

- On-the-job Performance: The employee consistently delivered high-quality work, exceeded job performance standards, and showed efficiency in completing tasks taking initiative to go beyond their normal duties and responsibilities to ensure success in the year under review.
- Demonstrated a strong commitment to delivering excellent service exhibiting a solution-oriented approach to both internal and external stakeholders. Relates courteously, respectfully, and non-discriminatively with colleagues, partners, vendors, citizens, and all stakeholders in the year under review.
- Directly and through the support of colleagues, encouraged altruistic and compassionate service to those who might not otherwise have received appropriate service.
- Demonstrated exceptional ethical qualities or judgement relative to his or her peers in one respect or another within the period under review.
- Showed the ability to work effectively within a team, offering support and cooperation to colleagues, contributed positively to team projects and displayed a collaborative spirit that fostered a productive and cohesive work environment.
- Exhibited high levels of professionalism, respect, and integrity in their interactions with colleagues, superiors, and the public adhering to ethical standards and served as a role model for others in the workplace.



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- vii. Observed to have adhered to the dress code as stipulated in the Public Service Rules, the Nigeria Civil Service Culture Handbook and Circular on Friday Native dress code (reference HCSF/062/1/22 Dress Code: For Federal Civil Servants) within the period under review.
- viii. Punctual and regular attendance at work within the period under review.

7.2.1 PERMANENT SECRETARY EXEMPLARY CONDUCT AWARD CRITERIA AND WEIGHT

Table 18

SN	CRITERIA	WEIGHT	SCORE
1	Outstanding work performance	exceeds performance expectations in the performance appraisal of the period under review 25 %	
		Volunteers for additional tasks and maintains excellent performance 10 %	
2	Professionalism & Ethics	Courteous and non-discriminatory service to peers, colleagues, superiors 10 %	
		Courteous and non-discriminatory service to external stakeholders (vendors, partners, regulators, citizens) 10 %	
		Consistently maintain integrity and honesty 10 %	
		Practices principles of diversity, equity and inclusion 5 %	
3	Teamwork & Collaboration	Regularly volunteers to assist colleagues during busy periods or when the department is short on staff. 5 %	
		Encourages team participation in collaborative projects and contributes ideas. 5 %	
4	Punctual and Regular in attendance at work	10 %	
5	Adherence to Dress Code	10 %	
	TOTAL	100 %	

**7.2.2 PERMANENT SECRETARY EXEMPLARY CONDUCT AWARD REWARD****Table 19**

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1	Letter of commendation signed by the Permanent Secretary	Permanent Secretary of the relevant MDA
2.	Engraved Plaque or engraved Trophy	OHCSF
3.	Recommendation for accelerated promotion	Relevant MDA
4.	To be recognised at a Special Top Management meeting where the recipient would receive Ministerial handshake, with the photograph posted on the MDA's website for three months	Relevant MDA
5.	Picture of recipient to be on the MDA's Staff Wall of Honour for three months	Relevant MDA
6.	To be included in the Permanent Secretary's delegation on an appropriate official trip outside Nigeria (or Reward in item No. 7)	Relevant MDA
7.	Sponsorship to attend a special training course	Relevant MDA
8.	Any other reward recommended by MDA	Relevant MDA

7.3 THE HEROIC AWARD

The Heroic Award is for the recognition of Heroic Acts by a person or persons whose selfless actions to secure or protect the safety of human life and property in perilous circumstances put them in jeopardy beyond the call of duty. This Award may be conferred on members of the public for actions related to the work of the MDA. The criteria for qualification shall be:

- i. the act qualifies by the definition of Heroic Act in this guideline
- ii. the act was done on or off duty, but outside of official responsibilities.
- iii. the act was done within the year under review.
- iv. the act was done during perilous circumstances.
- v. the act led to the safety of human life or property



7.3.1 THE HEROIC AWARD CRITERIA AND WEIGHT

Table 20

SN	CRITERIA	WEIGHT	SCORE
1	Act led to safety of human life or property.	45 %	
2	Voluntary Assumption of Risk to Life	30 %	
3	Act done off duty, and outside of official responsibilities.	15 %	
4	Act done on duty, but outside of official responsibilities.	10 %	
	TOTAL	100 %	

7.3.2 THE HEROIC AWARD REWARD

Table 21

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Letter of Commendation signed by the Honourable Minister	Honourable Minister of the relevant MDA
2	Engraved Plaque or engraved Trophy	OHCSF
3.	Recommendation for accelerated promotion	Relevant MDA
4.	To be recognised at a Special Top Management meeting where the recipient would receive Ministerial handshake, with the photograph posted on the MDA'S website for three months	Relevant MDA
5.	Picture of recipient to be on the MDA's Staff Wall of Honour for three months	Relevant MDA
6.	To be included in Honourable Minister's delegation on an appropriate official trip outside Nigeria (for staff only).	Relevant MDA
7.	Sponsorship to attend a special training course (for staff only).	Relevant MDA
8.	Any other reward recommended by MDA	Relevant MDA

7.4 SPORTS ACHIEVEMENT AWARD

The Sports Achievement Award is intended for individuals or teams with outstanding performance in sporting activities. This includes winning Gold, Silver or Bronze medals at the Federation of Public Service Games (FEPSGA), Special Events for Persons With Disabilities, and a national, continental or international Sports or Games Event. It also recognises awards for sportsmanlike behaviour given to individuals or teams by event organisers, even when a medal is not won. For this Award, sports and fitness are defined as activities requiring physical conditioning and/or refinement to achieve competitive excellence. The criteria for qualification shall be:

**Individuals or Teams should have attained the following:**

- i. First, Second or Third place at the FEPSGA, National Festival, Continental, World Festival, Tournaments, Special Events for Persons With Disabilities, Championships or Games.
- ii. Overall best male and best female athletes in FEPSGA to be determined by the highest number of Gold medals won in a FEPSGA annual event.
- iii. Overall best male and best female athletes in Special Events for Persons with Disabilities to be determined by the highest number of Gold medals won in a FEPSGA annual event.
- iv. The event was held within the year under review.

Note:

- a) The Selection Committee reserves the right to acknowledge individuals or teams that have achieved outstanding rewards.
- b) When multiple recognitions are awarded to an individual or team, the recipient(s) shall receive one award recognising all achievements.
- c) Team competitors shall receive individual Awards. Volunteer coaches, managers and team assistants are also eligible to receive Awards.

7.4.1 THE SPORTS ACHIEVEMENT AWARD CRITERIA AND WEIGHT**Table 22**

SN	CRITERIA	WEIGHT	SCORE
1	Medal award for individual or team in sports activity at FEPSGA, Zonal, Divisional, National Festival, Continental, World Festival, Special Events for Persons with Disabilities Tournaments, Championships or Games.	Gold/1 st place	85 %
		Silver/2 nd place	70 %
		Bronze/3 rd place	50 %
2	Official recognition at any of the sports or games event (in No. 1 above) for Sportsmanlike behaviour by the authorised event Officials	15 %	
	TOTAL	100 %	

7.4.2 THE SPORTS ACHIEVEMENT AWARD REWARD**Table 23**

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Letter of commendation signed by the Permanent Secretary	Permanent Secretary of the relevant MDA
2.	Engraved plaque or trophy (if team sport, team member shall be given individually)	OHCSF



3.	Cash gift of not less than Two hundred and fifty thousand Naira (N250,000) (if team sport, team members to share cash gift)	Relevant MDA
4.	Picture of recipient(s) to be on the MDA's Staff Wall of Honour for three months.	Relevant MDA
5.	Any other reward recommended by MDA	Relevant MDA

7.5 DEPARTMENTAL EXCELLENCE AWARD

This Award is intended for a Department or Unit that consistently exemplifies performance, ethical and professional conduct, creative problem-solving approach, resource optimisation, teamwork and interdepartmental collaboration while delivering its mandates. The criteria for qualification shall be:

(i) Creativity in Service Delivery

- developing creative practices that streamline operations and enhance service delivery within the Department or Unit.
- demonstrate effective solutions to complex or longstanding challenges in a manner that drives efficiency and improves the overall performance of the Department or Unit.

(ii) Optimal Utilization of Resources

- evidence of efficient management of allocated resources, demonstrating significant cost-saving measures without compromising service quality.
- proactive engagement in developing and managing human resources, including capacity building, teamwork, and promoting a culture of resourcefulness.
- documented evidence of enhanced service delivery resulting from the optimal use of available resources, including measurable improvements in departmental KPIs.

(iii) Strategic Collaboration

- promote strong inter-departmental collaboration within the MDA, fostering collaboration, timely communication of relevant information and successful management of workplace-related conflict
- foster strategic alliances with Development Partners, Donor Agencies, and Private Sector partners, which results in efficient delivery of service

(iv) Technological Integration and Digital Transformation

Successfully integrating technology and digital tools to enhance service delivery, improve efficiency, and reduce manual processes.

(v) Achievement of Agreed Key Performance Indicators

Consistent achievement of departmental KPIs, particularly with constrained resources.



7.5.1 DEPARTMENTAL EXCELLENCE AWARD CRITERIA AND WEIGHT

Table 24

SN	CRITERIA		WEIGHT	SCORE
1	Creativity in Service Delivery	Development of creative practices that streamline operations and enhance service delivery within the MDA	5 %	
		Demonstrate effective solutions to complex or longstanding challenges in a manner that drives efficiency and improves the overall performance of the MDA.	15 %	
2	Optimal Utilization of Resources	Evidence of efficient management of allocated resources, demonstrating significant cost-saving measures without compromising service quality.	10 %	
		Proactive engagement in developing and managing human resources, including capacity building, teamwork, and promoting a culture of resourcefulness.	10 %	
		Documented evidence of enhanced service delivery resulting from optimal use of available resources, including measurable improvements in relevant processes	15 %	
3	Strategic Collaboration & Relationship Management	Promote strong inter-departmental collaborations within civil service, fostering partnerships, timely communication of relevant information and successful management of workplace-related conflict	10 %	
		Foster strategic alliances with Development Partners, Donor Agencies, and Private Sector partners, which results in efficient delivery of service	10 %	



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4	Technological Integration and Digital Transformation	Successful integration of technology and digital tools to enhance service delivery, improve efficiency, and reduce manual processes	10 %	
5	Performance Delivery	Meets or exceeds team's performance expectations at performance appraisal during the period under review	15 %	
		TOTAL	100 %	

7.5.2 DEPARTMENTAL EXCELLENCE AWARD REWARD

Table 25

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Letter of commendation signed by Permanent Secretary	Permanent Secretary of the relevant MDA
2.	To be recognised at a Special Top Management meeting where the representatives of the winning department would receive Ministerial handshake, with the photograph posted on the MDA's website for three months	Relevant MDA
3.	Engraved Plaque or engraved Trophy	OHCSF
4.	Any other reward recommended by the MDA	Relevant MDA

7.6 LONG SERVICE MERIT AWARD

This Award is to acknowledge, thank and express gratitude to a long-serving or retiring Civil Servant for serving the Nation meritoriously (PSR 060101). This Award is intended for an Officer who has served continuously, with a good record of performance and conduct for:

- (i) 15 years;
- (ii) 25 years;
- (iii) 35 years; or
- (iv) retiring by virtue of age.

**7.6.1 LONG SERVICE MERIT AWARD REWARD****Table 27**

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Officer who has served for 15 years will receive a Certificate of Recognition.	OHCSF
2.	Officer who has served for 25 years will receive a Certificate of Recognition and a Lapel Pin.	OHCSF
3.	For an Officer who has served for 35 years, the reward shall be a Certificate of Merit and a Plaque.	OHCSF
4.	For an Officer who has attained the age of 60, the reward shall be a Certificate of Merit and a plaque.	OHCSF
5.	Where the Officer in any of the categories has also been the Head of a recognised Department or Unit, the reward shall be a Certificate of Merit, a Plaque and a gift of not less than two hundred and fifty thousand Naira (N250,000.00) only. In this case, this reward will supersede that of any other category.	OHCSF for the certificate of merit and plaque/Relevant MDA for the gift
6	Any other reward recommended by the MDA	Relevant MDA

***Note:** The Hon. Minister and Permanent Secretary of the Ministry shall sign the Certificates in each case.*

7.7 RECOGNITION OF LONG-SERVING AND RETIRED CIVIL SERVANTS

This Recognition is to appreciate long-serving or retired Civil Servants for the Officer's meritorious service to the nation. It will be held twice a year and sponsored by the relevant MDAs. The Certificates, Plaques, and Gift items listed in table 27 above will be presented at the reception held in their honour.

B. DEPARTMENTAL AWARD CATEGORIES

The criteria listed below shall form the basis and standard for nomination and selection under this Scheme. Each assessment criterion is graded with the weight indicated in the third column on the right-hand side.

The Departmental Awards Selection Committee shall receive nominations for this category of awards as follows:

- Staff of the Month Award: The Head of Unit or Supervising Officer shall make a nomination for this award using the prescribed nomination form in Appendix 2 of this guideline.
- The Best Dressed Staff Award: Any staff of the department can make a nomination for this award using the prescribed nomination form in Appendix 2 of this guidelines.
- Most Punctual Staff Award: Any staff of the department can make a nomination for this award using the prescribed nomination form in Appendix 2 of this guideline.



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- iv. **Mentorship Award:** The Head of Unit or Supervising Officer of the Mentee shall make a nomination for this award using the prescribed nomination form in Appendix 2 of this guideline.

The steps for nomination and selection shall be:

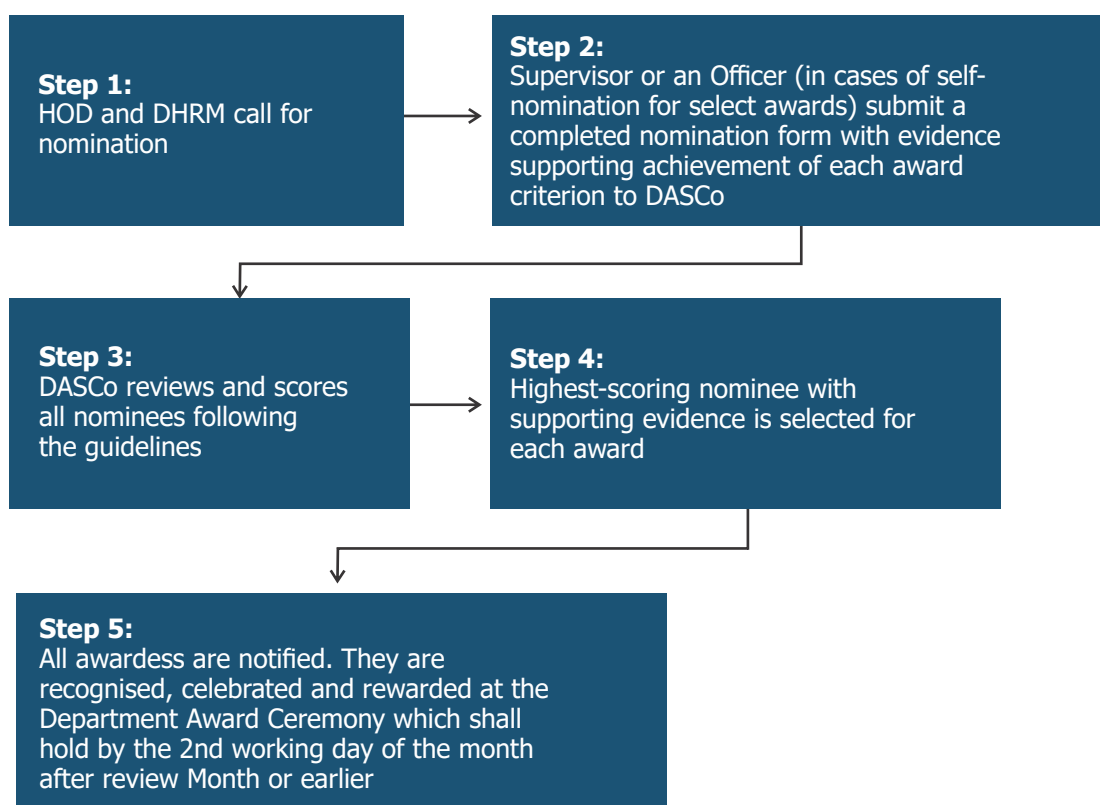
Step 1: Director Human Resource Management and Head of Department call for nomination

Step 2: Depending on award type, a Supervisor or an Officer submits completed nomination form with supporting evidence to DASCo

Step 3: DASCo reviews and scores nominations following the criteria and weights prescribed in the guidelines for the award.

Step 4: DASCo selects the highest-scoring nominee with supporting evidence as the awardee for each award

Step 5: All Awardees are notified, celebrated and rewarded at the Monthly Departmental Award Ceremony which shall be held the 2nd working day of the month following the review month or earlier.



In all cases, the Departmental Awards Selection Committee shall make the final selection of the Awardees and ensure compliance with award criteria and weights stipulated in the guidelines.



7.8 STAFF OF THE MONTH AWARD

This is a monthly award that recognizes an Officer who excels overall including exemplifying the highest standards of on-the-job performance, professionalism and work ethics, punctuality, adherence to the dress code, advancing the Efficient, Productive, Incorruptible and Citizen-centred (EPIC) culture and core values of Accountability, Meritocracy, Professionalism, Loyalty, and Efficiency (AMPLE) of the Federal Civil Service in the month under review. The criteria for qualification shall be:

- i. On-the-job Performance: The employee consistently delivered high-quality work, exceeded job performance standards, and showed efficiency in completing tasks taking initiative to go beyond their normal duties and responsibilities to ensure success in the year under review.
- ii. Demonstrated a strong commitment to delivering excellent service exhibiting a solution-oriented approach to both internal and external stakeholders. Relates courteously, respectfully, and non-discriminatively with colleagues, partners, vendors, citizens, and all stakeholders in the year under review.
- iii. Directly and through the support of colleagues, encouraged altruistic and compassionate service to those who might not otherwise have received appropriate service.
- iv. Demonstrated exceptional ethical qualities or judgement relative to his or her peers in one respect or another within the period under review.
- v. Showed the ability to work effectively within a team, offering support and cooperation to colleagues, contributed positively to team projects and displayed a collaborative spirit that fostered a productive and cohesive work environment.
- vi. Exhibited high levels of professionalism, respect, and integrity in their interactions with colleagues, superiors, and the public adhering to ethical standards and served as a role model for others in the workplace.
- vii. Observed to have adhered to the dress code as stipulated in the Public Service Rules, the Nigeria Civil Service Culture Handbook and Circular on Friday Native dress code (reference HCSF/062/1/22 Dress Code: For Federal Civil Servants) within the period under review
- viii. Punctual and regular attendance at work within the period under review.

7.8.1 STAFF OF THE MONTH AWARD CRITERIA AND WEIGHT

Table 28

SN	CRITERIA	WEIGHT	SCORE
1	Outstanding work performance	exceeds performance expectations in the performance appraisal of the period under review	25 %
		Volunteers for additional tasks and maintains excellent performance	10 %
2		Courteous and non-discriminatory service to peers, colleagues, superiors	10 %
		Courteous and non-discriminatory service to external stakeholders (vendors, partners, regulators, citizens)	10 %



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	Professionalism & Ethics	Consistently maintain integrity and honesty	10 %	
		Practices principles of diversity, equity and inclusion	5 %	
3	Teamwork & Collaboration	Regularly volunteers to assist colleagues during busy periods or when the department is short on staff.	5 %	
		Encourages team participation in collaborative projects and contributes ideas.	5 %	
4	Punctual and Regular in attendance at work		10 %	
5	Adherence to Dress Code		10 %	
	TOTAL		100 %	

7.8.2 STAFF OF THE MONTH AWARD REWARD

Table 29

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Letter of commendation signed by Permanent Secretary	Permanent Secretary of the relevant MDA
2.	Recognition and a Commemorative Plaque at Departmental meeting.	Relevant MDA
3.	Picture of recipient to be placed on Department's Notice Board and MDA's website for one month.	Relevant MDA
4.	Any other reward recommended by MDA	Relevant MDA

7.9 BEST DRESSED STAFF AWARD

This is a monthly award for an Officer who is observed to consistently set a high standard in dressing, promoting and reflecting the appropriateness and professionalism of the civil service in line with the provisions of the Public Service Rules (PSR 100313), the Nigeria Civil Service Culture Handbook (Chapter 5 pages 16-18) and Circular on Friday Native dress code (reference HCSF/062/1/22 Dress Code: For Federal Civil Servants). The criteria for qualification shall be:

- i. the Officer is generally observed to have consistently adhered to the dress code as stipulated in the Public Service Rules and the Nigeria Civil Service Culture Handbook,



- including proper use of accessories, good personal grooming and hygiene, and the circular on Friday Native dress code.
- ii. where required, the Officer wore proper uniforms for those in Departments, Units or Divisions where this is required.
 - iii. the Officer conducted themselves professionally, reflecting confidence in appearance.

7.9.1 BEST DRESSED STAFF AWARD CRITERIA AND WEIGHT

Table 30

SN	CRITERIA	WEIGHT	SCORE
1	Adherence to the Dress Code	Dresses in line with provisions of the PSR, Nigeria Civil Service Culture Handbook and Friday Native dress code	35 %
		Maintains acceptable grooming & hygiene (hair, use of accessories, personal hygiene)	35 %
2	Consistently projects a confident demeanour		30 %
	TOTAL		100 %

7.9.2 BEST DRESSED STAFF AWARD REWARD

Table 31

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Letter of commendation signed by Permanent Secretary	Permanent Secretary of the relevant MDA
2.	Picture of recipient to be placed on Department Notice Board for one month.	Relevant MDA
3.	Any other reward recommended by MDA	Relevant MDA

8.0 MOST PUNCTUAL STAFF AWARD

This is a monthly award for the Most Punctual Officer, which recognises that punctuality contributes to efficiency. This fosters a culture of discipline and responsibility and enhances service delivery to internal and external stakeholders. Evidence of manual or biometrics attendance record is required as proof of prompt and consistent punctuality at work within the month under review.

**8.1 MOST PUNCTUAL STAFF AWARD CRITERIA AND WEIGHT****Table 32**

SN	CRITERIA	WEIGHT	SCORE
1	Evidence of Punctuality and Regularity in attendance at work using biometric or manual attendance register	100 %	
	TOTAL	100 %	

8.1.2 MOST PUNCTUAL STAFF AWARD REWARD**Table 33**

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Letter of commendation signed by Permanent Secretary	Permanent Secretary of the relevant MDA
2.	Picture of recipient to be placed on Department's Notice Board for one month.	Relevant MDA
3.	Any other reward recommended by MDA	Relevant MDA

8.2 MENTORSHIP AWARD

The Mentorship Award is given annually to an Officer who best exemplifies the concept of a Mentor. The ideal candidate shall have a record of achievement in successfully fostering development or providing training, guidance, and motivation to one or more mentees in the Department in the context of Mentees' interests, passions, academic and professional development.

This Award will be assessed monthly by the Departmental Selection Committee and awarded annually. The Award is for consistent month-on-month improvement in the performance and productivity of the Mentee. The criteria for qualification shall be:

- i. The Mentor had one or more Mentees.
- ii. The mentor-mentee relationship was registered with the Head of the Department on the first day of the mentoring relationship.
- iii. The Mentoring Plan, including mentoring outcomes, is submitted to the DHRM and Mentee's Head of Department.



8.2.1 MENTORSHIP AWARD CRITERIA AND WEIGHT

Table 34

SN	CRITERIA	WEIGHT	SCORE
1	Willingness to share knowledge, skills, and expertise with mentee(s)	approach is limited in originality and creativity.	4 %
		the approach is moderately original or creative.	7 %
		approach is highly creative or original, with new and innovative ideas.	9 %
2	Mentor provides guidance and constructive feedback while encouraging the mentee to gain confidence in their skills and intellectual independence	the approach is mainly prescriptive.	4 %
		the approach may be prescriptive and developmental.	7 %
		the approach encourages intellectual independence.	9 %
3	Clear interest in the mentoring relationship, showing care for the mentee(s) and treating them respectfully evidenced by Mentee's report	15 %	
4	Strong commitment to and reputation for facilitating Mentee's learning evidenced by Mentee's Supervisor's report	15 %	
5	Evidence of the impact of mentoring in Mentee(s) performance appraisal and professional accomplishments.	30 %	
	TOTAL	100 %	

Note: In Numbers 1 and 2, scores can only be at one of the three levels.

8.2.2 MENTORSHIP AWARD REWARD

Table 35

S/N	REWARD	RESPONSIBILITY /SOURCE OF FUNDING
1.	Letter of commendation signed by Permanent Secretary	Permanent Secretary of the relevant MDA
2.	Recognition and a commemorative plaque at Departmental meeting.	Relevant MDA
3.	Sponsorship to attend a special training course on Mentorship or Leadership	Relevant MDA
4.	Any other reward recommended by the MDA	Relevant MDA



9. ANNUAL REWARDS AND RECOGNITION AWARDS CEREMONY

9.1 SERVICE-WIDE AWARD CEREMONY

The Service-Wide Awards & Recognition shall be held annually during Civil Service Award Week to recognise and celebrate various Service-Wide Awardees of the Rewards and Recognition Scheme. The ceremony will also showcase outstanding individual achievements in the Service and help promote best practices and core values of the Civil Service. The Service-Wide Awards Ceremony can be organised in collaboration with relevant Stakeholders and shall be open to sponsorship by Development Partners, Private Sector and Donor Agencies.

9.2 MINISTRIES, EXTRA-MINISTERIAL DEPARTMENTS & AGENCIES AWARD CEREMONY

Each MDA shall organise and hold the MDA Awards Ceremony annually to recognise and celebrate the various Ministerial Honourees and Awardees. The MDA Awards Ceremony can be organised in collaboration with relevant Stakeholders and shall be open to sponsorship by Development Partners, Private Sector, and Donor Agencies.

10. REWARDS & RECOGNITION ACTIVITY SCHEDULE AND TIMELINE

Table 36

S/N	ACTIVITY	RESPONSIBILITY	TIMELINE
OHCSF			
1	Service-Wide communication of R&RS Activities and Timelines	OHCSF (Service Welfare Office)	1 st Week of December
	Organise workshops for MDAs to build capacity for R&RS Policy and implementation guidelines		Periodically and immediately after any approved amendments to R&RS Policy and Guidelines.
	Organise Annual Service-Wide Awards & Recognition Ceremony		June
	Collate and publish R&RS Annual Report		1 st Week of February
	Receive all nominations for Service-Wide awards	Service-Wide Awards Selection Committee	31 st March
	Screen nominations and select awardees for final approval		1 st April – 30 th April
	Submit SWASCo activity report to HCSF		1 st July



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MINISTRIES, EXTRA-MINISTERIAL DEPARTMENTS & AGENCIES			
DEPARTMENTAL AWARDS CATEGORIES			
2	MDAs Internal Communication of R&RS Activities and Timelines	DHRM	1 st Week of December
	Submit Quarterly MDA R&RS Reports to OHCSF		1 st week of January, April, July, October, for every Quarter
	Departmental Awards Nomination & Selection Process/Meetings		Minimum 2 meetings held by week 3 of the Month under review
	Final Selection of Monthly Awardees		
3	Submit reports to the Permanent Secretary/	Departmental Awards Selection Committee	Last Week of the Month under review
	Inform Awardees.		
	Implement Approved Rewards		
	Nominate candidates for Ministerial Awards Categories to the Ministerial Awards Selection Committee.		To be determined by the Ministerial Awards Selection Committee
MINISTERIAL AWARDS CATEGORIES			
4	Ministerial Awards Nomination & Selection Process/Meetings	Ministerial Awards Selection Committee	Minimum of 2 meetings held per quarter
	Final Selection of Ministerial Awardees		2 nd week of November
	Submit reports to the Permanent Secretary		3 workdays post meetings (Monthly, Quarterly, Annually)
	Inform Awardees post Permanent Secretary Approval.		2 workdays post-approval
	Organise MDA Annual Awards Ceremony		Before 31 st December
	Implement Approved Rewards for Ministerial Awardees		Before 31 st December
5	Submit names of qualified Nominees for Service-Wide Awards to OHCSF		31 st March (final day)

Note: In all cases, Staff shall always be informed where there are no award winners for any award categories

**11. APPENDIX 1****R&RS/NF/SWA/001****SERVICE-WIDE AWARDS & RECOGNITION NOMINATION FORM***(Fill out all sections. Incomplete forms may not be considered)***SECTION A: NOMINATOR DETAILS**

Nominating MDA (write in full)	
Name of Ministerial Selection Committee Chairperson	
Contact Information (Phone & Email)	
R&RS Desk Officer Name & phone	

SECTION B: NOMINEE DETAILS

Name of Nominee	
Job Title	
Department/Unit	
Grade Level	
Contact Information (Phone & Email)	

SECTION C: AWARD CATEGORY *(Tick only one box for the award category you are nominating the Officer)*

☐ Presidential Distinguished Civil Service Career Award
☐ Presidential Civil Service Merit Award



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- ☐ Head of the Civil Service of the Federation EPIC Award

☐ Civil Service Excellence Award

☐ Sports Achievement Award

☐ Diversity, Equity and Inclusion (DEI) Leadership Award

SECTION D: NOMINATION JUSTIFICATION & SUPPORTING EVIDENCE (Use separate sheet)

Describe in detail how the nominee has achieved each listed criterion for the award. Provide ample and specific evidence that will support the nomination.

SECTION E: DECLARATION

I confirm that the information provided herein is accurate to the best of my knowledge.

Permanent Secretary Signature & Date	Chairperson Ministerial Selection Committee Signature & Date
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For Official Use Only

Receiver Name & Signature	Date
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12. APPENDIX 2

R&RS/NF/MDA/002

MINISTERIAL AND DEPARTMENTAL AWARDS & RECOGNITION NOMINATION FORM

(Fill out all sections. Incomplete forms may not be considered)

SECTION A: NOMINATOR DETAILS

Name of Nominator	
Job Title	
Department/Unit	
Relationship to Nominee (e.g. Supervisor, Colleague, Peer, HOD)	
Contact Information (Phone & Email)	



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SECTION B: NOMINEE DETAILS

Name of Nominee	
Job Title	
Department/Unit	
Grade Level	
Contact Information (Phone & Email)	

SECTION C: AWARD CATEGORY *(Tick only one box for the award category you are nominating the Officer)*

MINISTERIAL AWARDS & RECOGNITION	DEPARTMENTAL AWARDS
☐ Honourable Minister Unique Act Award	☐ Staff of The Month Award
☐ Permanent Secretary Exemplary Conduct Award	☐ Most Punctual Award
☐ The Heroic Award	☐ Best Dressed Award
☐ Sports Achievement Award	☐ Mentorship Award
☐ Departmental Excellence Award	

SECTION D: NOMINATION JUSTIFICATION & SUPPORTING EVIDENCE (Use separate sheet)

Describe in detail how the nominee has achieved each listed criterion for the award. Provide ample and specific evidence that will support the nomination.

SECTION E: DECLARATION

I confirm that the information provided herein is accurate to the best of my knowledge.

Nominator Signature	Date
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For Official Use Only

Receiver Name & Signature	Date
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