



## **CATEGORY 5: INDIVIDUAL AWARD TO A PERSON WHO CONTRIBUTED TO SQAM**

This award is given to an individual that has made significant input into National Standards, Quality Assurance, Accreditation and metrology efforts.

### **TERMS AND CONDITIONS**

- A. Documentation:** All National Entry forms required to accept the submission must be filled in completely. The body of the submission, without attachments may not exceed 20 pages.
- B. Supporting Evidence:** All relevant supporting documents must be attached. Evidence should focus mainly on the past 12 months, with reasonable look back to a period not exceeding the previous five (5) years
- C. Evaluation and Scoring:**
  - 1. Submissions must be aligned to the aspects of evaluations as outlined in the information checklist attached.
  - 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 50% is achieved.
- D. Submissions:** Both electronic and hard copy submissions will be accepted. **Deadline for submissions is 10<sup>th</sup> September, 2024 at 23:59 EAT.**
- E. Address for Submissions:**
  - Physical Address**  
National Quality Awards Secretariat  
Tanzania Bureau of Standard  
Morogoro/Sum Njoma R, Ubungo  
Dar es Salaam, Tanzania
  - Contact Person**  
Mr. Baraka N. Mbajije  
Quality Awards Coordinator  
Tel: +255 22 2450206/2450949  
Mobile: +255 757 213624  
Email: [qualityawards@tbs.go.tz](mailto:qualityawards@tbs.go.tz) or [info@zbs.go.tz](mailto:info@zbs.go.tz)
- F. Adjudication Process:**
  - 1. Adjudication process will take approximately 2 weeks.
  - 2. The judge's decision is final.
  - 3. The winners in each category will be notified by the relevant contact person in the identified in the entry forms.



## NATIONAL QUALITY AWARDS

### INDIVIDUAL AWARD (CATEGORY 5)

MOTIVATION FORM FOR INDIVIDUAL QUALITY AWARD RECIPIENT (must be filled by  
nominating organization)

NAME OF PROPOSING ORGANISATION:

.....

CONTACT PERSON:

.....

CONTACT DETAILS:

.....  
.....  
.....

NOMINEE NAME:

.....  
.....

NOMINEE'S PROFESSION:

.....

MOTIVATION FOR NOMINATION (NOT MORE THAN 750 WORDS):

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

(continue on separate sheet if necessary)

SIGNATURE: .....

DATE: .....

## **GUIDANCE:**

The aim of the Award is to recognize and appreciate individuals who are contributing to the quality advancement in all sectors of Country, 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) who have contributed to the development and deployment of quality and other management systems that improve business operations or enhance public services.

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

### **Category 1:**

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

- Establishment of new system to certification
- Providing guidelines for Policy and Objectives formulation
- Providing and also generation of procedures
- Providing guidelines to generation of work instructions and forms

### **Category 2:**

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

- Will include leaders in business, government and academia from outside the ISO community for their outstanding contribution to the understanding and/or use of ISO 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
- Any individual nominated in the capacity of expert or project leader in the local, national or regional working structure or authority.

**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 demonstrating a quality approach through organizational values (ethics/principles) and working practices?**

- 1.1 What organization do you belong, describe your system and be specific and state the project(s) you have been involved in the last three years.
- 1.2 Point out key successes and failures if any as a result of team interaction.
- 1.3 What innovative approaches or technologies used to enhance the implementation and integration of the system into the business?
- 1.4 Demonstrate the extent of management integration or corporate strategy system/plan in running the business and the role played by the individual.
- 1.5 Were obstacles 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) that were achieved and what contribution made by the individual?**

- a. Identification of stakeholders, their requirements and expectations.
- b. Whether or not these requirements and expectations were achieved.
- c. What contribution made by the individual.

**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?**

- 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 PDCA 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.

**4. Additional justification and special achievements in support of the nomination?**

- 4.1 Consideration of background and qualifications of the candidate.
- 4.2 What field they operated in and the number of years in service.
- 4.3 The extent of their service to the company as a contribution to the region at large