



## Uganda Public Sector Innovation Awards 2015

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### Submission Guidelines

### *Transforming Government through processes innovation*

#### **Introduction**

Ministry of Public Service, through Civil Service College Uganda (CSCU) is happy to announce the 3<sup>rd</sup> Public Sector Innovation Conference. The Dates and place will be communicated in the next release

During the Conference, public institutions, teams and individuals who have successfully developed and implemented innovative solutions will be recognised and awarded.

The Innovation Awards will showcase the innovative solutions that have been recently and/or are still under implementation. Public institutions, teams and individuals who wish to apply for the awards should read and understand the guidelines below:

#### **Objectives of the Awards**

The objectives of the Innovations Awards are to:

- a) recognise and publically celebrate successful innovation stories in the Uganda Public Sector which are worthy of emulation;
- b) enhance the image of Uganda Public Sector in the country and internationally; and
- c) foster a culture of innovation by encouraging and recognising organisations and people for creative and effective ways of doing things.

#### **Categories of Awards**

This year's Public Sector Awards will be presented in the following yet to-be confirmed categories:

1. **Innovation that simplifies public service processes**

The award will go to an institution, team or individual who has excelled in rationalizing processes and improving operational efficiency of a public service institution to improve outcomes for citizens, without using new technology. The applicant should show evidence of cost savings and minimization of red tape as a result of removal of waste and redundancy.

2. **Technology as a lever for process innovation**

There has been great advancement in ICT in Uganda in form of computers, internet and mobile phone, among others. The award will go to an institution, team or individual who has excelled in adapting these technologies to simplify Government processes and serve the public better.

3. **Innovation in promoting local enterprise development**

One of the key roles of government is to provide for the welfare of citizens, which is achieved through promotion of economic development. Local enterprises play a significant role in economic development as they generate income for entrepreneurs, employment for citizens and revenue for government. The award will go to an institution, team or individual who has executed best practices in engaging local businesses to promote local entrepreneurship.

4. **Innovation in changing from process to Citizen-Centric Culture**

Government institutions in Uganda have for long been characterized by rigid rules; time-consuming processes and procedures; large amounts of paper work and file handing; and many levels of controls and approvals. The award will go to an institution, team or individual who has changed from a process centric to citizen centric culture.

5. **Collaboration and networking across government**

The award will go to institutions or teams who have collaborated with related institutions, teams or individuals to deliver swift services and reduce red tape. The applicants should show area(s) of collaboration with others and how working together has generated greater value for citizens and businesses. For this category, two or more institutions or teams who have collaborated should submit one application.

6. **Innovation that empowers women, girls and/or other vulnerable groups**

The award will go to institutions, teams or individuals who have excelled in using innovative ways to empower women and girls or other vulnerable groups.

7. **Best overall innovation**

This award will go to the nomination that best exemplifies all the characteristics of public sector innovation. The winning project will embrace new and available technology, involve collaborative partnerships, lead to improved outcomes for Ugandans and incorporate process improvements and re-design. There is no need

to apply for this award. The jury will assess the winning innovations and pick the best overall.

## **Selection criteria**

A panel for adjudicating the innovations has been put in place. In assessing the innovations, the panel shall use the following criteria:

### **1. Innovation that adds value (40 points)**

Innovation is about putting *new* ideas into *useful* practice. Particular attention will be paid to:

- What element(s) of the idea make initiative new, unique and innovative?
- How does the idea change thinking and perception about the problem and its solution?
- How does this new understanding translate into useful practices that are of benefit to the Public Sector and the citizens that it serves? If possible, show how it contained or reduced cost, enhanced efficiency, improved quality of the services delivered or enhanced customer satisfaction.

### **2. Transferable Lessons Learned (20 points)**

What are the lessons learned in the identification, formulation and implementation of the innovation. Particular attention will be paid to:

- Valuable insights into the innovation process in the Public Sector.
- Strategies for maximizing benefits while minimizing risks in the implementation of new ideas and change in the Public Sector

### **3. Long Term Significance (20 points)**

Does the innovation change how specific challenges and opportunities are perceived? Are there opportunities to adapt or expand the application of this innovation to other domains? Particular attention will be paid to:

- How the innovation has changed the understanding and analysis of similar challenges?
- The potential benefit of the innovation for the region and or the country?

### **4. Return on Innovation Investment (20 points)**

Not all innovations or new ideas have enduring benefits. Has sufficient time passed to demonstrate results, and thereby the initiative's effectiveness? Particular attention will be paid to:

- Independent assessments on the results achieved from the innovation.
- The costs of implementation and quantifiable benefits or Return on Investment achieved

Finalists will be asked to submit a short article about their innovation that will be distributed to all participants during the Innovation Conference. Winners and other leading entrants will be invited to the Conference.

## **Submission Rules and Guidelines**

1. All Public servants are eligible either as Ministries, Departments, Agencies, Local Governments, teams or individuals.
2. The innovation does not have to be completed but it should have been around long enough to be tested and show strong promise of added value.
3. Relevant supporting materials or documents should be submitted together with the submission form. Entries should not contain confidential information, as confidentiality cannot be guaranteed.
4. Entries should be written in simple English, avoiding use of jargon and complicated scientific terms. The form should be filled correctly, with as much summary information and details as possible. Hand written submissions will be acceptable when the writing is legible.
5. Civil Service College Uganda will not bear any of the costs related to submissions.
6. Submissions made last year which won the awards are not eligible.
7. Entries that do not meet eligibility requirements will be disqualified.
8. Applicants should submit their initiatives using the submission form attached
9. For category 7, the adjudication committee will assess all submissions and choose the best overall. It is therefore important to show how your innovation relates to other categories.

## **Adjudication process**

The selection of successful innovations will be done by a selection jury composed of five members who are persons of high integrity. Its membership is drawn from Ministry of Public Service, Ministry of ICT, Private sector, Public Universities and one official selected by the Permanent Secretary Ministry of Public Service. The jury will judge the submissions and its decisions are final. The jury may undertake a site visit of the innovation initiative/project or hold discussion with innovation team leaders or individuals via telephone, e-mail or face to face. The judges may move a submission from one category to another they deem to be more appropriate.

## **Administration**

Filled forms should be submitted by courier or hand delivered to the Director Civil Service College, Plot 40/56 Kisinja Road Jinja or Permanent Secretary, Ministry of Public Service, Plot 12, Nakasero Hill Road-Kampala. Electronic form can be found at [www.cscuganda.go.ug](http://www.cscuganda.go.ug) which can be filled online or downloaded, filled and emailed to: [info@cscuganda.go.ug](mailto:info@cscuganda.go.ug) copied to [enoch.mutambi@cscuganda.go.ug](mailto:enoch.mutambi@cscuganda.go.ug). The closing date for submission will be communicated on the website