



**REWARDS AND RECOGNITION
SYSTEM
FOR THE
FEDERAL MINISTRY OF WATER
RESOURCES**

10TH FEBRUARY 2021

FOREWORD

The introduction of a Rewards and Recognition System has given life to the provisions of the Public Service Rules. The Office of the Head of the Civil Service of the Federal Republic of Nigeria must be commended for this.

The adoption and implementation of the Rewards and Recognition Policy in the Federal Ministry of Water Resources, under my leadership, is evidence that we are deliberate in providing the necessary motivation and incentives to inspire Civil Servants to put in their best.

This Rewards and Recognition System (R&RS) in the FMWR is recognition that employees have other intrinsic needs other than monetary needs alone. The intrinsic need for recognition, encouragement, and reward of outstanding performance forms the other pillar on which the rewards policy stands.

The success of the R&RS Policy is dependent on the knowledge and understanding of its terms and conditions. Since knowledge is power, the publication of this Policy Handbook provides a level playing field for all staff of the Ministry to participate and be considered for any of the Awards.

This Policy Handbook has set out the Rationale and Objectives of the Scheme, Names of the Awards, Criteria for qualifications, Rewards, and the Weightings for each of the Six (6) Awards and one (1) Recognition. The Weighting provides an objective assessment criteria that insulates the Awards from the vagrancies of subjective judgements.

The Handbook also meets the criteria of transparency and accountability required on the part of the Ministry as the organizers of the Award Programme. The Rewards and Recognitions scheme should be considered an equal opportunity Programme and ally of the Performance Management System that is also being introduced in the Federal Civil Service.

I am confident that the complimentary role of the two Programmes would enable the Ministerial and Departmental Awards Selection Committees nominate the right and deserving staff for the various categories of Awards established under the Scheme.

Engr. Suleiman Hussaini Adamu, FNSE, FAEng.
Honourable Minister of Water Resources
Federal Republic of Nigeria

April 2021.

PREFACE

In 2017, as Permanent Secretary in the Service Welfare Office of the Office of the Head of the Civil Service of the Federation, we developed the proposal for a Service-wide Rewards and Recognition Scheme. The proposal was approved by the Head of the Civil Service of the Federation, and validated by Representatives of the Ministries, Extra-Ministerial Departments and Agencies of the Federal Public Service.

The aspects of the Rewards and Recognition Scheme implementable in Ministries have been adapted for implementation in the Federal Ministry of Water Resources. By this action, the Ministry becomes the first to seek to implement a structured Rewards and Recognition Programme in the Federal Civil Service of the Federal Republic of Nigeria.

In the design of the Rewards and Recognition Scheme, it was considered that a good Rewards and Recognition Scheme should motivate employees while aligning their goals with those of the Ministry. To this end, the Scheme strikes a balance between acknowledgement for work well done, maximising competitiveness, and improving productivity.

This Rewards and Recognition handbook is an important communication tool for the success of the Rewards and Recognition programme in the Ministry of Water Resources. Staff of the Ministry know what the Scheme is all about and can be confident that their contribution to the success of the Ministry in achieving its mandate and mission would be recognized and rewarded in non-financial terms.

The publication of this Handbook would also help achieve the overall objective of providing fair, equitable, and consistent rewards in accordance with the value added to the Ministry, beyond the discharge of statutory responsibility. There is no doubt that recognition, learning and development opportunities, which are some of the rewards provided for in the Scheme, would motivate staff, obtain their engagement and commitment, and help develop a high-performance culture.

Mrs. Didi Esther Walson-Jack, mni
Permanent Secretary
Federal Ministry of Water Resources, Abuja.

April 2021.

EXECUTIVE SUMMARY

As the custodian of the Federal Government bureaucracy, the Federal Civil Service remains a key factor with influence and impact on all dimensions of government including performance improvement and delivery of services needed to achieve national development goals and good governance. To realize these objectives at the Ministerial level, the need to establish a robust **Rewards and Recognition System (R&RS) in the Federal Ministry of Water Resources** to boost performance becomes imperative.

It is expected that the R&RS will play a fundamental role in accelerating the implementation of the **2017 - 2020 Federal Civil Service Strategy and Implementation Plan** by linking incentives and rewards to performance. It is also believed that **the focus of the Strategy Plan in developing an Efficient, Productive, Incorruptible and Citizen-centered (EPIC) culture in the Civil Service cannot be achieved without motivation**, which will engender both collaboration and co-operation from Staff and birth strategic outcomes such as well-motivated, disciplined, skilled and accountable Staff in the Ministry.

The idea behind the establishment of the R&RS is to provide a comprehensive and robust Rewards System that will motivate, recognize and reward best employees in the **Federal Ministry of Water Resources, ipso facto, the Federal Civil Service**. This would ultimately improve productivity as well as boost overall institutional performance.

Key among the objectives of the Rewards and Recognition System are to institutionalise the implementation of the relevant Public Service Rules on Awards and Recognition (**PSR 150101 – 150107**); serve as motivational tool to bring out the best from the workforce in the Ministry; enhance Staff personal development for career progression and embed a performance driven reward system that serves as enabler for all other strands of effective people management in an integrated fashion.

The Scope of the R&RS in the Federal Ministry of Water Resources covers the following Categories of Awards and Recognition Schemes:

A. The Ministerial Awards & Recognition Scheme

- 1) Honourable Minister Unique Act Award.
- 2) Permanent Secretary Exemplary Conduct Award.
- 3) Heroic Award
- 4) Long Service Merit Award.
- 5) Recognition of Long-serving and Retired Civil Servants.

B. Departmental and Units Awards & Recognition Scheme

- i. Ethics & Professionalism Award
- ii. Mentorship Award

Each of the Categories of Awards and Recognition have specific criteria for qualification, a well composed Award Selection Committee with Terms of Reference, Selection Guidelines and Weightings, and the suggested rewards, most of which are in kind, including the source of funding. Most of the Rewards are expected to be sponsored by Corporate Bodies, National and International organizations, and Donor Agencies and Partners.

The climax of the R&RS will be a **Ministry Awards Ceremony**, which will be held annually to recognize and celebrate the various **Ministerial Awardees as well as Staff of the Ministry who receive a Service-wide Honour, Recognition or Award**. The Ceremony will be organized in collaboration with relevant Government Stakeholders and will be **open to sponsorship by Private Sector and Development Partners and Agencies**. For uniformity and standards, the Certificates and Plaques at the Ministerial and Departmental levels, would be produced centrally.

Information regarding the R&RS, including names of the various Awardees will be **published on the Ministry's Website and in a Ministry Newsletter**. The Newsletter will be self-sustaining through Private Sector, Development Partners, and Donor Agencies sponsorships and advertisements. It will also serve as a vehicle to promote the vision and mandate of the Ministry and publicise topical issues related to Civil Servants' Benefit Packages, Government Policy directives on **Water Resource** matters, etc.

PROPOSAL FOR THE ESTABLISHMENT OF A REWARDS AND RECOGNITION SYSTEM IN THE FEDERAL MINISTRY OF WATER RESOURCES

INTRODUCTION

The Civil Service as a machinery of Government is charged with the responsibility of executing policies and programmes, and delivering services, which adequately meet the needs of the citizenry and provide good governance. It also ensures policy continuity and institutional coherence, thereby facilitating rapid attainment of national goals and sustainable development. In realizing these objectives, the need to have a well-motivated and appreciated Civil Service becomes imperative.

2. A Rewards and Recognition System in the Civil Service is a veritable motivational tool to enhance the performance of the workforce. Unfortunately, efforts in this direction have either been neglected or largely uncoordinated and for the most part, implemented as stand-alone strategies, without achieving the desired impact. This gap has led to gross development deficits, resulting in extremely low morale among the workforce, low productivity, service failure, corruption, etc. The overall outcome of this has been linked to poor service delivery.

3. To ameliorate the situation, the Office of the Head of the Civil Service of the Federation conceptualized a Strategy Plan (2017-2019) with focus on developing an Efficient, Productive, Incorruptible and Citizen-centred (EPIC) culture in the Civil Service. The vision of an EPIC Civil Servant cannot be achieved without the use of motivation, which will engender both collaboration and co-operation from Civil Servants. The successful implementation of an institutionalized Rewards and Recognition System, will birth strategic outcomes such as a **well-motivated, disciplined, skilled and accountable Civil Service** leading to improved staff morale, improved productivity, efficient service delivery, and good governance.

It is expected that the outcome of the R&RS would support the objectives of performance management in the Federal Ministry of Water Resources and the Federal Civil Service. The Ministry will require technical assistance

and adequate funding to establish an appropriate Rewards and Recognition System.

2. RATIONALE

As the custodian of the Government Bureaucracy, the Federal Civil Service remains a key factor with influence and impact on all dimensions of the Federal Government, including performance improvement and delivery of services needed to achieve national development goals and good governance. The Rewards and Recognition System, when established, would address poor performance in the Civil Service by encouraging excellence, recognizing merit and ensuring high levels of staff motivation in sustainable ways. This would, in turn, help accelerate the attainment of the national developmental goals.

3. OBJECTIVES

The Objectives of this Programme are, among others, to:

- i. institutionalise the implementation of Awards and Recognition as provided for in the Public Service Rules (**PSR 150101 – 150107**);
- ii. serve as motivational tool to bring out the best in the workforce in the **Ministry**, and its Agencies;
- iii. recognise long service of staff;
- iv. Enhance Staff personal development for career progression;
- v. Embed a performance driven reward system that serves as enabler for all other strands of effective people management in an **integrated** fashion;
- vi. Set a professional framework for institutionalizing performance and a service delivery mindset;
- vii. link rewards and recognition to measurable performance;
- viii. encourage competitiveness in service delivery; and
- ix. serve as a medium for the Ministry to make nominations for various Service-wide and National Recognition, Honours, Merits and Productivity Awards.

4. SCOPE

The Scope of the Rewards and Recognition System covers different Awards Categories and Commendation Schemes, provided for in the Public Service Rules and others being established. These are applicable to all Staff of the FMWR annually and would be reviewed, as the need arises, to ensure their relevance to the needs of the Ministry, and National Development Goals and Objectives.

5. AWARDS, CRITERIA FOR QUALIFICATION AND REWARDS

This proposal establishes **two categories of Awards and Recognition Schemes**, namely, **i) Ministerial Awards and Recognition Scheme**, and **ii) Departmental and Units Awards**. There are a total of Six (6) Awards and One (1) Recognition. **These Awards and Recognitions are adopted from the proposed Service-Wide Awards & Recognition Scheme.**

Various Rewards are recommended for each Award. The relevant Selection Committees have the discretion to approve one or more of the recommended Rewards for any recipient subject to availability of funds. Efforts would be made to secure sponsorships by Corporate Bodies, National and International organizations, and Donor Agencies and Partners for the Schemes.

For uniformity and standards, the Certificates and Plaques at Ministerial, and Departmental levels, would be produced by the Ministry.

The Categories of the Awards and Recognition Scheme, Criteria for Qualification, Composition of Award Selection Committee and the suggested rewards for the Awards and Recognition Schemes are as outlined below:

A. MINISTERIAL AWARDS & RECOGNITION SCHEME

1. Honourable Minister Unique Act Award.
2. Permanent Secretary Exemplary Conduct Award.
3. The Heroic Award
4. Long Service Merit Award
5. Recognition of Long-Serving and Retired Civil Servants

B. DEPARTMENTAL AWARDS

1. Ethics & Professionalism Award
2. Mentorship Award

6. MINISTERIAL AWARDS AND RECOGNITION SCHEME

1. HON. MINISTER UNIQUE ACT AWARD (PSR 150106).

This Award is intended for an Officer who, in the course of official duties, carries out a Unique Act.

CRITERIA FOR QUALIFICATION

- i. The act must have been done within the officer's course of duty.
- ii. It must have been done within the year under review.
- iii. The officer must have been regular in attendance at work.
- iv. The act must have added measurable value to the goals of the Officer's Department and or Ministry.

THE REWARD

Table 1

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Letter of commendation signed by the Honourable Minister	Honourable Minister
2	Engraved Plaque or engraved Trophy	The Ministry
3	To be recognised at a Special Top Management meeting where the recipient would receive Ministerial handshake, with the photograph posted in the Ministry website for one month	The Ministry
4.	Picture of recipient to be on the Ministry's Staff Wall of Honour	The Ministry
5.	A tour of either the Nigerian or International Administrative headquarters of one of the funding Agencies or Partners.	Development Partners/ Donor Agencies/ Corporate Sponsors/ Ministry

6.	To be included in the Honourable Minister's delegation on an appropriate official trip outside Nigeria	Ministry
7.	Recommendation for accelerated promotion	Ministry / Permanent Secretary
8.	Sponsorship to attend a special training course	Development Partners/ Donor Agencies/ Corporate Sponsors/ Ministry
9.	A laptop computer or Tablet	Development Partners/ Donor Agencies/ Corporate Sponsors/ Ministry

2. PERMANENT SECRETARY EXEMPLARY CONDUCT AWARD - PSR 150105.

This Award is intended for the best Officer based on outstanding performance of duties and exemplary conduct during the year.

CRITERIA FOR QUALIFICATION

- i. The act must have been done within the officer's course of duty;
- ii. It must have been done within the year under review;
- iii. The officer must have been regular in attendance at work;
- iv. The act must have added measurable value to the officer's Department or Ministry's goal;
- v. It must have been done over and above the officer's normal assigned duty;
- vi. The officer must have performed other roles when the Department was short-staffed;
- vii. Volunteered and worked on special projects;
- viii. Developed new work method(s) that resulted in better output or productivity; and
- ix. There must be some element of teamwork in the officer's performance.

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1	Letter of commendation signed by the Permanent Secretary	Permanent Secretary
2.	Engraved Plaque or engraved Trophy	Ministry
3.	To be recognised at a Special Top Management meeting where the recipient would receive Ministerial handshake, with the photograph posted in the Ministry website for one month	Ministry
4.	Picture of recipient to be on the Ministry's Staff Wall of Honour.	Ministry
5.	To be included in the Permanent Secretary's delegation on an appropriate official trip outside Nigeria (or Reward in item No. 6)	Ministry
6.	Sponsorship to attend a special training course	Ministry
7.	A tour of the Nigerian or International Administrative headquarters of one of the funding Agencies or Partners	Corporate Sponsor / Ministry / Development Partner
8.	Recommendation for accelerated promotion	Ministry
9.	A laptop computer or Tablet	Corporate Sponsor / Ministry / Development Partner

3. THE HEROIC AWARD (PSR 150106)

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 Ministry.**

CRITERIA FOR QUALIFICATION

- i. The act must have been done on or off duty, but outside of official responsibilities.
- ii. It must have been done within the year under review.
- iii. The official or persons, if staff of the Ministry, must have been regular in attendance at work.
- iv. The act must have been done during perilous circumstances.
- v. The act must have led to the safety of human life or property.

NOTE: Lifesaving or meritorious actions performed as part of the duty of a trained lifesaver – e.g., Medical Doctor, Nurse, Lifeguard, Fire Service, Emergency Service – will not be considered.

THE REWARD

Table 3

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Letter of Commendation signed by the Honourable Minister	Honourable Minister
2	Engraved Plaque or engraved Trophy	Ministry
3.	Recommendation for accelerated promotion	Ministry
4.	To be recognised at a Special Top Management meeting where the recipient would receive Ministerial handshake, with the photograph posted in the Ministry website for one month	Ministry
5.	Picture of recipient to be on the Ministry's Staff Wall of Honour.	Ministry
6.	A tour of the National or International Administrative headquarters of one of the Development Partners (for staff only).	Corporate Sponsor / Ministry / Development Partner
7	To be included in Honourable Minister's delegation on an appropriate official trip outside Nigeria (for staff only).	The Ministry / Hon. Minister
8.	Sponsorship to attend a special training course (for staff only).	Ministry / Permanent Secretary

9.	A laptop computer or Tablet	Corporate Sponsor / Ministry / Development Partner
----	-----------------------------	--

4. LONG SERVICE MERIT AWARD (PSR 150107)

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

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

THE REWARD

Table 4

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Officer who has served for 15 years will receive a Certificate of Recognition.	The Ministry
2.	Officer who has served for 25 years will receive a Certificate of Recognition and a Lapel Pin.	The Ministry
3.	For an Officer who has served for 35 years, the reward shall be a Certificate of Merit and a Plaque.	The Ministry
4.	For an Officer who has attained the age of 60, the reward shall be a Certificate of Merit and a plaque.	The Ministry
5.	Where the Officer in any of the category 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 one hundred thousand Naira (N100,000.00) only. In this case, this reward will supercede that of any other category.	The Ministry

***** The Certificates in each case should be signed by the Hon. Minister and Permanent Secretary of the Ministry.**

5. RECOGNITION OF LONG-SERVING AND RETIRED CIVIL SERVANTS

This Recognition is to appreciate a long-serving or retired Civil Servant for the Officer's meritorious service to the nation. It is to be held twice in a year and sponsored by the Ministry or Sponsors. The Certificates, Plaques, and Gift items listed in paragraph (i) above, are to be presented at this Reception.

CATEGORY B. DEPARTMENTAL AWARDS

1. ETHICS AND PROFESSIONALISM AWARD

The Ethics and Professionalism Award, intended to be on a monthly basis, recognizes a Civil Servant or Unit or Department that has exemplified the highest standards of professionalism and work ethic in course of their career or over a considerable period.

CRITERIA FOR QUALIFICATION

The criteria for this Award would include:

- i. Directly and through the support of colleagues, encourage altruistic and compassionate service to those who might not otherwise have received appropriate service.
- ii. Advance the case for an **Efficient, Productive, Incorruptible and Citizen-centred (EPIC) culture in the Civil Service** despite the challenges and obstacles to implementation.
- iii. The Officer should demonstrate exceptional ethical qualities or judgment relative to his or her peers in one respect or another.
- iv. The Officer must have been the most punctual and regular at work within the month under review.
- v. The Officer must have been observed and adjudged to be the most smartly and appropriately dressed within the month under review.
- vi. A specific incident or experience where the Award nominee encountered an ethical or professional dilemma and exercised exceptional ethical qualities or judgment.

THE REWARD

One or more of these rewards are recommended:

Table 5

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Recognition and a Commemorative Plaque at Departmental meeting.	Ministry / Department
2.	Picture of recipient to be placed on Department's Notice Board and website.	Department
3.	Sponsorship to attend a special training course	Ministry/Corporate Sponsor/Development Partner
4.	A laptop computer or Computer Tablet	Department/Corporate Sponsor/Development Partner

2. MENTORSHIP AWARD

The **Mentorship Award** is given annually to an Officer who best exemplifies the ideal image of a Mentor. The Award may be given to an individual who has established a record of consistent outreach to individuals in the Ministry, including the Professional and Administrative Departments, over time, supporting, encouraging, and promoting a positive and inclusive work environment, and for contributing to professional and personal development of a Mentee. The ideal candidate should have a record of achievement in not just successfully directing projects, programmes, and work, but also fostering development or providing training, guidance, and motivation, to one or more mentees in the Unit, Department or Ministry, in the context of Mentees' interests, passions, academic development, and personal circumstances.

CRITERIA FOR QUALIFICATION

This Award will be assessed monthly by the Departmental Selection Committee and be awarded on an Annual basis. The Award is for consistent month-by-month improvement in performance and productivity of the Mentee.

The criteria for this Award are as follows:

- i. The Superior Officer must have one or more Mentees.
- ii. The Mentor and Mentee relationship must be registered with the Head of the Department on the first day of the Relationship.
- iii. The Head of Department will register all the mentor and mentee relationships in the Department with the Schedule Officer for MENTORSHIP in the Human Resource Management Department.
- iv. Once a relationship is registered, the job description and defined Key Performance Indicators (KPIs) must be put in place about the Mentor's role, within one week of that registration, by the Mentor, Mentee, and the Head of their Department.
- v. The defined KPIs and roles must be submitted to the Schedule Officer for MENTORSHIP in the Human Resource Management Department.

THE REWARD

One or more of these Rewards is recommended:

Table 6

S/N	REWARD	RESPONSIBILITY / SOURCE OF FUNDING
1.	Recognition and a Commemorative plaque at Departmental meeting.	Ministry / Department
2.	Sponsorship to attend a special training course on Mentorship or Leadership	Ministry / Department

9. COMPOSITION AND TERMS OF REFERENCE OF MINISTERIAL AND DEPARTMENTAL AWARD SELECTION COMMITTEES

To ensure transparency and fairness in the selection process, and in line with the provision of the **PSR 150104**, Ministerial and Departmental Awards Selection Committees are to be constituted with the following membership and terms of reference:

A. MINISTERIAL AWARD SELECTION COMMITTEE

The membership shall be as follows:

Table 7

SN	Membership	Responsibility
1	Director, Human Resource Management Department	Chairman
2	Director, Reform, Coordination & Improvement Dept.	Member
3	A Director of one of the Technical Depts to be selected by the PS	Member
4	Any other Director to be selected by the PS.	Member
5	Representative from the Office of the Permanent Secretary	Member
6	Representative of the Anti-Corruption Unit	Member
7	Representative of SERVICOM	Member
8	Representative of the Joint Union Negotiation Council in the Ministry	Member
9	Representative of relevant Corporate and Development Partners	Member
10	The Deputy Director, Staff Welfare and Training	Secretary

TERMS OF REFERENCE OF THE MINISTERIAL AWARD SELECTION COMMITTEE

The terms of reference of the Ministerial Award Selection Committee shall include the following:

- i. receive nominations from Departments and Units for the different categories of Service-wide, and Ministerial Awards, monthly, quarterly and annually, as the case may be;

- ii. screen nominations made by the Departments and Units and shortlist deserving officers under the Ministerial and Service-wide Awards and Recognition scheme;
- iii. receive recommendations from the Departmental Selection Committee for the Departmental and Units Awards and Recognition Scheme;
- iv. make recommendations to the Permanent Secretary on nominations under the Service-wide and Ministerial Awards categories;
- v. determine the kind, category and type of Awards and Rewards to be accorded nominees in the case of Ministerial Awards;
- vi. determine the date and venue for the presentation of Ministerial Awards; and
- vii. submit a final Report to the Permanent Secretary, for approval in the case of Ministerial and Department Awards, and for submission of Nominations to the Head of the Civil Service of the Federation, in the case of Service-wide Awards.

DEPARTMENTAL AND UNITS AWARD SELECTION COMMITTEE

The membership shall be as follows:

Table 8

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 Unit	Member
6	Representative of SERVICOM	Member
7	A representative of the Director (HRM)	Member

8	A representative of Director, Reform, Coordination & Improvement	Member
9	A grade level 12 or 13 officer in the Department	Secretary

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

THE TERMS OF REFERENCE

- i. Receive and screen nominations, and select deserving officers for the monthly and quarterly Departmental and Units Awards and Recognition Scheme;
- ii. Receive, screen, and make recommendations and nominations to the Ministerial Selection Committee of the deserving officers for the Service-wide, Ministerial Awards and recognition, where the process is required to start from the Units and Departments; and
- iii. Prepare a monthly and quarterly report for the Permanent Secretary on the activities of the Committee.

10. SELECTION GUIDELINES AND WEIGHTING FOR USE BY THE SELECTION COMMITTEES

The criteria listed below shall form the basis and standard for nomination under this Scheme with each assessment criteria graded with the number of marks indicated in the second column on the right-hand side.

1. HON. MINISTER UNIQUE ACT AWARD WEIGHTING Table 9

SN	CRITERIA	WEIGHT	SCORE
1	The Uniqueness of act	50 marks	
2	Value added to Department's goals	25 marks	
3	Value added to the MDA's goals	15 marks	
4	Regular attendance	10 marks	
	Total	100 marks	

**2. PERMANENT SECRETARY EXEMPLARY CONDUCT AWARD.
WEIGHTING**

Table 10

SN	CRITERIA	WEIGHT	SCORE
1.	Developing new work methods that reduce waste or maximize resources.	20 marks	
2.	Performing extra duties beyond Schemes of Service	15 marks	
3.	Performing other roles when Department was short-staffed.	10 marks	
4.	Volunteering for and working on special projects.	10 marks	
5.	Performance of exemplary conduct within the course of his Official duties	10 marks	
6.	Element of teamwork	10 marks	
7.	Serving on a Committee and contributing to its success.	5 marks	
8.	Performance of exemplary conduct: within the Year under review	5 marks	
9.	Regular attendance at work (except officer is absent with official permission) ascertained from attendance register	5 marks	
10.	Value Added to Department goals	5 marks	
11.	Value Added to Ministry goals	5 marks	
	Total	100 marks	

3. THE HEROIC AWARDS WEIGHTING

Table 11

SN	CRITERIA	WEIGHT	SCORE
1	Act led to safety of human life or property.	40 marks	
2	Voluntary Assumption of Risk to Life	20 marks	
3	Act done off duty, and outside of official responsibilities.	20 marks	
4	Act done on duty, but outside of official responsibilities.	10 marks	

5	Regular in attendance at work.	10 marks	
	TOTAL	100 marks	

B. WEIGHTING FOR DEPARTMENTAL AWARDS

1. ETHICS AND PROFESSIONALISM AWARD

Table 12

SN	CRITERIA		WEIGHT	SCORE
1	Professionalism	Core values - Has the project / programme promoted or demonstrated the core values and behaviours set out in the Public Service Rules? Has the nominee(s) acted (where relevant) with honesty, integrity, impartiality, and objectivity?	10 marks	
		Timely delivery of service	10 marks	
		Outstanding Work performance that consistently exceeds established Performance Elements and Standards.	20 marks	
2	Dressing	smartly dressed	10 marks	
3	Ethics of Nominee in the incident(s) under consideration	Integrity	4 marks	
		Public Interest	4 marks	
		Competence	4 marks	
		Fairness	4 marks	
		Diversity & Inclusion	4 marks	
		Courage	4 marks	
		Avoidance of Conflict of Interest	4 marks	
		Ethical decision	4 marks	
		Respect for Rights of Citizens to Public Service	4 marks	
Dedication to Principles and Values of public service	4 marks			
4	Punctuality and		10 marks	

	regularity at work			
		TOTAL	100 marks	

2. MENTORSHIP AWARD – WEIGHTING

Table 13

SN	CRITERIA		WEIGHT	SCORE
1	Willingness to share knowledge, skills, and expertise with mentees	but their approach is limited in originality and creativity. (2)	2 marks	
		is moderately original or creative. (3)	3 marks	
		is highly creative or original with new and innovative ideas. (4)	5 marks	
2	Mentor provides guidance and constructive feedback while encouraging the mentee to gain confidence in his/her own skills and intellectual independence	though it is mainly prescriptive in nature.	2 marks	
		may be prescriptive or developmental.	3 marks	
		encouraging intellectual independence.	10 marks	
3	Clear interest in the mentoring relationship, showing care for the mentee(s) and treating them with respect.		5 marks	
4	Fostered a comfortable but challenging work environment, in which all members (mentors and mentees alike) have a voice and are empowered to participate in the work or intellectual conversation		10 marks	
5	Strong commitment to and reputation for facilitating Mentee's learning by making complex ideas understandable and meaningful to Mentees.		10 marks	
6	Fostering of high and inclusive work ethic and standards in the Office, performance setting, and beyond.		10 marks	
7	Positive role modelling as a professional with deep personal integrity, high ethical standards, a solid commitment to inclusion and diversity, and		10 marks	

	achievable standards for personal excellence.		
8	Consistent and ongoing guidance of Mentees regarding resources within and outside the Ministry, conflict resolution, and support for completion of the programme of work or study in a timely manner.	10 marks	
9	Substantial influence on the academic and professional pursuits of Mentee(s) that may include support for co-authorship or co-production of research, publications, creative performances and products, and presentations at national or international conferences or performance venues.	15 marks	
10	Evidence of sustained and active mentoring of Mentee(s) over time including professional productivity of Mentee(s) as reflected in their record of Service, scholarly or professional accomplishments.	10 marks	
	TOTAL	100 marks	

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

** *Regular attendance at work should be ascertained from the Nominee's Departmental / Unit / Office Attendance Register. Absence from work, with official permission, will not count as absence.*

11. ANNUAL AWARDS CEREMONY

The Ministry's Awards Ceremony will be held annually to recognise and celebrate the various Service-Wide and Ministerial Honourees and Awardees of the Rewards and Recognition Scheme. The Awards Ceremony will be organised either directly by the Ministry or in collaboration with relevant Stakeholders and will be open to sponsorship by **Development Partners, Private Sector and Donor Agencies**. The ceremony will also showcase outstanding individual achievements in the Service and help promote best practices and core values of the Civil Service.

12. FEDERAL MINISTRY OF WATER RESOURCES STAFF WELFARE NEWSLETTER

Information regarding the Rewards and Recognition Scheme, including names of the various Awardees will be published in a Quarterly Newsletter to be published by the Ministry. The Newsletter will also serve

as a vehicle to promote the Strategic Plan of the Federal Civil Service, topical issues related to Civil Servants' Benefit Packages, Government Policy directives on the Water Sector, as well as activities of the Ministry.

The Editorial Board will be constituted by a team of seasoned contributors with the Permanent Secretary as the Editor-in-Chief. It will be published quarterly and circulated widely in the Ministry and its Agencies nationwide. An online edition of the Newsletter will also be provided with various social media handles to improve interaction and communication with Civil Servants in the Ministry on various issues featured, among other things.

13. CONCLUSION

The cardinal thrust for institutionalizing the Federal Ministry of Water Resources Awards and Recognition System as a benefit package, is to reward exemplary performance in the Ministry, thereby promoting high performance and improving the welfare of Staff. It is also expected that the effort will engender competitiveness in the workforce and quality service delivery for the benefit of the citizenry.

The success of this Programme rests primarily on the shoulders of the Honourable Minister, Permanent Secretary, and Heads of Departments and Units in the Ministry, as well as the Ministerial and Departmental Selection Committees.

*Office of the Permanent Secretary
Federal Ministry of Water Resources, Abuja.
23rd February 2021*

DWJ/BY

**SUMMARY OF THE AWARDS, REWARDS,
RESPONSIBLE OFFICIALS AND POSSIBLE SOURCES OF FUNDING.**

S/N	REWARD	AWARDS	RESPONSIBILITY / SOURCE OF FUNDING
1.	Letter of Commendation	Hon. Minister Unique Act Award	Hon. Minister
		The Heroic Award	Hon. Minister
		The Permanent Secretary Exemplary Conduct Award	Permanent Secretary
		Recognition of Long-serving and Retired Civil Servants	Permanent Secretary
2.	Engraved Plaque or engraved trophy	Hon. Minister Unique Act Award	The Ministry
		Permanent Secretary Exemplary Conduct Award	The Ministry
		Mentorship Award	The Minister
3.	To be recognised at a Special Management meeting where the recipient would receive Ministerial handshake, with the photograph posted in the Ministry website for one month	Hon. Minister Unique Act Award	Hon. Minister
		Permanent Secretary Exemplary Conduct Award	Permanent Secretary
		The Heroic Award	Permanent Secretary
		Ethics & Professionalism Award	Permanent Secretary
4.	To be included in the Hon. Minister's delegation on an	Hon. Minister Unique Act Award	Permanent Secretary

	appropriate official trip outside Nigeria (staff only)	The Heroic Award	Permanent Secretary
5.	Picture of recipient to be on the Ministry's Staff Wall of Fame (Honour) and Website.	Hon. Minister Unique Act Award	Permanent Secretary
		The Heroic Award	Permanent Secretary
		The Permanent Secretary Exemplary Conduct Award	Permanent Secretary
6.	To be included in the Permanent Secretary's delegation on an appropriate official trip outside Nigeria	Hon. Minister Unique Act Award	Permanent Secretary
		The Permanent Secretary Exemplary Conduct Award	Permanent Secretary
		The Heroic Award	Permanent Secretary
7.	Sponsorship to attend a special training course	Hon. Minister Unique Act Award	Ministry / Corporate Sponsor / Development Partner
		The Heroic Award	
		Ethics and Professionalism Award	
		Mentorship Award	
8.	Tour of the National or International Administrative headquarters of one of the Development Partners	Hon. Minister Unique Act Award	Development Partner
		The Permanent Secretary Exemplary Conduct Award	
		The Heroic Award	
9.	Sponsorship to attend a relevant foreign short or Special course	The Permanent Secretary Exemplary Conduct Award	Ministry / Corporate Sponsor / Development Partner
		Mentorship Award	
10	Recommendation for	Hon. Minister Unique Act Award	The Ministry

	accelerated promotion	The Permanent Secretary Exemplary Conduct Award The Heroic Award	
11.	A laptop computer or Tablet	Hon. Minister Unique Act Award The Permanent Secretary Exemplary Conduct Award The Heroic Award Ethics & Professionalism Award	Ministry / Corporate Sponsor / Development Partner
12.	Reception / Send-Off, Certificate of Merit Plaque, and Gift Item.	Long Serving and Retired Civil Servants	Ministry / Corporate Sponsor / Development Partner
13.	Certificate of Recognition	Long Service Merit Award (15 years)	Ministry / Corporate Sponsor / Development Partner
14.	Certificate Recognition, and Lapel Pin	Long Service Merit Award (25 years)	Ministry / Corporate Sponsor / Development Partner
15.	Certificate of Merit, and Plaque	Long Service Merit Award (35 years of Service or 60 years of age)	Ministry / Corporate Sponsor / Development Partner
16.	Certificate of Merit, Plaque, and Gift (Not less than N100,000.00)	Long Service Merit Award (Head of Department or Unit)	Ministry / Corporate Sponsor / Development Partner

17.	Recognition and Commemorative Plaque	Ethics & Professionalism Award Mentorship Award	Ministry / Corporate Sponsor / Development Partner
-----	--------------------------------------	--	--