



MINISTRY OF EAST AFRICAN COMMUNITY,
LABOUR AND SOCIAL PROTECTION
STANDING COMMITTEE ON VOLUNTEERISM
and



VOYA 2017
CALL FOR NOMINATIONS

November 2017

Table of Contents

1.0 Introduction3

2.0 Purpose of Volunteer of the Year Awards (VOYA).....3

3.0 Expected Outcomes.....3

4.0 VOYA Award Categories4

5.0 Criteria for Selection.....7

6.0 Selection Process9

7.0 Estimated budget.....**Error! Bookmark not defined.**

8.0 Participating Partners.....**Error! Bookmark not defined.**

1.0 Introduction

Humanity, compassion, commitment and responsibility are some of the motives that have been driving individuals and corporate the world over to act in ways which work toward the betterment of oneself, other individuals, communities, and/or society. They volunteer themselves, their time, skills and resources as well as self for the well-being of others. Volunteering is the most fundamental act of citizenship and philanthropy in our society.

The voluntary sector plays a crucial role in Kenya, contributing to economic growth of the country¹, offering services needed in marginalized and disaster stricken areas, environmental conservation, education and health sectors as well as in peace building, conflict resolution and rehabilitation. Volunteerism has contributed to achievement of MDGs and will contribute to Sustainable Development Goals.

Volunteerism is the basic vehicle by which youth, older persons, disabled people, families and other social groups participate in the cultural, economic and social life of nations. The social capital represented by volunteering plays a key role in economic regeneration. This has been recognized by the National Volunteer Policy, which seeks long-term commitment to promote and establish the principles of volunteerism in the national consciousness.

2.0 Purpose of Volunteer of the Year Awards (VOYA)

The purpose of the Volunteer of the Year Awards is to highlight and recognize the exemplary performance and dedication to service of volunteers in building strong communities across the country through volunteerism, as envisaged in the National Volunteer Policy. The Awards aim to shine a light on the remarkable work of volunteers by celebrating them on a national level.

To give the event high visibility, the Awards ceremony will be presided over by **HE the President of the Republic of Kenya and the Chief Guest at UN Environment Assembly (UNEA)**. The program will include a forum where the two will talk and field questions on contribution of volunteerism to national development and environmental sustainability.

3.0 Expected Outcomes

The Awards will recognize a total of 22 winners and runners-up in the areas of Education, Health, Environment, Sustainable Peace and Entrepreneurship 2 International volunteers, 2 Volunteer Involving Organizations, 2 Companies with Corporate Volunteer Programs, 6 Educational Institutions, 2 Government ministries and agencies, 2 Lifetime Achievement Volunteers and 2 Peace volunteers. By honouring 48 individuals and organizations in the country, we will bring about more awareness of volunteerism through the publicity and motivation generated.

¹ According to the research carried out in June 2017 for MEACL&SP, Volunteer work contributes 3.6 percent to Kenya's GDP

4.0 VOYA Award Categories

The Volunteer of the Year Award 2017 will be awarded in five categories. Each category has specific targets and criteria of selection as follows;

Category A: Individual Award Category

1. Volunteer of the Year Award

1. A Kenyan national who is 25 years old and above
2. Giving his/her time and skills as a volunteer in a community, a community organization or in an organization working with volunteers
3. Served for a minimum of 3 years
4. His/her volunteer service has made a difference in the community

2. Youth Volunteer of the Year Award

1. A young person between the age of 12-24 years
2. Giving their time and skills as a volunteer in a community or a community Organization or an Organization working with Volunteers
3. Having served a minimum of 1 year
4. His/her volunteer service has made a difference in the community

3. International Volunteer of the Year Award.

1. A non-Kenyan volunteering in Kenya in a community based organization
2. Served in that community/organization for a minimum of 1 year
3. His/her volunteering service has made a difference in the community

Category B: Organizations and Corporate Category

1. Volunteer Involving Organization of the Year Award

1. A community based organization (CBO), Faith Based Organization (FBO), Non-Governmental Organization (NGO) or any other civil society organization
2. Works in development with and through volunteers
3. Its work through volunteers has made a difference in the community

2. Corporate Employee Volunteering Scheme of the Year Award

1. A company operating in Kenya with an employee volunteering scheme, or has a structure that allows its employees to volunteer in community development initiatives
2. The employee activities have made a difference to the community

Category C: Learning Institution Category

1. Tertiary Institution Volunteer Programme of the Year Award

1. A learning institution i.e. polytechnic, college, university
2. Has a programme that allows its students to give their time and skills to community development initiatives

3. The students' volunteer service has made a difference in the community

2. Secondary Schools Volunteer Programme of the Year Award

1. A school in Kenya providing secondary education

2. Has a programme that allows its students to give their time and skills to community development initiatives

3. The students' volunteer service has made a difference in the community

NB. There will be a special mention of contribution made by the group of students within the institution that enabled recognition to the institution.

3. Primary Schools Volunteer Programme of the Year Award

1. A school in Kenya providing primary education

2. Has a programme that allows its students to give their time and skills to community development initiatives

3. The students' volunteer service has made a difference in the community

NB. There will be a special mention of contribution made by the group of students within the institution that enabled recognition to the institution.

Category D: Government Ministries Category

Recognize the efforts by a Government Ministry that uses volunteers in a structured manner to advance its programmes and activities.

Category E: Special Category

Special Award: Peace and Reconciliation Volunteer of the Year Award

1. A Citizen of Kenya aged 18 years and above.

2. Has been involved in peace and reconciliation initiatives in a community through volunteering for the last 3 years.

3. Continues to give his/her time and skills to promote peace and reconciliation efforts in the community

4. Has made an impact in the community

Category F: Volunteer Lifetime Achievement Award (VLAA)

This is a recognition conferred to an individual volunteer who is a Kenyan citizen or a Kenyan Volunteer Organization or a local chapter organization of a foreign volunteer organization serving in Kenya that:

1. Has been engaged in consistent volunteering activities for at least twenty-five (25) years;

2. Has attained national status and recognition in the field of volunteerism;

3. Has been a recipient of national and international recognition/awards;

4. Plays a significant role/contribution in promoting volunteerism and possesses the capability to mobilize others to support volunteer causes; and serves as a role model through a positive representation of volunteerism as a development resource.

5.0 Criteria for Selection

- 1. The applicant has identified a problem within their community and ways to confront it.**

The Volunteer of the Year Award winners understand the issues facing the community they live in, have a thorough knowledge of the problem they are addressing and have designed clear and measurable methods to combat this problem.

- 2. The applicant is passionate and committed to empowering the community in which s/he works.**

Award winners have made significant long-term commitments to improving the lives of others in one of the five tracks of Health, Education, Sustainable Peace, Environment and Youth Entrepreneurship.

- 3. The applicant has cultivated long-term and respectful relationships within his/her community.**

Award winners are trusted and well-respected members of their communities and have worked hard to build and leverage long-term relationships by empowering and partnering with other community members.

- 4. The applicant demonstrates that s/he has directly and individually powered the success of his/her work.**

Award winners are the creators of programs and/or leading activists/advocates. Their involvement/leadership is integral to the success of their program/cause.

- 5. The applicant has extensively and tangibly improved the lives of others.**

Award winners have already created a substantial impact and tangibly improved the lives of others in measurable, concrete ways.

- 6. The applicant has generated great awareness of his/her issue or cause.**

Winners exhibit excellent communication skills, which they use to motivate and mobilize community members, promote their programs, and develop relationships with media, government, universities, other not-for-profits, individuals & funders.

- 7. The applicant has a long-term vision for the growth and sustainability of his/her work.**

Award winners have a clear growth plan for their work that ensures sustainability and continued impact.

- 8. The applicant is confident and enthusiastic about being a leader.**

Award winners are not reluctant heroes. They are confident, honest, and passionate leaders who take on challenges for the greater good.

Strong Applications Include:

- **Detail.** An application that describes the nominee's **individual role** and impact in the organization, campaign or community initiative under discussion. What did the nominee do exactly? Why does the nominee care about that cause/issue/problem? What do this work and the Volunteer of the Year Award mean to the nominee?
- **The nominee's Story.** What was the nominee's inspiration? What obstacles did he/she encounter? How did they overcome them to make change?
- **Impact.** How many people has the project helped? Have people in the subject community contributed to the nominee's efforts? 100 people? 1000 people? 10,000 people? Even MORE? A personal story about someone the nominee helped is great to include, but it is important to include quantifiable data as well.

Recommendation Letters:

Each nominee must have 2 recommendation letters from a beneficiary, community leader, supervisor, or partner. Letters from family members will not be accepted. Recommendation letters are intended to flesh out the application and give the judges more insight into who the applicant is, as a person. Recommenders should specifically write about their experience with the applicant and their thoughts about the applicant's work, impact, and collaboration with the community, if possible.

Marking scheme

Individual Category - Youth and Adult

1. Volunteer Qualities (Commitment/Leadership/Teamwork/Adaptability)- (25%)
2. Performance (Consistency, Initiative, Resourcefulness, Innovativeness and Awards and Recognition)- (40%)
3. Impact (Relevance to development priorities, Effectiveness and Replicable and Scalable)- (35%)

Organization Category - Non-Profit and Corporate

1. Qualities of the Organization (Policies on volunteerism, Functional volunteer management system, Employee/members participation, and Linkages with other organizations)- (25%)
2. Performance (Consistency, Initiative, Resourcefulness, Innovativeness, and Awards and Recognition)- (40%)
3. Impact (Relevance, Effectiveness and Replicable and Scalable)- (35%)

Volunteer Lifetime Achievement Award (VLAA)

1. Performance - has consistently made contributions to addressing issues and problems of local or national significance through voluntary engagements. (35%)
2. Commitment - has been engaged in volunteering activities for at least twenty-five (25) years. (15%)
3. Influence (plays a significant role/contribution in promoting the practice of volunteerism and possesses the capability to mobilize others to support volunteer causes)- (25%)

4. Inspiration (serves as an icon or a role model of volunteerism, gives a positive representation of volunteerism as a development resource)- (25%)

6.0 Selection Process

Who may nominate?

1. Any individual and heads of private sector organizations, beneficiaries and/or partner organizations, local government units and national government agencies can nominate.
2. Members or colleagues may nominate someone within their organizations with the nomination endorsed by the head of the organization.
3. Individuals and organizations may nominate themselves if they feel they qualify for any of the categories.

What is the nomination process?

Nomination forms may be obtained from the following agencies

- Ministry Online Portal
- VIO Society Website and Facebook page
- Members of Volunteer Involving Organizations Society

The completed nomination form must be submitted to the National Selection Committee whose contacts are indicated on the nomination forms.

Shortlisting Panel

A shortlisting Panel of persons knowledgeable in volunteerism will be constituted to go through all nominations and forward shortlisted applicants to the judging panel.

1. Nominations will be collated, and names of applicants will be replaced by numbers by a technical committee before shortlisting.
2. A shortlisting panel reviews the anonymous nominations.
3. Nominations will only be judged on the information provided in the original nomination form.
4. Each nomination will be read twice and scored

Judging Panel

A judging panel consisting of respected leaders from volunteerism, corporate and government sectors will be constituted to go through the shortlisted nominations and come up with the winners and runners up. The Judging Panel will individually score the shortlisted applications in each category using the marking criteria. The judges' marks are then added to determine the overall Volunteer of the Year. The winners will be announced during the Awards Gala on International Volunteer Day.

Timelines

1. Announcement of the Awards and nomination process – November 10, 2017
2. Nominations open – November 10, 2017
3. Closing Date for Nominations- November 28, 2017

4. Judging completed –December 3, 2017
5. Announcement and Conferment of Awards – December 5, 2017

Incentives

1. Runners-up will receive certificates of recognition.
2. Award winners will receive trophies and certificates. In future winners may also be given a cash award for a community project of their choice
3. Recipients of Volunteer Lifetime Achievement Award will receive medals, certificates of recognition. In future winners may receive a cash award for a community project of their choice.
4. Award winners and runners-up living outside the location of the awards ceremony will be provided with the least costly available and secure round-trip transportation and accommodation for their attendance in the Award Ceremony.
5. Award winners will be ambassadors for volunteerism for one year.

Prohibition and Exclusionary Provision

1. Awardees of previous years are no longer eligible to be nominated except to the Volunteer Lifetime Achievement Award, if they meet the criteria.
2. Selection Committee members and the Judging Panel are not eligible to nominate or be nominated.
3. Employees and officials of volunteer involving organizations are eligible to nominate or be nominated if they do not fall into the above 2 categories