



NATIONAL DISABILITY AWARDS

GUIDELINES

2025

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1. About the Awards

The National Disability Council of Namibia (NDCN) recognises and promotes the outstanding contributions of individuals, groups and organizations who are working to create an inclusive Namibia where people with disabilities are valued, respected and can contribute to the community.

As a new initiative of the NDCN, the Awards will celebrate the achievements of the disability fraternity who has a passion, vision and commitment to supporting people with disability. Through showcasing the disability sector, we will have the opportunity to demonstrate the very real difference that people working in this sector make to the lives of people with disabilities and the communities we live in.

The Awards will also provide an opportunity to promote the sector as a place of innovation and as a place for a rewarding and successful career with a wide variety of meaningful jobs for people with the right values and approach.

Lastly, the Awards will provide recognition that the journey toward becoming a more inclusive Namibia is everyone's responsibility. Small changes to the way we ensure people with disability are considered, included and valued, all add up to make a big difference.

2. Key stages and dates

Milestone	Date
Nominations open	Monday, 07 April 2025
Entries close	Wednesday, 30 April 2025
Selection period	Thursday 15 – Friday 16 May 2025

Winners informed	Monday 19 – Tuesday 20 May 2025
Awards ceremony	Thursday 26 June 2025

3. Award Categories and Criteria

Best sports Women and Men with disabilities

This Award will be given to a sportsman and women who has during the Awards qualifying period produced a world-class performance on a National, Continental, and Global arena or set world record(s).

1. Name and Surname:
2. Gender:
3. Type of disability:
4. Region:
5. Town:
6. Cellphone no:
7. Email address:
8. Sports code:
9. How many local games have you participated in and what were your positions at these games?
10. How many National games have you participated in and what were your positions?
11. How many African games have you participated in and what were your positions?
12. How many International games have you participated and what were your positions?

13. What other games not mentioned here have you participated in and what were your positions?

Best sport teams of persons with disabilities

This Award will be given to a sports team who has during the Awards qualifying period produced a world-class performance on a National, Continental, and Global arena.

1. Name of sports club:
2. Sports code:
3. Region:
4. Town:
5. Telephone no:
6. Email address:
7. Name and Surname of head of sports club:
8. How many local games have you participated in and what were your positions at these games?
9. How many National games have you participated in and what were your positions?
10. How many African games have you participated in and what were your positions?
11. How many International games have you participated and what were your positions?
12. What other games not mentioned here have you participated in and what were

your positions?

Best disability activist (organization or individual)

This Award will be given to a diversity and inclusion individual/ organization who has overseen real and tangible improvements for persons with disabilities in their activities. An individual/ organization who is dedicated to delivering disability inclusion locally, nationally, or globally and who has engaged various stakeholders and whose actions have resulted in positive change that break down barriers experienced by persons with disabilities.

1. Name and Surname:
2. Region:
3. Town:
4. Gender:
5. Type of disability:
6. Cellphone no:
7. Email address:
8. Do you have any media page/ channels in which you advocate for persons with disabilities, if yes please provide evidence of this.
9. How do you advocate for persons with disabilities? Please provide examples.
10. Have you been involved in past commemorations of any National or International Day of Persons with disabilities? If yes which day and how and where was it commemorated?

11. Is there any other evidence of your work towards disability activism? If yes, then provide evidence of this.

12. Which Organisation of persons with disabilities are you part of or work with?

Best service provider to persons with disabilities

This Award recognises excellence of a service provider who contributes to improving the health and wellbeing of people with disability. A service provider that has contributed to promoting better health outcomes for people with disabilities and who is leading or helping to make changes to emergency health responses, so they better meet the needs of people with disabilities during times of crisis.

1. Name of Organisation:
2. Region:
3. Town:
4. Street address:
5. Postal address:
6. Telephone and cellphone no:
7. Email address:
8. Name and Surname of head of Organisation:
9. Please provide us with the history of your organization and why you chose to be a service provider for persons with disabilities?

10. What services do you offer to persons with disabilities?

11. Are your services mobile or are they only offered in one or more regions/ towns?

12. How different are your services from other services offered to persons with disabilities?

13. How many persons with disabilities have benefited from your services? Please provide proof.

Best disability inclusive journalist or media house

This Award will be given to a journalist or media house that have produced outstanding work about topics related to disability. The goal is to appreciate media coverage and inspire journalists to continue covering important issues pertaining to disability.

1. Name and surname:

2. Gender:

3. Region:

4. Town:

5. Street address:

6. Postal address:

7. Telephone and cellphone no:

8. Email address:

9. What type of media do you work for?

10. How is your code of ethics inclusive to the needs of persons with disabilities?
11. Persons with disabilities are usually underrepresented in media. What have you done or are planning to do to improve this?
12. Do you have any media page/ channels, etc. in which you advocate for persons with disabilities or report on issue pertaining to persons with disabilities, if yes please provide evidence of this.
12. How often do you report or share information on matters pertaining to persons with disabilities? Please provide proof of your publications.
13. Have you attended any training on reporting on matters pertaining to persons with disabilities? If yes when was the training, who hosted the training and what was the content?
14. How is your information sharing accessible to persons with all types of disabilities?
15. Is there anything else that you would like us to know about your journey towards disability inclusive reporting?

Best employers of persons with disabilities

This Award will be given to an organisation/company/ institution that is a great place to work. We are looking for an organisation/company/ institution that demonstrates that it really values the physical and mental health and wellbeing of all its workers, including persons with disabilities, and has thoughtful, engaging and inclusive workplace practices. This might be through a new way of delivering effective workplace adjustments, a holistic

wellbeing programme, accessible and inclusive learning and development solutions or a truly inclusive approach to the workplace that enables persons with disability to grow, develop and thrive in the organisation/company/ institution.

1. Name of Institution:
2. Type of Institution:
3. Region:
4. Town:
5. Street address:
6. Postal address:
7. Tel and cellphone no:
8. Email address:
9. Name and Surname of head of Institution:
10. Number of persons with disabilities employed by your Institution:
11. Name and Surname:
12. Gender:
13. Type of disability:
14. Position:
15. Are all your employees with disabilities provided with reasonable accommodation?
16. How much funds have you spent on the reasonable accommodation of your staff with disabilities?

17. Do you have any staff with disability who have been promoted from a lower to a higher position? If yes, please explain.

18. How does your Institution promote disability inclusion?

19. What else would you like to share about your institution's past, present and future activities and plans on matters pertaining to your staff with disabilities?

Best education institution to persons with disabilities

This Award recognizes an education institution who has demonstrated service, achievement and outstanding contribution to the field of inclusive education.

1. Name of Institution:

2. Type of Institution:

3. Region:

4. Town:

5. Street address:

6. Postal address:

7. Tel and cell phone no:

8. Email address:

9. Name and Surname of head of Institution:

10. Number of graduates with disabilities from your institution: Provide evidence.

11. Number of students with disabilities currently studying at your institution:
Provide evidence.
12. How is the reasonable accommodation of students with disabilities catered for by your Institution: Provide evidence.
13. How does your institution raise awareness on matters pertaining to students with disabilities?
14. Does your institution have an office specifically responsible for the needs of students with disabilities? If yes, provide evidence.
15. Does your institution offer any Course or Module on matters pertaining to persons with disabilities?
16. Does your institution offer internship/employment opportunities to students with disabilities? If yes provide evidence.
17. Does your institution have a legal document that specifically speaks to the needs of students with disabilities? Provide evidence.
18. What else would you like to share about your institution's past, present and future activities and plans on matters pertaining to your students with disabilities?

Best Organization of Persons with Disabilities.

This Award will be given to Organization of Persons with Disabilities that has made a tangible, positive impact to the lives of persons with disabilities.

1. Name of Organization:

2. Type of Organization:
3. Region:
4. Town:
5. Street address:
6. Postal address:
7. Tel and cell phone no:
8. Email address:
9. Name and Surname of head of Organization:
10. Number of Regional Associations: Provide evidence.
11. Please provide us with the national and regional structures of your organization e.g. names and surnames of people occupying each portfolio:
12. Do you hold an annual general meeting every year: provide evidence?
13. Does your organization have a constitution guiding its work? Provide evidence.
14. How many persons with the type of disability that your organization is responsible for live in all regions of Namibia? Provide figures as per region.
15. How have your organization improved the lives of persons with the type of disability that it is responsible for? Provide evidence.

16. Which of the African organizations working on matters pertaining to persons with disabilities do your organization work with? Provide evidence of activities executed jointly.
17. Which of the international organizations working on matters pertaining to persons with disabilities do your organization work with? Provide evidence of activities executed jointly.
18. How often does your organization commemorate the national and international days of persons with the type of disability your organization is responsible for? Provide evidence.
19. What are your main achievements for 2023: Provide evidence.
20. What else would you like us to know about your organization?

Judging criteria

The Awards will be judged on the following evaluation criteria:

1. Relevance of the nomination to the award category **(the achievement)**.
2. Demonstrated outcomes, successes and positive impact on people with disabilities. **(the impact)**.
3. Additional information as required that will further inform the selection criteria and may add value to the nomination. **(additional information)**.

All categories

Nominations should address the following areas regardless of which category they are entering.

The achievement

Provide a summary of what the nominee has done in relation to the selected award category
(maximum of 100 words).

This section provides the selection panel with summary information indicating why the nomination is being made. It should be no longer than 100 words and include the result of the contribution the individual/organisation/team has made.

The impact

How has this impacted on the rights and inclusion of persons with disabilities in relation to the selected award category (maximum of 650 words. Provide a minimum of four and a maximum of 10 dot points).

This section requires the nominator to give evidence of outcomes and the impacts of the nominee's contribution to people with disability. Between 4 to 10 dot points must be provided to demonstrate the nominee's impact. Specific examples demonstrating achievement of the selection criteria should be given.

Tips:

- Demonstrate how the nominee/s has/have created change within the community or improved outcomes for people with disabilities.
- Explain how the nominee/s has/have demonstrated excellence in their sector or community.
- Provide examples that demonstrate the impact of their efforts, or the work carried out.

Additional information

Provide extra information that will add value to your nomination (maximum of 150 words).

This section allows a further 150 words to provide any relevant supporting information that further informs the selection criteria and may add value to the nomination.

4. How to nominate

Step one

Read this nomination guide, including the terms and conditions below, and review the submission requirements of entry for the awards.

Step two

Determine who to nominate – an individual/ team or organization. Discuss the nomination with the nominee's as you are required to get their endorsement for all nominations.

Step three

Write the nomination as per the judging criteria and submit with supporting/ evidence documentation.

Step four

Complete and submit your nomination(s) by 17:00 on Friday 9 May 2025 to the NDCN or to email address Maggy.Katjinamunene@mgepesw.gov.na.

5. Terms and conditions

Please note the terms and conditions include a screening process. Please read and ensure that you understand the awards terms and conditions before completing a nomination.

- A person who nominates (**nominator**) or a person who is nominated as an individual or as part of a team or organisation (**nominee**) for the National Disability Awards and submits or accepts a nomination is deemed to have accepted these terms.
- The National Disability Council of Namibia is the promoter of the awards.

Eligibility

- Nominees and nominated teams must:
 - be Namibian residents (temporary or permanent); and
 - have contributed to the realisation of positive change and inclusion for persons with disabilities; and
 - not have been a previous finalist, winner or highly commended nominee of the National Disability Awards, in their individual capacity or as part of a team (where applicable) for within the last three (3) years.
- A person cannot nominate themselves, whether in an individual capacity or as a member of a nominated team.
- Members of the judging panel, employees and Board members of the NDCN as well as their immediate families, are ineligible to be a nominator or a nominee.

Nomination process

1. Nominations received after this time may not be considered for the awards and no responsibility will be accepted by the NDCN for lost, late, incomplete or incorrectly submitted nominations.
2. A separate submission must be made for each nominee (or each nominated team).
3. Nominations received via email will be acknowledged with a confirmation email once your nominations are received. Hand delivered nominations will be acknowledged upon receipt.
4. When nominating an individual, team or organisation for an award, please ensure they agree to be nominated.
5. Nominations must include the names and contact details of two referees who can confirm the accuracy of the submission and verify the nominee or the nominated team's eligibility for an award. Referees must not be the nominator, or related to the nominator, nominee or a member of a nominated team. At least one referee must be from a different organisation to the nominee or nominated team.
6. All nominations and materials submitted to the NDCN in connection with the awards will become the property of the department and will not be returned.