



Republic of Zambia

OFFICE OF THE VICE PRESIDENT



NATIONAL POLICY ON
HONOURS AND AWARDS

IMPLEMENTATION PLAN

(2024-2028)



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FOREWORD

Honours and Awards are an important component of national development. They promote hard work, commitment to duty, loyalty and excellence. In Zambia, Honours and Awards are coordinated by the Office of the Vice President. Further, they recognise the various roles and responsibilities different individuals play in society. To enhance the administration of the Honours and Awards system in the country, Government formulated the first ever Policy in 2017 and prioritized improved management of Honours and Awards as well as enhanced sectoral Investiture Ceremonies. The policy has expired and requires replacement.

During the implementation of this Policy, a number of achievements were recorded. Notable amongst them were the increase in the number of deserving citizens being awarded in various categories. There were a number of awardees who came from diverse backgrounds, disciplines and geographical locations. Transparency in the nomination of citizens and foreign nationals was also enhanced. Further, publication for people to be considered for the awards was widely made. In addition, Government established various structures through which the management of the system was to be undertaken. District, provincial and national committees were established.

Despite these achievements, there were some challenges which affected the smooth implementation of the Policy. For instance, there was limited emphasis on Sectoral Investiture Ceremonies, limited participation of certain regions of the country, inadequate monitoring and evaluation. The National Honours and Awards Policy has been revised to comprehensively provide guidance on the implementation of Honours and Awards. To successfully implement this policy, it is important to ensure that all relevant stakeholders play their rightful role.

Government remains committed to ensuring that a credible institutional framework that supports transparency, accountability and fairness is put in place to ensure that the Award system is credible and enjoys the support of a wider section of society. Further, Government seeks to promote the Sectoral Investiture Ceremonies and strengthen the existing structures, for enhanced stakeholder participation. I, therefore, urge all members of society to take keen interest in the administration of this revised National Policy and support it in its entirety.



Her Honour Mrs. W.K Mutale - Nalumango, MP.

VICE PRESIDENT OF THE REPUBLIC OF ZAMBIA

ACKNOWLEDGEMENTS

The review of the 2017 National Honours and Awards Policy involved the engagement of various stakeholders. The engagements were with Government Ministries, Provinces and Other Agencies. The consultations were also extended to various interest groups such as the Non-Governmental Organizations, religious groups, the traditional leadership, former recipients of Honours and Awards as well as the general public. The consultation process was conducted through technical meetings and workshops during which relevant documents were reviewed and views from stakeholders were received.

May I, therefore, take this opportunity to appreciate each and every stakeholder's contribution towards the development of this Policy. Special acknowledgement is given to Cabinet Office, the Inter-Ministerial Committee of Officials on the formulation of the National Policy on Honours and Awards as well as to everyone who actively contributed to the development of the Policy.

I am confident that the revised Policy will guide the effective implementation of the Honours and Awards System to both Government and other key stakeholders.



Lillian M. Kapusana (Mrs)
Permanent Secretary (Administration)
OFFICE OF THE VICE PRESIDENT

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1. INTRODUCTION

The country has been administering Honours and Awards since independence. National Honours and Awards play an important role in promoting patriotism, hard work, innovation and excellence in national development. There are currently twelve types of awards given to deserving individuals some of which include; the Order of Distinguished Service, the Insignia of Honour, the Insignia of Meritorious Achievement and the Insignia of Mercy.

In 2017, the country formulated its first National Honours and Awards Policy to guide the implementation of Honours and Awards. A well implemented Honours and Awards Policy helps define, encourage and reinforce national aspirations, ideals and values. Government, through the Office of the Vice President, has been coordinating the implementation of the Honours and Awards Policy.

The Policy guided the awarding of deserving citizens with various Honours and Awards at national level. During the implementation of the Policy, many deserving citizens across the country have been identified, recognised and awarded for their contribution to the country. Further, there has been an increase in the number of citizens nominated for awards in the different categories from the various sectors of the country.

Despite the notable strides made during the implementation of the 2017 National Honours and Awards Policy, some challenges were also faced. These include inadequate coordination with sector and sub-national structures, the need to recognise citizens who have been making significant contributions to the development of the country across all sectors. Others include the limited knowledge and awareness about the eligibility for honours and awards among the citizenry as well as the inadequate appreciation of the value of the honours and awards medals relative to monetary awards among the recipients.

Therefore, this revised Policy builds on the successes recorded during the implementation of the 2017 Policy and seeks to strengthen the coordination and implementation of Honours and Awards. The Policy endeavours to reflect and promote well-deserved recognition for outstanding and distinguished contributions to national development. Further, the revised Policy embraces emerging issues and developments that have taken place over the years. These include the Eighth National Development Plan, the National Diaspora Policy and the National Decentralization Policy.

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The Policy has five sections as follows: Section one provides the Introduction while section two provides a critical analysis of the Situation. Section three highlights the Vision, Rationale and Guiding Principles for the Policy. Section four provides Policy Objectives and Measures. Section five provides the Implementation Framework. A separate Policy Implementation Plan has been prepared to guide the implementation, monitoring, and evaluation of the Policy.

2. VISION, RATIONALE AND GUIDING PRINCIPLES

2.1 Vision

“An inclusive and transparent National Honours and Awards system for the promotion of innovation and excellence”.

2.2 Rationale

The government formulated the inaugural National Honours and Awards Policy in 2017. The primary aim of the Policy was to provide guidance and enhance the management of Honours and Awards. Throughout the implementation of this Policy, numerous deserving citizens were identified, acknowledged, and bestowed with recognition for their noteworthy contributions to the nation. Notably, there was a significant rise in the number of citizens nominated for awards in diverse categories from various sectors across the country.

However, several challenges were encountered during the implementation of the Policy. These challenges encompass inadequate coordination with sector and sub-national structures, the imperative to acknowledge citizens who have made substantial contributions across all sectors to the country's development. Additional challenges include limited knowledge and awareness regarding eligibility for honours and awards among the citizenry, as well as insufficient recognition of the value of honours and awards medals compared to monetary awards for the recipients.

This revised National Honours and Awards Policy aims to enhance the management of the Honours and Awards system in Zambia. Additionally, the policy will establish a system of sector-specific recognition to incentivize deserving individuals and the general public to contribute to socio-economic development.

The sectoral awards will define, promote, and reinforce national goals, values, and benchmarks by identifying exemplary individuals. Furthermore, the Policy incorporates emerging trends and input from relevant stakeholders regarding the criteria for individual recognition and awards.

Additionally, the Policy will enhance patriotism and national unity which is a prerequisite for national development.

2.3 Guiding Principles

The implementation of National Honours and Awards will be guided by the following principles:

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(a) Fairness

Every Zambian and Non-Zambian, regardless of locality, race, religion, political, gender, ethnicity or social status, who has rendered outstanding service to the Republic or humanity shall have an equal opportunity of being honoured;

(b) Transparency

The administration of Honours and Awards shall be done in an open and accountable manner;

(c) Meritocracy

Selection of recipients of Honours and Awards shall be based on merit;

(d) Inclusiveness

The Honours and Awards system shall allow and accommodate nominees from all sectors, backgrounds as well as considering issues of gender, youth and disability;

(e) Objectivity

The administration of the Honours and Awards system shall uphold integrity and be free from bias or prejudice;

(f) The Whole of Society Approach

The administration of Honours and Awards in the country shall involve all sectors and stakeholders of society. It will emphasize collaboration, cooperation, and collective action across government, civil society, private sector, academia, and communities.

3. IMPLEMENTATION PLAN

TABLE: IMPLEMENTATION PLAN

Measures	Activities	Output Indicator	Targets					Responsible Institutions	Resource Estimates (ZMW)	
			Base Year (2023)	2024	2025	2026	2027			2028
Objective 1. To strengthen the management of Honours and Awards										
Measure 1.1. Enhance the conferring of Honours and Awards to recipients	1. Hold Provincial stakeholders' consultation meetings	Number of meetings held	0	5	5	0	0	0	OVP (Lead) Provincial Administration State Actors Non-State Actors	400,000
	2. Conduct consultations to develop the Honours and Awards draft Layman's Bill	Number of consultation meetings held	0	0	1	0	0	0	OVP (Lead) Cabinet Office-PAC State Actors Non-State Actors	300,000
	3. Hold validation meeting for the Honours and Awards draft Layman's Bill	Number of validation meetings held	0	0	1	0	0	0	OVP (Lead) Cabinet Office-PAC State Actors Non-State Actors	186,750
	4. Print and distribute the validated Act	Number printed and distributed	0	0	50	0	0	0	OVP (Lead) Government Printers Key stakeholders	20,000

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3. Develop Information Education Communication materials	Number of IEC materials developed	0	20	20	20	20	20	20	20	20	20	OVP (Lead) Ministry of Information and Media State Actors Non-State Actors	250,000
4. Translate Information Education Communication materials into local languages	Number of IEC materials translated into local languages	0	20	20	20	20	20	20	20	20	20	VP (Lead) Ministry of Information and Media State Actors Non-State Actors	250,000
5. Print IEC materials	Number of IEC materials printed	0	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	OVP (Lead) Ministry of Information and Media State Actors Non-State Actors	50,000
6. Distribute IEC materials	Number of IEC materials distributed	0	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	OVP (Lead) Ministry of Information and Media State Actors Non-State Actors	20,000
7. Hold stakeholder engagement meetings	Number of stakeholder engagement meetings	0	2	2	2	2	2	2	2	2	2	OVP (Lead) Ministry of Information and Media State Actors Non-State Actors	2,500,000

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Measure 1.4 Enhance the institutional framework for the Honours and Awards system	1. Set up and operationalise Sub-District Honours and Awards Committees	Number of Sub district Committees operationalised	0	10	10	10	10	10	10	10	OVP (Lead) District Administration Sub District structures Traditional Leaders Community members	300,000.00
	2. Develop the TORs of the Sub-District Honours and Awards Structures Committees	Number of TORs of Sub-District Honours and Awards structures in place	0	0	1	0	0	0	0	0	OVP (Lead) District Administration Sub District structures Traditional Leaders Community members	250,000.00
	3. Conduct orientation of Sub-District Honours and Awards Committees	Number of orientations conducted	0	0	1	1	1	1	1	1	OVP (Lead) District Administration Sub District structures Traditional Leaders NGOs Community members	500,000.00
Sub Total											38,331,963	

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Objective 2: To increase the socio-economic performance of sectors through Honours and Awards											
Measure 2.1 Promote sectoral awards	1. Hold public sector stakeholder engagement meetings on how to enhance the facilitation of honours and awards	0	1	0	1	0	1	0	1	OVP (Lead) Public Sector	525,000
	2. Hold Provincial stakeholders' consultation meetings	0	5	5	0	0	0	0	0	OVP (Lead) Provincial Administration State Actors Non-State Actors	400,000
	3. Conduct sensitisation campaigns	0	10	10	10	10	10	10	10	OVP (Lead) Ministry of Information and Media State Actors Non-State Actors	2,000,000
	4. Hold multisectoral engagement meetings to promote local supply of non-monetary awards	0	1	1	1	1	1	1	1	OVP (Lead) State Actors Non-State Actors	1,500,000

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Measure 2.2 Promote Private sector Awards	5. Hold multisectoral engagement meeting to promote monetary support awards	0	1	1	1	1	1	1	1	1	OVP (Lead) State Actors Non-State Actors	300,000
	6. Hold engagement meeting with sectors on sector specific awards	0	2	2	2	2	2	2	2	2	OVP (Lead) Line Ministries Other State Actors	2,500,000
	1. Hold private sector stakeholder engagement meetings on how to enhance the facilitation of honours and awards	0	1	0	1	0	1	0	1	0	OVP (Lead) Private Sector	525,000
	2. Undertake mapping of private sector institutions active in Honours and Awards	0	0	2	2	2	3	2	3	3	OVP (Lead) Private Sector	500,000
	3. Support the holding of private sector Honours and Awards	0	0	2	2	2	2	2	2	2	OVP (Lead) Private Sector	350,000

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Measure 2.3 Promote innovation, excellence and hard work in respective sectors	1. Develop the monetary selection criteria of awardees	Number of monetary selection criteria of awardees developed	0	1	0	0	0	0	0	0	OVP (Lead) State Actors Non-State Actors	300,000
	2. Develop the non-monetary selection criteria of awardees	Number of non-monetary selection criteria of awardees developed	0	1	0	0	0	0	0	0	OVP (Lead) State Actors Non-State Actors	300,000
	3. Conduct benchmarking exercise on selection criteria of awards	Number of benchmarking exercises on selection criteria of awards conducted	0	1	0	1	0	1	0	1	OVP (Lead) Cabinet Office Ministry of Foreign Affairs and International Cooperation Cooperating Partners	2,100,000
	4. Hold consultative meetings to encourage innovation and competitions such as JETS and Fairs	Number of consultative meetings held	0	1	1	1	1	1	1	1	OVP (Lead) State Actors Non-State Actors	1,000,000
	Sub Total											

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Measure 3.2 Enhance stakeholder involvement in Honours and Awards	1. Establish Provincial Committees for Honours and Awards	0	0	2	4	6	10	OVP (Lead) Provincial Administration Key stakeholders	275,000	
	2. Establish District Committees for Honours and Awards	58	70	82	94	106	116	OVP (Lead) District Administration Key stakeholders	1,000,000	
	3. Conduct Capacity building of the Advisory Council of Ministers on Honours and Awards	0	2	2	2	2	2	2	OVP (Lead) Cabinet Office	10,000
	4. Conduct Capacity building of the Standing Committee of Permanent Secretaries	0	2	2	2	2	2	2	OVP (Lead) Cabinet Office	10,000
	5. Conduct training of Provincial and District Committees on Honours and Awards	0	1	1	1	1	1	1	OVP (Lead) Provincial and District Administration Key stakeholders	400,000
	Sub Total									2,251,750

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Measure 4.2 Enhance research to support socio-economic development	1. Conduct research on the socio-economic impact of National Honours and Awards	0	1	0	0	0	0	0	0	OVP (Lead) Ministry of Finance and National Planning ZAMSTATS	1,000,000
	2. Conduct research on scope and modalities of awards as well as adherence to the guiding principles on Honours and Awards	0	0	1	0	0	0	0	0	OVP (Lead) Ministry of Finance and National Planning ZAMSTATS	2,000,000
	3. Conduct capacity building programmes on research methodologies	1	0	1	0	0	0	0	0	OVP (Lead) Ministry of Finance and National Planning ZAMSTATS	1,000,000
Measure 4.3 Improve monitoring and evaluation of National Honours and Awards	1. Design and develop monitoring tools	0	1	1	1	1	1	1	1	OVP (Lead) Ministry of Finance and National Planning ZAMSTATS	1,500,000
	2. Pilot the application of the developed monitoring tools	0	0	1	0	0	0	0	0	OVP (Lead) Ministry of Finance and National Planning ZAMSTATS	500,000

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3. Facilitate capacity building programmes on monitoring and evaluation	Number of capacity building programmes conducted	0	0	0	0	0	0	0	1	0	OVP (Lead) Ministry of Finance and National Planning ZAMSTATS	1,000,000
4. Conduct Mid-term evaluation	Number of mid-term evaluations conducted	0	0	0	0	1	0	0	0	0	OVP (Lead) Ministry of Finance and National Planning ZAMSTATS	400,000
5. Conduct post evaluation exercise on awardees	Number of post evaluation exercises conducted	0	0	0	0	0	0	0	0	1	OVP (Lead) Ministry of Finance and National Planning ZAMSTATS	400,000
6. Develop a grievance redress mechanism	Number of grievance redress mechanisms developed	0	0	1	0	0	0	0	0	0	OVP (Lead) Cabinet Office	250,000
7. Hold Stakeholder consultative meetings to improve monitoring and evaluation of Honours and Awards	Number of consultative meetings held to improve monitoring and evaluation of honours and awards	0	0	2	2	2	2	2	2	2	OVP (Lead) Ministry of Finance and National Planning ZAMSTATS	350,000

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	8. Conduct review of the Honours and Awards Policy	Number of reviews conducted	0	0	0	0	0	0	0	1	OVP (Lead) Ministry of Finance and National Planning ZAMSTATS	1,000,000
Measure 4.4 Promote capacity building of Honours and Awards through regional and international cooperation	1. Undertake bench marking exercises	Number of bench marking exercises undertaken	0	0	1	1	1	1	1	1	OVP (Lead) Cabinet Office Ministry of Foreign Affairs and International Cooperation Cooperating Partners	1,410,000
	2. Conduct engagement meetings on the inclusion of Zambians in the diaspora	Number of engagement meetings undertaken	0	0	1	1	1	1	1	1	OVP (Lead) Cabinet Office Ministry of Foreign Affairs and International Cooperation	25,000
Sub Total												14,375,000
Total												67,258,713

