

4TH CSR & RESPONSIBLE BUSINESS AWARDS - 2023

MULUNGUSHI CONFERENCE CENTRE, LUSAKA.



Zambia CSR Awards Guidebook

2024

Table of Contents

Background: 2

Objectives:..... 2

Benefits of Entering the Awards:..... 2

Principal Award Categories: 4

 1. CSR Excellence Award:..... 4

 2. Environmental Impact Award:..... 4

 3. Partnerships & Innovations Award: 4

 4. Special Awards:..... 4

Categories for 2024:..... 4

Introduction:

The CSR Awards hosted by **CSR Network Zambia (CSRNZ)** have evolved into a prestigious event in the country's corporate and sustainability landscape. Since its inception in 2019, these awards have grown in significance, celebrating and recognizing outstanding contributions made by organizations, individuals and teams in the field of Corporate Social Responsibility (CSR), Sustainability, and Environmental, Social and Governance (ESG) practices.

These awards serve as a platform to honor and showcase the remarkable efforts and initiatives of both public and private sector entities in Zambia that are dedicated to making a positive impact on society and the environment. The awards are a testament to the commitment of organizations towards sustainable practices, community development and responsible business conduct.

As we approach the fifth cycle of the CSR Awards, to be held in Livingstone in February 2024, the event promises to be even more impactful and inclusive. It will feature an engaging conference, insightful discussions, a networking dinner on a boat, a site visit to a project and a glamorous gala dinner. The awards will continue to recognize excellence in CSR, environmental stewardship, innovative partnerships and the outstanding contributions of individuals and teams who are shaping the future of CSR and sustainability in Zambia.

CSRNZ remains committed to promoting CSR, in its many forms and sustainability practices in Zambia and creating a platform where organizations can share their success stories, collaborate on impactful projects, and inspire others to join the journey toward a more sustainable and socially responsible future. We look forward to celebrating the achievements of organizations and individuals who are making a real difference in Zambia's communities and environment.

Objectives:

The ten (10) primary objectives of the CSR Awards include:

1. **Recognition of Excellence:** The awards aim to identify, acknowledge and celebrate organizations, individuals, teams and projects that have demonstrated exceptional commitment and achievements in the field of CSR and sustainability.
2. **Inspiration and Motivation:** By showcasing successful CSR initiatives, the awards seek to inspire other organizations to adopt socially responsible and sustainable business practices, encouraging them to make a positive impact on society and the environment.
3. **Knowledge Sharing:** The awards provide a platform for sharing best practices, innovative approaches and success stories, creating a knowledge-sharing network among members, participants and stakeholders.
4. **Capacity Building:** The awards encourage continuous learning and improvement by promoting the development of CSR and sustainability-related skills and expertise among organizations and professionals.
5. **Networking and Collaboration:** The event fosters collaboration and partnerships among organizations, NGOs, government ministries/departments and other stakeholders, enabling collective efforts to address social and environmental challenges.

6. **Highlighting Impact:** The awards highlight the tangible social, environmental and economic impacts of CSR and sustainability initiatives, emphasizing the importance of these efforts in addressing critical issues.
7. **Public Awareness:** They raise public awareness about the significance of CSR and sustainability, promoting responsible consumer behavior and encouraging public engagement with these topics.
8. **Government Engagement:** The awards serve as a platform for engaging with government bodies and policymakers to discuss regulatory frameworks and incentives that support CSR and sustainability practices.
9. **Feedback and Evaluation:** Organizations receive feedback and evaluations of their CSR projects, helping them refine their strategies and improve their social and environmental impact.
10. **Strengthening the CSR Ecosystem:** The awards contribute to the development and strengthening of Zambia's CSR ecosystem by recognizing contributions from various sectors and encouraging the integration of CSR into business practices.

Awards Entry Criteria:

The following is the criteria for organizations to understand the requirements and expectations for entering the Zambia CSR Awards. Organizations are encouraged to carefully review and address these criteria when preparing their submissions:

1. **Eligibility:** The organization or project must be located and operating within Zambia.
2. **CSR Focus:** Entries should demonstrate a commitment to CSR efforts that contribute to social, environmental or economic development.
3. **Nominations:** Self-nominations and nominations by third parties (including employees, stakeholders or the public) are welcome.
4. **Categories:** Entries should align with one or more of the predefined award categories.
5. **Submission Deadline:** Entries must be submitted by the specified deadline to be considered.
6. **Completion Date:** CSR initiatives or projects should have been implemented within the defined time frame specified for the awards.
7. **Documentation:** Submissions should include clear and concise documentation (using the provided submission format), evidence and results that support the impact and effectiveness of the CSR initiative.
8. **Transparency:** Organizations should provide accurate, transparent and verifiable information about their CSR activities.
9. **Sustainability:** Consideration should be given to the long-term sustainability and enduring impact of the CSR project.
10. **Innovation:** Entries are encouraged to highlight innovative approaches and practices that set them apart.
11. **Social Impact:** Organizations should showcase positive social impacts, such as improved livelihoods, health, education or community development.
12. **Environmental Impact:** CSR initiatives should demonstrate efforts to reduce environmental impact, promote conservation or enhance sustainability.

13. **Economic Impact:** Entries may also address economic development aspects, such as job creation, support for local businesses, or economic growth in the country.
14. **Adaptability:** The initiative's ability to adapt to changing circumstances and challenges, should be emphasized if applicable.
15. **Evaluation:** Entries should explain how the effectiveness of the CSR initiative was measured and evaluated, where possible.

Benefits of Entering the Awards:

1. **Recognition:** Gain national and industry recognition for your organization's CSR and sustainability efforts.
2. **Credibility:** Showcase your commitment to corporate responsibility and ethical business practices.
3. **Inspiration:** Motivate your team and industry peers to engage in responsible business practices.
4. **Networking:** Connect with like-minded organizations, NGOs, government officials and stakeholders.
5. **Learning:** Share and learn best practices and innovative solutions in CSR, sustainability and ESG.
6. **Visibility:** Raise your organization's profile and brand image.
7. **Inspiration for Others:** Set an example for others to follow in the field of CSR and sustainability.

Principal Award Categories for the 5th CSR Awards:

1. CSR Excellence Award:

Recognizing organizations that have excelled in CSR initiatives, positively impacting society and the environment.

2. Environmental Impact Award:

Honoring organizations that have demonstrated outstanding commitment to environmental sustainability, conservation, and responsible resource management.

3. Partnerships & Innovations Award:

Celebrating collaborations, partnerships, and innovative projects that have led to significant CSR and sustainability outcomes.

4. Special Awards:

Recognizing individuals, teams, and leaders who are pioneers and champions in shaping the CSR and sustainability landscape in Zambia.

How to Submit Your Nomination:

1. Visit our website – <https://csrzambia.org>
2. Go to the menu “**2024 Conference & Awards**” and see all available options.

3. Get started with your submission by clicking on the sub-menu “**5th CSR Awards Nomination Form**”
4. Enter Nominator (person submitting the nomination) details and Nominee (organization or individual being nominated) details.
5. Select the right category or categories
6. Fill in the rest of the forms
7. Submit your nomination
8. Applications end on 15 November 2023.



A panel of Judges will carefully select the winners. Winners will be contacted to attend the ceremony happening in February 2024 in Livingstone.

Glossary of Categories for 2024:

For the Fifth CSR Awards, we have developed a set of categories that reflect the latest trends and practices in sustainability and CSR and are divided into four (4) principal categories – CSR Excellence; Environmental Impact; Partnerships and Innovation; Special Awards.

1. CSR EXCELLENCE

Celebrating companies that go the extra mile to serve their local communities.

CAT#	CATEGORY	DESCRIPTION
1.1	EDUCATION: Infrastructure Development Teacher Development STEAM Education Adult Literacy	For companies that excel in providing educational programs. This award recognizes and honors the remarkable contributions of organizations dedicated to enriching the communities in which they operate.
1.2	HEALTHCARE: Women Health Initiative Child Health Initiative Infrastructure Development Rural Health Initiative Workplace Mental Health	Honors remarkable contributions that have resulted in tangible benefits, achieved through collaboration or close partnerships with healthcare institutions.
1.3	BEST COMMUNITY SOCIAL IMPACT: Youth Skills Development Women Empowerment Housing Inclusive Development of PwDs	Companies contribute significantly to the growth of sustainable communities through innovative initiatives. We celebrate their vital role in achieving common goals guided by unifying principles.
1.4	FINANCIAL INCLUSION: Financial Literacy Entrepreneurship	For corporates that have created initiatives which enable communities to start growing out of poverty through personal finance, entrepreneurship, or financial literacy.

1.5	AGRICULTURE: Livelihoods Food Security Diversification Smart Farming Conservation Farming	Open to organisations striving to make a positive impact on society – by addressing issues in the agriculture sector.
1.6	SPORTS: Contributor to Sports Sports Personality Best Sports Initiative	“Sport has the power to change the world. It has the power to inspire. It has the power to unite people in a way that little else does. It speaks to youth in a language they understand. Sport can create hope where once there was only despair.” Nelson Mandela.
1.7	HERITAGE, ARTS & CULTURE SUPPORT: Support to Music Support to Film Industry Support to Traditional Ceremonies	Recognising organisations promoting artistic and cultural excellence, supporting festivals and traditional ceremonies.
1.8	TOURISM: Eco Tourism Sustainable Tourism Supporting Local Communities	Recognising businesses integrating responsible behaviours in their strategies and operational practices to continually achieve sustained levels of excellence in the tourism sector.
1.9	SAFE DRINKING WATER, SANITATION AND HYGIENE: Access to Water Hygiene Sanitation	Safe WASH is not only a prerequisite to health, but contributes to livelihoods, school attendance and dignity and helps to create resilient communities living in healthy environments.

2. ENVIRONMENTAL IMPACT

To be awarded to corporates that have integrated environmental projects and initiatives into sustainable development strategy and has delivered outcomes to fight climate change.

CAT#	CATEGORY	DESCRIPTION
2.1	BEST SUSTAINABLE PRODUCT	Sustainability efforts can be improved significantly with sustainable products. This category is for organisations that have created a product with the best sustainability features.
2.2	BEST WATER AND WASTE MANAGEMENT: Waste Management Water Conservation E-Waste Management	Water conservation is a crucial component of sustainability programme, along with wider waste management. This category is for organisations leading the way in saving essential water resources and reducing waste.
2.3	BEST AFR100 INITIATIVE	Awarded to an organisation that has acted collectively and effectively to protect, preserve, or restore the biodiversity, eco-systems and/or the country’s natural resources in direct response to the AFR100 project.
2.4	BEST SUSTAINABILITY EDUCATION/AWARENESS	Organisations that are educating employees and their wider communities on sustainability issues as the topic becomes increasingly central to success. This category celebrates the

	very best programmes initiated by the most forward-thinking.
--	--

3. PARTNERSHIPS AND INNOVATION

The awards will be presented to different organisations demonstrating varying qualities and commitment within their partnership schemes.

CAT#	CATEGORY	DESCRIPTION
3.1	PARTNERSHIPS OF THE YEAR: CORPORATE-COMMUNITY CORPORATE-NGO CORPORATE-SOCIAL ENTERPRISE CORPORATE-CORPORATE CORPORATE-GOVERNMENT	Multiple winning awards under one umbrella of 'Partnerships' split into sub-categories. The awards will be presented to different organisations demonstrating varying qualities and commitment within their partnership schemes.
3.2	BEST NEWCOMER	Recognise corporates that are starting their CSR journey including those that have not been a finalist before. Initiatives could include those who have achieved significant achievements in a relatively short period and/or with a restricted budget.

4. SPECIAL AWARDS

Honouring individuals and teams that are shaping the narrative of CSR and the future of sustainability in Zambia.

CAT#	CATEGORY	DESCRIPTION
4.1	YOUNG IMPACT CHAMPION Male Female	This award will be given to a young changemaker below 35 years who has delivered inspiring and meaningful transformations in improving lives or has displayed exceptional leadership skills in influencing communities positively towards achieving the SDGs.
4.2	CSR LEADER OF THE YEAR Male Female	Open to organisations wishing to enter an individual who has shown outstanding leadership in promoting responsible and ethical practices. This is for CEO level or those leading a programme within the organization.
4.3	CHAIRPERSON'S AWARD: INNOVATION OF THE YEAR	For an outstanding project that combines innovation with high impact-delivery in any of the thematic areas and is scalable.

Submission Preparation:

When organizations are submitting a CSR Award nomination, it's crucial to provide comprehensive information that enables judges to thoroughly evaluate the entry. To facilitate the judging process and enhance the chances of success, organizations should have the following information readily available:

1. **Contact Information:** Organization name, address, and contact details. Contact person's name, title, email, and phone number.
2. **Category Selection:** Select the category or categories for which you are submitting the nomination.
3. **Executive Summary:** A concise overview of the CSR initiative, highlighting its key objectives, outcomes, and significance.
4. **Strategy and Implementation:** Describe the strategy and approach used to implement the CSR initiative. Explain how the project was executed, including timelines and key milestones.
5. **Measurable Outcomes:** Present quantitative and qualitative data on the impact of the CSR initiative. Include metrics, statistics and measurable outcomes that demonstrate the initiative's success.
6. **Innovation and Creativity:** Highlight any innovative or creative approaches used in the project. Briefly explain how these approaches contributed to the initiative's effectiveness.
7. **Partnerships and Collaborations:** Specify any partnerships, collaborations or alliances formed during the project. Describe the roles and contributions of each partner.
8. **Sustainability and Long-Term Impact:** Explain how the CSR initiative contributes to sustainability and long-term positive impact.
9. **Challenges Faced:** Address any challenges, obstacles, or setbacks encountered during the project. Describe how these challenges were overcome or mitigated.
10. **Corporate Values Alignment:** Show/explain how the CSR initiative aligns with the organization's core values, mission, and vision.
11. **Supporting Documents:** Include any relevant documents, reports, photographs, videos, testimonials, or additional materials that support the nomination.

By preparing and presenting this information thoughtfully and comprehensively, organizations can provide judges with a clear understanding of their CSR initiatives and increase their chances of receiving recognition and awards for their outstanding efforts in CSR and sustainability.

For more details, updates, and the nomination process, please visit <https://csrzambia.org>