



Management Association of Nepal (MAN)

ANNUAL AWARDS GUIDELINES 2022

About MAN

Management Association of Nepal (MAN) was established in 1979 as the apex body of the management professionals with active support of the corporate sector in Nepal. Being a national non-profit and non-partisan membership-based professional organization, MAN has been an important forum for developing management professionalism while promoting performance-oriented work culture and socially responsible management practices in the country. It has a strong membership base of over 3050 individuals and 300 institutions from different disciplines and sectors of Nepali economy and society.

MAN is one of the founding members of the Asian Association of Management Organizations (AAMO). It has also close links with a number of well-known professional bodies like the American Management Association (AMA), All-India Management Association (AIMA), and the North India Management Association (NIMA). These linkages help MAN to have access to information on the best management practices and techniques available in the other parts of the world.

Awards for Excellence

As one of its important institutional roles, MAN has instituted various Awards to recognize excellence in management practices and professions in the country. It has been recognizing managerial excellence of practicing managers by instituting since 1987 "Manager of the Year Award (MYA)", a much-coveted and prestigious award in the field. The Award has been instituted for recognizing excellence in organizational performance attributable to the incumbent Chief Executive. It is awarded on the basis of a rigorous evaluation involving a holistic model that focuses on organizational achievement and leadership impact.

Similarly, MAN started granting "Woman Manager Recognition Award (WMRA)" from 2002 to recognize excellence among women managers. It has been established for recognizing their

contribution to organizational achievement, managerial performance, and impact on aspiring women in management.

It also felicitates life time achievements in management by conferring "Outstanding Management Award (OMA)" to the deserving well known and distinguished leaders from either formal organizations or broader communities, recognizing their outstanding contribution in the organizational or social development of Nepal.

Occasionally, MAN recognizes excellence in managerial performance in various sectors by conferring sector-specific excellence awards. For example, it has conferred "Outstanding Civil Servant Award" a couple of times in the previous years.

Eligibility

- A. **Manager of the Year Award (MYA)**: Chief Executive Officer or organizational head of a legally registered and renewed organization (for-profit or not-for-profit) having served a tenure of minimum two financial years in the position and with continuation in the position till the award is declared.
- B. **Woman Manager Recognition Award (WMRA)**: Senior woman manager in the position of at least department head in a legally registered and renewed organization (for-profit or not-for-profit) or proprietor in such entity having served a tenure of minimum two financial years in the managerial position and with continuation in the position till the award is declared.
- C. **Outstanding Management Award (OMA)**: Well-known and distinguished leader having served in top leadership role in formal organization(s) of high repute or led communities for a minimum of 20 years in his/her professional domain with recognized impact in the relevant sphere of actions.

Nomination

A pool of potential candidates for the MAN Awards in each category is created through the process of formal nomination. The eligible individuals may be nominated by the concerned organization of the potential individual or by other individual/body having due credibility for such nomination by completing the prescribed form.

Evaluation Criteria and Weights

Evaluation of the eligible applicants is based on the following criterion measures applicable to specific Award categories.

A. Manager of the Year Award (MYA)

Organization achievement (50 percent weight)

- a. Increased business/activity/resources (10 percent)
- b. Improved stakeholders' perception (10 percent)
- c. Accelerated innovation/ change initiatives (10 percent)
- d. Enhanced market/domain standing (10 percent)
- e. Added organization/capacity development measures (10 percent)

Leadership impact (50 percent weight)

- f. Strategic clarity (10 percent)
- g. Transformative influence (10 percent)
- h. Ethical and social perceptiveness (10 percent)
- i. Entrepreneurial inclination (10 percent)
- j. Professional perspective and contribution (10 percent)

B. Woman Manager Recognition Award (WMRA)

Organizational contribution (40 percent weight)

- a. Increased business/activity/resource volume
- b. Enhanced departmental/organizational image
- c. Accelerated innovation/ change initiatives
- d. Improved systems/processes/products/services

Managerial performance (40 percent weight)

- e. Results orientation
- f. Capacity development
- g. Ethical and social perceptiveness
- h. Professional perspective and contribution

Impact on others (20 percent weight)

- i. Being a role model
- j. Developing women in management

Descriptors of these criteria and the suggested documents relevant to the criteria are given in Annex – I and II respectively. Nominees will be evaluated against these criteria on appropriate numerical scales developed for this purpose at various stages based on the data generated through various means and sources.

Evaluation criteria for other categories of Awards will be developed by the Independent Award 2022- Jury as and when needed.

Evaluation Approach

The evaluation approach consists of two main stages:

- a. **Initial stage:** Evaluation of documentary evidences and observations against the set criteria.
- b. **Final stage:** In-person panel interview with the finalists against the identified indicators.

The evaluation criteria applicable to each stage will be as given below:

Stage Category	Initial Stage: Documentary Assessment	Final Stage: Panel In-person Interview
MYA	Organization achievement criteria	Leadership impact criteria
WMRA	Organizational contribution criteria	Managerial performance_criteria and Impact on others criteria

Evaluation will follow the multiple hurdles approach that eliminates candidates at the first stage of evaluation on merit basis and generates a list of three finalists for further screening. In the second stage the finalists will be evaluated independent of the first phase evaluation.

Registration fee

The nominated candidates after giving their consent for participation in the evaluation process for Awards will formally register by paying registration fee of NRs 5, 000.

Responsibility of the Award Participant

By accepting to participate in the evaluation process of the Awards, the nominee accepts the responsibility for extending necessary cooperation for making available necessary information as requested by the MAN Secretariat and for abiding by the relevant rules, norms, and practices guiding the selection process.

Selection Process for Awards

1. Formation of the Independent Award Jury by the MAN Board.
2. Public announcement of and solicitation of nominations for Awards by the MAN Secretariat through appropriate media. A nomination will be accepted only when it is submitted by completing the **Award Nomination Form** and is accompanied by the **Curriculum Vitae** of the nominee. The completed

Nomination Form with CV should be sealed in envelop indicating on the cover the category of Award and addressed to the Coordinator of Independent Award Jury, Management Association of Nepal. Nomination must be submitted by the stipulated time frame.

3. Compilation of the completed nomination forms and accompanying attachments received, preliminary sorting, and verification by the MAN Secretariat.
4. Solicitation of formal consent of the nominated candidate. A separate **Nominee Consent Form** will be used for this purpose.
5. Payment of the applicable **registration fee** for participation in the Award selection process and submission of the required documents by the consent giving participants about the various aspects of organizational functioning of his/her organization or department or working entity as well as his/her managerial/leadership performance containing relevant, adequate, and accurate facts, evidence, examples, or proof of his/her contributions, achievements, performance, impact, and efforts. The information will be verified by the MAN Secretariat for substantiating their validity by using appropriate means, including inspection and inquiry.
6. Rating of the consenting participants by the Independent Awards Jury on the relevant criteria as stated above based on the assessment of documentary evidence and observation as the initial screening process. The Jury members will independently rate on the 10-point measurement scale for each criterion developed for this purpose.
7. Ordering of the participants on merit basis by averaging scores of all Jury members on all relevant criteria and selection of three highest scoring participants as finalists.
8. In-person panel interview of the finalists by the Jury members and their rating on the relevant criteria as identified above as the final selection process.
9. Ordering of the participants on merit basis by averaging scores of all Jury members on all relevant criteria and selection of the highest scoring participant as the Award Winner.
10. Reporting to the MAN Board by the Jury of their decision with necessary documentary evidences.
11. Announcement of the Award Winner by the Board and conferring of the Award at the MAN's Annual National Management Convention.