

– Guide –

DAFF Female Entrepreneur Awards

2019/20 – 2020/2021

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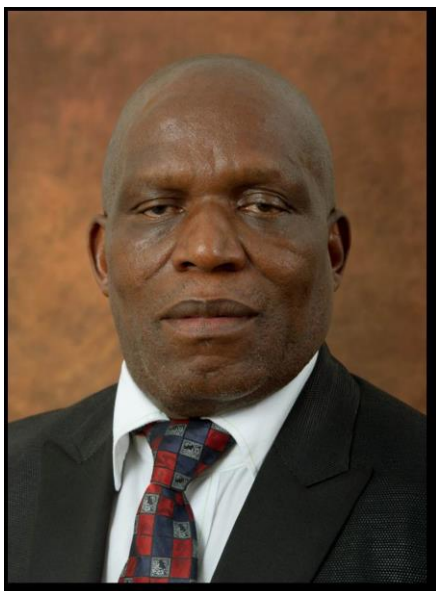
CONTENTS

ACRONYMS.....	iv
STATEMENT BY THE MINISTER.....	v
FOREWORD BY THE DIRECTOR-GENERAL.....	vii
1. INTRODUCTION.....	1
2. BACKGROUND	1
3. OBJECTIVES OF THE PROGRAMME.....	2
4. NATIONAL COORDINATING COMMITTEE (NOC)	2
5. TERMS AND CONDITIONS	3
6. CRITERIA FOR NOMINATION OF CATEGORIES	4
7. PRIZE-MONIES	9
8. PROGRAMME PROCESSES AND PROCEDURES.....	10
9 ADJUDICATION PROCESS.....	11
10. AWARD CEREMONIES.....	13
11. FUNDING AND SPONSORSHIP	14
12. COMMUNICATION PLAN.....	15
13 ADDITIONAL SUPPORT TO PROVINCIAL WINNERS	16
14 MONITORING AND EVALUATION OF THE PROGRAMME.....	17
15 STRUCTURES FOR THE DAFF FEMALE ENTREPRENEUR PROGRAMME IMPLEMENTATION	17
16. LIST OF NATIONAL ORGANIZING COMMITTEE MEMBERS	19
17. CONTACT DETAILS	20
Annexures.....	22-79

ACRONYMS

AC	Adjudication Committee
AFASA	African Farmers' Association of South Africa
AgriBEE	Agricultural Black Economic Empowerment
Agri SA	Agriculture South Africa
APP	Annual Performance Plan
BATAT	Broadening Access to Agricultural Thrust
CASP	Comprehensive Agricultural Support Programme
CD: SCD	Chief Director: Sector Capacity Development
CEO	Chief Executive Officer
CRDP	Comprehensive Rural Development Plan
D	Director
DAFF	Department of Agriculture, Forestry and Fisheries
DDG: FSAR	Deputy Director-General: Food Security and Agrarian Reform
DEXCO	Departmental Executive Committee
DVD	Digital Video Disk
FAWU	Food and Allied Workers' Union
FEA	Female Entrepreneur Awards
FSA	Forestry South Africa
HOD	Head of Department
IFSNP	Integrated Food Security and Nutrition Programme
IKS	Indigenous Knowledge Systems
ISRDS	Integrated and Sustainable Rural Development Strategy
LRAD	Land Redistribution for Agricultural Development
MDG	Millennium Development Goal
MEC	Member of Executive Committee
MLO	Media Liaison Officer
NAFU SA	National Agricultural Farmers' Union of South Africa
NOC	National Organising Committee
PFMA	Public Finance Management Act of 1999
POC	Provincial Organising Committee
SA	South Africa
SALGA	South African Local Government Association
SOE	state-owned entities
SONA	State of Nation Address
TAU SA	Transvaal Agricultural Union of South Africa
ToR	Terms of Reference
UIF	Unemployment Insurance Fund
VIP	Very important person

STATEMENT BY THE MINISTER



Mr Senzeni Zokwana

The role of women in society today is significantly different from what it was in the past. As part of the country's broader agrarian transformation thrust, the Department of Agriculture, Forestry and Fisheries (DAFF) persists to exert efforts geared towards redressing the entrenched marginalisation of women in the sector.

It is evident that this inequality that prevailed for decades deprives the sector of the opportunity to invest in women in order to augment and maximise production potential in agriculture, forestry and fisheries. Undoubtedly, this greater investment in women will have both social and economic spin-offs for our country.

The participation of women in the mainstream of the sector and the economy requires an aggressive attention in order to substantially annihilate food security threats.

This will also mitigate the gruesome impact of poverty and unemployment, in particular across the rural communities. Empowering women is indispensable, not only to the well-being of individuals, families and rural communities, but also to the overall economic productivity, given their large presence in the agricultural workforce worldwide.

DAFF will undoubtedly continue to recognise and further encourage women to participate in the sector due to the fundamentally inevitable role they play in the sector, notwithstanding the tremendous challenges they are confronted with on daily basis. We shall continue to galvanise sector role players to remain steadfast towards full accomplishment of women empowerment and development across the value chains of the agriculture, forestry and fisheries sector.

The Department of Agriculture, Forestry and Fisheries Female Entrepreneur Awards (DAFF FEA) programme remains one of the pivotal catalysts through which extensive contributions would be made towards economic transformation of the sector and towards attaining underlying APAP imperatives.

Let me take this opportunity to convey my profound gratitude to the MECs of agriculture and rural development in all the provinces for their unreserved support for this programme. Therefore it is incumbent upon us to continue to collaborate by upholding the norms and standards of the DAFF FEA programme in our endeavour, inter alia, to realize a transformed, united and sustainable sector.

If you empower a woman you empower the whole nation".

A stylized, handwritten signature in black ink, appearing to read 'S. Zokwana', with a long horizontal flourish extending to the right.

Mr Senzeni Zokwana
MINISTER OF AGRICULTURE, FORESTRY AND FISHERIES

FOREWORD BY THE DIRECTOR-GENERAL

The Department of Agriculture, Forestry and Fisheries (DAFF) through its progressive initiative DAFF Female Entrepreneur Awards (FEA) emancipated productivity in the role of women in the society as the solution to social and economic crises of today.



Mr. Mike Mlengana

The DAFF FEA programme was inceptioned in 1999 as the “female farmer of the year” to honour the efforts and contribution of women, young women and women with disabilities for the role they play in food security, job creation, economic growth and poverty alleviation in the sector.

The female entrepreneurs through this programme have not only contributed towards women empowerment and participation in the sector, but further inherited the principle that continues to make significant impact in proper use of natural resources and innovative ways to adapt to the climate change. This programme continues to ensure transformation of the ordinary women in the Society through acknowledging their exhaustive subsistence and small-scale efforts in imploring a progress towards commercial level

In consideration to the Department mission of “advancing food security and transformation of the sector through innovative, inclusive and sustainable policies, legislation and programmes”, DAFF FEA programme remains progressive through accomplishment of its Strategic Goal 3 of enabling environment for food security and sector transformation.

It is my unlimited pleasure to present the DAFF FEA Guiding Document as the only fundamentally escort that serves to afford both provincial and national levels a strategic view and leadership in implementing the programme. For procedural practice during any provincial and national DAFF FEA process, this document seeks to provide explicit guidelines on all prominent aspects to the rewarding and recognition of exceptional women in agriculture, forestry and fisheries sector.

There has been a sustained dedication from our entire provincial and national counterparts together with our consistent venerated sponsors and all the sector role players who are continuously enthused towards the achievement of this programme.

Despite the prevalent constraints that continue to confront the sector, enough effort is put in place to continuously provide a solid support towards this women empowerment initiative in the sector aiming to benefit female producers.

I wish to take moment to extend my earnest appreciation to all stakeholders who have enormously partaken in recognising the worth of this programme over the years. My distinct gratitude goes to the sponsors of the programme, in particular Total South Africa for their generous and dedicated support throughout all the years.

Mr. M MLENGANA

DIRECTOR-GENERAL: AGRICULTURE, FORESTRY AND FISHERIES

1. INTRODUCTION

The DAFF Female Entrepreneur Awards guide 2016/17–2018/19 is intended to provide a common framework for the coordination, implementation and management of the DAFF Female Entrepreneur Awards Programme for the provinces and Department of Agriculture, Forestry and Fisheries. It is intended to provide a tool for advancing the DAFF Female Entrepreneur Awards as an empowerment programme, not merely an event.

2. BACKGROUND

The DAFF Female Entrepreneur Awards Programme is a joint venture between the DAFF, the provinces and key partners in the sector (viz. Agriculture, Forestry and Fisheries). The programme seeks to acknowledge, encourage and increase the participation of women, young women and women with disabilities in the sector. The major thrust of the programme is to underline the fact that women play a significant role in food security, job creation, economic growth and poverty alleviation. The programme has a long-term ambition of leveraging women entrepreneurs from being subsistence and smallholder producers to commercial entrepreneurs who also venture into export markets. The objectives of the programme are consistent with the vision of the National Development Plan, which makes particular reference to the empowerment of women and their involvement in the country's economic transformation.

The programme was initiated in 1999 by the former Department of Agriculture and it was called the Female Farmer of the Year Competition. However, as DAFF's mandate was expanded to include Forestry and Fisheries in 2009 there was an urgent need to reconfigure the programme to address DAFF's expanded mandate. To this end, in 2010, the programme was renamed the DAFF Female Entrepreneur Awards. The programme has both the annual competition and development programme elements. Total South Africa has been the main sponsor of the programme since its inception.

The DAFF Female Entrepreneur Awards starts in the provinces where potential winners for different categories go through a rigorous adjudication process. Winners of provincial competitions compete at national level and are awarded for their contribution at a Gala Dinner, which is hosted by the DAFF in partnership with the provinces, sponsors and sector stakeholders. The programme initially had four award categories (viz. Top Producer for Export Markets, Top Producer for National Markets, Top Producer for Informal Markets and Top Producer for Household Use) and these were gradually increased to respond to the increasing participation of women in different aspects of the sector. The programme now has nine categories, which are outlined in section 6 of this document.

The awards ceremony at provincial and national levels takes place during Women's Month in August to accentuate the sector's input towards the broader gender transformation agenda of the country. Over the years, the programme became an empowerment platform that recognised the entrepreneurial skills of women, young women and women with disabilities in the sector. In some cases, the target group became a valuable pool for placement and to transform various boards of state-owned entities (SOEs) reporting to the Department of Agriculture, Forestry and Fisheries.

To ensure wider participation in the planning and implementation of the programme, a National Coordinating Committee (NOC) was established. The NOC is made up of provincial, DAFF and private sector (sponsors) representatives. The NOC has subcommittees which pay particular attention to different aspects of the programme. Further information on the NOC is presented in Annexure A.

3. OBJECTIVES OF THE PROGRAMME

- 3.1. To mainstream women, young women and women with disabilities in the sector through food security, job creation, economic growth and poverty alleviation.
- 3.2. To encourage and increase the participation of women, young women and women with disabilities in agricultural, forestry and fisheries activities.
- 3.3. To award the efforts of and contribution of women, young women and women with disabilities in the sector through food security, job creation, economic growth and poverty alleviation through leveraging these entrepreneurs from being subsistence to commercial farmers.
- 3.4. Contribute towards the achievement of the strategic objective "A transformed and united sector".

NAME OF THE PROGRAMME

At its inception in 1999, the programme was called the Female Farmer of the Year mainly because the DAFF's mandate was only limited to Agriculture. In 2009, the mandate of the former Department of Agriculture was expanded to include Forestry and Fisheries; this change necessitated that the name of the programme be reviewed to respond to the expanded mandate. In 2010, the programme was renamed DAFF Female Entrepreneur Awards. This name shall be applicable to all provinces intending to participate in the national DAFF Female Entrepreneur Awards. There are no exceptions with regard to the naming of the programme at provincial level.

4. NATIONAL ORGANISING COMMITTEE (NOC)

The National Organising Committee, which has representatives from the provinces, has been established to work with the DAFF to oversee, facilitate and monitor the implementation of the DAFF Female Entrepreneur Awards Programme through the:

- 4.1. Establishment of appropriate coordinating subcommittees at national level.
- 4.2. Development and reviewing of the guiding document for the DAFF FEA Programme.
- 4.3. Identification, development and maintenance implementation of protocol with the key stakeholders.
- 4.4. Receiving, discussing reports, tracking progress, as well as monitoring and evaluation of the DAFF FEA Programme.
- 4.5. Influence policy development, review policy documents and mobilise resources with a view to strengthen the programme to maximize the participation and empowerment of women in agriculture, forestry and fisheries.

NOC members and provincial coordinators are expected to attend NOC meetings or send a representative to attend on their behalf. Information on the composition of this committee as well as its Terms of Reference (ToR) has been outlined in Annexure A.

5. TERMS AND CONDITIONS

- 5.1 Competition entrants must be involved in agriculture, forestry and fisheries enterprise activities on a full-time basis.
- 5.2 Winners and nominees of the competition must be willing to participate in all media-related activities that the coordinators of the programme may arrange.
- 5.3 Winners of the competition must be willing to act as mentors and participate in development programmes geared towards encouraging women to participate in agriculture, forestry and fisheries activities.
- 5.4 Government employees and adjudicators of DAFF FEA are not allowed to enter the competition
- 5.5 Entrants of the competition must allow adjudicators to have access to all relevant documents for verification purposes.
- 5.6 Entrants of the competition may be interviewed as part of the adjudication process.
- 5.7 Entrants of the competition must be willing to allow competition coordinators to take video footage which supports information provided on the entry forms
- 5.8 The Executive Authority's decision is final.
- 5.9 Only South African citizens are allowed to enter the competition.
- 5.10 Past winners of categories cannot enter the competition in the same categories again.
- 5.11 The overall winner cannot re-enter the competition in any category.
- 5.12 Provinces that do not implement the DAFF FEA according to the prescripts of the Guiding Document: DAFF FEA will be disqualified at national level. Worth noting, the name of the programme branded Department (DAFF FEA) should not and cannot be altered/ modified/ refined in anyway.
- 5.13 Non-disclosure of current and detrimental information pertaining to the business enterprise or the nominee that will affect the adjudication process will lead to disqualification of the nominee from the competition, and should this emerge post awarding, it will lead to withdrawal of the prizes at all levels of the competition.
- 5.14 National and Provinces must ensure that there are at least three entries (a minimum of 3) qualified entries per category that meets all requirements as per the guiding document to ensure a fair competition at provincial level. In a case where there are less than three entries, Provinces shall recognize the nominee as per the category prizes and elevate to compete at national level. If there is one nominee at National level, the nominee will be recognized as per the category prizes. The title of the award will be preceded by the wording "Recognition award", e.g. Recognition Award for Top Entrepreneur: Smallholder.
- 5.15 Winners of the provincial and national DAFF Female Entrepreneur Awards are expected to utilise 80% of the prize money towards capacity and enterprise development. Winners are expected to provide a plan for the utilization of the winnings prior to the transfer of funds.

- 5.16 The enterprise must be registered in the entrant's name for a minimum of two (2) years; in the event of the enterprise/entity including men, women must be in the majority by 80% and they must be involved in the ownership, management and decision-making aspects of the entity.

CATEGORIES

The categories should appeal to progressive entrepreneurship and encourage contribution to food security. There are nine categories, both at national and provincial levels. National will award nine categories (best/top winner per category) only, whereas at Provincial level there will be 13 awards for the nine categories (best and the runner-up winners for five of the categories). In the case where the Province awards both of the MEC's Awards: Young Female and Female with Disability, there will be 14 winners at Provincial level.

6. CRITERIA FOR NOMINATION OF CATEGORIES

6.1 Best Female Worker in the Sector

This category is intended to acknowledge the fact that most people, especially women who do basic work in agriculture, forestry and fisheries, that the nature of the job they do is physically demanding, subjects them to extreme conditions at times and offers very limited exposure to development opportunities.

To this end, this category is only open to people who do mundane operational work. The nominated workers must demonstrate that they have grown within the structures of the farm, forestry or fisheries operations.

Farmers and farm owners; foresters and forestry companies; fishers and fishing companies nominate the best worker for entry. The nominated worker must have been employed for a period of two years and longer.

- 6.1.1 The worker must not be related to the farmer, forester and fisher.
- 6.1.2 Male-owned farms, forest and fishery companies are also allowed to nominate the best female worker.
- 6.1.3 There must be a clear profile for nominations reflecting the following:
 - Teamwork qualities (ability to function independently and as part of the team, interpersonal skills, ability to motivate and encourage others and extent of providing feedback on work-related matters);
 - Quality of work (knowledge and understanding of enterprise activities, ability to adhere to set targets);
 - Conduct (punctuality, absenteeism, working relations);
 - Creativity and innovation (suggestions on ways of improving work methods);
 - Flexibility (extent to which the worker accepts responsibility beyond her own job description and willingness to learn).

6.2 Best Subsistence Producer in the Sector

The category refers to self-sufficiency production in which the producer focuses on producing enough to feed themselves and their families. The output is solely for own consumption with little or no surplus for trade. In case of the former, the nominee's production surplus must have an annual turnover of not more than R50 000.

This category caters only for beginners who can demonstrate that they have been involved in subsistence activities and with or without entity registration for at least a period of two years within the sector. In the event of a group of entrants, the percentage of women who participate (in ownership, management and decision-making aspects) should not be less than 80%. The agricultural, forestry and fisheries activities should only be for own consumption.

- 6.2.1 Demonstrate innovation and creativity in improving production (diversification and intensification).
- 6.2.2 Have a commitment to care for and ensure sustainability of the natural resources, including understanding of adaptation and mitigation to climate change.
- 6.2.3 Demonstrate responsible use of production inputs, e.g. pesticides, fertilizers, vaccines, etc.
- 6.2.4 Demonstrate an understanding of improved farming methods, including Indigenous Knowledge Systems (IKS).
- 6.2.5 The producer should demonstrate the ability to manage limited resources in the production of goods which are necessary to sustain the household livelihood.

6.3 Top Entrepreneur in the Sector: Smallholder

Smallholder producers are defined as producers who "produce food for home consumption, as well as sell surplus produce to the market", meaning that earning an income is a conscious objective, as distinct from "subsistence/resource-poor producers" who produce mainly or entirely for own consumption, as well as from "commercial producers" who are defined as large scale (Strategic Plan for Smallholder Support).

The category refers to producers who have not reached the threshold at which they are obliged to register for VAT or personal income taxes (annual turnover should not exceed R1 million in a twelve month period). Meanwhile in forestry and fisheries sector these are usually the new entrants with an annual turnover ranging from R50 000 - R5 million per annum.

The enterprise/entrants must demonstrate the actual activities which have been in progress with entity registration for at least a period of two years. The enterprise must be registered in the entrant's name; in the event of the enterprise/entity including men, women must be in the majority by 80% and they must also be involved in the ownership, management and decision-making aspects of the entity.

- 6.3.1 Demonstrate existence of contract agreements with local businesses, markets and a good sense of record/bookkeeping.
- 6.3.2 The group/individual should have defined membership and roles within a properly constituted entity which is registered legally.
- 6.3.3 Demonstrate a degree of innovation and creativity in improving farming methods and deliver products of high quality and adequate produce attractive to consumers.
- 6.3.4 Illustrate commitment to care for, and ensure the sustainability of natural resources (including understanding of adaptation and mitigation of climate change), as well as demonstrate responsible use of production inputs.
- 6.3.5 Demonstrate an understanding of improved farming methods, including IKS.

6.4 Top Entrepreneur in the Sector: Processing

In order to avert confusion with the "Processing" category DAFF has adopted the following definition: "Processing" entails changing the form of a product, while "value addition" implies addition of value to a product "after which a buyer is willing to pay a price for the product that more than compensates for the cost of the inputs used in the process". Value can be added to products without changing their physical form, for example cleaning, grading or labeling. To an extent that a product undergoes some process, say grading, then value addition does involve processing, even though the physical form of the products does not change (Staatz, 2010).

Entrepreneurs are allowed to enter even if they are not producing what they are processing. However, they must demonstrate the actual processing activities which have been in progress with entity registration for at least a period of two years. The enterprise must be registered in the entrant's name; in the event of the enterprise/entity including men, women must be in the majority by 80% and they must be involved in the ownership, management and decision-making aspects of the entity.

- 6.4.1 Produce is sold locally/nationally/internationally to enhance economic growth.
- 6.4.2 Demonstrate a degree of innovation and creativity in improving processing methods and deliver a consistent supply of products of high quality and quality attractive to consumers through adherence to phytosanitary and health requirements.
- 6.4.3 Have a commitment to care for, and ensure the sustainability of natural resources (including Understanding of adaptation and mitigation of climate change), as well as demonstrate responsible use of production inputs.
- 6.4.4 Demonstrate a good sense of financial management and record/bookkeeping.
- 6.4.5 Create and retain permanent jobs in the enterprise. (The enterprise/entity must demonstrate that people employed within the enterprise have legal status to live and work in the country.)
- 6.4.6 Add value to the communities.
- 6.4.7 Demonstrate contribution to employee well-being and capacity development.

- 6.4.8 Adhere to industry standards and regulations (e.g. UIF, occupational health and safety, leave records, pay slips and employment contracts).
- 6.4.9 Produce relevant documents of the property where processing is carried out, whether owning or renting, i.e. proof of the transactions, contract agreements, etc.
- 6.4.10 Demonstrate an understanding of improved processing methods, including IKS.
- 6.4.11 The participation and exposure in the entity of youth and people with disabilities will be an added advantage.
- 6.4.12 Adding value to the processed product will be an added advantage.

6.5 **Top Entrepreneur in the Sector: Commercial**

The enterprise must demonstrate the actual activities which have been in progress with entity registration for at least a period of two years. The group/individual should have defined membership and roles within a properly constituted and registered entity. The enterprise must be registered in the entrant's name; in the event of the enterprise/entity including men, women must be in the majority by 80% and they must be involved in the ownership, management and decision-making aspects of the entity.

- 6.5.1 Demonstrate the existence of contract agreements and transactions with local/national and/or international businesses, markets and a good sense of record/bookkeeping.
- 6.5.2 Produce and sell to local and national markets to enhance economic growth and manage an organised storage facility for produce.
- 6.5.3 Demonstrate a degree of innovation and creativity in improving farming methods and deliver a consistent supply of products of high quality and quantity attractive to consumers through adherence to phytosanitary and health requirements.
- 6.5.4 Illustrate commitment and compliance to care for, and ensure the sustainability of natural resources, including understanding of adaptation and mitigation to climate change, as well as demonstrate responsible use of production inputs.
- 6.5.5 Create and retain permanent jobs in the enterprise and add value to communities. (The enterprise/entity must demonstrate that people employed within the enterprise have legal status to live and work in the country.).
- 6.5.6 Demonstrate contribution to employee wellbeing and capacity development.
- 6.5.7 Adhere to industry standards and regulations (e.g. UIF, occupational health and safety, leave records, pay slips and employment contracts).
- 6.5.8 Demonstrate an understanding of improved farming methods, including IKS.
- 6.5.9 The participation and exposure in the entity of youth and people with disabilities will be an added advantage.

6.6 **Top Entrepreneur in the Sector: Export Markets**

The enterprise must produce for export markets (products distributed beyond borders of RSA).The enterprise must demonstrate the actual activities which have been in progress with entity

registration for two years and longer. The enterprise must be registered in the entrant's name; in the event of the enterprise/entity including men, women must be in the majority by 80% and they must be involved in the ownership, management and decision-making aspects of the entity.

- 6.6.1 At least 50% of the business should be exporting produce and there must be proof of the transactions, contract agreements and/or an export certificate.
- 6.6.2 Demonstrate a good sense in financial management, record keeping and audited financial statements.
- 6.6.3 Demonstrate a degree of innovation and creativity in improving existing systems (storage, handling and packaging) and deliver a consistent supply of products of high quality and quantity attractive to consumers with compliance to phytosanitary and health requirements.
- 6.6.4 Demonstrate a highly diversified marketing strategy to enhance economic growth.
- 6.6.5 Illustrate commitment and compliance to care for, and ensure the sustainability of natural resources, including understanding of adaptation and mitigation of climate change, as well as demonstrate responsible use of production inputs.
- 6.6.6 Create consistent seasonal and retain permanent jobs in the enterprise and add value to the communities. (The enterprise/entity must demonstrate that people employed within the enterprise have legal status to live and work in the country.).
- 6.6.7 Demonstrate a contribution to employee wellbeing and capacity development. Adhere to industry standards and regulations (e.g. UIF, occupational health and safety, leave records, pays slips and employment contracts).
- 6.6.8 The participation and exposure in the entity of youth and people with disabilities will be an added advantage.

6.7 Ministerial Special Award

The agriculture, forestry and fisheries sectors have historically excluded women and the visibility of youth and people with disabilities was (and still is) even more pronounced. This award category offers an opportunity for the Minister and MECs to acknowledge the contribution of young women and women with disabilities who are entrepreneurs or are employed in operational activities of the sector. Young women to be considered for the nomination should be between the ages of 18 and 35 years (not older).

- 6.7.1 For National Awards the Minister of Agriculture, Forestry and Fisheries has the sole discretion in selecting the recipients of awards and the MEC has the same prerogative at provincial level.
- 6.7.2 Provinces must submit profiles of young women and women with disabilities for the Minister's consideration. Profiles that have to be submitted to DAFF should be selected from the entrants of the competition at provincial level even though the entrant recommended did not win at provincial level.
- 6.7.3 At provincial level provincial coordinators must encourage young women and women with disabilities to enter the competition. People to be considered for the receipt of the Ministerial Award must be selected from the list of people who have entered the competition.

6.7.4 In the event of a woman with a disability or a young woman entering a competition as part of the group/project/cooperative that person qualifies for consideration for the Ministerial Award as an individual. The winnings, however, must be used for the benefit of the group/project/cooperative.

6.8 Overall Winner

6.8.1 The following criteria will be used to assess the recipient of the award:

- Strength and determination. These elements will look at the journey that has been undertaken to achieve goals despite the challenges experienced. (Aspects such as challenges overcome, perseverance, endurance, resilience, self-starter attributes, initiatives taken to mobilise resources, including funding and acquiring knowledge to set up and or develop the enterprise/entity, will be considered.)
- Demonstration of the extent of contribution to the empowerment of others and sharing of knowledge (e.g. giving motivational talks, etc.).
- Adaptability and humanity. Ability to swiftly adapt efficiently to changing circumstances while being steered by values of working towards a greater good.
- Vision and growth focus. Demonstration of future achievable goals that will contribute towards sustained operation in the sector, as well as proof of execution for the development and empowerment of people employed by the enterprise/entity.
- Contribution to community development (social responsibility) is compulsory.
- Excellence. Focus will be on the quality of the results produced by the enterprise/entity. This includes assessing the gradual increase of production, turnover, profits and jobs created over time, the quality of products and innovative business management practices.

6.8.2 The extent to which youth, people with disabilities have been encouraged to participate in the enterprise/entity.

7. PRIZE-MONIES

The standard amounts for the prize money to be issued to winners on the day of the awards ceremony will be according to the following schedule. Failure for provinces to comply may result in provinces being disqualified from participating at National Level.

PROVINCIAL		NATIONAL	
Categories	Cash prizes	Categories	Cash prizes
Best Female Worker in the Sector Agriculture, Forestry and Fisheries	R50 000	Best Female Worker of the Sector	R100 000
Best Subsistence Producer: (winner and runner-up) Agriculture, Forestry and Fisheries	R75 000 R25 000	Best Subsistence Producer	R150 000
Top Entrepreneur Smallholder: (winner and runner-up)	R125 000 R32 000	Top Entrepreneur Smallholder	R250 000
Top Entrepreneur Processing: (winner and runner-up) Agriculture, Forestry and Fisheries	R125 000 R32 000	Top Entrepreneur Processing	R250 000

Top Entrepreneur Commercial: (winner and runner-up) Agriculture, Forestry and Fisheries	R125 000	Top Entrepreneur Commercial	R250 000
	R32 000		
Top Entrepreneur: Export Markets: (winner and runner-up) Agriculture, Forestry and Fisheries	R125 000 R32 000	Top Entrepreneur: Export Markets	R250 000
MECs Special Award: Young Female and/or Female with Disability	R50 000	Minister Special Award	
		• Young Female	R100 000
		• Female with Disability	R100 000
Overall Winner	R250 000	Overall Winner	R500 000

- 7.1 Prize monies should be paid directly from the sponsors into the winner's account and the DAFF should facilitate this process.
- 7.2 Provinces and enterprises should ensure that all particulars of the winners, especially banking details are verified to ensure smooth processing of payments.
- 7.3 It is recommended that winnings for both provincial and national winners be paid 60 days after the event, once details have been verified.
- 7.4 It is worth noting that DAFF will pay the amount of winnings, including expenses for logistics, of provincial winners and the awards ceremony at national level only.
- 7.5 Provinces are encouraged to make provisions for provincial winnings and ceremonies from their coffers.
- 7.6 Winners of the DAFF Female Entrepreneur Awards are expected to utilise 80% of the prizemoney towards capacity and enterprise development.
- 7.7 NOC expected to draw a commitment document to be signed by the winners pertaining to the plan on the utilisation of the 80% of the winnings.
- 7.8 NOC members to provide quarterly reports with evidence on the spending of winnings awarded both at Provincial and National level.

8. PROGRAMME PROCESSES AND PROCEDURES

8.1. Entries/Nominations

- Nomination forms should be circulated to the provinces during the month of October to prepare for the subsequent year.
- Forms should be basic and legible for easy understanding.
- The nomination form should be inclusive of the nominee's profile.
- Provincial coordinators must ensure that entry forms are properly completed as these serve as the marketing tool for the entity/worker.
- The provincial coordinators should verify and ensure the validity of the nominated enterprise.
- Relevant and sufficient supporting documents should accompany nominations/entries.
- Senior officials in the province should sign off the profiles prior to submission at national for quality assurance.

- Provinces should ensure correct sequential numbering of every page of each profile submitted to DAFF, e. g page 1 of 50, page 2 of 50.
- Provinces should verify banking details of the nominees.

8.1.1 Provinces

- The provincial coordinators and members of the public should nominate potential female entrepreneurs or female workers in the sectors for awards.
- Provinces have the liberty to develop brochures based on this guiding document to encourage participation.
- All nomination material/profiles sent to DAFF should be in English to enable the National Panel of Judges to speed up their processes. Where the profile is in any of the other official languages, a summary of the profile in English should be included. A DVD (digital video disk) must have English subtitles.

8.1.2 National

- Provinces will be expected to submit their nominees to DAFF based on the categories outlined above.
- Nominees' profiles and motivations, as well as video footage should form part of the submitted documents.

8.2 Closing dates for entries

8.2.1 The provincial nomination process should be complete by 31 May every year.

8.2.2 Pre-selection for provinces to present their potential provincial winners to DAFF by 30 June

8.2.3 Provinces have to submit the profiles of provincial winners for different categories to the Department of Agriculture, Forestry and Fisheries by 20 July every year. Should the date fall within a weekend submission should be on the Friday prior 20 July.

8.2.3 Hardcopies, copies and electronic copies of entries should be sent to:

Directorate: Sector Transformation

Harvest House, Room 206

30 Hamilton Street, Arcadia

PRETORIA

or

Department of Agriculture, Forestry and Fisheries

Private Bag X250

Arcadia, PRETORIA 0001

Tel.: 012 319 6288

E-mail: KholofeloT@daff.gov.za and CeciliaMa@daff.gov.za

9. ADJUDICATION PROCESS

For an individual to qualify as an adjudicator it is expected of them to have the following credentials:

- Knowledge of the Sector,
- Business Acumen,
- Loyal,
- Credible,
- Reputable in the Sector and
- Currently farming or Professionals

9.1 Provincial adjudication

9.1.1 Coordinators will have to obtain their MECs' approval for the composition of the Provincial Panel of Judges, and will arrange site tours for the adjudication process.

9.1.2 The adjudication process will span over five working days.

9.1.3 It is recommended that the Judging Panel include all main sector stakeholders, including the following panellists:

- NAFU SA
- AFASA
- Agri SA
- TAU SA
- FAWU
- FSA
- Sponsors (chain stores, financial institutions, etc.)
- Provincial Coordinator
- NOC member
- Women structures (Agriculture, Forestry and Fisheries)
- SALGA
- Educational institutions (Agriculture, Fisheries and Forestry departments only)

It is worth noting that this panel must be approved by the MEC before the adjudication process commences. The ToR for the adjudication committee should inform the process. The adjudication process should be flawless and the team should maintain integrity and confidentiality at all times (see Annexure C).

9.2 NATIONAL ADJUDICATION

9.2.1 The adjudication process will span over five working days.

9.2.2 The panel should comprise the following representatives:

- NAFU SA
- AFASA
- Agri SA
- TAU SA

- FAWU
- Forestry SA
- Fish SA
- Sponsors (Total SA; chain stores, financial institutions, etc.)
- Women structures (Agriculture, Forestry and Fisheries, if there is more than one formation, participation should be on a rotational basis).
- Representative from the DAFF.
- Educational institutions: (Agriculture, Forestry and Fisheries departments only).
- Department of Trade and Industry (DTI).

It is worth noting that this panel must be approved by the Minister (Executive Authority). The Executive Authority has the overriding powers over the panel's decision, after consultation with the panel members. Entries from all nine provinces will be consolidated for this process. The entire process of adjudication will be guided by Terms of Reference. The adjudication process should be flawless and the team should maintain integrity and confidentiality at all times (see Annexure D).

9.3 VIDEO PRODUCTION

- 9.3.1 Provinces are encouraged to make use of professional services when taking video footage. A high definition video footage should be used. This approach will enhance the quality of the entries to stand the deserving female entrepreneur in good stead.
- 9.3.2. Provinces must use the agreed upon category score-sheet to capture all information needed for adjudication purposes (See Annexure D). That is, the score sheet and the nomination form should serve as a guideline.
- 9.3.3 Coordinators must take charge of the DVD material and perform quality checks, especially to ensure that the information provided contains all required data as captured under the provincial adjudication process above.
- 9.3.4 A five-minute video profile (DVD with English translation/subtitles if done in another language).
- 9.3.5 Each entry should have a separate DVD.
- 9.3.6 Written profile of the nominee should be compiled in the format provided in the entry forms contained in the guiding document.
- 9.3.7 Provinces should adopt a standard Video, capturing nominee talking in English or own language with translation/subtitles done in English

10. AWARD CEREMONIES

10.1 Provincial Awards

- 10.1.1 Consistent with the national imperative to observe August as Women's Month, the DAFF Female Entrepreneur Awards must be hosted in this month. To this end all provinces must host the awards ceremony during the first two weeks of August every year.

- 10.1.2 Provincial events should take place before the national event.
- 10.1.3 Provinces can also decide on the best system to follow in order to monitor, assist and guide their winners. It is recommended that winnings be paid within 60 days after the event.
- 10.1.4 Finalists who did not win in any of the categories will only be allowed to re-enter for the same category after one year
- 10.1.5 Winners should enter for the improved category in the subsequent years.

10.2 National Awards

- 10.2.1 The national Female Entrepreneur Awards Ceremony will be hosted by the different provinces on a rotational basis, provided there is a venue which can accommodate at least 500 guests.
- 10.2.2 A budget for the National Awards Ceremony will be provided by DAFF.
- 10.2.3 All provincial coordinators will assume the overall responsibility to support their provincial winners to attend the National Awards Ceremony.
- 10.2.4 DAFF will be responsible for logistical arrangements for winners in collaboration with provincial coordinators. DAFF will be responsible for payment of all logistics for the winners.
- 10.2.5 Guests to attend the DAFF Female Entrepreneur Awards ceremony will be allocated as follows:
 - Provinces not hosting the national event (a total of 160 guests) including the MECs' guests, officials, nominees and coordinators.
 - Host province for the national event (110 guests), including the Premier, MEC's entourage, officials, nominees, coordinators, provincial leaders and stakeholders.
 - The national Department of Agriculture, Forestry and Fisheries (230 guests), including the Ministry and all ministerial special guests, officials, sponsors, business leaders (CEOs' Forum), other related national departments and MPs.
- 10.2.6 The best Province, in terms of the quality of nominees, quality of submission (profiles) and quality of video footages will be recognised during the national event.

11. FUNDING AND SPONSORSHIP

11.1 Funding

- 11.1.1 Provinces will be responsible for the programme (funded from own budgets).
- 11.1.2 The national event will be funded by the DAFF.
- 11.1.3 The NOC is responsible for ensuring that there is funding for the programme.

11.2 Sponsorship solicitation

11.2.1 Provinces

- Provinces are at liberty to source sponsorship for their events, including prizes for their winners.

11.2.2 National

- The sponsorship subcommittee must be established to source funds for the DAFF FEA Programme. The sponsorship subcommittee must also develop appropriate frameworks relating to sponsorship funding. (Sponsorship must not be limited to financial resources but can include securing other resources that can enable competition entrants to advance the interests of enterprises.) The Stakeholder Relations Unit should be part of the subcommittee to assist with brokering relations with the relevant commodity organizations.
- All sponsorship monies solicited by the national department will be allocated to prize monies only.
- Provinces may not approach the national sponsors for this purpose. In this regard, Total SA and other sponsors are earmarked by the national office. Provinces must liaise with the DAFF in this regard.

11.3 Financial Accountability

All provinces and the DAFF should implement this programme in accordance with the Public Finance Management Act (PFMA) (Act No. 1 of 1999) and other codes of good governance.

12. COMMUNICATION PLAN

- The National Communication Plan should be developed and presented to the NOC for their inputs towards implementation prior to the awards ceremony.
- Provinces should develop their own communication plans to support the national programme.

12.1 Publicity

- The publicity for the DAFF Female Entrepreneur ceremonies will be rolled out at provincial and at national level.
- A publicity strategy geared towards encouraging women in Agriculture, Forestry and Fisheries to participate in the competition should be developed. The Directorate: Sector Transformation should work in collaboration with the Communications and Stakeholder Relations Units to lobby sister organisations to advertise the programme on their websites.
- Provinces are encouraged to manage their own build-up publicity towards the National Awards Ceremony.
- The provincial heads of communication have to ensure media publicity for nominations, as well as coverage of provincial awards.

- It is advisable for the provinces to interact with the DAFF's Directorate: Communication Services if capacity is needed.
- Adverts should reflect that the provincial award ceremony culminates in the national awards and to include the names of the sponsors.
- At least one media statement, inclusive of the sponsors, should be issued by the provinces as part of their communication campaign.
- This approach will also apply to the National Awards Ceremony.
- A yearly magazine profiling the recipients of the awards as well as nominees should be developed.

12.2 Branding and theme

- 12.2.1 National will pioneer a theme for each year. The theme will be communicated to all stakeholders and must be incorporated into the branding of the event.
- 12.2.2 The branding of the awards ceremony should be developed and presented to the NOC for consideration. Branding for the awards should be consistent at provincial and national level. This applies to adverts and other publicity material. It is recommended that the sponsors must also brand the events in accordance with sponsorship classification and NOC will give guidance in this regard. Each province will be given a podium banner with a relevant theme developed in accordance with the Government Programme of Action.

13 ADDITIONAL SUPPORT TO PROVINCIAL WINNERS

13.1 DAFF FEMALE ENTREPRENEUR AWARDS SUPPORT PROGRAMME

- 13.1.1 The programme of action to ensure the sustainability of the DAFF Female Entrepreneur Awards Programme should be developed to monitor and evaluate the impact of the programme towards the further development of this target group. Heads of Departments from the provinces are required to prioritise and commit budget in support of developmental programme for the Female Entrepreneurs in line with CASP pillars.
- 13.1.2 A workshop with the provincial coordinators has to be arranged to develop a detailed operational plan in November.
- 13.1.3 A training and capacity-building programme that addresses the needs of Female Entrepreneurs and the Best Female Worker in the Sector should be developed. The programme should, among others, include the following: production and processing techniques, export requirements and standards, business management, conflict resolution, entrepreneurship development, financial management, leadership skills, marketing skills and risk and disaster management.
- 13.1.4 The provincial coordinators should facilitate the monitoring and evaluation processes of the incumbent aligned with his or her Annual Performance Plan (APP).

- 13.1.5 An Extension Officer should be allocated to all enterprises for routine visits and monitoring of activities at the district and local levels.
- 13.1.6 The Provincial Coordinator should report progress of Female Entrepreneur Development Programme on a quarterly basis.
- 13.1.7 CASP coordinators should also provide quarterly reports for support of Female Entrepreneurs in line with CASP pillars.
- 13.1.8 Infrastructure support should be provided as per the requirements of the current enterprise winners.
- 13.1.9 Continuous support for winners should be provided through excursions, exchange programmes (local, national and international exposure) by DAFF and the provinces facilitated by coordinators.
- 13.1.10 A national winner should be supported to attend national and international food/beverages/forestry and fisheries expos in addition to the total winnings. This is meant to further motivate and expose the entrepreneur to the international trade and markets.
- 13.1.11 A maximum of two years should be allowed for the development and graduation of the Female Entrepreneurs to leverage them from subsistence to the last level, which is the commercial market.
- 13.1.12 At national level a focal person with business acumen should be assigned to solely direct a DAFF Female Entrepreneur Programme and liaise with provincial coordinators and act as referral system for female entrepreneur related programmes.
- 13.1.13 Provincial coordinators must identify those competition entrants who did not win but demonstrated potential. Support should also be provided to these women to prepare them for re-entry.
- 13.1.14 Provincial coordinators are encouraged to assist entrants of the competition to participate in other competitions organised by other agencies.
- 13.1.15 Extension services should be utilized to prioritise women empowerment, and this can be achieved through the inclusion of the DAFF FEA programme in their KRAs.

14 MONITORING AND EVALUATION OF THE PROGRAMME

- 14.1.1 Post awards assessment at provincial level must be conducted on or before 30 September while at national they must be conducted on or before 31 October.
- 14.1.2 The Substance Subcommittee shall ensure that monitoring mechanisms to assess progress made by competition entrants are developed.
- 14.1.3 The Substance Subcommittee shall ensure that there is continuous evaluation of the impact of the programme.
- 14.1.4 Provincial coordinators shall ensure that the database of winners and competition entrants is developed and regularly updated.
- 14.1.5 The Substance Subcommittee shall ensure that relevant templates are generated to collect relevant information.

15 STRUCTURES FOR THE DAFF FEMALE ENTREPRENEUR PROGRAMME IMPLEMENTATION

There will be different structures at national and provincial levels.

15.1 At national level:

- Chief Director: Sector Capacity Development
 - ◊ Coordinates the programme
 - ◊ Chairs the National Organising Committee (NOC)
 - ◊ Constitutes the Panel of Judges
- National Organising Committee (NOC) members
 - ◊ NOC will provide strategic support to DAFF Female Entrepreneur Awards Programme
- NOC subcommittees:
 - ◊ Substance Subcommittee
 - ◊ Communication and Media Liaison Subcommittee
 - ◊ Transport and Logistics Subcommittee
 - ◊ Protocol and Security Subcommittee
 - ◊ Budget and Finance Subcommittee
 - ◊ Sponsorship Subcommittee

The working team for DAFF Female Entrepreneur Awards Ceremony:

- Chief Director: Sector Capacity Development
- Chief of Staff in the Ministry
- Representatives from the Forestry and Fisheries branches (Director: Integrated Human Resources Management and Chief Directorate: Forestry Development and Regulations).
- Director: Sector Transformation
- Director: Security Services
- Deputy Director: Events and Campaigns
- Assistant Director: Events and Campaigns
- Protocol Officer
- Provincial Coordinators
- Provincial Heads of Communication (if not a Coordinator)

15.2 At provincial level:

- Provincial Organising Committee (POC) members
- Provincial Coordinator
 - ◊ Responsible for provincial programme
 - ◊ Liaison point between the province and national

- ◊ Facilitate transport and accommodation of finalists (provincial event)
- ◊ Facilitate and arrange transport for the winners to the national event.
- ◊ Responsible for ushering of provincial winners and their VIPs at the national event
- Head of Communication (if not a coordinator)
- Official from MEC's office
- Official from HoD's office
- Official from District Municipality
- Media Liaison Officer (MLO)
- District Coordinators
- NOC member
- Sponsors
- NAFU SA
- Agri SA
- AFASA
- TAU SA
- FAWU
- Forestry SA
- Fish SA
- Sponsors (Total; chain stores, financial institutions, etc.)
- NOC members (1 per province)
- Women structures (Agriculture; Forestry and Fisheries)
- Training component from DAFF

This committee will be responsible for among others; coordinating the forthcoming event, hosting of preparatory meetings, etc.

16. LIST OF PROVINCIAL COORDINATORS AND NATIONAL ORGANISING COMMITTEE MEMBERS

PROVINCE	NAME	TELEPHONE	PHYSICAL ADDRESS	E-MAIL ADDRESS
EC	Dr Awonke Sonandi	043 605 4203	15 Woodhouse Street King William's Town 560	Asonandi@yahoo.com
FS	Ms Debbie Modise	051 861 8632	Gielie Joubert street, Glen Bloemfontein	debbie@fs.agric.za
GP	Mr Mpho Tlape	011 411 4300	No.7 Rondance Building Cnr Main Reef and Maughan Road Randfontein 1759	Mpho.Tlape@gauteng.gov.za
KZN	Ms Mpume Mtshali	033 355 9429	P.O. Box 9059 Cedara 3200	mpume.mtshali@kzndard.gov.za.
LP	Mr Selby Makgotho	015 294 3202	67 and 69 Biccard Street Polokwane 0700	makgothos@agric.limpopo.gov.za
MP	Ms Hlamalani Mapholi	013 766 6803	Building 6 No.7 Government Building Riverside Park Nelspruit 1201	hamapholi@mpg.gov.za
NC	Ms Desiree Valashia	053 839 7847	Private Bag X5018 5- 7 Elliot Street Kimberley 8300	dvalashia@ncpg.gov.za
NW	Ms Thandiwe Moripe- Thabethe	018 389 5719	Private Bag X2039 Mmabatho	tmoripe@nwpg.gov.za
WC	Mr Douglas Chitepo	021 808 51001	Muldersvlei Road Elsenburg, 7607	Douglasc@elsenburg.com
DAFF	Ms Rebecca Tlhabane	012 319 7165	Private Bag X250 Arcadia Pretoria 0001	RebeccaT@daff.gov.za
DAFF	Ms Lebo Botsheleng	012 319 7328	20 Steve Biko Street Arcadia Pretoria 0001	LeboB@daff.gov.za
DAFF	Ms Kholofelo Thobejane	012 319 6335	30 Hamilton Street Arcadia Pretoria 0001	KholofeloT@daff.gov.za
DAFF	Mr Steve Galane	012 319 7312	20 Steve Biko Arcadia Pretoria 0001	SteveGAL@daff.gov.za
DAFF	Mr Mzwandile Govuza	012 319 7937	20 Steve Biko Street Arcadia Pretoria, 0001	MzwandileG@daff.gov.za

PROVINCE	NAME	TELEPHONE	PHYSICAL ADDRESS	E-MAIL ADDRESS
DAFF	Mr Justice Ndhlamini	012 319 6972	20 Steve Biko Street Arcadia Pretoria 0002	JusticeN@daff.gov.za
DAFF: Fisheries	Ms Nonkosinathi Njadu-Banda	021 402 3192	Forestry Building Martin Hammerschlag Cape Town 8000	NonkosinathiN@daff.gov.za
DAFF: Forestry	Mr Themba Dlamini	012 309 5733	20 Beatrix Street Arcadia Pretoria 0001	ThembaD@daff.gov.za

17. CONTACT DETAILS

Directorate: Sector Transformation

Harvest House

Room 206
30 Hamilton Street,

Arcadia, Pretoria

or

Department of Agriculture, Forestry and Fisheries

Private Bag X250

Arcadia, Pretoria 0001

Tel.: 012 319 6288

E-mail: KholofeloT@daff.gov.za and CeciliaMA@daff.gov

TERMS OF REFERENCE FOR NATIONAL ORGANISING COMMITTEE

DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

1. MANDATE

1.1 Implementation of the DAFF FEA is the sole mandate and responsibility of the Department of Agriculture, Forestry and Fisheries. The implementation would, however, be a concerted and co-ordinated effort between national, provincial, local government, regional producer, sector worker and civil society organisations; and other key stakeholders with vested interest in the development, empowerment and advancement of the interests of DAFF female entrepreneurs.

1.2 The National Organising Committee (NOC) mandate is informed by the pieces of legislations listed below and these terms of reference seek to fulfil the objective of the Strategic Plan for South African Agriculture (2001), government priorities and outcomes, Millenium Development Goals (MDGs), White Paper on Agriculture (1995), Broadening Access to Agricultural Trust (BATAT) (1995), Integrated and Sustainable Rural Development Strategy (ISRDS), Integrated Food Security and Nutrition Programme (IFSNP) The LandCare Programme, The Land Redistribution for Agricultural Support Programme (LRAD), the Comprehensive Agricultural Support Programme (CASP); Comprehensive Rural Development Programme (CRDP); and the Broad-based Black Economic Empowerment (AgriBEE).

2. OBJECTIVES OF THE NATIONAL ORGANISING COMMITTEE (NOC)

The main objectives of the NOC are to:

- Provide strategic support to the development and implementation DAFF FEA Programme.
- Provide oversight to the implementation of the DAFF FEA Programme, including approval of all processes such as appointment of judges for ministerial consideration and strategies from different subcommittees, etc.

3. ROLES OF THE NOC

The NOC will work with DAFF to oversee and facilitate the implementation of the DAFF Female Entrepreneur Programme through:

- 3.1 Establishment of appropriate coordinating subcommittees at national level.
- 3.2 Development and reviewing of the guiding document for the DAFF FEA programme.
- 3.3 Identification, development and maintaining implementation of protocol with key stakeholders.
- 3.4 Receiving, discussing reports, tracking progress as well as monitoring and evaluation of the DAFF FEA programme.

3.5 Development and reviewing of policy documents and mobilising resources for the emancipation of designated groups.

4. COMPOSITION

Representation in the NOC will be guided by two principles, viz.:

- 4.1. The Provincial and Regional Heads of Department nominated provincial representatives into the National Organising Committee (NOC).
- 4.2 The committee shall be composed of either Directors or Deputy Directors responsible for the DAFF FEA Programme in the respective provinces.
- 4.3 The chairperson of the committee will be the DDG: FSAR or CD: SCD on delegation who will report the progress to DEXCO and the DAFF Director-General.
- 4.4 Representation will include the D: Public Liaison Services who will be responsible for events coordination and management of the programme
- 4.5 The D: Sector Transformation will resume the secretariat role.
- 4.6 The chairperson shall preside over all meetings of the committee and be the sole spokesperson for the committee.
- 4.7 The NOC will incept six subcommittees which will be led by NOC members focusing on different areas of the planning and implementation phases of the awards as follows:
 - Substance
 - Logistics and Transport
 - Communication, Media and Publicity
 - Budget, Finance and Sponsorship
 - Protocol and Security

Each subcommittee will be expected to hold its own meetings on agreed times and report progress to the NOC.

5. RECOMMENDED PROCEDURES

5.1 Meetings

The NOC will be held at a time and place determined by the members and will take place on a monthly basis and fortnightly in the last month before the FEA.

- 5.1.1 Notice of meetings, together with the agenda and any relevant documentation will be distributed to members and any other persons invited to attend at least seven days prior to the scheduled date of a meeting.
- 5.1.2 Attendance at meeting
- 5.1.3 A meeting will commence at the scheduled times and the absence or lateness of any member shall not render invalid the proceedings of the meeting or the decisions made.
- 5.1.4 Persons, other than members of the NOC, may be invited to attend meetings or parts of meetings, if such attendance, in the opinion of the chairperson, with the concurrence of the other members shall be in the interests of the furtherance of the activities of the NOC.

5.2 Agenda

5.2.1 Items for the agenda of the meetings may be submitted in writing by members accompanied by supporting documents. The chairperson may, in agreement with present members at the meeting, alter the agenda at the commencement of the meeting by the inclusion or exclusion of items.

5.3 Minutes

5.3.1 DAFF will provide secretariat services to the NOC and minutes shall be taken at each meeting of the forum and be tabled for confirmation and adoption at the subsequent meeting.

5.3.2 The accuracy and correctness of the minutes of the meeting shall be confirmed by the signing of such minutes by the chairperson once the necessary changes or correctness have been made and corrected.

6. QUORUM

A quorum for any meeting of the forum or of its committees shall be 50% plus of the members present

Annexure B

CATEGORIES AND PRIZES DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

PROVINCIAL		NATIONAL	
Categories	Cash prizes	Categories	Cash prizes
Best Female Worker in the Sector Agriculture, Forestry and Fisheries	R50 000	Best Female Worker of the Sector	R100 000
Best Subsistence Producer: (winner and runner-up) Agriculture, Forestry and Fisheries	R75 000 R25 000	Best Subsistence Producer	R150 000
Top Entrepreneur Smallholder: (winner and runner-up)	R125 000 R32 000	Top Entrepreneur Smallholder	R250 000
Top Entrepreneur Processing: (winner and runner-up) Agriculture, Forestry and Fisheries	R125 000 R32 000	Top Entrepreneur Processing	R250 000
Top Entrepreneur Commercial: (winner and runner-up) Agriculture, Forestry and Fisheries	R125 000 R32 000	Top Entrepreneur Commercial	R250 000
Top Entrepreneur: Export Markets: (winner and runner-up) Agriculture, Forestry and Fisheries	R125 000 R32 000	Top Entrepreneur: Export Markets	R250 000
MECs Special Award: Young Female and/or Female with Disability	R50 000	Minister Special Award	
		• Young Female	R100 000
		• Female with Disability	R100 000
Overall Winner	R250 000	Overall Winner	R500 000

NOMINATION FORM

BEST FEMALE WORKER

DAFF FEMALE ENTREPRENEUR AWARDS 2016/17-2018/19

Department of Agriculture Forestry and Fisheries, Private Bag X250Pretoria 0001

or

Harvest house, 30 Hamilton Street, Arcadia, Pretoria 0001

Tel: 012 319 6288

Fax: 012 3196190

Email: CeciliaMa@daff.gov.za, KholofeloT@daff.gov.za

SECTION 1

Personal Information:

Name of nominee:
Name of nominator - Extension Official:
Name of the enterprise:
Name of owner:
Job title of the nominee(attach payslip):
Physical address :
ID (Attach copy) :
Postal address :
Banking details :
Contact numbers and e-mail address for the owner :
Contact number and e-mail address for a nominee :

SECTION 2

Enterprise Information:

2.1 Type of enterprise and background:
2.2 Specialised commodity:
2.3 Job responsibility of the nominee:

SECTION 3

Performance:

3.1 Teamwork: Ability to function independently and as part of a team, interpersonal skills, ability to motivate and encourage others and extent of providing feedback on work-related matters.	
3.2 Quality of work: Knowledge and understanding of enterprise activities and ability to adhere to set targets. Showcasing creativity and innovativeness of the worker.	
3.3 Conduct : Punctuality, absenteeism and working relations.	
3.4 Flexibility, Creativity and innovation (suggestions on ways of improving work methods): Extent to which the worker accepts responsibility beyond her own job description and willingness to learn.	

SECTION 4

General information (for verification by the coordinator):

Item	Yes	No
Do you own an enterprise?		
Do you do operational work?		
Are you related to the enterprise owner?		
Do you have a disability? (Question relates to the nominated worker)		
If the answer is yes, please indicate nature of disability		

Name of Owner:

Signature:..... Date:.....

Name of Nominee:

Signature: Date:

Name of the Nominator:

Signature: Date:



agriculture, forestry & fisheries

Department:
Agriculture, forestry & fisheries
REPUBLIC OF SOUTH AFRICA

Annexure C2

NOMINATION FORM

BEST SUBSISTENCE PRODUCER

DAFF FEMALE ENTREPRENEUR AWARDS 2016/17-2018/19

Department of Agriculture Forestry and Fisheries, Private Bag X250 Pretoria 0001

or

Harvest house, 30 Hamilton Street, Arcadia, Pretoria 0001

Tel: 012 319 7312

Fax: 012 3196190

Email: CeciliaMa@daff.gov.za, KholofeloT@daff.gov.za

SECTION 1

Personal Information:

Name of the enterprise(e.g. Luthando LTD)

Name of nominator - Extension Official:

Name of owner: (e.g. Ms Noluthando Maseko)

Job title of nominee:

Physical address :

ID(Attach copy) :

Postal address :

Banking details :

Contact numbers and e-mail for the owner :

Contact numbers and e-mail for a nominee:

SECTION 2

Enterprise Information:

2.1 Type of enterprise:
2.2. Specialized commodity:
2.3. Background of the enterprise:

SECTION 3

Farming Practices:

3.1 Farming Methods:
3.1.1 Indigenous Knowledge Systems (IKS)
3.1.2 Use of new technology (Innovation)
3.1.3 Responsible use of production inputs (pesticides, fertilizers, vaccines, etc.)
3.2 Natural Resources Management:
3.2.1 Caring for natural resources, adaptation and mitigation to climate change:

SECTION 4

Production

	QUALITY OF PRODUCT AND QUANTITY OF PRODUCE			
Produce	Quality	Quantity	Scale of operation	Scale of household consumption

NB: Surplus production must have an annual turnover of less than R50 000 (attach sales records)

SECTION 5

Community Involvement

Contribution to community development

Name of Nominee: -----

Signature: ----- Date-----

Name of the Nominator: -----

Name of Organisation: -----

Signature: ----- Date: -----



agriculture, forestry & fisheries

Department:
Agriculture, forestry & fisheries
REPUBLIC OF SOUTH AFRICA

Annexure C3

NOMINATION FORM

TOP ENTREPRENEUR: SMALLHOLDER

DAFF FEMALE ENTREPRENEUR AWARDS 2016/17-2018/19

Department of Agriculture Forestry and Fisheries, Private Bag X250Pretoria 0001

or

Harvest house, 30 Hamilton Street, Arcadia, Pretoria 0001

Tel: 012 319 6288

Fax: 012 3196190

Email: CeciliaMa@daff.gov.za, KholofeloT@daff.gov.za

SECTION 1

Personal Information:

Name of the enterprise (e.g Luthando LTD)

Name of nominator - Extension Official:

Name of owner: (e.g Ms Noluthando Maseko)

Job title of nominee:

Physical address:

ID (Attach copy) :

Postal address:

Banking details :

Contact numbers and e-mail address for the owner:

Contact number and e-mail address for a nominee:

SECTION 2

Enterprise Information:

2.1. Type of enterprise:	
2.2 Specialized commodity:	
2.3 Background of the enterprise :	
2.4 Legal requirements and corporate governance standards (Attach Evidence)	Please Tick
2.4.1 Entity registration certificate	
2.4. 2 Information on occupational health and safety matters (e.g. protective clothing)	
2.4. 3 Unemployment Insurance Funds (UIF) records	
2.4.4 Employment contracts, salary advises and leave records	
2.4.5 Tax Clearance Certificate	

Section 3

Farming Practices

2.5 Farming Methods:
2.5.1 Indigenous Knowledge Systems (IKS)
2.5.2 Use of new technology (Innovation)
2.5.3 Responsible use of production inputs (pesticides, fertilizers, vaccines, etc.)

3.2 Natural Resources Management:

3.2.1 Caring for natural resources, adaptation and mitigation to climate change

SECTION 4

Financial Management:

Describe your recording keeping system citing the types of financial journals you keep (cash flow, enterprise budget, balance sheet etc.)

SECTION 5

Production:

Demonstrate value chain standards: (e.g. HAACP, phytosanitary and health requirements)

Demonstrate labelling of ingredients:

Demonstrate handling and packaging:

QUALITY OF PRODUCT AND QUANTITY OF PRODUCE

Produce	Quality	Quantity

SECTION 6

Marketing plan:

Mention the existing markets(indicate formal and informal local markets):

Monetary value of the sales:

Produce	Quality	Price	Total amount

SECTION 7

Job creation:

Number of permanent and seasonal jobs created	
Seasonal jobs created	Permanent jobs
Persons with disability: Youth: Women:	Persons with disability: Youth: Women:
Sustainability of jobs created:	

SECTION 8

Investment in human capital development

Skills transfer (Mentoring, coaching and capacity-building programmes): Programmes focusing on staff well-being:
Contribution to community development:

Name of Nominee: -----

Signature: ----- Date: -----

Name of the Nominator: -----

Name of Organisation: -----

Signature: ----- Date: -----



agriculture, forestry & fisheries

Department:
Agriculture, forestry & fisheries
REPUBLIC OF SOUTH AFRICA

Annexure C4

NOMINATION FORM

TOP ENTREPRENEUR: PROCESSING

DAFF FEMALE ENTREPRENEUR AWARDS 2016/17-2018/19

Department of Agriculture Forestry and Fisheries, Private Bag X250Pretoria 0001

or

Harvest house, 30 Hamilton Street, Arcadia, Pretoria 0001

Tel: 012 319 6288

Fax: 012 3196190

Email: CeciliaMa@daff.gov.za, KholofeloT@daff.gov.za

SECTION 1

Personal Information:

Name of the enterprise(e.g. Luthando LTD)

Name of nominator - Extension Official:

Name of owner: (e.g. Ms Noluthando Maseko)

Job title of the nominee:

Physical address:

ID (attach copy):

Postal address:

Banking details:

Contact numbers and e-mail for the owner:

Contact number and e-mail for a nominee:

SECTION 2

Enterprise Information:

2. 1 Type of enterprise:	
2. 2 Specialized Commodity:	
2. 3 Background of the enterprise:	
2.4. Legal requirements and cooperate governance standards (Attach Evidence)	Please Tick
2.4.1. Entity registration certificate	
2.4.2. Information on occupational health and safety matters(e.g. protective clothing)	
2.4.3. Unemployment Insurance Fund(UIF) records	
2.4.4. Employment contracts, salary advises and leave records	
2.4.5. Tax Clearance certificate	
2.4.6. Industry Compliance/Requirements/norms and standards (e.g. Phytosanitary and Health Requirements, HAACP, Local and global gap, SABS)	
2.4.7. BBBEE Level 2 Certificate	
Processing practices 2.5 Processing Methods: 2.5.1 Indigenous Knowledge Systems (IKS) 2.5.2 Use of new technology (Innovation) 2.5.3 Responsible use of production inputs (pesticides, vaccines, etc.)	

2.6 Natural Resources Management:

2.6.1 Caring for natural resources, adaptation and mitigation to climate change

SECTION 3

Financial management:

Describe your recording keeping system citing the types of financial journals you keep (cash flow, enterprise budget, balance sheet etc.)

SECTION 4

Processing:

Demonstrate Value chain standards: (e.g. HACCP, Phytosanitary and health requirements)

Demonstrate Labeling of ingredients:

Demonstrate Handling and packaging:

Quality of product and quantity of processed produce:

Produce	Quality	Quantity

SECTION 5

Marketing plan:

Mention the existing markets (indicate formal or informal Local/ national/ international):

Monetary value of the sales:

Produce	Quantity	Price	Total amount

SECTION 6

Job creation:

Indicate total number of permanent and seasonal jobs created:		
Seasonal Jobs creation	Permanent Jobs	
Persons with disability:	Persons with disability:	
Youth:	Youth:	
Women:	Women:	
Men:	Men:	
Sustainability of jobs created (Indicate number of jobs created over the past two years and the average number of years permanent employees have been retained):		

Section 7

Investment in human capital development:

Skills transfer (Mentoring, coaching and capacity-building programmes):
Programmes focusing on staff well-being:

Section 8

Social responsibility

Indicate Contribution to community development:

Name of Nominee: -----

Signature: ----- Date:-----

Name of the Nominator: -----

Name of Organisation: -----

Signature: ----- Date: -----



agriculture, forestry & fisheries

Department:
Agriculture, forestry & fisheries
REPUBLIC OF SOUTH AFRICA

Annexure C5

NOMINATION FORM

TOP ENTREPRENEUR: COMMERCIAL DAFF FEMALE ENTREPRENEUR AWARDS 2016/17-2018/19

Department of Agriculture Forestry and Fisheries, Private Bag X250 Pretoria 0001

or

Harvest house, 30 Hamilton Street, Arcadia, Pretoria 0001

Tel: 012 319 6288

Fax: 012 3196190

Email: CeciliaMa@daff.gov.za, KholofeloT@daff.gov.za

SECTION 1

Personal Information:

Name of the enterprise(e.g. Luthando LTD)

Name of nominator - Extension Official:

Name of owner: (e.g. Ms Noluthando Maseko)

Job title of the nominee:

Physical address:

ID(Attach copy):

Banking details:

Contact numbers and e-mail of the owner:

Contact number and e-mail of a nominee:

SECTION 2

Enterprise information:

2.1 Type of Enterprise:

2.2 Specialized Commodity:

2.3 Background of the enterprise:

2.4 Legal requirements and corporate governance standards (Attach Evidence)		Please tick
2.4.1	Entity registration certificate	
2.4.2	Information on occupational health and safety matters(e.g. protective clothing)	
2.4.3	Unemployment Insurance Fund(UIF) records	
2.4.4	Employment contracts, salary advises and leave records	
2.4.5	Tax Clearance Certificate	
2.4.6	BBBEE level 2 Certificate	
2.4.7	Industrial Compliance/Requirements/norms and standards (e.g. Phytosanitary and Health Requirements, HAACP, Local and global gap, SABS)	
Farming practices 2.5. Farming Methods: 2.5.1 Indigenous Knowledge Systems (IKS) 2.5.2 Use of new technology (Innovation) 2.5.3 Responsible use of production inputs (pesticides, fertilizers, vaccines, etc.)		
2.6 Natural Resources Management: 2.6.1 Caring for natural resources, adaptation and mitigation to climate change		

SECTION 3

Financial management:

Describe your recording keeping system citing the types of financial journals you keep (cash flow, enterprise budget, balance sheet etc.

SECTION 4

Production:

Demonstrate Value chain standards: (e.g. HAACP, Phytosanitary and health requirements)

Demonstrate Labeling of ingredients:		
Handling and packaging:		
Quality of product and quantity of produce:		
Produce	Quality	Quantity

SECTION 5

Marketing plan:

Mention the existing markets (indicate formal or informal Local/ national/ international):			
Monetary value of the sales:			
Produce	Quantity	Price	Total amount

SECTION 6

Job creation:

Number of permanent and seasonal jobs created:	
Seasonal Jobs created	Permanent Jobs
Persons with disability:	Persons with disability:
Youth:	Youth:
Women :	Women :
Sustainability of jobs created:	

SECTION 7

Investment in human capital development:

Skills transfer (Mentoring, coaching and capacity-building programmes):
Programmes focusing on staff wellbeing:
Contribution to community development:

Name of Nominee: -----

Signature: -----

Date: -----

Name of the Nominator: -----

Name of Organization: -----

Signature: -----

Date: -----

NOMINATION FORM

**TOP ENTREPRENEUR: EXPORT MARKETS
DAFF FEMALE ENTREPRENEUR AWARDS 2016/17-2018/19**

Department of Agriculture Forestry and Fisheries, Private Bag X250Pretoria 0001

or

Harvest house, 30 Hamilton Street, Arcadia, Pretoria 0001

Tel: 012 319 6288

Fax: 012 3196190

Email: CeciliaMa@daff.gov.za, KholofeloT@daff.gov.za

SECTION 1

Personal Information:

Name of the enterprise(e.g. Luthando LTD)

Name of nominator - Extension Official:

Name of owner: (e.g. Ms Noluthando Maseko)

Job title of the nominee:

Physical address:

ID: Attach copy:

Postal address:

Banking details:

Contact numbers and e-mail for the owner:

Contact number and e-mail for a nominee:

SECTION 2

Enterprise information:

2.1 Type of Enterprise:	
2.2 Specialized Commodity:	
2.3 Background of the enterprise :	
2.4. Legal requirements and corporate governance standards	Please tick
2.4.1 Entity registration certificate	
2.4.2 Information on occupational health and safety matters(e.g. protective clothing)	
2.4.3 Unemployment Insurance Fund(UIF) records	
2.4.4 Employment contracts, salary advises and leave records	
2.4.5 Tax Clearance certificate	
2.4.6 Industry Compliance/Requirements/norms and standards (e.g. Phytosanitary and Health Requirements, HAACP, Local and global gap, SABS)	
2.4.7 BBBEE Level 2 Certificate	
Farming practices	
2.5. Farming Methods:	
2.5.1 Indigenous Knowledge Systems (IKS)	
2.5.2 Use of new technology (Innovation)	

2.5.3 Responsible use of production inputs (pesticides, fertilizers, vaccines, etc.)

2.6 Natural Resources Management:

2.6.1 Caring for natural resources, adaptation and mitigation to climate change

SECTION 3

Financial management:

Describe your recording keeping system citing the types of financial journals you keep (cash flow, enterprise budget, balance sheet etc.)

SECTION 4

Production:

Demonstrate Value chain standards: (e.g. HAACP, Phytosanitary and health requirements):

Demonstrate Labeling of ingredients:

Demonstrate Handling and packaging:

Quality of product and quantity of produce:

Produce	Quality	Quantity

SECTION 5

Marketing plan:

Mention the existing markets(indicate formal and informal local market):

Monetary value of the sales:

Produce	Quantity	Price	Total Amount

SECTION 6

Job creation:

Number of permanent and seasonal jobs created:

Seasonal Jobs creation	Permanent Jobs
Persons with disability:	Persons with disability:
Youth:	Youth:
Women:	Women:
Sustainability of jobs created:	

SECTION 7

Investment in human capital development:

Skills transfer (Mentoring, coaching and capacity-building programmes):
Programmes focusing on staff well-being:
Contribution to community development:

Name of Nominee: -----

Signature: ----- Date: -----

Name of the Nominator: -----

Name of Organisation: -----

Signature: ----- Date: -----

TERMS OF REFERENCE FOR DAFF FEA ADJUDICATION DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

1. INTRODUCTION

1.1 DAFF FEA is the sole mandate and responsibility of the Department of Agriculture, Forestry and Fisheries. The implementation would, however, be a concerted and coordinated effort between national, provincial, local government, regional producer, sector worker and civil society organisations; and other key stakeholders with vested interest in the development, empowerment and advancement of the interests of DAFF female entrepreneurs.

2. PURPOSE OF DAFF FEMALE ENTREPRENEUR AWARDS

2.1 Why Female Entrepreneur Awards: The quick answer to that is to:

- Acknowledge the strides taken by women towards the agriculture, forestry and fisheries sectors while encouraging and increasing participation of women, young women and women with disabilities in the sector through DAFF Female Entrepreneur Programme.
- Contribute in the following priorities; mainstreaming of women, young women and women with disabilities in the sector through food security, job creation, economic growth and poverty alleviation.
- Develop DAFF female entrepreneurs who are nationally and globally competitive.

3. NOMINATION PROCESS

3.1 Who may enter for this competition?

- Women who are employed or own enterprises in DAFF sector are eligible to enter for this competition.

3.2 Why enter for this competition?

- Entering for the DAFF FEA allows women within the sector to be recognised by the department, their peers and retailers as excellent and best female entrepreneurs.
- This serves as a management tool to measure the impact of this programme towards development of females within the sector (what gets measured, gets done).
- Achieve greater pride in what they do and aim for the top achievements in the sector.

3.3 How to enter for this competition

- The following process must be adhered to:
 - ◊ Women-owned enterprises within the sector. This can be an individual or a group.
 - ◊ Women employed in the sector can be nominated by their employers.
 - ◊ All entrants should complete DAFF FEA entry form which is obtainable from DAFF and provinces.

4. ADJUDICATION PROCESS

- 4.1 The initial process of assessment begins with the shortlisting of nominees at a provincial level.
- 4.2 Evidence of information provided in the entry form and the profile is scored, using a prescribed scoring form.
- 4.3 The scoring form guides each assessor in scoring the evidence provided.
- 4.4 Each entrant's evidence is scored by a panel of adjudicators at a provincial level.
- 4.5 A shortlist of highest-scoring entrants is compiled at provincial level.
- 4.6 These shortlisted entrants are then visited by a panel of adjudicators on site whose task is to select the top winners.
- 4.6 The shortlisted enterprises followed by winners will all be announced by MECs at a Provincial Award ceremony.
- 4.7 The names of all the top winners from the provinces are then submitted to DAFF to compete at a national level where only final winners will be announced by the Minister at DAFF FEA.

5. APPOINTMENT OF THE DAFF FEA ADJUDICATION COMMITTEE (AC)

- 5.1 The Provincial Adjudication Committee is appointed by provinces in consultation with their MECs.
- 5.2 DAFF's Adjudication Committee is appointed by the Minister.

6. THE PURPOSE OF THE ADJUDICATION COMMITTEE

- 6.1 To review the findings and evidence collected on DAFF FEA nominees in different categories.
- 6.2 To make recommendations on the best nominee per category.

7. THE FUNCTIONS OF THE ADJUDICATION COMMITTEE

In respect of each province the Adjudication Committee is required to:

- 7.1 Review the evidence and findings of DAFF Female Entrepreneur nominations.
- 7.2 Help ensure the rapid delivery of the processes of DAFF FEA is carried out with integrity.
- 7.3 Make recommendations on the winners using an approved score-sheet.
- 7.4 Provide a score-sheet and give reasons for its conclusions.
- 7.5 Provide a written report on the process.

8. TERMS OF APPOINTMENT IN THE ADJUDICATION COMMITTEE

- 8.1 The adjudicator shall be an individual appointed by the provinces and DAFF on a voluntary basis to solely adjudicate DAFF FEA.

8.2 The term of office for the adjudicator shall indicate when the adjudicators will assume and conclude the adjudication process.

8.3 Adjudicators shall carry out the adjudication process for DAFF FEA in accordance with the ToR.

8.4 Adjudicators shall disclose their conflict of interest prior to the commencement of the process.

8.5 It is worth noting that this process is voluntarily. However, DAFF will pay for accommodation and transport of the adjudicators just like the provinces.

9. ASSISTANCE TO THE ADJUDICATION COMMITTEE

9.1 National and provincial coordinators should determine secretariat needs and resources of the Committee.

9.2 The secretariat shall be responsible for keeping minutes of the meeting of the Adjudication Committee.

9.3 The minutes shall record the following:

- Names of the committee members present at the Adjudication Committee meeting.
- Names and functions of any other persons present at the meeting
- Apologies received
- The date, starting and finishing times of the meeting
- The process followed in the meeting
- Decisions of the Adjudication Committee

9.4 It should also be noted that no material should be removed from the meeting premises.

10. DECISION MAKING OF THE ADJUDICATION COMMITTEE

10.1 The Adjudication Committee members shall finalise their process and make recommendations.

10.2 Once the Adjudication Committee has finalised its process and deliberations, it is required that the following be submitted to the Provincial and National Coordinators:

- All the documents received for evidence
- A narrative report setting out:
 - Processes followed by the Adjudication Committee
 - Its recommendations as to which nominee should be awarded for each category at the provincial level and at national level and the reasons for its recommendations
 - Any potential constraints or risks identified to the recommendations and how to mitigate those constraints or risks
 - Any issue that the AC feels should be brought to the attention of the Committee
 - Any dissenting views of matters of the AC and the reasons for those dissenting views.

We, the members of DAFF FEA Adjudication Committee, unanimously agree with the content and the recommendations made during the adjudication process. The processes were carried out with integrity, adhering to the code of conduct and exercising confidentiality until the winners are announced by the Minister on the day of the DAFF FEA ceremony.

Name: Chairperson:

Date:

1

2.

3.

(All members must sign)

Annexure D1

SCORE SHEET- BEST FEMALE WORKER DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

Name of Province.....

Name of owner of the enterprise.....

Name of Nominee

NON-SCORING BUT PREREQUISITE (DISQUALIFYING ELEMENT)	YES	NO
Legal requirement and standard		
Payslip		
PERFORMANCE		
1.1 Teamwork	20	
Ability to function independently and as part of the team, interpersonal skills, ability to motivate and encourage others and extent of providing feedback on work-related matters.		
1.2 Quality of work	40	
Knowledge and understanding of enterprise activities, ability to adhere to set targets.		
1.3 Flexibility	15	
Extent to which the worker accepts responsibility beyond her own job description and willingness to learn.		
1.4 Conduct	15	
Punctuality, absenteeism, working relations		
1.5 Creativity and Innovation	10	
Suggestions on ways of improving work methods		
Overall remarks:		

TOTAL SCORE	
<p>I, serving on an adjudication panel for Department of Agriculture, Forestry and Fisheries Female Entrepreneur Awards, have assessed this entry and allocated my scores without any prejudice or coercion. I performed my duties voluntarily to promote government initiative in developing DAFF Female Entrepreneurs to the best of my ability.</p>	

Signature.....

Date.....

SCORE SHEET: BEST SUBSISTENCE PRODUCER
DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

Name of Province.....

Name of enterprise.....

Name of Nominee

ELEMENTS	WEIGHTS
1. Natural Resources Management	20
1.1. Caring for the natural resources and adaptation to and mitigation of climate change	
2. Farming Practices	30
2.1. Farming Methods:	
2.1.1. Innovation or use of indigenous knowledge systems	
2.1.2 Responsible use of production inputs	
3. Production	40
3.1. Scale of Production (surplus production must have an annual turnover of less than R50 000)	
3.2. Quality	
3.3 Quantity	
4. Community Involvement	10
4.1. Contribution to community development	
Overall remarks:	
TOTAL SCORE	

I, serving on an adjudication panel for Department of Agriculture, Forestry and Fisheries Female Entrepreneur Awards, have assessed this entry and allocated my scores without any prejudice or coercion. I performed my duties voluntarily to promote government initiative in developing DAFF Female Entrepreneurs to the best of my ability.

Signature: Date:

SCORE SHEET- TOP ENTREPRENEUR: SMALLHOLDER

DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

Name of Province

Name of owner of the enterprise

Name of nominee

NON-SCORING BUT PREREQUISITE (DISQUALIFYING ELEMENTS)	YES	NO
Legal requirements and standards		
Entity registration certificate (80% Women ownership)		
Tax Clearance certificate		
PENALTY		
Legal requirements and standards	10	
Information on occupational health and safety matters, e.g. protective clothing (- 2)		
Unemployment Insurance Fund (UIF) records (- 4)		
Employment contracts, salary advice and leave record (- 4)		
ELEMENTS	WEIGHTS	
1. Natural Resource Management	10	
1.1 Caring for natural resources and adaptation and mitigation to climate change		
1.2 Farming methods and use of indigenous knowledge system (IKS) linking with the new technology		
2. Production and marketing plan	30	
2.1 Handling and packaging		
2.2 Quality of product and quantity of produce		
2.3 Monetary value of the sales (does not exceed or is not likely to exceed R1 million)		
2.4 Economic growth and job creation (Employment of SA labour will be an added advantage)		
2.5 Marketing strategy (existing formal and informal markets)		

2.6 Scale of operation	
3. Investment in human capital development	20
3.1 Skills transfer (mentoring and coaching and general development programmes)	
3.2 Wellness programmes for staff members/support programmes for staff members	
4. Social responsibility	10
4.1 Contribution to community development	
4.2 Involvement of young women and women with disabilities in the enterprise	
5. Financial management	20
5.1 Financial management and bookkeeping	
Overall remarks:	
TOTAL SCORE	
<p>I, serving on an adjudication panel for Department of Agriculture, Forestry and Fisheries Female Entrepreneur Awards, have assessed this entry and allocated my scores without any prejudice or coercion. I performed my duties voluntarily to promote government initiative in developing DAFF Female Entrepreneurs to the best of my ability.</p> <p>Signature: Date:</p>	

SCORE-SHEET-TOP ENTREPRENEUR: PROCESSING
DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

Name of Province

Name of owner of the enterprise

Name of nominee

NON-SCORING BUT PREREQUISITE (DISQUALIFYING ELEMENTS)	YES	NO
Legal requirements and standards		
Entity registration certificate (80% Women ownership)		
Tax Clearance Certificate		
Industry Compliance/Requirements/norms and standards (e.g. Phytosanitary and Health Requirements, HAACP, Local and global gap, SABS)		
Contract agreement/consistent transactions with local/ national and/or international markets		
PENALTY		
Legal requirements and standards	10	
Information on occupational health and safety matters ,e.g. protective clothing (- 2)		
Employment Insurance Fund (UIF) records (- 3)		
Employment contracts, salary advice and leave records (- 3)		
Typed and audited Financial and Production records (- 2)		
ELEMENTS	WEIGHTS	
1. Natural Resource Management	10	
1.1 Caring for natural resources and adaptation and mitigation to climate change		
2.2 Processing methods and use of Indigenous Knowledge System (IKS) linking with the new technology		
2. Processing and marketing plan	30	
2.1 Handling and packaging		
2.2 Quality of product and quantity of produce		

2.3 Monetary value of the sales	
2.4 Economic growth and job creation (Employment of SA labour will be an added advantage)	
2.5 Marketing strategy(existing formal and informal markets)	
2.6 Scale of operation	
3. Investment in human capital development	10
3.1 Skills transfer(mentoring and coaching and general development programmes	
3.2 Wellness programmes for the staff members/support programmes for staff members	
4. Social responsibility	10
4.1 Contribution to community development	
4. 2 Involvement of young women and women with disabilities in the enterprise	
5. Financial management	30
5.1 Financial management and bookkeeping	
Overall remarks:	
TOTAL SCORE	
<p>I, serving on an adjudication panel for Department of Agriculture, Forestry and Fisheries Female Entrepreneur Awards, have assessed this entry and allocated my scores without any prejudice or coercion. I performed my duties voluntarily to promote government initiative in developing DAFF Female Entrepreneurs to the best of my ability.</p> <p>Signature: Date:</p>	

SCORE-SHEET-TOP ENTREPRENEUR: COMMERCIAL
DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

Name of Province

Name of owner of the enterprise

Name of nominee

NON-SCORING, BUT PREREQUISITE (DISQUALIFYING ELEMENTS)	YES	NO
Legal requirements and standards		
Entity registration certificate (80% Women ownership)		
Tax Clearance Certificate		
Employment Insurance Fund (UIF) records		
Contract agreement/consistent transactions with local/ national and/or international markets		
PENALTY		
Legal requirements and standards	10	
Information on occupational health and safety matters, e.g. protective clothing (- 2)		
BBBEE Level 2 (- 1)		
Employment contracts, salary advice and leave records on company logo (- 3)		
Typed and audited Financial and Production records (- 4)		
ELEMENTS	WEIGHTS	
1. Natural Resource Management	10	
1.1 Caring for natural resources and adaptation and mitigation to climate change		
1.2 Farming methods and use of Indigenous Knowledge System (IKS) linking with the new technology		
2. Production and marketing plan	30	
2.1 Storage, handling and packaging		
2.2 Quality of product and quantity of produce		
2.3 Monetary value of the sales		
2.4 Economic growth and job creation (Employment of SA labour will be an added advantage)		

2.5 Marketing strategy (existing formal and informal markets)	
2.6 Scale of operation	
3. Investment in human capital development	20
3.1 Skills transfer(mentoring and coaching and general development programmes)	
3.2 Wellness programmes for the staff members/support programmes for staff members	
4. Social responsibility	10
4.1 Contribution to community development	
4.2 Involvement of young women and women with disabilities in the enterprise	
5. Financial management	20
5.1 Financial management and bookkeeping	
Overall remarks:	
TOTAL SCORE	
<p>I, serving on an adjudication panel for Department of Agriculture, Forestry and Fisheries Female Entrepreneur Awards, have assessed this entry and allocated my scores without any prejudice or coercion. I performed my duties voluntarily to promote government initiative in developing DAFF Female Entrepreneurs to the best of my ability.</p> <p>Signature: Date:</p>	

Annexure D6

SCORE-SHEET-TOP ENTREPRENEUR: EXPORT DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

Name of Province

Name of owner of the enterprise

Name of nominee

NON-SCORING, BUT PREREQUISITE (DISQUALIFYING ELEMENTS)	NO	YES
Legal requirements and standards		
Entity registration certificate (80% Women ownership)		
Tax Clearance certificate		
Unemployment Insurance Fund(UIF) records		
Export certificate/ Proof of transaction/Contract agreement with Agent		
Industry Compliance/Requirements/norms and standards (e.g Phytosanitary and Health Requirements, HAACP, Local and global gap, SABS)		
PENALTY		
Legal requirements and standards	10	
Information on occupational health and safety matters(e.g. protective clothing)(- 2)		
Employment contracts, salary advice and leave records on company logo (- 3)		
BBBEE Level 2 (- 2)		
Typed and audited Financial and Production records (- 3)		
ELEMENTS	WEIGHTS	
1. Natural Resource Management	10	
1. 1 Caring for natural resources and adaptation and mitigation to climate change		
1.2 Farming methods and use of Indigenous Knowledge System (IKS) linking with the new technology		
2. Production and Marketing Plan	30	

2.1 Storage, handling and packaging	
2.2 Quality of product and quantity of produce	
2.3 Monetary value of the sales	
2.4 Economic growth and job creation (Employment of SA labour will be an added advantage)	
2.5 Marketing strategy(existing formal and informal markets)	
3. Investment in human capital development	20
3.1 Skills transfer(mentoring and coaching and general development programmes	
3.2 Wellness programmes for the staff members/support programmes for staff members	
4. Social responsibility	10
4.1 Contribution to community development	
4.2 Involvement of young women and women with disabilities in the enterprise	
5. Financial management	20
5.1 Financial management and bookkeeping	
Overall remarks:	
TOTAL SCORE:	
<p>I, serving on an adjudication panel for Department of Agriculture, Forestry and Fisheries Female Entrepreneur Awards, have assessed this entry and allocated my scores without any prejudice or coercion. I performed my duties voluntarily to promote government initiative in developing DAFF Female Entrepreneurs to the best of my ability.</p> <p>Signature: Date:</p>	

Annexure D7

DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

SCORE SHEET- OVERALL WINNER

Name of Province

Name of owner of the enterprise

Name of nominee

ELEMENTS	WEIGHTS
1. Strength and Determination:	20
(Journey travelled, including challenges overcome, perseverance, endurance, resilience, self-starter attributes, initiatives taken to mobilize resources, including funding acquiring, knowledge to set up and or develop the enterprise/entity)	
Participating in sector-related events, sharing knowledge, and mentoring others	
Extent of contribution to the empowerment of others and sharing of knowledge	
2. Adaptability and humanity	20
Ability to adapt fast and efficiently to changing circumstances while being steered by values of working towards a greater good.	
3. Vision and growth focus	20
Vision and growth focus. Demonstration of future achievable goals that will contribute towards sustained operation in the sector, as well as proof of execution of the development and empowerment of people employed by the enterprise/entity.	
4. Excellence	20
Quality of results produced by the enterprise/entity, including assessment of gradual increase of production, turnover, profits, jobs created over time, the quality of products and innovative business management practices.	
5. Social responsibility	20
Contribution to community development	

TOTAL SCORE:	
<p>I, serving on an adjudication panel for Department of Agriculture, Forestry and Fisheries Female Entrepreneur Awards, have assessed this entry and allocated my scores without any prejudice or coercion. I performed my duties voluntarily to promote government initiative in developing DAFF Female Entrepreneurs to the best of my ability.</p> <p>Signature: Date:</p>	

CHECK LIST- BEST FEMALE WORKER

DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

Name of Province.....

Name of Owner of the Enterprise.....

Name of Nominee.....

NO	DESCRIPTION	CHECK
1.	Completed nomination form	
2.	SA Identity Document	
3.	Profile Outlining: <ul style="list-style-type: none"> • Employment History, • Number of years employed, • Responsibilities/job description, • Work related achievements, • Social responsibility participation 	
4.	Evidence:	
4.1	All items outlined in the Profile:	
4.1.1	Employment History	
4.1.2	Number of years employed	
4.1.3	Responsibilities/job description	
4.1.4	Work related achievements	
4.2	Motivation from the farmer, forester, fisher in relation to:	

	<ul style="list-style-type: none"> • Teamwork qualities • Quality of work • Conduct • Creativity and innovation • Flexibility 	
Motivation for deviations: 		

<p align="center">COMPULSORY</p> <p align="center">(To be verified by a Senior Official)</p>	
<p>Name of verifying Provincial Official:</p> <p>Rank of Verifying Official:</p> <p>Signature: Date:</p>	

CHECK LIST: BEST SUBSISTENCE PRODUCER

DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

Name of Province.....

Name of Owner of the Enterprise.....

Name of Nominee.....

NO	DESCRIPTION	CHECK
1.	Completed nomination form	
2.	SA Identity Document	
3.	Profile Outlining: <ul style="list-style-type: none"> • Personal Information • Enterprise information • Farming practices • Production • Community involvement 	
4.	Evidence:	
4.1	All items outlined in the Profile:	
4.1.1	Personal Information	
4.1.2	Enterprise information	
4.1.3	Production practices	
4.1.4	Production plan	
4.1.5	Community involvement	

Motivation for deviations:

COMPULSORY

(To be verified by a Senior Official)

Name of verifying Provincial Official:

Rank of Verifying Official:

Signature..... Date.....

CHECK LIST- TOP ENTREPRENEUR: SMALLHOLDER

DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

Name of Province.....

Name of Owner of the Enterprise.....

Name of Nominee.....

NO	DESCRIPTION	CHECK
1.	Completed nomination form	
2.	SA Identity Document	
3.	Profile Outlining: <ul style="list-style-type: none"> • Personal Information • Enterprise Information • Financial management • Production • Marketing Plan • Job creation • Investment in human capacity development • Social responsibility 	
4.	Evidence:	
4.1	All items outlined in the Profile:	
4.1.1	Personal Information	
4.1.2	Enterprise information	
4.1.3	Financial management records (cash flow, income statement, balance sheet, supplier records, production records etc.)	
4.1.4	Production	
4.1.5	Marketing Plan	

4.1.6	Job creation	
4.1.7	Investment in human capacity development	
4.1.8	Social responsibility	
4.2	Entity registration certificate/ CIPRO Certificate	
4.3	Information on occupational health and safety matters	
4.4	Unemployment insurance fund records	
4.5	Employment contracts, salary advices and leave records(Own branding will be added advantage)	
4.6	Tax clearance certificate	
4.7	Contract agreement and or consistent proof of transactions.	
4.8	Records and book keeping: -visitors books, cash flow, income statement, balance sheet, supplier records, production records, etc.	
Motivation for deviations:		

COMPULSORY
(To be verified by a Senior Official)
<p>Name of verifying Provincial Official:</p> <p>Rank of Verifying Official:</p> <p>Signature..... Date.....</p>

CHECKLIST-TOP ENTREPRENEUR: PROCESSING
DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

Name of Province.....

Name of Owner of the Enterprise.....

Name of Nominee.....

NO	DESCRIPTION	CHECK
1.	Completed nomination form	
2.	SA Identity Document	
3.	Profile Outlining: <ul style="list-style-type: none"> • Personal Information • Enterprise Information • Financial management • Production • Marketing Plan • Job creation • Investment in human capacity development • Social responsibility 	
4.	Evidence:	
4.1	All items outlined in the Profile:	
4.1.1	Personal Information	
4.1.2	Enterprise information	
4.1.3	Financial management records (cash flow, income statement, balance sheet, supplier records, production records)	
4.1.4	Production records	

4.1.5	Marketing Information	
4.1.6	Job creation records	
4.1.7	Investment in human capacity development	
4.1.8	Social responsibility	
4.2	Entity registration certificate/ CIPRO Certificate	
4.3	Information on occupational health and safety matters	
4.4	Unemployment insurance fund records	
4.5	Employment contracts, salary advices and leave records(Own branding will be added advantage)	
4.6	Tax clearance certificate	
4.7	Contract agreement and or consistent proof of transactions	
4.8	Industry Compliance/Requirements/norms and standards (e.g Phytosanitary and Health Requirements, HAACP, Local and global gap, SABS)	
4.9	Contract agreement/consistent transactions with local and/or national markets	
4.10	BBBEE level 2	
4.11	Enterprise insurance will be an added advantage	
Motivation for deviations:		

COMPULSORY (To be verified by a Senior Official)	
<p>Name of verifying Provincial Official:</p> <p>Rank of Verifying Official:</p> <p>Signature..... Date.....</p>	

CHECKLIST-TOP ENTREPRENEUR: COMMERCIAL

DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

Name Of Province.....

Name Of Owner Of The Enterprise.....

Name Of Nominee.....

NO	DESCRIPTION	CHECK
1.	Completed nomination form	
2.	SA Identity Document	
3.	Profile Outlining: <ul style="list-style-type: none"> • Personal Information • Enterprise Information • Financial management • Production • Marketing Plan • Job creation • Investment in human capacity development • Social responsibility 	
4.	Evidence:	
4.1	All items outlined in the Profile:	
4.1.1	Personal Information	
4.1.2	Enterprise information	
4.1.3	Financial management records (cash flow, income statement, balance sheet, supplier records, production records)	
4.1.4	Production records	
4.1.5	Marketing Information	

4.1.6	Job creation records	
4.1.7	Investment in human capacity development	
4.1.8	Social responsibility	
4.2	Entity registration certificate/ CIPRO Certificate/shareholder certificate	
4.3	Information on occupational health and safety matters	
4.4	Unemployment insurance funds records	
4.5	Employment contracts, salary advices and leave records(Own branding will be added advantage)	
4.6	Tax clearance certificate	
4.7	Contract agreement and or consistent proof of transactions.	
4.8	Records and book keeping: -visitors books, cash flow, income statement, balance sheet, supplier records, production records, etc.	
4.9	Contract agreement/consistent transactions with local and/or national markets	
4.10	BBBEE level 2	
4.11	Enterprise insurance will be an added advantage	

Motivation for deviations:

COMPULSORY

(To be verified by a Senior Official)

Name of verifying Provincial Official:

Rank of Verifying Official:

Signature.....

Date.....

CHECKLIST-TOP ENTREPRENEUR: EXPORT MARKETS

DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

Name Of Province.....

Name Of Owner Of The Enterprise.....

Name Of Nominee.....

NO	DESCRIPTION	CHECK
1.	Completed nomination form	
2.	SA Identity Document	
3.	Profile Outlining: <ul style="list-style-type: none"> • Personal Information • Enterprise Information • Financial management • Production • Marketing Plan • Job creation • Investment in human capacity development • Social responsibility 	
4.	Evidence of the following:	
4.1	All items outlined in the Profile:	
4.1.1	Personal Information	
4.1.2	Enterprise information	
4.1.3	Financial management records (cash flow, income statement, balance sheet, supplier records, production records)	
4.1.4	Production records	
4.1.5	Marketing Information	

4.1.6	Job creation records	
4.1.7	Investment in human capacity development	
4.1.8	Social responsibility	
4.2	Entity registration certificate/ CIPRO Certificate	
4.3	Information on occupational health and safety matters	
4.4	Unemployment insurance funds records	
4.5	Employment contracts, salary advices and leave records(Own branding will be added advantage)	
4.6	Tax clearance certificate	
4.7	Contract agreement and or consistent proof of transactions.	
4.8	Records and book keeping: -visitors books, cash flow, income statement, balance sheet, supplier records, production records, etc.	
4.9	Export certificate and or agreement with agent	
4.10	BBBEE level 2	
4.11	Enterprise insurance (will be an added advantage)	

Motivation for deviations:

COMPULSORY (To be verified by a Senior Official)
<p>Name of verifying Provincial Official:</p> <p>Rank of Verifying Official:</p> <p>Signature..... Date.....</p>



DECLARATION OF NO CONFLICT OF INTEREST
DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

Note :

Mark with an "x" in the appropriate box below;

I _____ hereby declare that :

(Name and surname of adjudicator)

☐ I have no financial or other personal interest, direct or indirect, in any matter that raises or may raise a conflict with my duties as an adjudicator of the DAFF FEA.

OR

☐ I have financial or other personal interest, direct or indirect, in certain matter that raises or may raise a conflict with my duties as an adjudicator of the DAFF FEA.

The particulars of such matter (s) are stated below :

Signature: _____

Date: _____



PROVINCIAL STATEMENT OF COMPLIANCE
DAFF FEMALE ENTREPRENEUR AWARDS 2019/2020 – 2020/21

I _____, _____
(Name of Head of Department) (Rank)

Hereby confirm that _____ has verified
(Name of Provincial Department)

The respective checklists per category entered for and confirm that the Department fully adhered to all the prescripts as stipulated in the DAFF FEA Guiding Document.

I further acknowledge that any noncompliance of the submission for entry at national level shall result in the disqualification of the Province for the particular category.

Signature: _____

Date: _____



agriculture,
forestry & fisheries

Department:
Agriculture, forestry & fisheries
REPUBLIC OF SOUTH AFRICA

Annexure H

DAFF FEMALE ENTREPRENEUR AWARDS

(Only applicable to Top Entrepreneur Award categories)

COMMITMENT LETTER FOR USE OF WINNINGS 2019/2020 – 2020/21

I _____ on behalf of _____ hereby
(Nominee) (Organisation)

commit to reinvesting 80% (eighty percent) of the winnings from the DAFF FEA programme into the business enterprise. I will further provide a breakdown and proof of how the funds were utilised to the Provincial and National Department as well as to the Sponsor on request.

Signature: _____

Date: _____



agriculture,
forestry & fisheries

Department:
Agriculture, forestry & fisheries
REPUBLIC OF SOUTH AFRICA

Annexure I

DAFF FEMALE ENTREPRENEUR AWARDS

(Only applicable to Top Entrepreneur Award categories)

REPORTING TEMPLATE ON USE OF WINNINGS 2019/2020 – 2020/21

I _____ on behalf of _____ hereby
(Nominee) (Organisation)

Confirm that 80% of the DAFF FEA winnings for the year 20____ which amounted to R_____ were utilised as outlined below, and evidence thereof has been attached.

Item	Amount	Description of evidence (attach proof)