

Guidelines for Federal Civil Service Logo Design Competition

1. Introduction

The Office of the Head of the Civil Service of the Federation (OHCSF) is embarking on a significant initiative to redesign the Federal Civil Service logo. This redesign is a crucial step in aligning with the Federal Civil Service Strategy and Implementation Plan 2021-2025 (FCSSIP25). All Federal Civil Servants are invited to contribute their unique perspectives and creativity by participating in a Competition to design a new logo.

2. Eligibility criteria

- i. Open to Nigerian citizens in the Federal Civil Service (both within and outside Nigeria).
- ii. The logo should reflect the values of the Nigerian Civil Service: Accountability, Meritocracy, Professionalism, Loyalty, and Efficiency (AMPLE).
- iii. This new design must be more dynamic, modern, professional, easily recognisable, original, creative, and distinctive, effectively communicating the mission of the Service, and not be previously published or used.
- iv. It should convey the image of a fast-transforming service.
- v. The logo should be versatile, easily recognizable in various formats (e.g., digital, print, merchandise), and adaptable across different devices and platforms. Your design should not only be visually appealing but also practical and relevant in various contexts, demonstrating the adaptability of the Federal Civil Service.
- vi. We encourage collaboration in the design process. If you choose to collaborate, please ensure that all contributors are appropriately credited in your submission. This approach not only fosters teamwork but also ensures that all contributors are recognized for their valuable input.

3. Submission Requirements

- i. Entries must include the logo design in both colour and black-and-white versions.
- ii. Submissions should be in high-resolution PNG format (minimum of 2,400 DPI and not more than 20 MB).
- iii. Each entry must be accompanied by a brief description (100-150 words) explaining the concept, inspiration, and elements used in the design, in line with the mission, vision, and core values of the Civil Service.
- iv. The best three entries will receive a financial reward and a certificate of recognition.

4. Copyright for Winning Designs

- i. By participating in the Federal Civil Service Logo Design Competition, entrants acknowledge and agree that all winning designs will become the exclusive property of the Federal Civil Service, which will hold all rights to the winning designs, including copyright. This includes the right to use, reproduce, modify, and distribute the designs in any format or medium for any purpose related to its mission and activities without further compensation to the designers.
- ii. The Office of the Head of Service reserves the right to combine elements from multiple entries to create a single logo that best represents the Nigerian Civil Service. In addition, it also reserves the right to modify or adjust any entry to ensure it meets the requirements and standards of the competition. By submitting an entry, participants acknowledge and accept these terms and conditions.

5. Submission of Entries:

- i. Electronic copies of the design and description should be submitted via the portal on the OHCSF website (www.ohcsf.gov.ng).

6. Deadline

All entries must be submitted by **Tuesday, 12th November, 2024**. Late submissions will not be considered.

7. We look forward to your participation in this initiative and wish you all the best.