



**TERMS OF REFERENCE (TORs) FOR CONSULTANT
TO DEVELOP A POLICY BRIEF ON THE RESOURCING OF WARD
DEVELOPMENT COMMITTEES (WDCs) AND ITS IMPACT ON THE
EFFECTIVENESS IN EXECUTING THEIR FUNCTIONS.**

1. INTRODUCTION

Caritas Zambia in collaboration with CSO DAN, is implementing the “Action to Accelerate Decentralisation through Advocacy” project with support from the USAID Local Impact Governance Project. The project intends to deliver on two objectives: 1. Galvanize CSO-DAN member organizations to carry out advocacy on decentralisation; 2. Promote opportunities for dialogue and collaboration among key stakeholders in the decentralisation sector.

The “project is premised on the fact that while the current government **has shown commitment to decentralization, some of the existing laws and policies do not align with the constitutional provisions on decentralisation and thus create challenges and bottlenecks in fully implementing decentralisation.** The project is therefore riding on the positive political will and commitment so far exhibited by government to realize the decentralisation policy objectives and accelerate decentralisation policy implementation. The project is biased towards accelerating decentralisation by influencing policy and legislative reform through advocacy. As part of its advocacy agenda, Caritas Zambia working in collaboration with CSO-DAN secretariat will commission a series of policy briefs on decentralisation issues as highlighted in the developed policy briefs and propose possible solutions to address the gaps identified.

2. BACKGROUND AND OVERVIEW

The ward development committee is the formal sub district structure an integral unit in the processes of decentralisation at local level, more so in the dispensation of CDF. The Ward Development Committees are the mechanism through which the decentralization policy is implemented in Zambia by ensuring that communities at ward level decide their development priorities leading to improved and responsive service delivery. The establishment of WDC as a mechanism for implementing the decentralization policy is provided for under Article 148 of the Constitution of Zambia and the Local Government Act No. 2 of 2019. The decentralization policy further emphasizes that in order to enhance inclusive governance which will promote sustainable development, the government shall put in place mechanisms at provincial, district and sub-district levels. The legal framework and the policy provide for the establishment of WDC in each ward at sub-district level.

The Ward Development Committee (WDC) is the first point of contact between the council and community. Guidelines are also given in terms of the composition and functions of WDCs. For instance, the composition of a WDC should include all elected zone members, ward councilor, representatives of marginalized groups like women, youth and the disabled, representatives of government departments which usually provide extension services, representatives of NGOs operating in the district and a traditional leader.

According to The Local Government Act, No. 2 of 2019 the purpose of the establishment of the WDCs is to perform the following functions:

- a) prepare annual ward development plans;
- b) collect revenue, levies and fees on behalf of a local authority on appointment by resolution of the council;
- c) monitor and evaluate ward development projects;
- d) promote community engagement in ward development planning;
- e) formulate and submit project list and budget proposals to the Constituency Development Fund Committee established under the Constituency Development Fund Act, 2018;
- f) support research on an area of study for the advancement of the local community;
- g) facilitate the identification of potential areas of investment and promote sustainable local economic development;
- h) promote and participate in the co management of natural and trans-boundary resources between or among wards;
- i) provide a forum for dialogue and coordination on ward development issues;
- j) identify areas for capacity building within the ward;
- k) promote and encourage village regrouping and urban renewal activities;
- l) identify in the ward, and submit to the local authority, potential areas of revenue sources likely to broaden the revenue base of the local authority;
- m) prudently manage resources allocated to the ward by the local authority in line with principles of public financial management;
- n) manage and keep a record of resources allocated to the Ward Development Committee;
- o) prepare quarterly reports on developmental activities within the ward to the appropriate committee of the local authority; and
- p) develop and maintain a ward-based database as guided by the local authority.

3. OBJECTIVES OF THE STUDY

The overall objective of the policy brief is to investigate effectiveness of the available resourcing mechanisms in accommodating the WDCs to perform their legally prescribed functions, as contained in the Local Government Act No 2 of 2019. Further the policy brief will seek to identify opportunities and provide recommendations for resourcing of WDCs, to facilitate them to carry out their mandate.

3.1. Specific tasks for the Consultant:

- 1) Assess constraints affecting WDCs meaningfully in the implementation of the functions for WDCs listed in the Local Government Act No 2 of 2019
 - 2) Investigate the available mechanisms and means of resourcing WDCs in performing their functions
 - 3) Based on the findings recommend possible ways of resourcing WDCs to make them fully functional
- a) Participate in a co-creation meeting with CARITAS Zambia to agree on the ToRs, methodology, timeframe, and structure of the policy brief and timelines
 - b) Develop and submit an inception report confirming the consultant's understanding of the Terms of Reference as well as their technical and financial proposal for this piece of work.
 - c) Undertake desk review/literature review on related subject matter.
 - d) Conduct field visit of any 6 (3 WDCs in each district) Wards based in Lusaka and Kabwe Districts. The target wards should be a mixture of rural and urban wards.
 - e) Produce a study report on policy provision, systems and practices, gaps and recommendations for policy improvement.
 - f) Develop a Policy Brief paper showcasing the bottlenecks affecting the effectiveness of the available resourcing mechanisms in accommodating the WDCs to perform their legally prescribed functions, as contained in the Local Government Act No 2 of 2019. Further the policy brief should bring out opportunities and provide recommendations for resourcing of WDCs, to facilitate them to carry out their mandate.
 - g) Organize a consultative workshop with concerned stakeholders to validate the position paper.
 - h) Produce the final report accommodating the inputs and feedback provided from the validation.
 - i) Finalize the policy brief paper incorporating the feedbacks from CARITAS Zambia

4. THE CONSULTANT IS EXPECTED TO PROVIDE THE FOLLOWING DELIVERABLES:

1. An inception report/proposal confirming the consultant's understanding of the Terms of Reference as well as their technical and financial proposal for this piece of work.
2. Desk review report on subject matter.
3. Undertake desk review/literature review
4. A study report on policy provision, systems and practices, gaps and recommendations for policy improvement.
5. A draft Policy Brief paper with clear recommendations on the topical issues shared with CARITAS Zambia for review
6. A draft report incorporating input and feedback from the validation work and CARITAS Zambia.
7. A Final policy brief paper

5. TIMEFRAME

The length of this consultancy assignment will be 15 days starting from 13th September, 2023 and complete the task by 29th September, 2023.

6. REPORTING

The Consultant will work closely with CARITAS Zambia Democracy and Governance Specialist.

7. CONSULTANT/FIRM'S PROFILE

The consultant must possess the following competencies:

- Bachelor's degree in Public Administration, Development Studies or relevant field required, **MA preferred**
- At least 5 years of demonstrated experience in policy brief development (Provide samples of policy briefs done)
- At least 8 years' experience in policy works with local and national government
- Ability to travel to the study areas Can travel to above mentioned locations to study the practices physically
- Excellent communication and coordination skills
- Excellent report writing skills
- Fluency in written and spoken English.

Send your applications to:

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Closing date for submissions: 15th September,2023.

For any clarifications please do not hesitate to call the Caritas Zambia Democracy & Governance Officer on +260 977541482