



Request for Proposals for case study write up Zambia: Improving Local Government Service Provision, Community Participation, and Economic Potential in Zambia Project

1. Background

CLGF has been supporting its members to promote local governance and local economic development in the Southern African region through a two-phased programme. The first was the period 2012 to 2016, and the second, is currently being implemented (2017-2020). Under the first phase (2012-2016) of the programme, the following was achieved :

At the local level, the programme piloted LED in 15 local authorities in Botswana, Swaziland, and Zambia by:

- Institutionalising LED in 15 target local authorities,
- Establishing multi-stakeholder forums to enable local authorities and their stakeholders to work together,
- Developing strategies to address identified weaknesses within their local economies, jointly implement agreed strategies through various projects, and
- Building local government capacity in implementing the activities mentioned above.

At the national level, ministries responsible for local government and LGAs were supported in developing enabling policies for local government and to roll out piloted initiatives within their countries through:

- The revision of the LED Framework in South Africa,
- Development of the LED Framework and Decentralisation Policy in Botswana, and
- Formulation of LED Guidelines in Swaziland and Zambia.

Under the second phase, the programme is rolling out and deepening LED in Botswana, Swaziland, South Africa, and Zambia and Zimbabwe as follows:

- LED is being rolled out nationally in Botswana, Zambia, and Swaziland, and Zambia as follows: Botswana - 12, Swaziland - 10, Zambia - 10, Zimbabwe - 15.
- CLGF is also supporting the implementation of LED strategies, that were developed under phase one, of the regional programme in Zambia and Botswana through initiatives such as mapping of value chains and developing business plans to mobilise additional resources and expertise to strengthen local economies.
- CLGF is supporting its partners in South Africa to promote the regional approach (municipal cooperation) to economic development through the development and implementation of guidelines and capacity building.

2. LED Project in Zambia

Partners: Ministry of Local Government and Housing
Local Government Association of Zambia
Pilot local authorities: Kitwe, Chipata, Kabwe, Kaoma





MINISTRY OF LOCAL GOVERNMENT

Title: Improving local government service provision, community participation, and economic potential in Zambia

Goal: Improved and sustained local government service provision through increased community/stakeholder participation by promoting the local economic potential for improved quality of life of the local communities.

Outcomes:

- Enabling environment at the national level to facilitate, coordinate and monitor LED;
- Improved capacity of the Councils in service delivery;
- Improved access to and quality of services;
- Improved community/stakeholder participation in local governance; and
- Improved and conducive environment for local investment and economic empowerment.

Main activities

- Capacity building to plan and implement local economic development in Zambia;
- Undertake local economic assessments in 4 local authorities;
- Develop LED strategies in 4 local authorities;
- Community engagement through ward development planning;
- Implement LED strategies through various initiatives, including the development of bankable business plans, promoting business enabling environment at the local level and promoting inward investments; and
- Identify value chains and develop business plans.

3. Scope of work

CLGF is seeking the services of a consultant (s) to document the project's achievements through case studies and photography. The case studies and success stories and pictures will be used to showcase the work that CLGF and its partners have undertaken in Zambia.

The specific objectives of this exercise are to:

Activity 1: Document and draft four case studies that highlight some of the impacts of the project at the local level. These case studies will be used to disseminate the good practice as well as market the successes of the program.

Activity 2: Capture photographs that accompany the case studies and document the program's achievements.

The consultant is expected to travel to four sites (Kitwe, Chipata, Kabwe, Kaoma) in Zambia to carry out interviews with local authority members, stakeholders and community members, LGAZ, CLGF and MLG staff, partners, and other pertinent stakeholders to collate, analyse, and synthesise case studies of the program's impact.

4. Deliverables

- i) Draft case studies for CLGF and its partners for review.
- ii) Final case studies based on feedback received.
- iii) Photography 100 high-resolution photographs, edited and captioned.
- iv) A detailed report on all photography.





5. Duration

The consultancy entails up to 14 days of fieldwork for Activity 1 (Up to 10 days of fieldwork and up to 4 days of reporting and editing for document success stories) The consultancy is planned to start on 1 March 2020. The selected consultants are required to quote days required for preparation, fieldwork, analysis of data collected and final editing and reporting. This assignment is a time-bound assignment; deliveries required within 30 working days.

6. Photography style

Please use the reportage style for photographs to ensure authenticity. Subjects within the photo images should appear natural, relaxed and images should not be posed. The photos should tell a story about the work that is being highlighted. The Consultant must obtain consent to appear in photographs. Photos should reinforce the impact of the stories being told.

7. Qualifications and skills required

- Outstanding writing skills in particular case studies/success stories;
- Excellent experiences for collecting case studies, success stories, etc.;
- Good understanding of local government/ LED/ development in Zambia;
- Excellent written and spoken English language skills;
- A demonstrated ability (through previous similar assignments) to analyse, compile and synthesise information in coherent and succinct formats; and
- Familiarity with working in Zambia.

8. Copyright and intellectual property rights

In consideration of the fees paid, the consultant expressly assigns to CLGF any copyright arising from the works the consultant produces while executing this contract. All images (whether used for online or print purposes) must, however, bear the consultant's photo credit, as specified by international intellectual property rights. The consultant may not use, reproduce or otherwise disseminate or authorise others to use, reproduce or disseminate such works without prior consent from CLGF.

9. Application process

Applications should be submitted no later than 31 January 2019. All applicants must meet the minimum requirements described above. Only short-listed candidates will be contacted. Service Providers interested in the assignment should submit the following documents to CLGF:

9.1 A short Technical Proposal, no more than 5 pages, demonstrating the candidate's suitability for the assignment. The proposal should, amongst others, include the following:

- i) Profile of the Service Provider, including a summary of recent experience on assignments of a similar nature,
- ii) The Service Provider's interpretation/understanding of the assignment as specified in the TOR and
- iii) 3. A clear and succinct description of the methodology and work plan will be utilised to execute the assignment.





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9.2 A Financial proposal, listing all costs associated with the assignment. In particular, the financial proposal shall itemise the following; 1. The consulting rate per full person day and the number of person-days anticipated to complete assignment 2. Travel costs 3. Imprest/Per Diems, including food and accommodation. The Financial proposal must be in United States Dollars (US\$) and inclusive of taxes

10. Detailed personal CV and at least three (3) client references.

Applications not including all of the above information ill not be reviewed. Only short-listed candidates will be contacted. All applications should be sent to recruitment@clgf.org.uk: "Request for Proposal for documenting success stories, lessons learned impact scoping, in Zambia" not later than 31 January 2020

11. Evaluation

Offers shall be evaluated based on the “Lowest price and technically compliant offer” approach as follows: a) An offer is responsive/compliant/acceptable if it scores a minimum of 70% on the criteria outlined below and fully meets the qualifications and language requirements. b) Proposals scoring below 70% on the technical criteria will not qualify to be evaluated for the next stage of the assessment.

Relevant Qualifications	10%
Understanding of the assignment	30%
Experience in case study writing and photography	20%
Experience in local government/LED/development in Zambia	20%
Budget	20%

