



Republic of Zambia

Ministry of Local Government and Rural Development

Request for Expressions of Interest (REOI) – Curriculum Vitae (CVs)

for

Individual Consultants (IC) Selection

Open Market Approach

Name of Project: Zambia Devolution Support Programme

Project ID No: P178492

Activity Description / Name of Assignment: Selection of an Individual Consultant (IC) for the Programme Coordinator (PC) Position

Source of financing: World Bank, Zambia Devolution Support Programme

Background

The Government of the Republic of Zambia (GRZ) has received financing from the World Bank's International Development Association (IDA) in the amount of US\$210M for the Zambia Devolution Support Program (ZDSP). The ZDSP is a 5-year program from 2023 to 2028. The ZDSP intends to strengthen the financing, institutional performance, and accountability of Local Authorities (LAs) in Zambia. US\$195M is for a Program for Results (PforR) program and US\$15M is for an Investment Project Financing (IPF). The PforR has 3 components:

- (i) capital grants to Local Authorities,
 - (ii) strengthened public financial management, transparency, and accountability of Local Authorities,
 - (iii) strengthened fiscal framework for devolution, and capacity building for Local Authorities.
- The IPF supports the provision of input-based technical assistance, capacity building, monitoring and evaluation and project management support.

Project Implementation Structure

The following are the agencies involved in implementing the Project and achievement of the Linked Indicators (DLIs) /Disbursement Linked Results (DLRs) and activities under the IPF: (i) *Ministry of Local Government and Rural Development (MLGRD) and Chalimbana Local Government Training Institute (CLGTI)* (ii) *Decentralization Secretariat* (iii) *Ministry of Finance and National Planning (MoFNP) (Budget Office and Accountant General)*, (iv) *Office of the Auditor General (OAG)* (v) *Local Government Service Commission (LGSC)* (vi) *Zambia Public Procurement Authority (ZPPA)*; and (vii) *Town, Municipal and City Councils*.

PMU Management Structure

PMU of ZDSP comprises the Programme Coordinator (PC), Financial Management Specialist(FMS), Procurement Specialist (PS), Environmental Safeguards Specialist (ESS), Social Safeguards Specialist (SSS) and Monitoring and Evaluation Specialist (MES). The PMU takes the lead to coordinate the implementation of both the PforR and IPF components.

Brief Description of the responsibilities for the PC – Individual Consultant Position

The PC will work with and coordinate activities that will be undertaken by the participating institutions mentioned above in full compliance with the GRZ national and World Bank policies and regulations for the PforR and IPF component activities respectively.

The PC will take the lead on operational management and coordination for the successful execution of the Programme. This includes the daily responsibility to manage, coordinate and support IAs for quality and timely implementation of their role under the Program for the delivery of results in accordance with Program documents and agreed Annual Work Plans and Budgets. Specific tasks and areas of accountability are as follows:

General Program management and administration

- Oversight for staff capacity building and performance management monitoring
- Stakeholder engagement
- Implementation monitoring and reporting
- Communication and networking
- Any other duties as may be required and requested by the MLGRD

Institutional reporting line for the PC

The PC will report to and be supervised by the Director, Planning and Information in the MLGRD

Duration of the Assignment: 2 years

Performance Assessment

The PC will be subject a performance appraisal every 6 months over the life of the Program.

Required Key Qualification, Experience and Attributes:

Academic and professional education and experience

- Minimum of a Master's degree in Economics, Development Studies or equivalent.
- At least 10 years of professional experience at a comparable level and environment.
- Strong project/program management experience. Prior work as a component manager or project coordinator of a Bank or other donor funded program that was successful implemented will be an advantage.
- Experience in leading teams and prior work experience in public sector reforms will be an advantage.
- Ability to build and manage effective collaboration across teams and all program stakeholders.
- High level of professional and personal integrity with a track record of accountability and effective decision-making.
- Proven ability to work both independently and collaboratively in a team, with a track record of delivering results.
- Strong communication and interpersonal skills including the ability to prepare, review and deliver reports and presentations to a wide range of stakeholders.
- Good problem solving and organisational skills including the ability to work under time pressure and meet deadlines.
- Proficient in use of various relevant computer software (Microsoft Word, PowerPoint, Excel, Adobe Reader) and ability to use other software packages required by the Office.

Mode of submission of EOI / CVS:

Individual Consultants should address their submissions to the address indicated below.

***The Permanent Secretary-Administration Ministry of Local Government and Rural Development,
P.O Box 50027, United Nations Road, LUSAKA***

Soft copy applications will be Submitted to Ps@mlgrd.gov.zm **not later** than 17th October 2025.

Note: Detailed Position descriptions or TORs for the PC position is available from the following website link

www.mlgrd.gov.zm

www.worldbank.org