



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 Communication Specialist (CS) Position

Activity Number: ZM-MLGRD-488207-CS-CQS

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 ZDSP is implemented by the Ministry of Local Government and Rural Development (MLGRD). The MLGRD has established a Project Implementation Unit (PIU) to implement the project. The PIU reports to the Director Planning. The MLGRD now requires to select a Communications Specialist under the PIU.

Brief Description of the responsibilities for the Communication Specialist (CS)

The CS will work in collaboration with the Programme Unit and Public Relations Unit of the MLGRD to develop and implement a communication strategy that includes media outreach, social media content creation and communication that highlights the developments and achievements of the ZDSP implementation in the Local Authorities.

The CS will be required to maintain a detailed knowledge of the programme guidelines, policies, strategies and to keep up-to-date with relevant developments.

Detailed description and scope of work (Terms of Reference) can be obtained from the address indicated below.

Institutional reporting line for the CS

The CS will report to and be supervised by the Programme Coordinator- Zambia Devolution Support Programme.

Duration of the Assignment: 12 Months contract

Performance Assessment

The CS will be subject a performance appraisal at the end of the contract period.

Required Key Qualification, Experience and Attributes:

- Bachelor's degree in Communications, Journalism, Public Relations or a related field
- Masters in any field of Communication is an added advantage.
- A minimum of 5 years' experience in communications strategy development in the social sector.
- Excellent written and verbal communication skills.
- Works well under pressure and meets tight deadlines.
- Highly computer literate with capability in email, MS Office and related business and communication tools.
- Content writing experience for all media platforms
- Ability to adapt to emerging technologies.
- Proven social media and networking expertise.
- Strategic and creative mindset.
- Meticulous attention to detail.
- Must be a member of the Zambia Institute of Public Relations.
- Must have a valid Practicing Certificate.

Note: Interested IC can obtain detailed TORs for the CS position to the address indicated above or request for the same from the Office of the Director Human Resource and Administration at the MLGRD HQ along United Nations Road, in Lusaka between 08:30 am to 12:30 and from 14:30 to 16:30 hours

Mode of submission of Expressions of Interest (EOI) / Curriculum Vitae (CVS):

Individual Consultants should address their submissions to:

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

soft copy submissions will be sent to: Ps@mlgrd.gov.zm

EOI / CV should not include submission of Technical and or financial proposals as these are not necessary for selection of an IC.

Closing date for Submission of EOI shall not be later than 13th February, 2026.