

TERMS OF REFERENCE

CONSULTANCY TO UNDERTAKE STUDY AND PRODUCE REPORT ON PUBLIC POLICY FORMULATION PROCESSES IN ZAMBIA

1.0 INTRODUCTION

The Jesuit Centre for Theological Reflection (JCTR) is a faith based non-governmental organisation under the ministry of the Society of Jesus (Jesuits). Through research, education and advocacy, the Centre promotes study and action linking Christian values and promotion of social justice in Zambia. It provides from a faith inspired perspective, a critical understanding of current social, political and economic issues and generates action to address them. Key to its mission is the gathering and analysis of pertinent and topical data on issues, whose results are then employed in popular education and engagement with policy makers, service providers and duty bearers. The Centre is committed to advocating for a just society guided by faith where everyone enjoys the fullness of life.

Over the years, JCTR has played a key role in facilitating community participation in critical policy processes such as the national budget. The national budget is a key policy document through which national development priorities are mirrored. For the past 3 decades, the Centre has remained committed to the fight against developmental inequality and thus successfully created platforms for citizens to participate in the national budget process. Community members from selected areas in Monze, Mongu, Ndola, Kalumbila, Lufwanyama, Kitwe, Livingstone and Solwezi have made input in annual budget submissions made to the Ministry of Finance.

JCTR however, recognises that an estimated 54.4% of the Zambian population live in poverty, a situation which underscores the need to create additional opportunities for public participation in the nation's public policy formulation processes. Through partnership with Norwegian Church Aid, JCTR is currently implementing a project entitled "Fighting Inequality through Value Transformation and Promoting of Pro-Poor Policies". This project is working towards political and economic governance that is responsive to the needs of the poor and marginalized in Zambia. This is achieved through evidence based advocacy,

building of rights holders capacities, building and strengthening community engagements and continuous engagement with duty bearers towards influencing policies and holding them accountable. One of the key outputs of this project is to empower rights holders to hold duty bearers accountable to aid in enhancing consultation and participation of communities in public policy formulation processes which is envisaged to contribute to improved transparency and accountability as well as policies and legislation that are responsive to the needs of the poor and vulnerable.

2.0. BRIEF BACKGROUND ON PUBLIC POLICY FORMULATION PROCESSES IN ZAMBIA

At independence, Zambia was one of the wealthiest sub Saharan African nations. Five-year national development plans were also birthed in this period. The nation's development interventions were thus at the time governed by key national polices such as the Development Plan of 1965-1966. This plan placed emphasis on rural development as well as adequate access to education, water and health facilities for all citizens.

But today, Zambia is one of the poorest nations in the world. Among the different factors which contributed to this decline is the failure of public policy and governance to effectively respond to the nation's diverse challenges. Undeniably, the process of social and economic development requires that the country's scarce resources are utilized in the most efficient way and in a coordinated manner. Active participation of citizens in key policy processes remains paramount in the efficient allocation and utilisation of public resources. Public participation is critical to improving the transparency, quality and effectiveness of a nation's public policies.

Nevertheless, public policy formulation processes and public policies and legal provisions that guarantee public participation remain largely unknown to the wider public due to the complex and complicated policy and legal technicalities coupled with limited awareness and understanding of the processes and structures of policy formulation. The Centre in this regard, continues to facilitate inclusive participation of poor and marginalised people and communities in public policy formulation processes. A consistent interrogation of the public policy formulation process and its legislative framework thus remains critical.

3.0. RATIONALE TO THE STUDY ON PUBLIC POLICY FORMULATION PROCESSES IN ZAMBIA

In Zambia, public policy formulation processes and specific public policies and legal provisions that guarantee public participation remain largely unknown to the wider public. This is on account of limited awareness and understanding of the processes and structures, legislative of policy formulation. Additionally, complex and complicated policy and legal technicalities also serve as barriers to public participation in the policy formulation processes. Given the significant macro-economic challenges due to the COVID-19 pandemic, the need for wider public consultations in an effort to support the agenda of efficient usage of public resources becomes more pronounced. Evidently, citizen participation in public policy formulation processes is essential in the nation's development trajectory. Public participation does generate a sense of policy ownership among stakeholders and thus facilitates the involvement of key stakeholders. Needless to state that participation must not be limited to the national budget process. Hence the need to critically assess and note additional opportunities for public participation in the nation's public policy formulation processes and its guiding legal provisions.

3.0 SCOPE OF WORK

The consultant is expected to conduct an in-depth study to gather information on the public policy formulation processes, specific public policies and legal provisions that guarantee public participation in Zambia. Specifically, the study is expected to entail;

- Identification of existing public policy formulation processes, public policies, legal provisions and mechanisms that guarantee public participation in Zambia, review existing public policy formulation processes, public policies, legal provisions and mechanisms for citizens to participate.
- Ascertain the extent to which citizens participate in public policy formulation processes in Zambia.
- Establish challenges with regards citizen's participation in public policy formulation processes
- Undertake a GAP analysis referencing regional and/or global best practices for public participation in policy formulation processes.
- Establish low hanging fruits for JCTR and likeminded civil society organisations and communities to improve public participation in policy formulation processes.

3.1 DELIVERABLES AND PROPOSED TIMELINES

- The consultant will work under the supervision of the Social and Economic Development Program Manager.
- The consultancy is for a duration of fourteen (14) working days through the period **(1st -18th November, 2021)**
- Submit to JCTR an inception report outlining the consultant's interpretation of the terms of reference, proposed methodology, timelines and activities to be conducted in undertaking this assignment and JCTR to provide feedback
- Conduct a half day meeting to present the report findings to JCTR and its partners (where applicable) and get feedback on the first draft.
- Final draft (with clear recommendations on the status and opportunities of public participation processes) after incorporating comments.
- Based on the report findings, develop a trainer of trainer's guide for project target communities.
- Availability to participate in further follow-on activities if need arise.

4.0 CONSULTANT REQUIREMENTS

The Consultant will need to demonstrate:

- At least 10 years of experience working with knowledge in public policy formulation.
- At least a university master's degree in relevant educational background such Economics, Policy Analysis, International Development, Statistics, Public Sector Economics, Governance, Development Studies, in other related field. PhD degree is an added advantage.
- Deep understanding of the public policy formulation processes in Zambia.
- Understanding of the role of active citizenship in the development trajectory of a nation. With strong speaking, and applied training skills.
- Demonstrated strong writing skills and ability to produce high quality research work as evidenced by publications of relevant studies, reports and/or articles. Proven track record of previous development of achievements with the Government, NGOs and Donor Agencies is desirable.

5.0 EXPRESSION OF INTEREST

All expressions of interest (of no more than eight pages) should include:

- **Technical Proposal:** This should include a brief profile about the consultant with particular emphasis on previous experience in this kind of work; the consultants understanding of the Terms of Reference, proposed work plan (timelines) and tasks to be accomplished etc.
- **Financial Proposal:** This should provide cost estimates for the consultancy (fees based on person's days for the assignment). **Tax obligations should be included.**

6.0 SUBMISSION OF EXPRESSION OF INTEREST

- All expressions of interest should be addressed to:
The Executive Director
Jesuit Centre for Theological Reflection
P.O. Box 37774
Lusaka
- The deadline for submission of the expressions of interest is **Friday 15th October, 2021 at 12:00hours**. In view of COVID-19 health concerns, all expressions of interest should be submitted electronically to admin@jctr.org.zm
For further details, contact us on (+260 211 290 410 or +260 955 290 410)

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