



INVITATION FOR BIDS: BASELINE STUDY

Introduction

The Alliance for Community Action (ACA) and Caritas Zambia seek the services of a consultant to conduct a baseline study.

The ACA is a non-governmental organisation based in Munali Constituency of Lusaka, working across six provinces of Zambia to grow citizen led demand for accountable management of public resources. The ACA works towards its stated vision of “A *Zambia where all her citizens enjoy the full and equitable benefit of all her public resources.*” The organization’s mission is to strengthen the demand and supply for public resource accountability in Zambia with emphasis on instituting that demand in the general public. Caritas Zambia (CZ) is a faith-based organisation present in all the ten provinces of Zambia. Caritas Zambia is part of Caritas International, a confederation of 165 Catholic relief, development and social service organisations operating in over 200 countries and territories worldwide. Collectively Caritas mission is to work to build a better world, especially for the poor and oppressed.

Background to Assignment

ACA and CZ have accessed support to undertake a project titled, *Ask Project - Growing civil society and citizen ability to demand public resource accountability.* The project will, during implementation, be referred to as the *Ask Project!* This initiative is funded by the European Union Delegation to Zambia under its 11th European Development Fund with the main theme being the *‘Enhancement of the role and capacity of Zambian CSOs as actors in the promotion of governance and accountability interventions at local and national levels.’*

The Ask Project’s specific focus is towards, *‘Growing civil society and citizen ability to demand public resource accountability with the specific objective of ‘Enhancing CSO’s capacity to advocate for effective public resource management and empower citizens to routinely demand accountability.’*

The objectives of this action will be implemented in 4 selected constituencies – Munali in Lusaka, Kabwe Central in Kabwe, Mpika Central in Mpika and Livingstone in Livingstone.

Purpose of the Assignment

The Ask Project seeks to engage the services of a consultant to conduct a baseline of the extent to which demand side and supply side actors in the targeted constituencies have previously engaged in a rights-based approach to public resource management accountability as linked to service delivery. The consultant will work closely with the project team to develop and deliver a complete baseline report on the following:

1. The current state/level of rights-based demand and supply of public resource accountability and service delivery in the selected constituencies as carried out by;
 - a. Governance civil society and community-based organizations (CSO/CBOs)
 - b. The general population
 - c. Duty bearers

Scope of Work

To undertake the activities detailed below in the 4 selected constituencies (Munali in Lusaka, Kabwe Central in Kabwe, Mpika Central in Mpika and Livingstone in Livingstone.)

1. The extent to which local CSO/CBOs), if any, have applied rights-based accountability and service delivery monitoring in the 4 constituencies.
2. The extent to which citizens in the target areas understand and apply rights-based accountability and service delivery monitoring
3. The extent to which duty bearers in the target areas understand and apply rights-based accountability and service delivery. Targeted duty bearers shall include:
 - i. Elected local councilors
 - ii. Local council-management
 - iii. Area Members of Parliament
4. How rights-based accountability has been included in governance and public resource management processes such as management of the Constituency Development Fund (CDF)
5. Measure the existing links between citizens and duty bearers in rights-based demand and supply of accountability and service delivery.
6. Any other information deemed necessary to make this baseline more complete.¹

Deliverables

The key deliverable of the assignment:

1. Baseline Report on the extent to which rights based demand and supply of public resource accountability and service delivery is carried out in the Munali, Kabwe Central, Mpika Central and Livingstone Constituencies.

Timing

All baseline activities to take place within the time frame to be agreed with the selected consultant.

¹ The successful bidder shall enter into a detailed performance agreement for the works to be undertaken

Applications

Please submit a consultancy tender including a full narrative proposal, full budget including all consultant fees, charges and logistics costs, your CV or company profile, proposed time-frame for conducting baseline study and production of the final report, your portfolio or examples of your work (or web-links where available), along with three references for similar work.

Qualifications

The prospective bidders must show capacity to conduct a large-scale baseline study through:

1. Proof of similar work done previously, with traceable references.
2. Lead consultants must possess a minimum qualification of master's degree in Development Studies, Economics or related field.
3. Proven strong research skills in participatory research methods

Address

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Closing Date

Please submit your proposal by email or in person to the address above, before **17:00 Hours** Central African Time (**CAT**) on **Monday 11 March 2019**.

The ACA promotes equal opportunity and fair practice in all its work.

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