



REPUBLIC OF ZAMBIA
MINISTRY OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT
ZAMBIA DEVOLUTION SUPPORT PROGRAMME (ZDSP)

REQUEST FOR EXPRESSIONS OF INTEREST (REOI)
(CONSULTING SERVICES – FIRMS SELECTION)
One Stage Two Envelope

ASSIGNMENT TITLE:

DEVELOPMENT OF A DISTRICT SOCIO-ECONOMIC PLANNING MANUAL FOR LOCAL GOVERNMENT AND RURAL DEVELOPMENT

Reference No.: MLGRD/ZDSP/CS/02/07/26

Grant No. P178492

1. Background

The Government of the Republic of Zambia is implementing the Zambia Devolution Support Program (ZDSP) aimed at strengthening decentralization, improving service delivery, and enhancing local governance systems through the transfer of functions, authority, and resources to Local Authorities.

The Ministry of Local Government and Rural Development (MLGRD) is mandated to promote an effective decentralized governance system and strengthen planning systems across Local Authorities. In this regard, the Ministry seeks to standardize district-level planning processes, enhance participatory planning, and ensure alignment between district plans and national development priorities, including Vision 2030 and the National Development Plans (NDPs).

To support this objective, MLGRD intends to engage a qualified consulting firm to develop a **District Socio-Economic Planning Manual** to guide planning, budgeting, implementation, monitoring, and evaluation processes across all Local Authorities in Zambia.

2. Objective of the Assignment

The overall objective is to strengthen institutional capacity of Local Authorities for **evidence-based planning, budgeting, monitoring and evaluation** through the development of a standardized District Socio-Economic Planning Manual.

3. Scope of Services

The selected consulting firm will undertake, but not be limited to, the following tasks:

3.1 Inception Phase

- Conduct inception meetings with MLGRD, Provincial Administrations, and selected Local Authorities.
- Review relevant policy and planning frameworks including Vision 2030, NDPs, Decentralization Policy, Planning and Budgeting Act, and sector policies.
- Develop an inception report detailing methodology, workplan, stakeholder engagement plan, and risk mitigation measures.

3.2 District Planning Framework Analysis

- Review and map existing district planning processes.
- Cascade national planning frameworks into district-level processes.
- Harmonize Integrated Development Plans (IDPs) and Local Economic Development (LED) planning processes.

3.3 Participatory Planning Framework

- Develop stakeholder mapping at ward, district, provincial, and national levels.
- Conduct consultations, workshops, and validation meetings.
- Strengthen participatory and inclusive planning mechanisms.

3.4 Integrated District Planning and LED Framework

- Conduct district socio-economic analysis including poverty and service delivery mapping.
- Develop district investment profiles and resource mobilization frameworks.
- Support district visioning and prioritization of development needs.

3.5 Monitoring, Evaluation and Reporting Framework

- Align district M&E systems with national frameworks.
- Develop reporting mechanisms for DDCC, PDCC, MLGRD, and NDP reporting structures.

3.6 Validation and Finalization

- Facilitate validation workshops at district and provincial levels.
- Incorporate stakeholder feedback.
- Produce final District Socio-Economic Planning Manual.

4. Expected Deliverables

The consulting firm will deliver:

1. Inception Report
2. District Planning Framework aligned to national framework
3. Draft District Socio-Economic Planning Manual
4. Stakeholder Consultation Report
5. Validation Report
6. Final District Socio-Economic Planning Manual

5. Duration of Assignment

The assignment is expected to be completed within **sixty (60) calendar days** from contract commencement.

Key milestones include:

Deliverable	Completion Timeline (Within 60 Calendar Days)
Inception Report	Day 7
Stakeholder Engagement	Day 14
District Planning Framework aligned with the National Planning Framework	Day 28
Draft District Planning Manual	Day 42
Validation Workshop and Validation Report	Day 50
Final District Planning Manual	Day 60

6. Methodology

The assignment will adopt a **mixed-method approach**, combining:

- Desk review of relevant policy, planning, and statistical documents
- Key informant interviews with MLGRD, Local Authorities, and sector ministries
- Stakeholder consultations and validation workshops
- Data analysis and synthesis of socio-economic and planning systems

The firm will be required to propose a detailed methodology in the inception report.

7. Client Responsibilities

The Ministry of Local Government and Rural Development, through the Project Implementation Directorate (PID) and Project Management Unit (PMU), will:

- Facilitate access to relevant policy documents and data
- Organize stakeholder engagement meetings
- Provide official communication to Local Authorities and stakeholders
- Review and provide feedback on deliverables
- Support coordination of consultations and validation processes

8. Required Qualifications and Experience

8.1 Firm Requirements

The consulting firm must demonstrate:

- Proven experience in public sector development planning
- Experience in local government or decentralization reforms
- Experience in Monitoring and Evaluation systems design
- Demonstrated capacity in socio-economic analysis and planning frameworks

8.2 Key Personnel

The assignment requires the following core team:

(i) Team Leader – Senior Development Planner

- Postgraduate qualification (PhD preferred) in Development Studies, Business Management and Administration, Economics, Sociology, or related field
- Minimum 5 years' experience in socio-economic planning
- Experience in stakeholder facilitation and public sector planning systems

(ii) Economist / Public Finance Specialist

- Postgraduate qualification (Masters or PhD) in Economics, Public Finance, Development Studies or related field
- Minimum 5 years' experience in planning or public finance systems

(iii) Social Development / Gender Specialist

- Minimum Bachelor's or Master's degree in Sociology, Public Administration, Gender Studies, Demography or related field
- Minimum 5 years' experience in socio-economic development and inclusion programming

9. Selection Method

The consultant will be selected in accordance with the **World Bank Procurement Regulations for Investment Project Financing Borrowers**, using the **Consultants Qualification Selection (CQS)** method.

10. Expression of Interest Submission

Interested eligible consulting firms are invited to submit their Expressions of Interest including:

- Company profile
- Evidence of similar assignments
- Technical expertise and experience
- Key personnel CVs

11. Submission Deadline

Interested firms must obtain the detailed Terms of Reference (ToRs) from the Office of the Head of Procurement at Ministry of Local Government and Rural Development, Headquarters, Longacres 2nd Floor. Expressions of Interest must be submitted in written form no later than **Friday 17th July, 2026 at 16:00hrs. Sealed Envelopes Marked One (01) Original and Three (03) Copies "Expression of Interest – Consultancy**

Services to Development of a District Socio-Economic Planning Manual for Local Government and Rural Development" Submission will be based on a Single Stage Two Envelope Process where bidders are encouraged to submit One (01) Envelope for Technical Proposals and another (01) Envelope for Financial Proposal. The opening of the two envelopes will be as follows;

Friday 17th July 2026 Opening of the Technical Proposal Envelope for each firm
Friday 24th July 2026 Opening of the Financial Proposal Envelope for each qualifying firm

The Expression of Interest should be addressed to:

The Head – Procurement and Supplies Unit
Ministry of Local Government and Rural Development
P.O. Box Plot No. 6130
Longacres, Corner Pandit Nehru and United Nations Roads
Lusaka, Zambia

For any clarifications regarding Expression of Interest please do not hesitate to contact the following on Email: Jacob.Masatunya@mlgrd.gov.zm and copy to Elizabeth.Choseni@cabinet.gov.zm, Martin.Sodala@mlgrd.gov.zm, Melvin.Mwansa@mlgrd.gov.zm, Malokotela.Kapulu@mlgrd.gov.zm, Gretchen.Mushinge@mlgrd.gov.zm and Neville.Phiru@mlgrd.gov.zm

Firms are encouraged to submit two (02) Envelopes i.e (01) Technical Proposal and (01) Financial Proposal four (04) copies of each.
LATE SUBMISSIONS SHALL NOT BE ACCEPTED.