

Call for Proposals to Develop a Practical Pocket Guide on Gender-Transformative Budgeting for WDCs and Civil Society Organizations

Organization: Non-Governmental Organisations' Coordinating Council (NGOCC)

Location: Lusaka, Zambia

Closing Date: Not specified in listing – contact NGOCC directly

Source: GoZambiaJobs.com

1. Background

Gender Transformative Budgeting (GTB) is a critical approach to ensuring that public resources are allocated and utilized in ways that promote gender equality and address the specific needs of women, men, girls, and boys. Despite increasing recognition of Gender Responsive Budgeting in Zambia, there remains limited practical guidance tailored for grassroots structures such as Ward Development Committees (WDCs) and Civil Society Organisations (CSOs).

WDCs and CSOs play a vital role in local development planning, budgeting, and monitoring processes. However, their ability to influence gender-responsive and transformative resource allocation is constrained by limited access to simplified, practical tools and knowledge products. To address this gap, NGOCC seeks to engage a qualified consultant to develop a concise, user-friendly pocket guide on Gender Transformative Budgeting for use by WDCs and CSOs at community level.

2 – 3. Purpose and Objectives

To develop a simplified, practical, and accessible pocket guide on Gender Transformative Budgeting that strengthens the capacity of WDCs and CSOs to integrate gender considerations into local planning and budgeting processes – simplifying key GTB concepts, providing practical steps, developing user-friendly tools/checklists, and strengthening advocacy capacity for equitable resource allocation.

4. Scope of Work

- Literature review of existing GTB materials, national policies and frameworks
- Stakeholder consultations with WDC members, CSOs and key stakeholders
- Content development of the draft pocket guide (concepts, GTB vs. GRB, step-by-step guidance, practical tools, Zambia case examples)
- Design and simplification for grassroots users
- Validation workshop and incorporation of feedback
- Finalisation: print-ready and digital versions

5. Key Deliverables

- Inception Report with methodology and work plan
- Draft Pocket Guide on Gender Transformative Budgeting
- Validation Workshop Report
- Final Pocket Guide (print-ready and digital formats)

6. Duration

20 working days from the date of contract signing.

7. Required Qualifications and Experience

- Degree in Gender Studies, Development Studies, Economics, Public Finance, or related field (Master's degree an added advantage)
- Proven experience in gender analysis, gender budgeting, or public finance
- Demonstrated experience developing training manuals or simplified knowledge products
- Strong understanding of Zambia's local governance and decentralisation structures
- Excellent writing and communication skills

9. Payment Schedule

30% upon submission and approval of the Inception Report; 40% upon submission of the Draft Pocket Guide; 30% upon submission and approval of the Final Pocket Guide.

10. Application Requirements

- Technical proposal outlining understanding of the assignment and methodology
- Financial proposal (detailed budget)
- Updated CV
- Samples of similar work undertaken

Application Procedure

Send applications to info@ngocc.org.zm, with the position name in the subject line: "CALL FOR PROPOSALS TO DEVELOP A PRACTICAL POCKET GUIDE ON GENDER-TRANSFORMATIVE BUDGETING FOR WDCS AND CIVIL SOCIETY ORGANIZATIONS". NGOCC reserves the right to accept or reject any application.