



**Civil Society for
Poverty Reduction**

TERMS OF REFERENCE FOR THE DEVELOPMENT OF COMPREHENSIVE SERVICE DELIVERY MONITORING AND BUDGET TRACKING TOOLS ON THE CONSTITUENCY DEVELOPMENT FUND (CDF).

1.0 Background:

The Civil Society for Poverty Reduction (CSPR) is Zambia's largest anti-poverty network, established in 2000 to primarily enhance the participation of local citizens in the development of the poverty reduction strategy papers (PRSPs). Over the years, the network has expanded its scope and continues to build the voices of the poor in the fight against poverty. Its objective is to ensure the effective and meaningful participation of citizens in the design, formulation, and implementation and monitoring of Zambia's national development plans (NDPs). CSPR envisions a Zambia where its entire people enjoy all basic needs. The organization's mission is to actively contribute to poverty reduction and pro-poor development in Zambia. The organization embraces values of integrity, mutual respect, reliability, respect for human rights and is non-partisan.

2.0 Information about the project

CSPR in partnership with the Chronic Poverty Advisory Network (CPAN) and with funding support from FCDO is contributing to the implementation of the Zambia social protection expansion programme Phase II- Research on understanding poverty dynamics and its drivers in Zambia. Specifically, CSPR is implementing the project titled: **Social Accountability Pilot Project – Constituency Development Fund (CDF) Public Service Monitoring on Health, Education and Social Protection.**

The Constituency Development Fund (CDF) is a significant financial resource allocated to Zambian constituencies to drive local development initiatives in sectors such as health, education, and social protection. However, concerns around transparency, accountability, and inefficient fund utilization have limited its impact on local development. Civil Society for Poverty Reduction (CSPR), in partnership with the Chronic Poverty Advisory Network (CPAN), aims to address these challenges through a social accountability framework to improve monitoring and utilization of CDF resources at the community level.

3.0 Purpose of the Consultancy

The purpose of this consultancy is to design and develop comprehensive service monitoring tools, budget tracking and scorecards tools to enhance community-based monitoring of CDF resource allocation and spending. These tools will be used by community social accountability groups, other local community structures and duty bearers to track how CDF funds are utilized, assess effectiveness, identify discrepancies,

and promote accountability. The tools will be designed to cover all aspects of CDF utilization as per CDF guidelines and in accordance with the CDF Act No.1 of 2024.

3. Scope of Work

- Assess current CDF fund tracking and monitoring practices,
- Analyze all components of CDF and determine which components utilize more funds than others and understand existing enablers and dis-enablers
- Identify CDF capacity gaps amongst end users (communities), for instance application procedures among others.
- Identify and document community-level information needs to understand existing challenges in monitoring CDF-funded projects related to education, Health and social protection sector in Zambia.
- Determine how specific grievances on CDF implementation are channeled and resolved with affected communities
- Assess the extent to which CDF implementation at field level aligns with CDF guidelines and CDF Act No.1 of 2024.
- Design appropriate comprehensive service monitoring, budget tracking and scorecards tailored to track CDF allocations and expenditures, with a pilot test in Mufumbwe or Lusaka District.

These tools should cover key areas:

- Public Finance Management indicators based on CDF components of interest for the Project.
- Specific measures for education, health, and social protection sectors.

Methods to capture feedback from community members on service delivery outcomes:

- Pilot the developed tools with selected community members and duty bearers in Mufumbwe District, gather feedback, and make necessary adjustments.
- Develop a training guide on how to use the tools for local structures, community members, and duty bearers will monitor implementation of the Constituency Development Fund (CDF).
- Establish a framework in MS excel for regular data collection using the tools and define roles for community-based monitoring teams.

4. Deliverables

- Monitoring Tools and Scorecards: simplified, User-friendly tools for community level designed for tracking CDF resource allocation and utilization and translated in Kikaonde, Luvale or **Lunda** language in Paper based and digital forms using KoboTool Box.
- CDF assessment report with key recommendations to CSPR for CDF advocacy enhancement and advisory to government

5. Preferred Qualifications:

The ideal consultant(s) should have:

- Undergraduate Degree in Social Sciences or related field
- A master's degree in economics, Public Finance, Development Studies or any other related qualifications will be an added advantage.
- Experience in public finance management and social accountability work
- **Demonstrated experience with credible referencing** in developing Budget tracking monitoring tools and scorecards for public finance or social accountability projects, including CDF
- Expertise in public finance management, community-based monitoring, and participatory budgeting.
- Strong facilitation and training skills, particularly in rural and community settings.
- Prior experience working with CDF projects or similar local development funds is an asset.

6. Reporting and Supervision

The consultant will report directly to the M and E officer/ specialist at CSPR, with oversight provided by the Program Manager. Regular updates, including draft versions of tools, will be required to ensure alignment with project objectives.

7. Timeline

The consultancy is expected to be completed within 8 working days to be taken between 15th January and 25th January 2025.

To apply for this opportunity, please send your completed technical and financial proposal to CSPR no later than 9th January 2025 17hours to cspr@csprzambia.org with a copy to mpimpa.handahu@csprzambia.org

To learn more about our work, visit our website on www.csprzambia.org