



## **TERMS OF REFERENCE (ToRs) FOR CONSULTANCY SERVICE TO DEVELOP A GENDER RESPONSIVE BUDGETING TRAINING TOOL KIT FOR POLICY MAKERS AND DUTY BEARERS**

### **1. Background**

CSPR is a civil society network of one hundred and four (104) members that has been building the voices for poor people in the fight against poverty in Zambia. It was established in 2000, primarily, to ensure that civil society effectively and meaningfully participated in the formulation, implementation, and monitoring of poverty reduction Programmes, including the National Development Planning process. The main aim is to ensure that Government provides effective mechanisms for planning and implementing poverty reduction interventions.

CSPR has been operationalising its mandate and the accompanying activities using the strategic planning approach. This has been identified as the most appropriate method given that poverty and its reduction are not a short-term matter but require systematic interventions based on careful planning, monitoring and evaluation.

### **2. Project Background**

CSPR, with support from the Open Society Foundation (OSF) is implementing a project titled Advocacy for Transparency and Enhancing Women Participation in Public Debt Management in Zambia to advocate for improved debt management through enhanced transparency and accountability by government.

The goal of the project is to advocate for transparency and enhanced women's participation in Public Debt Management in Zambia. Geographically, the Project is being implemented in Lusaka (Lusaka District), Luapula (Mansa and Samfya District), Southern (Choma, Mazabuka, Monze and Kaoma District) and North- Western (Solwezi and Kalumbila District) Provinces. Ultimately, the project aims to improve the management of public debt by government through enhanced transparency and accountability in the utilisation of public resources, while at the same



capacitating Women - Led Organisations, Feminist Movements, Women and Youth with the necessary skills to hold their duty bearers to account.

The project has three (3) intended outcomes as outlined below:

- i. To increase the participation of women and feminist movements and CSOs in monitoring the government's accountability in the management of public debt at the regional and national levels.
- ii. To build awareness among community members, women, and women-led organisations on the impact of debt on the provision of services in education, social protection, health, and water/sanitation.
- iii. To advocate for gender-responsive debt governance.

### **3. Objective of the Assignment**

CSPR is seeking the expertise of a skilled gender budgeting specialist to provide technical services for the development of the Advocacy for Transparency and Enhanced Women Participation in Public Debt Management Project - Gender Budgeting training tool kit. The overall objective of this consultancy is to develop a comprehensive gender-responsive budgeting training tool kit for the project staff to be used in the capacity building of policy makers and duty bearers in order to influence gender responsiveness in the national development planning and budgeting process.

#### **3.1 Specific Objectives**

- Develop a comprehensive training package on gender budgeting and gender-responsive debt management for policy makers.
- Conduct pilot capacity-building workshop for policymakers, local authority officers involved in district and constituency-level planning and budgeting, including officers from the National Assembly of Zambia – Parliamentary Budget Office (PBO), Members of Parliament, duty bearers and related CSO's working in public finance to ensure that they have a clear understanding of gender-responsive budgeting principles. Equip end users with practical tools to integrate gender perspectives into the national budget planning, execution and implementation monitoring.



- Strengthen government and civil society engagement in advocating for gender-equitable public finance policies.

The consultant will work closely with the CSPR Economic Governance Programme staff to ensure that the training tool kit reflects national policies and best practices in gender-sensitive economic planning.

#### **4. Scope of Work**

CSPR is looking for a consultant to undertake the development of a gender-responsive budgeting training tool kit for policy makers and duty bearers. On the basis of the work that will be carried out by the Consultant, it is expected that the consultant will work will undertake the following tasks;

- ❖ Conduct a review of existing gender-responsive budgeting frameworks at global, regional and national levels, identifying gaps and best practices applicable to Zambia.
- ❖ Analyse Zambia's national budget process to determine key entry points for gender-responsive interventions.
- ❖ Develop a structured training tool kit, including:
  - Core concepts, principles and purposes of gender-responsive budgeting.
  - Gender-responsive budgeting tools and methodologies for sectoral budgeting.
  - Strategies for tracking and evaluating gender expenditure.
  - Case studies from Zambia and other relevant contexts.
- ❖ Design interactive workshop sessions using adult learning methodologies.
- ❖ Pilot test the training tool kit with the project staff and incorporate feedback from pilot training session to finalise the training tool kit.

#### **5. Timeframe and Deliverables**

The consultancy is expected to take no more than working 30 days between 16th April 2025 and 23rd May 2025.



No.	Deliverable	Timeframe
<b>Deliverable 1</b>	Methodology, timeline and workplan and budget submitted.	5 days after contract signing.
<b>Deliverable 2</b>	Draft training tool kit submitted.	18 working days from the date of submission of deliverable 1.
<b>Deliverable 3</b>	Pilot testing for project staff.	1 day after submission of the draft training tool kit.
<b>Deliverable 4</b>	Final training tool kit submitted.	5 days after pilot testing.

## 6. Minimum Qualifications and Experience

The ideal candidate must meet the following requirements:

- ❖ Should have knowledge of laws, policies and procedures governing gender-responsive budgeting frameworks in the region.
- ❖ Must have a bachelor's degree in Gender Studies, Public Finance, Economics, Development Studies, or a related field.
- ❖ Demonstrated experience in providing strategic guidance and technical expertise on gender responsive budgeting and gender equality to government and policymakers.
- ❖ Familiarity with Zambia's public finance management and budgeting processes.
- ❖ Strong background in gender and economic research, with development financing being an added advantage.
- ❖ Comprehensive understanding of qualitative and quantitative research methodologies.
- ❖ Strong facilitation, communication, and report-writing skills



## 7. Bid Requirements and Application Process

To be eligible for consideration, interested consultants for this assignment will need to meet the criteria below and submit the following documentation via email:

- ❖ Curriculum Vitae and an accompanying quotation with a detailed budget breakdown for the assignment.
- ❖ Three (3) traceable contact details of referees
- ❖ Reports, Publications and Facilitators training tool kit of similar material development work which demonstrates the consultant's ability to undertake this assignment.
- ❖ Applications after the deadline will be automatically excluded.
- ❖ Applications not conforming to the conditions will not be considered.

All applications must be sent electronically through the following email addresses; -

- ❖ [cspr@csprzambia.org](mailto:cspr@csprzambia.org) and copy [mpimpa.handahu@csprzambia.org](mailto:mpimpa.handahu@csprzambia.org)

## 8. Deadline for submission

The deadline for submission of bids is on or before midnight of 5<sup>th</sup> May 2025.