



**Call for Expression of Interest:  
Undertake a Political Party Capacity Assessment in Zambia**

## **1. Background and context**

Democracy Works Foundation (DWF) is a South African Registered regional organisation that is committed to empowering citizens with the tools to make democracy work. In partnership with the Centre for Multi-party Democracy (CMD-Malawi) and Freedom House in South Africa (FH-South Africa), DWF is implementing a four-year USAID supported *Southern Africa Political Parties and Dialogue Programme* in Southern Africa. The programme is designed to strengthen the democratic structures and institutions of political parties in Botswana, Malawi, Lesotho and Zambia as well as facilitate multi-stakeholder dialogue in Swaziland to better respond to, reflect and represent the needs of the citizenry, particularly in the areas of water and energy resources management.

## **2. Political Party Capacity Assessment**

The SAPP&D programme recognises the central role that political parties play in a democracy. Political parties are institutions that aggregate citizen's needs and concerns, and translate these into practical and implementable programs that benefit citizens within national and local legal, budgetary and policy frameworks. By implication, this means democracies require strong and sustainable political parties that are vibrant, well institutionalized and have the requisite core capacities and competencies to design programmes, systems, and policies that can meaningfully translate the aspirations of the people into tangible reality.

As part of the inception phase of the programme in Zambia, DWF seeks the services of a qualified and experienced consultant to conduct a Political Party Capacity Assessment with political parties represented within the National Assembly of Zambia. The main components of the PPCA will include but not be limited to the following:

- 2.1 Complete a country level Political Party Capacity Assessment Report and four Political Party Capacity Report for each political party represented within the National Assembly of Zambia, following a process of consultation with national and regional political party structures. Parties to be assessed are the Patriotic Front (PF), United Party for National Development (UPND), Movement for Multi-Party Democracy (MMD) and the Forum Democracy and Development (FDD).



- 2.2 Assess the governance and organizational structures of political parties to manage their affairs and take decisions in an open, transparent and democratic manner that is inclusive, particularly of women, youth, persons with disabilities and other historically marginalized groups in Zambia.
- 2.3 Assess the capacity of political parties to develop cogent, inclusive and evidence-based policy positions, particularly in the areas of water and energy management and access.
- 2.4 Assess political parties' ability to develop messaging that appeals broadly to citizens and is able to attract a membership.
- 2.5 Assess the ability of political parties' to mobilise financial, human and other resources during and beyond elections to meet their objectives.
- 2.6 Provide recommendations based on findings that can be used to develop a national capacity building strategy for political parties in Zambia.

### **3. Organisation and Management**

Working under the supervision of the programme's Chief of Party or his representative, each of the consultant shall undertake this study in close collaboration with DWF Country Director. The Country Director will actively participate in and serve as part of the Consultant's core team for purposes of executing this assignment.

### **4. Approach and Methodology**

The PPCA will be a participatory process and it is to be conducted within a period of 42 days at the maximum from the time of signing of the contract. A total of 30 consultancy days at most is envisaged. In responding to this call for expression of interest, the consultant is requested to submit a letter expressing interest to undertake the Political Party Capacity Assessment with the following as annexes:

- 4.1 A detailed CV with at least three contactable referees;
- 4.2 A detailed technical proposal that should among other things demonstrate the consultant's understanding of the assignment and provide a detailed description of the methodology and implementation plan for conducting the study;
- 4.3 A financial proposal, including daily rate and inclusive of all travel and subsistence.



## 5. Deliverables and Timeframes

The key deliverables of the PPCA will include the following:

- 5.1 An inception report submitted within five (5) days after signing of the contract, or by 10 December 2018. The draft report will be presented at the kick off meeting (virtual or physical) of this study and may have to be revised depending on comments and observations made at the kick-off meeting. The final version of the inception report will build on the consultant's technical proposal and include the localisation of the DWF Instrument for Political Party Capacity Assessment;
- 5.2 Draft individual political party assessments and the draft country report that will be presented to DWF and key stakeholders, including political parties;
- 5.3 Final Capacity Assessment Reports for Political Parties and Zambia, inclusive of feedback given at the validation;
- 5.4 A process report that will document the consultant's own reflections on how they executed the assignment and identifying key lessons from which DWF can learn.

## 6. Qualifications and experience of the Consultant

The consultant must demonstrate:

- 6.1 Strong experience and knowledge about politics and political parties in Zambia;
- 6.2 Prior traceable experience;
- 6.3 Consultants must not hold any official position or play any advisory or similar role in any political party;
- 6.4 Proficiency in written and oral English.

## 7. Deadline and address for submission of the expression of interest

If you meet the specified qualifications, you are interested and you are available, submit your expression of interest by **16 November 2018** to the following address: [recruitment@democracyworksfoundation.org](mailto:recruitment@democracyworksfoundation.org), with the title "Political Party Capacity Assessment" in the subject line of your email.