

TERMS OF REFERENCE

CONSULTANCY FOR PRODUCTION OF RADIO PROGRAMME ON RAISING AWARENESS ON THE BUDGET PROCESSES AND PLANNING

1.0. Introduction and Background

The Jesuit Centre for Theological Reflection (JCTR) is a faith based organization that has been operating in Zambia since 1988. The Centre, through its two core programmes: Social and Economic Development (SED) Programme and Faith and Justice Programme, works at promoting social justice for all especially for the poor in society.

With support from GIZ, the Centre has embarked on a change project on improved Public Resource Management and Awareness on the National Budget Cycle. The project is aimed at increasing awareness and planning in the budgeting process. This has been necessitated by the fact that the cycle remains complicated for ordinary citizens to understand. Procedures on how citizens can engage in the budget cycle remain unclear and not known to the wider public. There are no established platforms for citizens to provide input to budget submissions, the main form of participation in the budget cycle is through consultation with CSOs.

The JCTR therefore seeks the services of a consultant in producing radio programmes for Community Radio stations in Kitwe, Choma, Monze, Kafue and Luanshya whose aim is to strengthen the awareness of citizens on the budget cycle and how they can utilize platforms for engagement.

2.0. Overall Objective

- 2.1. To raise community awareness on the planning and budgeting process.

3.0. Specific Objectives

- 3.1. To increase knowledge of community members on the technicalities of the budget cycle and how to make meaningful submissions to the annual national budget at local level.
- 3.2. To Increase awareness of citizens on basic provisions of public resource management
- 3.3. Raise community awareness on budget tracking and how they can get involved in their communities
- 3.4. To sensitize citizens on how to engage in the budget cycle through the involvement of constituency offices and CSOs
- 3.5. To raise capacity of communities in identifying which areas and sectors the submissions of a specific district/constituency shall focus on.

4.0. Scope of Work

- 4.1. Design a 30 minutes radio Programme to be aired on community radio stations and translate for production in local languages in the specific Districts i.e. Kafue- Nyanja, Kitwe and Luanshya- Bemba, Choma and Monze- Tonga.
- 4.2. Design a 30 seconds Jingle/Advert to run before Programme in the languages as specified above
- 4.3. Write an article on the budget cycle to be used in the JCTR's Bulletin

5.0 Monitoring and progress controls:

- 5.1. This assignment is for a duration of **10 working days**.



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- 5.2. The consultancy work will be under the supervision of the Social and Economic Development Programme Manager
- 5.3. The consultant will be expected to submit a work schedule once a contract is agreed upon and signed which will form an appendix to the contract
- 5.4. Performance Outputs will be based mainly on the scope of work (*and any other milestones that may be agreed upon on the signing of the contract*).

6.0 Expression of Interest:

All expressions of interest should include:

1. **Technical proposal/Inception report(10pages maximum);** brief profile about the developer with particular emphasis on previous experience in this kind of work; understanding of the Terms of Reference and tasks to be accomplished including proposed methodology.
2. **Financial Proposal (1 page):** This should provide cost estimates for the consultancy (fees based on persons days for the assignment).

6.0 Competencies and qualifications

- 6.1 A fair understanding of national budgeting and processes
- 6.2 Demonstrated experience in reporting on the national budget
- 6.3 Minimum degree in Mass Communication

7.0 Submission of Expression of Interest:

- All expressions of interest should be addressed to:
The Director
Jesuit Centre for Theological Reflection
P.O. Box 37774
Lusaka
- Submissions can be made in either in electronic or hard copy form to:
The Information Officer
Email: To: infojctr@jesuits.org.zm Cc: phyllis@jesuits.org.zm and agneschileya@gmail.com
Physical Address: 3813 Martin Mwamba road, Olympia Park off Kwacha Road.

The Deadline for submission of the expression of interest is 12th May, 2017 at 12:00hrs.