



## Consultant – Research, Policy and Budget Analysis Capacity Development - Local Empowerment and Development – Civil Society (CSO LEADs) Project

### Background and introduction

*People in Need (PIN)*, established in 1992, is one of Central Europe’s leading non-profit organizations working in humanitarian aid, development cooperation, human rights, education, and social inclusion. PIN operates in over 40 countries, including Zambia since 2017, focusing on Emergency Response and Recovery, Climate Resilience, and Civil Society and Inclusive Governance.

The *Jesuit Centre for Theological Reflection (JCTR)*, founded in 1988, promotes social justice and equality in Zambia through research, policy engagement, civic education, and advocacy grounded in Christian values.

PIN and JCTR are jointly implementing the Local Empowerment and Development – Civil Society (CSO LEADs) Project, funded by the European Commission. The project aims to strengthen the resilience, effectiveness, and sustainability of Civil Society Organizations (CSOs) and CSO Networks across Zambia.

<b>Post Title:</b>	Expert Consultants - Research, Policy and Budget Analysis, Advocacy, Policy Development, HRBA, Social Accountability, Participatory decision making, to support CSO gather evidence for their advocacy, policy development and social accountability actions.
<b>Purpose of the Assignment:</b>	The purpose of this assignment is to strengthen the capacity of 30 CSOs and 10 CSO Networks to conduct research, policy analysis, and public budget analysis, enabling them to generate and apply evidence for advocacy, policy development, and social accountability initiatives.
<b>Project title:</b>	Local Empowerment and Development – CSO LEADs
<b>Duration and Timelines:</b>	Total level of effort: Maximum 40 working days over a 16-week period End date for mentorship and coaching activities: 30th April 2027
<b>Expected start date</b>	To be confirmed upon contract signing
<b>Deadline for submission:</b>	Sunday, 10 <sup>th</sup> May 2026



## **Scope of Work**

The Consultant will design and deliver a comprehensive capacity development programme combining:

- 1) Structured training sessions
- 2) Individual mentorship and coaching
- 3) On-the-job technical support
- 4) Facilitated study visits and peer learning exchanges

The assignment will focus on building practical and sustainable skills in:

- 1) Applied research methodologies
- 2) Policy and legislative analysis
- 3) Public budget analysis, tracking, and expenditure monitoring
- 4) Evidence generation, analysis, and communication for advocacy

The approach must be participatory, inclusive, and demand-driven, ensuring that CSOs and CSO Networks define their learning priorities and apply skills in real-time contexts.

## **Objectives of the Assignment**

The Consultant will:

- 1) Strengthen CSO capacity to design and implement applied research for advocacy and policy engagement.
- 2) Enhance skills in policy analysis and interpretation of legal and institutional frameworks.
- 3) Build capacity in public budget analysis, tracking, and monitoring.
- 4) Support CSOs to generate, analyse, and use evidence effectively.
- 5) Improve the ability of CSOs and CSO Networks to influence policy and promote accountability through evidence-based advocacy.

## **Key Responsibilities**

The Consultant will:

- 1) Develop and deliver training modules on research, policy, and budget analysis.
- 2) Provide tailored mentorship, coaching, and on-the-job support to CSOs and CSO Networks.



- 3) Design and facilitate study visits and peer learning opportunities.
- 4) Support the development of research tools, methodologies, and data collection systems.
- 5) Guide CSOs in conducting policy reviews and budget analysis relevant to their sectors.
- 6) Provide templates, guidelines, and tools for evidence generation and reporting.
- 7) Support CSOs in packaging and communicating evidence for advocacy and policy influence.
- 8) Document progress and produce a final report on outputs, outcomes, and lessons learned.

### **Deliverables**

The Consultant will deliver:

- 1) Capacity development plan and training materials
- 2) Research and evidence-generation frameworks for each CSO/CSO Network
- 3) Support the development of Advocacy and Policy dialogue strategies and action plans to guide Financial Support to Third Party Actions for CSO/CSO Networks
- 4) Policy analysis and budget analysis outputs (e.g. briefs, reports) developed with CSOs
- 5) Data collection tools, templates, and guidance materials
- 6) Mentorship, coaching, and study visit reports
- 7) Evidence of improved CSO capacity in research, analysis, and advocacy
- 8) Final consolidated report summarizing progress, results, and recommendations
- 9) Inputs into joint reporting with other consultants

### **Institutional Arrangements**

- 1) The Consultant will work under the supervision of the **PIN Project Manager and JCTR PDE Manager**.
- 2) **Access to CSO profiles, coordination, and scheduling support will be jointly provided by PIN and JCTR.**
- 3) The Consultant will work directly with targeted CSOs and CSO Networks under the CSO LEADs Project.



## Required Qualifications and Experience

The Consultant must have:

- 1) A minimum of a bachelor's degree in development studies, Economics, Public Policy, Social Sciences, or a related field
- 2) At least **5 years of demonstrated experience** in research, policy analysis, and/or public budget analysis
- 3) Proven experience in capacity development, training, mentorship, and coaching of CSOs
- 4) Strong analytical, facilitation, and report-writing skills
- 5) Experience working with CSOs and/or CSO Networks
- 6) Proficiency in English (knowledge of local languages is an asset)
- 7) Experience with digital tools for virtual learning and collaboration

## 10. Payment Modalities

Percentage	Milestone
50%	Upon signing of the Contract on Provision of Services
25%	At Midpoint of the Assignment
25%	Upon submission and approval of the final report

## Evaluation Criteria

Applications will be evaluated as follows:

- 1) Technical expertise and experience – 60%
- 2) Thematic expertise – 20%
- 3) Mentorship and coaching experience – 20%
- 4) Experience with CSOs – 10%
- 5) References – 10%
- 6) Financial proposal – 40%



## Application Process

Interested consultants should submit applications to: [jctr.careers@gmail.com](mailto:jctr.careers@gmail.com) copied to [procurement.zambia@peopleinneed.net](mailto:procurement.zambia@peopleinneed.net)

Subject line: - “LEADs CSO Expert Consultant – Research, Policy and Budget Analysis”

Applications must include:

- 1) Cover letter (maximum 1 page)
- 2) CV (maximum 3 pages)
- 3) Proposed approach, including methodology and indicative timeline
- 4) Copies of academic and professional certificates
- 5) At least two reference letters indicating scope and duration of previous assignments
- 6) List of relevant assignments completed in the last 5 years
- 7) Supporting documentation (contracts, service orders, or completion certificates)
- 8) Financial proposal (daily rate inclusive of all costs)

### **SUBMISSION DEADLINE:**

**SUNDAY, MAY 10, 2026**

**5PM CAT**

For further clarifications, contact the Jesuit Centre for Theological Reflection (JCTR) on 0955290410, or email [info@jctr.org.zm](mailto:info@jctr.org.zm) and [admin@jctr.org.zm](mailto:admin@jctr.org.zm). Address: Martin Mwamba Road, Plot 3813, Olympia Park, Lusaka. Postal: P.O. Box 37774, Lusaka – Zambia.

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