



REPUBLIC OF ZAMBIA

MINISTRY OF LOCAL GOVERNMENT  
AND RURAL DEVELOPMENT



# CONSTITUENCY DEVELOPMENT FUND **GUIDELINES**

(PURSUANT TO SECTION 25 OF THE CONSTITUENCY DEVELOPMENT FUND ACT NO. 11 OF 2018)

FEBRUARY, 2022





# **GUIDELINES**

## **MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND**

(PURSUANT TO SECTION 25 OF THE CONSTITUENCY  
DEVELOPMENT FUND ACT NO. 11 OF 2018)

Ministry of Local Government and Rural Development  
P.O Box 50027  
Lusaka - Zambia

**FEBRUARY, 2022**

## Foreword



The Constituency Development Fund (CDF) was introduced in 1995 after approval by the National Assembly as an “instrument” to facilitate the delivery of public goods and services to foster development for local communities. The objective of the CDF was to create an enabling environment for holistic development at Constituency level where Members of Parliament and the local community have the opportunity to make choices and implement projects which would improve the well-being of the people in the respective constituencies.

Recognising the importance of the CDF in contributing to local development, the Fund was established by the Constitution of Zambia (Amendment) Act No. 2 of 2016 under Article 162. Consequently, the Constituency Development Fund Act No. 11 of 2018 was enacted to provide for the management, disbursement, utilisation and accountability of the Fund. The Constitution and the Act therefore provide an important legal framework to facilitate effective and enhanced community participation in decision making on local socio-economic development programmes and challenges affecting their well-being.

Over the years, the CDF has evolved in scope and extent with increased financial allocation. This requires enhanced prudence in the manner the Fund is managed and utilised. It also demands that the selection of projects and programmes is done in accordance with the needs of the community while facilitating job creation within the community.

These Guidelines have been developed to ensure effective coordination among stakeholders during the implementation of CDF projects and programmes. It is, therefore, Government’s expectation that stakeholders, who include the Constituency Development Fund Committees, Members of Parliament, Local Authorities, Cooperating Partners and members of the communities shall adhere to the guidelines on the management, disbursement, utilization and accountability of the Fund. Failure to adhere to these Guidelines shall entail contravening the various laws governing the management and utilisation of public funds.

A handwritten signature in black ink, appearing to read 'Hon. Gary Nkombo'.

Hon. Gary Nkombo, MP  
**MINISTER OF LOCAL GOVERNMENT AND RURAL DEVELOPMENT**  
**FEBRUARY, 2022**



# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## Contents

Foreword	iv
Acronyms	x
Working Definitions	xi
<b>PART ONE: INTRODUCTION</b>	<b>1</b>
1.2. POLICY AND LEGAL FRAMEWORK	2
1.2.1. Policy Framework	2
1.2.2. Legal Framework	3
1.3. OBJECTIVE OF THE CDF GUIDELINES	3
<b>PART TWO: SCOPE OF THE CONSTITUENCY DEVELOPMENT FUND</b>	<b>5</b>
2.1 CONSTITUENCY DEVELOPMENT FUND COMPONENTS	6
2.1.1 Community Projects	6
2.1.2 Youth, Women and Community Empowerment	6
2.1.3 Secondary Boarding School and Skills Development Bursaries	7
2.2 CDF ALLOCATIONS	7
2.2.1 Variation of CDF Allocation	7
2.2.2 Administrative Cost	7
2.2.3 CDF Motor Vehicle	7
<b>PART THREE: MANAGEMENT OF THE CONSTITUENCY DEVELOPMENT FUND</b>	<b>9</b>
3.1 THE CONSTITUENCY DEVELOPMENT FUND COMMITTEE	10
3.1.1 Composition of the CDFC	10
3.1.2 Functions of the CDFC	11
3.1.3 Tenure of Office for CDFC	11
3.1.4 Vacation of Office of a CDFC Member	11
3.1.5 Filling of Causal Vacancy	11
3.1.6 Proceedings of the Committee	12
3.1.7 Declaration of Interest	12
3.1.8 Secretariat to meetings of the CDFC	12
3.1.9 Allowances of Members	13
3.1.10 Transition Period	13
3.2 TECHNICAL APPRAISAL COMMITTEES	13
3.2.1 Composition of the Technical Appraisal Committee	13
3.2.2 Functions of Technical Appraisal Committees	14
3.3 ROLES AND RESPONSIBILITIES OF STAKEHOLDERS	14
3.3.1 Minister	14



3.3.2 Member of Parliament	14
3.3.3 Ministry of Local Government and Rural Development	14
3.3.4 Ministry of Finance and National Planning	15
3.3.5 Office of the Auditor General	15
3.3.6 District Sector Departments	15
3.3.7 Local Authority	15
3.3.8 Private Sector/Business Community	16
3.3.10 Traditional Leadership	16
3.3.11 Local Community	16
<b>PART FOUR: DISBURSEMENT, PAYMENT AND BANKING ARRANGEMENTS</b>	<b>17</b>
4.1 DISBURSEMENT OF FUNDS	18
4.1.1 Disbursement from the Fund to Constituency Accounts	18
4.1.2 Subsequent Disbursements	18
4.2 PAYMENT ARRANGEMENTS	19
4.3 BANKING ARRANGEMENTS	19
4.3.1 Constituency Development Fund Account	19
4.3.2 Revolving Fund Account for Empowerment Funds	19
4.3.3 Signatories to the CDF Accounts	20
<b>PART FIVE: UTILISATION OF THE CONSTITUENCY DEVELOPMENT FUND</b>	<b>21</b>
5.1 COMMUNITY PROJECTS	22
5.1.1 Notification for Submission of Proposals	22
5.1.2 Identification of Projects	22
5.1.3 Project Application Forms	22
5.1.4 Technical Appraisal and Selection of Projects	23
5.2 YOUTH, WOMEN AND COMMUNITY EMPOWERMENT	23
5.2.1 Notification for Submission of Applications	23
5.2.2 Identification of Applicants for Empowerment Grants and Loans	24
5.2.3 Empowerment Application Procedure	24
5.2.3.1 Empowerment Grants:	24
5.2.3.2 Empowerment Loans:	24
5.2.4 Eligibility Criteria for Empowerment Grants	25
5.2.5 Eligibility Criteria for Empowerment Loans	25
5.2.6 Accompanying Documents for Empowerment Grant and Loan Application	25
5.2.7 Coverage, Capital Thresholds and Exemptions	26
5.3 SECONDARY BOARDING SCHOOL AND SKILLS DEVELOPMENT BURSARIES	26
5.3.1 Notification for Submission of Applications	26
5.3.2 Identification of Applicants for Secondary Boarding School and Skills Development Bursaries	27
5.3.3 Bursary Application Procedure	27

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

5.3.3.1 Secondary Boarding School Bursary	27
5.3.3.2 Skills Development Bursary	27
5.3.4 Eligibility for Bursary	28
5.3.4.1 Secondary Boarding School	28
5.3.4.2 Skills Development	28
5.3.5 Supporting Documentation for Bursary Applications	29
5.3.5.1 Secondary School Bursary Application	29
5.3.5.2 Skills Training Bursary Application	29
5.4 APPROVAL OF PROJECTS, EMPOWERMENTS AND BURSARIES	29
5.5 ILLUSTRATION OF THE APPLICATION PROCESS FOR PROJECTS, EMPOWERMENT AND BURSARY	29
5.5.1 Projects and Empowerment	29
5.5.1 Secondary School Boarding and Skills Development Bursaries	31
5.6 HANDLING OF UNSUCCESSFUL APPLICATIONS	32
<b>PART SIX: ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND</b>	<b>33</b>
6.1 ACCOUNTABILITY OF THE FUND	34
6.2 CASHBOOK MAINTENANCE AND BANK RECONCILIATIONS	34
6.3 ACCOUNTING AND SYSTEMS OF INTERNAL CONTROLS	35
6.3.1 Legal Requirements for making payments	35
6.3.2 Payment Process for Goods, Services and Civil Works	35
6.3.3 Accounting System	35
6.4 ACCOUNTING FOR CDF ASSETS AND STORES	36
6.5 ALLOWED AND DISALLOWED EXPENDITURE	36
6.5.1 Allowable Expenditure	36
6.5.2 Disallowed Expenditure	36
6.6 AUDIT OF THE CONSTITUENCY DEVELOPMENT FUND	37
6.7 RE-PAYMENT OF EMPOWERMENT LOANS	37
6.8 FINANCIAL REPORTING	37
6.8 BUDGET FOR CDF PROJECTS	38
<b>PART SEVEN: PROCUREMENT ARRANGEMENTS</b>	<b>39</b>
7.1 PRINCIPLES FOR PROCUREMENT	40
7.2 PROCUREMENT ACTIVITIES AND APPROVALS	40
7.3 METHODS OF PROCUREMENT	40
7.4 PROCUREMENT PROCESS	40
7.4.1 Procurement Planning	40
7.4.2 Commencement of Procurement Proceedings	41
7.4.3 Choice of Procurement Procedure	41
7.4.4 Statement of Procurement Requirements	41
7.4.5 Solicitation Documents	41



REPUBLIC OF ZAMBIA

7.4.6 Eligibility of Bidders and Suppliers	41
7.4.7 Invitation to Bid	41
7.4.8 Receipt of Bids	41
7.4.9 Opening of Bids	42
7.4.10 Evaluation	42
7.4.11 Procurement Pricing	42
7.4.12 Negotiations	42
7.4.13 Termination or cancellation of Procurement Proceedings	42
7.4.14 Decision to award Contract	42
7.4.15 Notification of Best - Evaluated Bidder	42
7.4.16 Award of Contract	42
7.4.17 Standard Contract	43
7.4.18 Prohibition from assigning Contract	43
7.4.19 Notification of unsuccessful Bidder	43
7.4.20 Amendment or Variation of Contract	43
7.5 CONTRACT MANAGEMENT	43
7.6 PROJECT SUPERVISION	43
7.7 PROJECT MANAGER	44
<b>PART EIGHT: MONITORING AND EVALUATION</b>	<b>45</b>
8.1 MONITORING AND EVALUATION RESPONSIBILITIES	46
8.1.1 National Level	46
8.1.2 Provincial Level	46
8.1.3 District Level	47
8.1.4 Ward Level	47
8.2 REPORTING AND INFORMATION FLOW ARRANGEMENTS	47
8.2.1 Monthly Monitoring Reports	47
8.2.2 Quarterly Progress Reports	48
8.2.3 Semi-annual Reports	48
8.2.4 The Annual Progress Reports	48
8.2.5 Joint Spot Monitoring Reports	48
8.3 INFORMATION FLOW	48

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## APPENDICES

	51
APPENDIX A. TYPES OF PROJECTS FOR FUNDING	52
APPENDIX B. APPLICATION FORM FOR COMMUNITY PROJECTS	54
APPENDIX C. APPRAISAL CHECKLIST FOR COMMUNITY PROJECTS - FOR OFFICAL USE	58
APPENDIX D. APPLICATION/PROPOSAL FORM FOR YOUTH, WOMEN AND COMMUNITY EMPOWERMENT PROJECTS	59
APPENDIX E. APPRAISAL CHECKLIST FOR YOUTH, WOMEN AND COMMUNITY EMPOWERMENT FOR OFFICIAL USE	64
APPENDIX F. LOAN AGREEMENT FORM	65
APPENDIX G. SECONDARY BORADING SCHOOL BURSARY APPLICATION FORM	68
APPENDIX H. APPRAISAL CHECKLIST FOR SECONDARY BOARDING SCHOOL BURSARY –FOR OFFICIAL USE	76
APPENDIX I: SKILLS DEVELOPMENT BURSARY APPLICATION FORM	78
APPENDIX J: SKILLS DEVELOPMENT BURSARY APPRAISAL CHECKLIST FOR OFFICIAL USE	82



## Acronyms

BOQ	Bill of Quantities
CBO	Community Based Organisation
CDF	Constituency Development Fund
CDFC	Constituency Development Fund Committee
CSO	Civil Society Organisation
CWAC	Community Welfare Assistance Committee
DDCC	District Development Coordinating Committee
DP	Director of Planning
DPO	District Planning Officer
DPU	District Planning Unit
FBO	Faith Based Organisation
IDP	Integrated Development plan
JSM	Joint Spot Monitoring
MLGRD	Ministry of Local Government and Rural Development
MP	Member of Parliament
NCC	National Council for Construction
NDP	National Decentralisation Policy
NGO	Non-Governmental Organisation
NRC	National Registration Card
NYDC	National Youth Development Council
PACRA	Patent and Company Registration Agency
PIC	Project Implementation Committee
PLGO	Provincial Local Government Officer
STEM	Science, Technology, Engineering and Mathematics
TEVET	Technical Education, Vocational and Entrepreneurship Training
TEVETA	Technical Education, Vocational and Entrepreneurship Training Authority
TAC	Technical Appraisal Committee
TWG	Technical Working Group
WDCs	Ward Development Committees
WDEC	Ward Development Executive Committee
WDP	Ward Development Plans
WDEC	Ward Development Executive Committee
ZAPD	Zambia Agency for Persons with Disability
ZPPA	Zambia Public Procurement Authority

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## Working Definitions

In these Guidelines, the following words have the following meanings, unless the context otherwise requires:

<b>“Administrative Cost”</b>	Means all costs associated with appraisals, supervision, monitoring, meetings, stationery, transport, management and procurement;
<b>Bursary</b>	Means financial support to orphans and vulnerable individuals in the Constituency to meet the cost of access to Secondary Boarding School and Skills Development;
<b>“Club”</b>	Means a Club registered under the Societies Act, CAP 119 of the Laws of Zambia;
<b>“Cooperative”</b>	Means a Cooperative registered under the Cooperatives Societies Act, CAP 397 of the Laws of Zambia;
<b>“Committee”</b>	Means a Committee established under Section 5 of the Constituency Development Fund Act No.11 of 2018;
<b>“Community”</b>	Means a geographically defined group of persons or sector of the public with a specific ascertainable common interest;
<b>“Community Projects”</b>	Means projects identified and undertaken at the community level for the benefit of the community;
<b>“Constituency”</b>	Has the meaning assigned to the word in the Constitution;
<b>“Councillor”</b>	Has the meaning assigned to the word in the Constitution;
<b>“Disaster”</b>	Means an event that is associated with the impact of the human induced or natural hazard, which causes a serious disruption in the functioning of a community in a Constituency causing widespread human, material, or environmental damage and losses which exceed the ability of the community to cope using its own resources
<b>“Empowerment Fund”</b>	Means funds given in form of soft loans and grants to Youths and Women in the Constituency;
<b>“Expenditure Return”</b>	Means a report of funds received and spent by the Constituency;
<b>“Fund”</b>	Means the Constituency Development Fund established under Article 162 of the Constitution;
<b>“Local Authority”</b>	Means a Council and its Secretariat consisting of persons appointed by the Local Government Service Commission;
<b>“Member”</b>	Refers to an appointed person sitting on the Committee;
<b>“Member of Parliament”</b>	Means a person who is a Member of the National Assembly;
<b>“Minister”</b>	Refers to the Minister for Local Government and Rural Development;
<b>“Organised Group”</b>	Means a group formally recognised by the Local Authority or Community;
<b>“Procurement Committee”</b>	Means a Committee established by a procuring entity responsible for carrying out the procurement or stores function;
<b>“Project”</b>	Means a Constituency development project and includes a project initiated by a person or a community for the benefit of the community;
<b>“Skills Development”</b>	Means learning or training to acquire life-long practical productive and service skills with a maximum of 3 years duration;
<b>“Technical Appraisal Committee”</b>	Refers to an appraisal Committee constituted by the Local Authority to provide technical and professional support to the Constituency Development Fund Committee;
<b>“Youth”</b>	Means a person who has attained the age of nineteen years and is below the age of thirty-five years;
<b>“Ward”</b>	Has the meaning assigned to the word in the Constitution;
<b>“Ward Development Committee”</b>	Means the Ward Development Committee established under the Local Government Act, 2019;
<b>“Woman”</b>	Means a female person who has attained the age of 35 years and above;
<b>“Zonal Assembly”</b>	Means a platform where Zonal representatives meet the community to discuss development needs, opportunities and activities in a zone;
<b>“Zone”</b>	Refers to a distinct geographical area within a Ward.









# **PART ONE:** INTRODUCTION





## PART ONE

### INTRODUCTION

The Government of the Republic of Zambia has prioritised Decentralisation as a major driver for attaining development, reducing poverty and supporting job creation through citizen engagement and participation at the local level. To actualise decentralisation in line with the Constitution, Government has decided to take significant resources from the National to the Local Government level. In this regard, the Constituency Development Fund (CDF) has been identified as a major tool to take resources closer to the people.

The CDF was first established in 1995 to support micro-community projects as part of the wider decentralization and local development policy. The fundamental objective was to provide resources to bridge the financing gap arising from non-existence sources of funds to finance micro-community led projects in all the Constituencies across the Country. The first appropriation and disbursement of this fund was done in 1995 by Parliament. From 1995 to 2016, the Fund was provided for under Section 45 of the Local Government Act Cap 281 of the Laws of Zambia. In 2016, the Constitution established the Constituency Development Fund. Subsequently, the Local Government Act was repealed and the Constituency Development Fund Act was enacted in 2018 to provide for the management, disbursement, utilisation and accountability of the Fund. Government developed the first guidelines in 2006 commonly known as the “CDF Guidelines to guide on the Management and Utilisation of the Fund”.

The Fund has since evolved with an expanded scope and increased budget allocation with increased emphasis on enhanced community participation in determining local development priorities. In 2021, Government increased the amount of the CDF from K1.6 million to K25.7 million per Constituency. The expanded scope of the CDF covers three (3) specific areas namely; Community Projects; Youth, Women and Community Empowerment and Secondary Boarding School and Skills Development Bursaries.

#### 1.2. POLICY AND LEGAL FRAMEWORK

##### 1.2.1. Policy Framework

The CDF Guidelines are meant to facilitate the implementation of the National Decentralisation Policy and other related national policies that facilitate empowerment of the youth and women as well as skills development.

Key among these are the:

- a) National Social Protection Policy;
- b) National Education Policy;
- c) National TEVET Policy;
- d) National Youth Policy;

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

- e) National Gender Policy; and
- f) National Disability Policy.

## 1.2.2. Legal Framework

The CDF is established under Article 162 of the Constitution of Zambia (Amendment) Act No.2 of 2016 and operationalised by the Constituency Development Fund Act No. 11 of 2018. The Act provides for the management, disbursement, utilisation and accountability of the CDF.

In addition, there are pieces of legislation that are related and supportive to the management, disbursement, utilisation and accountability of CDF which include among others:

- a) The Local Government Act No. 2 of 2019;
- b) The Public Finance Management Act No. 1 of 2018;
- c) The Public Procurement Act No. 8 of 2020;
- d) The Urban and Regional Planning Act No. 3 of 2015;
- e) The National Planning and Budgeting Act No. 1 of 2020; and
- f) Anti-Gender Based Violence Act No.1 of 2011.

## 1.3. OBJECTIVE OF THE CDF GUIDELINES

The objective of the guidelines is to provide guidance on the management, disbursement, utilisation and accountability of the CDF. The guidelines also provide clarity on the roles and responsibilities of various stakeholders in relation to implementation, procurement monitoring and evaluation under the CDF.









## **PART TWO:**

### SCOPE OF THE CONSTITUENCY DEVELOPMENT FUND





## **PART TWO:**

# SCOPE OF THE CONSTITUENCY DEVELOPMENT FUND

## **2.1 CONSTITUENCY DEVELOPMENT FUND COMPONENTS**

The Constituency Development Fund (CDF) has three (3) components namely; Community Projects, Youth, Women and Community Empowerment, and Secondary Boarding School and Skills Development Bursaries.

### **2.1.1 Community Projects**

Community Projects are projects, which are identified by the communities in their Wards for the benefit of the wider community. Specifically;

- a) Community Projects are projects where the benefits are available to the wider community. Communities shall have an active participatory role in highlighting and addressing their social or economic needs in line with the Ward Development Plan, Integrated Development Plan, and National Development Plan. In the absence of these plans, any other local development framework can be used.
- b) Community Projects shall address challenges of inadequate infrastructure, such as water and sanitation points, schools, health facilities, police posts, feeder roads, market shelter, crossing points, canals and dip tanks among others. A detailed list of such projects are as provided for in Appendix A.

### **2.1.2 Youth, Women and Community Empowerment**

Implementation of the empowerment component of the CDF shall adopt an inclusive approach. The empowerment Fund shall prioritise the youths, women, people living with disability and other vulnerable persons in the community. Empowerment beneficiaries shall be equipped with seed money in form of grants given to Organised Groups, Clubs and Cooperatives. Additionally, empowerment loans shall be given to cooperatives and individuals with established small and medium scale businesses wishing to grow their businesses within the Constituency.

The youths alone constitute a large proportion of the Country's productive age group and this empowerment will target programs that address youth related challenges such as limited access to education and skills development, limited access to factors of production including finance, limited employment and empowerment opportunities. Empowerment of the women and other vulnerable persons will contribute towards the reduction of vulnerability and improving livelihoods of the community.

The component shall promote apprenticeship, mentorship and business development services to support enterprise development and creation of market linkages for the youths and women. This will be attained by outsourcing such services from technical service providers such as Technical Education Vocational Entrepreneurship Training Authority (TEVETA), Non-Governmental Organisations (NGOs), Chamber of Commerce, and captains of industry within the Constituency.



# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## 2.1.3 Secondary Boarding School and Skills Development Bursaries

The Secondary Boarding Schools and Skills Development Bursaries shall be used to provide for vulnerable learners to access Secondary Boarding Schools and Skills Training Institutions offering technical education, vocational and entrepreneurship programmes. The aim of the bursary is to enhance human development and drive the entrepreneurship agenda at the local level.

## 2.2 CDF ALLOCATIONS

The total allocation of the CDF per Constituency will be distributed among three major Components out of which 5% shall be Administrative Cost as provided by the CDF Act. The remaining 95% shall be allocated as tabulated in Table 1:

**Table 1: CDF Allocation**

S/No.	Components	Percentage
1	Community Projects <ul style="list-style-type: none"><li>5% Disaster Contingency.</li></ul>	60%
2	Youth and Women Empowerment <ul style="list-style-type: none"><li>40% Grants</li><li>60% Soft Loans</li></ul>	20%
4	Secondary School (Boarding) & Skills Development Bursaries	20%
	<b>Total</b>	<b>100%</b>

### 2.2.1 Variation of CDF Allocation

Variation of the CDF allocation across Components at 2.2 shall not be allowed unless with express permission by the Minister.

### 2.2.2 Administrative Cost

The administrative cost related to the management, disbursement, utilisation and accountability of the CDF shall not exceed 5% of the total Fund.

### 2.2.3 CDF Motor Vehicle

The CDFC shall procure a brand new 4x4 motor vehicle from the allocation for Community Projects to be used strictly for CDF activities. The cost of the vehicle shall be amortised over a period of five (5) years. A driver for the vehicle shall be provided by the Local Authority. The vehicle shall be maintained from funds under the Community Projects Component.





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# **PART THREE:**

## MANAGEMENT OF THE CONSTITUENCY DEVELOPMENT FUND



## **PART THREE:**

# MANAGEMENT OF THE CONSTITUENCY DEVELOPMENT FUND

### **3.1 THE CONSTITUENCY DEVELOPMENT FUND COMMITTEE**

The Constituency Development Fund Committee (CDFC) is established under the Constituency Development Fund Act No. 11 of 2018. The Committee has a prescribed membership with a clearly defined nomination procedure and established functions.

#### **3.1.1 Composition of the CDFC**

The CDFC in each Constituency shall consist of the following part-time members appointed by the Minister:

- a) Two community representatives nominated by the Member of Parliament from the Constituency;
- b) Three Councillors in the Constituency, two of whom are elected by the Councillors in the Constituency and one of whom is nominated by the Member of Parliament from the Constituency;
- c) One representative of a Chief where a Constituency has one Chief, or two representatives of Chiefs where the Constituency has two or more Chiefs, nominated by those Chiefs from within the Constituency;
- d) A representative of the Director responsible for Planning at the Local Authority in which the constituency is located;
- e) A representative of the Director responsible for Works or Engineering Services at the Local Authority in which the Constituency is located;
- f) A representative of a Civil Society Organisation operating in the Constituency nominated by the Member of Parliament from the Constituency;
- g) A representative of a Religious Organisation in the Constituency nominated by the Member of Parliament from the Constituency;
- h) The Member of Parliament from the Constituency; and
- i) A representative of the Director responsible for Finance at the Local Authority in which the Constituency is located.

Nominations of members of the CDFC by the Member of Parliament shall take into account the need to achieve gender equity.

The members of the Committee shall elect the Chairperson and the Vice-Chairperson from amongst themselves, except that a member referred to in subsection 3.1.1 (b), (d), (e), (h) and (i), does not qualify for election as a Chairperson or Vice-Chairperson.



# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## 3.1.2 Functions of the CDFC

The Constituency Development Fund Act No. 11 of 2018 provides for functions of the Committee as follows:

- a) Ensure the compilation of proper records, returns and reports from the Constituency;
- b) Receive and discuss annual reports and returns from the Constituency;
- c) Receive a project list from the Ward Development Committee within the Constituency or proposals for joint projects with other Constituencies;
- d) Deliberate on project proposals from the Wards; and
- e) Develop and submit a project list to the Local Authority for onward transmission to the Minister.

## 3.1.3 Tenure of Office for CDFC

The tenure of office for the CDFC shall be as follows:

- a) A member of the Committee shall hold Office for a term of two and a half years from the date of appointment and may be re-appointed for a further term of two and a half years.
- b) A member shall, on the expiration of the term for which the member is appointed, continue to hold office until another member is appointed, but in no case shall an extension of the period exceed three months.

## 3.1.4 Vacation of Office of a CDFC Member

The office of a member shall become vacant:

- a) On the member's death;
- b) If the member is adjudged bankrupt;
- c) If the member is absent, without reasonable excuse, from three consecutive meetings of the committee of which the member had notice, without the prior approval of the Chairperson;
- d) On the expiry of one month's notice of the member's intention to resign, given by the member, in writing, to the minister;
- e) If the member becomes incapable of performing the functions of a member;
- f) If the member is convicted of an offence under this act or any other written law and sentenced to imprisonment for a period exceeding six months without the option of a fine; and
- g) If the member ceases to hold the office, by virtue of which that member was appointed.

## 3.1.5 Filling of Causal Vacancy

The Minister may, where the office of a member becomes vacant before the expiry of the term of office, appoint another member in place of a member who vacates office, but that member shall hold office for the unexpired part of the term.



### 3.1.6 Proceedings of the Committee

The following shall apply with regard to the proceedings of the CFDC:

- a) A Committee shall meet for the transaction of business at least once in every three months at such places and times as the Chairperson may determine.
- b) A meeting of the Committee may be called by the Chairperson on giving notice of not less than seven (7) days, and shall be called by the Chairperson if one-third or more of the members request in writing;
- c) Six members shall constitute a quorum at a meeting of a Committee.
- d) There shall preside at a meeting of the Committee:
  - i. The Chairperson;
  - ii. In the absence of the Chairperson, the Vice-Chairperson; and
  - iii. In the absence of the Chairperson and the Vice Chairperson, another member that the members present may elect for the purpose of that meeting.
- e) A decision of the Committee on any question shall be by a majority of the members present and voting at the meeting and in the event of an equality of votes, the person presiding at the meeting shall have a casting vote in addition to that person's deliberative vote.
- f) A Committee may invite a person whose presence is in its opinion desirable to attend and to participate in the deliberations of the meeting of the Committee, but that person shall have no vote.
- g) The validity of any proceedings, acts or decisions of the Committee shall not be affected by any vacancy in the membership of the Committee or by any defect in the appointment of any member or by reason that any person not entitled to do so, took part in the proceedings.
- h) The Committee shall cause minutes to be kept of the proceedings of its meetings.

### 3.1.7 Declaration of Interest

- a) A person who is present at a meeting of a Committee at which any matter is the subject of consideration and in which matter that person or that person's relative or associate is directly or indirectly interested in a private capacity shall, as soon as is practicable after the commencement of the meeting, declare interest and shall not, unless the Committee otherwise directs, take part in any consideration or discussion of, or vote on, any question relating to that matter.
- b) A disclosure of interest made under (a) shall be recorded in the minutes of the meeting at which it is made.
- c) A person who contravenes provisions in (a) commits an offence and is liable, on conviction to a fine.

### 3.1.8 Secretariat to meetings of the CFDC

The Directorates of Planning, and Finance in the Local Authority in a district shall provide the necessary secretariat and accounting services to the Committee to perform its functions.

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## 3.1.9 Allowances of Members

- a) The members of a Committee shall, in carrying out the duties of the Committee, be entitled to sitting allowances as may be determined by the Emoluments Commission.
- b) In the absence of the Emoluments Commission, the Secretary to the Cabinet shall determine the rates for the allowances through a Cabinet Office Circular; and
- c) The sitting allowances referred to in (a) above shall be categorised into rural and urban based allowances for the Constituencies

## 3.1.10 Transition Period

The following shall apply with regard to the transition period of the CDFC:

- a) The implementation of approved projects shall continue after dissolution of the Committee; and
- b) The Local Authorities shall take responsibility of the implementation of approved projects during this transitional period.

## 3.2 TECHNICAL APPRAISAL COMMITTEES

### 3.2.1 Composition of the Technical Appraisal Committee

Technical Appraisal Committees shall be constituted where necessary and appointed by the Principal Officer of the Local Authority to assist the CDFC undertake appraisals according to the nature of the project.

The Committee shall be chaired by Director/Head of Planning in the Local Authority and its membership drawn from:

- a) Planning Department of the Local Authority;
- b) Finance Department of the Local Authority;
- c) Engineering or Works Department of the Local Authority;
- d) Procurement Department of the Local Authority;
- e) Internal Audit of the Local Authority;
- f) District Works Supervisor of Transport and Logistics;
- g) District Education Office;
- h) District Health Office;
- i) District Agriculture Coordinating Office;
- j) District Cooperative and Entrepreneurship Development Office;
- k) District Fisheries and Livestock Office;
- l) District Community Development Office;
- m) District Social Welfare Office; and
- n) Skills Development Public Institution.

**Note:** Representatives of related or relevant institutions may be co-opted into the Committee as and when required, depending on the nature of the projects.





### 3.2.2 Functions of Technical Appraisal Committees

Under Community Projects, the Technical Appraisal Committee shall:

- a) Receive project proposals from CDFC;
- b) Conduct preliminary desk or field appraisal on the projects where necessary;
- c) Develop engineering/architectural drawing of the projects;
- d) Develop Bill of Quantity (BOQ) in line with ZPPA price index and applicable standards;
- e) Conduct final appraisal to determine project viability; and
- f) Prepare and submit appraisal reports with a list of recommended viable projects to CDFC for consideration.

## 3.3 ROLES AND RESPONSIBILITIES OF STAKEHOLDERS

### 3.3.1 Minister

The Minister shall be responsible for:

- a) Implementation of the Constituency Development Fund Act;
- b) Ensuring prudent management of the Fund;
- c) Receipt, review and approval of project lists from CDFC;
- d) Ensuring the compilation of proper records, returns and reports from the Constituencies; and
- e) Receiving and reviewing annual reports and returns from the Local Authority.

### 3.3.2 Member of Parliament

The Member of Parliament (MP) shall:

- a) Nominate members of the CDFC to be appointed by the Minister;
- b) Receive quarterly reports and returns from the Local Authority;
- c) Undertake Joint Spot Monitoring (JSM) of CDF projects;
- d) Attend CDFC meetings; and
- e) In the absence of the MP, the Professional Assistant from the Parliamentary Constituency Office shall represent the MP.

### 3.3.3 Ministry of Local Government and Rural Development

Roles of the Ministry shall be as follows:

- a) **Ministry of Local Government and Rural Development:**
  - i. Ensure prudent management of the Fund;
  - ii. Receive and review annual reports and returns from Local Authorities; and
  - iii. Undertake monitoring and evaluation of CDF projects.

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## **b) Provincial Local Government Office:**

- i. Provide oversight of the management and utilisation of the CDF in all Constituencies in the Province;
- ii. Keep and maintain records of the disbursement of funds and progress of the projects funded under the CDF;
- iii. Compile reports for the Provincial Development Coordinating Committee (PDCC) and the National Development Coordinating Committee (NDCC) on the CDF; and
- iv. Undertake monitoring and evaluation of CDF projects.

### **3.3.4 Ministry of Finance and National Planning**

The Ministry of Finance and National Planning shall:

- a) Disburse funds to the CDF;
- b) Provide a financial management framework for the Fund as required by the Public Finance Management Act No. 1 of 2018; and
- c) Undertake monitoring and evaluation of CDF projects.

### **3.3.5 Office of the Auditor General**

The Office of the Auditor General shall:

- a) Audit the utilisation of the Fund at the Local Authority and Constituency Level; and
- b) Audit the financial statements of the CDF at the National Level.

### **3.3.6 District Sector Departments**

The Sector Departments at district level shall be responsible for:

- a) Provision of technical support and guidance;
- b) Quality Assurance; and
- c) Coordinating the implementation of projects and activities under their jurisdiction.

### **3.3.7 Local Authority**

The Local Authority shall be responsible for

:

- a) Planning and budgeting;
- b) Accounting and Pre-Auditing;
- c) Procurement; and
- d) Project implementation, management, monitoring and evaluation.



### 3.3.8 Private Sector/Business Community

The Private Sector shall:

- a) Participate in the supply of Goods, Services and Works under the Fund;
- b) Provide technical and professional support; and
- c) Provide counterpart support through corporate social responsibility.

### 3.3.9 Ward Development Committee

The Ward Development Committee shall be responsible for:

- a) Providing a forum for dialogue & coordination on Ward Development issues;
- b) Submitting to the CDFC, applications for Projects, Secondary Boarding Schools and Skills Development Bursaries and Empowerment Projects;
- c) Identifying areas for capacity building within the Ward;
- d) Preparing quarterly reports on developmental activities within the Ward to the appropriate Committee of the Local Authority;
- e) Developing and maintaining a Ward based database as guided by the Local Authority; and
- f) Project implementation, management and monitoring.

### 3.3.10 Traditional Leadership

The Traditional Leadership shall be responsible for:

- a) Disseminating Information on CDF and local development issues;
- b) Mobilising the community; and
- c) Providing counsel based on traditional set-up.

### 3.3.11 Local Community

The local community shall be responsible for:

- a) Participating in community meetings;
- b) Identifying community needs;
- c) Submitting proposals to the WDC through the Zone;
- d) Participating in project implementation when required; and
- e) Monitoring implementation of CDF projects.



## **PART FOUR**

DISBURSEMENT, PAYMENT AND  
BANKING ARRANGEMENTS



## **PART FOUR:**

# DISBURSEMENT, PAYMENT AND BANKING ARRANGEMENTS

### **4.1 DISBURSEMENT OF FUNDS**

Disbursements under the Constituency Development Fund shall be determined by the Ministry responsible for Finance in close consultation with the Ministry responsible for Local Government.

#### **4.1.1 Disbursement from the Fund to Constituency Accounts**

The following shall apply on the disbursement of funds under the CDF:

- a) The Ministry shall initiate the process of disbursing the CDF;
- b) The Ministry responsible for Finance shall transfer the funds from the Treasury Single Account to the Constituency Account maintained and managed by the Local Authority as the Spending Agency;
- c) The Ministry responsible for Finance shall, in the first quarter of each year, disburse a quarter of the total CDF National Budget Allocation to the respective Constituency Commercial Bank Accounts;
- d) The Local Authority shall prepare and submit expenditure returns for the CDF to the Minister within thirty days after the close of the financial year together with a copy of the relevant bank statements.

#### **4.1.2 Subsequent Disbursements**

The following shall apply on subsequent disbursement of funds under the CDF:

- a) Subsequent quarterly disbursements of the CDF shall be based on expenditure returns. Expenditure returns refer to a report of the funds received and spent by a Constituency in each quarter. The actual disbursement in the quarter shall be the amount spent by a Constituency in the previous quarter;
- b) In the circumstances where a Constituency exhausts the funds before the end of the quarter, an expenditure return must be prepared and submitted with a request for further funding in that quarter;
- c) An Expenditure Return for the previous quarter shall be provided to the Ministry within the first week of the following month;
- d) The Expenditure Return should be accompanied by the Cashbook Extract for the month, the Bank Statement and the Bank Reconciliation Statement; and
- e) Quarterly CDF funding shall not be made to a Constituency, where an Expenditure Return has not been submitted.

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## 4.2 PAYMENT ARRANGEMENTS

Payment arrangements under the CDF shall be as follows:

- a) The Local Authority shall make payments from the CDF and Revolving Bank Accounts based on invoices, certificates of works done, signed agreement forms and other required supporting documentation; and
- b) Payments shall be made from the CDF and Revolving Bank Accounts on a regular basis based on request made for payments.

## 4.3 BANKING ARRANGEMENTS

### 4.3.1 Constituency Development Fund Account

The following banking arrangements shall apply:

- a) A Local Authority shall seek authority, through the Ministry, to open and operate a Bank Account in the name of each Constituency from the Ministry responsible for Finance;
- b) The Ministry responsible for Finance shall inform the Ministry that authority has been granted to open and operate a Bank Account in the name of each Constituency;
- c) A Local Authority shall not open or close an account in respect of the Constituency Development Fund with any Bank without the written approval of the Ministry responsible for Finance;
- d) A Local Authority shall retain unutilised funds in the Constituency Account; and
- e) Investments using CDF funds shall not be permitted.

### 4.3.2 Revolving Fund Account for Empowerment Funds

The Revolving Fund Account for Youth, Women and Community Empowerment shall be operationalised as follows:

- a) A Local Authority shall seek authority, through the Ministry, to open and operate a separate Revolving Bank Account related to Youth and Women Empowerment Funds from the Ministry responsible for Finance;
- b) The Ministry responsible for Finance shall provide a response to the Ministry showing that authority has been granted to open and operate a separate Revolving Bank Account for Youth, Women and Community Empowerment Funds in the name of a Constituency;
- c) The Revolving Fund Bank Account for Youth, Women and Community Empowerment shall be interest earning;
- d) The interest earned on the Revolving Bank Account shall be retained and used as part of the Revolving Fund; and
- e) A empowerment loan to beneficiaries shall attract simple interest of 5% of the total sum



#### 4.3.3 Signatories to the CDF Accounts

The following shall apply for signatories to the CDF Accounts:

- a) A CDF Account shall have Eight (8) Signatories;
- b) The Signatories shall comprise of Panels A and B as follows:

##### **Panel A**

- i. Town Clerk/ Council Secretary
- ii. The Director of Finance/District Treasurer
- iii. Director Planning
- iv. Director Works/Engineering

##### **Panel B**

- i. Chairperson of the CDFC
  - ii. Three members of the CDFC who should not be members of the Council.
- c) The signing of a cheque or instruction to effect payment will require one signatory from Panel A and another one from Panel B;
  - d) A Local Authority shall submit proposed signing mandates to the Ministry for onward transmission to the Secretary to Treasury for his approval;
  - e) A Local Authority shall effect a change of signatories within thirty days of obtaining the approval of the Secretary to the Treasury; and
  - f) A Local Authority shall, where it is not reasonably possible to effect a change of signatories within the prescribed period of thirty days, inform the Secretary to the Treasury or the accounting authority through the Ministry, of the reasons for that failure.



## PART FIVE

### UTILISATION OF THE CONSTITUENCY DEVELOPMENT FUND





## **PART FIVE:**

# UTILISATION OF THE CONSTITUENCY DEVELOPMENT FUND

## **5.1 COMMUNITY PROJECTS**

### **5.1.1 Notification for Submission of Proposals**

The CDFC, in conjunction with the Local Authorities shall invite project proposals from the community by end of February of each year for implementation in the following year. This shall be done by way of advertisements, public awareness, meetings and fixing of posters in public places such as notice boards of schools, markets, clinics, and churches, public address systems as well as through Local Authority websites and social media platforms.

In an event of a disaster or emergency arising from natural occurrences, the community through the WDC shall notify the CDFC. The CDFC shall in turn inform the Local Authority to facilitate the holding of the CDFC meeting to address the emergency situation.

### **5.1.2 Identification of Projects**

WDCs shall prepare project lists with input from the Zones. The projects shall be in line with the Ward Development Plan, Integrated Development Plan (IDP) or any other local development framework. In the absence of such Plans, community priority needs shall inform the criteria for identification of projects.

### **5.1.3 Project Application Forms**

The following application procedure shall apply:

- a) Project application forms (Appendix B) shall be obtained free of charge from the Local Authority, Parliamentary Constituency Office or any Public Institution in the Constituency as well as the Local Authority Website;
- b) Application forms shall be typed or filled in a clear handwriting;
- c) Project Applications to the CDFC shall be accompanied by the following documents:
  - i. Signed Minutes of the Zonal Assembly Meeting where Ward Development Plans, Integrated Development Plans (IDP) or any other local development framework are not available;
  - ii. Signed Minutes of the Ward Development Executive Committee Meeting;
- d) The CDFC shall only consider applications signed by the Ward Development Committee Chairperson. Where the Chairperson is not available, the Vice Chairperson shall sign and where the Vice Chairperson is not available, the Committee shall nominate a member amongst themselves who shall sign the applications.

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## 5.1.4 Technical Appraisal and Selection of Projects

### a) Technical Appraisal of Projects

Technical appraisals, where applicable shall be conducted within 4 weeks of receipt of the proposed projects from the CDFC. The appraisals shall cover the following processes:

- i. Assessment of the proposed projects for viability, relevance and eligibility;
- ii. Preparation and submission of appraisal reports with a list of recommended viable projects to the CDFC for consideration; and
- iii. Designing and costing of proposed projects where necessary.

### b) Assessment of Projects

Assessment of projects under the CDF shall be based on the following criteria:

- i. The project must be identified and prioritised by the local community;
- ii. The project should have minimal negative environmental impact;
- iii. The project should use approved designs by the planning authorities;
- iv. The approved project designs should take into account persons with disabilities; and
- v. The projects must be of benefit the wider community.

### c) Selection Criteria

Selection of projects under the CDF shall be based, among others on:

- i. The urgency and scale of the project; and
- ii. Alignment of the project with the Integrated Development Plan; or any other Local Development Plans.

## 5.2 YOUTH, WOMEN AND COMMUNITY EMPOWERMENT

### *5.2.1 Notification for Submission of Applications*

The CDFC, in conjunction with the Local Authority, shall invite applications from the community by the end of February of each year for implementation in the following year. This shall be done by way of advertisements, public awareness, meetings and fixing of posters in public places (Schools, Markets, Clinics, Churches, Constituency Parliamentary Office etc.). Where available public address systems, Local Authority websites and social media platforms shall be used.



### 5.2.2 Identification of Applicants for Empowerment Grants and Loans

#### a) Empowerment Grants

- i. Cooperatives, Clubs, Associations and Organised Groups shall apply for grants to the WDCs to be used as seed money to establish a revolving fund to support their Members; and
- ii. The CDFC shall receive and review applications submitted by the WDC and submit the consolidated list for approval by the Minister.

#### b) Empowerment Loans

- i. The CDFC, working with the Local Authority shall invite Financial Institutions to apply for consideration to manage the CDF Revolving Fund and disburse loans to qualifying applicants in the Constituency;
- ii. The CDFC shall receive and review applications and recommend eligible Financial Institutions for approval by the Minister to disburse loans; and
- iii. Small and Medium Scale Enterprises, Cooperatives, Associations, Clubs and Individuals shall apply for loans to the approved Financial Institutions.

### 5.2.3 Empowerment Application Procedure

The following application procedure shall apply:

- a) Project application forms (Appendix D) shall be obtained free of charge from the Local Authority, Parliamentary Constituency Office, any Public Institution in the Constituency or identified financial institution as well as the Local Authority Website;
- b) Application forms shall be typed or filled in a clear handwriting;

#### *5.2.3.1 Empowerment Grants:*

Empowerment Applications for grants to the CDFC shall be accompanied by the following documents:

- a) Signed Minutes of the Ward Development Executive Committee Meeting; and
- b) Signed application forms by the Ward Development Committee Chairperson. Where the Chairperson is not available, the Vice Chairperson shall sign and where the Vice Chairperson is not available, the Committee shall nominate a member amongst themselves who shall sign the applications.

#### *5.2.3.2 Empowerment Loans:*

- a) Applications for empowerment loans to the eligible Financial Institutions and Cooperatives shall be accompanied by a signed recommendation from the Chairperson of the WDC confirming the residency of the applicant in the Constituency.
- b) The WDC shall submit a consolidated list of applicants for empowerment loans to the CDFC for information. The submission shall be signed by the Chairperson of the Ward Development

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

Committee and accompanied by minutes of the Meeting of the Committee. Where the Chairperson is not available, the Vice Chairperson shall sign and where the Vice Chairperson is not available, the Committee shall nominate a member amongst themselves who shall sign the submission.

## 5.2.4 Eligibility Criteria for Empowerment Grants

The Youth, Women and Community shall be eligible to access an empowerment grant upon satisfaction of the following criteria:

### a) Cooperatives, Clubs, Associations and Organised Groups

- i. Must have a minimum of ten (10) Members;
- ii. Proof of a bank account or mobile wallet registered for the group;
- iii. Proposals for empowerment shall provide employment opportunities;
- iv. The proposed project is being undertaken within the Constituency;
- v. Applicants must have been residents in the Constituency for over 6 months; and
- vi. Cooperatives, Clubs, Associations and Organised Groups may qualify for a maximum of K40, 000 as a one-off grant.

## 5.2.5 Eligibility Criteria for Empowerment Loans

Applicants shall be eligible to access empowerment loans through approved Financial Institutions upon satisfaction of the following criteria:

- a) A legally registered business, organization, company, group, cooperative, enterprise or club fully owned by Zambian Youth (registered with PACRA, Registrar of NGOs, Zambia Agency for Persons with Disabilities, Registrar of Cooperatives, Local Authorities, National Council for Construction (NCC), National Youth Development Council (NYDC) and other registration bodies);
- b) Applicants must present a viable business/project proposal;
- c) Proof of a bank account or mobile wallet;
- d) Proposals for empowerment shall provide employment opportunities;
- e) The proposed project is being undertaken within the Constituency; and
- f) Applicants must have been residents in the Constituency for over 6 months.

## 5.2.6 Accompanying Documents for Empowerment Grant and Loan Application

Accompanying documents for empowerment fund applications shall include:

- a) A copy of a valid certificate of company, organization, group, cooperative, enterprise or club registered with PACRA, Registrar of NGOs, Zambia Agency for Persons with Disabilities, Registrar of Cooperatives, Local Authority, National Construction Council (NCC), National Youth Development Council (NYDC) and other Registration Bodies;
- b) Green National Registration Card (Where applicable for all project members);





- c) A letter of recommendation from a Civic Leader, Religious Leader, Traditional Leader, a Commissioner of Oaths or a Bank Manager; and
- d) Proof of a bank account or mobile wallet registered for the group.

### 5.2.7 Coverage, Capital Thresholds and Exemptions

#### a) Coverage

Empowerment funds shall not be accessed by anyone in formal employment and anyone living outside the Constituency in which the application is being made.

#### b) Capital Thresholds and Repayment for Empowerment Loans

The applicants for empowerment loans will apply under the capital thresholds and the loan repayment period according to their requirements as shown in the table below:

**Table 2: Capital Thresholds and Repayment**

S/NO	CAPITAL THRESHOLD	REPAYMENT PERIOD
1	K5,000 – K10,000	12 months
2	K10,001 – K25,000	18 months
3	K25,001 – K50,000	24 months
4	K50,001 – K100,000	36 months
5	K100,001 – K200,000	48 months

#### c) Terms and Conditions for Grants and Empowerment Loans

- i. Where an applicant succeeds, they shall be required to sign a grant or loan agreement. The agreement shall be made between the Local Authority or an identified Financial Institution and the applicant as may be applicable; and
- ii. Terms and conditions of the Loan Agreement are contained in Appendix E; and
- iii. Terms and conditions for the Grant Agreement are contained in Appendix F.

## 5.3 SECONDARY BOARDING SCHOOL AND SKILLS DEVELOPMENT BURSARIES

### 5.3.1 Notification for Submission of Applications

The CDFC in conjunction with the Local Authorities shall invite applications from individuals by end of February of each year for implementation in the following year. This shall be done by way of advertisements, public awareness, meetings and fixing of posters in public places such as notice boards of schools, markets, clinics, and churches, public address systems as well as through Local Authority websites and social media platforms.

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## 5.3.2 Identification of Applicants for Secondary Boarding School and Skills Development Bursaries

The following shall apply for bursary applications:

- (i) Eligible applicants shall submit a duly completed application form for bursary to the WDCs with the acceptance letter from a public school or training institution;
- (ii) The WDC shall submit a consolidated list of names of bursary applicants received from applicants for onward submission to the CDF Committee; and
- (iii) The CDF Committee shall submit a consolidated final list of selected applicants from the Constituency to the Local Authority for processing of payments.

## 5.3.3 Bursary Application Procedure

### *5.3.3.1 Secondary Boarding School Bursary*

The following application procedure shall apply:

- a) Bursary application forms (Appendix G) shall be obtained free of charge from the Local Authority, Parliamentary Constituency Office, District Education Board Office or any other Public Institution in the District as well as the Local Authority Website;
- b) Application forms shall be typed or filled in a clear handwriting;
- c) Applications to the CDFC shall be accompanied by the following documents:
  - i. Signed Minutes of the Ward Development Executive Committee Meeting;
  - ii. A signed application forms by the Ward Development Committee Chairperson. Where the Chairperson is not available, the Vice Chairperson shall sign and where the Vice Chairperson is not available, the Committee shall nominate a member amongst themselves who shall sign the applications.

### *5.3.3.2 Skills Development Bursary*

The following application procedure shall apply:

- a) Bursary application forms (Appendix I) shall be obtained free of charge from the Local Authority, TEVET Offices or any other Public Institution in the District and the Local Authority Website;
- b) Application forms shall be typed or filled in a clear handwriting;
- c) Applications to the CDFC shall be accompanied by the following documents:
  - i. Signed Minutes of the Ward Development Executive Committee Meeting;
  - ii. A signed application forms by the Ward Development Committee Chairperson. Where the Chairperson is not available, the Vice Chairperson shall sign and where the Vice Chairperson is not available, the Committee shall nominate a member amongst themselves who shall sign the applications.



### 5.3.4 Eligibility for Bursary

#### 5.3.4.1 Secondary Boarding School

The following eligibility criteria shall apply for Secondary Boarding School:

- a) A learner must be enrolled at a particular public boarding school;
- b) A learner must be a resident of the Constituency in which the Fund is sitting;
- c) A learner must have qualified to grade eight or already enrolled in grade 9 to 12;
- d) School drop-outs who failed to pay school fees shall be eligible for a bursary;
- e) Learners that are enrolled in the boarding schools but are accommodated in the nearby villages due to failure to pay boarding fees;
- f) Double Orphaned where the guardian has no reliable source of income;
- g) Single Orphaned where the surviving parent has no reliable source of income;
- h) A learner with disability;
- i) Learners whose parents are disabled and have no reliable source of income;
- j) Learners whose parents or guardians have no reliable source of income;
- k) Learners on the school re-entry project without family support; and
- l) A learner from a poor, vulnerable and incapacitated household where a vulnerable household has the following characteristics:
  - i. Presence of stunted or underweight children;
  - ii. Children out of school;
  - iii. Female headed household;
  - iv. Households headed by chronically ill and on palliative care;
  - v. Households headed by elderly persons aged 65 and above; and
  - vi. Child headed households.

**Note: Children with special needs and learners that have qualified to STEM or TECHNICAL Secondary schools shall be prioritized.**

#### 5.3.4.2 Skills Development

The following eligibility criteria shall apply for Skills Development:

- a) A Person must be a Zambian citizen with a Green National Registration Card resident in the Constituency;
- b) The applicant must be a resident of the constituency for more than 6 months;
- c) The applicant must be in possession of an admission or acceptance letter from any of the public TEVET institutions or the Zambia National Service;
- d) The applicant must be aged between 16 and below 35 years; and
- e) Entrepreneurs out of school that need up-skilling and re-skilling.

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## 5.3.5 Supporting Documentation for Bursary Applications

### 5.3.5.1 Secondary School Bursary Application

The application for Secondary School Bursary shall be submitted together with a Letter of acceptance to a boarding school and any of the following certified documents:

- a) Death certificate or burial permit of parents, guardian or letter from the traditional leadership confirming the death of parents;
- b) Disability card or letter from the hospital denoting disability;
- c) Recommendation letters from the Church/Chief/Headman/Head of previous School;
- d) Recommendation or assessment report from the School Guidance Teacher; and
- e) Recommendation from the Community Welfare Assistants Committee.

### 5.3.5.2 Skills Training Bursary Application

The application for Skills Training Bursary shall be submitted together with an admission or acceptance letter from any TEVETA accredited public or private institution or the Zambia National Service. Any of the following certified documents shall accompany the application:

- a) Disability card or letter from the hospital denoting disability;
- b) Recommendation letters from the Church/Chief/Headman/Head Teacher of previous school; and
- c) Where applicable, the applicant must be in possession of a full Grade 12 School Certificate or GCE with Five (5) O-levels or equivalent or Grade 9 or 7 Certificates.

**Note:** School drop outs and those that have never been to school should be considered. Persons living with disability should be prioritised.

## 5.4 APPROVAL OF PROJECTS, EMPOWERMENTS AND BURSARIES

The Minister shall approve projects, empowerments and bursaries endorsed by the Constituency Development Fund Committee. The following approval process shall apply:

- a) The CDFC shall submit to the Minister proposed applications and the estimated costs before the end of the month of March in each year in the prescribed manner and form;
- b) Before an election year, the applications shall be submitted to the CDFC by end of 4th quarter; and
- c) When General Elections are held, the applications shall be approved in the first quarter of the year after election.

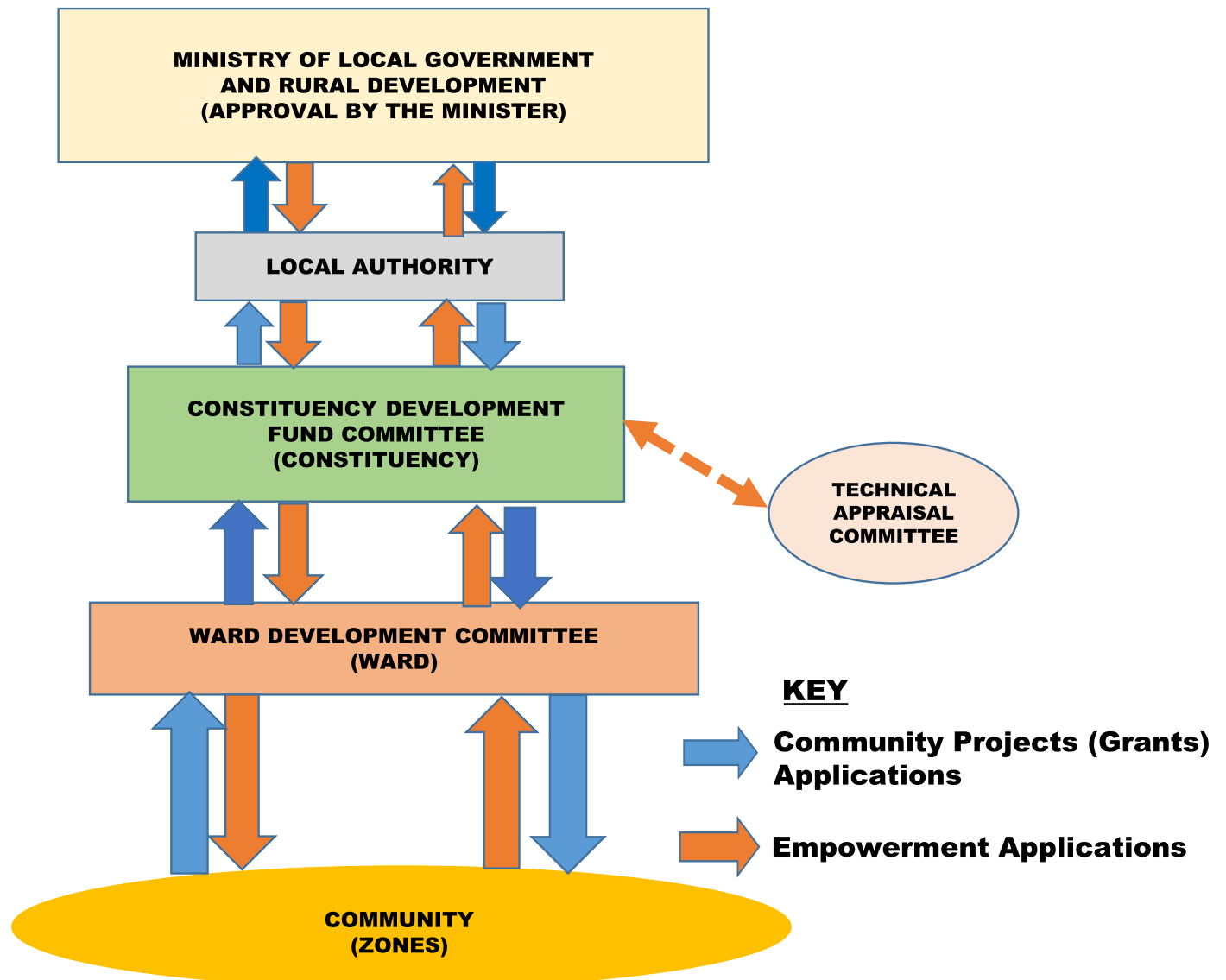
## 5.5 ILLUSTRATION OF THE APPLICATION PROCESS FOR PROJECTS, EMPOWERMENT AND BURSARY

### 5.5.1 Projects and Empowerment

The application process for projects and empowerment is as depicted in Figure 1 below.



Figure 1: Projects and Empowerment Application Process



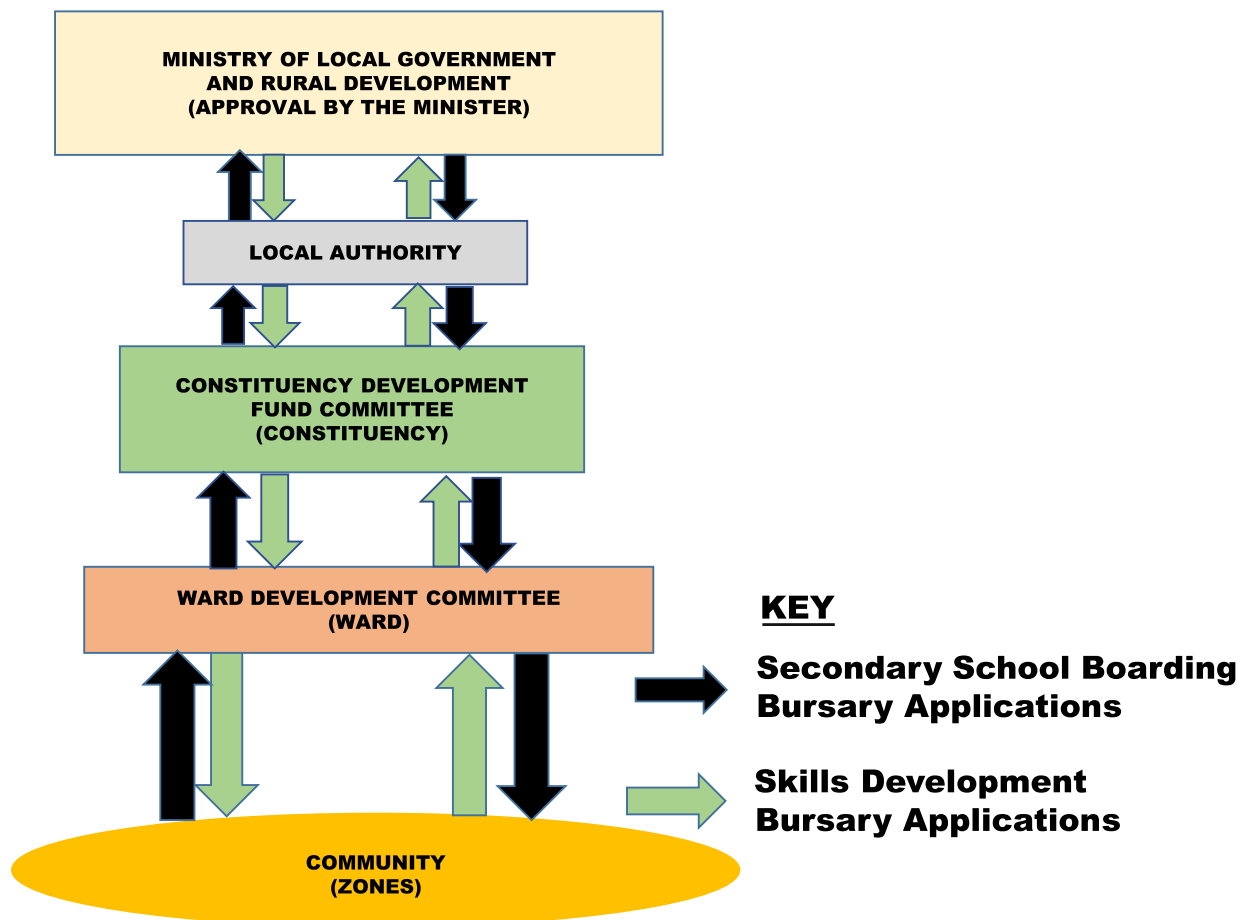
# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## 5.5.1 Secondary School Boarding and Skills Development Bursaries

The summary application process for Secondary School Boarding and Skills Development Bursaries is as depicted in Figure 2 below.

Figure 2: Secondary School Boarding and Skills Development Application Process







## 5.6 HANDLING OF UNSUCCESSFUL APPLICATIONS

Where a proposal or application has not been considered by the CDFC, the following procedure shall apply:

- a) The CDFC Secretariat shall provide written feedback to the WDC Secretariat on the list of rejected proposals;
- b) The feedback to WDC Secretariat shall include the necessary actions that may be taken to correct and enhance the applications where necessary;
- c) The CDFC shall receive a resubmission of corrected and enhanced applications from the WDC Secretariat within 10 working days from the date of receipt of feedback;
- d) The CDFC shall reassess the resubmission for compliance against the set criteria for possible consideration;
- e) A resubmission that fails to meet the set criteria after reassessment shall be rejected; and
- f) A rejected application that is desirable by the WDC can be resubmitted in the following cycle once reinforced.



## PART SIX

# ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND





## PART SIX

# ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

### 6.1 ACCOUNTABILITY OF THE FUND

Accountability of the Constituency Development Fund shall be in accordance with the Public Finance Management Act No. 1 of 2018 and based on the principles of fiscal discipline, prudence, equity and transparency. Any abrogation of the provisions of the Act shall attract necessary legal sanctions.

In line with the Public Finance Management Act and the Constituency Development Fund Act, the Principal Officer shall:

- a) Be responsible for the finances of the Local Authority in which a Constituency is located and shall maintain separate books of accounts for the Constituency account.
- b) Compile and maintain or cause to be compiled or maintained a record showing receipts and disbursements on a monthly basis in respect of every project;
- c) Submit the record referred to in (b) to the Provincial Local Government Officer, and copies to the Permanent Secretary responsible for Local Government and Member of Parliament for that Constituency

### 6.2 CASHBOOK MAINTENANCE AND BANK RECONCILIATIONS

The following shall apply:

- a) A Local Authority shall maintain a Cashbook and ledger for each Constituency and the Revolving Fund Bank Accounts;
- b) All transactions relating to receipts of funds and payments must be recorded in the respective Constituency Cashbooks and ledgers;
- c) A Government general receipt shall be issued for all funds transferred into the CDF and the Revolving Fund Bank Accounts;
- d) A Local Authority must obtain monthly bank statements of the Constituency Development Fund and the Revolving Fund bank accounts to facilitate reconciliation;
- e) Where internet banking is available, Local Authorities shall be required to have internet banking facilities with their banks to facilitate remote access of their account to view and access bank statements;
- f) A Local Authority shall ensure that a CDF and the Revolving Fund Bank Accounts are reconciled not later than the fifth day after the end of each month; and
- g) All receipts, savings and accruals to the Fund and the Constituency Account, and the balance of the Fund and the Constituency Account at the end of each financial year shall be retained for the purposes for which the Fund and the Constituency Account is established.



## 6.3 ACCOUNTING AND SYSTEMS OF INTERNAL CONTROLS

### 6.3.1 Legal Requirements for making payments

A Local Authority shall execute the payment processes and accounting functions in accordance with the relevant pieces of legislations.

### 6.3.2 Payment Process for Goods, Services and Civil Works

Before any payment, a Local Authority shall ensure that:

- a) Supporting documents are checked and validated;
- b) Payments shall be processed using the existing Local Authority approval process;
- c) All transactions shall be accurately and properly recorded on the day the transaction occurs for easy accessibility and independent review;
- d) The financial records shall be secured against loss;
- e) Electronic accounting systems shall be secured and where possible kept and maintained as a hard copy;
- f) Payments relating to projects shall be made within 30 days upon receipt of an interim payment certificate (IPC);
- g) Payments relating to the supply of goods and services shall be made within 30 days upon receipt of an approved invoice;
- h) Payments for empowerment funds shall be made within 14 working days after receipt of funds;
- i) Payments for Bursaries shall be promptly executed within five working days upon receipt of funds;
- j) A payee shall acknowledge receipt of payment;
- k) Acknowledgements by payees shall be in a form of institutional receipts or prescribed acquittal forms;
- l) Receipt acknowledgements shall be documented and filed appropriately in hard copy and electronic form;
- m) Ten percent (10%) of the contract sum for infrastructure projects may be retained during the 12 months defects liability period after the end of the contract; and
- n) Final payment shall be made to the contractor upon issuance of a completion certificate.

### 6.3.3 Accounting System

A Local Authority shall be required to maintain:

- a) A proper accounting system that produces CDF accounts that are fairly stated.
- b) A system of internal controls to safeguard public resources.
- c) Ledgers for each Constituency and the details in the ledgers shall be adequate to produce returns that show funding, commitments, expenditure and balances per constituency.



## 6.4 ACCOUNTING FOR CDF ASSETS AND STORES

CDF assets and stores shall be accounted as follows:

- a) A Local Authority shall maintain a register of Assets and Stores for each Ward and Constituency;
- b) A Stores Officer shall be in charge of receiving, issuing and maintenance of stores;
- c) A stores record shall indicate the description and quantity of the items, date of receipt of goods, date of issuance, the full names of recipient, position and signature of recipient and of two witnesses;
- d) Head of Finance shall authorize issuance of stores;
- e) An Asset Register shall indicate the description of the asset, date of purchase, the purchase price, location and serial number;
- f) Assets and Stores shall be maintained and secured;
- g) All Constituency properties shall be secured with ownership documents;
- h) All Assets and Stores shall be accounted and reconciled on a quarterly basis;
- i) Disposal of the Assets shall be in line with the Public Finance Management Act and General Regulations;
- j) Excess materials after the completion of a project that was costed shall be subject to transfer to another project in the Constituency. The transfer of such material shall be duly documented in the stores record; and
- k) A register shall be open to Internal Auditors from the local authority and other relevant officials.

## 6.5 ALLOWED AND DISALLOWED EXPENDITURE

The Fund shall not be used for any purposes other than disbursements to Constituency accounts to meet costs of approved projects and administrative expenses.

### 6.5.1 Allowable Expenditure

- a) All expenditure related to CDF project implementation such as procurement, technical appraisal, design, and meetings;
- b) Payment of subsistence allowances to members of the WDC, CDFC, Councillors and Officers when travelling for monitoring or scheduled meetings for distances exceeding 50km radius; and
- c) Lunch allowance and transport refund shall be paid whenever applicable based on the government formula

### 6.5.2 Disallowed Expenditure

All non-project related expenditure and all expenditure having an attribute of accruing personal benefits shall NOT be drawn against the CDF. Specifically, disallowed expenditure includes:

- a) Funeral related expenses except for funerals resulting from disaster, in consultation with the Disaster Management and Mitigation Unit (DMMU);
- b) Fuel payment drawn for personal use;

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

- c) Payment to communities in view of work done by the community as their contributions;
- d) Expenses for religious, political and traditional activities;
- e) Projects that require the use of encumbered land; and
- f) Projects that have detrimental environmental impacts but for which mitigation measures are not assured.

## 6.6 AUDIT OF THE CONSTITUENCY DEVELOPMENT FUND

The following shall apply with regard to auditing of the CDF:

- a) The internal audit in the Local Authority shall undertake pre-audits for all payments related to the CDF;
- b) The Fund shall be audited annually by the Auditor-General or an auditor appointed by the Auditor-General; and
- c) The Auditor's fees shall be paid by the Local Authority from the allocation of the CDF administrative expenses.

## 6.7 RE-PAYMENT OF EMPOWERMENT LOANS

Repayment and failure to repay loans under the CDF shall be informed by the Terms and Conditions of the Empowerment Loans (Appendix E).

## 6.8 FINANCIAL REPORTING

The following shall apply with regard to CDF financial reporting:

- a) A CDF monthly and quarterly expenditure return together with the CDF Bank Reconciliation Statement shall be prepared and submitted to the WDC, CDFC, Council, the Ministry responsible for Local Government and the Ministry of Finance and copies shared with the Member of Parliament.
- b) A Local Authority shall prepare and submit a monthly financial report to the WDC, CDFC, Council and PLGO showing, among others, receipts and payments for each project.
- c) A Local Authority shall prepare and submit a consolidated financial report within 30 days after the end of the financial year of all constituencies in the District to the Ministry.
- d) The Ministry shall prepare a consolidated CDF Financial Report of all Constituencies in the country in accordance with the accounting reporting framework and Government accounting guidelines issued by the Secretary to the Treasury.
- e) Local Authorities shall make approved reports available to the public and stakeholders using various communication channels such as print and electronic platforms.
- f) Reports may be translated into local language and presented in a manner the members of the community can easily understand.
- g) The Minister shall, not later than ninety (90) days after the first sitting of the National Assembly lay a report before the National Assembly. The report shall include information on the value for money of the project and the financial affairs of the Fund, and there shall be appended to the report:





- i. An audited statement of financial position;
- ii. An audited statement of comprehensive income;
- iii. A statement regarding the purpose and impact of the project and value for money; and
- iv. Other information that the Minister may require.

## **6.8 BUDGET FOR CDF PROJECTS**

Budgeting for CDF projects shall be as follows:

- a) The Local Authority shall compile status reports of uncompleted projects including their costs for completion and submit them to the WDC and CDFC for prioritisation in budget allocation;
- b) The CDFC shall only allocate funds for new projects in the following year after making a budget provision for completion of ongoing projects;;
- c) During the budgeting process, Local Authorities shall create, at sub-programme level, three components under the Constituency Development Fund Programme namely;
  - i. Community Projects,
  - ii. Youth and Women Empowerment and
  - iii. Secondary Boarding School and Skills Development Bursaries
- d) The Local Authority shall submit the CDF Budget to the Ministry as part of its overall budget.



# **PART SEVEN**

## PROCUREMENT ARRANGEMENTS



## **PART SEVEN**

### **PROCUREMENT ARRANGEMENTS**

#### **7.1 PRINCIPLES FOR PROCUREMENT**

Procurement of goods, works and services using the Constituency Development Fund (CDF) shall be in accordance with the Public Procurement (PPA) Act No. 8 of 2020 and its Regulations. Non-adherence to the provisions of the Act shall attract necessary legal sanctions.

The following shall be the guiding principles for procurement:

- a) Transparency and Accountability;
- b) Efficiency and Effectiveness;
- c) Economy;
- d) Value for money;
- e) Competition;
- f) Fair opportunity to all bidders;
- g) Prevention of fraud, corruption and other malpractices; and
- h) Promotion of local capacity.

#### **7.2 PROCUREMENT ACTIVITIES AND APPROVALS**

All procurement activities under the CDF shall be vested in the Local Authority as a procurement entity. The Procurement Unit in the Local Authority shall be responsible for all procurement activities under the Fund. The Controlling Officer and/or the Procurement Committee shall approve procurements depending on the value of the procurement. The CDFC shall nominate one member to be considered for appointment as an external member of the Procurement Committee of the Local Authority in line with the Procurement Act, subject to approval by the Zambia Public Procurement Authority.

#### **7.3 METHODS OF PROCUREMENT**

The Local Authority Procurement Unit shall procure goods, works or services, where possible from the Ward, Constituency, District or Province using procurement methods as prescribed in the Procurement Act and its regulations.

#### **7.4 PROCUREMENT PROCESS**

##### **7.4.1 Procurement Planning**

The Local Authority in consultation with the CDFC shall prepare an annual CDF Procurement Plan to inform all procurements under the CDF.



# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## 7.4.2 Commencement of Procurement Proceedings

A Local Authority shall:

- a) Document procurement requirements prior to the commencement of any procurement proceedings, recording the goods, works or services required and the estimated value; and
- b) Commence procurement proceedings only if:
  - i. the procurement is within the approved budget;
  - ii. availability of funding is confirmed; and
  - iii. the proposed designs for procurement of works are approved.

## 7.4.3 Choice of Procurement Procedure

The Local Authority shall use procurement methods as prescribed in the Procurement Act with open bidding as the preferred method for the public procurement of goods, works and services.

## 7.4.4 Statement of Procurement Requirements

A Local Authority shall prepare a statement of procurement requirements relating to the goods, works or services being procured that are clear, gives a correct and complete description of what is to be procured and allows for fair and open competition among persons who may wish to participate in the procurement proceedings.

## 7.4.5 Solicitation Documents

A solicitation document shall be in the form issued by the Zambia Public Procurement Authority (ZPPA) or any other document approved by the Authority.

## 7.4.6 Eligibility of Bidders and Suppliers

A bidder is eligible to participate in a procurement if the bidder has legal capacity to enter into a contract and is compliant with Section 89 of the Public Procurement Act, 2020. Preference shall be given to local contractors in the Ward, Constituency, District or Province.

## 7.4.7 Invitation to Bid

A Local Authority shall keep a record of bidders to whom the solicitation document is issued.

## 7.4.8 Receipt of Bids

A solicitation document shall clearly state the date, place and time of the bidding deadline and late bids shall be rejected.





#### **7.4.9 Opening of Bids**

Open bidding, limited bidding, open selection and limited selection processes bids shall include a public bid opening as prescribed in Section 65 of the Public Procurement Act, 2020.

#### **7.4.10 Evaluation**

A Local Authority shall establish an evaluation committee for the purposes of electronic or non-electronic evaluation of bids.

#### **7.4.11 Procurement Pricing**

The evaluation shall ensure adherence to procurement pricing in accordance with Section 12 of the Public Procurement Act, 2020 as follows:

- a) ZPPA shall issue a quarterly market price index to be used by a Principal Officer and the Local Authority for purposes of an informed price decision.
- b) Where an item to be procured is not covered in the quarterly market price index, a Local Authority shall undertake a price reasonableness analysis subject to the approval of ZPPA, as prescribed.

#### **7.4.12 Negotiations**

A Local Authority shall undertake negotiations with a successful bidder in accordance with the prescribed conditions and procedures provided for under the Public Procurement Act, 2020.

#### **7.4.13 Termination or cancellation of Procurement Proceedings**

A Local Authority may, at any time, prior to notification of contract award, terminate or cancel procurement proceedings without entering into a contract as provided for under Section 69 of the Public Procurement Act, 2020.

#### **7.4.14 Decision to award Contract**

An award of contract shall be recommended to the best-evaluated bidder, as determined by the evaluation methodology and criteria specified in the solicitation document.

#### **7.4.15 Notification of Best - Evaluated Bidder**

A Local Authority shall send a notification to bidders who submitted bids indicating the best-evaluated bidder and the value of the proposed contract within two days of a decision to award a contract.

#### **7.4.16 Award of Contract**

A solicitation document shall state the procedure for award of contract.

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## 7.4.17 Standard Contract

A Local Authority shall use a standard contract approved by the Attorney-General and issued by ZPPA or any other contract approved by the ZPPA.

## 7.4.18 Prohibition from assigning Contract

A successful bidder to whom a contract is awarded shall not assign the contract to a third party.

## 7.4.19 Notification of unsuccessful Bidder

A Local Authority shall notify unsuccessful bidders that their bids have not been successful and shall give reasons for that decision before signing a contract with the successful bidder.

## 7.4.20 Amendment or Variation of Contract

An amendment or variation to a contract shall not be effected without the approval of the Treasury and the legal advice of the Attorney-General. Further, the cumulative value of contract variation and amendment shall not result in an increment of the total contract price by more than twenty-five percent of the original contract price as prescribed, except that where the variation results in an increment exceeding twenty-five percent, the contract shall be cancelled and the procurement re-tendered.

## 7.5 CONTRACT MANAGEMENT

The Principal Officer shall appoint a Contract Manager for every contract awarded from among the employees of the Local Authority. The Contract Manager shall be appointed taking into account the skills, experience and functions required for the management of the contract. The Contract Manager shall:

- a) Manage the obligation of the local authority specified in the contract; and
- b) Ensure that the supplier or contractor performs the contract in accordance with the terms and conditions specified in the contract.

## 7.6 PROJECT SUPERVISION

The Principal Officer of a Local Authority shall constitute a team of experts and technical staff led by the Project Manager to supervise projects. The supervision of projects shall be done by the Technical Staff at the Local Authority in consultation with representatives of relevant Government Departments at the District depending on the nature, scope or type of project.

Project supervision shall involve assessment of actual progress of a project against planned progress to determine whether it is on track towards achieving its objectives.



## 7.7 PROJECT MANAGER

During implementation, the Project Manager and the team shall ensure that:

- a) The necessary permits for the project are obtained in good time;
- b) Access to or possession of the site, in case of a works contract, is available to the Contractor;
- c) Decisions required to be made by, or on behalf of the Local Authority or the community are made in accordance with the best practice and contractual correctness;
- d) Payments for the project are processed in accordance with the contracted time-frames and the receipt date of these funds are recorded by the executing entity;
- e) Securities or insurance, where applicable, are compliant with the contract requirements; and
- f) Support facilities and services are provided to the executing entity by the Local Authority as provided in the terms and conditions of the contract.



## **PART EIGHT**

MONITORING AND EVALUATION





## PART EIGHT

### MONITORING AND EVALUATION

#### 8.1 MONITORING AND EVALUATION RESPONSIBILITIES

Monitoring and Evaluation (M&E) shall be undertaken at National, Provincial, District and Ward Levels to ensure that the developmental objectives of the CDF are achieved.

The responsibilities for M&E under the CDF shall be as follows:

##### 8.1.1 National Level

The Ministry shall:

- a) Provide overall oversight on the management, disbursement, utilisation and accountability of the CDF;
- b) Provide quarterly reports to the Ministry responsible for National Planning and Secretary to the Cabinet for the purpose of evidence based policy decision making;
- c) Commission an independent evaluation of the fund every three years; and
- d) Undertake spot-monitoring activities as need arises.

##### 8.1.2 Provincial Level

The Provincial Local Government Officer shall monitor the implementation of projects at the Provincial Level. The Provincial Local Government Officer may co-opt any of the following depending on the nature and scope of the project:

- a) Department of Housing and Infrastructure Development;
- b) Provincial Education Office;
- c) Provincial Community Development Office;
- d) Provincial Social Welfare Office;
- e) Provincial Youth Development Office;
- f) Provincial Planning Unit;
- g) Department of Physical Planning; and
- h) Provincial Water and Sanitation Department.

The Provincial Local Government Officer shall submit monitoring reports to the Ministry through the Provincial Permanent Secretary.

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## 8.1.3 District Level

The Principal Officer of a Local Authority shall constitute a team to monitor the implementation of projects at the district level. The monitoring team to conduct specific monitoring assignments shall consist of:

- a) Member of Parliament;
- b) Chairperson of CDFC;
- c) Chairperson of WDC;
- d) Selected District Heads of Departments; and
- e) Selected Local Authority Heads of Departments.

The Principal Officer shall submit monitoring reports to the Council. A copy of the report shall be submitted to the Provincial Local Government Officer.

## 8.1.4 Ward Level

The WDEC shall constitute a team to monitor the implementation of projects at the Ward level. The monitoring team to conduct specific monitoring assignments shall consist of:

- a) Members of the WDC;
- b) 4 Community members;
- c) A representative of the Traditional Leadership in the Ward if any;
- d) A representative of the Private Sector/Business Community; and
- e) A representative of Civil Society in the Ward.

The WDEC shall prepare and submit monitoring reports to the WDC for subsequent submission to the CDFC.

## 8.2 REPORTING AND INFORMATION FLOW ARRANGEMENTS

The Monitoring and Evaluation function will facilitate reporting at various levels and intervals. This will be done through generation of progress reports on a monthly, quarterly, semi-annually and annually. The monthly reports will ultimately lead to the compilation of subsequent progress reports up to the production of the Consolidated Annual Progress Report (CAPR) for the Fund. The Local Authority shall provide leadership in the consolidation of the reports and presentation for discussion by the Council and District Development Coordinating Committees (DDCC).

### 8.2.1 Monthly Monitoring Reports

The Monthly Monitoring Reports shall provide information on the progress of the community projects, youth and women empowerment Projects and bursaries. In addition, the reports shall highlight the expenditure incurred on the projects. Further, the reports shall highlight the successes, challenges and lessons learnt in the implementation of the projects done on a monthly basis on key aspects of the CDF based on agreed positions of the Community through the WDCs.



The CDFC shall use information from the reports to inform decision-making processes and ensure that implementation progress does not deviate from the intended implementation schedules and plans.

The WDC shall submit a copy of the monthly progress report to the CDFC with a copy to the Local Authority.

#### **8.2.2 Quarterly Progress Reports**

Quarterly reports shall be consolidated by the CDFC Secretariat from the monthly reports to provide insights into the quarterly achievements of the CDF supported projects. These reports shall be presented at the quarterly meetings of the Council, DDCC and the Provincial Development Coordinating Committee (PDCC).

#### **8.2.3 Semi-annual Reports**

Semi-annual reports shall be generated by the CDFC Secretariat through a consolidation of quarterly reports to assess achievements at half year of implementation of CDF supported projects leading to the compilation of the annual report at the end of the year.

#### **8.2.4 The Annual Progress Reports**

The annual progress report will present assessment of progress on an annual basis through the consolidation of semi-annual reports by the CDFC Secretariat. Annual reporting will articulate progress made towards achieving Government Policy on equitable and sustainable local development.

#### **8.2.5 Joint Spot Monitoring Reports**

Joint Spot Monitoring (JSM) Reports will be produced after every spot monitoring activity undertaken by joint monitoring groups. JSM activities shall be undertaken regularly to verify the results provided in the monthly, quarterly and annual reports and for the purpose of evidence based decision-making and timely intervention where necessary.

### **8.3 INFORMATION FLOW**

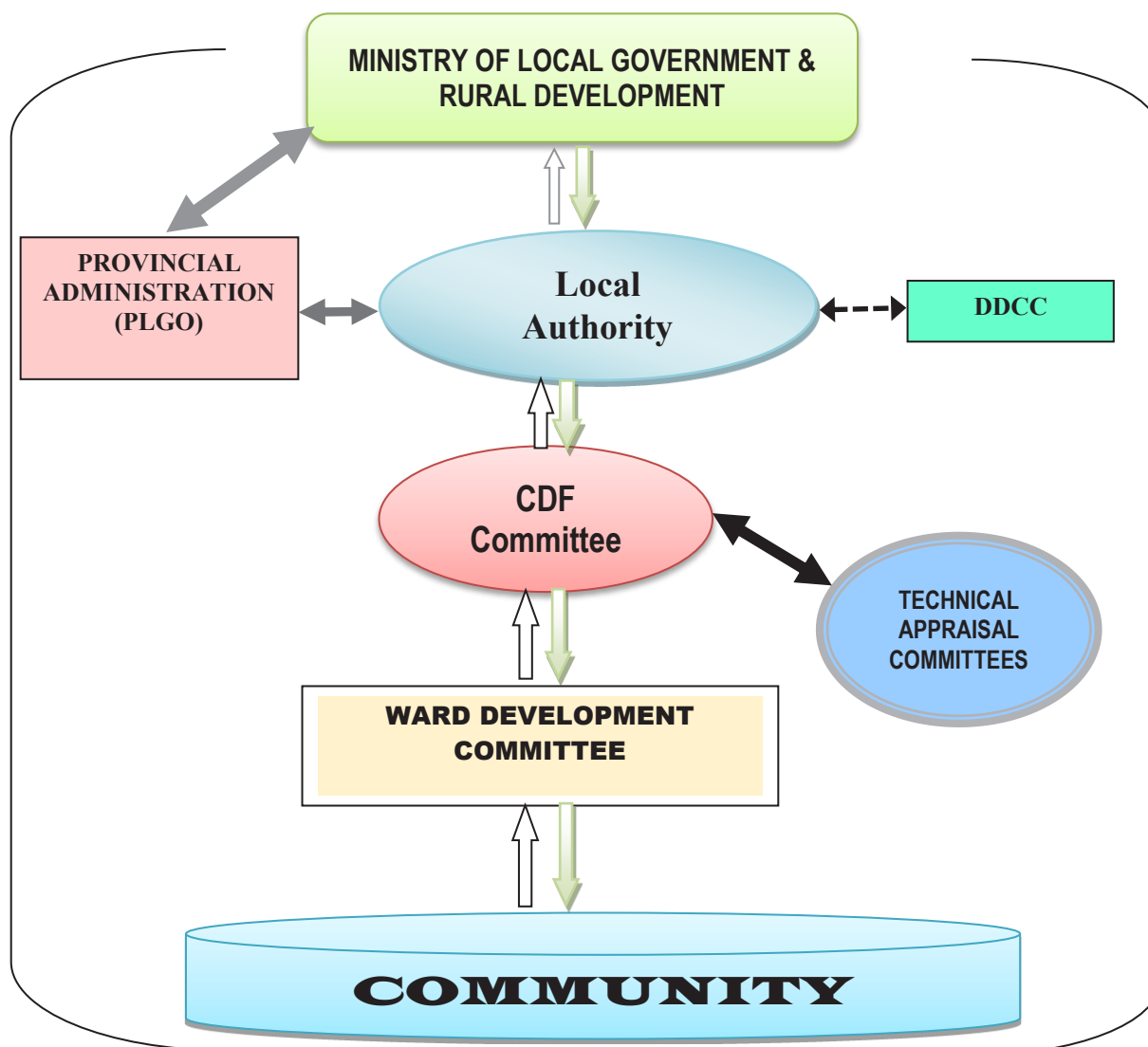
Information shall flow from the Community to the WDC, then to the CDFC up to the Local Authority, and Ministry. Copies of reports shall be shared with the Development Coordinating Committees at every level. Likewise, feedback from the Ministry shall be communicated to the Local Authority and copied to the CDFC and Provincial Administration.

Figure 3 shows information flow under the CDF.

# GUIDELINES

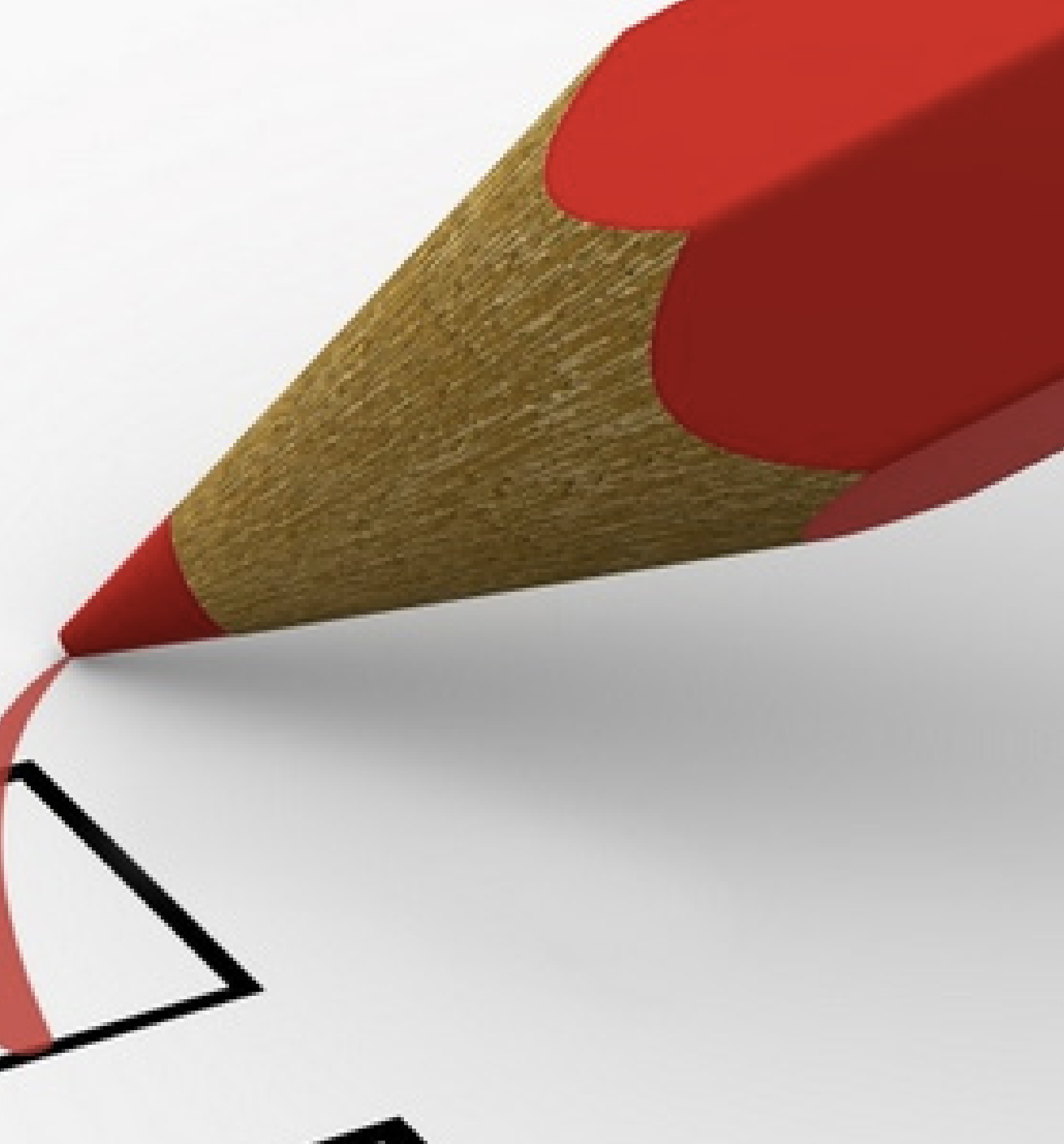
MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

Figure 3: Information Flow Chart









## APPENDICES



# APPENDICES

## APPENDIX A. TYPES OF PROJECTS FOR FUNDING

Examples of projects that can be funded using Constituency Development Fund:

<b>(1) COMMUNITY PROJECTS</b>	
<b>A)</b>	<b>Water Supply and Sanitation.</b>
i.	Construction and rehabilitation of lined and other improved wells
ii.	Construction and rehabilitation of small scale dams
iii.	Construction and rehabilitation of boreholes
iv.	Piped water supply system
v.	Construction and rehabilitation of flush toilets or water borne sanitation system
vi.	Drainage system
vii.	And others
<b>B) Roads and Construction</b>	
i.	Construction, rehabilitation and maintenance of feeder and community roads
ii.	Community foot bridge construction and maintenance
iii.	Culvert installation
iv.	Cause way construction
v.	Canals, waterways embankments
vi.	Rain water harvesting infrastructure
vii.	Communal refuse bays
viii.	And others
<b>C) Agriculture Project</b>	
i.	Small Scale Irrigation Systems
ii.	Community Storage Sheds
iii.	Dip Tanks
iv.	And others
<b>D) Markets, Bus Shelters and Security</b>	
i.	Construction and rehabilitation of markets
ii.	Construction and rehabilitation of bus shelters.
iii.	Rehabilitation and construction of community police posts
iv.	And others
<b>E) Education and health Projects</b>	
i.	Construction and rehabilitation of education facilities (Schools, libraries and laboratories) including provision of desks
ii.	Construction and rehabilitation of health facilities e.g. health posts, maternity wing
iii.	Construction and rehabilitation of community library
iv.	Health Projects such as nutrition etc.
v.	Projects that take into consideration the care and support to People living with HIV/AIDS and other terminally illnesses
vi.	Education Projects such as literacy projects
vii.	And others
<b>F) Sport and Receptions</b>	
i.	Rehabilitation of community or welfare halls

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

ii.	Construction of sports centres e.g. table tennis, netball
iii.	Rehabilitation of recreational facilities, e.g. play grounds and play fields
iv.	And others
<b>(2) YOUTH, WOMEN AND COMMUNITY EMPOWERMENT</b>	
<b>A)</b>	<b>Empowerment Loans</b>
Loans to Small and Medium Enterprises and Cooperatives involved in Timber and Honey Value Chain; Plastic Recycling Plants; Mining; Manufacturing; Agriculture (Crop Production, Livestock Farming); Innovation Fund; Construction; Milling Plants; Transport; Energy; Tourism Sectors; Poultry farming; Tailoring and designing; Bakery; Knitting and weaving; Food processing; Value addition equipment (hammer mills, oil processing, peanut butter machines etc.); and others with direct benefit on the Community and job creation.	
<b>B)</b>	<b>Empowerment Grants</b>
Seed money to Cooperatives, Clubs and Organised Groups to be disbursed to Community Savings Groups (e.g. Village Banking)	
<b>(3) SECONDARY BOARDING SCHOOL BURSARIES</b>	
Secondary Boarding Fees	
<b>(4) SKILLS DEVELOPMENT BURSARIES</b>	
Technical education, vocational and entrepreneurship skills such as Agro-Farming and Livestock, Creative Arts, Electrician, Plumbing, Carpentry, Bricklayer, Tailoring and designing, Welding, Mechanics, Painting, Ceiling Board Making, Tour Guide, Cosmetology; Hair plaiting; Pedicure and Manicure; Innovation and Technology, and others with direct benefit on the Community and job creation.	





REPUBLIC OF ZAMBIA

## APPENDIX B. APPLICATION FORM FOR COMMUNITY PROJECTS



### CONSTITUENCY DEVELOPMENT FUND (CDF) APPLICATION FORM FOR COMMUNITY PROJECTS

**Instructions:** This application form should be completed by the applicant and sent together with supporting documents to the Chairperson, Ward Development Committee.

**NOTE:** This form is not for sale.

**Disclaimer:** Completion of the form does not guarantee the approval of the Project

<b>Project Identification Number</b> (for official use only)	<b>CPZ/Ward Code Number</b>
---	-----------------------------

**Types of projects:** Construction and rehabilitation of flush toilets or water borne sanitation system, Construction of Police Posts, Construction of foot bridges, Community libraries, sports centres, feeder roads, dip tanks, rehabilitation of markets, rehabilitation and construction of community halls, construction and rehabilitation of health posts, and others with community benefit and job creation.

<b>Date of Application</b>	
----------------------------	--

#### SECTION A: GENERAL PROPOSAL DETAILS (To be filled by the applicant)

1. Name of Community making the proposal

.....

2. Project Location:

(a) Name of District.....

(b) Name of Constituency: .....

(c) Name of Ward .....

(d) Name of Zone .....

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

3. Land Title/Ownership (where applicable).....
4. Type of Project (which sector does it fall in e.g. Water, Education or Health)  
.....
5. Estimated population benefiting from the project.....
6. Has the community been involved in any community based project before?  
(If yes please give details)  
.....  
.....  
.....
7. Has the Community received any funding from any organization? (If yes which  
organization and when and for what activities?)  
.....  
.....

## SECTION B: PROJECT IDENTIFICATION

8. What are the main problems in the area?  
.....  
.....  
.....
9. Which of these problems is the proposed project trying to address and how?  
.....  
.....  
.....
10. How did the community identify the project? (Attach minutes where applicable).  
.....  
.....  
.....
11. Has anything been done before to address the problem and if any, was it successfully  
implemented?
  - a) Yes
  - b) No

Explain:

.....  
.....  
.....



**12.State the beneficiaries of the proposed project?**

.....

.....

.....

**13.What is the estimated cost of the project: ZMK.....**

**14.How will the Community contribution towards the cost of the project? (In terms of maintenance fees, water supply, labor etc.)**

.....

.....

**15. List the Proposed Project Committee Members:**

S/N	Name	Position	Sex	NRC	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

**16.How will the community ensure project sustainability?**

.....

.....

**17.Contact Person(s):**

Name.....(Project Proposer)      Name.....(Seconder)

NRC No. .... NRC No. ....

Address: ..... Address: .....

.....

Phone: ..... Phone .....

Date: ..... Date: .....

## SECTION C: RECOMMENDATION BY THE WARD DEVELOPMENT COMMITTEE

**18. Recommended/Not Recommended/Deferred.....**

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

**Reasons:**.....

.....

.....

Name (Chairperson): .....

Sign: .....

Date: .....

## SECTION D: DECISION BY THE CONSTITUENCY DEVELOPMENT FUND COMMITTEE

**19. Approved/Not Approved**.....

**Reasons:**

.....

.....

.....

Name (Chairperson): .....

Sign: .....

Date: .....





## APPENDIX C. APPRAISAL CHECKLIST FOR COMMUNITY PROJECTS - FOR OFFICIAL USE

<b>Project Identification Number</b> (for official use only)	
---	--

<b>Date of Appraisal</b>	
--------------------------	--

No	Checklist	YES/NO
1.	Is the project related to key development priorities of the District included in the Integrated Development Plan or any local development framework?	
2.	Is the project benefitting a wide scope of community members?	
3.	Signed Minutes of Community meetings	
4.	Proof of ownership documents in-case of projects involving construction (title deeds, community land)	
5.	Is the project feasible?	
6.	Is the project located within the Constituency?	
7.	Will the project be jointly financed with another Constituency? If yes, name the Constituencies	
8.	How many direct jobs will be created by the project?	
9.	Recommendation letter from the community leaders i.e. WDC, Councilors	
10.	Has the community contribution been agreed upon? If yes, indicate	

Bill of Quantities must be attached showing clear Engineers' Estimates (Where Applicable).

OFFICERS FULL NAMES.....DESIGNATION.....

DEPARTMENT .....

DATE.....SIGNATURE.....

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## APPENDIX D. APPLICATION/PROPOSAL FORM FOR YOUTH, WOMEN AND COMMUNITY EMPOWERMENT PROJECTS



### CONSTITUENCY DEVELOPMENT FUND (CDF) GRANT APPLICATION FORM FOR YOUTH, WOMEN AND COMMUNITY EMPOWERMENT

**Instructions:** This application form should be completed by the applicant and sent together with supporting documents to the Chairperson, Ward Development Committee.

**NOTE:** This form is not for sale.

**Disclaimer:** Completion of the form does not guarantee the award of the Grant

<b>Project Identification Number</b> (for official use only)	<b>YE/Zone/Ward Code Number</b> <b>WE/Zone/Ward Code Number</b> <b>CE/Zone/Ward Code Number</b>
---	---

<b>Seed money to Cooperatives, Clubs and Organised Groups to support Community Savings Groups (e.g. Village Banking and Chilimba)</b> <b>Grant Type:</b> .....
---

<b>Grant Amount (ZMW)</b>	
---------------------------	--

<b>Date of Application</b>	
----------------------------	--



## Section A. General Details (To be filled by the applicant)

1. Name of Club/Organised Group/Enterprise/Cooperative making application.....
2. Project Location:
  - (a) Name of District.....
  - (b) Name of Constituency: .....
  - (c) Name of Ward .....
  - (d) Name of Zone .....
  - (e) Business Physical Address.....
3. Date when Club/Organised Group/Enterprise/Cooperative was registered with relevant authorities.....
4. Does the Club/Organised Group/Enterprise/Cooperative have any experience in a project of similar nature?
  - (a) Yes
  - (b) NoIf yes please explain

.....

.....

.....

.....

## Section B: Project Identification

5. What are the main problems in your community?

Explain

.....

.....

.....

6. What problem is the project going to address?

Explain.....

.....

.....

7. How did the group identify the project? (Attach Minutes where applicable)

Explain.....

.....

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

8. How will the project benefit the community?

.....  
.....

9. How many direct jobs will be created?.....

## SECTION C: FINANCIAL ASSESSMENT

10. Have you taken any loan from any organisation in the last 3 years?

(a) Yes

(b) No

11. If yes, from which organisation and how much was the loan?

a. ....

b. ....

12. If yes to 10, what is the status of the loan taken?

.....

13. Provide Bank account or mobile money wallet registered for your  
Club/Group/Enterprise/Cooperative:

BANK NAME .....

BRANCH.....

SORT/BRANCH CODE.....

SWIFT CODE.....

ACCOUNT NUMBER.....

TPIN .....

MOBILE MONEY WALLET NAME AND NUMBER.....

.....

14. Has your Club/Group/Enterprise/Cooperative received any training in any of the following;

(a) Entrepreneurship/Business Skills

(b) Technical and Vocational Skills

(c) Savings

(d) Functional Literacy

(e) Financial literacy

If trained, how many members? .....

15. If yes, from which organization and how long was the training?

.....|..... 61





REPUBLIC OF ZAMBIA

**16. List of Membership in the Club/Group/Enterprise/Cooperative:**

S/N	Name	Position	Sex	NRC	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**17. DECLARATION**

We the undersigned, on.....this.....day of..... 20.....declare that the information given herein is the correct state of affairs to the best of my knowledge. We will take full responsibility in the event of abuse, mismanagement, defrauding of the funds provided under this empowerment fund:

S/N	NAME	POSITION	NRC	PHONE NUMBER	SIGNATURE
1					
2					
3					
4					
5					

*Note: In the case where you have multiple members, the signatory to the application must be limited up to 5 members.*

**18. Contact Person(s):**

**First Applicant**

Name.....

Physical Address: .....

Phone: .....

NRC.....

Signature.....

**Second Applicant**

Name .....

Physical Address: .....

Phone .....

NRC.....

Signature.....

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

Date.....

Date.....

## SECTION D: RECOMMENDATION BY THE WARD DEVELOPMENT COMMITTEE

Recommended/Not Recommended/Deferred .....

Reasons:

.....  
.....  
.....

Name (Chairperson): .....

Sign: .....

Date: .....

## SECTION E: DECISION BY THE CONSTITUENCY DEVELOPMENT FUND COMMITTEE

Approved/Not Approved.....

Reasons:

.....  
.....  
.....

Name (Chairperson): .....

Sign: .....

Date: .....



REPUBLIC OF ZAMBIA

## APPENDIX E. APPRAISAL CHECKLIST FOR YOUTH, WOMEN AND COMMUNITY EMPOWERMENT FOR OFFICIAL USE

No	Checklist	Tick
1.	Valid Certificate of Registration	
2.	Green National Registration Card for Individual Applicants	
3.	Active Bank Account	
4.	Constitution of the Club/Group/Enterprise/Cooperative:	
5.	Copies of Green National Registration Cards of members	
6.	Copy of Signed Minutes	
7.	Proof of property ownership/lease/consent agreement (Where Applicable)	
8.	Applicant has lived in the Constituency minimum of 6 months	
9.	Is the project located within the Constituency	
10.	Is the business viable (increase in working capital, profits )	
11.	How many direct jobs will be created by the project?	

OFFICERS FULL NAMES.....DESIGNATION.....

DEPARTMENT .....

DATE.....SIGNATURE.....

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## APPENDIX F. LOAN AGREEMENT FORM



### REPUBLIC OF ZAMBIA

#### CONSTITUENCY DEVELOPMENT FUND (CDF)

#### LOAN AGREEMENT FORM

This **LOAN AGREEMENT**, is made this \_\_\_\_\_ day of \_\_\_\_\_ 20—, *between*

\_\_\_\_\_ (hereinafter known as “BORROWER”) of address: \_\_\_\_\_  
\_\_\_\_\_ in **Ward**  
\_\_\_\_\_ **Constituency** \_\_\_\_\_ and \_\_\_\_\_ (hereinafter  
known as “LENDER”).

The **LENDER** and **BORROWER** shall collectively be known herein as “Parties.” In determining the rights and duties of the Parties under this **LOAN AGREEMENT**, the entire document must be read as a whole.

The Lender agrees to give loan funds/material/equipment worth K\_\_\_\_\_ on loan basis to the Beneficiary for purposes of venturing into \_\_\_\_\_ Business as contained in the application form.

Therefore, the Beneficiary accepts the Terms and Conditions of the said loan amounting to \_\_\_\_\_ (Amount in Words) \_\_\_\_\_ (Amount in Figures) at 5% minimal simple interest rate.

#### LOAN TERMS AND CONDITIONS

The **BENEFICIARY** and **LENDER** hereby set further forth their rights and obligations to one another under this **LOAN AGREEMENT** and agree to be legally binding as follows: -

##### a) Payback Period

The payback period for the loan shall be .....months.

##### b) Loan Repayment

- i. The first payment shall be 60 days from the date of getting the loan;
- ii. The subsequent instalments shall be paid at the end of the month;
- iii. Delayed payments shall not exceed 5 days after the end of the month; and





- iv. Payments made after 5 days shall attract a charge 2% of the instalment amount

**c) Repayment Method**

The Borrower shall deposit the loan repayment by way of monthly instalments through;

- i. Bank Account.....
- ii. Mobile Money.....
- iii. E-Wallet.....

The Borrower shall be responsible to ensure that repayments are made to the correct Bank Account or Mobile number.

**d) Ownership of Equipment and Machinery using this Fund:**

- i. All Equipment and Machinery bought using this facility shall be vested in the name of the LENDER;
- ii. All Equipment and Machinery bought using this facility shall be registered in the name of the Local Authority; and
- iii. Ownership shall NOT be transferred to the LOAN BENEFICIARY until the loan amount is fully paid.

**e) Repayment for Equipment:**

- i. The first payment shall be made 60 days from the date of getting the loan;
- ii. The subsequent instalments shall be paid at the end of the month;
- iii. Delayed payments shall not exceed 5 days after the end of the month;
- iv. Payments made after 5 days shall attract a charge 2% of the instalment amount;
- v. Neglecting to pay the loan instalments for any reason for three consecutive months, shall result in termination of the agreement;
- vi. Following the termination of the agreement:
  - a. The equipment shall be recovered from the borrower within seven (7) days;
  - b. The borrower shall forfeit the initial deposit and other payments made before the termination of the agreement; and
  - c. The borrower shall be blacklisted on the Constituency list for 5 years.

**SIGNED BY.....(Name)**

**(FOR AND ON BEHALF OF THE FINANCIAL INSTITUTION)**

**Full Name of Financial Institution: .....**

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

Date: .....

Signature:.....

Position.....

## 1. IN THE WITNESS OF:

Full Name: .....

Date: .....

Signature: .....

Designation: .....

## 2. IN THE WITNESS OF:

Full Name: .....

Date: .....

Signature: .....

Designation: .....

## SIGNED BY..... (APPLICANT)

Full Name: .....

Date: .....

Signature: .....

## 1. IN THE WITNESS OF

Full Name: .....

NRC Number:.....

Date: .....

Signature:.....

Designation:.....

Ward Development Chairperson/Area Councillor

## 2. IN THE WITNESS OF

Full Name: .....

NRC Number:.....

Date: .....

Signature:.....



REPUBLIC OF ZAMBIA

## APPENDIX G. SECONDARY BORADING SCHOOL BURSARY APPLICATION FORM



Passport  
Size  
Photo

REPUBLIC OF ZAMBIA

CONSTITUENCY DEVELOPMENT FUND (CDF)

### SECONDARY BOARDING SCHOOL BURSARY APPLICATION FORM

**Instructions:** This application form should be completed by the applicant and sent together with supporting documents to the Chairperson, Ward Development Committee.

**NOTE:** *This form is not for sale.*

**Disclaimer:** *Completion of the form does not guarantee the award of Secondary Boarding School Bursary.*

**Complete all Sections in Capital/Block Letters**

A. APPLICANT'S PERSONAL INFORMATION					
Surname:	First Name:	Other Names:	Sex	F	M
_____	_____	_____		<input type="checkbox"/>	<input type="checkbox"/>
Date of Birth: DD_____ MM_____ YY_____					
(Attach birth certificate where Possible)					
Nationality:_____ NRC NO. (where applicable)_____					
Province:_____ District:_____ Constituency:_____					
Ward: _____ Village/Township: _____					
Do you have a disability/special need? Yes <input type="checkbox"/> No <input type="checkbox"/>					

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

If yes, please Specify and attach relevant documentation
_____
_____

<b>B. SCHOOL DETAILS (where you are enrolled or have been accepted)</b> <b>(Attach a copy of an acceptance letter or confirmation letter from the school, this is a must)</b>
Name of School where you are enrolled or have been accepted_____
Last School Attended_____
Last Grade Attended_____
Are you/ where you a boarder? Yes_____ No _____
Who has been paying your school fees_____
Have you been supported by any organization? Yes _____ No _____ (if yes kindly give details) _____

<b>C. DETAILS OF PARENTS /GUARDIANS</b>	
<b>1. FATHER</b>	Alive <input type="checkbox"/> Deceased <input type="checkbox"/> Attach documentation where applicable
Surname:	First Name
Other Names:	
Date of Birth:	Telephone No:
Residential Address:	Email Address:
Occupation:	
Employer/Nature of Business:	
Does father have a disability/special need? Yes <input type="checkbox"/> No <input type="checkbox"/>	





If yes, please specify and attach relevant documentation _____ _____	
Does father have medical condition? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please specify and attach relevant documentation _____ _____	
<b>2. MOTHER</b> Alive <input type="checkbox"/> Deceased <input type="checkbox"/> Attach documentation where applicable	
Surname:	First Name
Other Names:	
Date of Birth :	Telephone No:
Residential Address:	Email Address:
Occupation:	
Employer/Nature of Business:	
Does mother have a disability/special need? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please specify and attach relevant documentation _____ _____	
Does mother have medical condition? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please specify and attach relevant documentation _____ _____	
<b>3. GUARDIAN</b>	
Surname:	First Name
Other Names:	
Date of Birth:	Telephone No:
Residential Address:	Email Address:
Occupation:	
Employer/Nature of Business:	
Does Guardian have a disability/special need? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please specify and attach relevant documentation _____ _____	

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

Does Guardian have medical condition? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify and attach relevant documentation _____ _____ _____ _____					
<b>D. INFORMATION ON SIBLINGS/DEPENDANTS TO PARENTS/GUARDIANS</b> (if siblings/dependants are in school, indicate who is supporting them)					
<b>Details of Siblings</b>					
No.	Name	Sex	Age	Occupation	Alive/Deceased
<b>Dependents to Parents/Guardians</b>					
No.	Name	Sex	Age	Occupation	
<b>E. FAMILY SOCIAL-ECONOMIC STATUS (Tick where applicable) – to be confirmed by CWAC/CDA</b>					
i. House <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>                     Owned                      Rented                      Inherited                      Sublet                      Other (Specify)                 </div> <div style="text-align: right;"> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </div> </div>					
ii. Type of House <u>Main Material of roof</u>					



	Asbestos sheets	<input type="checkbox"/>
	Asbestos Tiles	<input type="checkbox"/>
	Other Non-asbestos tiles	<input type="checkbox"/>
	Iron sheets	<input type="checkbox"/>
	Grass/wood/thatch	<input type="checkbox"/>
	Concrete	<input type="checkbox"/>
	<u>Main Material of floor</u>	
	Earth/Sand	<input type="checkbox"/>
	Wood planks	<input type="checkbox"/>
	Palm/bamboo	<input type="checkbox"/>
	Finished floor (wood tiles, concrete, vinyl etc.)	<input type="checkbox"/>
	<u>Main material of wall</u>	
	Natural walls (Mud, cane, palm, trunks)	<input type="checkbox"/>
	Rudimentary walls (stone or bamboo with mud etc.)	<input type="checkbox"/>
	Finished walls (bricks, cement, wood planks, etc.)	<input type="checkbox"/>
<b>iii. Toilet</b>		
	Inside the house	<input type="checkbox"/>
	Outside the house	<input type="checkbox"/>
<b>iv. Water</b>		<input type="checkbox"/>
	Piped	<input type="checkbox"/>
	Well	<input type="checkbox"/>
	Shallow Well	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>
<b>v. Source of water</b>		
	Communal	<input type="checkbox"/>
	Own premises	<input type="checkbox"/>
<b>vi. Availability of electricity</b>	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

<b>vii.</b>	<b>Main source of income</b>	.....
<b>viii.</b>	<b>No. of meals per day</b>	
	One	<input type="checkbox"/>
	Two	<input type="checkbox"/>
	Three	<input type="checkbox"/>
	Other (specify)	.....
<b>ix.</b>	<b>Does your household have any of the following durable items?</b>	
	Tractor	<input type="checkbox"/>
	Plough	<input type="checkbox"/>
	Hammer mill	<input type="checkbox"/>
	Car/truck	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>
	.....	
<b>x.</b>	<b>Does your household own poultry, livestock or any other farm animal? If yes, how many</b>	
	Cattle	<input type="checkbox"/>
	Goats	<input type="checkbox"/>
	Sheep	<input type="checkbox"/>
	Pigs	<input type="checkbox"/>
	Poultry	<input type="checkbox"/>
	Other (Specify)	<input type="checkbox"/>
<b>F. LIST OF ATTACHMENTS- (please tick what has been attached and /or indicate what is not provided)</b>		
• Recommendation from previous sponsor (where applicable)		<input type="checkbox"/>
• Birth Certificate/s of applicant		<input type="checkbox"/>
• Death certificate/s of parents		<input type="checkbox"/>
• Pay slips/ proof of income of parents/guardian		<input type="checkbox"/>



REPUBLIC OF ZAMBIA

• Medical record(s) of parent/guardian	<input type="checkbox"/>
• Disability card/ Confirmation of disability of applicant/parent/guardian	<input type="checkbox"/>
• Recommendation from traditional leadership	<input type="checkbox"/>
• Recommendation from Community Welfare Assistance Committee	<input type="checkbox"/>
• Acceptance letter /confirmation of enrollment	<input type="checkbox"/>
• Copy of application form	<input type="checkbox"/>
• Applicant to sign each and every page of this application document	<input type="checkbox"/>

**Applicant (Learner)**

**Contact person for Applicant**

Name.....

Name .....

Physical Address: .....

Physical Address: .....

.....

.....

Phone (where applicable)

Phone .....

NRC.....

.....

Signature.....

NRC (where applicable)

Date.....

.....

Signature.....

Date.....

**RECOMMENDED/ NOT RECOMMENDED BY THE WARD DEVELOPMENT COMMITTEE**

**Give Reasons**

.....

.....

Name:.....

Designation: .....

Signature:.....

Date: .....

**APPROVED/NOT APPROVED BY THE CONSTITUENCY DEVELOPMENT FUND COMMITTEE**

**Give Reasons**

.....

.....



# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

**Name:** .....

**Designation:** .....

**Signature:** .....

**Date:** .....



## APPENDIX H. APPRAISAL CHECKLIST FOR SECONDARY BOARDING SCHOOL BURSARY – FOR OFFICIAL USE

No	Checklist	Tick
1.	Learner is of school going age	
2.	A learner must be a resident of the Constituency in which the fund is sitting	
3.	<p>Learner meets most of the following criteria:</p> <ul style="list-style-type: none"> <li>i. A learner must be enrolled at a particular public boarding school;</li> <li>ii. A learner must have qualified to grade eight or already enrolled in grade 9 to 12;</li> <li>iii. School drop-outs who failed to pay school fees shall be eligible for a bursary;</li> <li>iv. Learners that are enrolled in the boarding schools but are accommodated in the nearby villages due to failure to pay boarding fees;</li> <li>v. Double Orphaned where the guardian has no reliable source of income;</li> <li>vi. Single Orphaned where the surviving parent has no reliable source of income;</li> <li>vii. A learner with disability;</li> <li>viii. Learners whose parents are disabled and have no reliable source of income;</li> <li>ix. Learners whose parents or guardians have no reliable source of income;</li> <li>x. Learners on the school re-entry project without family support; and</li> <li>xi. A learner from a poor, vulnerable and incapacitated household where a vulnerable household has the following characteristics: <ul style="list-style-type: none"> <li>xii. Presence of stunted or underweight children;</li> <li>xiii. Children out of school;</li> <li>xiv. Female headed household;</li> <li>xv. Households headed by chronically ill and on palliative care;</li> <li>xvi. Households headed by elderly persons aged 65 and above; and</li> <li>xvii. Child headed households.</li> </ul> </li> </ul>	
5.	Death certificates of Parents/Guardian (where applicable)	

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

6.	Disability forms/membership cards or letters from the hospital (where applicable)	
7.	Recommendation letters from the Church/Chief/Headman (whichever is applicable)	
8.	Recommendation or assessment report from the School Guidance Teacher/Head teacher (where applicable)	

**\* Please note that no application will be considered without the endorsement by the WDC Chairperson \***

OFFICERS FULLAMES.....DESIGNATION.....

DEPARTMENT .....

DATE.....SIGNATURE.....



REPUBLIC OF ZAMBIA

## APPENDIX I: SKILLS DEVELOPMENT BURSARY APPLICATION FORM

Passport  
Size  
Photo



REPUBLIC OF ZAMBIA

CONSTITUENCY DEVELOPMENT FUND

SKILLS DEVELOPMENT BURSARY  
APPLICATION FORM

Application Identification Number (For official use only)	SDB/Zone/Ward Code Number
--	---------------------------

**Instructions:** This application form should be completed by the applicant and sent together with documents outlined in Annex 1 to the Chairperson, Ward Development Committee.

**NOTE:** This form is not for sale.

**Disclaimer:** Completion of the form does not guarantee the award of CDF Skills Development Bursary.

### PART A: TO BE COMPLETED BY APPLICANT

- Surname: .....
- Other Names: .....
- Sex (Male/Female).....Nationality.....
- N.R.C. No: ...../...../..... (Photocopy to be attached)
- Date of Birth: .....Place of Birth: .....
- Residence of Applicant:
  - District .....
  - Constituency .....
  - Ward .....
  - Zone .....
- Postal Address: .....  
.....
- Mobile Phone No: ..... E-mail.....
- Vulnerability Status:
  - Single Orphan/Double Orphan/Other (Please Specify): .....
  - Are you disabled? Yes/No. if yes, specify nature of disability: .....

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

(c) Financial challenge (Specify).....

## PART B: SCHOOL AND COURSE DETAILS

10. School Leaver/Non School Leaver.....Last grade attended:.....
11. Last school attended:.....  
District:.....
12. From date: .....To date:.....
13. Highest certificate attained:.....
14. Have you received an acceptance letter? Yes.....No.....
15. If your answer to (14) above was yes, name the institution where you have been accepted:  
.....
16. What programme of study do you wish to pursue?.....
17. Duration of programme:.....
18. Have you applied for or received any scholarship, bursary from any other organizations or authority before?  
Yes...../ No.....
19. If your answer to (19) above was yes, give details.....  
.....
20. Have you ever benefited from the CDF Skills Development Bursary sponsorship before? Yes...../No.....
21. If your answer to (21) above was yes, give details of when and how you benefited  
.....  
.....  
.....

## PART C: PERSONAL DETAILS OF PARENT/GUARDIAN

22. Surname:.....
23. Other names:.....
24. Sex: (indicate male or female).....
25. Date of birth:.....
26. Nationality.....
27. NRC Number:.....28: Relationship to applicant:.....
29. Village:.....30. Chief:.....
31. District:.....
32. Residential address.....  
.....
33. Constituency:.....34: District:.....
35. Province:.....
36. Postal address:.....
37. Mobile Phone number:.....
38. E-mail address:.....





**PART D: EMPLOYMENT DETAILS OF PARENT/GUARDIAN (WHERE APPLICABLE)**

**39. Occupation of:**

- a. Father.....
- b. Mother.....
- c. Guardian.....

**40. Name of Employer of:**

- a. Father.....
- b. Mother.....
- c. Guardian.....

**41. Position/ Rank of:**

- a. Father.....
- b. Mother.....
- c. Guardian.....

**42. Address of Employer:**

- a. Father  
.....  
.....
- b. Mother  
.....  
.....
- c. Guardian  
.....  
.....

**PART E: DECLARATION**

*I.....of  
NRC number..... do declare that to the best of my knowledge, the  
information I have given is the absolute truth. I also understand that any false information on this form will  
lead to immediate forfeiture of this assistance and possible prosecution or both.*

Signature of Applicant:.....Date:.....

Signature of Parent/Guardian..... Date:.....

# GUIDELINES

MANAGEMENT, DISBURSEMENT, UTILISATION AND ACCOUNTABILITY OF THE CONSTITUENCY DEVELOPMENT FUND

## PART I: FOR OFFICIAL USE ONLY

### WARD DEVELOPMENT COMMITTEE

(i) Approved/ Not Approved.

Signature: .....

Date: .....

Name.....

**Chairperson, Ward Development Committee**

### CONSTITUENCY DEVELOPMENT FUND COMMITTEE

(ii) Approved/ Not Approved.

Signature: .....

Date: .....

Name..... OFFICIAL STAMP

**Chairperson, Constituency Development Fund Committee**

### ANNEX 1: REQUIRED DOCUMENTATION

The application for Skills Training Bursary shall be submitted together with an admission or acceptance letter from any public or private institution accredited by TEVETA or Zambia National Service and any of the following certified documents:

- a) Copy of Green National Registration Card
- b) Disability card or letter from the hospital denoting disability;
- c) Recommendation letters from the Church/Chief/Headman/Head of previous School;
- d) A full Grade 12 School Certificate or GCE five (5), O-levels or equivalent or Grade 9 or 7 Certificates.



REPUBLIC OF ZAMBIA

## APPENDIX J: SKILLS DEVELOPMENT BURSARY APPRAISAL CHECKLIST FOR OFFICIAL USE



REPUBLIC OF ZAMBIA


### CONSTITUENCY DEVELOPMENT FUND

### SKILLS DEVELOPMENT BURSARY APPRAISAL CHECKLIST

#### ELIGIBILITY

No.	Checklist Details	Tick
1	The applicant must be Zambian and in possession of a Green National Registration Card	
2	Applicant must possess any of the following qualifications: (Tick where applicable)	
	a. Grade 12 School Certificate or its equivalent for those applying for Craft/Certificate, Technician/ Advanced Certificate and Technologist/ Diploma Programmes.	
	b. Grade 9 Certificate or Grade 7 Certificate for those applying for Trade Test Programmes.	
	c. Also encouraged are those who have never been to school to apply for trade test programmes.	
3	The applicant must possess acceptance letter from a public TEVET Institutions	
4	Recommendation letter from the Church / Chief / Headman / Head Teacher of previous school	
5	The applicant is not on any other Bursary or Scholarship scheme at the moment.	
6	The applicant must be above 16 years of age.	
7	Where applicable, a disability letter	
8	The applicant has been a resident of the Constituency for not less than six (6) months	
9	Consent of Parent / Guardian for an applicant below 18 years	

Ministry of Local Government and Rural Development  
P.O Box 50027  
Lusaka

Three horizontal stripes in red, black, and orange colors.