



SHOWCASING THE CAPACITY BUILDING FUNCTION OF MLGRD

THROUGH
CHALIMBANA LOCAL GOVERNMENT
TRAINING INSITUTITE



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1.0 ORIENTATION OF COUNCILLORS

Following the holding of General Elections in Zambia, all newly elected Ward Councillors undergo an orientation programme to prepare them for their civic duties. The programme recognizes the role of representation and leadership as the core roles and responsibilities of the elected local government officials. The orientation programme therefore equips the elected civic leaders with the requisite knowledge and skills to enable them effectively and efficiently fulfil their core roles and responsibilities that must be exercised within the principles of good governance.



Training of Councillors and officers in Session at CLGT



The orientation programme is conducted by the Ministry of Local Government and Rural Development through the Chalimbana Local Government Training Institute. The most recent orientation programme was held after the August 2021 election during which all the 1850 Ward Councillors in Zambia were Oriented.



Minister of LGRD honorable Garry Nkombo MP addressing councilors at the official opening of councilors and local authorities officers training

2.0 INDUCTION OF LOCAL GOVERNMENT OFFICERS

Newly appointed officers to the Local Government Service are required to undergo an Officers Induction Programme (OIP) to introduce them to the local government sector and also enable them appreciate their conditions of service prior to deployment. The induction programmes, which serves as a “rite of passage” for new entrants to the local government service, is conducted on behalf of MLGRD by CLGTI in collaboration with the Local Government Service Commission (LGSC)



LGSC Commissioners, Director HRA (MLGRD) and Principal (CLGTI) Posing for a photo with some inducted officers



The most recent induction programme was held at CLGTI from June to July 2024 during which a total of 450 newly appointed officers were inducted



Permanent secretary Administration presenting certificates to the inducted officers at CLGTI

3.0 PROFESSIONAL DEVELOPMENT PROGRAMMES

The Professional Development Programmes are designed to enhance the Knowledge and skills of all appointed technical and administrative officials of local authorities. At the centre of the PDP is the development of local authorities' individual, institutional and organizational capacities to effectively and efficiently deliver services in line with MLGRD's portfolio function. The PDPs, whose durations range from 1 to 4 weeks, are delivered by CLGTI in collaboration with relevant stakeholder- institutions that support capacity building activities in Local Authorities. Examples of the PDPs offered by CLGTI are presented below:

3.1 TRAINING OF COMMITTEE CLERKS

In line with the provisions of the section 9 of the Local Government Act No. 2 of 2019, Councils in Zambia are legally required to record and keep the proceedings of their meetings. This implies that the decisions made by councils or council committees should be recorded as "Minutes" and managed in accordance with legal requirements.

It is the responsibility of Committee Clerks in Councils to ensure that minutes of Councils proceedings are accurately recorded and effectively managed in accordance with legal requirements. The MLGRD, through the LGTI, offers a Professional Development Programme for all levels of council officials appointed to serve in the Committee Section of local authorities. The 4 weeks programme is held Bi-annually with the most recent one having been held in 2022 at which Committee Clerks from all the 116 Local Authorities were trained in Minute and Reporting Writing.



2022 Graduation Ceremony of Committee Clerks



Training of committee Clerks in Session at CLGTI

3.2 TRAINING OF LOCAL GOVERNMENT INTERNAL AUDITORS

The operations of local authorities revolve around the utilization of public finances. In order to ensure prudent management of public funds in local authorities, the MLGRD, through CLGTI offers a Professional Development Programme to council Internal Auditors.

The main objective of the training is to promote best practices by equipping council internal auditors with contemporary knowledge and skills in financial management with a strong emphasis on audit. The training is anchored on the provisions of the Public Finance Management Act No. 1 of 2018 as well as the International Audit Standards (IAS)



Local Authorities Internal Auditors visit Office of The Auditor General during a Training Session at CLGTI

In 2023, CLGTI collaborated with the Controller of Internal Audit, under the Ministry of Finance & National Planning to training Internal Auditors from all the 116 Local Authorities in Zambia. The 2023 Training had a special focus on strengthening the Audit of the expanded Constituency Development Fund (CDF)



Graduation Ceremony of Internal Auditors



The Permanent Secretary presenting certificates to DACA'S at the closing ceremony of the DACA'S training

3.3 Training of District AIDS Coordination Advisors

National Aids Council (NAC) was one of the first institutions in Zambia devolve the functions of the DACA's to local authorities in Zambia Chalimbana Local Government Training Institute with NAC and GIZ conducted a training program for all DACA's in 116 local authorities as a way of enabling them to integrate in the local government system.

4.0 LOCAL GOVERNMENT KNOWLEDGE HUB

Besides offering training services, CLGTI is also supporting the Capacity Building functions of MLGRD by hosting a Physical Resource Center of knowledge products on Decentralization, service delivery and citizen engagement. The one-stop Knowledge, whose establishment was supported by USAID-Local impact, is an open-source information platform for local government practitioners, academicians and researchers.

The aim of the Resource Centre is to facilitate continuous learning on local governance and decentralization through the development of current and relevant Knowledge Products. These Knowledge products have the benefits of ensuring developmental local government through data-driven, community-informed, and socially inclusive decision-making by local authorities and other actors in the local government fraternity.



Physical Access to the Knowledge Hub at CLGTI

The knowledge hub, which is physically located in the CLGTI Library in Chalimbana, is linked to a virtual platform that is hosted by the Local Government Association of Zambia and is accessible through this link: <https://www.lgazambia.org.zm/hub/about>

Or through this QR-Code:



Virtual Access to the Knowledge Hub
<https://www.lgazambia.org.zm/hub/about>

5.0 ORIENTATION OF COUNCILLORS

5.1. Bachelors Degree Programmes

CLGTI offers Bachelor's Degree Programmes targeting the middle management, technical and administrative officers in local authorities. The Degree Programmes are approved by the Higher Education Authority (HEA) and offered in conjunction with Mulungushi University. For the 2022, 2023 and 2024 academic years the student population in each programme has been as follows:

Academic programme	2023	2024
Bachelor of Arts in Development Planning & Management	188	111
Bachelor of Arts in Public Administration	251	177
Bachelor of Arts in Local Government Finance	48	35

5.2 Diploma Programmes

CLGTI is a TEVETA affiliated Institution and offers Diploma Programmes targeting the lower-level technical and administrative officers in local authorities. For the 2022, 2023 and 2024 academic years the student population in each programme has been as follows:

Academic programme	2022	2023	2024
Diploma in Rural & Urban Management	84	30	31
Diploma in Local Government Finance	21	6	6
Diploma in Local Government Administration	87	39	30



Minister of local government and rural development Honorable Garry Nkombo MP
Posing for a photo with graduating students in Diploma Programmes

6.0 ZAMBIA DEVEOLUTION SUPPORT PROGRAMME

The Ministry of Local Government and Rural Development (MLGRD) is responsible for development and implementation of the Capacity Building plan of the ZDSP through Chalimbana Local Government Training Institute (CLGTI). MLGRD is expected to develop and implement a national level Capacity Building Plan (CBP) for Local Authorities in Zambia.

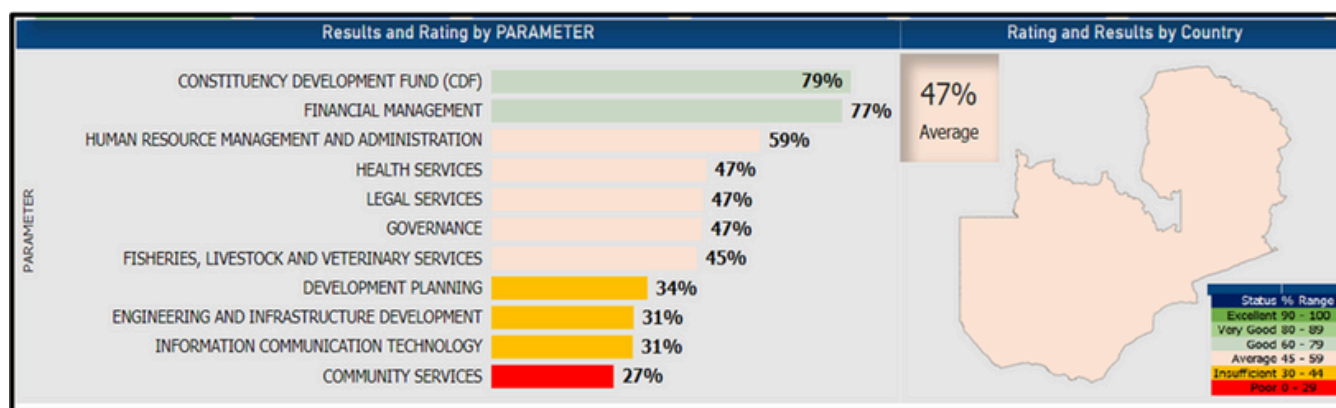
So far Capacity Assessments have been undertaken in all 96 town councils in Zambia.



The capacity assessment is being conducted at Lupososhi town council. Officers from the devolved functions (Primary health and veterinary services) providing information to the assessment officer.

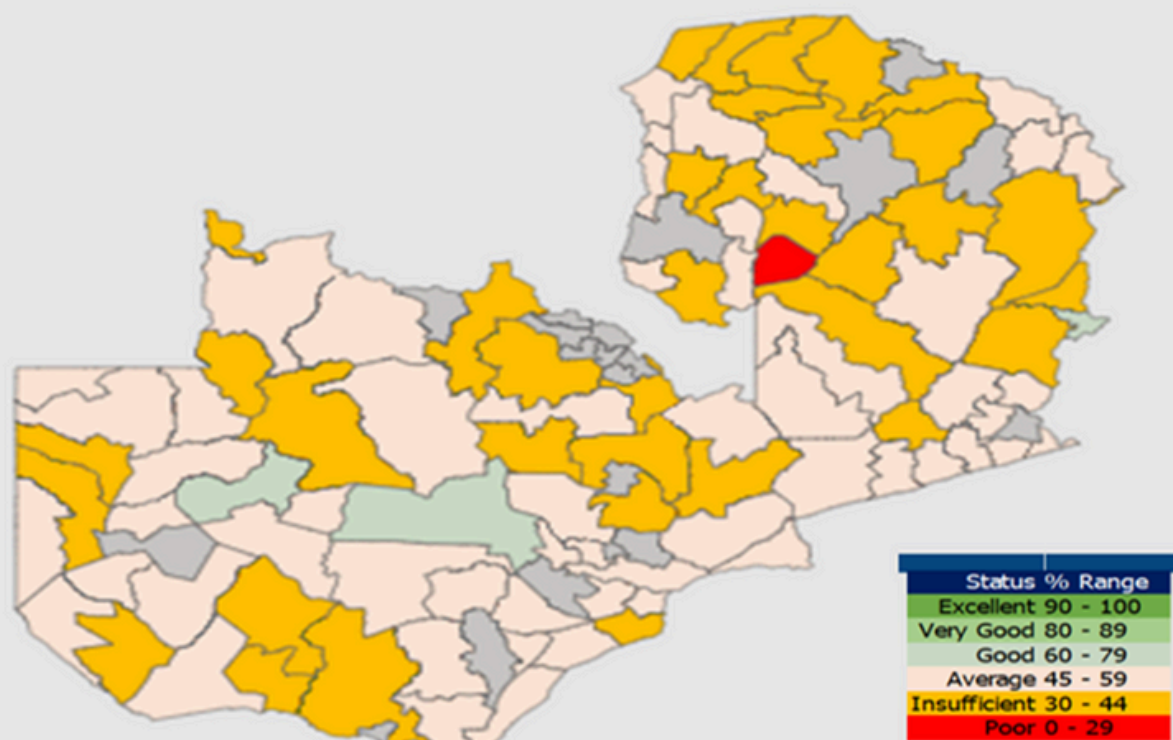


The capacity assessment session at Kalumbila town council.



Aggregated performance of all 96 town councils

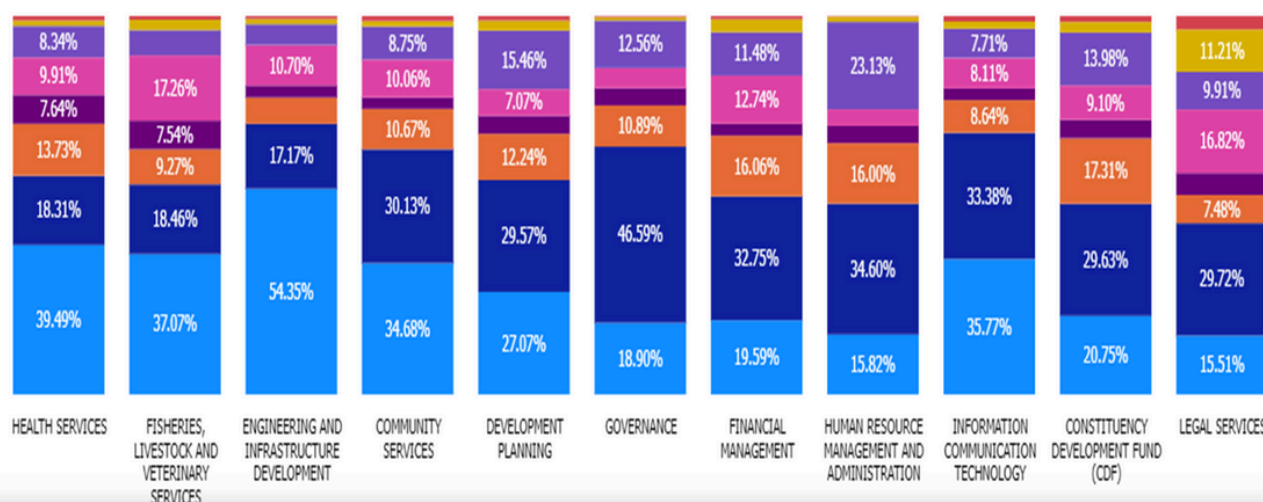
Rating and Results by DISTRICT



District performance of each town councils

Proposed required interventions

● Logistical Support ● Administrative Action ● Knowledge Enhancement ● Mindset Change ● Others Specify ● Skills Development ● Legal Or Policy Reforms ● Political Will



Proposed Required Intervention