

# CONSTITUENCY DEVELOPMENT FUNDS FOR DEVELOPMENT (CDF4DEV):

MAKING CDF WORK FOR ZAMBIANS  
BLOG SERIES



## PART 3: The CDF Process in Zambia

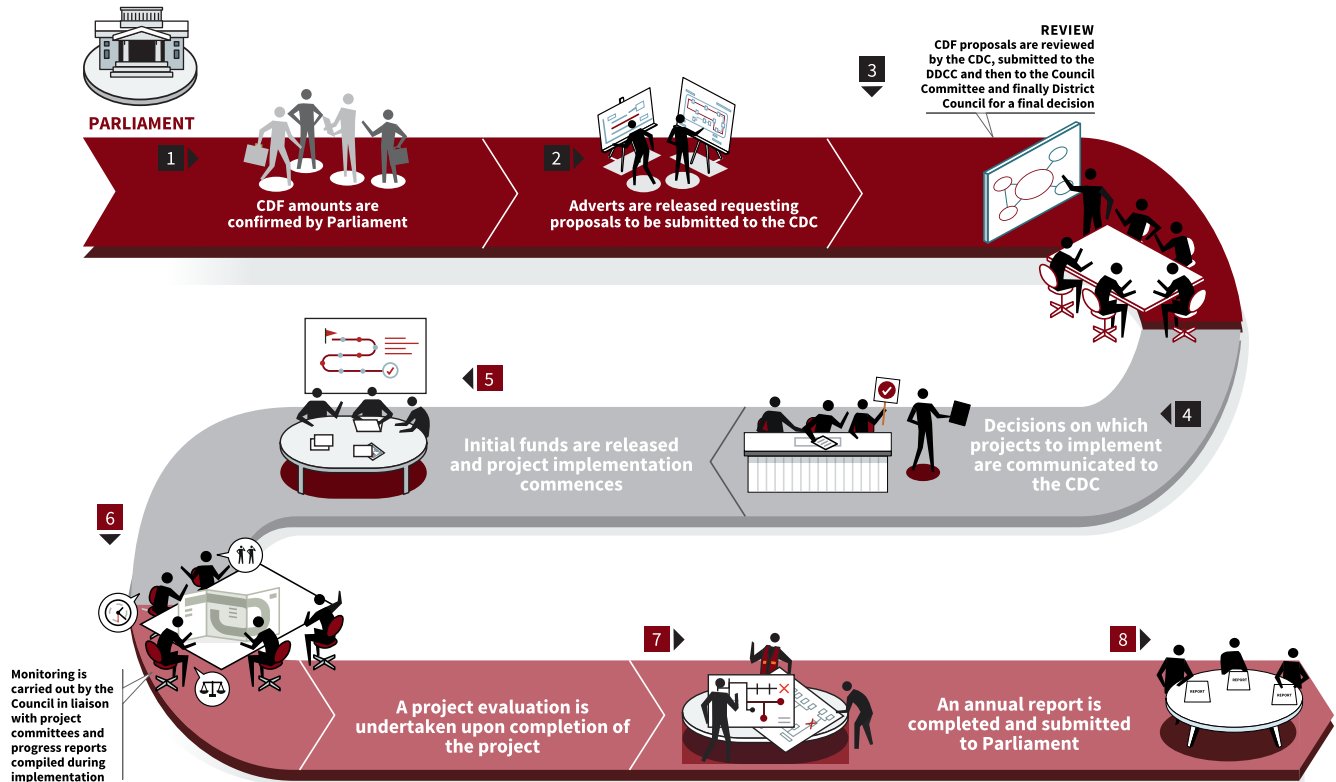
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## The CDF process in Zambia

In Zambia, CDF was first approved by Parliament in 1995 to finance micro-community projects for poverty reduction. As part of capital programmes, each Council is mandated to include CDF funds for community-based project in their Capital budgets. The Councils are required to account for these funds in accordance with the law. Since 1995, all districts in Zambia are eligible to receive the funds. Under this initiative, the government allocates development funds on an annual basis to all 156 constituencies in the country. The CDF is one of the most significant government fiscal transfers to the Local Councils and is decentralised through the process of devolution in Zambia. The CDF process of approving and subsequently funding projects, according to the CDF guidelines, is relatively simple as can be seen below.



- 1 First stage** – parliament approves the budget and confirms the allocation of the CDF in that financial year
- 2 Second stage** - The Council invites project proposals from the communities during the first quarter of every year through advertisements, open meetings, posters in conspicuous locations, and notifications to Chiefs and Village Headmen.
- 3 Third stage** - Communities identify projects, write their project proposals, and submit them to the Constituency Development Fund Committee (CDFC). Upon scrutiny, project proposals approved by the CDC are submitted to the Planning Sub-Committee of the District Development Coordinating Committee (DDCC); and
- 4 Fourth stage** - The Planning Sub-Committee of the DDCC carries out the desk and field appraisals, and subsequently submits its appraisal report to the DDCC for onward transmission to the Council for approval and implementation.
- 5 Fifth stage** - Only projects which have been appraised and approved by the Council are eligible for funding. There is a committee that manages this fund known as the constituency development fund committee (CDFC) and has the proposed membership of ten (10) comprising the following number of Committee Membership:
- 6 Sixth stage** – project implementation based on the finances and the approved project
- 7 Seventh stage** – project evaluation and completion certificate
- 8 Eighth stage** – report to parliament on project completed and also beneficiaries

# 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.

## COMPOSITION OF THE CDFC

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

- 1 Two community representatives nominated by the Member of Parliament from the Constituency.
- 2 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.
- 3 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.
- 4 A representative of the Director responsible for Planning at the Local Authority in which the constituency is located.
- 5 A representative of the Director responsible for Works or Engineering Services at the Local Authority in which the Constituency is located.
- 6 A representative of a Civil Society Organisation operating in the Constituency nominated by the Member of Parliament from the Constituency.
- 7 A representative of a Religious Organisation in the Constituency nominated by the Member of Parliament from the Constituency.
- 8 The Member of Parliament from the Constituency; and
- 9 A representative of the Director responsible for Finance at the Local Authority in which the Constituency is located.

The Council then submits the names of the above nominees together with their CVs and record of their participation in community development work to the Minister of Local Government and Housing for approval within 60 days of submission. After approval the members of the Constituency Development Committee (CDFC) will elect their Chairperson and the Vice Chairperson annually on a rotational basis limited to one year.

The Area MP and the Councillors shall not be eligible to be Chairperson or Vice-Chairperson to the CDFC. The members of the Committee shall elect the Chairperson and the Vice-Chairperson from amongst themselves, except for 2,3,4, 8 and 9 above

In the absence of the Chairperson, the Vice Chairperson shall preside over the meeting of the CDFC. However, in the absence of both, the members select amongst themselves a person to preside over the meeting. At the moment the Secretariat for the CDFC is the Council which and their role is to prepare notices and minutes of the CDFC proceedings.

## TENURE OF OFFICE FOR CDFC

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

1. 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.
2. 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.

The CDFC is notified about which projects have been approved by the Council for funding and implementation. With regard to project implementation, the CDFC guidelines emphasise the involvement of communities in the form of labour, both skilled and unskilled, etc. For specialised works, the District Tender Committee invites bids, and recommends to the Council to award contracts to successful contractors and suppliers. All payments to contractors and suppliers are sanctioned by the Council payable by Cheque in the name of the authorised contractor or supplier and not to a third party or individual.

## FUNCTIONS OF THE CDFC

1. Ensure the compilation of proper records, returns and reports from the Constituency.
2. Receive and discuss annual reports and returns from the Constituency;
3. Receive a project list from the Ward Development Committee within the Constituency or proposals for joint projects with other Constituencies.
4. Deliberate on project proposals from the Wards; and
5. Develop and submit a project list to the Local Authority for onward transmission to the Minister.

## WHY MONITOR CDF

CDF is a public fund and therefore local community's participation is important especially in CDF process (utilisation) and also to ensure that it realizes its set objectives.

This fund has been in existence and has been increasing rapidly taking a good percentage of the national budget. The prudence and efficiency of CDF, meaning the degree to which it provides benefits to those for whom public expenditure is most important and desirable, such as the poor is questionable.



With regard to project implementation, the CDF guidelines emphasise the involvement of communities in the form of labour, both skilled and unskilled. The monitoring of CDF is one way of participating and safeguarding the utilization of the fund. Over the years the amount of funds allocated for constituency development through the CDF has been increasing with quite a substantive increase most recently in 2022. Historically, unfortunately, there has been less community participation in the identification, design and implementation of CDF projects. To improve its utilisation and management and ensure it is used for its intended purpose, community monitoring CDF is important.

Monitoring is a process of checking the progress or lack of it, that has been made in a project. Hence, the monitoring of CDF is cardinal to the members of the constituency and nation at large on how tax payers and public funds have been utilised and if things are moving accordingly. It is from the monitoring process of CDF that transparency and accountability can be enhanced, and if things are not going according to plan, corrective action can be taken.

## WHAT NEEDS TO BE MONITORED?

The measures of achievement that are aligned to objectives in a plan or strategy of the initiative (Whether project, programme, policy or other). These may be:

- Inputs (Resources such as CDF, supplies or other resources)
- Activities (Planned, completed such as facility construction),
- Out puts (Directly, or by proxy through indicators), Outcomes (through indicators)

## THE IMPORTANCE OF MONITORING?

Monitoring is essentially important for several reasons, but primarily:

- What gets monitored is more likely to get done.
- If you don't monitor performance, you can't tell success from failure
- If you can't see success, you can't reward it
- If you can't recognise failure, you can't correct it.
- If you can't demonstrate results, you can't sustain support for your actions.

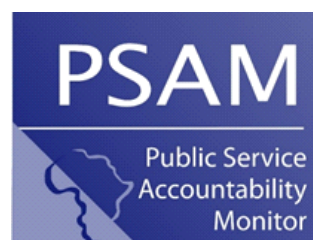
**Let's guard our resources  
jealously!!!**

## Supported by

### PSAM

The Public Service Accountability Monitor (PSAM) is a regional civil society organization based at Rhodes University that seek to “contribute to addressing particular societal problems originating from systemic public resource management (PRM) failures.”

PSAM's activities include research, monitoring, advocacy and capacity building. Working through southern Africa, PSAM generates and shares knowledge about social accountability and the monitoring and advocacy tools that can build more open, participatory and accountable governments.



### and Caritas Zambia

Caritas Zambia is a Catholic Organization that is an Integral structure of the Zambia Conference of Catholic Bishops (ZCCB). Inspired by the gospel and catholic social teachings, Caritas Zambia is a faith-based organization dedicated to the promotion of integral human development through witnessing, animation, conscientisation and institutional strengthening.



Its strategic focus areas are; to have the State that is transparent, accountable and responsive to people's needs, to have a Zambian society which upholds tenets of democracy (promotes participation, rule of law, and respect of human rights), to have improved livelihoods (increased income, food security and nutrition) and to have a Church that influences the State to fulfil its responsibility to eradicate poverty, respect human rights and uphold the rule of law for all.



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