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| Project name: Coordination of Women empowerment through development of local democracyNew application 2015-03-11 12:38:13 | | Reference number: |
| Amount applied for: Year 1: Year 2: Year 3: | Length of project (years): | |

Steering group

Application for grants Municipal Partnership Programme

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| Swedish applicant organization: Piteå Kommun | Cooperation partner: Chinsali Municipal Coucil |
| Project leader (must be employed by applicant organization): Gerd Sävenstedt | Project leader (must be employed by partner organization): Mary Sinkala |
| Address: | Address: Chinsali Municipal Council, PO Box 480099 |
| Postal code: | Postal code: |
| City: | City and country: Chinsali Zambia |
| Telephone: (+46) 911-696041 | Telephone: +260 966 922223 |
| Fax: +46 (0911)199 28 | Fax: +260 214 565027 |
| E-mail: gerd.savenstedt@pitea.se | E-mail: Sinkalamary@gmail.com |

Main area of cooperation: Lokal demokrati, styrning och organisation

A municipal partnership must help local and regional political bodies to better meet the needs of their residents. This is the Municipal Partnership programme's contribution to reducing poverty.

1. Summary - Swedish Version

Beskriv kortfattat hur Styrgruppen ska bidra till att uppnå uppsatta mål för tillhörande projekt. (max 200 ord)

På det första styrgruppsmötet kommer roller, ansvar och befogenheter för både styrgruppen och projektledare att diskuteras med målet att arbetet ska flyta på så bra som möjligt. Goda kontakter mellan parterna har skapats vilket underlättar för öppna diskussioner även kring de svårigheter vi kan förutse. Då internet uppkopplingar i dagsläget är dåliga i Chinsali så kan man förutse att de flesta kontakterna kommer att vara mellan projektledarna. Det innebär att när det uppstår problem så måste man diskutera dessa både med varandra och med sin egen del av styrgruppen som måste vara en samtalspartner och ha en stödfunktion även mellan styrgruppsmötena. Eftersom Chinsali och Piteå är nya samarbetspartners så är det också en kontinuerlig lärprocess. Arbetet kommer att följas på nära håll, SG vara till stöd och medverka till att personer avdelade för att jobba i projektet kommer att ha tid för det.

2. Summary - English Version

Describe how the Steering Group is to contribute to reaching the objectives of the related project(/s). (max 200 words)

On our first meeting it is important to address roles/mandates of both the steering group and the project leaders in order have the work running as smooth as possible. Good relations have been established which contributes to open discussions even regarding challenges we can foresee.

The main contacts in this project are foreseen to be between the project leaders through e-mail as internet connections is scarce in Chinsali.

That means that the project leaders also have to alert both partners and "their" steering group if there are big challenges hard to face. The respective part of the SC must be an active speaking partner

between the meetings. As this is the first joint partnership program between Chinsali and Piteå, it is also a learning process. The work will be monitored during the process, give necessary support and contribute to enable space for people assigned to the project.

3. Steering group - projects

a) Are there several ongoing Steering Groups within the partnership (unusual but possible)? If so, please indicate the reference number for these and the reference number for the projects that each Steering Group is coordinating.

No For Zambia there is only one steering group but Piteå is also in a partnership with Vietnam with another SG even if two of the members are the same

b) Does the Steering Group for this application intend to manage and coordinate **ongoing** projects? If so, please indicate the reference number for this/these, as well as the project year (year 1, year 2 or year 3) to be managed and coordinated for each project.

No ongoing Projects with Zambia

c) Does the Steering Group for this application intend to manage and coordinate one or more **new projects**? Please indicate the names you have given these projects and how many years you planned for the project to run (1, 2 or 3 years).

Only this one

4. Background

a) Describe how the partnership started; how did the parties meet and how was the decision to apply for funds for the municipal partnership made? (max 200 words)

Chinsali is part of Symbio cities and was invited to Sweden for a one month study tour. During the tour ICLD arranged a mini-matching activity in Kiruna in September 2013 where Piteå participated. We met and during the "speed-dating" we became interested of working together with a focus on development of local democracy. An inception phase was approved and in March and May 2014 delegations with both politicians and officials visited each other. During these visits we were convinced that we wanted to be in a partnership program together and that we both would benefit from cooperation. The formal decision in Sweden was taken by the Chief executive committee and in Chinsali within the body of the municipal counselors. In September 2014 one representative from Piteå (project leader) and two from Chinsali (town clerk and head of environment and social services) met for 4 days in Lusaka writing the proposal together and submitted to the politicians for approval. It was not approved by ICLD and this is a redesigned application in the same area. Since the first time we have been in regular contacts to update each other and for communication regarding this new proposal

b) If there are concluded or ongoing projects within the partnership, describe in brief the partnership areas and the main results. (max 300 words)

Nothing except the inception phase which made us even more sure that we wanted to start a cooperation

c) Does the partner have any representative in the Steering Group or project who is participating/has participated in any of ICLD's International Training Programmes?

Patrick Kambita- Town clerk and Project leader MARY Sinkala, head of Environment and Social Welfare have both participated in ICLD's Symbio City Project

5. Short description of the two applicant parties

a) Describe the Swedish partner's organisational structure, responsibilities and governance as well as the partnership's place within this structure. (max 300 Words)

Piteå Municipality is as all Municipalities an political run organization and has the normal tasks for a Municipality. The dominant party has been the social democrats as long as someone can remember but in the latest election it dropped and has for the first time in decades not sole majority.

In Piteå a citizen's dialogue is established and the overall responsibility is with the Chief Executive office but used by many departments. It is used in a systematic way before many decisions are taken. It is through information, consultation and participation where the results are taken into consideration when the activity plan for the coming year is made.

When it comes to delegation it's the base for the work where responsibilities are linked to mandates in order to fulfill the targets set by the political body. The political bodies decide regarding the frame work, the management regarding the responsibilities and mandates and each one has to account for the actions taken/not taken.

In this case it is the Chief Executive Committee who decides about the participation in the ICLD projects and as the chairman of the committee will be the chairman for the SC there is a close link to the project. Even the opposition politician is a member of the Steering Committee.

b) Describe the cooperation partner's organisational structure, responsibilities and governance as well as the partnership's place within this structure. (max 300 Words)

The Council comprises 11 Councillors who are elected by residents in their respective wards. There are also two representatives of traditional leaders and one Member of Parliament who also form part of the membership of the Council, bringing the total to 14 members. The term of office for Councillors is 5 years. The Mayor is elected from among fellow Councillors and his term of Office as Mayor is 2.5 years.

People's demands are channeled through Councilors who are representatives of the people in a ward. These needs are brought to the Council in the form of notices of motion and consideration by the full council meeting. Once decided upon, they become Policy Decisions which are then passed on to Management for

implementation. The Local Government Act Cap 281 of the laws of Zambia permits the General Public to attend Council Meetings, this enables them to monitor the implementation of policies that have a bearing on their livelihoods

The high officials are appointed by the government and can be moved to another Municipality by short notice.

Today the main responsibilities for a Municipality in Zambia are waste management, land issues, planning, road maintenance, public libraries, managing of markets, bus stations, provision of boreholes and women's empowerment. In the country there are projects of different kinds, both national and international projects working with women's empowerment.

6. Participants

a) List the Steering Group's participants from the Swedish party by name, title, gender and party-political affiliation, including whether they constitute a political majority or the opposition.

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Peter Roslund, S Mayor _male (44 % of the votes)

Elisabeth Berg, female_ leader for the conservatives (ca 10% of the votes, opposition)

Gerd Sävenstedt – project leader until retirement

Anna-Lena Pogulis- Municipal strategist and responsible for the citizen's dilouge

b) Describe the responsibilities and roles of the Steering Group of the Swedish party.

The Swedish part of the SG will take an overall responsibility for the project and the mayor Peter Roslund will be the chairman of the group. They together with the Zambian partners will at each meeting have a progress report in order to monitor and guide the project group and help to prioritize and take decisions that are needed. They will also ensure that there are minutes from each meeting

Within the steering group the political members have big networks valuable for the cooperation both in development of the citizen's dialogue, as well as in the political bodies, which the project will gain from.

Individual responsibilities

Peter Roslund _chairman

Elisabeth Berg – experienced opposition politician

Gerd Sävenstedt- project leader/coordinator (until retirement)

Anna-Lena POGulis- expert on development of citizen's dialogue

c) Describe how the selection of the Swedish members was undertaken and the selection criteria applied, and how women's and men's rights were taken into account.

) Three of the four named people were part of the tour to Zambia in May 2014 and have all expressed an interest of being engaged in the SG. The criteria to choose them was that all have experiences in working with development of local democracy, has been part of the discussions of the content for the project, are committed and have valuable networks for the project. The present project leader will retire next year but might remain in the steering group, as experienced from 10 years of living in Africa and working in development projects. Then the new project leader will participate in the SG. As there is a mixture of men and women in the group is also reflected in the area of the project.

d) List the Steering Group's participants from the partner by name, title, gender and party-political affiliation, including whether they constitute a political majority or the opposition.

CHESWA KATONGO MAYOR MALE RULING PARTY(PF)
PATRICK KAMBITA TOWN CLERK MALE NON PARTISAN
MARY SINKALA PROJECT COODINATOR FEMALE NON PARTISAN
CHILUFYA KAPWEPWE FOUNDER - ENVIRONMENT & DEV
ORGANISATION FEMALE NGO - WOMEN EMPOWERMENT
DUNCAN MULENGA PARTY OFFICIAL MALE RULING PARTY(PF)

e) Describe the responsibilities and roles of the Steering Group of the partner.

The steering group will oversee the implementation of the project and

provide strategic direction aimed at helping the project achieve its intended Goals and Objectives. The SG will meet on selected calendar days to review progress in order to assess the impact of the project. The SG will be responsible for the review of key implementation plans so as to agree on the milestones and outputs during implementation. It is expected that the SG will also evaluate progress across working groups against work plans and time scales. The SC will be responsible for managing and resolving major political and operational issues brought to them by the project coordinator. One of its main role will be to coordinate the project and obtain support and cooperation from stakeholders, resolve obstacles and generally set the tone for the cooperation.

f) Describe how the selection of the partner organisation's members was undertaken and the selection criteria applied, and how women's and men's rights were taken into account.

Two members (male) in the steering Group are selected from the ruling party as the support from the party is of great importance. One of the members (female) is also a founder of a women empowerment NGO and is very experienced in the area and works in the Community and is expected to contribute a lot. The Town clerk is both familiar with ICLD and will be a good driver for the Project and link to the political body. The Project leader, also member of the SG is also through Symbio City familiar with ICLD.

All these are selected due to their qualifications and positions. The political body has also selected the two council officials, one in the SG and the other one as Project leader, as they are experienced in development work and have been participating in the international training program funded by ICLD who are conversant with the ICLD symbio-city approach.

At the time of submission for the change project the rights of men and women were taken care of by participating equally in all development projects. Quite important too is that Zambia is a signatory of the gender protocol that seeks to promote gender equality.

g) Does the partner have any representative who is participating/has participated in any of the ICLD's International Training Programmes?

The town clerk Patrick Kambita and the project coordinator Mary Sinkala has participated in ICLD:s Symbio City project
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7. Support, quality assurance and management of the partnership

The main aim of the Steering Group is to act as a guarantor of local support and long-term thinking in the partnership. The steering group's operational role is to assess project plans, monitor projects and ensure project quality. In addition, the Steering Group should work to ensure that its participants to a greater extent prioritise and pursue proposals for changes to better meet the needs of residents.

a) How will the Steering Group work to gain support for the partnership from the Swedish party (i.e. from the partner organization in Sweden)?

a) First of all the decision is taken in the Chief Executive Committee that we should participate and the two members in the Steering Committee are also members of the Chief executive Committee. The Municipality has also decided to contribute 50.000 S. Kr yearly to cover costs not covered by the ICLD budget. Besides that a number of elected politicians will be involved in the sharing and exchange of experiences and knowledge between elected politicians, politicians from both the opposition and the ruling party. As bearer of the projects the politicians also open doors and also advocate within their respective parties. There is also a commitment from the departments that experienced staff will join the project group and include it in their work.

b) How will the Steering Group work to gain support for the partnership from the partner (i.e. from the partner organization in the cooperation country)?

b) The Steering group will provide strategic direction for the partnership so that the work of the partnership is harmonized and

coordinated for the mutual benefit of both parties. Terms of reference for the two partners on the operation of the SG as well as exchange visits will provide an impetus for support.

c) How will the Steering Group proceed to ensure the results of the participant project(s) are monitored and quality assured?

c) The Steering group is active in monitoring the work and will have certain check points. One is when visiting Chinsali also different parts of the project should be visited, interviewing participants and raise the issues at the SG meetings.

The local politicians will also be involved in the exchange with the politicians in Piteå where the focus will be on transparency. As the members in the SG are quite experienced they can also assess the quality of the work that is going on.

The projects managed by the Steering Group deal with challenges that are universal for democratic local and regional political bodies.

d) Which of the dimensions of local democracy described below are specified in your associated projects? Describe how the Steering Group will strengthen the project team's work within the dimension or dimensions of democracy that are most central.

- Methods of information for and dialogue with community residents
- Methods for considering the needs of vulnerable social groups and minorities
- Methods for enhanced transparency and accountability
- Formulation of municipal services that meet the needs of residents
- Methods to ensure the representativeness of the local and regional political bodies

There are two dimensions in the project linked to each other; transparency and the capacity building in the Municipality in order to develop methods to empower women with an aim to get women be more involved in the development of the local community. Information need to be improved in order for the Municipality to build trust in the community and also to find a system for the citizens to express their views. In order to do this there is a need for more transparency within the Municipality, to show how money is spent, how decisions are taken and the citizens need to know what they can expect from the Municipality. There is a believe that if the citizens can have access to the information they will also be willing to pay for services

Women is a vulnerable group and in the project the Municipality will develop methods together with women in order to engage women in the development and for the women to see that it is worthwhile making their voices heard and they will see a result of their engagement

In the project proposal there is an activity plan for how the work will be carried out, both with the political body and the officials. It includes a lot of training but also in exchange between politicians/officials from Chinsali and Piteå with a focus on transparency and development of local democracy. In order to support the development cooperation between the Steering group members from both countries is of great importance to have Exchange of experiences, to address the issues and in order to support the Project Group have a Close collaboration between the steering Group and the Project Group.

In this work also local traditional leaders also need to be involved.

e) Describe how the Steering Group will safeguard the project's work by integrating equality, the environment and human rights.

There are two dimensions in the project linked to each other; transparency and capacity building in the Municipality in order to empower women with an aim to get women to be more involved in the development of the local community.

Today women are often on the side line and their voices are not

listened to. Here the Municipality wants to develop methods where women can make their voices heard and valued which will place them on the line. The Municipality will enable the women to meet, face and tackle problems, obstacles and challenges together and they will become important change bearers towards a better Society. Maybe it won't happen in a 3- year project but the foundation will be there and as the development won't stop when the project is closing you might see the visible results in the Society in a decade.

The Steering group has committed themselves to monitor that the planned activities toward the objectives in the proposal will be carried out and give the necessary support. If the project goals are reached it will give possibilities for women to become more equal in the development of the Society and the development should also in a better way consider the needs of women.

Poverty is a big problem in Zambia and Chinsali is no exception. Deforestation, problems with water, sanitation, wastemanagement it affects peoples life. When the Municipality enable women to come together their daily life will be addressed and concerns brought up which affects their daily lives. Through the system which the Municipality will develop together with the women issues will be brought to the Municipality which might lead priorities benefiting environmental concerns.

8. Activities

The Steering Group must hold at least one meeting hosted by each partner per year and include memos from these meetings in reports.

Describe the activities you plan to implement in the Steering Group and if possible at this stage, also indicate the time and place. Describe the purpose of each activity and relate the activities to each project.

Two steering Groups meeting yearly - one in each country

Regular meeting, at least 4 times a year between the Project leader in Chinsali and the Zambian part of the Steering Group

Participate in training during the Project time, both in Zambia and in Sweden. It will be merged with training for the officials.

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9. Planning process

a) Describe how each party and any other stakeholders have participated in producing priorities for the work of the Steering Group.

The SG was discussed during the visits in Piteå and in Chinsali, even if not in detail. The discussions have further been discussed "at home" in order to get a SG which would be as strong as possible and have a mandate in the Municipalities to make decisions and become strong advocates for the cooperation.

At our first meeting when all members are participating in the same room roles and mandates will be discussed more in detail and also decide about a detailed working plan for the Steering committee

b) Describe how men and women have participated in producing priorities for the work of the Steering Group.

Today there is a brief outline for the SC where both men and women have participated in the discussions. The SC consists of 9 members there are 5 women and 4 men as one aspect of having a good representation which will benefit the Project.

10. Risk analysis and risk management

The implementation of changes through projects always involves some risks – risks that may negatively affect the project results. It is important to be prepared for these risks to be able to deal with them. Risks may include external risks, such as political changes and natural disasters, or internal risks such as corruption and high staff turnover.

a) Describe factors/risks that may negatively affect the work of the Steering Group.

1. The steering Group members prioritize other work
2. The members of the steering Group doesn't fulfill their responsibilities
3. The Project may not be well received in the community
4. Political affiliation among members may lead to Group divisions, misunderstandings and mistrust.
5. The Country will have Presidential and General Elections in 2016. During the run up to these elections, the Group members may lose focus and direction particularly when election campaigns heighten up.

b) Describe factors/risks including corruption risks that may affect the project.

1. Officials/elected politicians may not prioritize the work
2. Officials/elected politicians don't believe in the concept
3. When the Municipality arranges meetings with the women they will not turn up, pull out or miss meetings frequently.
4. The project may face setbacks in terms of the lack of support from fellow women and family members
5. Political affiliation among members may lead to Group divisions, misunderstandings and mistrust.
6. Potential high turnover of staff at the Institution, especially Drivers of the project.
7. The project may not be well received by the community
8. The Country will have Presidential and General Elections in 2016. During the run up to these elections, the Group members may lose focus and direction particularly when election campaigns heighten up.

c) Risk management: Describe the action plan for managing the risks identified in the partnership.

- Start with a seminar for elected politicians/officials regarding the ideas of the project in order to have a common vision where to be in 3 years
- Mandate/support from the council to carry out the project

- Involve other political leaders in Chinsali, including the office of the District commissioner in order to enhance the ideas presented in the project.
- Have a strong project group
- Time set aside for the project
- Good communication with the traditional leaders
- Time has also to be set aside for the project.