



## **LOCAL GOVERNMENT ASSOCIATION OF ZAMBIA (LGAZ)**

### **CALL FOR ENTRIES FOR THE LGAZ 2025 LOCAL GOVERNMENT AWARDS FOR EXCELLENCE (LGAE)**

#### **SUMMARY OF IMPORTANT DATES**

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| <b>A) 14<sup>th</sup> April 2025</b>                  | <b>- Call for Entries Circulated</b>                                |
| <b>B) 28<sup>th</sup> June 2025</b>                   | <b>- Closing Date for Submission of Entries to LGAZ Secretariat</b> |
| <b>C) 10<sup>th</sup> – 11<sup>th</sup> July 2025</b> | <b>- Adjudication of Entries</b>                                    |
| <b>D) 24<sup>th</sup> July 2025</b>                   | <b>- Awards Ceremony</b>  |

## 1. INTRODUCTION

This is a call for submission of proposals for the Local Government Association of Zambia (LGAZ) 2025 Local Government Awards for Excellence (LGAE). The Awards are conducted annually and are intended to motivate local authorities to design, implement and adopt innovative projects and practices that address their operational and communal needs in a cost-effective and sustainable way. This is expected to strengthen the capacities of local authorities to deliver quality services for local development.

In 2023, the LGAE awards were expanded to include a component **for women leaders in local** government aimed at recognizing women leaders who are making substantial efforts to develop their communities and contributing to the advancement of gender equality and social inclusion in local government.

The LGAE is part of LGAZ efforts to promote improved municipal service delivery through innovation and creativity. The lessons from innovations will be shared with other local authorities through a series of knowledge products and knowledge sharing events such as the Joint 69<sup>th</sup> LGAZ Annual Conference and 22nd AMICAALL General Assembly. The knowledge products will be uploaded on the LGAZ website.

## 2. FRAMEWORK OF THE LOCAL GOVERNMENT AWARDS FOR EXCELLENCE

The framework of the LGAE is structured in two (2) components:

### 2.1 Awards for Local Authorities

Awards under this component are intended for local authorities that demonstrate the ability to take their own initiative to find or adopt efficient and sustainable solutions to their administrative and service delivery challenges. The specific objectives of the Awards for Local Authorities are to:

- a) Encourage initiation or adoption of innovative managerial practices.
- b) Promote good local governance.
- c) Scale up the quality of municipal services.
- d) Promote effective and innovative service delivery approaches.
- e) Build the confidence of communities and other stakeholders in local authorities.
- f) Advance gender equality and social inclusion (GESI) in local government and.
- g) Improve the profile and image of local government.

The solutions identified or adopted by a local authority should involve any of the following focus areas:

- a) **Delivery of Infrastructure and Social Services** - the approach to service delivery in this regard should be one that is financially viable and sustainable.
- b) **Climate Action** – innovative interventions to address the effects of climate change.
- c) **Local Economic Development** – innovative practices in steering and coordinating multi-sectoral development efforts by leveraging on the district's comparative and competitive advantage for economic growth, employment creation and poverty alleviation.
- d) **Participatory Planning and Budgeting** - innovative practices, procedures, tools and systems for planning and decision making as well as allocating and managing resources in an inclusive efficient and accountable manner.
- e) **Inclusive Local Governance** - innovative practices which foster citizen participation in local governance structures and processes, and integrates gender, disability and engagement of women, youths, and other marginalized groups.
- f) **Enhancing Own Source Revenue Base** - innovative ideas to broaden and strengthen local revenue sources.
- g) **Response to Pandemics** – improved practices which bring about enhanced multisectoral preparedness and response to pandemics (e.g. Cholera & HIV & AIDS)

## **2.2 Awards for Women in Local Government**

This component aims to recognize individual elected and appointed women leaders for taking own innovations or initiative to tackle pressing developmental challenges and inequalities in their respective localities (districts and wards). Innovations in this regard are actions or mechanisms that seek to bring about progressive development outcomes in any of the following focus areas:

- a) Championing gender equality and social inclusion at community or district level.
- b) Engagement and empowerment of women, persons with disabilities, the elderly, youths, and other marginalised groups.
- c) Environment and climate change.
- d) Collaboration and knowledge sharing.
- e) Health promotion.
- f) Infrastructure development.
- g) Mentorship/role model for young people.

The specific objectives of the **Awards for Women Leaders** are to:

- a) Recognize the efforts of exceptional women leaders in local government.
- b) Raise public awareness of the capabilities of women to lead.

- c) Showcase the abilities of women to fulfill multiple roles.
- d) Raise the profile of the current women leaders to encourage more women to take up leadership roles in local government.
- e) Encourage women leaders to explore innovative avenues to ensure inclusion, diversity and gender equality in development processes within their respective communities.

In this year's edition, five (5) women will be recognised for driving change in their respective communities.

All prizes will be in kind directed toward advancing the prize winner's existing initiatives. networking events.

### 3. EVALUATION CRITERIA

Entries for both local authorities and women leader's awards will be evaluated based on criteria stipulated below:

CRITERIA	EVALUATION QUESTION
<b>Reach (coverage)</b>	What target population was identified for the intervention? What were their characteristics? Why this target population?
<b>Efficiency &amp; Effectiveness</b>	Did innovation realise desired outcomes with minimal use of time and effort? What were the specific outcomes of the innovation?
<b>Originality</b>	How creative was the innovation?
<b>Relevance</b>	Was the innovation appropriate in addressing the problem identified?
<b>Replicability</b>	Can the project be replicated in other contexts in terms of simplicity and inputs?
<b>Sustainability</b>	Can the innovation or intervention be maintained or continued, considering the expertise, finances, and other requirements?
<b>Inclusion</b>	In what ways did the innovation or action address the needs or problems of marginalized groups? To what extent were marginalized groups involved in identifying, designing, and implementing the intervention?

Kindly note that the submission **must** not exceed five (5) pages while PowerPoint Presentations during appearance before the Adjudication team must not exceed 15 slides. You can Download the Application guide on the following link: [www.lgazambia.org.zm/awards](http://www.lgazambia.org.zm/awards)

#### 4. EVALUATION PROCESS AND TIMELINE

Entries for both awards will be considered by an independent National Adjudication Committee through an efficient, fair, and transparent process. To ensure objectivity, the National Adjudication Committee will be composed of five (5) independent persons appointed by the Association and drawn from its stakeholders.

Details regarding the steps and timelines for the 2025 LGAE entry and award cycle are highlighted in the table below:

#	Step	Responsible	Due Date
1.	Circulate Call for Entries	LGAZ	14 <sup>th</sup> April 2025
2.	Submission of Entries to LGAZ	Local Authorities	28 <sup>th</sup> June 2025
3.	Submission of Entries to LGAZ	Women Leaders (Elected and Appointed)	28 <sup>th</sup> June 2025
4.	Adjudication of Entries	National Adjudication Committee	10 <sup>th</sup> – 11 <sup>th</sup> July 2025
	Oral Presentation of Shortlisted Entries	Shortlisted Local Authorities and Women Leaders	
5.	Announcement of Winners during the Awards Ceremony at the Conference	National Adjudication Committee	24 <sup>th</sup> July 2025

#### Additional information:

- Those shortlisted are encouraged to use PowerPoint, photographs, and short video presentations to the National Adjudication Committee.
- The National Adjudication Committee will select the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> outstanding submissions based on the evaluation criteria explained in section three (3).

#### 5. SUBMISSION OF ENTRIES

Local authorities and women leaders interested in participating in the 2025 LGAE are encouraged to prepare and make their submissions not later **28<sup>th</sup> June** via email:

[info@lgazambia.org.zm](mailto:info@lgazambia.org.zm). Please note that a local authority can submit up to a maximum of three (3) entries.

For any clarifications please contact: Mr. Abraham Moobola – Director of Corporate Services on 0977235313 or Email: [Abraham.moobola@lgazambia.org.zm](mailto:Abraham.moobola@lgazambia.org.zm)

A handwritten signature in black ink, appearing to be 'M. Namumba', with a horizontal line extending to the right.

**Ms. Mpatanji Namumba**  
**Executive Director,**