

LECOP PROJECT TEAM MEETING TWO REPORT

DATE: 26TH JULY 2013
VENUE: CUTS International Lusaka Offices
TIME: 10:00-11:30

ATTENDANCE: Mr. Tommy Singongi – Programme Officer, CUTS International Lusaka
Mr. Paul Omondi – Resource Mobilization Advisor, ACF
Mrs. Jessie Nachilima – Officer, ZV

AGENDA

- To review the application for consultant services as advertised in the Daily mail on July 22nd

1. The team meeting started at 10:00 hrs. The team was informed by Mr. Tommy Singongi that only two applications came through from consultants. The team agreed to go ahead and review the two applications received, the first one was from Isikanda Wamulwenge who showed beyond reasonable doubt that he/she had vast experience in Finance and management rather than policy research. The team all agreed that he/she was not suitable for the task at hand. Others reasons were that the methodology they presented lacked some important information such as the sample size or a detailed approach to data collection and the figures presented in their budget were not accurate.

2. The team decided to engage the second applicant from Mr. Jacob Nyamadzawo, Bernard Banda and Team as they showed all the necessary information in their detailed Methodology. Their budget was well presented and fits within the LECOP budget allocation for the research study.

Action Points

- Mr. Singongi will email the PAC the applications received and inform them the teams decision.
- Mr. Singongi will also prepare a report for month one to the PAC.
- The team agreed to meet on Monday, 29th July at 14:00 hrs to prepare for the interview with the research consultants at 14:30 the same day.
- Mr. Paul Omondi will prepare the questions for the interview.

Minutes prepared by Jessie Nachilima and reviewed by Tommy Singongi