Telephone: +260 211 251 375 / 251388 / 251483
General inquiries:
Secretary to the Cabinet
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In reply please quote

No. CO. DS/101/11/9

REPUBLIC OF ZAMBIA

OFFICE OF THE PRESIDENT
CABINET OFFICE

P. O. BOX 30208
LUSAKA
ZAMBIA

8th September, 2026

The Permanent Secretary
Provincial Administration
Central Province
KABWE

The Permanent Secretary
Provincial Administration
Copperbelt Province
NDOLA

The Permanent Secretary
Provincial Administration
Eastern Province
CHIPATA

The Permanent Secretary
Provincial Administration
Luapula Province
MANSA

The Permanent Secretary
Provincial Administration
Lusaka Province
LUSAKA

The Permanent Secretary
Provincial Administration
Muchinga Province
CHINSALI

The Permanent Secretary
Provincial Administration
Northern Province
KASAMA

The Permanent Secretary
Provincial Administration
North-Western Province
SOLWEZI

The Permanent Secretary
Provincial Administration
Southern Province
CHOMA

The Permanent Secretary
Provincial Administration
Western Province
MONGU

Att: Provincial Local Government Officers

RE: ZAMBIA DEVOLUTION SUPPORT PROGRAMME (ZDSP) - 2026 LOCAL AUTHORITY PRELIMINARY ANNUAL PERFORMANCE SELF ASSESSMENT

Reference is made to the subject matter above.

2. As you are aware, Government is implementing a US$210m Zambia Devolution Support Program (ZDSP) approved by the World Bank. The program aims to support the Governments agenda for decentralisation focusing on fiscal decentralisation, devolution of functions, strengthening institutional performance and capacity building for Local Authorities (LAs). Specifically, the Program seeks to strengthen the financing, institutional performance, and accountability of Local Authorities in Zambia.

3. Cabinet Office, through Decentralisation Secretariat (DS) is responsible for implementation of Disbursement Linked Indicator (DLI) No.2 on improved performance in budget practices, transparency, and citizen engagement. The Annual Performance Assessment (APA) forms a cornerstone of the ZDSP, providing a structured mechanism to evaluate how local authorities are performing against agreed governance, financial management and citizen engagement benchmarks access Capital grants.

4. The 2025 APA recorded significant improvements in the performance of Local Authorities, particularly in financial transparency and publication of audited financial statements. Notwithstanding these improvements, the 2025 APA identified several challenges which require continued corrective measures. These included weaknesses in stakeholder engagement, inconsistencies in the quality and management of information published by Local Authorities, difficulties in locating documents on Local Authority websites, inadequate version control of documents, and challenges relating to internet connectivity and digital infrastructure.

5. In light of these findings, you are requested to ensure that all Local Authorities within your respective Provinces undertake and complete the 2026 DLR 2.2 Self-Assessment Tool provided by the Decentralisation Secretariat. The 2026 self-assessment is intended to provide each Local Authority with an opportunity to undertake an honest and systematic review of its preparedness for the 2026 APA and to address identified weaknesses before the formal assessment. Specifically,

the self-assessment will enable each Local Authority to assess its preparedness on the following performance indicators:

(i) Signed **audited financial statements for 2025** published on the Council website;
(ii) Unmodified audit opinion for the **2025 financial statements**;
(iii) List of proposed and approved projects, **broken down by Ward**, including **simple justification for non-approval**, is published on Council Website;
(iv) **Approved Stakeholder engagement plan** and **an Annual Report on Stakeholder Engagement** which shows stakeholder engagement activities compared to the stakeholder engagement plan and **Signed Minutes** of at least **Four (4) Stakeholder Meetings** for the year 2026 Budget Preparation (one with business stakeholders, one for youth stakeholders, one for women stakeholders and one with citizen/community stakeholders) and are published on the website; and
(vi) Publication on the website of semi-annual **budget execution reports** generated from the financial portal.

6. In view of the foregoing, all Provincial Local Government Officers are hereby guided to take immediate steps to ensure that every Local Authority within their jurisdiction completes an online self-assessment using the prescribed tool, as part of preparations for the 2026 APA process. This exercise must be prioritised and closely monitored to support improved performance and maximise eligibility for capital grants under the ZDSP. The completed self-Assessment tools must be submitted online through this link https://ee.kobo.grz.gov.zm/x/uHTYdayO and the PDF signed copy to the PLGOs and the Decentralisation Secretariat through email to Trevor.Mwaba@Cabinet.gov.zm by **18th September 2026**.

Alfred S. Sakwiya
Permanent Secretary
MANAGEMENT DEVELOPMENT DIVISION

CC: The Secretary to the Cabinet
Cabinet Office
LUSAKA

The Deputy Secretary to The Cabinet-FED
Cabinet Office
LUSAKA

The Permanent Secretary (A)
Ministry of Local Government and Rural Development
LUSAKA