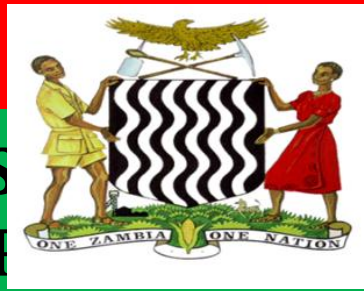


REPUBLIC OF ZAMBIA



**NATIONAL STRATEGY ACTION PLAN  
FOR REFORMS IMPROVING  
CIVIL REGISTRATION AND VITAL  
STATISTICS**

User1

MINISTRY OF HOME AFFAIRS - DEPARTMENT OF NATIONAL REGISTRATION, PASSPORTS AND  
CITIZENSHIP KUNDALILA HOUSE, DEDAN KIMATHI ROAD, LUSAKA



## **FOREWORD**

Civil Registration is a major foundation for a legal system for establishing the rights and privileges of individuals in a country. On the other hand, where it is comprehensively maintained, it is main source of vital statistics and essentially complements the censuses and periodic national level household survey.

Vital Statistics are an essential input for the planning of human development therefore, making knowledge of the size and characteristics of a country's population on a timely basis a prerequisite to socioeconomic planning. It is important to underscore the fact that a population increases by the addition of live births and decreases by the subtraction of deaths occurring in a population. This becomes crucial for estimating population changes and the structure of that population.

Information about live births occurring over a time period classified by various characteristics of women giving birth can help determine the dynamics of reproduction. Information in deaths classified by various characteristics of the deceased especially age and sex can equally be used in calculating life tables and estimating the probability of dying at various ages. The fertility and mortality can easily be derived from civil registration information.

However, civil registration and vital statistics system remain underdeveloped in Zambia. An Internal assessment conducted by the Department of National Registration, Passport and Citizenship (DNRPC) in 2012 revealed that birth and death registration is at less than 5% coverage.

Recognizing the invaluable contribution civil registration information can play in projecting rights of citizens and its linkages to socio economic planning the National Plan of Action (NAP) to improve Civil Registration and Vital Statistics System (CRVS) was developed.

**Hon. Dr Ngosa Simbyakula, MP**  
**Minister of Home Affairs**

## ACKNOWLEDGEMENTS

The Ministry of Home Affairs recognizes invaluable contributions from various stakeholders towards the preparation of this plan. The formulation of this plan involved participation of various stakeholders at different levels.

The contributions of sectoral ministries such as the Ministry of Health, Ministry of Finance and National Planning through the Central Statistical Office, Ministry of Education, Ministry of Community Development Mother and Child Health, Ministry of Local Government and Housing, Ministry of Transport and Communications and Ministry of Chiefs and Traditional Affairs. Appreciation is further extended to Cooperating Partners namely: UNICEF, USAID, Zambia Institutional Reform Programme, UNFPA, UNDP and UNHCR for technical and financial support throughout the process of developing this National Action Plan aimed at Improving Civil Registration and Vital Statistics.

I would also like to specially recognize the efforts of the Civil Registration and Vital Statistics Task Team members for their contribution to the assessment process; and Mr. Martin Nyahoda-Principal Registrar of Births, Marriages and Deaths (DNRPC), Ms Brivine Sikapande-Principal Planner Health Systems Development (MCDMCH), Mr. Palver Sikanyiti-Senior Demographer (CSO), Mr. Peter Moyo-Principal Registrar (DNRPC) and Mr. Lisuba Kabanda Regional Passport and Citizenship Officer (DNRPC) for the tireless efforts that went into drafting this action plan.

**Dr. Peter Mwaba**  
**Permanent Secretary**  
**Ministry of Home Affairs**

## LIST OF ACCRONYMNS

|        |   |
|--------|---|
| BDR    | Birth and Death Registration                                  |
| CRVS   | Civil Registration and Vital Statistics                       |
| CSO    | Central Statistics Office                                     |
| DHS    | Demographic Health Survey                                     |
| DNRPC  | Department of National Registration, Passport and Citizenship |
| ICT    | Information and Communication Technology                      |
| LCMS   | Living Conditions Monitoring Survey                           |
| MCDMCH | Ministry of Community Development, Mother and Child Health    |
| MoH    | Ministry of Health  |
| MoHA   | Ministry of Home Affairs                                      |
| MoLGH  | Ministry of Local Government and Housing                      |
| MoYS   | Ministry of Youth and Sport                                   |
| NAP    | National Action Plan  |
| NGO    | Non-Governmental Organization                                 |
| NRC    | National Registration Card                                    |
| SAVVY  | Sample Vital Registration with Verbal Autopsy                 |
| SBS    | Sexual Behavioral Survey                                      |
| UNCRC  | United Nations Convention on the Rights of the Child          |
| UNICEF | United Nations International Children Education Fund          |
| UNDP   | United Nations Development Fund                               |
| UNFPA  | United Nations Population Fund                                |
| UNHCR  | United Nations High Commission for Refugees                   |
| USAID  | United States Agency for International Development            |
| VA     | Verbal Autopsy  |

# TABLE OF CONTENTS

## Contents

### Page

|   |           |
|---|-----------|
| FOREWORD .....  | 3         |
| ACKNOWLEDGEMENTS .....  | 4         |
| <b>1.0 CHAPTER ONE</b> .....  | <b>8</b>  |
| <b>1.1 Introduction</b> .....   | <b>8</b>  |
| <b>1.2 Background</b> .....   | <b>9</b>  |
| 2.1 Situational Analysis .....  | 11        |
| <b>2.2 Birth and Death Occurrence in Zambia</b> .....                                   | <b>11</b> |
| <b>2.3 Birth Registration</b> .....   | <b>12</b> |
| 2.3.1 Challenges in Achieving Complete Birth Registration .....                         | 12        |
| 2.3.2 Factors Affecting the Supply Side .....   | 12        |
| 2.2.3 Bottlenecks Affecting the Demand for Birth Registration.....                      | 13        |
| <b>2.3 Death Registration</b> .....   | <b>14</b> |
| <b>2.3.1 Problems associated with Death Registration</b> .....                          | <b>14</b> |
| <b>2.4 Death Registration and Generating Causes of Death Statistics in Zambia</b> ..... | <b>15</b> |
| <b>2.5 National Registration and Issuance of National Travel Documents</b> .....        | <b>15</b> |
| <b>2.6 Citizenship</b> .....  | <b>16</b> |
| <b>2.7 Adoptions</b> .....  | <b>16</b> |
| <b>2.8 Marriage and Divorce Registration</b> .....                                      | <b>17</b> |
| CHAPTER THREE .....   | 18        |
| 3.1 Rationale .....   | 18        |
| 3.1 <b>Strategic Shift</b> .....  | <b>18</b> |
| 3.2 <b>Vision</b> .....   | <b>19</b> |
| 3.3 <b>Strategic goals</b> .....  | <b>19</b> |
| 3.4 <b>Strategic outcomes</b> .....   | <b>19</b> |
| 3.5 <b>Critical Success factors</b> .....   | <b>20</b> |
| 4.3 Thematic Areas of Focus .....   | 21        |
| 4.3.1 Organizational and Management Issues.....   | 21        |
| 4.3.2 Death Registration and Causes of Death Information.....                           | 24        |
| 4.3.3 Use of Information and Communication Technology in civil registration .....       | 26        |

|                    |  |    |
|--------------------|--|----|
| 4.3.4              | Vital Events Registration for Refugees and Minority Groups ..... | 28 |
| 4.3.5              | Vital Statistics from Civil Registration .....                   | 30 |
| 4.3.6              | Communication, Advocacy and Awareness creation.....              | 31 |
| 4.3.7              | Policy and legal framework .....                                 | 32 |
| CHAPTER FIVE ..... |  | 33 |
| 5.1                | COORDINATION .....   | 33 |
| 5.2                | RESOURCE REQUIREMENTS, MOBILIZATION SUSTAINABILITY .....         | 34 |
| 7.1                | COST FRAMEWORK FOR THE NATIONAL ACTION PLAN .....                | 36 |

## **1.0 CHAPTER ONE**

### **1.1 Introduction**

The United Nations defines Civil Registration as the continuous, permanent, compulsory and universal recording of the occurrence and characteristics of vital events pertaining to the population in accordance with legal requirements of each country. These vital events are live births, adoptions, legitimations, recognitions, deaths and foetal deaths, marriages, divorces and separations.

The department of National Registration Passport and Citizenship under the Ministry of Home Affairs is mandated to carry out Civil Registration in Zambia.

A vital statistics system is defined as a process of compiling, processing, evaluating, presenting and disseminating civil registration information in statistical form. The mandate to produce and disseminate these statistics in Zambia lies with the Central Statistical Office in the Ministry of Finance and National Planning

Zambia is among the African countries with the lowest developed civil registration and vital statistics system. According to the 2012 internal assessment carried out by the Department of National Registration, Passports and Citizenship which is mandated to register births and deaths under the births and deaths Registration ACT Chapter 51 of the Laws of Zambia, the registration coverage is at less than 5%. Lack of completeness in registration coverage has led to subsequent non- use of civil registration information to inform and guide policy formulation. Consequently Central Statistical Office which has the mandate to produce and disseminate vital statistics is overly dependent on the following sources of vital statistics:

- Population Censuses
- Household based surveys such as the Demographic and Health Survey(DHS)
- Sexual Behavioural Survey (SBS)

Living Conditions Monitoring Survey (LCMS)

## **1.2 Background**

In September 2012 a second conference of African Ministers responsible for Civil Registration was held in Durban, RSA which recommended strengthening planning, budgeting, monitoring and evaluation of CRVS. The conference stressed the importance of formulating country owned concrete and time bound National Action Plans for the improvement of CRVS systems. The inclusion of action plans in national development plans so as to feed into national budgets was further recommended.

The importance of civil registration and vital statistics in advancing Africa's development agenda including accelerating regional integration and meeting Millennium Development Goals (MDGs) was recognized. In the light of the above, African Ministers reaffirmed commitment to scale up efforts to improve CRVS systems in respective countries.

Against this background, an expert group was formed to oversee the overall development of the National Action Plan to reform and improve civil registration and vital statistics in Zambia.

Through this action plan, Government is committed to continue developing appropriate policies and strategies to reform and improve CRVS in Zambia through:

- I. Improving the availability and accessibility of civil registration services by devolving services to local levels. This thematic area has two streams:
  - a. Integration of the health system into civil registration
  - b. Integration of the community system into civil registration
- II. Adopting appropriate technologies to speed and scale up civil registration, manage civil registration records and application of ICTs in improving CRVs.
- III. Strengthening and facilitating coordination between Central Statistical Office and the Department of National Registration, Passport and Citizenship to ensure development of vital statistics from civil registration information.

IV. Awareness creation and public education on the importance of civil registration

The development of this action plan took into account background information from birth registration studies and assessments conducted by the Department of National Registration, Passport and Citizenship in 2008 and 2012 with the support from UNICEF. Conclusions and recommendations from the 7<sup>th</sup> ASSD and 8<sup>th</sup> ASSD held in January 2012 in Cape Town, RSA and, Yamoussoukro Cote D'Ivoire in November 2012 respectively; and the second conference of African Ministers responsible for civil registration held in Durban, RSA in September 2012 were further taken into account.

Supplementary information on integration of civil registration into the community system was obtained from an assessment conducted in Chief Mumena in October 2012. The bottleneck analysis conducted by the UNICEF in March 2012 provided much insight on bottlenecks both in the supply and demand context. Internal DNRPC assessments conducted in Luapula, Eastern and Southern Provinces gave insights into administrative bottlenecks.

It is envisaged that the thematic areas which form the underpinning's of this action plan will dissolve the bottlenecks and guarantee the improvement of civil registration and vital statistics in Zambia.

## CHAPTER TWO

### 2.1 Situational Analysis

The situational analysis of Civil Registration and Vital Statistics in Zambia is based on the supplementary assessment of the National Civil Registration and Vital various studies and surveys undertaken by the Department of National Registration, Passport and Citizenship and Statistics System conducted between November 2013 and January, 2014. This assessment was based on the regional assessment tools and guidelines developed by the Regional CRVS secretariat based at the United Nations Economic Commission for Africa. Supplementary information was obtained from the studies conducted by the Department of National Registration, Passport and Citizenship in corroboration with cooperating Partners. Statistical information produced by Central Statistical Office were also taken into consideration. Accordingly, the information in the situational analysis presented in this action plan is premised on the following reports;

- a) Report on the Supplementary Assessment of the National ,Civil Registration and Vital Statistics System, 2014
- b) Status Report- Birth Registration of Refugee Children in Africa, UNHCR, 2012
- c) Zambia Demographic and Health Survey, 2007
- d) An internal assessment of Birth and Death registration coverage by DNRPC, 2012
- e) Birth Registration Survey, GRZ/UNICEF, 2008
- f) United Nations Principles and Recommendations for a Vital Statistics System, 2010
- g) Birth Registration Bottleneck Analysis, UNICEF, 2012
- h) Pilot 2010 SAVVY Results
- i) Traditional Leaders involvement in Civil Registration, A case study of Chief Mumena's Chieftdom, DNRPC, 2012
- j) Internal Assessments conducted by Tetra Tech ARD under the US AID Zambia Institutional Reform Program focusing on Information Technology, Human Resource, Corruption, Organizational and Management Issues.

These assessments and reports provided a broad insight into the challenges that have continued to militate against the development of Civil Registration and Vital Statistics in Zambia. They further provide a sound basis for developing solutions to counter the bottlenecks in a holistic and integrated framework.

### 2.2 Birth and Death Occurrence in Zambia

According to the 2007 Zambia Demographic and Health Survey report, Maternal Mortality Ratio (MMR) increased from 649 deaths per 100,000 population in 1996 to 729 in 2002 and then declined to 591 in 2007. The increase was attributed to an increase in the number of women delivering at home without skilled attendants and partly due to the HIV and AIDs Pandemic. Access to health services at community level remains to be poor especially access to emergence obstetric care.

The Demographic Health Survey (DHS) report (2007) revealed that about 52% of births occur at home while 43% of deliveries occur in the public health facilities while 5% in private health facilities. The percentage of births attended by skilled personnel declined from 51% in 1992 to 47% in 2007. It was estimated that younger women and women having their first delivery are more likely to deliver in health institutions. The same report indicates that urban women are more likely to deliver in health facilities compared with the rural counterparts.

Access to skilled medical attendants for women especially in rural areas can be attributed to several factors including long distances to the health facilities, lack of adequate infrastructure, poor transport systems and poverty.

Similarly, a pilot study on the Sample Vital Registration with Verbal Autopsy (SAVVY, 2010) indicates that about 49% of the deaths occur at home and are not recorded in the health facilities. Reasons are attributed to accessibility issues in terms of long distances and lack of transport to health facilities.

## **2.3 Birth Registration**

According to the 2007 Zambia Demographic and Health Survey report, it was estimated that birth registration is at 14% national coverage. Five percent of the poorest population have at least 20% of children registered while Thirty One percent (31%) of the richest have 20% of their children registered. In terms of rural/urban divide, about Nine percent (9%) of rural children have their births registered while Twenty Eight percent (28%) urban children have their births registered. Whilst the available national data provides a worrying picture of birth registration in Zambia, it also masks disparities at district level which are even of greater concern than those indicated in the national figures.

### **2.3.1 Challenges in Achieving Complete Birth Registration**

Arising from the Supplementary Assessment of the National CRVS (2014) and the UNICEF Birth Registration Bottleneck Analysis (2012), various factors on the Supply and Demand sides affecting complete coverage of birth registration were identified. Factors affecting the supply and demand sides are discussed separately.

### **2.3.2 Factors Affecting the Supply Side**

- a) **Geographic Factors:** Zambia is vast country with a sparse population. While the department of National Registration, Passport and Citizenship has representation in every district, the districts are vast with only one registration Centre located at the district headquarters. This leads to issues of remoteness and related costs associated with reaching small remote populations.
- b) **Certification of registered births is centralized at the Department of National Registration Headquarters.** This results in creation of a backlog of applications as a few headquarters (HQ) staff have to deal with applications from all provinces. Centralization further creates the costs associated with application transmission from districts to provinces then to headquarters and back again. This further increases lead times resulting to discouragement of the public.

- c) Low staffing and skills levels in officers: There is inadequate, unsystematic and unplanned orientation of service providers. The low staffing levels makes the department of National Registration, Passport and Citizenship incapable of conducting mass registration. There has been lack of significant investment both technical and financial in reforming and improving the structure of the Department of National Registration, Passport and Citizenship

### 2.2.3 Bottlenecks Affecting the Demand for Birth Registration

- a) Lack of Information: There is limited information at local level on birth registration and the legal requirements to both communities and service providers. The majority public do not understand the importance and benefits of birth registration.
- b) Long Distances to Registration Centres: This makes it difficult for families most of whom are poor and living in remote areas to access the service due to long distances to registration centres which are only available at district headquarters.
- c) Wide Acceptance of User alternative Documents: Birth records and under-five clinic cards are widely and easily accepted in lieu of birth certificates in accessing services that may require birth certificates such as enrollment into school and accessing health services. The use of affidavits in lieu of birth certificates for obtaining National Registration Cards and travel documents has contributed to low demand for birth registration.
- d) Social Factors: The common social factor contributing to low birth registration is child naming. The naming of children especially for the rural populace is done several days after the child is born. This is attributed to local customs and beliefs and affects the registration of children immediately after birth as the child's full names are not available for registration.

As part of the bottleneck analysis, sampling was undertaken of district level registration data in three pilot provinces of Eastern, Luapula and Southern. District level data as notification of birth was then compared to the projected live birth rates taken from the population 2000 to 2015 Demographics Report, Ministry of Health/Central Statistical Office.

The findings reveal that birth registration rates are actually significantly lower than what the national data reveals. An example of Eastern Province registration is provided below:

## EASTERN PROVINCE

### 2011 Aggregate Birth Registration Data

| Districts | Notice of Birth | Certificates | Live Births | % Live Births with Birth Certificates |
|-----------|-----------------|--------------|-------------|---------------------------------------|
| Chadiza   | 18              | 0            | 6,550       | 0                                     |
| Chipata   | 336             | 40           | 25,611      | 1.3                                   |
| Mambwe    | 22              | 22           | 3,291       | 0.7                                   |
| Nyimba    | 47              | 08           | 4,197       | 0.2                                   |
| Petauke   | 387             | 106          | 17,313      | 0.6                                   |

Source: GRZ/UNICEF 2012 Bottleneck Analysis

### 2.3 Death Registration

Deaths are registered under the births and deaths Registration Act chapter 51 of the Laws of Zambia. The Office of the Registrar General is charged with the responsibility of registering deaths occurring within the boundaries of the Republic of Zambia.

According to the 2010 pilot Sample Vital Registration with Verbal Autopsy results from four provinces, 49% of deaths occur at homes and the rest occur in health facilities while 7% occur in other places.

The registration coverage on deaths is lower than birth registration statistics. An internal assessment conducted in July 2012 by the Department of National Registration, Passport and Citizenship revealed that most districts especially in rural provinces do not register deaths. According to the report, only 22% out of a sample of 26 districts in Copperbelt, Central and North-Western Provinces register deaths. The internal assessment further showed that less than 1% of deaths occurring in Zambia are registered with the Civil Registration Authority. Most districts where registration of deaths is conducted reported that registration is conducted by local authorities. The Department of National Registration, Passport and Citizenship receive the notification forms for issuance of death certificates.

#### 2.3.1 Problems associated with Death Registration

Death Registration in Zambia is faced with many challenges. A weak coordination mechanism between the Department of National Registration, Passport and Citizenship and Local Authorities contributes to lack of certification of deaths registered by Local Authorities. Granted Local Authorities capture a significant number of deaths especially those occurring in health facilities. These are further transmitted to the Registrar General's office. However, the office of the Registrar General does not Register and certify applications immediately except on request. This has created a huge backlog of unregistered and uncertified deaths by the Registrar General's office. As part of activities in this National Action Plan, there is

need to put up deliberate interventions to register and digitize the backlog of notices of death submitted to Registrar Generals office by Local Authorities. This would further improve on generating causes of death statistics.

Lack of coordination among the Road Transport and Safety Agency, the Zambia Police Service and the Department of National Registration, Passport and Citizenship has contributed to failure to register deaths occurring as a result of road traffic accidents.

The collapse of village registration which served as local population registers has compounded to the problem of capturing community deaths.

#### **2.4 Death Registration and Generating Causes of Death Statistics in Zambia**

Registration of deaths is critical in generating causes of death statistics because individual deaths are registered with causes of death as per legal provisions of the Births and Deaths Registration Act chapter 51 of the Laws of Zambia.

For some years, the Central Statistical Office produced Vital Statistics including causes of death information based on civil registration data. However, the information collected from the Department of National Registration is affected by incomplete reporting and recording of vital events. This has affected the generation of causes of death statistics from civil registration information. This has led to the Central Statistical Office to be dependent on Population Censuses and Household Surveys in producing causes of death statistics.

Registration of causes of death for deaths occurring in health facilities is easy because qualified physicians attending to deceased persons establish the causes of death which are subsequently registered as indicated on the medical cause death. On the other hand, it is difficult to register causes death for 49% of deaths estimated to occur at homes because deceased persons may not have been attended to by qualified physicians capable of determining the cause of death. It is hoped that Verbal Autopsy (VA) will bridge this gap in the short term while access to health facilities by all with qualified health personnel is the permanent solution. This should be governments' focus in the long term.

This situation has negatively affected production of causes of death statistics which is critical in monitoring infant and child mortality including disease trends which is important in monitoring MDGs.

#### **2.5 National Registration and Issuance of National Travel Documents**

National Registration which is concerned with the issuance of National Identity cards called National Registration cards (NRCs) is conducted under the National Registration Act CAP 126 of the Laws of Zambia.

The issuance of National Travel Documents which include Passports and Travel Documents of Identity is conducted under the Passport Act.

The issuance of National Registration cards to and passports to citizens is dependent on proof of citizenship. The proof of Citizenship is dependent on ascertaining the place of birth of a person and the nationality of parents at the time of birth of the applicant. Thus, the registration of births plays a critical role in determination of Citizenship and subsequent qualification of individuals for obtaining National Registration Cards and National Travel documents.

However, because of the weaknesses in birth registration, the issuance of national registration cards and passports rely on affidavits which are sworn statements. There is a weak link between registration of births and acquisition of these important documents. This has resulted in difficulties in detecting applicants who are not eligible to acquire documents which must only be acquired by Zambian citizens. Applicants who satisfy the requirements of affidavits usually get away with the service regardless of their nationality. This encourages fraudulent activities in acquisition of national identity documents and travel documents.

Strengthening registration of births and deaths should ultimately lead to strengthening processes for acquisition of national identity cards and travel documents. Much as the present national Registration Card is susceptible to forgery because of being produced using outdated technology, the process of acquisition is more important in securing the document. Thus, there should sufficient investment in technology and human resource strengthening all vital registration which is linked to citizenship. This is the durable solution to further securing other documents which are only supposed to be acquired by Zambian citizens.

## 2.6 Citizenship

Registration for citizenship for eligible applicants is conducted under the Citizenship Act Cap 124 of the Laws of Zambia. Persons qualifying and successfully registered under this Act become eligible to enjoy the rights and privileges of Zambian citizen. This includes obtaining National Identity and Travel documents and participating in the electoral process. It is therefore important to keep track persons registered as citizens and link it the register both manually and electronically to other aspects of civil registration and acquisition of National Identity documents. This would make it easier for identification and determination of eligibility for persons applying for national identity cards and travel documents.

The creation of the National electronic civil register should not overlook the inclusion of persons registered as Zambian citizens under the provisions of the Citizenship Act chapter 124 of the Laws of Zambia.

## 2.7 Adoptions

Adoptions in Zambia are regulated by the Adoption Act Chapter 54 of the Laws of Zambia. The Department of Social Welfare in the Ministry of Community Development Mother and Child Health facilitates the adoption process. Subordinate courts are charged to hear and grant adoption petitions in accordance with the

provisions of the adoption act. Once Granted the Registrar General is compelled to register the adoption in accordance with part III of the adoption act.

Adoptions have citizenship implications. Section 11 of the Citizenship Act chapter 124 of the laws of Zambia states that a child adopted under the provisions of the Adoption Act shall if he was not a citizen at the date of such adoption become a citizen by adoption on the date of such adoption if the adopter, or, in the case of a joint adoption, one of the adopters was at the date of adoption a citizen.

Such a child then becomes a citizen eligible for all citizen entitlements which include acquisition of national identity and travel documents for citizens. Reforming and improving civil registration should not exclude registration and tracking of adoptions because of the direct implications it has on citizenship. Technological investments and improvements in civil registration should help to link adoptions to acquisition of national identity and travel documents. The electronic national civil register should be inclusive of adoptions.

## **2.8 Marriage and Divorce Registration**

Registration of Marriages is the mandate of the Department of National Registration Passport and Citizenship under the Ministry of Home Affairs. Registration of Marriages is regulated under the Marriages Act chapter 50 of the Laws of Zambia. It is worth to note that only statutory marriages are regulated under the Marriages Act and accordingly registered with the office of the Registrar General. Customary Marriages are not regulated under the Marriages Act. Customary marriages are therefore not registered with the Office of the Registrar General. Local Courts are charged with the responsibility of administering customary marriages.

Registration of marriages is important for the identification of children resulting from the union and subsequent determination of citizenship of children. Further, registration of marriages plays a key role in interstate succession and property administration in an event that of death of one of the spouses.

Local Authorities and Ministers of Religion solemnize statutory marriages. Most statutory marriages are however solemnized by Local Authorities which subsequently issue Certificates of Marriage. Certificates of Marriage are then forwarded to the Office of the Registrar General for Certification.

Lack of capacity in staff at district offices on the legal provisions for solemnization and registration of marriages has contributed to low marriage registration and certification.

Though statistics were not collected to determine the percentage of marriages registered against solemnized marriages, it has been observed that few solemnized marriages are registered. There has been no deliberate mechanism put in place for coordination between the Office of the Registrar General and Local Authorities to ensure that all solemnized marriages are registered.

## **CHAPTER THREE**

### **3.1 Rationale**

The Government of the Republic of Zambia recognizes the invaluable contributions CRVS plays in socio economic planning and monitoring MDGs besides protecting human rights.

Civil Registration is the conventional data source for the generation of continuous and complete vital statistics that provides key health demographic statistics, including many of the Millennium Development (MDG) Goal Indicators. Furthermore, civil registration produces various legal and administrative information documents that are the basis for safeguarding basic human rights including children and women's rights. Civil Registration can also provide critical information required for the implementation of decentralization and democratization of processes currently progressing in most African countries.

Strengthening birth and death registration for example, has significant impact on securing the national identity system. A secure national identity system contributes to having a robust and credible electoral process. A secure national identity system has significant positive implications on various social security systems which includes pensions and insurance.

Further Government shall adequately engage Civil Society, Faith Based organizations, Media Houses and the Private Sector in an effort to strengthen CRVS systems.

### **3.1 Strategic Shift**

The registration of vital events in Zambia has not been proactively undertaken. This is despite the country having compulsory registration laws on births and deaths. This has resulted in extremely low registration completeness and coverage. The country is therefore unable to produce and disseminate vital statistics on births, deaths and causes of death to contribute to planning and evaluating national programmes including MDGs based on Civil Registration.

The government of the Republic of Zambia has recognized the need for a paradigm shift from the current practices and trend in vital event registration to a more vibrant system. This shift means that the government through the department of National Registration, Passport and citizenship which is the Civil Registration Authority in Zambia shall proactively endeavor to register all births and deaths occurring in the republic and devise mechanisms to capture marriages and divorces.

This should translate in the annual publication of vital statistics through the Central Statistical Office on births, deaths and causes of death. This will help the country to have the data for monitoring maternal and child mortality, the disease burden at the lowest administrative levels and calculating life expectancy.

### **3.2 Vision**

A Zambia where all vital events are registered and vital statistics derived there from by the year 2030.

### **3.3 Strategic goals**

- 3.3.1 A legal framework that meets regional and international standards and compels compulsory registration and compliance.
- 3.3.2 A Civil Registration Authority with an organizational structure and infrastructure that are responsive to the CRVS needs.
- 3.3.3 Produce vital statistics based on the civil registration system
- 3.3.4 To have a communication and advocacy strategy that is responsive to information needs on CRVS
- 3.3.5 Complete registration of all vital events occurring among Refugees and other minority population groups.
- 3.3.6 Register all deaths and produce internationally acceptable cause of death information for deaths occurring in health facilities and communities.
- 3.3.7 Information and communication technology infrastructure that is adequate and appropriate for capturing, processing, analyzing, reporting, and storage of civil registration records and also linking other systems related to CRVS.

### **3.4 Strategic outcomes**

- 3.4.1 Appropriate Civil Registration Authority organization structure and infrastructure capable of meeting CRVS needs
- 3.4.2 Percentage of registration of births increased from the estimated 14% to 80% and percentage of deaths increased from the estimated less than 1% to 60 over a ten year period
- 3.4.3 A Zambian population well informed on the need and requirements to report and register vital events
- 3.4.4 Vital statistics products including cause of death information from civil registration made available to inform policy and planning at the lowest administrative level.
- 3.4.5 Capturing all vital event occurring among refugees and other minority groups
- 3.4.6 A fully computerized CRVS system able to conduct electronic capture, processing, storage and analysis of vital events

### **3.5 Critical Success factors**

The realization of the outcomes espoused in this strategic plan is dependent on the following critical success factors:

- 3.5.1 Availability of a Statutory Instrument that will facilitate decentralization
- 3.5.2 Enactment of the laws that allow for sharing of data and identify the lead agency
- 3.5.3 Availability of ICT infrastructure
- 3.5.4 Availability of financial resources
- 3.5.5 Implementation of the revised DNRPC establishment
- 3.5.6 Presence of an advocacy and communications strategy
- 3.5.7 Availability of ICD manuals in all institutions dealing with death reporting and registration
- 3.5.8 Availability of trained health personnel in ICD classification and coding of causes of deaths
- 3.5.9 Sensitized community on the importance of registering vital events
- 3.5.10 Harmonized indicator definitions, data collection tools and reporting structure

## CHAPTER FOUR

### 4.1 Purpose of the action plan

Civil Registration as mentioned in the preceding sections is very low in Zambia. As such, the country has embarked on strategies aimed at reforming and improving Civil Registration and Generation of Vital Statistics from Civil Registration Records.

In view of the above, this action plan is aimed at improving Civil Registration and Vital Statistics in Zambia. It outlines strategies and activities to achieve robust system which is able to contribute to vital statistics needs. It is further aimed at linking civil registration to the national ID and travel document issuance to contribute to national security.

### 4.2 Strategic objectives and specific objectives

Strategic objectives and specific objectives are articulated according to thematic areas as discussed below.

### 4.3 Thematic Areas of Focus

The interventions in this National Action Plan to reform and improve civil registration and vital statistics are divided into specific thematic areas. The interventions address bottlenecks both on the supply and demand sides. Interventions cover organizational and Management issues, integration of civil registration into the health and community systems, policy and legislative issues, the use of ICTs in civil registration, bridging the gap between civil registration and the National Statistical system and communication, awareness creation and public education.

#### 4.3.1 Organizational and Management Issues

The Department of National Registration, Passports and Citizenship with support from the USAID under the Zambia Institutional Reform Program (ZIRP) executed by Tetra Tech ARD conducted an in-depth organizational and Human Resource Assessment. The assessment revealed that there has been lack of significant investment in skills development in staff to support the organizational mission and vision. Furthermore, the organizational structure of the department is not responsive to the changing realities that the DNRPC has to deal with. Significant investment both technical and financial to re-design and overhaul the DNRPC to reflect its broad mandate was therefore recommended. Additional assessments that were conducted on the CRVS situation revealed more challenges in the following areas:

##### a) Weak Linkages among CRVS agencies

The functions in the CRVS system are performed by a number of organisations. However, the organisations operate independent of each other. This has created

disparities in the methodologies employed and quality of data that is collected rendering the data user-producer mechanism weak.

#### b) Inadequate Organisational Structure

The existing current organisational structure is inadequate to meet the needs of a well-functioning CRVS system, for example, the structure does not include statistics, legal, ICT, and public relations units. Human resource staffing at all levels are low contributing to the challenge of increased workloads.

#### c) Registration Procedure

The registration procedures for all vital events is tedious and lengthy requiring the provision of a number of supporting documents such as Affidavit forms, copies of NRC, records of birth, certificate of cause of death and many others.

#### d) Centralized Processing of Applications

The issuance of certificates to all vital events is centralized to DNRPC headquarters. This delays the process of issuing certificates within the stipulated timeframe.

#### e) Management of Records:

Records management is manual based resulting in duplication of records, errors and missing documents. The movement of vital events application forms back and forth has no trail mechanism leading to loss of application forms and delays in service delivery. This complicates the re-application process and discourages the public.

#### f) Performance standards

Lack of adherence to performance standards in monitoring progress has resulted in unspecified lead times which discourages the public from registering vital events.

## MANAGEMENT AND ORGANIZATION

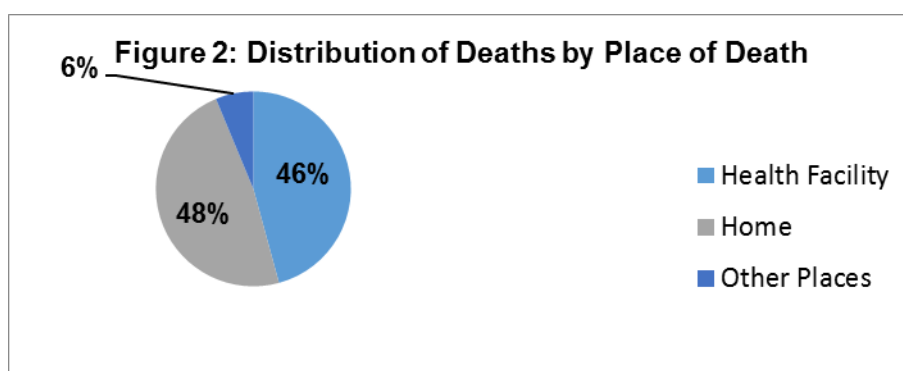
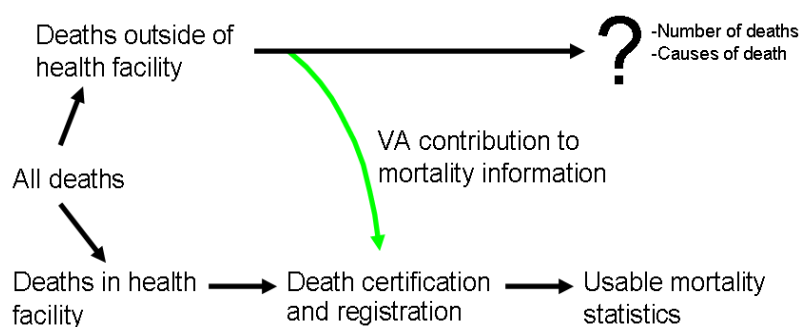
|   |   |
|---|---|
| <b>Strategic Objective:</b> To create a CRVS system with an organizational structure and infrastructure that are responsive to the CRVS needs     |   |
| <b>Specific Objective</b>   | <b>INTERVENTION ACTIVITIES</b>  |
| To improve the CRVS system through a functional decentralized organisational structure at all levels  | <ol style="list-style-type: none"> <li>1. Engage a consultant to review and propose a structure</li> <li>2. Engage MDD to validate proposed organizational structure</li> <li>3. Submission of proposed structure to Cabinet Office</li> <li>4. Conduct a skills gap analysis</li> <li>5. Open up registration centres at Sub district level</li> <li>6. Create functional multi-sectoral CRVS committees at all levels</li> </ol>  |
| To standardize registration and reporting process across the country to have a uniform civil registration process in all districts in the country | <ol style="list-style-type: none"> <li>1. Review the BPR recommendation from studies under USAID/ZIRP</li> <li>2. Validate BPR recommendations visa-a-viz overall development and improvement of CRVS/national identification system ( INRIS )project</li> <li>3. Production and distribution of desk manuals for recommended processes</li> <li>4. Training of staff in new positions</li> <li>5. Review the service charters to respond to the results of BPR and ICT applications</li> </ol> |
| Improve document management including application tracking, storage and retrieval systems   | <ol style="list-style-type: none"> <li>1. Review and implement recommendations and proposals from the USAID/ZIRP Business Process Re-engineering (BPR) report.</li> </ol>   |

#### 4.3.2 Death Registration and Causes of Death Information

Death registration in Zambia is conducted under the births and deaths registration ACT, Chapter 51 of the Laws of Zambia. The Law provides for compulsory reporting and registration of deaths and causes of death, which therefore, is a strong basis for generating statistics on deaths and causes of death from civil registration system. According to the DNRPC internal service delivery assessment of 2012, the percentage of completeness for death registration is estimated at less than one percent (1%).

For some years, the Central Statistical Office produced Vital Statistics including causes of death information based on civil registration data. However, the information collected from the Department of National Registration has been affected by incomplete reporting and registration of vital events. This has affected the generation of causes of death statistics from civil registration information. Consequently, the Central Statistical Office depend on Population Censuses and Household Surveys in producing statistics on deaths causes of death.

Establishing and Registering of causes of death for deaths occurring in health facilities is easy because qualified physicians attending to decedents establish the causes of death as it is a practice for physicians in Zambia complete the internationally recognized medical certificate of the cause of death. However, deaths occurring outside health facilities are not often reported and consequently not registered. According to Sample Vital Registration with Verbal Autopsy 2012 results, 54% of deaths occur outside health facilities. This means that only 46% of deaths in Zambia occur in health facilities. The results described above are depicted in the diagrams below.



The production of good cause of death information is further affected by non - assignment of ICD codes. Currently, Zambia has inadequately used and applied the ICD in the coding of diseases because of the non -availability of up to date ICD materials and appropriate coding skills.

#### DEATH REGISTRATION AND CAUSE OF DEATH INFORMATION

|   |   |
|---|---|
| <b>STRATEGIC OBJECTIVE:</b> To increase the number of deaths reported and registered with appropriately assigned causes of death using International Classification of Diseases |   |
| <b>Specific Objective</b>   | <b>INTERVENTION ACTIVITIES</b>  |
| To Strengthen the use of ICD in the classification of causes of death   | <ol style="list-style-type: none"> <li>1. Develop a training module on the cause of death certification and assignment of ICD codes</li> <li>2. Lobby for the inclusion of ICD training module in the medical staff curriculum</li> <li>3. Institute a training plan for certification of causes of death by medical personnel</li> <li>4. Provide up to date ICD materials to health facilities and other institutions dealing with reporting and registration of deaths</li> <li>5. Develop a quality assurance plan for causes of death processes</li> </ol> |
| To increase the numbers of deaths reported and registered occurring outside the health facilities   | <ol style="list-style-type: none"> <li>1. Identify and train cadres to be involved in the reporting and registration of community deaths</li> <li>2. Adopt and institutionalize verbal autopsy methodology and tools</li> <li>3. Train medical personnel on verbal autopsy reporting methodologies</li> <li>4. Sensitize the communities on the importance of registering deaths</li> </ol>   |

#### 4.3.3 Use of Information and Communication Technology in civil registration

The National Registration Office being responsible for issuance of National Registration Cards and registration of births, deaths, marriages and adoptions has the mandate to capture data and serve as the repository of metadata and statistics on all persons living in Zambia including citizens and foreign nationals resident in the country. The department ultimately generates among many things National Registration Cards, birth, adoption, marriages and death certificates.

As a way of improving the services at the National Registration Office, the government of the Republic of Zambia embarked on a number of initiatives related to service delivery improvement such as improving the conduct of work in the public service by embracing Information and Communication Technology (ICT) through the development and adoption of the ICT policy. Riding on this shift to the use of ICT, the government further embarked on an initiative to digitize some national identification documents through the implementation of the Integrated National Registration Information System (INRIS), a system that comprehensively integrates all the IT tools and functions needed by a Government to conduct registration of citizens, verify personal information, positively identify a citizen, and provide accurate and credible reports, statistics and citizen information to authorized government agencies. The INRIS is made up of various components of which National Registration is one of them. Other modules include; birth and death Registration, Marriage Registration, Adoptions Registration, Village Registration, Citizenship Registration and Passport issuance.

In this regard, efficiency and effectiveness in civil registration and vital statistics will be enhanced by embracing the use of Information and Communication technology (ICT). Service delivery in the past has been overtaken by the demand due to reduced capacity as a result of manual systems in the Department of National registration, Passport and Citizenship (DNRPC). This also made it practically difficult to share vital statistics with other key stakeholders like the Central Statistics Office (CSO).

It is envisaged automated CRVS processes will not only reduce processing time but will also improved reporting and data quality. The use of ICT will also improve communication within organizations in ease of sharing vital information, as a tool to support development processes.

## USE OF COMMUNICATION DNA INFORMATION TECHNOLOGY IN ICT

|  |  |
|--|--|
| <b>STRATEGIC OBJECTIVE:</b> To make Civil Registration and Vital Statistics more efficient and effective through the use of ICTs |  |
| <b>Specific Objective</b>  | <b>INTERVENTION ACTIVITIES</b>   |
| Build an automated system for electronic capture, processing, storage and retrieval of CRVS information                          | <ol style="list-style-type: none"> <li>1. Business Process Re – engineering (BPR) of the CRVS process.</li> <li>2. Modeling and design of system</li> <li>3. Development of the INRIS system</li> <li>4. Linking of all system target users</li> <li>5. Implementation and rolling out of an integrated system</li> <li>6. Review and enhancement of the INRIS system</li> <li>7. Digitization and migration of legacy data</li> </ol> |
| To optimize the use of the mobile technology to enhance vital events notification  | <ol style="list-style-type: none"> <li>1. Engage mobile internet service providers on the provision of mobile services in vital event notification</li> <li>2. Develop mobile web applications for remote access via mobile technology</li> </ol>  |
| Physical infrastructure development  | <ol style="list-style-type: none"> <li>1. Design appropriate physical infrastructure for provincial and district offices to house ICT infrastructure.</li> <li>2. Construct, rehabilitate and renovate physical infrastructure for provincial and district offices to house ICT infrastructure.</li> </ol>   |
| To build capacity in DNRPC to manage an automated CRVS system  | <ol style="list-style-type: none"> <li>1. Create an ICT Unit in the department of National Registration</li> <li>2. Train system administrators, database administrators, network and security specialists and application developers</li> </ol>   |

#### 4.3.4 Vital Events Registration for Refugees and Minority Groups

The principle legislation which governs the refugee management in Zambia is the refugees control ACT, Chapter 120 of the Laws of Zambia. This ACT however, does not make provision for the registration of vital events. The office of the Commissioner for Refugees which has the responsibility of managing the refugees in Zambia currently does not capture vital events occurring among the refugee population.

During the second conference of African Ministers responsible for Civil Registration held in Durban RSA in September 2012, it was resolved that member states should promote the registration of most vulnerable children and implement laws and or policies on registration of vital events so as to ensure the timely and compulsory registration of vital events for all refugee children, including returnees and internally displaced persons within national territories. This is in accordance with Article 23 of the African Charter on the rights and welfare of the child and Article 22 of the convention of the rights of the child which stipulate special protection to be granted to refugee children for preservation of identity and nationality.

It is worth noting that the laws governing civil registration in Zambia do not discriminate against nationality or civil status of individuals. Nonetheless, challenges affecting refugees in accessing civil registration documents especially birth and death certificates have been acknowledged and dealt with through a policy direction as reflected in the broad intentions of the African Charter and the Convention on the Rights of a Child (CRC).

It is worthy to mention that United Nations High Commissioner for Refugees (UNCHR) has from time to time put up deliberate interventions to help refugees to access birth certificates through organized mobile registration in refugee camps. On the other hand, the Government has had no deliberate plans to assist refugees in accessing civil registration documents. The CRVS strategic plan shall therefore form a policy framework for working out deliberate interventions to ensure that refugees are given priority and specific budgetary allocations for civil registration purposes.

Refugees are clearly and easily identified as the Commissioner for Refugees under the Ministry of Home Affairs in conjunction with UNHCR keeps an electronic data base for all refugees and their children besides issuing them with identification cards. The refugee population as at June 2014 is fifty one thousand seven hundred and two (51,702) with an estimated number of births being 130 per month.

Lack of a deliberate policy on assisting refugees has resulted into undefined procedural mechanisms for dealing with refugee applicants seeking civil documents. This has led to delays and difficulties by refugees in accessing civil registration documents such as birth certificates. It is expected that the Department of National Registration, Passport and Citizenship shall work closely with the Commissioner for Refugees and the United Nations High Commissioner for Refugees by organizing mobile facilities and establishing registration centres in health facilities situated in

Refugee Camps for easy access to civil registration services. Further, special procedures for screening refugee applicants shall be developed to address administrative challenges faced by refugee applicants.

### **VITAL EVENT REGISTRATION FOR REFUGEES AND MINORITY GROUPS**

| <b>STRATEGIC OBJECTIVE:</b> To achieve complete vital events registration for refugees and minority groups |   |
|--|---|
| <b>SPECIFIC OBJECTIVE</b>  | <b>INTERVENTION ACTIVITIES</b>  |
| To increase the birth registration and certification coverage from less than 5% to 60% by 2020.            | <ol style="list-style-type: none"> <li>1. Establishment of registration centres in refugee camps</li> <li>2. Development of standard registration guidelines for refugee application</li> <li>3. Training of registration officers</li> <li>4. Conduct mobile registration</li> </ol>                       |
| To increase the death registration and certification coverage from less than 1% to 50% by 2020.            | <ol style="list-style-type: none"> <li>1. Establishment of registration centres in refugee camps</li> <li>2. Development of standard registration guidelines for refugee application</li> <li>3. Training of registration officers</li> <li>4. Apply verbal autopsy in mobile death registration</li> </ol> |
| To increase awareness on the need to register vital events among refugee populations                       | <ol style="list-style-type: none"> <li>1. Formulate an advocacy and communications strategy for refugees</li> </ol>   |

#### 4.3.5 Vital Statistics from Civil Registration

The civil registration system is a good source of continuous vital statistics if vital events registration is complete. Civil Registration in Zambia is the mandate of the Department of National Registration Passports and Citizenship (DNRPC). The Department collects the information on vital events through routine its registration activities. The information collected is mainly for administrative purposes. The mandate to produce and disseminate vital statistics lies with the Central Statistical office through the Census and Statistics Act CAP 127 of the Laws of Zambia.

For some years, the Central Statistical Office produced and disseminated vital statistics information based on records from the DNRPC. However, the information collected from the Department was affected by incomplete reporting and recording of events. Moreover, the information existed in hard copy formats in registers and books. Availability of this important information generated from these records such as the timing of the event, place of occurrence, background characteristics, classification by residence, marital status and other demographic and socio-economic categories was thus affected, and hence was not made readily available to inform and guide policy formulation. Following all these problems associated with data from the civil registration, the Central Statistical Office suspended production of statistics based on data from the civil registration system.

In recent years, however, the Department of National Registration has gone through transformation and there are now efforts to improve both the coverage and completeness of vital events registration and providing information on time. Efforts are also being made to digitize the data collection system. Following these developments, it is important that a link between the Department of National Registration and the Central Statistical Office is created so that information on vital statistics is analyzed and disseminated to users.

#### VITAL STATISTICS FROM CIVIL REGISTRATION

|  |  |
|--|--|
| <b>STRATEGIC OBJECTIVE:</b> To produce and disseminate vital statistics based on the civil registration system |  |
| <b>SUB OBJECTIVE</b>   | <b>INTERVENTION ACTIVITIES</b>   |
| To improve the collection of vital events information using internationally acceptable data collection tools.  | <ol style="list-style-type: none"> <li>1. Review and harmonize civil registration data collection forms and registers against international standards</li> <li>2. Set up data collection and processing systems</li> <li>3. Printing of data collection instruments</li> <li>4. Institutionalize community vital registration with verbal autopsy</li> </ol> |
| To improve publication of vital statistics reports from civil registration system                              | <ol style="list-style-type: none"> <li>1. Develop template for quarterly and annual publication of vital statistics for national provincial and district levels</li> <li>2. Set and agree on dates and methods for quarterly and annual publication of vital statistics at national provincial and district</li> </ol>                                       |

|  |  |
|--|--|
|  | <p>levels</p> <p>3. Training of CSO and DNRPC regional staff on compiling vital statistics information from Civil Registration</p> |
|--|--|

#### 4.3.6 Communication, Advocacy and Awareness creation

The population of Zambia has been growing at an average of 2.8 percent during the last census period but the statistics on vital registration is very low. This is largely attributed to a lack of knowledge on the need and benefits of civil registration amongst many people. There have been efforts to create awareness but these strides by the various stakeholders have not been coordinated because of the non-availability of a formalized strategy.

In view of the foregoing, a communication, advocacy and awareness strategy will create a common approach to awareness creation and ultimately enhance civil registration. This plan has laid down strategic approaches to this thematic area.

|  |  |
|--|--|
| <b>STRATEGIC OBJECTIVE:</b> To increase the demand for civil registration by creating awareness on the importance of CRVS through developing and implementing a Communication, Advocacy and Awareness strategy |  |
| <b>SUB OBJECTIVE</b>   | <b>INTERVENTION ACTIVITIES</b>   |
| To build capacity within the DNRPC to undertake advocacy and communication activities  | 1. Create a community and public relations unit within DNRPC   |
| To formulate a Communication and Advocacy strategy   | 1. Develop a communication, advocacy and awareness creation strategy<br>2. Conduct advocacy. Communication and awareness campaigns |
| To mainstream Civil registration in the Zambian school curriculum  | 2. Lobby for the inclusion of Civil Registration topics in civic education through Curriculum Development Centre (CDC)             |

#### 4.3.7 Policy and legal framework

Civil registration in Zambia is governed by a set of laws which are enforced by the department of National registration, Passport and Citizenship under the Ministry of Home Affairs. The laws include the Births and Deaths Registration Act Chapter 51 of the Laws of Zambia, the National Registration Act Chapter 126 of the laws of Zambia, the Marriages Act chapter 50 of the laws of Zambia and the Adoption Act chapter 54 of the laws of Zambia. These laws are primarily intended to be the basis for compliance and a guide to procedures in civil registration.

Key stakeholders have expressed concerns in the past on some of the provisions of the pieces of law related to civil registration. As a result the Zambia Law Development Commission (ZLDC) embarked on collecting submissions from the stakeholders. In the process of reviewing laws affecting child welfare, the Commission received submissions to review specific sections of the Births and Deaths Registration Act Chapter 51 of the Laws of Zambia. With the need to reform and improve registration of vital events other laws other than the births and deaths registration act need to be reviewed.

During the research process, it was observed that the substantive part of the Act is still appropriate and responds well to current realities. However, the procedural part which is regulation will need to be comprehensively reviewed to make it responsive to emerging issues. This would require wider stakeholder consultation. This process will lead to the review and ultimately amendment of the respective laws.

Not much has been done to provide a framework to guide actors involved in conducting and mobilizing for civil registration. It is envisaged that policies in the various areas of civil registration are going to set the tone for actors to plan with focus in the direction of the provisions in the framework.

| <b>STRATEGIC OBJECTIVE: To improve the CRVS system through a comprehensive legal framework which is responsive to socio-economic trends</b> |   |
|---|---|
| <b>SPECIFIC OBJECTIVE</b>   | <b>INTERVENTION ACTIVITIES</b>  |
| To create legal framework that meets regional and international standards and compels compulsory registration and compliance.               | <ol style="list-style-type: none"><li>1. Review, amend and harmonize the relevant pieces of legislation related to CRVS</li><li>2. Draft a Statutory Instrument to amend registration procedures, forms and decentralize certification.</li></ol> |
| To strengthen the DNRPC organizational capacity in the CRVS legal framework   | <ol style="list-style-type: none"><li>1. Lobby for the establishment of the legal department</li><li>2. Build capacity through in-house workshops on CRVS related legal matters</li></ol>   |

## CHAPTER FIVE

### 5.1 COORDINATION

The Department of National Registration, Passport and Citizenship in the Ministry of Home Affairs will be responsible for overall coordination of implementation of the National Action Plan. The role of the Central Statistical Office and the Ministry of Health in assisting coordination of implementation of the plan shall be critical because of the experience in coordination of various development projects involving various actors, such as the SAVVY. It is expected that various developmental partners supporting different components stipulated in this action plan shall synergize to work towards overall implementation of the action plan to contribute to realizing the overall goal of having a complete, efficient and effective CRVS system which is capable of providing vital statistics for socio-economic planning, monitoring development efforts besides protecting rights of individuals.

In order to achieve a coordinated approach in the overall implementation of the action plan, the National Steering Committee shall hold regular quarterly meetings to resolve high level policy issues affecting NAP activity implementation. The National Steering Committee shall play a key role in ensuring donor coordination and resource mobilization.

The overall successful implementation of the NAP shall to a large extent depend on sector financing because of the cross cutting nature of CRVS. All key ministries will be required to synergize to pool resources from yearly treasury allocations in order to successfully implement the NAP. Development Partners funding various components of CRVS shall be required to work within the context and framework articulated in the action plan.

## **5.2 RESOURCE REQUIREMENTS, MOBILIZATION SUSTAINABILITY**

The overall and complete implementation of the National Action Plan to reform and improve civil registration and vital statistics is to a large extent sustainable. This is because the Government of the Republic of Zambia has been and remains committed to funding CRVS through yearly treasury allocations. Furthermore, because CRVS cuts across sectors, implementation of CRVS Action Plan activities shall take advantage of sectors financing through normal annual treasury allocations.

Reforming and Improving civil registration and vital statistics will build on existing programmes and initiatives. Government Ministries such as Health, Community Development Mother and Child Health, Transport, Works Supply and Communications Local Government, Chiefs and Traditional Affairs have existing structures and mechanisms on which implementation of particular NAP activities will ride on.

Development Partners such as UNICEF, UNFPA, UNHCR, UNDP, USAID, PLAN INTERNATIONAL and World Vision are already supporting components pertaining to CRVS.

The involvement of traditional rulers in CRVS shall not only ensure a far reaching CRVS system but further guarantee sustainability of CRVS system at the level of the community.



## ANNEX TWO

### 7.1 COST FRAMEWORK FOR THE NATIONAL ACTION PLAN

| THEMATIC AREA: ORGANIZATIONAL AND MANAGEMENT ISSUES     |  |  |          |           |    |    |    |                       |          |
|---|--|--|----------|-----------|----|----|----|-----------------------|----------|
| OUTPUT  | ACTIVITY   | SUB-ACTIVITIES   | LEVEL    | TIMEFRAME |    |    |    | REONSIBLE INSTITUTION | COST ZMK |
|   |  |  |          | Q1        | Q2 | Q3 | Q4 |                       |          |
| New Establishment for DNRPC developed                   | Engage a consultant to review and propose an organizational structure  | ToR developed, Tendering and Recruitment of Consultant | National | X         | X  |    |    | DNRPC                 | 495,000  |
|   | Engage MDD to validate proposed organizational structure   | Meetings   | National |           | X  |    |    | DNRPC, MDD            | 20,000   |
|   | Submission of proposed structure to Cabinet Office for approval  | Submission letter, proposals & establishments          | National |           | X  |    |    | DNRPC, Cabinet Office | 0        |
|   | Conduct a skills gap analysis  | Desk reviews, interviews                               | National |           |    | X  |    | DNRPC                 | 150,000  |
|   | Open up registration centres at Sub district level   |  | National |           |    |    |    |                       |          |
|   | Create functional multi-sectoral CRVS committees at all levels   | Meetings   | National |           |    |    |    |                       |          |
| New BPR process in place and Improved clientele service | Review the BPR recommendations from studies under USAID/ZIRP   | Meetings   | National |           |    | X  |    | DNRPC                 | 25,000   |
|   | Validate BPR recommendations vis-a-viz overall development and improvement of CRVS/ national identification system (INRIS) project | Meetings   | National |           |    | X  |    | DNRPC                 | 25,000   |
|   | Production and distribution of desk manuals for recommended processes  | Development & Printing of manuals                      | National |           |    | X  |    | DNRPC                 | 150,000  |
|   | Training of staff in new positions   | Capacity Building workshops                            | National |           |    |    | X  | DNRPC                 | 550,000  |
|   | Review the service charters to respond to the results of BPR and ICT applications  | Meetings   | National |           |    |    | X  | DNRPC                 | 50,000   |

**THEMATIC AREA: ORGANIZATIONAL AND MANAGEMENT ISSUES – continued**

| OUTPUT  | ACTIVITY   | SUB-ACTIVITIES         | LEVEL | TIMEFRAME |    |    |    | REONSIBLE INSTITUTION | COST ZMK |
|---|--|------------------------|-------|-----------|----|----|----|-----------------------|----------|
|   |  |                        |       | Q1        | Q2 | Q3 | Q4 |                       |          |
| New business process flow and document management implemented | Review and implement recommendations and proposals from the USAID/ZIRP Business Process Re-engineering (BPR) report. | Implement proposed BPR |       |           |    |    |    |                       |          |

**THEMATIC AREA: DEATH REGISTRATION AND CAUSES OF DEATH INFORMATION**

| OUTPUT   | ACTIVITY   | SUB-ACTIVITIES   | LEVEL                          | TIMEFRAME |    |    |    | REONSIBLE INSTITUTION         | COST ZMK  |
|--|--|--|--------------------------------|-----------|----|----|----|-------------------------------|-----------|
|  |  |  |                                | Q1        | Q2 | Q3 | Q4 |                               |           |
| Use ICD codes for the classification of Causes of Death                                  | Develop a training module on the cause of death certification and assignment of ICD codes                                      | Meetings   | National                       | X         |    |    |    | DNRPC, MOH, MOCTA, CSO, MLG&H | 100,947   |
|  | Lobby for the inclusion of ICD training module in the medical staff curriculum   | Meetings   | National                       | X         | X  | X  | X  | MOCTA, DNRPC                  | 2,288,000 |
|  | Institute a training plan for certification of causes of death by medical personnel  | Capacity building, training workshops                                  | National/ Provincial /District | X         | X  | X  | X  | MOCTA, DNRPC                  | 179,325   |
|  | Provide up to date ICD materials to health facilities and other institutions dealing with reporting and registration of deaths | Provide ICD desk manuals   | National                       | X         | X  | X  | X  | MOCTA, DNRPC                  | 426,694   |
|  | Develop a quality assurance plan for causes of death processes   |  |                                |           |    |    |    |                               |           |
| Registers on death registration harmonized and distributed to all data collection points | Identify and train cadres to be involved in the reporting and registration of community deaths                                 | Capacity building, training workshops                                  |                                | X         |    |    |    | DNRPC, MOH, MCDM&CH           | 99,724    |
|  | Adopt and institutionalize verbal autopsy methodology and tools  |  |                                | X         | X  | X  | X  | DNRPC                         | 400,000   |
|  | Train medical personnel on verbal autopsy reporting methodologies  | Training workshops   |                                | X         | X  | X  | X  | DNRPC                         | 339,650   |
|  | Sensitize the communities on the importance of registering deaths  | Roadshows, Radio campaigns, TV advertisements, print media, SMS alerts |                                |           |    |    |    |                               |           |





**THEMATIC AREA: VITAL EVENTS REGISTRATION FOR REFUGEES AND MINORITY GROUPS**

| OUTPUT  | ACTIVITY  | SUB-ACTIVITIES  | LEVEL    | TIMEFRAME |    |    |    | RESPONSIBLE INSTITUTION | COST ZMK |
|---|---|---|----------|-----------|----|----|----|-------------------------|----------|
|   |   |   |          | Q1        | Q2 | Q3 | Q4 |                         |          |
| Established vital events registration centers | Establishment of registration centers in refugee camps                  | Setup physical registration centers                         | National |           | X  |    |    | HARID                   | 137,500  |
|   | Development of standard registration guidelines for refugee application | Meetings, Workshops   |          |           |    |    |    |                         |          |
|   | Training of registration officers                                       | Training workshops  |          |           |    |    |    |                         |          |
|   | Conduct mobile registration   |   |          |           |    |    |    |                         |          |
| Developed communication strategy              | Establishment of registration centers in refugee camps                  | Setup physical registration centers with data capture tools |          |           |    |    |    |                         |          |
|   | Development of standard registration guidelines for refugee application | Meetings  |          |           |    |    |    |                         |          |
|   | Training of registration officers                                       | Training workshops  |          |           |    |    |    |                         |          |
|   | Apply verbal autopsy in mobile death registration                       | Mobile vital events data collection tools                   |          |           |    |    |    |                         |          |
| Developed communication strategy              | Formulate an advocacy and communications strategy for refugees          | Meetings, road shows, community sensitization               |          |           |    |    |    |                         |          |

**THEMATIC AREA: VITAL STATISTICS FROM CIVIL REGISTRATION**

| OUTPUT  | ACTIVITY   | SUB-ACTIVITIES               | LEVEL    | TIMEFRAME |    |    |    | REONSIBLE INSTITUTION | COST ZMK |
|---|--|------------------------------|----------|-----------|----|----|----|-----------------------|----------|
|   |  |                              |          | Q1        | Q2 | Q3 | Q4 |                       |          |
| Complete civil registration and vital statistics system | Review and harmonize civil registration data collection forms and registers against international standards                            |                              | National | X         |    |    |    | DNRPC, CSO            | 38,000   |
|   | Set up data collection and processing systems  |                              |          |           | X  | X  | X  | DNRPC                 | 144,000  |
|   | Printing of data collection instruments  |                              | National |           | X  |    |    | DNRPC, CSO            | 50,000   |
|   | Institutionalize community vital registration with verbal autopsy  |                              | National |           | X  |    |    | CSO                   | 70,000   |
| Complete CRVS reporting structure                       | Develop template for quarterly and annual publication of vital statistics for national provincial and district levels                  | Meetings                     |          |           | X  |    |    |                       | 720,000  |
|   | Set and agree on dates and methods for quarterly and annual publication of vital statistics at national provincial and district levels | Meetings                     |          |           | X  |    |    |                       | 305,000  |
|   | Training of CSO and DNRPC regional staff on compiling vital statistics information from Civil  | Meetings, training workshops |          |           | X  |    |    |                       | 545,000  |

|  |              |  |  |  |  |  |  |  |  |
|--|--------------|--|--|--|--|--|--|--|--|
|  | Registration |  |  |  |  |  |  |  |  |
|--|--------------|--|--|--|--|--|--|--|--|

| THEMATIC AREA: COMMUNICATION, ADVOCACY AND AWARENESS CREATION |   |  |            |   |   |   |   |       |         |
|---|---|--|------------|---|---|---|---|-------|---------|
| Established public relations unit at DNRPC                    | Create a community and public relations unit within DNRPC   | Meetings                                 | Provincial | X | X | X | X | DNRPC | 540,000 |
| Public awareness strategy                                     | Develop a communication, advocacy and awareness creation strategy   | Meetings                                 | Provincial | X | X | X | X | DNRPC | 108,000 |
| Public awareness campaign country wide                        | Conduct advocacy, communication and awareness campaigns   | Road shows, targeted awareness campaigns | National   | X | X | X | X | DNRPC | 396,850 |
| Civil registration topics included in civic education         | Lobby for the inclusion of Civil Registration topics in civic education through Curriculum Development Centre (CDC) | Meetings                                 | National   | X | X | X | X | DNRPC | 482,650 |

**THEMATIC AREA: POLICY AND LEGAL FRAMEWORK**

| OUTPUT  | ACTIVITY  | SUB-ACTIVITIES               | LEVEL | TIMEFRAME |    |    |    | REPONSIBLE INSTITUTION | COST ZMK |
|---|---|------------------------------|-------|-----------|----|----|----|------------------------|----------|
|   |   |                              |       | Q1        | Q2 | Q3 | Q4 |                        |          |
| SI to facilitate registration procedures, forms and decentralized certification | Review, amend and harmonize the relevant pieces of legislation related to CRVS                      | Meetings                     |       |           |    |    |    |                        |          |
|   | Draft a Statutory Instrument to amend registration procedures, forms and decentralize certification | Meetings                     |       |           |    |    |    |                        |          |
| Established legal unit in the DNRPC organizational structure                    | Lobby for the establishment of the legal department   | Meetings                     |       |           |    |    |    |                        |          |
|   | Build capacity through in-house workshops on CRVS related legal matters                             | Meetings, training workshops |       |           |    |    |    |                        |          |
| <b>GRAND TOTAL</b>  |   |                              |       |           |    |    |    |                        |          |

## **CHAPTER EIGHT**

### **8.0 MONITORING AND EVALUATION OF THE NATIONAL ACTION PLAN**

The monitoring of the National Action Plan is cardinal to tracking of resources provided for the implementation of the plan and in ensuring that the plan achieves its outlined objectives. Therefore, the National Action Plan will be measured through a Monitoring and Evaluation framework as a way of measuring implementation and tracking progress, any errors detected along the implementation process will be subject to corrective measures in order to improve the performance of the plan. In so doing this plan will be guided by a M&E Framework that has been developed on the premise of the goals and objectives outlined within it.

A mid-term evaluation will be conducted to assess progress on the achievements of the objectives. This will be done through the indicators that have been outlined within the framework. It is also expected that a final evaluation will be conducted at the end of the implementation period to assess the programme outcomes and the development of the next steps on the course of action.

The NAP activities and the accompanying implementation framework shall form a basis for monitoring and evaluation at district, provincial and national Level. The DDCC shall monitor and evaluate the implementation of activities at District level. The DDCC shall report to the PDCC on the implementation of activities at the level of the province. The DDCC and PDCC shall ensure that progress reporting on vital registration and statistics in the scheduled quarterly meetings. At national level the National Steering Committee on Civil Registration and Vital Statistics shall review progress on quarterly basis besides midterm review.

Technically reporting of vital registration and vital statistics production and dissemination shall be reported to the Department of National Registration, Passport and Citizenship and the Central Statistical Office respectively. These institutions shall arrange quarterly supportive and supervisory visits with the Ministry of Health to monitor activity implementation in provinces and districts.

## 8.1 MONITORING AND EVALUATION FRAMEWORK

### THEMATIC AREA: ORGANIZATIONAL AND MANAGEMENT ISSUES

| OBJECTIVES  | OUTCOMES   | OUTPUTS                               | ACTIVITY   | INDICATORS                           | MOV                   | ASSUMPTIONS   | BASELINE | TARGET |     |     |     |     | PERIOD  |
|---|--|---------------------------------------|--|--------------------------------------|-----------------------|---|----------|--------|-----|-----|-----|-----|---------|
|   |  |                                       |  |                                      |                       |   |          | YR1    | YR2 | YR3 | YR4 | YR5 |         |
| To improve the CRVS system through a functional decentralized organisational structure at all levels                                | Efficient and effective organizational structure to deliver the needs of a well coordinated CRVS | New establishment for DNRPC developed | Engage a consultant to review and propose a structure          | Consultant engaged                   | Consultants report    | Funds available, restructuring proposal available and authority granted |          | X      |     |     |     |     | Monthly |
|   |  |                                       | Engage MDD to validate proposed organizational structure       | Validated organizational structure   | Reports               | Restructuring proposal submitted, funds available                       |          | X      |     |     |     |     | Monthly |
|   |  |                                       | Submission of proposed structure to Cabinet Office             |                                      | Letters of submission | Organizational structure validated by MDD                               |          | X      |     |     |     |     | Monthly |
|   |  |                                       | Conduct a skills gap analysis                                  | Skills gap report                    | Reports               | Funds available, consultant engaged to conduct the analysis             |          | X      |     |     |     |     | Monthly |
|   |  |                                       | Open up registration centres at Sub district level             | Sub District Off. opened             |                       | Funds Available<br>Officers Recruited                                   |          |        |     |     |     |     |         |
|   |  |                                       | Create functional multi-sectoral CRVS committees at all levels | Committees created                   |                       | CRVS stakeholder committees in place                                    |          |        |     |     |     |     |         |
|   |  |                                       |  |                                      |                       |   |          |        |     |     |     |     |         |
| To standardize registration process across the country to have a uniform civil registration process in all districts in the country | New BPR process in place   |                                       | Review the BPR recommendation from studies under USAID/ZIRP    | BPR recommendations reviewed         | Reports               | Document with recommendations available                                 |          | X      |     |     |     |     | Monthly |
|   |  |                                       | Validate BPR recommendations                                   | Validated reports of recommendations | Reports               | Funds   |          | X      |     |     |     |     | Monthly |
|   |  |                                       | Production and distribution of desk manuals                    | Desk manuals produced                | Manuals               | Funds available   |          | X      |     |     |     |     |         |
|   |  |                                       | Training of staff in new positions                             | Number of staff trained              | Training reports      | Funds available, staff placed in positions                              |          | X      |     |     |     |     |         |
|   |  |                                       | Review the service charters                                    | S-charters reviewed                  | Reports               | Funds available   |          | X      |     |     |     |     |         |

**THEMATIC AREA: ORGANISATIONAL AND MANAGEMENT ISSUES – CONTINUED**

| OBJECTIVES  | OUTCOMES | OUTPUTS                  | ACTIVITY  | INDICATORS                           | MOV     | ASSUMPTIONS                             | BASELINE | TARGET |     |     |     |     | PERIOD  |
|---|----------|--------------------------|---|--------------------------------------|---------|---|----------|--------|-----|-----|-----|-----|---------|
|   |          |                          |   |                                      |         |   |          | YR1    | YR2 | YR3 | YR4 | YR5 |         |
| Improve document management including application tracking, storage and retrieval systems |          | New BPR process in place | Review and implement recommendations and proposals from the USAID/ZIRP Business Process Re-engineering (BPR) report | BPR recommendations reviewed         | Reports | Document with recommendations available |          | X      |     |     |     |     | Monthly |
|   |          |                          |   | Validated reports of recommendations | Reports | Funds                                   |          | X      |     |     |     |     | Monthly |

## THEMATIC AREA: DEATH REGISTRATION AND CAUSE OF DEATH INFORMATION

| OBJECTIVES  | OUTCOMES  | OUTPUTS                                      | ACTIVITY   | INDICATORS   | MOV | ASSUMPTIONS             | BASELINE | TARGET |     |     |     |     | PERIOD    |
|---|---|--|--|--|-----|-------------------------|----------|--------|-----|-----|-----|-----|-----------|
|   |   |  |  |  |     |                         |          | YR1    | YR2 | YR3 | YR4 | YR5 |           |
| To Strengthen the use of ICD in the classification of causes of death | Internationally recognized classification of death        | Up to date Classification of Causes of Death | Develop a training module on the cause of death certification and assignment of ICD codes                                      | ICD Training Module developed                            |     | All registers available |          |        |     |     |     |     | Monthly   |
|   |   |  | Lobby for the inclusion of ICD training module in the medical staff curriculum   | ICD training module included in medical staff curriculum |     | Funds available         | TBA      | 100%   | 0   | 0   | 0   | 0   | Quarterly |
|   |   |  | Institute a training plan for certification of causes of death by medical personnel  | Training plan instituted                                 |     | Funds available         | TBA      | 100%   | 0   | 0   | 0   | 0   | Quarterly |
|   |   |  | Provide up to date ICD materials to health facilities and other institutions dealing with reporting and registration of deaths | Up to date ICD materials printed                         |     | Funds available         | 0        | 100%   | 0   | 0   | 0   | 0   | Quarterly |
|   |   |  | Develop a quality assurance plan for causes of death processes   | Quality Assurance developed                              |     |                         |          |        |     |     |     |     |           |
| To increase the numbers of deaths reported and registered             | All deaths occurring outside health facilities registered | Increased death registration                 | Identify and train cadres to be involved in the reporting and registration of community deaths                                 | Identified cadres trained                                |     |                         | 0        | 100%   | 0   | 0   | 0   | 0   | Monthly   |

|   |  |  |   |                                  |  |  |  |  |  |  |  |  |  |
|---|--|--|---|----------------------------------|--|--|--|--|--|--|--|--|--|
| occurring outside the health facilities |  |  | Adopt and institutionalize verbal autopsy methodology and tools | Verbal Autopsy institutionalized |  |  |  |  |  |  |  |  |  |
|---|--|--|---|----------------------------------|--|--|--|--|--|--|--|--|--|

**THEMATIC AREA: DEATH REGISTRATION AND CAUSE OF DEATH INFORMATION ..continued...**

| OBJECTIVES  | OUTCOMES  | OUTPUTS  | ACTIVITY  | INDICATORS   | MOV               | ASSUMPTIONS     | BASELINE | TARGET |     |     |     |      | PERIOD  |
|---|---|--|---|--|-------------------|-----------------|----------|--------|-----|-----|-----|------|---------|
|   |   |  |   |  |                   |                 |          | YR1    | YR2 | YR3 | YR4 | YR5  |         |
| To increase the numbers of deaths reported and registered occurring outside the health facilities   | All deaths occurring outside health facilities registered | Increased death registration   | Train medical personnel on verbal autopsy reporting methodologies   | Trained Medical Personnel                                    |                   |                 |          |        |     |     |     |      |         |
|   |   |  | Sensitize the communities on the importance of registering deaths   | Communities sensitized on death registration                 |                   |                 |          |        |     |     |     |      |         |
| To strengthen linkages between DNRPC, MOCTA, and the health service delivery structures in an effort to improve the birth and death registration coverage |   | Registers on birth and death registration harmonized and distributed to all data collection points | Printing of revised birth and death registers   | 2000 birth and 2000 death registers printed by December 2013 | Printed registers | Funds available | TBA      | 100%   | 0   | 0   | 0   | 0    | Monthly |
|   |   |  | Distribution and orientation of data collection tools for the health and community health workers on birth and death registration | 4000 focal point persons trained                             | Funds available   | Funds available | 0        | 20%    | 40% | 60% | 80% | 100% |         |





**THEMATIC AREA: USE OF ICTS IN CIVIL REGISTRATION – continued**

| OBJECTIVES  | OUTCOMES                                    | OUTPUTS                   | ACTIVITY  | INDICATORS                              | MOV | ASSUMPTIONS     | BASELINE | TARGET |     |     |     |     | PERIOD  |
|---|---|---------------------------|---|---|-----|-----------------|----------|--------|-----|-----|-----|-----|---------|
|   |   |                           |   |   |     |                 |          | YR1    | YR2 | YR3 | YR4 | YR5 |         |
| To build capacity in DNRPC to manage an automated CRVS system | Capacity to manage an automated CRVS system | ICT Unit / infrastructure | Create an ICT Unit in the department of National Registration   | ICT Unit created                        |     | Funds Available |          | 100%   |     |     |     |     | Monthly |
|   |   |                           | Train system administrators, database administrators, network and security specialists and application developers | Personnel trained in appropriate skills |     | Funds Available |          | 100%   |     |     |     |     | Monthly |



## THEMATIC AREA: VITAL STATISTICS FROM CIVIL REGISTRATION

| OBJECTIVES  | OUTCOMES  | OUTPUTS                                  | ACTIVITY   | INDICATORS  | MOV                        | ASSUMPTIONS                            | BASELINE | TARGET |     |     |     |         | PERIOD |
|---|---|--|--|---|----------------------------|--|----------|--------|-----|-----|-----|---------|--------|
|   |   |  |  |   |                            |  |          | YR1    | YR2 | YR3 | YR4 | YR5     |        |
| To improve the collection of vital events information using internationally acceptable data collection tools. | complete vital statistics based on the civil registration system  | Standardize d data collection tools      | Review and harmonize civil registration data collection forms and registers against international standards                            | Standardized data collection tools aligned to international standards |                            |  |          |        |     |     |     |         |        |
|   |   |  | Set up data collection and processing systems  | Data collection and processing systems                                |                            |  |          |        |     |     |     |         |        |
|   |   |  | Printing of data collection instruments  | Data collection instruments   |                            |  |          |        |     |     |     |         |        |
|   |   |  | Institutionalize community vital registration with VA  | VA institutionalized  |                            |  |          |        |     |     |     |         |        |
| To improve publication of vital statistics reports from civil registration system                             | Enhanced corroboration between agencies responsible for civil registration for improved and sustained vital statistics to guide policy and planning | Increased collection of vital statistics | Develop template for quarterly and annual publication of vital statistics for national provincial and district levels                  | Quarterly and Annual Reporting templates                              | Reporting templates        | Funds available                        |          |        |     |     |     | Monthly |        |
|   |   |  | Set and agree on dates and methods for quarterly and annual publication of vital statistics at national provincial and district levels | Scheduled reporting of statistics                                     | Reporting schedule         | Structures and human resource in place | 0        | 10%    | 50% | 70% | 90% | 100%    | Annual |
|   |   |  | Training of CSO and DNRPC regional staff on compiling vital statistics information from Civil Registration                             | Officers capacitated to handle VS reporting                           | Training of Regional staff | Funds available                        | 0        | 10%    | 50% | 70% | 90% | 100%    | Annual |



**THEMATIC AREA: POLICY AND LEGAL FRAMEWORK**

| OBJECTIVES  | OUTCOMES   | OUTPUTS   | ACTIVITY   | INDICATORS                 | MOV          | ASSUMPTIONS                                      | BASELINE | TARGET |     |     |     |     | PERIOD    |
|---|--|---|--|----------------------------|--------------|--|----------|--------|-----|-----|-----|-----|-----------|
|   |  |   |  |                            |              |  |          | YR1    | YR2 | YR3 | YR4 | YR5 |           |
| To create legal framework that meets regional and international standards and compels compulsory registration and compliance. | An enabling legal framework that enhances efficiency and effectiveness in civil registration | Pieces of legislation related to civil registration amended | Review, amend and harmonize the relevant pieces of legislation related to CRVS                       | Number of meetings held    | Minutes      | Funds available                                  | 0        | 2      | 0   | 0   | 0   | 0   | Quarterly |
|   |  |   | Draft a Statutory Instrument to amend registration procedures, forms and decentralize certification. | Draft Statutory instrument | Follow ups   | Funds available, consultative meetings complete  | 0        | 6      | 0   | 0   | 0   | 0   | Annual    |
| To strengthen the DNRPC organizational capacity in the CRVS legal framework   | CRVS Legal personnel   | Legal Unit under DNRPC                                      | Lobby for the establishment of the legal department  | Draft policy               | Draft policy | Funds available                                  | 0        | 0      | 1   | 0   | 0   | 0   | Quarter   |
|   |  |   | Build capacity through in-house workshops on CRVS related legal matters                              | Number of meetings held    | Minutes      | Funds available, draft national policy available | 0        | 0      | 1   | 0   | 0   | 0   | Quarter   |