

**DFID** Department for  
International  
Development

CNTR 077717 &  
CNTR 078014

Livelihoods Resource  
Centre

Quarterly Report  
June 2009





**CNTR 07 7717**  
**CNTR 07 8014**

## Quarterly Report 2009/10

No 8, June 2009



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## Acronyms

DFID	-	Department for International Development
FY	-	Financial Year
HoP	-	Head of Profession
HTSPE	-	HTSPE Limited (manager of the LRC)
IDS	-	Institute of Development Studies
LC	-	Livelihoods Connect
LRC	-	Livelihoods Resource Centre
MTR	-	Mid Term Review
NGO	-	Non Governmental Organisation
ODG	-	Overseas Development Group
OJEU	-	Official Journal of the European Union
PASS	-	Programme for Advisory Support Services
PLOW	-	Professional Development for Livelihoods Advisers Website
PrG	-	Procurement Group
QA	-	Quality Assurance
RC	-	Resource Centre
TOR	-	Terms of Reference

## 1. Introduction

The Livelihoods Resource Centre (LRC) became operational on 9 July 2007 and will run until 30 June 2010. It is guided by two contracts:

- CNTR 07 7717 – for Core Services; and
- CNTR 07 8014 – a Framework Agreement for work commissioned on behalf of the Department for International Development (DFID) by the LRC.

This report provides an update on the LRC's activities during the fourth quarter of the current year, as well as a summary of activities over the past year to end June 2009.

## 2. CNTR 07 7717 Core Services

The Terms of Reference (ToRs) require Core Services to be provided through an [external website](#) that includes:

- a) *A Document Database* – a searchable database containing a library of research and other publications, representing the latest high quality research and comment.
- b) *An Organisations Database* – a searchable database of relevant organisations, their fields of interest and contact details.
- c) *A Training and Events Database* - a searchable database of “off the shelf” training courses plus details of conferences and seminars taking place world wide.
- d) *An e-Bulletin* – a monthly newsletter announcing latest news items of interest.

The LRC team has also worked closely with two other resource centres to establish a Climate Change Front Desk. This was set up April 2008 and continues to operate in collaboration with the DEW Point and TI-UP resource centres.

### 2.1 Annual Progress and Highlights

#### 2.1.1 LRC Website

The LRC website was developed to run side by side with, and link directly to, Livelihoods Connect (LC), a comprehensive livelihoods resource developed and hosted by IDS. The website is a portal to provide information about the services available to DFID staff and the global development community, and also hosts documents published as a result of work commissioned by the LRC on behalf of DFID that are publicly available.

The website meets all of the requirements set out in the LRC’s terms of reference. The Organisations Database comprises details of 67 organisations from around the world that work in related livelihoods and rural development sectors. The Training and Events pages are updated with material submitted through DFID Advisers, IDS and external organisations.

A summary of website use over the past year is shown in the table below:

Month	Number of visits	Most popular page	Average number of pages visited/ day	Average number of pages per visit
June 2009	837	Organisations Database Results	43	1.6
May 2009	379	Organisations Database Results	33	2.7
April 2009	463	Organisations	15	1.9

Month	Number of visits	Most popular page	Average number of pages visited/day	Average number of pages per visit
		Database Results		
March 2009	458	Organisations Database Results	43	3
February 2009	334	Organisations Database Results	14	1.3
January 2009	462	Organisations Database Results	18	1.3
December 2008	347	Organisations Database Results	14	1.3
November 2008	444	Organisations Database Results	19	1.3
October 2008	355	Organisations Database Results	14	1.3
September 2008	329	Organisations Database Results	21	2.0
August 2008	310	Organisations Database Results	22	2.2
July 2008	389	Organisations Database Results	29	2.3
<b>Monthly Average 2008-2009</b>	<b>426</b>	<b>Organisations Database Results</b>	<b>24</b>	<b>1.85</b>
<b>Monthly Average 2007-2008</b>	252.1	-	23.1	2.59

TABLE 2.1: ANNUAL WEBSITE USE 2008-2009

### 2.1.2 LRC e-Bulletin

Monthly e-Bulletins are distributed to subscribers in the middle of each month. The purpose of the e-Bulletin is to engage with DFID personnel and the wider donor community by: offering updates on topical issues; highlighting new work; providing details of relevant up and coming training events; and posting any other points of interest. All editions of the e-Bulletin are posted on the LRC website.

The summary table below shows the number of subscribers, percentage of recipients opening the e-Bulletin, and most popular links during the last quarter:

Month	Recipients	Opened	Unsubscribed	Most popular links
June 2009	249	31%	3	<a href="http://www.facebook.com/pages/DFID-Livelihoods-News/">http://www.facebook.com/pages/DFID-Livelihoods-News/</a>
May 2009	246	31%	2	<a href="http://community.eldis.org/">http://community.eldis.org/</a>
April 2009	248	28%	5	<a href="http://community.eldis.org/">http://community.eldis.org/</a>
Average last quarter	248	30%	3.3	-
Average previous quarter	214	35%	0.6	-

TABLE 2.2: EBULLETIN UPDATES Q1 FY 2009/10

The table below provides a detailed summary of the e-Bulletin over the past year:

Month/ Year	Recipients	Tracked Open	% Users clicked open	No. Users who click links	% Users who click links	Bouncebacks (Hard)	Removes
June 2009	249	76	31%	36	14%	1	3
May 2009	246	77	31%	26	11%	2	2
April 2009	248	70	28%	28	11%	1	5
March 2009	240	63	26%	62	12%	2	4
February 2009	244	70	29%	19	8%	0	5
January 2009	239	70	29%	27	11%	2	3
December 2008	242	60	25%	28	12%	2	4
November 2008	237	65	27%	31	13%	0	1
October 2008	227	60	26%	23	10%	0	5
September 2008	226	65	29%	29	13%	5	6

Month/ Year	Recipients	Tracked Open	% Users clicked open	No. Users who click links	% Users who click links	Bouncebacks (Hard)	Removes
August 2008	-	-	-	-	-	-	-
July 2008	227	74	33%	29	13%	1	5
June 2008	-	-	-	-	-	-	-
<b>AVERAGE</b>	<b>219</b>	<b>75</b>	<b>28%</b>	<b>33.8</b>	<b>12.8%</b>	<b>1.6</b>	<b>4.3</b>

TABLE 2.3: E-BULLETIN ANNUAL SUMMARY

### 2.1.3 LRC Website Enquiries

A summary of enquiries received via the LRC website during quarter 1 of FY 2009/10 is shown in the table below:

Organisation	Name	Enquiry Date	Response Date	Nature of Enquiry
Resource Consulting Services Ltd.	Estelle Levin	27/04/09	07/05/09	Request to be included on organisations database
UNHCR Division of Operational Services	Gaela Roudy Fraser	05/05/09	05/05/09	Request to receive latest edition of e-Bulletin
DFID	Anthea Kerr	22/05/09	22/05/09	Urgent request to recruit livelihoods adviser for Tajikistan
Khanya	Rahel Somoe Otieno	18/06/09	19/06/09	Request to be included on organisations database

TABLE 2.4: ENQUIRIES RECEIVED DURING Q1

In total, the LRC received 29 enquiries in the year to end-June 2009. These primarily related to:

- The organisations database;
- How to register for the e-Bulletin or submit material to be included in the e-Bulletin;
- The PASS website.

Enquiries received directly from DFID Advisers for commissioned services are described in Section 3 of this report.

## 2.2 Core Services: Financial Update

The Core Service Contract CNTR 077717 comprises two budgets: one for start-up costs, to cover costs for the establishment of the Resource Centre, and the other for providing the Core Services. See Appendix 2 for details of actual expenditure.

### 2.2.1 Core Services – Quarter 1 of Financial Year 2009/10

Spend on Start-up Costs during Q1 of FY 2009/10 is summarised as follows:

CONTRACTED BUDGET (£)	Q1 ACTUAL;	Q2 ACTUAL	Q3 ACTUAL	Q4 ACTUAL	YTD	2007/08 SPEND	2008/09 SPEND	BALANCE
43,439.00	0	-	-	-	0	40,679.56	911.86	1,847.58

TABLE 2.5: SPEND ON LRC START-UP COSTS, Q1 OF FY 2009/10 (ACTUAL EXPENDITURE)

Spend on Core Services during Q1 of FY 2009/10 is summarised as follows:

CONTRACTED BUDGET (£)	Q1 ACTUAL;	Q2 ACTUAL	Q3 ACTUAL	Q4 ACTUAL	YTD	2007/08 SPEND	2008/09 SPEND	BALANCE
125,331.00	10,408.27	-	-	-	10,408.27	25,928.62	31,126.85	57,867.26

TABLE 2.6: SPEND ON LRC CORE SERVICES, Q1 FY 2009/10 (ACTUAL EXPENDITURE)

### 2.2.2 Core Services – LRC Year 2

Spend on Start-up Costs over the year to end-June 2009 is summarised as follows:

CONTRACTED BUDGET (£)	LRC YEAR 1 TOTAL	2008/09 Q2 ACTUAL	2008/09 Q3 ACTUAL	2008/09 Q4 ACTUAL	2009/10 Q1 ACTUAL	LRC YEAR 2 TOTAL	BALANCE
43,439.00	41,045.63	180.00	40.00	325.79	0.00	545.79	1,847.58

TABLE 2.7: SPEND ON LRC START-UP COSTS, LRC YEAR 2 (ACTUAL EXPENDITURE)

Spend on Core Services over the year to end-June 2009 is summarised as follows:

CONTRACTED BUDGET (£)	LRC YEAR 1 TOTAL	2008/09 Q2 ACTUAL	2008/09 Q3 ACTUAL	2008/09 Q4 ACTUAL	2009/10 Q1 ACTUAL	LRC YEAR 2 TOTAL	BALANCE
125,331.00	30,802.57	9,134.01	6,591.08	10,527.82	10,408.27	36,661.18	57,867.25

TABLE 2.8: SPEND ON LRC START-UP COSTS, LRC YEAR 2 (ACTUAL EXPENDITURE)

### 3. CNTR 07 8014 Commissioned Services

The LRC's Framework Agreement covers 10 main livelihoods themes through the following commissioned services:

- Identifying consultants;
- Managing studies;
- Professional development;
- Event and conference management;
- Other livelihoods resources.

These services are open to any DFID Advisor and are enabled through individual call-down contracts issued by DFID Procurement Group or mini contracts issued by programme teams/country offices.

#### 3.1 New Requests

24 requests were received during year 2 of the LRC contract. These were:

1. Congo Basin Forest Fund Interim Coordinator and Support – **COMMISSIONED**;
2. Supporting Agrifood Supply Chains – **COMMISSIONED**;
3. Design of Integrated Watershed Management Programme, India – **COMMISSIONED**;
4. Livelihoods Advisor for DFID Afghanistan – **COMMISSIONED**;
5. Annual Review and Cost Effectiveness Study: Chars Livelihoods Programme, Bangladesh – **COMMISSIONED**;
6. Review of Natural Resources Management and Livelihoods Programme, Cambodia – **NOT COMMISSIONED**;
7. Study to Support the Decentralisation of DFID Research Functions to Increase Uptake, Use and Impact of DFID Research – **NOT COMMISSIONED**;
8. End of Project Review: HIV and AIDS Multisectoral Programme, South Africa – **NOT COMMISSIONED**;
9. Review of DFID's Agriculture Policy – **COMMISSIONED**;
10. Access to International Livestock Commodity Markets – **NOT COMMISSIONED** (contracted as part of Agrifood Supply Chains contract);
11. M&E Action Plan for NRMLP, Cambodia – **NOT COMMISSIONED**;
12. Livelihoods Retreat and Workshop: Nairobi, February 2009 – **COMMISSIONED**;

13. Design of Helmand Growth Programme, Afghanistan – **PIPELINE** (contracted during next quarter);
14. DFID Food Group Policy Advice and Support – **PIPELINE** (contracted during next quarter);
15. World Bank Conference on Land Policy – **COMMISSIONED**;
16. Design of Capacity Building Programme to Support the Government of Afghanistan's Delivery in the Agriculture and Rural Development Sector – **NOT COMMISSIONED** (contracted as part of ongoing IELP contract);
17. Annual Review of the Horticulture and Livestock Programme (HLP) Livestock and Dairy Component, Afghanistan – **NOT COMMISSIONED** (contracted as part of ongoing IELP contract);
18. Climate Change Guidance Keysheets – **COMMISSIONED**;

as well as the following six new requests received during quarter 1 of FY 2009/10:

1. Mid-term Review of Andean Change Programme – **NOT COMMISSIONED**;
2. Support for National Actors to Develop an Expanded National Adaptation Plan for Action (NAPA) for Climate Change, Nepal – **COMMISSIONED**;
3. Support for International Presenters to Support Agriculture Policy, Nepal – **COMMISSIONED**;
4. Mainstreaming Adaptation to Climate Change – Logistical Support for Berlin Conference – **COMMISSIONED**;
5. Joint Donor Review of NEPAD IFPRI Collaborative Research and Capacity Building Programme – **PIPELINE**;
6. Regional Hunger and Vulnerability Programme (RHVP) Annual Review, South Africa – **NOT COMMISSIONED**.

Of these six new requests, three were commissioned during this quarter, with two not commissioned and one remaining in the pipeline (and subsequently contracted during the following quarter).

Table 3.1 below provides a summary of all enquiries received and work commissioned through the LRC to the end of June 2009:

Assignment Category	Total	Current Pipeline	Commissioned (ongoing)	Commissioned (complete)	Not Commissioned
Sourcing Consultants	3	1	0	1	1
Managing Studies under the OJEU Limit	35	3	3	13	16
Managing Studies over the OJEU Limit	10	0	7	2	1
Professional Development	3	0	2	1	0
Event/Conference Management	10	0	1	4	5
Other Livelihood Services	2	0	2	0	0
<b>Total</b>	<b>63</b>	<b>4</b>	<b>15</b>	<b>21</b>	<b>23</b>

TABLE 3.1: TOTAL ENQUIRIES RECEIVED AND WORK COMMISSIONED THROUGH LRC TO END OF JUNE 2009

### 3.2 Work Commissioned During this Quarter

There were 15 ongoing contracts at the end of quarter 1 of FY 2009/10, including three new assignments:

1. Support for National Actors to Develop an Expanded National Adaptation Plan for Action (NAPA) for Climate Change, Nepal – **COMMISSIONED**;
2. Support for International Presenters to Support Agriculture Policy, Nepal – **COMMISSIONED**;
3. Mainstreaming Adaptation to Climate Change – Logistical Support for Berlin Conference – **COMMISSIONED**;

Details of new assignments can be found in Appendix 1.

The table below provides a summary of ongoing commissioned work:

CNTR No.	Assignment Name	Summary	Contract Value
<b>Sourcing Consultants</b>			
-	-	-	-
<b>Professional Development</b>			
GEG GMU1	Updating PLOW Website	Update PLOW food security module	£3,825
FG 08-09/006	DFID Livelihoods Workshop and Retreat: Nairobi, February 2009	Regional livelihoods learning workshop. Focusing on how DFID and its partners can support poor and vulnerable households to identify pathways out of vulnerability, held in Nairobi, Kenya.	£41,065
<b>Event/Conference Management</b>			
PO 4846	Mainstreaming Adaptation to Climate Change – Berlin Conference	Providing logistical support to the organisation of a climate change conference in Berlin	£51,039
	<b>NEW</b>		
<b>Studies</b>			
07 8173	African Livestock Product Trade Strategy	Facilitating the development of a livestock commodity trade strategy with the African Union	£42,512
PO 4375	Review of DFID's Agriculture Policy	To review DFID's policy in the light of the current food crisis and identify options for DFID's approach to agriculture and food security over the medium term.	£83,680
PO 4793	Support for National Actors to Develop an Extended National Adaptation Plan for Action for Climate Change, Nepal	Supplying a team of experts to help Nepal develop a NAPA for climate change with an emphasis on adaptation to climate change impacts on agriculture and food security	£45,600
	<b>NEW</b>		
<b>Assignments over the OJEU Limit</b>			
08 8368	Improved Evidence of Livelihoods Programmes, Afghanistan (formerly	Two-year M&E/impact assessment resource pool for livelihoods programmes in	£999,526

CNTR No.	Assignment Name	Summary	Contract Value
	Monitoring and Evaluation (Technical Assistance)	Afghanistan	
08 8517	Renewable Natural Resources and Growth, Global Study	Scoping study to feed into the design of a programme of research linking renewable natural resources and growth	£252,574
08 8476	Bangladesh Food Prices Policy Work	Support evidence-based recommendations to GoB and its development partners on policy responses to the impacts of food price inflation	£247,025
08 8510	Mid-term Review of Research into Use Programme	Carry out a mid-term review of DFID's ongoing Research into Use Programme	£118,869
08 8557	Congo Basin Forest Fund Interim Coordinator and Support	Provision of small team to act as interim coordinators for the fund	£159,966
PO 4472	Climate Change Key Sheets	To produce a number of key sheets intended to improve the information available to DFID staff trying to integrate climate change opportunities and risks into their development activities.	£119,995
08 8595	Supporting Agri-food Supply Chains	To promote agri-food supply chains from Africa to the UK that address development issues including poverty alleviation and inclusion of small scale growers.	£142,760
<b>Other Livelihoods Services</b>			
PO TBA	World Bank Conference on Land Policy	To attend a two day conference in Washington on Land Policy to present a short paper on land and its role in food security'.	£6,420
07 09/10 167 500 024 CW010	Support for International Presenters to Support Agriculture Policy in Nepal on Cooperatives and Fertilisers  <b>NEW</b>	Supplying international presenters to attend two World Bank workshops on fertilisers and cooperatives in Kathmandu and providing logistical support to enable presenters to attend.	£4,450

TABLE 3.2: WORK COMMISSIONED OR ONGOING DURING Q1 OF FY 2009/10

### 3.3 Climate Change Desk

In April 2008 the LRC, together with DFID’s environment and water resource centre (DEW Point) and infrastructure resource centre (TI-UP), was asked to provide a co-ordinated, multidisciplinary advisory support service, known as the Climate Change Desk. This service allows DFID Advisors, Programme Support Staff and DFID’s in-country partners to easily access climate change-related expertise. It provides value for money by being a virtual resource centre and by allowing access to the networks of three existing resource centres through a single point of contact.

Access is via e-mail ([climatechangeadvice@htspe.com](mailto:climatechangeadvice@htspe.com)) or telephone (+44 1442 385 393). To date, 13 enquiries have been received through the climate desk, resulting in three pieces of commissioned work for the LRC. Nine requests were received in the year to 30 June 2009 and are shown in the table below:

Date	Title	Commissioned by	Outcome
11/11/08	Social Dimensions of Climate Change	Emmeline Skinner, Equity & Rights Team	Not commissioned
11/11/08	Climate Change Guidance Keysheets	Praveen Wignarajah, Climate & Environment Group	Commissioned through LRC
19/12/08	Nepal Climate Change Scenarios	Clare Shakya, South Asia Policy Team	Commissioned through DEW Point
09/01/09	Technical Support on Climate Change Adaptation Research	Izabella Koziell, Climate & Environment Group	Not commissioned
16/01/09	The Potential to Help Increase Sub-Saharan Access to the Clean Development Mechanism (CDM)	Gareth Martin, Africa Regional Department	Commissioned through DEW Point
13/02/09	Pakistan Climate Change Scoping Mission	Andrew McCoubrey, DFID Pakistan	Not commissioned
25/03/09	Indonesia Climate Change Adaptation	Anna Nileshwar, DFID Vietnam	Not commissioned
22/05/09	Assessing the Comparative Suitability of Loans vs. Grants for Climate Finance in Developing Countries	Tamsin Ballard, Climate Change Adaptation Team	Commissioned through another resource centre
20/06/09	Provision of Environmental Analysis	Andrew Felton, DFID Sierra Leone	Not commissioned

TABLE 3.3: REQUESTS RECEIVED BY THE CLIMATE CHANGE DESK DURING THE YEAR TO END OF JUNE 2009

### 3.4 Financial Update for this Quarter

The total contracted value of all work commissioned for FY 2009/10 stands at £1,357,673.75.  
See Appendix 2 for details.

## 4. LRC Management

### 4.1 Management

Core services continue to be managed by a team based in HTSPE offices. They comprise three full-time staff – the LRC Manager and two Project Managers – and three part-time staff – a Technical Advisor, a Finance Officer and an Administrative Assistant – as well as support from IDS. The only change to the team during this quarter was the recruitment of a new Project Manager, Samantha Salmon, on 1 June.

### 4.2 Consortium Members

The consortium that manages the LRC contract comprises HTSPE Limited (consortium leader), the Institute of Development Studies (IDS), the Overseas Development Group (ODG) and Coffey International Development.

The consortium partners have met once during the past year and all issues arising have been agreed. There are no outstanding issues. The systems in place for responding to requests function well, with all consortium members responding quickly and efficiently, enabling a rapid response to DFID personnel.

### 4.3 Steering Committee

The LRC Steering Committee has met twice during the last year – on 27 November 2008 and 30 June 2009. During the latter meeting the group was joined by Anthea Kerr, who will be carrying out the LRC's mid-term review (MTR), which will take place during the next quarter. The next LRC Steering Committee will be scheduled for after the completion of the MTR, in order to discuss the draft review report.

The minutes of the June meeting of the Steering Committee can be found in Appendix 3.

### 4.4 LRC and DFID Interface

The LRC Manager, Matthew Roberts, and one of the LRC Project Managers, Jacqueline Wright, are both security cleared and continue to make weekly visits to Palace Street. It is hoped that the other Project Manager, Samantha Salmon, will be security cleared during the next quarter so she can also make regular visits to DFID. Regular contact continues to be maintained through meetings and email contact with DFID Advisors and the Livelihoods HoP and Deputy HoP.

During the LRC's year 2 marketing visits were made to DFID country offices in Bangladesh, India, Nepal, Pakistan, Malawi, Rwanda and Uganda. These visits were undertaken at HTSPE's expense and at no cost to DFID. In February, Matthew Roberts and Bernadette Hensen organised and attended the first regional livelihoods retreat in Nairobi.

## 4.5 Other Issues

- **LRC Mid-term Review** – DFID Advisor Anthea Kerr has been asked to undertake a mid-term review of the LRC. This got underway at the Steering Committee meeting on 30 June (see above). A timeline for the next steps has been agreed, and it is hoped a draft report will be ready before Anthea is posted to Burma in August.
- **Review of LRC Core Services** – Helen Schneider from IDS is reviewing the LRC’s Core Services, including the e-Bulletin and website. As part of this process she will be conducting feedback interviews with DFID advisors. This review will feed into the mid-term review being carried out by Anthea Kerry. A first draft of key findings should be ready by 14 July.

# APPENDIX I

## Details of New Assignments



# ASSIGNMENT SUMMARY SHEET

<i>Assignment title:</i> <b>Support for National Actors to Develop an Expanded National Adaptation Plan of Action (NAPA) for Climate Change</b>  <i>CNTR Number:</i> PO 4793		<i>Country:</i> Nepal
<i>Location within Country:</i> Kathmandu		<i>Professional staff provided</i> <i>No. of staff:</i> <b>3</b>
<i>Commissioning DFID Department:</i> DFID Nepal		<i>No. of staff-days:</i> <b>113</b>
<i>Start date:</i> <b>30/04/2009</b>	<i>Completion date:</i> <b>31/10/2009</b>	<i>Maximum contract value:</i> <b>£50,275</b>
<i>Name of associated firm/ organisation, if any:</i> IIED		<i>No. of staff-days provided by associated firm:</i> <b>113</b>
<i>Senior staff involved and functions performed:</i> Simon Anderson – Team Leader Bimal Regmi – National Consultant Achala Chandana		
<i>Detailed narrative description of project:</i>  DFID has set the goal of enabling Nepal to respond strategically to the challenges and opportunities posed by climate change. Climate change will severely affect the agricultural sector, which is central to both the economy of Nepal and to the livelihoods of many of the poorest in the Nepali population. Pre-emptive action is required on climate adaptation to identify and prepare for climate thresholds, so that climate effects in this sector do not reduce food security and lead to poverty tipping points for the agriculture dependant population.		
<i>Detailed description of services provided:</i>  The assignment was carried out in stages as below. <ol style="list-style-type: none"> <li>1. Capacity building of the NAPA team;</li> <li>2. Support to initiation of the expanded NAPA process;</li> <li>3. Co-ordination of the drafting of the donor compact on climate change and development;</li> <li>4. Provision of advice on NAPA preparation, including on the design of NAPA assessments and priority-setting;</li> <li>5. Planning and delivery of the Nepal Day of the Regional Climate Change Conference, providing guidance to the MoEST on how to gather, develop and present evidence and information on climate effects and adaptation needs in Nepal;</li> <li>6. Climate change awareness and the facilitation of cross-Government collaboration on adaptation planning;</li> <li>7. Planning of an expert consortium to support the expanded NAPA and follow-up activities;</li> <li>8. Assistance to stakeholders in the development of a coherent and analytical approach to climate change – supporting the MoEST in developing an analytical basis for both the expanded NAPA and GoN planning and implementation of resource deployment under the Pilot Programme for Climate Resilience.</li> </ol>		

# ASSIGNMENT SUMMARY SHEET

<i>Assignment title:</i> <b>International Workshop on Mainstreaming Adaptation to Climate Change</b>		<i>Country:</i> <b>UK/Germany</b>
<i>CNTR Number:</i> PO 4846		
<i>Location within Country:</i> <b>Berlin</b>		<i>Professional staff provided</i> <i>No. of staff:</i> <b>1</b>
<i>Commissioning DFID Department:</i> <b>Climate and Environment Group</b>		<i>No. of staff-days</i> <b>3</b>
<i>Start date:</i> <b>15/05/2009</b>	<i>Completion date:</i> <b>17/06/2009</b>	<i>Maximum contract value:</i> <b>£51,040</b>
<i>Name of associated firm/ organisation, if any:</i> -		<i>No. of staff-days provided by associated firm:</i> -
<i>Senior staff involved and functions performed:</i> <b>Jacqueline Wright – Event Organiser/Logistics Manager</b>		
<i>Detailed narrative description of project:</i> <p>The German Government's Development Agency, GTZ, and DFID held a workshop in Berlin to help develop guidance and tools for mainstreaming climate change adaptation in development. The three-day conference disseminated the availability of these tools to the wider public and discussed lessons learned during implementation, as well as the need for further development. Conference participants consisted of both tool developers and potential adaptation practitioners who deal with implementing adaptation to climate change.</p> <p>The LRC's role was to assist with the organisation of the conference and manage logistical arrangements for participants from a number of countries around the world in order to ensure they could attend the event.</p>		
<i>Detailed description of services provided:</i> <p>The LRC delivered effective support for participants attending the GTZ-hosted workshop in Berlin. This included arranging travel, visas, and insurance for participants, reimbursing participants for travel and subsistence costs, and catering arrangements for the event itself. A member of the LRC team was on hand throughout the conference in order to ensure the event ran smoothly and to assist participants with any queries or problems that arose.</p>		

# ASSIGNMENT SUMMARY SHEET

<i>Assignment title:</i> <b>Support for International Presenters to Support Agricultural Policy in Nepal on Cooperatives and Fertilizers</b>		<i>Country:</i> Nepal
<i>CNTR Number:</i> 07 09/10 167 500 024 CW 010		
<i>Location within Country:</i> Kathmandu		<i>Professional staff provided</i> <i>No. of staff:</i> 6
<i>Commissioning DFID Department:</i> DFID Nepal		<i>No. of staff-days:</i> 12
<i>Start date:</i> 4 May 2009	<i>Completion date:</i> 11 May 2009	<i>Maximum contract value:</i> £11,300
<i>Name of associated firm/ organisation, if any:</i> -		<i>No. of staff-days provided by associated firm:</i> -
<i>Senior staff involved and functions performed:</i>  Dr. G.C. Shrotriya – Presenter, Fertiliser Dr. Krishna Ganuji Wankhede – Presenter, Fertiliser Ramesh Chandra Gupta – Presenter, Fertiliser Raghunatha Reddy – Presenter, Cooperatives Vasudeva Rao Gorla – Presenter, Cooperatives Jacqueline Wright – LRC Project Manager		
<i>Detailed narrative description of project:</i>  The current government of Nepal wishes to re-vitalize cooperatives and access to fertilizers as a vehicle for achieving goals of increased productivity and shift towards commercial agriculture. DFID supported two sets of presenters to attend workshops organised by the World Bank, one on fertilisers and one on cooperatives, the objective being to inform the government’s new agriculture policies with experience from the region.		
<i>Detailed description of services provided:</i>  The LRC contracted the five regional presenters for the two workshops and provided logistical support to enable them to attend the events in Kathmandu.		

# APPENDIX II

## Commissioned Services: Actual Expenditure



## Annex2: LRC Framework Agreement: Actual Expenditure

Financial Year: 01 April 2009 - 31 March 2010

Completed	FY2007-2008
Completed	FY2008-2009
Completed	FY2009-2010

LRC Assignment	Contract	Apr09 - Mar10	Q1	Q2	Q3	Q4	Year to Date (Actual plus Forecast for Current Year)	2007/08	2008/09	2010/11	Total Contract Amount	Completed Assignment
Number	Number	Commissioned	Actual	Forecast	Forecast	Forecast		Actual Spend	Actual Spend	Forecast		Under Spend
008	CNTR 07 8126	0.00	0.00	0.00	0.00	0.00	0.00	13,527.23	0.00	0.00	13,527.23	6,771.52
002	CNTR 07 8151	0.00	0.00	0.00	0.00	0.00	0.00	12,496.50	0.00	0.00	12,496.50	225.00
010	CNTR 07 8173	-1,000.00	0.00	0.00	0.00	0.00	0.00	10,810.70	27,205.34	0.00	38,016.04	Ongoing
015	CNTR 07 8203	0.00	0.00	0.00	0.00	0.00	0.00	12,665.00	0.00	0.00	12,665.00	9,899.00
003	CNTR 07 8207	0.00	0.00	0.00	0.00	0.00	0.00	10,856.70	0.00	0.00	10,856.70	896.10
018	CNTR 07 8215	0.00	0.00	0.00	0.00	0.00	0.00	30,517.00	12,383.00	0.00	42,900.00	0.00
020	GEG GMU1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,733.00	0.00	3,733.00	92.00
021	CNTR 07 8250	0.00	0.00	0.00	0.00	0.00	0.00	21,210.00	0.00	0.00	21,210.00	0.00
024	CNTR 08 8368/PO 3937	826,290.63	103,603.86	240,895.59	240,895.59	240,895.59	826,290.63	0.00	175,844.65	0.00	1,002,135.28	Ongoing
025	RNRAT 008	0.00	0.00	0.00	0.00	0.00	0.00	1,511.50	3,141.80	0.00	4,653.30	121.70
027	CNTR 08 8347	973.22	0.00	0.00	0.00	0.00	0.00	27,856.53	0.00	0.00	27,856.53	973.22
028	CNTR 08 8361	0.00	0.00	0.00	0.00	0.00	0.00	0.00	53,299.06	0.00	53,299.06	5,446.94
029	CNTR 08 8420	0.00	0.00	0.00	0.00	0.00	0.00	0.00	58,019.60	0.00	58,019.60	9,019.40
031	RNRAT 015	0.00	0.00	0.00	0.00	0.00	0.00	745.00	0.00	0.00	745.00	0.00
032	CNTR 08 8410	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,471.19	0.00	10,471.19	273.81
033	CNTR 08 8432	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,758.98	0.00	35,758.98	26,336.02
036	CNTR 08 8454	0.00	0.00	0.00	0.00	0.00	0.00	0.00	147,837.08	0.00	147,837.08	124,768.67
038	CNTR 08 8476/PO 5050	75,037.78	29,305.40	45,732.38	0.00	0.00	75,037.78	0.00	181,786.63	0.00	256,824.41	Ongoing
039	CNTR 08 8507	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94,782.90	0.00	94,782.90	0.00
040	DFIDB 08 451	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,510.78	0.00	28,510.78	2,282.03
037	CNTR 08 8517	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225,441.18	0.00	225,441.18	0.00
042	RNRAT 010	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,472.51	0.00	11,472.51	222.49
044	CNTR 08 8510	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112,833.28	0.00	112,833.28	0.00
045	CNTR 08 8557/PO 4171	77,191.21	48,079.51	29,111.70	0.00	0.00	77,191.21	0.00	112,652.29	0.00	189,843.50	Ongoing
047	CNTR 08 8595/PO 4922	143,022.96	32,686.54	110,336.42	0.00	0.00	143,022.96	0.00	47,608.68	0.00	190,631.64	Ongoing
048	CNTR 08 8563	0.00	0.00	0.00	0.00	0.00	0.00	0.00	69,009.79	0.00	69,009.79	0.00
049	GT1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00	0.00
050	CNTR 08 8582	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,385.00	0.00	24,385.00	0.00
054	PO 4375	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56,511.99	0.00	56,511.99	27,167.51
057	FG 08-09/006	16,723.88	5,534.06	0.00	0.00	0.00	5,534.06	0.00	24,341.12	0.00	29,875.18	11,189.82
058	Pipeline (HGP-August)							0.00	0.00	0.00	0.00	Pipeline
059	PO 4538	43,616.00	10,906.35	16,354.83	16,354.83	0.00	43,616.00	0.00	0.00	0.00	43,616.00	Ongoing
060	PO4484	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,062.99	0.00	6,062.99	357.01
063	PO 4472	104,033.63	13,913.04	90,430.43	0.00	0.00	104,343.47	0.00	0.00	0.00	104,343.47	Ongoing
065	PO 4793	45,600.00	18,276.75	27,323.25	0.00	0.00	45,600.00	0.00	0.00	0.00	45,600.00	Ongoing
066	PO 40015782	11,810.00	9,283.99	0.00	0.00	0.00	9,283.99	0.00	0.00	0.00	9,283.99	2,526.01
067	PO 4846	51,039.95	27,753.65	0.00	0.00	0.00	27,753.65	0.00	0.00	0.00	27,753.65	23,286.30
068	Pipeline (IFPRI-July)							0.00	0.00	0.00	0.00	Pipeline
070	Pipeline (HALP-Sept))							0.00	0.00	0.00	0.00	Pipeline
072	Pipeline (Cameroon-Oct)							0.00	0.00	0.00	0.00	Pipeline
073	Pipeline (Tajikistan-Oct)							0.00	0.00	0.00	0.00	Pipeline
<b>TOTAL</b>		<b>1,394,339.26</b>	<b>299,343.15</b>	<b>560,184.60</b>	<b>257,250.42</b>	<b>240,895.59</b>	<b>1,357,673.75</b>	<b>142,196.16</b>	<b>1,527,092.84</b>	<b>0.00</b>	<b>3,026,962.75</b>	<b>251,854.55</b>

World Bank Conference

## Appendix 4: LRC CORE SERVICES COSTS: Actual Expenditure

Financial Year: 01 April 2009 - 31 March 2010

CONTRACTED	Q1	Q2	Q3	Q4	YTD	2007-08	2008-09	Balance
BUDGET	Actual	Actual	Actual	Actual	Total	Actual	Actual	
125,331.00	10,408.27	0.00	0.00	0.00	10,408.27	25,928.62	31,126.85	57,867.26

## Appendix 4: LRC START-UP COSTS: Actual Expenditure

Financial Year: 01 April 2009 - 31 March 2010

CONTRACTED	Q1	Q2	Q3	Q4	YTD	2007-08	2008-09	Balance
BUDGET	Actual	Actual	Actual	Actual	Total	Actual	Actual	
43,439.00	0.00	0.00	0.00	0.00	0.00	40,679.56	911.86	1,847.58

# APPENDIX III

## Minutes of Steering Committee Meeting, 30 June 2009



## LIVELIHOODS RESOURCE CENTRE STEERING COMMITTEE MEETING

30 June 2009

DFID – Palace St, London (9.30 -11 am)

### Present:

John Barrett – Chair, Head of Profession Livelihoods, DFID

Jane Clark – Deputy Head of Profession Livelihoods, DFID

Anthea Kerr – LRC Mid-term Review

Matthew Roberts – LRC Programme Manager (HTSPE)

Samantha Salmon – LRC Project Manager

Jacqueline Wright – LRC Project Manager

Helen Schneider, IDS

James Green – HTSPE, Director

Apologies: Donald Lunan – LRC Consultant (Paternity leave)

Nr	Item	Action
1	<p data-bbox="347 1039 691 1072"><b>LRC Mid Term Review</b></p> <p data-bbox="347 1115 1078 1256">Anthea Kerr joined the steering committee meeting and will be responsible for carrying out a mid-term review based on the draft terms of reference that were circulated before the meeting.</p> <p data-bbox="347 1299 1078 1697">John Barrett outlined the vision for the Livelihoods Resource Centre (LRC) as a support to the DFID livelihoods cadre, both for commissioned work but also as a proactive partner for policy support and learning. It was felt that LRC was stronger on the delivery side of commissioned work but that the current core services were not meeting the changing needs of the DFID livelihoods cadre. It was felt that the full experience of the consortium could be better used to support and provide quality inputs.</p> <p data-bbox="347 1740 1042 1843">Overall it was noted that volume of work on LRC coming through Africa-based DFID livelihoods advisers was low.</p> <p data-bbox="347 1921 1062 1995">These points would be taken up during the review process.</p>	

	<p>It was agreed that the mid term review would provide a major opportunity to review progress, the form of the current contract; the appropriate mix of staff/expertise to deliver the services and agree steps going forward to June 2010 and the possible one year extension.</p> <p>The following timelines were agreed:</p> <ul style="list-style-type: none"> <li>• Fri 3 July – initial review meeting in DFID (Anthea and Matt);</li> <li>• Thu 9 July – consortium briefing (Anthea, Jim, Helen and Katharine), with comments forwarded by Coffey (Jeremy Swainson);</li> <li>• Fri 31 July – draft report for Jane Clark to review;</li> <li>• Tue 11 August – 09.30 LRC meeting with DFID to discuss the report and agree next steps</li> </ul> <p>A draft logical framework in the new format will be prepared as background for the 11 August meeting</p>	<p>Anthea Kerr and LRC team</p> <p>DFID and LRC team</p> <p>LRC team</p>
2	<p><b>CORE SERVICES</b></p> <p>Following previous discussions, Helen Schneider from IDS had already started a review of core services including the e-bulletin and website. Figures on current usage of the services had been compiled and Helen was in the process of conducting feedback interviews with DFID advisers.</p> <p>A first draft of key findings would be completed by 14 July to inform discussions between Anthea and Helen on 16 July in DFID.</p>	
3	<p><b>COMMISSIONED SERVICES</b></p> <p>A summary of pipeline and commissioned work was provided and circulated to meeting members.</p> <p>The next quarterly/annual report incorporating figures for the period April to June 2009 will be completed during July 2009.</p>	<p>LRC team by 31 July</p>
6	<p><b>NEXT MEETING</b></p> <p>Next meeting date for steering committee to be agreed at the 11 August DFID/LRC mid term review</p>	<p>DFID/LRC</p>

	discussions.	
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Jane Clarke

DFID (date)

James Green

HTSPE (date)