

DFID Department for
International
Development

CNTR 077717 &
CNTR 078014

Livelihoods Resource
Centre

Quarterly Report
December 2009





CNTR 07 7717
CNTR 07 8014

Quarterly Report 2009/10

No 10, December 2009



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This report provides details of activities undertaken by the HTSPE-led consortium managing the Livelihoods Resource Centre (LRC) during Quarter 2 of Financial Year (FY) 2009-2010.

It covers two contracts: CNTR 07 7717 – for Core Services, and CNTR 07 8014 – a Framework Agreement for work commissioned by the LRC on behalf of the Department for International Development (DFID).

An overview of work undertaken under the Core Contract and Commissioned Service Contract is followed by a summary of progress on key issues and action points for the next quarter.

The LRC Mid Term Review was held during the last quarter and work on core services has concentrated on working closely with DHoP and addressing the actions arising from the review. Progress on these issues is detailed at the end of the report.

The LRC has continued to be busy with commissioned work, with six new requests for services and four new contracts during this quarter.

CNTR 07 7717 Core Services

LRC Website

The Organisations Database on the LRC website contains the details of 67 organisations from around the world that work in the livelihoods and rural development sectors.

A summary of website use, drawn from figures produced by the webstats package is shown below.

| MONTH | VISITS | MOST POPULAR PAGE | AVERAGE PAGES VISITED/DAY | AVERAGE PAGES/VISIT |
|-----------------------------------------|--------|------------------------|---------------------------|---------------------|
| Monthly average during the last quarter | 844 | - | 41 | 1.63 |
| October 2009 | 855 | Organisations Database | 27 | 1.25 |
| November 2009 | 896 | Organisations Database | 37 | 1.26 |
| December 2009 | 718 | Organisations Database | 23 | 1.3 |
| Monthly average for this quarter | 823 | - | 29 | 1.27 |

Website Enquiries

A summary of enquiries received via the website during this quarter is shown below.

| Organisation | Nature of enquiry |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Local government service commission, Lagos State | Request for information on training courses throughout 2010. |
| DFID Cambodia | A request for experts for a number of small projects being commissioned in Cambodia |
| Khanya - African Institute for Community-Driven Development | Informing us of their new training courses for 2010 which can be advertised on our website. |

Core Services – Financial Update

Actual expenditure for start-up costs and core services costs for the current Financial Year, 1 April 2009 – 31 March 2010, is summarised as:

LRC Start-up Costs – Actual Expenditure

| CONTRACTED BUDGET (£) | Q1 ACTUAL; | Q2 ACTUAL | Q3 ACTUAL | Q4 ACTUAL | YTD | 2007/08 SPEND | 2008/09 SPEND | BALANCE |
|-----------------------|------------|-----------|-----------|-----------|--------|---------------|---------------|----------|
| 43,707.00 | 0.00 | 22.00 | 201.31 | 0.00 | 223.31 | 40,679.56 | 911.86 | 1,892.27 |

LRC Core Service Costs – Actual Expenditure

| CONTRACTED BUDGET (£) | Q1 ACTUAL; | Q2 ACTUAL | Q3 ACTUAL | Q4 ACTUAL | YTD | 2007/08 SPEND | 2008/09 SPEND | BALANCE |
|-----------------------|------------|-----------|-----------|-----------|----------|---------------|---------------|----------|
| 125,063.00 | 10,408.27 | 13,802.40 | 6745.47 | 0.00 | 30956.14 | 25,928.62 | 31,126.85 | 37051.39 |

CNTR 07 8014 Commissioned Services

New Requests

Six new requests received during this quarter:

1. **Zoonoses Workshop** – commissioned during this quarter;
2. **Review of the Delivery Chains Used by DFID to Support Civil Society** – not commissioned during this quarter;
3. **Natural Resources Management and Livelihoods Programme (NRMLP) Studies, Cambodia** – still in the pipeline at the end of the quarter;
4. **Producing Portfolio Descriptions for DFID’s Work on Climate Change, Economic Growth and Agriculture** – commissioned during this quarter;
5. **Specialist Input on Land Reform in Kenya** – still in the pipeline at the end of the quarter;
6. **Support for Climate Change Adaptation in Nepal: Design and Pilot Phase** – still in the pipeline at the end of the quarter.

Ongoing Requests

The Administrative Analysis of Forest and Environment Sector Programme in Cameroon and the Increasing Agricultural Potential in Afghanistan requests, which were still in the pipeline at the end of the previous quarter, were both commissioned during the current quarter.

Total requests received to end December 2009 and their outcomes are shown in the table below.

| Assignment Category | Total | Current Pipeline | Commissioned (ongoing) | Commissioned (complete) | Not Commissioned |
|---------------------------------------|-------|------------------|------------------------|-------------------------|------------------|
| Sourcing Consultants | 3 | 0 | 1 | 1 | 1 |
| Managing Studies under the OJEU Limit | 41 | 3 | 5 | 15 | 18 |
| Managing Studies over the OJEU Limit | 12 | 0 | 5 | 6 | 1 |
| Professional | 3 | 0 | 0 | 3 | 0 |

| Assignment Category | Total | Current Pipeline | Commissioned (ongoing) | Commissioned (complete) | Not Commissioned |
|-------------------------------|-----------|------------------|------------------------|-------------------------|------------------|
| Development | | | | | |
| Event / Conference Management | 11 | 0 | 1 | 5 | 5 |
| Other Livelihood Services | 3 | 0 | 1 | 2 | 0 |
| Total | 73 | 3 | 13 | 32 | 25 |

Climate Change Desk

In addition, four requests were received through the Climate Change Desk which the LRC operates in conjunction with DEW Point and Ti-Up. These were:

1. **Support to ICID + 18, August 2010** – being taken forward by DEW Point;
2. **Material for DFID Climate Change Champions on Raising the Profile of Climate Change in DFID's Work and Catalysing Change Within the Organisation to Ensure DFID Responds Effectively to Climate Change** – being taken forward by DEW Point as a core enquiry;
3. **Review of the Economic Impacts of Climate Change in Tanzania** – still in the pipeline at the end of the quarter;
4. **Scoping of a High-deforesting Multi-country Programme for DFID's Africa Regional Department** – commissioned through DEW Point.

Ongoing Commissioned Work

There were 12 ongoing contracts during this quarter, four of which were signed during the quarter.

The new assignments were:

1. Producing Portfolio Descriptions for DFID's Work on Climate Change, Economic Growth and Agriculture;
2. Zoonoses Workshop;
3. Increasing Agricultural Potential in Afghanistan;
4. Administrative Analysis of Forest and Environment Sector Programme, Cameroon.

Details of these new assignments can be found in Appendix 1.

The table below provides a summary of all ongoing commissioned work at the end of the quarter.

Ongoing Commissioned Work at the end of Q3 of FY 2009/10

| CNTR No. | Assignment Name | Summary | Contract Value |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| Sourcing Consultants | | | |
| PO 4538 | DFID Food Group Policy Advice and Support | Identifying and contracting a consultant for a short-term role within DFID's Food Group | £43,616 |
| Professional Development | | | |
| - | - | - | - |
| Studies | | | |
| 07 8173 | African Livestock Product Trade Strategy | Facilitating the development of a livestock commodity trade strategy with the African Union | £42,512 |
| PO 5063 | Design of Helmand Growth Programme | Identifying and supplying a team of experts to design the Helmand Growth Programme. | £177,595 |
| PO 4981 | Joint Donor Review of NEPAD IFPRI Collaborative Research and Capacity Building Programme | Supplying a consultant to work as part of a joint donor team to review IFPRI's support to CAADP. | £32,375 |
| PO 5115 | Increasing Agricultural Potential in Afghanistan | Design a new agriculture programme for DFID Afghanistan | £56,331 |
| 40020826 | Administrative Analysis of Forest and Environment Sector Programme, Cameroon | Provide an expert to carry out an administrative analysis of the FESP in Cameroon | £15,950 |
| Assignments over the OJEU Limit | | | |
| PO 3937 | Afghanistan Improving Evidence of Livelihoods Programmes (formerly Monitoring and Evaluation Technical Assistance) | Two-year M&E/impact assessment resource pool for livelihoods programmes in Afghanistan | £1,002,135.28 |
| 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 | £104,033.63 |

| CNTR No. | Assignment Name | Summary | Contract Value |
|------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| | | into their development activities. | |
| PO 4922 | 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. | £190,631.65 |
| PO 5060 | Management Consultant – Helmand Alternative Livelihoods Programme | Provision of a management consultant to support HALP by undertaking a market analysis of the wheat industry. | £775,651 |
| PO 5085 | TA to Government of Tajikistan for the Start-up of the Pilot Programme for Climate Resilience (PPCR) | Supplying technical assistance to the Government of Tajikistan as it participates in the Pilot Programme for Climate Resilience. | £346,968.50 |
| Event/Conference Management | | | |
| 40021807 | Zoonoses Workshop | Organise and report on a DFID workshop to identify areas where further evidence is required to inform policy on zoonoses | £22,620 |
| Other Livelihoods Services | | | |
| 40024730 | Producing Portfolio Descriptions for DFID's Work on Climate Change, Economic Growth and Food and Agriculture | Provide a research assistant to help produce portfolio descriptions for DFID's spend on climate change, food and agriculture, and economic growth | £3,360 |

Financial Update for this Quarter

The total spend for commissioned work this quarter stands at £409846.10. The total spend this financial year stands at £1,005,844.55. See Appendix 2 for details.

Current Issues and Action Points Arising for the Next Quarter

Ruth Sparrey returned from Maternity leave on 20 October. An amendment to the LRC core contract has been approved and this will allow Ruth support the LRC team and new Deputy Head of Profession (DHoP), Paula Chalinder, with core services.

Taking forward the actions arising from the LRC Mid-term Review, during this quarterly reporting period the LRC team has worked with the DHoP to:

- **Develop a communications strategy for the cadre** – draft Terms of Reference prepared and a contract amendment in place to support the Livelihoods DHoP with this as required;
- **Design and issue a new cadre newsletter to replace the LRC e-Bulletin** – it was agreed following the mid-term review that the external e-Bulletin would be replaced with a bimonthly internal newsletter for DFID livelihoods advisers. The first edition was produced and circulated to advisers in November, and feedback has been positive. The next issue of the newsletter is scheduled for the end of January 2010 and will capture the outputs of the first livelihoods learning event, to be held in Palace Street on 25 January;
- **Review and redesign the LRC Website** – a new website to host LRC material and signpost LRC services to livelihoods advisers is currently being designed. This will include a revamped organisation database. Content is being developed and a new suite of organisations contacted. Work on the website build is due to commence in January;
- **Improve the quality of consultants and the way consultants share their learning** - process evaluation forms have been developed and agreed. These now form part of LRC commissioning process and all consortium members have been made aware;
- **System for advisers to agree at commissioning that work can be put on the LRC website to be reactivated and strengthened** – reminders and list of knowledge management and shared learning options that can form part of the commissioned service are now sent with each enquiry to be signed off by commissioning adviser.

In addition to actions arising from the review the core team has:

- Developed a **small directory of consultants that can provide services to support learning or act as facilitators** for DFID advisers. The list will be hosted on teamsite with the first batch being made available in January;

- Placed **PLOW modules** in a simplified format on the Livelihoods Teamsite page. The team is currently investigating opportunities to host the original modules on an open source website;
- Held a consortium meeting on 25 November, hosted at DEV, to bring LRC consortium members up to speed with the review process and put into place the actions from the review;
- Agreed to provide administrative and secretariat support to the first livelihoods learning event for the cadre in Palace Street on 25 January.

Other Management Issues

- Samantha Salmon has now been security cleared and will work from Palace Street on a regular basis;
- Donald Lunan will return to his part-time role with the LRC team in February;
- A request is being made to transfer a DFID laptop to Ruth Sparrey so that she can support the DHoP with Teamsite updates for the Livelihoods Group.

LRC Contract

- The LRC contract is due for renewal in June 2010. Discussions over a possible extension will be held with the HoP/DHoP in due course.

LRC Retreat

- Work on identifying possible venues for the 2010 retreat is underway. However, content, timing and number of participants have yet to be confirmed. If this is to proceed in mid/late 2010 an early update is required so necessary bookings and other logistical arrangements can be made.

APPENDIX I

Details of New Assignments



ASSIGNMENT SUMMARY SHEET

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------------------------------------------------|
| <i>Assignment title:</i> Producing Portfolio Descriptions for DFID's work on Climate Change, Economic Growth and Food and Agriculture | | <i>Country:</i> UK |
| <i>Location within Country:</i> London | | <i>Professional staff provided</i> <i>No. of staff:</i> 1 |
| <i>Commissioning DFID Department:</i> DFID Policy Division | | <i>No. of staff-days</i> 15 |
| <i>Start date:</i> January 2010 | <i>Completion date:</i> March 2010 | <i>Maximum contract value:</i> £3,360 |
| <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> Jacqueline Wright – Research Assistant | | |
| <i>Detailed narrative description of project:</i> <p>DFID's Policy Division commissioned a review of its sectoral portfolios in order to capture a picture of DFID's spend in particular sectors and to see how spending in those sectors has evolved over time.</p> <p>The portfolios assessed the amount of spend, trends in spending and quality of work, and were organised by country/region, funding type and sub-sector to review trends over the past five to seven years. DFID had previously carried out this work for the water and health sectors and wished to continue it in three further sectors: economic growth, food and agriculture, and climate change.</p> | | |
| <i>Detailed description of services provided:</i> <p>The Livelihoods Research Centre supplied a research assistant to work alongside DFID staff to assist with producing the portfolio description for economic growth. The main focus of the work was the production of a clean dataset. Tasks included:</p> <ul style="list-style-type: none"> • Helping set the terms of reference for the economic growth portfolio; • Collecting data for bilateral programme spend using DFID systems and expenditure reports, and validating it with a sample from DFID country offices; • Collecting data or making attributions for DFID's multilateral and other bilateral spend in each sector; • Collecting the data and perform basic analysis so that a portfolio description could be produced for each sector. | | |

ASSIGNMENT SUMMARY SHEET

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------|
| <i>Assignment title:</i> Zoonoses Workshop | | <i>Country:</i> UK |
| <i>Location within Country:</i> London | | <i>Professional staff provided</i> <i>No. of staff:</i> 2 |
| <i>Commissioning DFID Department:</i> DFID Research and Evidence Division/Agriculture | | <i>No. of staff-days</i> 5 |
| <i>Start date:</i> November 2009 | <i>Completion date:</i> January 2010 | <i>Maximum contract value:</i> £22,620 |
| <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> Jacqueline Wright – Event Organiser Donald Lunan – Minutes and Proceedings | | |
| <i>Detailed narrative description of project:</i> <p>The DFID Zoonoses workshop was part of an ongoing initiative to identify areas where further evidence is required to inform policy.</p> <p>The topic of zoonoses is one area where there may be important gaps in knowledge that could potentially have a huge impact on development and health. Initial research by DFID indicated that identification of potential hotspots for emergence of zoonoses had the potential to lead to the identification of interventions which could mitigate that risk. The rationale was that livestock systems are changing to meet rapidly increasing demand and that trading in livestock, their products and the associated impacts on natural resource availability can have potential impacts on the risk of the spread of diseases. DFID’s proposition was that diseases such as highly pathogenic avian influenza (HPAI), with global economic impact, could be of interest to developed countries that might be prepared to invest in mitigating risks in country from such hotspots, while diseases such as TB, which impact mostly on the local poor, would be of more interest to investment decision-makers in international development donor organisations. In order to test out these ideas DFID brought together experts from across a wide range of stakeholders in a one-day workshop.</p> | | |
| <i>Detailed description of services provided:</i> <p>The Livelihoods Research Centre organised the workshop on behalf of DFID’s Agricultural Research team. This involved:</p> <ul style="list-style-type: none"> • Finalising invitation list and sending out invitations; • Maintaining and finalising list of participants; • Organising travel and accommodation for participants and speakers as necessary; • Paying honoraria to key speakers; • Logistical arrangements, including catering and video links; • Taking minutes and writing up proceedings for dissemination. | | |

ASSIGNMENT SUMMARY SHEET

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------------|
| <i>Assignment title:</i> Design of Improving Agricultural Potential in Afghanistan | | <i>Country:</i> Afghanistan |
| <i>Location within Country:</i> Kabul | | <i>Professional staff provided</i> <i>No. of staff:</i> 2 |
| <i>Commissioning DFID Department:</i> DFID Afghanistan | | <i>No. of staff-days</i> 68 |
| <i>Start date:</i> October 2009 | <i>Completion date:</i> January 2010 | <i>Maximum contract value:</i> £56,331 |
| <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> Steve Jones – Team Leader Charlotte Dufour – Consultant | | |
| <i>Detailed narrative description of project:</i> <p>The overall objective of DFID's work in Afghanistan is to support the Government of Afghanistan to deliver services to Afghan people. As the Afghan economy is based largely on informal, subsistence agriculture, which produces 30-40% of GDP, it is critical to increase its commercial potential. DFID therefore asked the LRC design a new programme to improve agricultural potential, thereby increasing employment and raising living standards.</p> <p>The programme was designed as an umbrella programme, delivering the objective (increased agricultural potential) through several workstreams, including MAIL. The design had to take into account DFID-A's objective of balancing support to Government programmes with the private sector, as well as gender inequality.</p> | | |
| <i>Detailed description of services provided:</i> <p>Working with GoA line ministries, other donors and private sector representatives, the project team produced the following:</p> <ol style="list-style-type: none">1. A Project Document for a four-year agricultural programme with necessary annexes, completed in line with the latest DFID guidance, including a detailed economic appraisal and environmental, social, institutional, political and fiduciary appraisals;2. A logframe, agreed with DFID-A's Results Team, with annual, measurable indicators and baselines;3. A presentation to key stakeholders. | | |

ASSIGNMENT SUMMARY SHEET

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| <i>Assignment title:</i> Forestry Expert for Administrative Analysis of Forestry and Environment Sector Programme | | <i>Country:</i> Cameroon |
| <i>Location within Country:</i> Yaounde | | <i>Professional staff provided</i> <i>No. of staff:</i> 1 |
| <i>Commissioning DFID Department:</i> West and Southern Africa Director's Office | | <i>No. of staff-days</i> 30 days |
| <i>Start date:</i> October 2009 | <i>Completion date:</i> December 2009 | <i>Maximum contract value:</i> £15,950 |
| <i>Name of associated firm/ organisation, if any:</i> International Development UEA (DEV) | | <i>No. of staff-days provided by associated firm:</i> 30 days – Forestry Expert |
| <i>Senior staff involved and functions performed:</i> Peter Mbile – Forestry Expert | | |
| <i>Detailed narrative description of project:</i> <p>The Government of Cameroon has developed a national reform programme in the forest and environment sectors called the Forest and Environment Sector Programme (FESP). The overarching themes of the FESP are capacity building, decentralisation of government services, transparency and disclosure, and providing positive incentives for good stewardship and investment in the sector.</p> <p>A team of two experts, an Administrative and Financial Systems Expert and a Forest Sector Expert (the latter provided by the LRC) carried out an administrative analysis of the FESP in order to identify the bottlenecks which may prevent timely implementation of the FESP and provide recommendations to address these weaknesses.</p> | | |
| <i>Detailed description of services provided:</i> <p>The project team provided an analysis of the FESP as a bureaucratic and administrative system in the form of a 50-page report, developed after conducting interviews with government officials involved in programme implementation at different levels and through examining existing institutions and operations at the central level in Yaounde and the regions.</p> <p>The analysis specifically focused on:</p> <ul style="list-style-type: none"> • Constraints – the main bureaucratic constraints, smaller administrative obstructions, informal rules and dysfunctional practices; • Coherence – assessing the understanding of various formal procedures and policies by ministries; • Capacity – analysis of the quality of human resources; • Best practice – how to transfer effective performance; • Practical recommendations for improved performance. | | |

APPENDIX II

Commissioned Services: Actual Expenditure

