

DFID Department for
International
Development

CNTR 077717 &
CNTR 078014

Livelihoods Resource
Centre

Quarterly Report
March 2010



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delivering
potential



CNTR 07 7717
CNTR 07 8014

Quarterly Report 2009/10

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This report provides details of activities undertaken by the HTSPE-led consortium managing the Livelihoods Resource Centre (LRC) during Quarter 4 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 team has worked hard to address the core service requirements of DFID, and the LRC continues to be busy with commissioned work, with six new requests for services and three new contracts during this quarter.

The contracts for LRC Core and Commissioned services are due for renewal at the end of June 2010 for a further one-year period.

CNTR 07 7717 Core Services

LRC Website

The Organisations Database on the LRC website contains the details of 71 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	823	-	29	1.27
January 2010	581	Organisations Database	18	1.72
February 2010	540	Organisations Database	53	2.7
March 2010	584	Organisations Database	38	2.0
Monthly average for this quarter	568	-	36.3	2.14

Website Enquiries

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

Organisation	Nature of enquiry
DFID Afghanistan	Request for suitable livelihoods or agricultural or economic assessment specialists to form part of a team reviewing a demining programme in Afghanistan.
IDMAT	Invitation to 12th International Workshop on Gender Equity Micro Enterprise Development
IMM Ltd	Providing us with information on their services including livelihoods training

During this quarter the LRC was notified of a decision to bring the websites of all DFID Resource Centres under the main DFID external website. As the LRC website was in the

middle of being revised, this news is particularly timely, and the LRC is happy for its website to be one of the first to be transferred to the main DFID site. The LRC team is working with DFID's communications team to enable this to happen as soon as possible. In the meantime, the current LRC website will continue to operate as normal.

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	300.00	523.31	40,679.56	911.86	1,592.27

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	6,745.47	10,783.00	41,739.14	25,928.62	31,126.85	26,268.39

CNTR 07 8014 Commissioned Services

New Requests

Six new requests were received during this quarter:

1. **Quality Assurance to Change Management Strategy for MAIL, Afghanistan** – still in the pipeline at the end of the quarter;
2. **Finding Temporary Livelihoods Adviser for DFID Afghanistan** – commissioned during this quarter;
3. **Supporting the Development of New Learning Modules and Re-hosting Existing Learning Materials** – commissioned during this quarter
4. **Arid and Semi-arid Lands SWAp: Identification of Good Practices for Scaling-up** – proposal submitted in April, request still in the pipeline at the end of this quarter;
5. **Supporting Rural Development in Afghanistan** – still in the pipeline at the end of this quarter;
6. **Project Completion and Sustainability Assessment of Forest Governance Facility** – still in the pipeline at the end of the quarter.

Ongoing Requests

Of the three requests still in the pipeline at the end of the previous quarter, the Natural Resources Management and Livelihoods Programme (NRMLP) Studies in Cambodia was commissioned, while the Specialist Input on Land Reform in Kenya and Support for Climate Change Adaptation in Nepal – Design and Pilot Phase requests were still in the pipeline at the end of this quarter.

Total requests received to end March 2010 and their outcomes are shown in the table below. A number of errors in the database which tracks requests were identified during the last quarter. These errors have now been resolved, meaning that the figures contained in the table below are accurate but will not tally with the figures given in previous quarters.

Assignment Category	Total	Current Pipeline	Commissioned (ongoing)	Commissioned (complete)	Not Commissioned
Sourcing Consultants	4	0	2	1	1
Managing Studies under	43	4	3	18	18

Assignment Category	Total	Current Pipeline	Commissioned (ongoing)	Commissioned (complete)	Not Commissioned
the OJEU Limit					
Managing Studies over the OJEU Limit	14	2	4	7	1
Professional Development	4	0	1	3	0
Event / Conference Management	9	0	0	4	5
Other Livelihood Services	4	0	1	3	0
Total	78	6	11	36	25

Climate Change Desk

No new requests were received through the Climate Change Desk which the LRC operates in conjunction with two other resource centres, DEW Point and Ti-Up.

Ongoing Commissioned Work

There were 11 ongoing contracts during this quarter, three of which were signed during this reporting period.

The new assignments were:

1. Finding Temporary Livelihoods Adviser for DFID Afghanistan;
2. Supporting the Development of New Learning Modules and Re-hosting Existing Learning Materials;
3. Natural Resources Management and Livelihoods Programme (NRMLP) Studies in Cambodia.

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	£56,746
PO 2010 0315 001	Finding Temporary Livelihoods Adviser for DFID Afghanistan NEW	Identifying candidates to take up a temporary role with DFID Afghanistan as a livelihoods adviser.	£6,000
Professional Development			
PO 40029024	Supporting the Development of New Learning Modules and Re-hosting Existing Learning Materials NEW	Co-ordinating and managing three new professional development modules for the livelihoods cadre – fragile states and conflict, climate change and agriculture and food security, results-based evidence – and providing the technical oversight required for revising the livelihoods competency framework for the livelihoods group	£19,465
Studies			
07 8173	African Livestock Product Trade Strategy	Facilitating the development of a livestock commodity trade strategy with the African Union	£42,512
PO 5115	Increasing Agricultural Potential in Afghanistan	Design a new agriculture programme for DFID Afghanistan	£56,331
PO 40025294	Natural Resources Management and Livelihoods Programme (NRMLP) Studies, Cambodia NEW	Providing a team member for studies of lessons learnt from the civil society component of NRMLP I and how NRMLP II can focus more effectively on poverty reduction.	£15,055
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

CNTR No.	Assignment Name	Summary	Contract Value
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.	£104,033.63
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.	£258,921.52
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			
-	-	-	-
Other Livelihoods Services			
PO 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.	£4,380

Financial Update for this Quarter

The total spend for commissioned work this quarter stands at £283,826.12. The total spend this financial year stands at £1,288,600.67. See Appendix 2 for details.

Current Issues and Action Points Arising for the Next Quarter

During this quarterly reporting period the LRC team has worked with the Livelihoods Head of Profession Team (HoP) Team to:

- Produce the **second edition of the cadre newsletter**;
- **Review and redesign the LRC Website**: During this quarter a Whitehall directive on website rationalisation was issued. The LRC has agreed to work with and assist the DHoP with designing a new site to be hosted on the main DFID web page. To date the team has formulated ideas for page layout and functionality. We await DFID's internal web design team to advise next steps;
- Assist the DHoP with **administrative and secretariat support to the first livelihoods learning event** for the cadre. An internal seminar "Learning Lesson on Fragile States" was held in Palace Street on 25 January. The session was warmly received and a briefing note was prepared by the LRC for the cadre.

Other Management Issues

A request is being made to transfer a DFID laptop to Ruth Sparrey so she can support the DHoP with updates for the Livelihoods Group.

LRC Contracts for Core and Commissioned Services

The LRC contract is due for renewal at the end of June 2010 for a further one-year period. Following discussions with DFID, a revised budget for core services and a revised fee band structure for commissioned services have been forwarded to the Deputy HoP to support amendments to the existing contracts. Final approval is awaited from DFID.

LRC Retreat

The livelihoods cadre's annual global retreat will be held in DFID's East Kilbride office in October. The LRC team has identified possible accommodation options for the DHoP to consider.

APPENDIX I

Details of New Assignments



ASSIGNMENT SUMMARY SHEET

<i>Assignment title:</i> Finding Livelihoods Adviser for DFID Afghanistan		<i>Country:</i> UK
<i>CNTR Number: 2010 0315 001</i>		<i>Professional staff provided</i> <i>No. of staff:</i>
<i>Location within Country:</i>		
<i>Commissioning DFID Department:</i> DFID Afghanistan		<i>No. of staff-days</i>
<i>Start date:</i> 01/04/2010	<i>Completion date:</i> 31/05/2010	<i>Maximum contract value:</i> £6,000
<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> Matthew Roberts – sourcing of candidates and taking up references		
<i>Detailed narrative description of project:</i> <p>The Government of Afghanistan has prioritised agriculture and rural development, bringing together relevant line ministries in a new ‘cluster’ to work together under a common vision, results framework and coherent set of programmes across the sector. The UK Government has provided considerable support to this initiative, with a £30 million commitment to the flagship Comprehensive Agriculture and Rural Development (CARD) programme and the new £28 million Helmand Growth Programme (HGP).</p> <p>In order to support this work DFID Afghanistan wished to recruit an experienced individual to provide advisory support to the Government of Afghanistan, in particular MAIL (Ministry of Agriculture, Irrigation and Livestock) and MRRD (Ministry of Rural Rehabilitation and Development), in taking forward its rural development and associated job creation agenda, and to provide other livelihoods support to DFID Afghanistan as needed, in particular on alternative livelihoods.</p> <p>The LRC was contracted to help source an external candidate for the post of temporary Livelihoods Adviser, to be contracted directly by DFID Afghanistan.</p>		
<i>Detailed description of services provided:</i> <ul style="list-style-type: none"> • Identified five suitable candidates in line with TOR and in discussion with DFID programme leads; • Obtained references for all candidates prior to submission of CVs to DFID Afghanistan. 		

ASSIGNMENT SUMMARY SHEET

<i>Assignment title:</i> Professional Development for Livelihoods Advisers: Supporting the Development of New Learning Modules and Re-hosting Existing Learning Materials		<i>Country:</i> UK						
<i>CNTR Number:</i> PO 40029024								
<i>Location within Country:</i>		<i>Professional staff provided</i> <i>No. of staff:</i> 6						
<i>Commissioning DFID Department:</i> Deputy HoP Livelihoods		<i>No. of staff-days</i> 32						
<i>Start date:</i> 25/03/10	<i>Completion date:</i> 31/12/10	<i>Maximum contract value:</i> £19,465						
<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> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Diana Carney – Livelihoods Editor</td> <td style="width: 50%;">Jeremy Lind – Fragile States Author</td> </tr> <tr> <td>Sadie Watson – Results Author</td> <td>To be named – Climate Change Author</td> </tr> <tr> <td>Samantha Salmon – LRC Coordinator</td> <td>Ruth Sparrey – Project Design</td> </tr> </table>			Diana Carney – Livelihoods Editor	Jeremy Lind – Fragile States Author	Sadie Watson – Results Author	To be named – Climate Change Author	Samantha Salmon – LRC Coordinator	Ruth Sparrey – Project Design
Diana Carney – Livelihoods Editor	Jeremy Lind – Fragile States Author							
Sadie Watson – Results Author	To be named – Climate Change Author							
Samantha Salmon – LRC Coordinator	Ruth Sparrey – Project Design							
<i>Detailed narrative description of project:</i> <p>DFID's Livelihoods Advisers provide DFID with the capacity to engage on issues that affect how poor people make a living. They provide understanding of the policies and institutions that create productive opportunities for poor people; deliver goods and services to them; ensure they have access to the assets they need; and address risk and vulnerability.</p> <p>The strengths and specialist knowledge of this group are in rural livelihoods and natural resource-based activities (e.g. fisheries; food security; forestry; land policy; technology and knowledge; and trade and markets), and advisers apply their knowledge to a range of policy areas, including economic growth, food policy, trade, markets, business development, migration, infrastructure, vulnerability, and climate change, and increasingly within areas of fragility.</p> <p>In order to build the skills of livelihoods advisers DFID contracted HTSPE, through the Livelihoods Resource Centre (LRC), to develop three new professional development modules – fragile states, results (understanding the impact of what DFID does) and climate change (agricultural adaptation and low carbon technology) – and provide the technical oversight required for revising the livelihoods competency framework for DFID's livelihoods group. The aim of the new learning modules is to increase awareness and understanding of the subject areas so that livelihoods advisers are able to engage on these issues with colleagues.</p> <p>The modules will be launched at the global retreat for livelihoods advisers in October 2010 and will be hosted on the new LRC webpage on the DFID external site. Whilst they will be an open access resource, the target audience remains DFID Livelihoods Advisers.</p>								
<i>Detailed description of services provided:</i> <p>The LRC subcontracted leading practitioners and thinkers in the three fields in question to develop the modules and provide editorial support. The modules will include related technical, social and political economy issues, and each module will include a briefing note to identify the key areas where the subject's agenda impacts most on the livelihoods of the poorest, reflecting the needs of the revised competency framework and shifts in the livelihoods framework. DFID (and other) case studies will be included to demonstrate entry points and lessons learned.</p> <p>The process is being managed by the LRC, utilising the project management collaboration site Huddle.</p>								

ASSIGNMENT SUMMARY SHEET

<i>Assignment title:</i> Natural Resources Management and Livelihoods Programme (NRMLP) Studies: How NRMLP Phase 2 Can Focus More Effectively on Poverty Reduction and Lessons Learnt from the Civil Society Component of NRMLP I		<i>Country:</i> Cambodia
<i>CNTR Number:</i> PO 40025294		<i>Professional staff provided</i> <i>No. of staff:</i> 1
<i>Location within Country:</i> Phnom Penh + field work		<i>No. of staff-days</i> 35
<i>Commissioning DFID Department:</i> DFID Cambodia		<i>Maximum contract value:</i> £15,055.00
<i>Start date:</i> 18/01/2010	<i>Completion date:</i> 19/03/2010	<i>No. of staff-days provided by associated firm:</i> 35
<i>Name of associated firm/ organisation, if any:</i> Coffey International Development		<i>Senior staff involved and functions performed:</i> Young Sokphea – Consultant
<i>Detailed narrative description of project:</i> <p>The Natural Resource Management and Livelihoods Programme (NRMLP) was a joint DFID-Danida initiative with the Royal Government of Cambodia (RGC), and was launched in 2006. The NRMLP focused on reducing rural poverty by improving the livelihoods of poor rural people and the sustainable management of natural resources through good natural resource management and governance arrangements. NRMLP had three main components: natural resource management in decentralisation and deconcentration; strengthening civil society and pro-poor market development; sector and policy development in the fisheries, forestry and land sectors.</p> <p>As NRMLP drew to a close and plans for the design of a follow-up programme began, DFID contracted HTSPE, through the Livelihoods Resource Centre (LRC), to undertake two studies to identify the lessons learned from the first phase of the programme and recommend how these could be built into the design of phase 2.</p> <p>The first of these looked at how the second phase of NRMLP could address more effectively the issue of poverty reduction, by reviewing how NRMLP I engaged poor people and reduced their vulnerability and recommending options for NRMLP II to improve on this by taking account of lessons learned.</p> <p>The second study reviewed the overall progress of the Civil Society and Pro-poor Markets (CSPPM) component of NRMLP I and produced recommendations for the design of the second phase, based upon the lessons learned identified by the project team.</p>		
<i>Detailed description of services provided:</i> <p>The LRC identified and contracted a national consultant who worked as part of the project team for both studies, carrying out desk-based research, interviews, field work and analysis to enable the team to identify key lessons from NRMLP I which could be used as the basis for recommendations for the design of NRMLP II.</p>		

APPENDIX II

Commissioned Services: Actual Expenditure

