

DFID Department for
International
Development

CNTR 077717 &
CNTR 078014

Livelihoods Resource
Centre
Quarterly Report
September 2008





CNTR 07 7717
CNTR 07 8014

Quarterly Report 2008/09

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Contents

ACRONYMS	ii
EXECUTIVE SUMMARY	iii
CORE SERVICES PROGRESS	iii
COMMISSIONED SERVICES	iii
ACTION POINTS ARISING FOR THE NEXT QUARTER	iii
INTRODUCTION	1
LRC MANAGEMENT	2
CONSORTIUM MEMBERS	2
STEERING COMMITTEE	2
THE LRC CORE TEAM	2
LRC AND DFID INTERFACE	2
MARKETING	2
CNTR 07 7717 CORE SERVICES	4
PROGRESS IN THIS QUARTER	4
WEBSITE DEVELOPMENT	4
WEBSITE USE	4
OTHER ISSUES RELATED TO THE WEBSITE	5
TEAM SITE	5
E-BULLETIN	5
ENQUIRIES	6
MANAGEMENT	7
CORE SERVICES – FINANCIAL UPDATE	7
LRC START-UP COSTS – ACTUAL EXPENDITURE	7
LRC CORE SERVICE COSTS – ACTUAL EXPENDITURE	7
CNTR 07 8014 COMMISSIONED SERVICES	8
WORK COMMISSIONED DURING THIS QUARTER	8
REQUESTS / PIPELINE WORK	14
ENQUIRIES RECEIVED DURING THIS REPORTING PERIOD	14
EXISTING PIPELINE WORK	16
ENQUIRIES RUNNING TOTAL	17
FINANCIAL UPDATE FOR THIS QUARTER	18
ISSUES ARISING	18

Acronyms

CRD	Central Research Department
DFID	Department for International Development
FY	Financial Year
HoP	Head of Profession
IDL	The IDL Group
IDS	Institute of Development Studies
IIED	International Institute for Environment and Development
LC	Livelihoods Connect
LRC	Livelihoods Resource Centre
NRI	Natural Resources Institute
OJEU	Official Journal of the European Union
PASS	Programme for Advisory Support Services
PLOW	Professional Development for Livelihoods Advisers Website
PrG	Procurement Group
RNRAT	Renewable Natural Resources and Agriculture Team
ToR	Terms of Reference

Executive Summary

This report provides details of activities undertaken by the consortium managing the Livelihoods Resource Centre (LRC) during Quarter 2 of Financial Year (FY) 2008-2009. 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).

Core Services Progress

The LRC website continues to receive over three hundred visitors each month. During this quarter the monthly average fell slightly to 343, down from 353 during the last quarter. However, July saw 389 visitors to the website, by far the largest number per month so far.

Two issues of the eBulletin were sent out during this quarter, and there were 231 subscribers at the end of the quarter. Details of eBulletins and enquiries received can be found in the main report. Details of financial spend for CNTR 07 7717 are also highlighted in the main report.

Commissioned Services

The LRC received nine new enquiries during this quarter and won five new contracts. Four enquiries remain in the pipeline at the end of the quarter. Full details can be found in the main report, with descriptions of the new assignments in Appendix 1 and financial data summarised in Appendix 2.

Running Total of All Commissioned, Pipeline and Non Commissioned Work to 30 September 2008

Total Enquiries	Converted to Commissioned Work	Not Commissioned	Remaining in Pipeline
49	29	16	4

Action Points Arising for the Next Quarter

The most immediate actions will be a content review of the LRC website and an update of the LRC page on TeamSite. In addition LRC's marketing plan will be updated and further marketing trips to country offices undertaken in order to try to generate more enquiries. As soon as the new LRC team members receive their security clearances we intend to return to maintaining a regular presence at Palace Street in order to meet DFID advisers face to face.

Introduction

The Livelihoods Resource Centre (LRC) became operational on 9th July 2007 and will run until 30th 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 is the second Quarterly Report submitted by the LRC for Financial Year (FY) 2008/09 covering the period 1 July to 30 September 2008. The report presents an overview of management, achievements and financial progress for both contracts in this reporting period.

LRC Management

Consortium Members

No issues were reported during this quarter.

Steering Committee

The next LRC Steering Committee is scheduled for 27 November 2008.

The LRC Core Team

There were several changes to the LRC core team during this reporting period – Ruth Sparrey went on maternity leave in mid-September and was replaced by Matthew Roberts, following a planned handover and transitional period lasting several weeks. In addition, Chris Rose left HTSPE in August to take up a position with Hertfordshire County Council, and was replaced by Bernadette Hensen. Jessica Riordan left HTSPE in September to take up a post in Liberia and will be replaced by Jacqueline Wright at the start of October.

The LRC team has also been restructured during this quarter in order to give more responsibility to team members. Both Bernadette and Jacqui will be LRC Project Managers and will be responsible for responding to DFID requests and managing contracts. As part of this reorganisation Sue Adams has joined the LRC team as a part-time administrative assistant in order to allow Bernadette and Jacqui to focus on commissioned work. Bernadette will also be responsible for the e-Bulletin. Donald Lunan and Nigel Finn will continue in their roles as Technical Support and Finance Officer respectively.

LRC and DFID Interface

The new LRC team members are awaiting their security clearances. Once these have been obtained, it is anticipated that the team will maintain a regular weekly presence in Palace Street. The new LRC Manager continues to maintain regular contact with DFID through meetings and email contact with Advisers and the Deputy HoP. Country office visits to Bangladesh, Kenya, Malawi and Uganda have been planned for the next quarter (see below).

Marketing

With previous marketing trips, particularly the LRC Manager's attendance at a regional meeting in Nepal, proving very successful in promoting the LRC's services and eliciting new enquiries from country offices, it has been agreed that additional trips will be undertaken before the end of 2008. Overseas trips by LRC team members are currently scheduled for Bangladesh, Kenya, Uganda and Malawi. It is also hoped that a visit to DFID India will take place in early 2009. These visits will be financed by HTSPE and not through LRC resources. In addition, other HTSPE staff have recently promoted the LRC during visits to DFID country offices in Rwanda, Mozambique, and the Democratic Republic of Congo.

An updated marketing plan is being produced and will be sent to the HoP for review during the next quarter.

CNTR 07 7717 Core Services

The Terms of Reference 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 eBulletin* – a monthly newsletter announcing latest news items of interest.

In addition, since April 2008 the LRC team has worked closely with two other DFID resource centres, DEW Point and Ti-Up, to jointly manage a Climate Change Front Desk for DFID. To date, five requests for services have been received, resulting in two contracts. No new requests were received during this quarter.

Progress in this Quarter

Website Development

The website has now been operational for eight months. The Organisations Database now contains the details of 66 organisations from around the world that work in the livelihoods and rural development sectors.

Website Use

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	353	-	36	3.1
July 2008	389	Organisations database search results	29	2.3
August 2008	310	Organisations database search results	22	2.2
September 2008	329	Organisations database search	21	2.0

		results		
Monthly average for this quarter	343	-	24	2.2

Although the quarterly average shows a slight decline in the number of users, the number of visits in July was by some distance the highest to date. The average numbers of pages visited per day and pages viewed per visit have also dropped during this quarter. It is possible that this is due to fewer users over the summer months; the next quarterly report should give an idea of whether this is the case.

Other Issues related to the Website

The LRC also maintains the PASS/PLOW website, which houses specialist livelihoods resources for professional development. During the last quarter problems were identified with the PASS site and it was taken offline. Following an investigation by the hosting company, it has become apparent that the site was hacked over the summer and it will take considerable work to repair it. Discussions are ongoing with the Head of Professions (HoP) about whether to repair the PASS site or whether to migrate the PLOW modules to the LRC website instead.

Team Site

The LRC continues to maintain a page on TeamSite. However, this has not been updated during the last part of the quarter while we await security and IT clearance for the new team members.

e-Bulletin

Monthly e-Bulletins continue to be distributed in the middle of each month. A summary of e-Bulletin distribution is shown below.

MONTH	RECIPIENTS	OPENED	UNSUBSCRIBED	USERS WHO CLICK LINKS	MOST POPULAR LINKS
Monthly average during last quarter	220	35%	1		LRC Report: Mid-term Review of Small-scale Producers
July 2008	228	32%	1	29 (13%)	http://www.dfid.gov.uk/pubs/files/departmental-report/2008/default.asp#Contents
August 2008	-	-	-	-	-
September 2008	231	29%	5	29 (13%)	http://www.bcas.net/UpcomingEvents/CBA3_BCAS_Flyer2009.pdf

The HoP continues to send material for inclusion in each bulletin. Additional material is occasionally supplied through external sources. Once per quarter a thematic edition of the bulletin is produced, with the theme selected following in consultation with the HoP. Discussions are ongoing with the HoP about how to improve the bulletin in order to encourage more DFID subscribers.

The number of subscribers to the e-Bulletin continues to grow, although the fact that five people unsubscribed during September is a concern. Results from Q3 will give an indication of whether this is a one-off. The 'open' rate has fallen slightly but still continues to be around one third of recipients on average. The majority of recipients who open the bulletin and click on links continue to be non-DFID staff.

Enquiries

Enquiries for LRC services are received:

- Through the Livelihoods Team Site page or through the LRC Manager's DFID email address;
- The LRC e-mail address linked to the website enquiry page;
- As a result of face to face meetings in Palace Street or through the country visits that the LRC are undertaking.

A summary of enquiries received via the website during this quarter is shown below. Enquires received directly from DFID Advisers are described in the section that relates to Commissioned Services.

Most enquiries are responded to within two working days and all enquiries receive a reply within one week. There were seven enquiries in this reporting period, compared with five in the previous quarter.

Organisation	Nature of enquiry
GRM	LRC Manager job advertisement
IDS	LRC Manager job advertisement
Student	Request for assistance with Masters research project
AEASA Conference	Request for expert's contact details
Training Education Committee	Request for update of company's details in the organisation database on the LRC website
ERM	Request to be included in organisation database
Jim Harvey, DFID/UK Permanent Representation to FAO	Enquiry regarding current status of PASS/PLOW website

The number of enquiries via the LRC website is continuing to fall. This may be because most enquiries have in the past related to the functions of the LRC or registration on the organisations database, and commissioning work. Now that the LRC has been operational for over a year it is logical that requests of this nature should decrease. In addition, it is very unusual for a request for commissioned work to come to the LRC inbox; now that the LRC is well-established, nearly all DFID advisers contact a member of the LRC directly if they wish to commission a piece of work.

Management

Core services continue to be managed by a team based in HTSPE's office in Hemel Hempstead. The team comprises the LRC Manager, two Project Managers, an Administrative Assistant, a Finance Officer and Technical Support, including support from IDS. See LRC Management under Commissioned Services below for more information regarding changes to the team during this quarter.

Core Services – Financial Update

Actual expenditure for start-up costs and core services costs for the current Financial Year 2 April 2008 – 31 March 2009 are summarised as:

LRC Start-up Costs – Actual Expenditure

CONTRACTED BUDGET (£)	Q1 ACTUAL;	Q2 ACTUAL	YTD	2007/08 SPEND	BALANCE
43,439.00	366.07	180.00	546.07	40,679.56	2,213.37

LRC Core Service Costs – Actual Expenditure

CONTRACTED BUDGET (£)	Q1 ACTUAL;	Q2 ACTUAL	YTD	2007/08 SPEND	BALANCE
125,331.00	4,873.95	9,134.01	14,007.96	25,928.62	85,394.42

CNTR 07 8014 Commissioned Services

The LRC's Framework Agreement covers ten 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 Adviser and are enabled through individual call down contracts issued by Procurement Group (PrG). There were no clarifications raised by the LRC during this quarter.

Work Commissioned during this Quarter

The LRC managed 17 ongoing projects under the framework contract during this quarter, making it the busiest period to date. Five new assignments were commissioned, with twelve ongoing assignments continuing from the previous quarter.

The six new assignments were:

- Livelihoods Adviser for DFID Afghanistan (GT1);
- Mid-term Review of Research into Use Programme (08 8510);
- Congo Basin Forest Fund Interim Coordinator and Support (08 8557);
- Design of an Integrated Watershed Management Programme, India (08 8563);
- Annual Review and Cost-effectiveness Study of Chars Livelihoods Programme, Bangladesh (08 8582).

Of these new assignments three were commissioned from Palace Street and two from country offices. One was a mini contract as the total value of services was less than £5,000. Further details of each new assignment are included in Appendix 1.

The table below provides a summary of all new and ongoing commissioned contracts.

Work Commissioned or Ongoing during Q2 of FY 2008/09

CNTR No.	Assignment Name	Commissioned by	Theme/Summary	Contract Value £	Service Provider
Sourcing Consultants					
GT1	Livelihoods Adviser for DFID Afghanistan	DFID Afghanistan	Agriculture, livestock and fisheries Source	£4,300	HTSPE

CNTR No.	Assignment Name	Commissioned by	Theme/Summary	Contract Value £	Service Provider
	NEW		candidates for the position of livelihoods adviser in DFID Afghanistan and take up references		
Professional Development					
GEG GMU1	Updating PLOW Website	HoP Livelihoods	Food security and vulnerability	£3,825	IDS, IDL, HTSPE
	ONGOING		Updating Food Security PLOW Module	Mini Contract	
	Start date: 07/03/08				
	Completion: 30/09/08				
08 8420	Management of Secretariat Support to the 2008 Joint Environment, Infrastructure and Livelihoods Retreat	HoP	Agriculture, livestock and fisheries Climate change Food security and vulnerability Technology and innovation	£67,039	HTSPE, IDS, Meta Development
	ONGOING		Organisation of the joint EIL retreat		
	Start date: 04/04/08				
	Completion: 31/07/08				
Studies					
07 8173	African Livestock Product Trade Strategy	RNRA Team	Agriculture, Livestock and Fisheries, Trade	£42,512	HTSPE
	ONGOING		Facilitating the development of a livestock commodity trade strategy with the		
	Start date: 14/10/07				

CNTR No.	Assignment Name	Commissioned by	Theme/Summary	Contract Value £	Service Provider
	Completion: 13/07/08		African Union		
08 8432	Support for UK/ Bangladesh Climate Change Event ONGOING Start date: 13/04/08 Completion: 15/09/08	DFID Bangladesh	Climate Change Preparatory work for high level event in London in September	£58,370	HTSPE, Meta Development
08 8507	Socio Economic Impacts of Climate Change ONGOING Start date: 20/06/08 Completion: 20/12/08	DFID Afghanistan	Climate Change Undertake an analysis for policy makers within Afghanistan on the socio- economic implications of climate change Enquiry through Climate Change Front Desk	£101,580	HTSPE, SEI Ltd
DFIDB2008451	Efficiency Evaluation and Scoping Mission for a Bangladesh Disaster Mechanism ONGOING Start date: 15/06/08 Completion: 31/08/08	DFID Bangladesh	Climate change Design of an in- country on-set disaster emergency mechanism	£30,182	Meta Development
RNRAT 010	Output to Purpose Review: Seeds of	RNRA Team	Agriculture, livestock and fisheries	£9,270 Mini	ODG

CNTR No.	Assignment Name	Commissioned by	Theme/Summary	Contract Value £	Service Provider
	Development Southern Africa		Trade Markets and value chains Food security and vulnerability A mid term review of Seeds of Development Programme	contract	
	ONGOING Start date: 30/06/08 Completion: 30/09/08				
08 8361	Scoping Study for the Strategy for Sustainable Agriculture in South Asia	CRD	Agriculture, livestock and fisheries Provision of two consultants to carry out a scoping mission for the proposed South Asia Regional Agricultural Research Programme (SAsRARP)	£58,746	HTSPE, UNU Maastricht, CRISP (India)
	ONGOING Start date: 21/02/08 Completion: 15/06/08				
08 8557	Congo Basin Forest Fund Interim Coordinator and Support	Africa Regional Department	Natural resources including forestry Provision of small team to act as interim coordinators for the fund	£60,364	LTS International, The IDL Group, HTSPE
	NEW Start date: 27/08/08 Completion: 14/02/09				
08 8563	Design of Integrated Watershed Management Programme	DFID India	Agriculture, livestock and fisheries Climate change Food security and	£74,962	HTSPE, Coffey, Verulam Associates Bangladesh
	NEW				

CNTR No.	Assignment Name	Commissioned by	Theme/Summary	Contract Value £	Service Provider
	Start date: 11/09/08		vulnerability		
	Completion: 10/01/09		Governance		
			Natural resources including forestry		
			Non-farm income and employment		
			Property rights (land)		
			Technology and innovation		
			Design work for a major national rural livelihoods project in India		
08 8582	Annual Review and Cost-effectiveness study – Chars Livelihoods Programme (CLP)	DFID Bangladesh	Climate change	£24,385	Coffey,
			Food security and vulnerability		Verulam Associates Bangladesh,
			Agriculture, livestock and fisheries		HTSPE
	NEW		Livelihoods services (business)		
	Start date: 12/09/08		Provision of an expert to lead a small DFID team to carry out a light-touch annual review of CLP		
	Completion: 17/10/08				
Assignments over the OJEU Limit					
08 8454	Bangladesh Climate Change and Life Design	DFID Bangladesh	Climate change	308,093	HTSPE,
			Agriculture, livestock and fisheries		Aguaconsult,
	ONGOING		Provision of a team to carry out		Verulam Associates Bangladesh
	Start date:				

CNTR No.	Assignment Name	Commissioned by	Theme/Summary	Contract Value £	Service Provider
	11/05/08 Completion: 15/12/08		the design of a £50 million programme including a contribution to the design of a multi donor disaster mitigation programme		
08 8476	Bangladesh Food Prices Policy Work ONGOING Start date: 27/05/08 Completion: 31/01/09	DFID Bangladesh	Food security and vulnerability Support evidence-based recommendations to GoB and its development partners on policy responses to the impacts of food price inflation	£247,025	HTSPE, Meta Development Verulam Associates Bangladesh
08 8517	Renewable Natural Resources and Growth, Global Study ONGOING Start date: 26/06/08 Completion: 31/12/08	Growth and Livelihoods Team and CRD	Natural resources and forestry Scoping study to feed into the design of a programme of research linking renewable natural resources and growth	£249,035	IMM Ltd, HTSPE
08 8510	Mid-term Review of Research into Use Programme NEW Start date: 14/07/08 Completion: 31/10/08	CRD	Agriculture, livestock and fisheries Climate change Food security and vulnerability Natural resources Property rights Technology and	£114,005	ITAD

CNTR No.	Assignment Name	Commissioned by	Theme/Summary	Contract Value £	Service Provider
			innovation		
			Carry out a mid-term review of DFID's ongoing Research into Use Programme		
08 8368	Afghanistan Monitoring and Evaluation Technical Assistance	DFID Pakistan	Agriculture, Livestock and Fisheries Governance Livelihoods Services (business) Non Farm Income Employment Two-year M&E/impact assessment resource pool for livelihoods programmes in Afghanistan	£999,526	HTSPE, ODG
	ONGOING				
	Start date: 31/03/08				
	Completion: 31/03/10				

Other Livelihoods Services

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Requests / Pipeline Work

Enquiries Received During this Reporting Period

Nine new enquiries were received during this reporting period, four of which were converted to contracts during the same period. One of the new requests was cancelled, while four remained in the pipeline at the end of the quarter. The table below provides a summary and status of enquiries received during this quarter.

Summary of New Enquiries Received during Q2 of FY 2008/09

Assignment Name	Enquiry from	Theme	Estimated Budget	Target Delivery Budget Submitted	Status

Assignment Name	Enquiry from	Theme	Estimated Budget	Target Delivery Budget Submitted	Status
Sourcing Consultants					
Livelihoods Adviser for DFID Afghanistan	Deputy HOP/DFID Afghanistan	Agriculture, livestock and fisheries	£4,300		Contracted during this reporting period
Managing Studies					
Congo Basin Forest Fund Interim Coordinator and Support	Africa Regional Department	Natural Resources, including forestry	£105,000	Target: 25/07/08 Actual: 25/07/08	Contracted during this reporting period
Design of Integrated Watershed Management Programme	DFID India	Agriculture, livestock and fisheries Climate change	£75,000	Target: 29/07/08 Submit: 25/07/08	Contracted during this reporting period
Annual Review and Cost Effectiveness Study – Chars Livelihoods Programme	DFID Bangladesh	Climate change Food security and vulnerability Agriculture, livestock and fisheries Livelihoods services (business)	£25,000	Target: 01/09/08 Actual: 22/08/08	Contracted during this reporting period
Review of Natural Resources Management and Livelihoods Programme	DFID Cambodia	Natural resources including forestry		Target: 01/09/08	Cancelled 26/08/08
Study to Support the Decentralisation of DFID Research Functions to Increase Uptake, Use and Impact of DFID Research	Growth and Livelihoods Team, Central Research Department	Agriculture, livestock and fisheries	£80,000	Target: 02/10/08 Actual: 02/10/08	Pipeline

Assignment Name	Enquiry from	Theme	Estimated Budget	Target Delivery Budget Submitted	Status
HIV and AIDS Multisectoral Programme, South Africa – End of Project Review	DFID South Africa	Other	£22,000	Target: 02/10/08 Actual: 02/10/08	Pipeline

Events

Supporting Agrifood Supply Chains	RNR and Agriculture	Food security and vulnerability Trade	£146,000	Target: 23/07/08 Submit: 23/07/08	Awaiting contract
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Other Services – no new requests

Professional Development

Livelihoods Retreat and Workshop: Ethiopia, February 2009	HoP	Food security and vulnerability	£60,000		Pipeline
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The LRC continues to provide a very rapid response rate with all enquiries being dealt with well within our 10 working day response rule.

Existing Pipeline Work

The table below highlights existing pipeline work carried over from previous reporting periods.

Summary of Enquiries Remaining in Pipeline from Previous Quarters

Assignment Name	Enquiry from	Theme / Summary	Estimated Budget (£k)	Budget Submitted	Status
Sourcing Consultants – no ongoing requests					
Managing Studies – no ongoing requests					
Events					
Alliance on World Hunger Workshop	Tim Waites, RNRA	<u>Food Security</u>	n/a	n/a	Discontinued
Professional Development – no ongoing requests					

Enquiries Running Total

To date the LRC has received a total of 49 requests for commissioned services. These are summarised below.

Running Total of Enquiries to 30 September 2008

Assignment Category	Total	Current Pipeline	Commissioned (on-going)	Commissioned (complete)	Not Commissioned
Sourcing Consultants	2	0	1 (50%)	0	1 (50%)
Managing Studies under the OJEU Limit	26	2 (7%)	9 (35%)	6 (23%)	9 (35%)
Managing Studies over the OJEU Limit	7	0	6 (86%)	0	1 (14%)
Professional Development	3	1 (33%)	2 (67%)	0	0
Event / Conference Management	10	1 (10%)	1 (10%)	3 (30%)	5 (50%)
Other Livelihood Services	1	0	0	1 (100%)	0
Total	49 (100%)	4 (8%)	19 (39%)	10 (20%)	16 (33%)

During the last reporting period we noted some concern regarding the low uptake of services and the low volume of work. This has continued in the current quarter with five new projects, against nine in the previous quarter. There were nine new enquiries in this quarter, which is the same as in the previous quarter.

However, the overall rate of converting enquiries into commissioned work is encouraging. Of the 49 enquiries received to date, 59% have been converted into assignments, with 33% discontinued. Looking ahead, there are only four enquiries in the pipeline, and although this is partly a reflection of a number of longstanding enquiries being closed down last quarter, it suggests that a concerted marketing effort is required in the next quarter. It has been agreed that the LRC's marketing plan will be updated and more marketing visits to country offices made before the end of 2008. In addition, we hope to have a regular LRC

presence in Palace Street at least two days a week as soon as the new team members are security cleared, and it is hoped that this will help generate more enquiries.

Financial Update for this Quarter

The total spend to date plus forecasted spend for the next quarter stands at £1,472,845.68. See Annex 2 for details.

Issues Arising

There are no issues arising during this reporting period.

APPENDIX I

Details of New Assignments



ASSIGNMENT SUMMARY SHEET

<i>Assignment title:</i> Livelihoods Adviser for DFID Afghanistan		<i>Country:</i> UK
<i>CNTR Number: GT1</i>		
<i>Location within Country:</i>		<i>Professional staff provided</i> <i>No. of staff:</i>
<i>Commissioning DFID Department:</i> DFID Afghanistan		<i>No. of staff-days</i>
<i>Start date:</i> 18/09/2008	<i>Completion date:</i> 3/10/2008	<i>Maximum contract value:</i> £4,100
<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> Donald Lunan - Sourcing of candidates and taking up references.		
<i>Detailed narrative description of project:</i> <p>Since 2003, DFID Afghanistan has been involved in the agriculture sector in a number of areas. These include agricultural research, land reform, integrated agricultural support at provincial level, and capacity building of MAIL. They are now looking to step up their engagement on agriculture both nationally and in Helmand province, working closely with the Government and other key donors (including USAID, the Asian Development Bank and the World Bank). As a result of this, DFID Afghanistan wishes to recruit an experienced individual to enhance their current efforts and capacity.</p> <p>The LRC was contracted to help source an external candidate for the post of Agriculture Adviser, to be contracted directly by DFID Afghanistan.</p>		
<i>Detailed description of services provided:</i> <ul style="list-style-type: none">• Identified three suitable candidates in line with ToRs and in discussion with DFID programme leads;• Obtained references for all candidates prior to submission of CVs to DFID.		

ASSIGNMENT SUMMARY SHEET

<i>Assignment title:</i> Mid Term Review of DFID's Research Into Use Programme <i>CNTR Number:</i> 08 8510		<i>Country:</i> UK
<i>Location within Country:</i> Global		<i>Professional staff provided</i> <i>No. of staff:</i> 8
<i>Commissioning DFID Department:</i> DFID (Central Research Division)		<i>No. of staff-months:</i> 135 days (5.5 months)
<i>Start date:</i> 7/14/2008	<i>Completion date:</i> 10/31/2008	<i>Maximum contract value:</i> £114 005.00
<i>Name of associated firm/ organisation, if any:</i> ITAD		<i>No. of staff-days provided by associated firm:</i> 135 (5.5 months)
<i>Senior staff involved and functions performed:</i> Julian Barr- Team Leader; Derek Poate Survey- Design and Quality Assurance; Dane Rogers- Survey Design and Facilitation;; Chris Barnett- Output 2 Impact Assessment; Rachel Percy- Output 1 Technology; Munhamo Chisvo- Regional African Lead; Kazi Toufique- Regional Asian Lead; Ben Clench- Research Assistant and Web Survey		
<i>Detailed narrative description of project:</i> <p>The Research into Use Programme (RIUP) is working to get the best research results of past DFID supported research into widespread use in Africa and South Asia. Lessons from the programme are to be collected and shared to show how agricultural technologies and policies can help achieve growth, reduce poverty, and food security. The purpose of RIUP is to 'maximise the poverty reducing impact of the previous Renewable Natural Resources Research Strategy (RNRRS) and, by doing so, significantly increase the understanding of how the promotion and widespread use of such research can contribute to poverty reduction and economic growth'.</p> <p>By July 2008, the Programme will have completed the first year of its implementation phase after a one year inception period. The purpose of the Mid Term Review (MTR) is to assess the performance to date of the RIUP and to indicate adjustments that may be needed to ensure its success. The review will be used to determine the future direction and management of the programme. The MTR will review the purpose, outputs, current or potential impact of the programme, and programme processes and management arrangements. It will be carried out in the UK and also in selected countries in Africa and Asia.</p>		
<i>Detailed description of services provided:</i> <p>The LRC sourced and contracted the expert team to carry out the MTR in line with DFID guidelines. Specifically the assignment will make recommendations and justification that the RIUP a) continues as is, b) continues with modification, or c) does not continue with reasons why.</p> <p>The MTR will provide lessons and ideas for DFID on how best to get research into use, which is a key objective of DFID's new research strategy. The LRC was responsible for the subcontract and quality control of the MTR.</p>		

ASSIGNMENT SUMMARY SHEET

<i>Assignment title:</i> DFID Support to Congo Basin Forest Fund- Interim Coordinators <i>CNTR Number: 08 8557</i>		<i>Country:</i> Tunisia
<i>Location within Country:</i> Tunis, Kinshasa Yaounde, UK		<i>Professional staff provided</i> <i>No. of staff: 2</i>
<i>Commissioning DFID Department:</i> DFID Africa Regional Department		<i>No. of staff-months:</i> 4.5 (100 days)
<i>Start date:</i> 9/27/2008	<i>Completion date:</i> 9/27/2009	<i>Maximum contract value:</i> £105 731.00
<i>Name of associated firm/ organisation, if any:</i> LTS International- Alex Forbes IDL Group- Clare Brogan		<i>No. of staff-days provided by associated firm: 100</i>
<i>Senior staff involved and functions performed:</i> Alex Forbes – Interim coordinator (80 days); Clare Brogan- Interim Coordinator support (20 days)		
<i>Detailed narrative description of project:</i> <p>As part of an £800million UK contribution to the World Bank trust fund on climate change DFID has allocated £50million to sustainable Congo Basin forest ecosystem and poverty reduction through the Congo Basin Forest Fund (CBFF). An initial £8million has been allocated to the CBFF to commence activities during 2008/9 through the establishment of a Secretariat, Governing Council, offices and procedures.</p> <p>The Interim Coordinators will finalise arrangements the Secretariat for the CBFF within the host African Development Bank (AfDB) offices, and move operations away from the Interim Secretariat currently managed by DFID directly.</p>		
<i>Detailed description of services provided:</i> <p>Based primarily in the AfDB headquarters in Tunis, the Interim Coordinators were be the main points of contact for the Governing Council and attend CBFF meetings. The Interim Coordinators liaised with DFID, World Bank (with possible travel to Washington), NGOs and other interested parties. In conjunction with the AfDB and the CBFF Interim Secretariat they ensured the CBFF Secretariat Operations and Recruitment Manuals were agreed, developed the grant mechanism for the CBFF and evaluated initial proposals for CBFF grants. The Coordinators also ensured that the first year workplan and budget were agreed and that offices were established in Tunis, Yaoundé and Kinshasa.</p> <p>The Livelihoods Resource Centre sourced and contracted the experts and provided quality assurance for deliverables.</p>		

ASSIGNMENT SUMMARY SHEET

<i>Assignment title:</i> DFID support to Integrated Watershed Management Programme		<i>Country:</i> India
<i>CNTR Number:</i> 088563		
<i>Location within Country:</i>		<i>Professional staff provided</i> <i>No. of staff:</i> 5
<i>Commissioning DFID Department:</i> DFID India		<i>No. of staff-days</i> 143
<i>Start date:</i> 09/09/2008	<i>Completion date:</i> 10/01/2009	<i>Maximum contract value:</i> £74,961.00
<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> <p>Hugh Bagall Oakley – Team Leader and Capacity Building expert Sanjeev Sasmal - Economics, M&E and MIS expert Smita Premchander - Gender and Social Development expert G K Bhat - Natural Resource Management and GIS expert Naresh Saxena - Rural Livelihoods expert</p>		
<i>Detailed narrative description of project:</i> <p>Three quarters of India's poor are rural and depend on natural resources for their livelihoods. The poorest areas are rain dependent and are susceptible to drought and vulnerable to the impacts of climate change. The Government of India (GoI) has adopted a watershed approach to rural development in rain-fed areas and has asked DFID for technical assistance. The LRC was therefore commissioned to design an Integrated Watershed Management Programme (IWMP).</p>		
<i>Detailed description of services provided:</i> <p>Consultants designed a package of technical assistance and capacity building support to be provided by DFID to support the effective implementation of the Integrated Watershed Management Programme of the Department of Land Resources (DoLR), Ministry of Rural Development. The main areas where the LRC team provided assistance were:</p> <ul style="list-style-type: none"> • Strengthening institutions at national, state, district and village levels; • Capacity Building at national level and in pilot states; • Improving information management and strengthening monitoring and evaluation; • Innovative approaches piloted in ecologically sensitive areas. 		

ASSIGNMENT SUMMARY SHEET

<i>Assignment title:</i> Annual Review and Cost Effectiveness Study, Chars Livelihoods Programme		<i>Country:</i> Bangladesh
<i>CNTR Number:</i> 08 8582		
<i>Location within Country:</i>		<i>Professional staff provided</i> <i>No. of staff:</i> 2
<i>Commissioning DFID Department:</i> DFID Bangladesh		<i>No. of staff-days:</i> 25
<i>Start date:</i> September 2008	<i>Completion date:</i> October 2008	<i>Maximum contract value:</i> £24,385
<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> Craig Johnson - Lead Expert Syed Khairul Islam – Facilitator/Translator		
<i>Detailed narrative description of project:</i> <p>The Chars Livelihood Programme (CLP) has the goal of halving extreme poverty in the riverine areas of Bangladesh by 2015. Its purpose is the improved livelihood security for poor and vulnerable women, men and children living within the riverine areas of five districts of northern Jamuna.</p> <p>This assignment provided a review of the overall progress of the CLP against outputs and purpose and assessed its cost effectiveness in comparison to other models. On the basis of evidence provided by the programme team and collated during the mission there was an annual review of progress since the Mid-term Review last year. Progress was reviewed against key indicators, indicating likelihood of achievement of outputs and the overall purpose. The 'cost effectiveness' of the CLP model was also assessed and compared with other models (CFPR, EEP, UPPR etc).</p>		
<i>Detailed description of services provided:</i> <p>The review involved the following core tasks</p> <ul style="list-style-type: none"> • The production of a short synthesis report outlining overall results so far and making judgement on likelihood of achievement by end of project in early 2010. The report also made recommendations on what should be the priorities and balance of effort for next year and highlighted significant lessons learned to date; • A field visit to validate and ground truth key information, and a series of key informants discussions to complement evidence; • A summary of the review in DFID Annual Review format; <p>The production of a CLP cost effectiveness comparison report based on data and discussion with key informants.</p>		

APPENDIX II

Commissioned Services: Actual Expenditure



Annex2: LRC Framework Agreement: Actual Expenditure

Financial Year: 01 April 2008 - 31 March 2009

Completed FY2007-2008

Completed FY2008-2009

LRC Assignment	Contract	Apr08 - Mar09	Q1	Q2	Q3	Q4	Year to Date (Actual plus Forecast for Current Year)	2007/08 Actual Spend	2009/10 Forecast	2010/11 Forecast	Total Contract Amount	Completed Assignment
Number	Number	Commissioned	Actual	Actual	Forecast	Forecast						Under Spend
008	CNTR 07 8126	6,771.52	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	225.00	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	34,821.30	8,084.34	19,121.00	7,615.96	0.00	34,821.30	10,810.70	0.00	0.00	45,632.00	Ongoing
015	CNTR 07 8203	9,899.00	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	896.10	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	12,383.00	12,383.00	0.00	0.00	0.00	12,383.00	30,517.00	0.00	0.00	42,900.00	0.00
020	GEG GMU1	3,825.00	3,605.50	127.50	0.00	0.00	3,733.00	0.00	0.00	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	414,586.42	25,852.57	15,337.22	124,755.97	248,640.66	414,586.42	0.00	584,939.83	0.00	999,526.25	Ongoing
025	RNRAT 008	3,263.30	3,141.80	0.00	0.00	0.00	3,141.80	1,511.50	0.00	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	58,746.00	41,637.40	11,661.66	0.00	0.00	53,299.06	0.00	0.00	0.00	53,299.06	5,446.94
029	CNTR 08 8420	67,039.00	24,890.00	33,129.60	0.00	0.00	58,019.60	0.00	0.00	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	10,745.00	10,471.19	0.00	0.00	0.00	10,471.19	0.00	0.00	0.00	10,471.19	273.81
033	CNTR 08 8432	62,095.00	20,673.50	15,085.48	0.00	0.00	35,758.98	0.00	0.00	0.00	35,758.98	26,336.02
036	CNTR 08 8454	272,605.75	46,274.05	45,045.76	181,285.94	0.00	272,605.75	0.00	0.00	0.00	272,605.75	Ongoing
038	CNTR 08 8476	247,025.50	0.00	39,767.25	103,629.13	103,629.13	247,025.50	0.00	0.00	0.00	247,025.50	Ongoing
039	CNTR 08 8507	107,635.00	0.00	29,444.44	78,190.56	0.00	107,635.00	0.00	0.00	0.00	107,635.00	Ongoing
040	DFIDB 08 451	30,132.00	0.00	21,500.39	6,399.58	0.00	27,899.97	0.00	0.00	0.00	27,899.97	2,282.03
037	CNTR 08 8517	249,035.00	0.00	78,953.96	170,081.04	0.00	249,035.00	0.00	0.00	0.00	249,035.00	Ongoing
042	RNRAT 010	11,695.00	0.00	11,472.51	0.00	0.00	11,472.51	0.00	0.00	0.00	11,472.51	222.49
044	CNTR 08 8510	118,869.38	0.00	0.00	118,869.38	0.00	118,869.38	0.00	0.00	0.00	118,869.38	Ongoing
045	CNTR 08 8557	105,729.70	0.00	0.00	52,864.85	52,864.85	105,729.70	0.00	0.00	0.00	105,729.70	Ongoing
047	CNTR 08 8595	53,174.05	0.00	0.00	26,587.03	26,587.03	53,174.05	0.00	52,065.78	9,805.14	115,044.97	Ongoing
048	CNTR 08 8563	74,961.50	0.00	0.00	56,221.13	18,740.38	74,961.50	0.00	0.00	0.00	74,961.50	Ongoing
049	GT1	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00	Ongoing
050	CNTR 08 8582	24,385.00	0.00	0.00	24,385.00	0.00	24,385.00	0.00	0.00	0.00	24,385.00	Ongoing
TOTAL		1,985,516.74	197,013.35	320,646.77	954,885.56	450,462.04	1,923,007.71	142,196.16	637,005.61	9,805.14	2,712,014.62	62,559.23