

DFID Department for
International
Development

CNTR 077717 &
CNTR 078014

Livelihoods Resource
Centre
Quarterly Report
March 2009





CNTR 07 7717
CNTR 07 8014

Quarterly Report 2008/09

No 5, September 2008



HTSPE Limited
Thamesfield House
Boundary Way
Hemel Hempstead
Hertfordshire
HP2 7SR
United Kingdom
T: +44 (0) 1442 202400
F: +44 (0) 1442 266438
W: www.htspe.co.uk

ACCREDITED FIRM

M·C·A
MANAGEMENT
CONSULTANCIES
ASSOCIATION



Institute of Development
Studies at the University of
Sussex
Brighton
BN1 9RE
United Kingdom
T: +44 (0) 1273 606261
F: +44 (0) 1273 621202
W: www.ids.ac.uk



Coffey International Development
1 Northfield Road
Reading
RG1 8AH
United Kingdom
T: +44 (0) 118 956 6066
F: +44 (0) 118 957 6066
W: www.coffey.com



Overseas Development Group
University of East Anglia
Norwich
NR4 7TJ
United Kingdom
T: +44 (0) 1603 592813
F: +44 (0) 1603 591170
W: www.odg.uea.ac.uk

(20066255, 2007018)

This report provides details of activities undertaken by the consortium managing the Livelihoods Resource Centre (LRC) during Quarter 4 of Financial Year 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).

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

CNTR 07 7717 Core Services

LRC Website

The Organisations Database on the LRC website now 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	382	-	13	1.5
January 2009	462	Organisations database search results	18	1.3
February 2009	334	Organisations database search results	14	1.3
March 2009	458	Organisations database search results	43	2.9
Monthly average for this quarter	418	-	25	1.8

LRC e-Bulletin

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	236	26%	3		-
January 2009	239	29%	5	27 (11.3%)	http://www.fao.org/

February 2009	244	29%	3	19 7.79%	http://www.reliefweb.int/rw/rwb.nsf/db900SID/MUMA-7P795B?OpenDocument
March 2009	240	26%	4	29 12.8%	http://www.eldis.org/go/home&id=40568&type=Document

Website Enquiries

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

Organisation	Nature of enquiry
CARE Bangladesh	Request for a food security/economic consultant for short term, immediate work.
Bojan Kolundzija	Request to be sent all previous E-Bulletins.
Practical Action Consulting	Request to include their training course in the E-Bulletin.
DFID	A request to find consultants to assist in the design of the Asia/Latin America - Caribbean adaptation research programme
Alime Othman	Requesting information regarding DFID and current livelihoods projects in Sierra Leone

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	Q3 ACTUAL	Q4 ACTUAL	YTD	2007/08 SPEND	BALANCE
43,439.00	366.07	180.00	40.00	325.79	911.86	40679.56	1847.58

LRC Core Service Costs – Actual Expenditure

CONTRACTED BUDGET (£)	Q1 ACTUAL;	Q2 ACTUAL	Q3 ACTUAL	Q4 ACTUAL	YTD	2007/08 SPEND	BALANCE
125,331.00	4,873.95	9,134.01	6,591.08	10527.82	31126.86	25928.62	68275.52

CNTR 07 8014 Commissioned Services

New Requests

New requests received during this quarter:

1. Design of Helmand Growth Programme (successor to Helmand Agriculture and Rural Development Programme), Afghanistan;
2. Food Group Policy Advice and Support;
3. World Bank Conference on Land Policy;
4. Design of a Capacity Building Programme to Support the Government of Afghanistan's Delivery in the Agriculture and Rural Development Sector;
5. Review of Horticulture and Livestock Programme (HLP), Afghanistan.

Of these five requests, only one (the World Bank Conference on Land Policy) was contracted during this quarter. The Design of a Capacity Building Programme in Afghanistan was cancelled during this quarter, although parts of this work were carried out as part of the ongoing IELP contract.

In addition, two requests were received through the Climate Change Desk which the LRC operates in conjunction with DEW Point and Ti-Up. These were Scoping Mission for a Climate Change Programme in Pakistan and Scoping Mission for Support to DFID Indonesia on Climate Change Adaptation. Neither was commissioned during this period.

Total requests received to end March 2008 and their outcomes are shown in the table below.

Assignment Category	Total	Current Pipeline	Commissioned (on-going)	Commissioned (complete)	Not Commissioned
Sourcing Consultants	3	1	0	1	1
Managing Studies under the OJEU Limit	32	2	10	6	14
Managing Studies over the OJEU Limit	8	0	7	0	1
Professional	3	0	2	1	0

Assignment Category	Total	Current Pipeline	Commissioned (on-going)	Commissioned (complete)	Not Commissioned
Development					
Event / Conference Management	10	0	0	5	5
Other Livelihood Services	1	0	1	0	0
Total	57	3	20	13	21

Ongoing Commissioned Work

There were 20 ongoing contracts during this quarter.

New assignments:

1. Climate Change Guidance Keysheets (request came to Climate Change Desk, but work commissioned through LRC);
2. DFID Livelihoods Workshop – Pathways Out of Vulnerability;
3. World Bank Conference on Land Policy.

Details of new assignments can be found in Annex 1.

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

Work Commissioned or Ongoing during Q4 of FY 2008/09

CNTR No.	Assignment Name	Summary	Contract Value
Sourcing Consultants			
-	-	-	-
Professional Development			
GEG GMU1	Updating PLOW Website	Update PLOW food security module	£3,825
Studies			
07 8173	African Livestock Product Trade Strategy	Facilitating the development of a livestock commodity trade strategy with the African Union	£42,512

CNTR No.	Assignment Name	Summary	Contract Value
08 8432	Support for UK/ Bangladesh Climate Change Event	Preparatory work for high level event in London in September	£62,095
08 8507	Socio Economic Impacts of Climate Change	Undertake an analysis for policy makers within Afghanistan on the socio-economic implications of climate change	£107,635
DFIDB2008451	Efficiency Evaluation and Scoping Mission for a Bangladesh Disaster Mechanism	Design of an in-country disaster emergency mechanism	£30,182
RNRAT 010	Output to Purpose Review: Seeds of Development Southern Africa	A mid term review of Seeds of Development Programme	£11,695
08 8361	Scoping Study for the Strategy for Sustainable Agriculture in South Asia	Provision of two consultants to carry out a scoping mission for the proposed South Asia Regional Agricultural Research Programme (SAsRARP)	£58,746
08 8563	Design of Integrated Watershed Management Programme	Design work for a major national rural livelihoods project in India	£74,962
08 8582	Annual Review and Cost-effectiveness study – Chars Livelihoods Programme (CLP)	Provision of an expert to lead a small DFID team to carry out a light-touch annual review of CLP	£24,385
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
Assignments over the OJEU Limit			
08 8454	Bangladesh Climate Change and Life Design	Provision of a team to carry out the design of a £50 million programme including a contribution to the design of a multi donor disaster mitigation programme	£272,606

CNTR No.	Assignment Name	Summary	Contract Value
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 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 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 NEW	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
TBA	World Bank Conference on Land Policy NEW	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
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
FG 08-09/006	DFID Livelihoods Workshop NEW	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
08 8368	Afghanistan Monitoring and Evaluation Technical Assistance	Two-year M&E/impact assessment resource pool for livelihoods programmes in Afghanistan	£999,526

CNTR No.	Assignment Name	Summary	Contract Value
	Other Livelihoods Services		
-	-	-	-

Financial Update for this Quarter

The total spend this quarter stands at £342,698.85. The total spend this financial year stands at £1,527,092.85. See Annex 2 for details.

Current Issues and Action Points Arising for the Next Quarter

- The most immediate action will be to recruit a replacement for Bernadette Hensen (now completed), who left the LRC at the start of March. Jacqueline Wright has received her security clearance and has started to spend at least one day a week at Palace Street.
- At the request of the Deputy HoP the LRC has started to develop a pool of facilitators that DFID Advisors can draw upon as needed. These facilitators will be a mix of those who are experienced in working with DFID and those that can bring new approaches and fresh perspectives. It is unclear what form this resource will take; the LRC is currently in discussions with the DFID Communications team about where information about the facilitators should be stored on DFID's internal systems in order to allow the greatest number of advisors to utilise it.
- It has been agreed with the Deputy HoP that the PASS-PLOW website, which has been inactive since it was badly hacked last summer, be allowed to lapse. The LRC is currently in discussions with the DFID Comms team about where the PLOW modules could be hosted on DFID's systems, as they are a valuable resource that needs to be available to Livelihoods Advisors.
- The Deputy HoP has asked the LRC to update the Livelihoods Teamsite as most of the material on it is over a year old. Although this is not part of the LRC's core contract, the LRC has agreed to refresh Teamsite so that it can be relaunched to advisors and become active again. This will be carried out as part of a general update and review of the LRC's Core Services, including the e-Bulletin and website, ahead of the mid-term review which is likely to go ahead this summer. The LRC will enquire about the possibility of DFID training on how to use Teamsite.
- The LRC is still waiting to receive a DFID laptop which would allow LRC team members to have easy access to DFID systems, including Teamsite and advisors' schedules. The LRC will discuss with John Keane how to proceed.
- The very low number of requests from country offices in Africa continues to be a concern. The vast majority of the LRC's requests come from country offices in Asia or from Palace Street. It is unclear why this is the case, particularly as several of the African offices have been targeted during previous marketing trips. This will be discussed internally and a strategy developed for raising the LRC's profile in country offices outside Asia.
- A date for the next Steering Group meeting needs to be agreed with the HoP and Deputy HoP.

APPENDIX I

Details of New Assignments



ASSIGNMENT SUMMARY SHEET

<i>Assignment title:</i> Climate Change Keysheets		<i>Country:</i> UK
<i>CNTR Number:</i>		<i>Professional staff provided</i> <i>No. of staff:</i>
<i>Location within Country:</i>		
<i>Commissioning DFID Department:</i> Climate and Environment		<i>No. of staff-days</i> 5
<i>Start date:</i> 09/03/2009	<i>Completion date:</i> 31/07/2009	<i>Maximum contract value:</i> £119,995.00
<i>Name of associated firm/ organisation, if any:</i> IDS Cranfield DEW Point		<i>No. of staff-days provided by associated firm:</i> IDS - 87.75 Cranfield - 67.75 DEW Point - 10.5
<i>Senior staff involved and functions performed:</i> Louise Daniels - Project Lead (IDS) Merylyn Hedger – Climate Change Expert (IDS) Jerry Knox - Keith Weatherhead - Bruce Mead – Editorial oversight		
<i>Detailed narrative description of project:</i> <p>Climate change is a cross cutting issue which needs to be addressed through integration or mainstreaming into development activities. For DFID staff, designing and implementing these activities, it is difficult to know what the implications of climate change are for their work. The overall objective of this project is to provide guidance on climate change for DFID staff. IDS and Cranfield university will work together to produce a number of keysheets intended to improve the information available to DFID staff trying to integrate climate change opportunities and risks into their development activities. Through the production of a series of keysheets, the project will either signpost or summarise the existing guidance available on the implications of climate change for various strategic, sectoral and thematic policy areas.</p>		
<i>Detailed description of services provided:</i> <p>The LRC will be overseeing the overall contract and project management. This will include:</p> <ul style="list-style-type: none"> • Managing and coordinating team member inputs • Providing quality assurance for the project 		

ASSIGNMENT SUMMARY SHEET

<i>Assignment title:</i> Livelihoods Retreat and Workshop: Pathways Out Of Vulnerability, February 2009		<i>Country:</i> Kenya
<i>CNTR Number:</i> 		
<i>Location within Country:</i> Nairobi		<i>Professional staff provided</i> <i>No. of staff:</i> 3
<i>Commissioning DFID Department:</i> DFID Food Group		<i>No. of staff-days</i> 19
<i>Start date:</i> 8 January 2009	<i>Completion date:</i> 28 February 2009	<i>Maximum contract value:</i> £34,000.00
<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> Bernadette Hensen - Events Management; Matthew Roberts – Management Steve Jones – Facilitator Sandy Williams – Sustainable Development and Communications Specialist Jim Weale – Sustainable Development and Communications Specialist		
<i>Detailed narrative description of project:</i> This year, instead of organising a single livelihoods retreat in the UK, the DFID livelihoods cadre has opted to organise regional livelihoods learning workshops, focusing on different policy areas to develop advisors' professional skills and identify ways of ensuring more effective programming. This was the first of these workshops and it focused on how DFID and its partners could support poor and vulnerable households to identify pathways out of vulnerability. It was held in Nairobi, Kenya, and the participants included staff from DFID country offices all over the world, staff from DFID London, and external partners from Bangladesh, Ethiopia and Kenya. The LRC was contracted to organise and manage the administrative and logistical elements of the workshop.		
<i>Detailed description of services provided:</i> <ul style="list-style-type: none"> • Event management and logistics – liaison with the venue for facilities, room arrangements, bookings and payment; • Contract management – facilitators and external speakers. 		

ASSIGNMENT SUMMARY SHEET

<i>Assignment title:</i> The World Bank Conference on Land Policy		<i>Country:</i> UK/USA
<i>CNTR Number:</i>		<i>Professional staff provided</i>
<i>Location within Country:</i> Washington, DC		<i>No. of staff:</i> 1
<i>Commissioning DFID Department:</i> DFID (Food Group)		<i>No. of staff-days</i> 0
<i>Start date:</i> 24 th February 2009	<i>Completion date:</i> 31 st March 2009	<i>Maximum contract value:</i> £6,420
<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> John Farrington – Consultant		
<i>Detailed narrative description of project:</i> An external consultant was contracted to prepare and present a paper on 'Land and its Role in Food Security' at the World Bank's annual conference on land policy in Washington, DC.		
<i>Detailed description of services provided:</i> <ul style="list-style-type: none"> • Project/contract management; • Quality assurance of outputs 		

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	Actual	Actual						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	0.00	0.00	27,205.34	10,810.70	-1,000.00	0.00	37,016.04	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	15,572.22	97,752.84	36,667.02	175,844.65	0.00	823,681.60	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	56,517.27	0.00	147,837.08	0.00	0.00	0.00	147,837.08	124,768.67
038	CNTR 08 8476	247,025.50	0.00	39,767.25	67,462.99	74,556.39	181,786.63	0.00	65,238.88	0.00	247,025.51	Ongoing
039	CNTR 08 8507	107,635.00	0.00	29,444.44	56,162.61	9,175.85	94,782.90	0.00	0.00	0.00	94,782.90	12,852.10
040	DFIDB 08 451	30,182.00	0.00	21,500.39	6,399.58	610.81	28,510.78	0.00	0.00	0.00	28,510.78	1,671.22
037	CNTR 08 8517	252,573.75	0.00	78,953.96	132,609.64	13,877.58	225,441.18	0.00	0.00	0.00	225,441.18	27,132.57
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	64,906.32	47,926.96	112,833.28	0.00	0.00	0.00	112,833.28	6,036.10
045	CNTR 08 8557	159,966.45	0.00	0.00	64,016.95	48,635.34	112,652.29	0.00	47,314.17	0.00	159,966.46	Ongoing
047	CNTR 08 8595	142,759.78	0.00	0.00	23,275.89	24,332.80	47,608.69	0.00	76,120.86	19,030.22	142,759.77	Ongoing
048	CNTR 08 8563	74,961.50	0.00	0.00	69,009.79	0.00	69,009.79	0.00	0.00	0.00	69,009.79	5,951.71
049	GT1	4,100.00	0.00	0.00	4,000.00	0.00	4,000.00	0.00	0.00	0.00	4,000.00	100.00
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	0.00
054	PO 4375	83,679.50	0.00	0.00	0.00	56,511.99	56,511.99	0.00	27,167.51	0.00	83,679.50	Ongoing
057	FG 08-09/006	41,065.00	0.00	0.00	0.00	24,341.12	24,341.12	0.00	16,723.88	0.00	41,065.00	Ongoing
060	TBA	6,420.00	0.00	0.00	0.00	6,062.99	6,062.99	0.00	0.00	0.00	6,062.99	357.01
063	PO 4472	0.00	0.00	0.00	0.00	0.00	0.00	0.00	119,995.00	0.00	119,995.00	Ongoing
TOTAL		2,264,192.47	197,013.35	320,881.77	666,498.88	342,698.85	1,527,092.85	142,196.16	1,175,241.90	19,030.22	2,863,561.13	239,146.58