

DFID Department for
International
Development

Quarterly Report 2007/ 08
CNTR 07 7717 and
CNTR 07 8014:
No. 1, September 2007

lrc

livelihoods

resource centre


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delivering
potential

Contents

INTRODUCTION	1
START UP.....	1
MANAGEMENT SYSTEMS.....	1
MARKETING	1
MANAGEMENT.....	2
CNTR 07 7717 CORE SERVICES	2
PROGRESS IN THIS QUARTER.....	2
ENQUIRIES.....	3
MANAGEMENT.....	3
CORE SERVICES - FINANCIAL UPDATE	3
LRC START UP COSTS ACTUAL EXPENDITURE.....	3
LRC CORE SERVICE COSTS ACTUAL EXPENDITURE	3
CNTR 07 8014 COMMISSIONED SERVICES	3
WORK COMMISSIONED DURING THIS QUARTER.....	4
ENQUIRIES / PIPELINE WORK RECEIVED DURING THIS QUARTER.....	4
FINANCIAL UPDATE FOR THIS QUARTER.....	6
ISSUES ARISING	6
LRC MANAGEMENT	6
CONSORTIUM MEMBERS	7
STEERING COMMITTEE	7
THE LRC TEAM.....	7
LRC AND DFID INTERFACE	7
ACTION POINTS ARISING FOR THE NEXT QUARTER.....	7

Acronyms

DFID	-	Department for International Development
FY	-	Financial Year
HoP	-	Head of Profession
LRC	-	Livelihoods Resource Centre
PASS	-	Programme for Advisory Support Services
PAYG	-	Pay As You Go
PrG	-	Procurement Group
RNRA	-	Renewable Natural Resources Team

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 first Quarterly Report submitted by the LRC for Financial Year (FY) 2007/08 covering the period 9th July 2007 to 30th September 2007. The report presents an overview of management, achievements and financial progress for both contracts in this reporting period. Reports will be produced on a quarterly basis with a detailed annual report submitted at the end of June each year.

Start Up

Management Systems

The LRC has been active in establishing management systems and a design brief for a new Project Database has been developed. Work will start on building this management tool at the beginning of October. In the meantime, the Programme of Advisory and Support Services (PASS) management system will be used to record financial and management data including target delivery records. The PASS website will continue to be available and all of the materials generated under PASS will continue to be housed there (www.passlivelihoods.org.uk).

Marketing

The LRC was represented at the Joint Environment, Infrastructure and Livelihoods Advisers' Retreat in July. A stand was organised and core team members were present to participate in a "Resource Centre Questions and Answers Session" and meet with the new Head of Profession (HoP) for Livelihoods Advisers. The opportunity was also taken to formally meet with two other Resource Centres (DEW Point and TI-UP) and the Engineering Framework Programme, Engage. The LRC's presence also enabled core team members to talk with advisers face to face and establish potential interest for using its services through an online survey on the stand.

Materials to assist with launching the LRC have been developed and are expected to be in place by the beginning of October. These include stationery items, a leaflet and an exhibition banner. A proposal to formally launch the LRC Services will be prepared for the Sustainable Development Group to consider in the next quarter.

Management

Changes to the team are described in the Section on Management below. A contract amendment for Core Services was issued on 17th September to account for the re-allocation and replacement of HTSPE personnel and inputs.

CNTR 07 7717 Core Services

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

- 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.

Progress in this Quarter

The domain www.livelihoodsrc.org was purchased by HTPSE during the tendering process. In this quarter, a detailed “two phased” design brief for the website was developed jointly by HTSPE and the Institute for Development Studies (IDS). This was finalised in August with a web company “Black Pig” commissioned on 7th September to start work on the build.

- *Phase 1* puts the building blocks in place and includes: the welcome page, access facilities, terms and conditions and site navigation. It also: outlines the basic services that will be provided by the LRC, sets up the pages for the databases, provides links to the IDS Eldis newsfeed and hosts the eBulletin subscription and distribution pages.
- *Phase 2* will put the detail onto each page, and like the PASS website, will contain summaries of work commissioned by the LRC. The Document Database will be a link to specialist material available through IDS, notably Livelihoods Connect, using tailor made “Google searches”.

Phase 1 is scheduled to go live on Monday 8th October. A meeting scheduled for 2nd October with John Barrett, HoP Livelihoods, will confirm the content as well as the first edition of the eBulletin which will be distributed with the launch of Phase 1.

Phase 2 work has started. Organisations that formed the Network of Providers in the technical proposal have been contacted and an online survey has collected details ready to be uploaded. Phase 2 will also develop the complex Google Searches for the Document Database and will develop the databases for the Training and Event sections. It

is anticipated that Phase 2 will be complete by the end of November as scheduled in the technical proposal.

In addition to the external website, a Livelihoods Resource Centre page was created on Team Site. This sits within the main Livelihoods Advisers TeamSite area. It will be updated weekly.

Enquiries

There have been no enquiries received this quarter from external sources. It is envisaged that the sign posting service offered by the LRC will become effective when the website is launched.

Management

Core services are managed by a team based in HTSPE offices. They comprise the LRC Manager, Executive Assistant, Finance Officer and Technical Support, including support from IDS.

Core Services - Financial Update

Actual expenditure for start up costs and core services costs for the Financial Year 1st April 2007 – 31st March 2008 are summarised as:

LRC Start Up Costs Actual Expenditure

CONTRACTED BUDGET	Q1 ACTUAL;	Q2 ACTUAL	Q3 ACTUAL	Q4 ACTUAL	YTD	BALANCE
45,104.00	0.00	5,964.50	0.00	0.00	5,964.50	39,139.50

LRC Core Service Costs Actual Expenditure

CONTRACTED BUDGET	Q1 ACTUAL;	Q2 ACTUAL	Q3 ACTUAL	Q4 ACTUAL	YTD	BALANCE
123,666.00	0.00	4,155.50	0.00	0.00	4,155.50	119,510.50

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). A number of clarifications have been raised by the LRC and answered efficiently by PrG in this quarter:

- The Head Contract will not need to be updated with a revised “Named Personnel List” as every call down contract is issued. This will save transaction time within PrG and within the LRC.
- Competitive tendering is the preferred option for commissioned work that is likely to exceed the OJEU limit. The LRC will seek guidance from PrG on a case by case basis when requests over the OJEU limit are received.
- The LRC can use the DFID Overseas Subsistence Rates published on inSight in line with the Head Contact and the LRC can, if needed, use the DFID case for Business Fares for flights lasting more than 2.5 hours.

Work Commissioned during this Quarter

One assignment was commissioned during the first quarter. Table 1 provides a summary of work commissioned. This will be updated in future quarterly reports.

Table 1: Work Commissioned during Q2 of FY 2007/08

CNTR No.	Assignment Name	Commissioned by	Theme/Summary	Contract Value £K	Service Provider
Type of Service: Events					
07 8126	Social Protection MIS Workshop	DFID Kenya	<u>Food Security / Social Protection.</u> Sharing best practice from across Africa on Social Protection Information Systems.	20,298.75	HTSPE
	Start date:				
	10/09/07				
	Completion by:				
	26/10/07				

In this reporting period, 100% of work commissioned has been by Country Offices.

Enquiries / Pipeline Work Received during this Quarter

The LRC received 11 enquiries for commissioned services. Table 2 provides a summary and status of each. Those that are highlighted as cancelled or discontinued will not appear in future reports, although a running total of all enquires will be maintained.

Table 2: Summary of Enquiries Received during Q2 of FY 2007/08

Assignment Name	Enquiry from	Theme / Summary	Estimated Budget (£k)	Budget Submitted	Status
Sourcing Consultants					
No requests.					
Managing Studies					
Future Agriculture Consortium Mid Term Review	Terri Sarch, RNRA	<u>Agriculture</u> . Mid Term Review with pre-identified consultants.	£13	18/09/07	ATE submitted.
Mid Term Review Small Scale Producers and Standards in Agrifood Supply Chains.	Tim Leyland / Terri Sarch, RNRA	<u>Agriculture</u> . Mid Term Review.	n/a		Waiting dates of availability for pre-identified consultant.
Commodity Based Trade, African Union	Tim Leyland RNRA	<u>Agriculture (Livestock)</u>	£46	28/09/07	Pending.
Sierra Leone Fisheries	N McPherson, RNRA	<u>Agriculture (Fisheries)</u>	Over OJEU, £15M	n/a	Query whether LRC can manage tender process. With PrG.
Events					
Social Development (SD) Advisers Retreat	Peter Twite, Sarah Ford-Divers	Full retreat in UK with 100 SD Advisers, scheduled for Nov 07.	£57	August 07	Cancelled LRC withdrew offer.
World Standards Day Seminar	Tim Leyland RNRA	Providing support to event organisers.	£7	Sept 07	Cancelled DFID contracted event organiser directly.

Assignment Name	Enquiry from	Theme / Summary	Estimated Budget (£k)	Budget Submitted	Status
TC Seminar Airfreight, Organic Certification and African Farmers	Terri Sarch, RNRA	<u>Agriculture</u> . Providing logistical support.	n/a	n/a	Event cancelled.
Alliance on World Hunger Workshop	Tim Waites, RNRA	<u>Food Security</u>	n/a	n/a	On hold until 2008.
Growth Conference	Paul Mullard GIG		n/a	n/a	On hold.
Finance Regulation Conference	Chris Bold FST	<u>Livelihoods Services</u>	n/a	n/a	On hold until 2008.
Professional Development					
PLOW	John Barrett, SDG		n/a	n/a	On hold.

The Renewable Natural Resources and Agriculture Team (RNRA) account for 63% of work in the current pipeline. 55% of pipeline work is forecasted as Event Management.

Financial Update for this Quarter

The total spend to date plus forecasted spend for the next quarter stands at £20,298.75. See Annex 1 for details. A contract amendment for the Framework Agreement was put into place on 17th September to account for additional named HTSPE personnel and a minor correction to daily fee rates.

Issues Arising

There are no issues arising in this reporting period.

LRC Management

The Commissioned Services component of the LRC operates under a “Pay As You Go” (PAYG) arrangement whereby the management costs of the LRC are passed to the users of the Centre under a Framework Agreement pricing structure agreed with DFID’s Procurement Group (PrG). This is different to the PAYG systems used by the LRC’s predecessor, PASS. It is anticipated that there will be a settling in period as requesting advisers and teams get used to the new pricing structure.

Consortium Members

Representatives from the Core Consortium Group met on 23rd July to discuss operating procedures and internal management. It is envisaged that these meetings will continue to take place throughout the LRC lifespan on a six monthly basis.

Steering Committee

The LRC Steering Committee met on 5th September and was jointly chaired by Gordon Wilson, Sustainable Development Group and Jim Green, Director, HTSPE. The next meeting is scheduled for 10th January 2008.

The LRC Team

Kate Nutt resigned during this reporting period and will be replaced by Ruth Sparrey for a period of six months from 1st October whilst a suitable replacement is recruited. Recruitment for this position will take place in October. Jessica Riordan joined the team on 11th September and will provide core support as required. These changes have been accommodated in contract amendments. As more than 50% of work in the pipeline is expected to be for Event Management, HTSPE have taken the decision to recruit an Event Manager to be part of the LRC team. Interviews for this position are scheduled for 4th and 5th October.

LRC and DFID Interface

The LRC Manager is security cleared and makes weekly visits to Palace Street. This will help to keep commissioning teams up to speed with assignment progress and will provide an opportunity to catch up with the HoP and other members of the Sustainable Development Group.

Action Points Arising for the Next Quarter

1. *Management and Continuation of the Professional Development for Livelihoods Advisers Website (PLOW) developed jointly by HTSPE and IDS under PASS.* An updated status report should be provided to John Barrett so that a decision can be made on its future. Action LRC Team.
2. LRC to develop a *Launch Programme* to promote services available for DFID personnel. A proposal will be developed for consideration and a possible increase to the LRC Core Budget may be considered.