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LIVELIHOODS INTEGRATION UNIT (LIU) QUARTERLY REPORT

JANUARY 1- MARCH 31, 2006

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The author's views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

Introduction and background.

USAID is supporting the establishment of a Livelihoods Integration Unit (LIU), within the national Early Warning Department of the DPPA. This unit is committed to the goal of capacity building, with an objective of handing over its core functions to the DPPA within three years. The LIU will achieve this through: ongoing training; developing training materials; establishing a nation-wide comparable set of regional livelihoods baselines; integrating these baselines into the existing early warning system; and gaining general agreement around national standards for livelihoods-based early warning and emergency food and non-food assessment. The LIU will employ specific strategies to ensure that its core functions are transferred to the DPPA/EWD within three years, including maximizing participation of the DPPA in project activities, standardization of approach, and information sharing and exchange of ideas between government staff at all levels. Every aspect of the LIU will be designed and implemented with an emphasis on capacity development. Building and maintaining partnerships will be a crucial determinant of the LIU's success, so the LIU approach will focus on maximizing communication, collaboration and coordination with the DPPA/EWD and other key stakeholders.

The LIU's third quarterly report covers the project's activities from January 1st through March 31st 2006. A Using the Baseline Spreadsheet workshop was held prior to the start of phase 2 Baseline work in Tigray, to enable team leaders to provide more effective support to their teams. The baseline fieldwork in Tigray was completed and the baseline analysis and draft profiles have been prepared for the 16 livelihood zones. The livelihood zones have also been mapped. These documents will be finalized in the next quarter. The evaluation of the livelihoods pilot programs in SNNPR, Amhara and Somali was completed and the document is ready for circulation. A simple monitoring system is being piloted in 5 woredas in SNNPR. A training of trainers (for the baseline training) was conducted for qualified team leaders and co-team leaders in DPPA, DPP&FSCB Tigray, SC-UK, PCDP and LIU Consultants in preparation for the start of the Amhara baseline work in April. The LIU office is now fully functioning with all key positions filled including that of database manager. The following describes in detail the LIU activities completed during this quarter, organized by project objective. (Documents produced in the last quarter are listed in Annex 1 and are available in the LIU).

Key outputs from the second quarter:

- Phase 2 Tigray baseline work completed. Profiles drafted, livelihood zone map with administrative boundaries completed.
- Simple monitoring system being piloted in SNNPR
- Secondary sources of information for phase 1 Amhara baseline compiled.
- TOT workshop (baseline training) held for qualified team leaders and co-team leaders
- Using the Baseline spreadsheet workshop was held for team leaders
- LIU Information Sheets Number 1 & Number 2 completed and circulated.
- Circulation list developed for information sheets
- Database Manager and 8 project drivers took up their positions.
- Minutes from the LIU SC (February 6, 2007) and internal LIU meetings
- External evaluation of the SNNPR and other pilots finalized.
- PMP completed and forwarded to USAID

Objective 1a: Evaluation of Livelihoods Projects (KRA 1.1)

The objective of the livelihoods program evaluation was to review the successes of the pilot project in the SNNPR and to identify areas which require further strengthening and focus in the future; provide guidance on the expansion of the livelihoods-based needs assessment system to other regions within Ethiopia.

Accomplishments this quarter:

Activity 1: Evaluation of livelihood assessment pilots.

The evaluation conducted by Dr. Linde Rachel, was finalized this quarter, an update on progress in incorporating the evaluation recommendations into the project has been compiled and added to the evaluation document which is now ready for circulation.

Objective 1b: LIU Design and Workplanning (KRA 1.1)

The LIU design document presents an overview of the life of the unit and outlines LIU strategies for sustainably integrating livelihoods analysis into the government's needs assessment methodology. The design lays out the staffing pattern for the LIU and defines roles and SOWs for team members and stakeholders.

Accomplishments this quarter:

Activity 2: Design and workplanning

The design document and first annual workplan was finalized in the previous quarter and submitted to USAID for approval. Approval of the final document is still pending with USAID. In addition, a section on LIU linkages with the regions has been drafted and is waiting final approval from the LIU SC before adding to the design document as an addendum.

Objective 2: National and Regional Staff Training (KRA 2.1)

The development of an institutionalized and sustainable system for training is a core element underpinning the LIU project. The emphasis throughout the project will be on the development of sustainable, replicable, transparent methods of training with a strong emphasis on maintaining quality and providing appropriate certification to acknowledge trainee achievements. The approach will focus on learning through doing and building skills through a series of graduated trainings tailored to the needs of staff at different levels.

Accomplishments this quarter:

Activity 1: Organizing Regular Capacity Building/Training.

A number of capacity building/training sessions were conducted in this quarter with STTA and technical support from the federal DPPA, regional DPP&FSCB Tigray & USAID staff. Most of the training revolved around the completion of the phase 2 Baseline work in Tigray.

Summary of key training activities (January - March, 2007)				
Date	Type of training	Participants	Facilitators	Number of participants
22 - 26 Jan	Baseline training	FDPPA, DPP&FSCB (regional and woreda level), ACF, RBOARD	Julius Holt, FDPPA, Regional DPP&FSCB & national consultants	17
Feb	Pilot monitoring training	FDPPA, USAID, DPP&FSCB	Mark Lawrence	15
26 Feb -3 Mar	Baseline analysis	FDPPA, DPP&FSCB (regional and woreda level),	Mark Lawrence, DPPA, DBM	10

5 – 10 Mar	Baseline analysis	RBOARD, REST FDPPA, DPP&FSCB (regional and woreda level), ACF, RBOARD	Mark Lawrence, USAID, COP, DBM	20
5 – 10 Mar	Outcome analysis	FDPPA, DPP&FSCB (regional and woreda level), RBOARD, REST	Waddington Chinogwenya DPPA,	10
12-16 Mar	Outcome analysis	FDPPA, DPP&FSCB (regional and woreda level), ACF, RBOARD	Waddington Chinogwenya, USAID, DPPA	20
28-30 Mar	TOT (baseline training)	FDPPA, Tigray DPP&FSCB (regional and woreda level), SC-UK, Tigray RBOARD, national consultants, PCDP	Julius Holt, Amdissa Teshome	14

Four co-team leaders were identified from those trained in Tigray in phase 1. Of these three led teams in phase 2. Of the four one was not released from his post for the 7 weeks (baseline training, field work and baseline analysis).

Quarterly progress towards achievement of milestones

Following completion of the baseline work in Tigray, the following certification was provided:

- 5 people were certified as Field Team Leaders and Trainers for Baseline/Fieldwork
- 1 person was certified as Facilitator/Trainer for Baseline Analysis and Outcome Analysis training
- 30 people were certified as having completed a course of instruction in the Household Economy Analysis, which includes participation in baseline training, fieldwork in 2 livelihood zones, baseline analysis, outcome analysis and profile drafting.

In addition 15 people were trained during the pilot monitoring initiated in SNNPR in February.

Activity 2: Identification of training needs and development of training plan, including certification of trainees.

Additional training requirements identified in the previous quarter by the LIU and through the on-going feedback provided during the internal evaluations in Tigray led to the development of the following training:

- Team leader/co-team leader training on “Using the baseline spreadsheet”. This focused specifically on data entry during the fieldwork and crosschecks to be conducted by the team leaders whilst in the field.
- TOT (baseline training) for skilled team leaders/co-team leaders – to facilitate improved workshop training and facilitation (with an emphasis also on mentoring)

Details of training presently being conducted and planned for the future are summarized below and have been disseminated to other organizations through the LIU Information Sheet Number 2 (see Annex).

Type of training	Description	Duration	Qualifications required	Number of participants
1. Baseline training workshop	To prepare field team members to undertake a baseline assessment	5 days	Technical – energetic, capable, enthusiastic	Phase 1: 20 trainees – 16 of whom will participate in field work (ie 4 teams of 4 trainees and 1 team leader) Phase 2: dependant on number of LZ

2. Baseline field work training On the job training provided by team leaders/co-team leaders.	Trainees apply the skills learnt in the workshop with technical support provided by team leaders/co-team leaders. Including daily review of interviews, interim data analysis	5 weeks	Trainees who have completed the baseline training workshop above	Phase 1: 4 livelihood zones, 16 trainees and 4 team leaders. Phase 2 dependant on the number of livelihood zones
3. Baseline analysis	Trainees complete a comprehensive analysis of the field data	5 - 6 days	Trainees who have completed baseline field work	See above
4. Using the baseline/outcome analysis	Follows-on from the baseline training. Focuses on the methods & tools used to analyse outcome – ie how to use the baselines	5-6 days	Trainees who have completed baseline workshop & field work, & analysis	See above
5. Team leader – baseline analysis training	Preparing team leaders to do preliminary analysis during the field work	2 days	Have completed baseline training (workshop, 5 weeks field work, analysis)	Conducted before phase 2 of the work – number of participants dependant on the number of livelihood zones to be completed in phase 2 (eg 8 LZ, 8 trainees)
6. Training of trainers	Training and preparation to enable team leaders to facilitate the baseline training	3 days	Have led a team	These will be held on an ad-hoc basis – when additional team leaders are available to train in other regions
7. Seasonal assessment training for co-team leaders	3a. Seasonal assessment training for co-team leaders focuses on process, i.e. what exactly will be done during an upcoming seasonal assessment, when and by whom.	2 days	WFP, DPP&FSCB, UNOCHA, NGOs technical staff	Co-team leaders 4-8 people per region (training will not necessarily take place at the regional level – may be centralised?)
8. Seasonal assessment training for other team members	3b. Seasonal analysis training for other team members provided by co-team leaders	1 day	WFP, DPP&FSCB, UNOCHA, NGOs technical staff	4 teams of 4 people (+/-)
9. Livelihoods analysis training for woreda/zonal experts	To familiarise staff with the HEA approach; the livelihood zones; key parameters. To train woreda staff in how to complete the key parameter monitoring formats	2 days	Woreda and/or zonal staff	Total number of people based on number of woredas in a region multiplied by 2. (ie 1-2 people per woreda/zone)
TRAINING – For senior staff in the DPPA (federal & regional) & other stakeholders who need to understand the principles underlying the approach but will not use the tools regularly.				
10. Using livelihoods baselines to analyze the impact of a hazard.	Objective - to get across an understanding of the analytical framework, data storage and principles of how the spreadsheets work, but avoiding too much detail. Topics included principles of the analysis; assumptions made; how the analysis is carried out for one wealth group and 1 LZ; Practical aspects of using the spreadsheets for seasonal assessment			
11. Introduction to Livelihoods analysis	Introduction to the methodology. Summary of outputs and potential uses of these outputs with examples. Introduction to key concepts (eg thresholds, essential expenditure, expenditure/cash deficit)			
<i>Other training being developed: Integrated Spreadsheet development, maintenance and updating; Report writing linked to seasonal assessments (and/or profiles)</i>				

A certification system is being put in place and introduced to staff at both the federal and regional levels (see milestones under Activity 1 above).

Activity 3: Development of Training Materials.

Minor revisions were made to the baseline training materials, which were then consolidated into one manual as recommended during the internal evaluation of Tigray phase 1 activities. The Livelihoods Baseline Field Handbook was also up graded. The training materials for the outcome analysis workshop were updated for use in Tigray and incorporated Tigray specific materials.

Quarterly progress towards achievement of milestones

TOT materials have been developed for the baseline training

Baseline training materials have been consolidated

Training materials produced this quarter include:

- Household Economy. Conducting the Baselines Training: Mekele January 2007.
- Livelihoods Baseline Field Handbook. January 2007
- Tigray specific outcome analysis training materials/spreadsheets were produced.

Potential constraints: linked to capacity building

Training and capacity building are a core component of the LIU project as the program focuses on the development of sustainable, replicable, transparent methods of training – with an emphasis on quality and certification. The approach taken will focus on learning through doing and building skills through a series of graduated trainings tailored to the needs of staff at different levels.

During the initial pilot in SNNPR, three selected capable DPPA staff were involved in the pilot. Only one of these four DPPA EWD staff involved in the SNNPR project still works with the DPPA EWD today. This has strongly influenced the approach the DPPA EWD is taking towards capacity building within the department at the federal level and may also influence the approach adopted at the regional level.

Rather than allocating staff full-time to work with the project: the approach presently being adopted by the DPPA EWD is to try and ensure that as many senior staff are trained/participate in the project as possible. Senior EWD staff have other commitments within the department and are not seconded to the LIU full-time. Four mid-level federal staff from within the department have been allocated to the LIU for the baseline work – these are staff available to the unit for a 12-month period, but will be replaced annually. The one remaining senior staff member trained during the SNNPR pilot is now the focal point for the LIU – but with other responsibilities and duties within the EWD. He is expected to hand over this position to the newly appointed head of the cropping section (an internal appointment transferred from the policy and planning unit) within a 12-month period.

The lack of staff allocated full-time to the project means that the LIU is looking at other ways to ensure the technical capacity is developed and accessible to the DPPA in the future. Options include: ensuring that other organizations (UN agencies, NGO) have been introduced to the methodology and how it can be used. Finding ways of increasing DPPA/B staff experience of the approach through a mentoring scheme e.g. staff trained in one region do an internship and mentor/train staff in other regions. This would continue to build capacity, and build up a cadre of people with considerable skill using the Household Economy Approach. However, this would necessitate some form of benefit for staff selected as well as support from both the federal and regional offices. This option is being raised with both USAID and DPPA at present. Options being discussed include: the DPPA/DPPB providing qualified individuals with leave without pay – this would mean that the LIU might be able to offer some type of intern consultancy. An alternative solution for the DPPA/B might be an internship programme that provided a bonus for staff for extra-ordinary work – outside of their normal duty station and normal hours of work (eg preparing training and providing mentoring outside of their duty stations – both of which are usually done outside of usual working hours). The most appropriate mechanism to garner this paid supplemental support and participation of key DPPA

staff is being explored among the LIU COP, CTO, and CO to determine a solution that will adhere to all of the required operation regulations governing the LIU.

Potential constraints: linked to per diems

The per diems provided in phase 1 in Tigray were the same as those given in the SNNPR livelihoods pilot (ie federal team members received 150 birr whilst regional team members received 120 birr for the same work). However a number of concerns have been raised including inflation and increasing cost of fuel; the field work is long and arduous and travel is difficult; other organizations pay more.

However, per diems make up a key component of the budget. The budget is tight and has very little flexibility in it. Given these constraints, the LIU response to these issues has been to: increase the time spent in the field by 25% (i.e. more per diems for the same amount of work which means teams are less likely to be working late into the evening); introduce quick calculation methods to reduce the time spent interviewing in the field; pilot alternative methods of collecting information at the woreda level – which again should reduce the length of the days in the field. These changes were felt to be very positive by team members who had participated in phase 1 as well as phase 2. In addition, the LIU has revised the per diems for the regional team members – so that all team members receive the same amount of 150 birr¹.

Potential constraints: linked to external capacity building opportunities

The LIU was invited by FAO to send a representative to the IPC regional workshop in Nairobi. FAO were prepared to cover the costs of travel and per diems for an LIU representative (with HEA experience) to participate. A person from the DPPA EWD (the LIU focal point) was identified to attend. However, present DPPA policy is that a committee should approve this type of participation. In the present context, the LIU received notification of a position in the regional workshop – too late for this to followed up (a minimum of 2 weeks are required).

Objective 3a: Conduct baseline livelihood assessments (KRA 1.2a)

A key objective of the LIU is the full integration of livelihoods-based analysis into the national early warning system, with a view to strengthening the DPPA's ability to anticipate and manage shocks.

Accomplishments this quarter:

Activity 1: Partition regions into homogenous livelihood zones.

As part of the phase 2 baseline fieldwork, the field teams reviewed the zoning exercise completed in the September 06 with the woreda representatives and verified livelihood zone boundaries and collected details of PAs in each woreda in the remaining twelve livelihood zones for which baselines were being developed in phase 2 Tigray. Following the field verification, the database base manager drafted the geo-referenced livelihood zone map for

¹ It should be noted that: a) USAID after consultation with the Contracting officer and the Controller have advised the DPPA that on the issue of per diems “the financial and management office need to make a survey to see if the rate is still good for all of Ethiopia. To do so, DPPA should submit the request formally with a justification.” b) Whilst the 150 birr is referred to by team members as a per diem, USAID in fact prefer to call this allowance a field training allowance.

Tigray with administrative boundaries (woredas) overlaid, which was then finalized in consultation with the regional DPP&FSCB representatives.

On presentation of this map to the federal DPPA EWD staff, standardization of livelihood zone names was suggested. A nomenclature meeting will be considered in the coming months – with the objective of coming up with a standard naming system across regions.

Planning for phase 1 of the baseline work (including livelihood zoning) in Amhara was initiated. This included a morning presentation to DPP&FSCB staff in Amhara, followed by a planning meeting with senior DPPB staff in the afternoon. The purpose of the planning meeting is to: agree upon proposed dates for the training and fieldwork; identify potential participants, agree roles and responsibilities of the LIU, DPPA and regional DPP&FSCB staff in terms of logistics (workshop accommodation, vehicles), collection of secondary sources of information. The livelihood zoning in Amhara was initially planned to start at the end of March but was delayed by 1 week until the start of April.

The logistics for phase 1 of the baseline work (including zoning) in Amhara are underway including identification of consultants, procurement of additional camping equipment, flight bookings, and other logistical arrangements.

Quarterly progress towards achievement of milestones

Tigray Livelihood Zone map is completed.

Activity 2: Establish regional livelihood baselines through fieldwork.

This quarter, baselines for the remaining 12 livelihood zones were completed in Phase 2 of the baseline fieldwork and analysis conducted in Tigray. The baseline spreadsheets for the sixteen livelihood zones in Tigray have been finalized.

A planning meeting was held with the DPP&FSCB team in Amhara to agree procedures for the phase 1 of the baseline work and zoning.

Activity 3: Produce livelihood zone, woreda, and regional level reports and woreda level posters:

Using the modified profile framework developed in the previous quarter, draft livelihood zone reports (in bullet format) have been completed by each team for the sixteen livelihood zones in Tigray. These are now being written up into final reports with STTA and will be completed in the next quarter.

Objective 3b: Integrate livelihoods based needs assessment into regular monitoring system (KRA 1.2b)

Developing linkages between on-going monitoring and the baseline data is a core focus area for the LIU. The identification of key parameter during the baseline analysis will facilitate this process and be used not only in the seasonal assessments but also to identify focus indicators for monitoring.

Scenario modeling during seasonal assessments will require that trainees have a good understanding of the existing excel based database and analysis process. Training will be required to ensure that key personnel can use these analysis tools. In addition to developing

and providing training in use of the software, the LIU project will ensure that a system for fully communicating and transferring these data and results is in place.

Accomplishments this quarter:

Activity 4: Incorporate new key parameters into early warning monitoring system.

Following discussions in the monitoring working group, with other stakeholders at the federal level and with the regional officials in SNNPR a simple monitoring system is now being piloted in the SNNPR (see box below for details). This will be reviewed later in the year.

Monitoring – the pilot in SNNPR
Summary of activities to date

Selected 5 pilot woredas, representing different patterns of livelihood

Reviewed the ‘key parameters’ for monitoring (or, more specifically, seasonal assessment follow-up).

The ‘key parameters’ for each livelihood zone are the most important variables to monitor for that LZ. A change in a ‘key parameter’ will result in a significant change in the deficit calculated using HEA. The main key parameters currently monitored relate to crop production and market prices.

Identified ‘thresholds’ for each key parameter, the crossing of which would signal the need for further assessment and/or a re-analysis of needs at woreda level.

Prepared seasonal monitoring calendars for each woreda, indicating when each key parameter should be monitored.

Prepared analysis and reporting formats for completion at woreda level, and trained woreda staff in how to prepare and complete these.

Clarified lines of reporting between woreda, zonal, regional and federal levels.

Key parameters have been identified in Tigray and will be used during the coming Belg assessment in the Belg dependant areas of Tigray.

The LIU livelihood zones are now being used by Action Contre la Faim (ACF) in SNNPR and the DPPA/DPP&FSCB (ENCU) in Tigray as the geographical divisions for nutrition status surveys. In SNNPR, in 2006 ACF found that data by livelihood zone showed dramatically different levels of malnutrition in different zones (where previous surveys by woreda masked these differences). The results of the nutrition status surveys in Tigray may be available in the next quarter.

Activity 5: Ensure training on existing software occurs at appropriate levels, and develop a system for fully communicating/transferring these data and results

In January, the team leaders/co-team leaders received training on “Using the Baseline Spreadsheet – to enhance their capacity to input data during the field work and conduct the interim analysis with team members.

Date	Training provided	Participants	STTA & technical support	Number of people
17-18 Jan	Using the baseline storage sheet (for co-team leaders)	FDPPA, DPP&FSCB (regional and woreda level), , RBOARD, national consultants	COP & FDPPA	8

The LIU Database Manager joined the LIU team in the middle of February and received an induction to the computer-based tools currently used to set up and populate the livelihoods database system as part of a consultancy carried out in February 2007 by short term livelihoods specialist Mark Lawrence.

Activity 6: Populate existing excel database for storing baseline data and secondary data.

This has been completed for the 16 livelihood zones in Tigray.

Activity 7: Provide technical support to seasonal assessment in which key parameters collected are linked to the baselines

Not applicable this quarter. But is planned for Tigray Belg dependant areas in the next quarter.

Activity 8: Design and agree on outputs of the seasonal assessments and scenario modeling results.

No activities were scheduled or conducted for this activity during this quarter.

Objective 4: Non-food Needs Assessment Methodology (KRA 3.1)

Over the life of the project, the LIU will work with staff in relevant line ministries as their emergency units are established to develop the key parameters for analysis, to estimate income and expenditure gaps and likely non-food needs. Existing secondary data will be incorporated to the extent possible

Accomplishments this quarter:

Activity 1: Pilot Non-Food Needs Assessment Methodology with Ministry of Health.

Work on this activity started following the arrival of Sue Lautze who is running a parallel USAID project. Preliminary meetings have been held with WFP, FEWS-NET, SC-UK as well as with the Sue Lautze's team. The non-food assessment format used to date by the LIU has been shared with Tufts livestock specialist and will be shared with other organizations (including the MOH and UNICEF) in the coming quarter. In addition, a presentation is planned to the Agricultural Task Force in the coming quarter – facilitated by FAO.

Objective 5: National Livelihood Assessment Methodology Coordination (KRA 3.2)

The LIU will act as a focal point for the on-going dialogue about methodology, process, implementation and decision-maker needs, and will aim to ensure a convergence of best practices and the ultimate codification of standards

Accomplishments this quarter:

Activity 1: Coordinate/promote standardized approaches and guidelines for livelihoods based early warning initiatives in close cooperation with other sections within the EWD, EWWG, and members of the LIU SC.

Members of the LIU team have participated in a number of meetings with partners and stakeholders including:

- Teklewoini Assefa, REST to discuss their participation in the baseline work in Tigray
- Made a presentation to WFP/WB drought risk management team and Dfid UK based environmental adviser on outputs from the LIU and how these could be used. (see document – A summary of Outputs)
- James Young, Africa Parks (Ethiopia) plc – on using the SNNPR baselines to guide programming in the areas surrounding the Omo National Park
- Dan Gilligan – IFPRI – to introduce the LIU baseline data and discuss linkages between the PSNP baseline data and the LIU baseline data/on-going monitoring
- Judith Sandford, USAID to discuss the results of the seasonal assessment in SNNPR and implications for the PSNP programme/
- SC-UK to discuss their participation in the Amhara baseline fieldwork
- The EW-WG and the EW-WG methodology technical group
- FEWS-NET, WFP, USAID & SC-UK to discuss future assessments/monitoring in the light of the DPM request for regular monitoring/assessments
- Sue Lautze and her team (Yakoub Akillu, Fikre Negussie), together with WFP Sonali Wickrema and Elliot Vhurumuku to initiate discussions on non-food assessments
- Mike Wekesa: Consultant working together with Stephen Devereaux on developing the PSNP manual/approach for pastoral areas (Dfid)
- Jeremy Loveless. WFP consultant appraising WFP and partners capacity to undertake assessment and monitoring and make recommendations for improved assessments
- Geraud Laval. SC-UK Camelis PEWS coordinator to discuss collaboration between the LIU and the CAMELIS project – including standardization and certification
- SeonYeon WFP/WB who gave a brief presentation to the LIU on the WFP weather risk management indexed – and had discussions on possible sharing of information, joint mapping of available data
- Alemu Asfaw FEWSNET. To exchange information on LIU activities and meetings that FEWSNET participated in including the IMF meeting on inflation. Discussed how we might link up further in coming months
- Informal livelihood working group – initiated by Dfid held on the first Friday of each month

Feed back on HEA methodology identified this quarter

1. Mission report (focus Assessment in Somali Region) – Jeremy Loveless. Draft 28 Feb 07

It is recommended that WFP embrace the HEA process for the following reasons:

- It is appropriate to Somali region, which represents precisely the type of environment for which HEA was designed
- It provides an effective (though imperfect) solution to the problems in the existing methodologies
- HEA has been officially adopted by the Government; it would be difficult (if not impossible) for WFP to implement a parallel assessment and monitoring methodology.....

2. A report from the Office of Evaluation, WFP Mid-Term Evaluation of PRRO 10362.0 February 2007(2nd Draft)

Key recommendations include the following;

Needs assessment;

Pressing for clearer conceptual clarity and frameworks around the emergency food security assessment process in Ethiopia and advocating for a more livelihoods based approach using baseline information and monitoring of key variables (as in SNNPR) by working closely with the newly established Livelihoods Integration Unit (LIU).”

“WFP should become an active partner of the Livelihood Integration Unit’s (LIU) initiative to institutionalise the use of the household economy approach (HEA) for food security needs assessment. The working methodologies currently being developed by the LIU would confer many targeting related benefits and allow the targeting debate to be informed by a much greater degree of empirical evidence than is now possible

This evaluation identifies a number of opportunities for WFP to contribute usefully to the current debate on graduation: For example, work with the LIU to use the household economy approach to develop pragmatic and relevant definitions of graduation and household food security that can be measured and verified

Some of this feedback may not yet officially have been released by the organization – the LIU will follow-up during the next quarter to see that any revisions are reported/updated as needed)

The LIU has distributed two project newsletters, each focusing on a key output of the livelihoods approach. The newsletter format has been used to distribute a matrix detailing the kinds of training available through the LIU including the target audience, duration, and required qualifications for each type of training. The newsletter has a distribution of over 200 people and is targeted towards agencies and individuals working in the emergency response in Ethiopia and the region. Another communications product developed this quarter by the LIU is a summary of livelihoods outputs. This product describes the richness of livelihoods baseline information including how it can be applied and used by partners and other agencies. The strategy behind these communications products is to assist the LIU to network and connect with as many partners as possible working in the sector through sharing information on project activities and initiatives. The LIU will continue to publish project newsletters on at least a bi-monthly basis and will produce ad-hoc communications products on specialized topics on an as needed basis. Future topics will include a summary on livelihoods links to monitoring; and thresholds & phase classification.

In addition, the LIU has reviewed a paper prepared by the DPPA PR department on the LIU/HEA and drafted a paper on the data collection method used to collect baseline livelihood information and how this differs from more traditional methods of data collection. Both these papers should be published in the DPPA newsletter in the coming months.

Presentations planned for the next quarter include presentations to:

- WFP and other UN agencies on the methodology, and its contribution to seasonal assessments and monitoring
- A workshop coordinated by the DPPA Policy and planning department together with Sue Lutz - Introducing the LIU
- USAID's partners on outputs from the LIU and how these can be used (for development, assessment, monitoring, targeting, discussions on thresholds)
- The commissioners and department heads of the DPPA on the work completed in Tigray.

Activity 2: Produce agreed national guidelines that define common standards for regular monitoring, development of livelihoods baselines and food and non-food emergency needs assessments.

- A revised document on the HEA and linkages with the International Phase Classification was circulated.
- Preliminary discussions have been held with SC-UK on standards and certification – this will be followed up further in coming months.

Activity 3: Design and execute regional ongoing evaluation and incorporate lessons learned into project design and guidelines.

A process of on-going evaluations has been initiated – with outputs feeding into the project design. Evaluations conducted this quarter:

- Group evaluation of the second phase of LIU activities in Tigray region (including baseline training, fieldwork, analysis and outcome analysis). March, 2007

Some points coming out of the evaluations - on the process

- *“Overhead presentations were excellent and the handouts were useful, in simple English well-prepared and easy to understand*
- *Time continues to be raised as an issue in most trainings.*
- *Different levels of computer literacy. Continuous trainings should be given on the use of the spreadsheet for outcome analysis*
- *Whilst some people would have liked more time for the field work, there was a general consensus that 5 weeks to complete 2 livelihood zones was adequate.*
- *Several people highlighted the need to ensure the quality and capacity of trainees – suggestions included looking for experienced staff from other departments (eg MOA)”*

The LIU is attempting to address the time issue through increased mentoring during the training (mentoring being provided particularly in the group work – ie 1 person to 4-5 trainees); and through a training of trainers course – to ensure that trainers/facilitators focus on key points/messages, improve their presentation skills, and strengthen their mentoring skills). Training is now being conducted in a mix of languages – group work to date has been done in Tigrinya, Amharic and English. Presentations are generally in English, but questions are taken in any language.

Computer skills vary dramatically – from people with no skill to people who have a good basic knowledge of both excel and word. The DPPA IT department is training people at the regional level in basic computer skills, the LIU will continue to provide necessary technical support on use of spreadsheets during both the baseline training and the seasonal assessments.

The present Outcome Analysis workshop will in future focus on those who have demonstrated particular skills during the fieldwork and analysis. Emphasis should be placed during planning processes in each region on – people with technical experience/skills. Less experienced/qualified staff will be catered for by the LIU in other ways, for example the LIU is planning to develop 2-day training packages for less qualified staff, some training could also be incorporated in the DPPA annual work plan.

On the methodology and the field work – comments included:

- *“we now have a better understanding of Tigray,*
- *We liked seeing new places, and understanding the way people are living and coping with food shortages*
- *Appreciated the interaction with the farmers, community leaders and wealth groups*
- *This methodology provides and understanding of the different and complicated ways of the community*
- *This provides us with baseline information, a benchmark against which to compare the current scenario/situation*
- *The spreadsheet makes the analysis easy”*
- *The government and other concerned bodies need to do more to disseminate and utilize this information.*

Evaluations are done through a combination of group discussion and presentations. Each group reviews one or two sections of the training, feeds back their findings to the rest of the

participants and facilitators, who then add in their comments. In this way all participants review all the modules/sessions/field work. The evaluation above separated new trainees from those that had participated in phase 1 and become co-team leaders in phase 2 (ie comments represent a diverse group of people – both recently trained and those that had been selected to go onto become team leaders.) Copies evaluations are available from the LIU.

Program Management and Operations.

The LIU project management strategy is oriented to achieving the contract results while also allowing for maximum flexibility to meet the needs of USAID and the DPPA as they evolve. The team will use a highly collaborative approach with USAID, the DPPA, the LIU Steering Committee, and other partners. This section describes the core activities related to the project's management strategy including start-up, project communications, financial and technical reporting, as well as activities linked to monitoring and evaluation.

Accomplishments this quarter:

Activity 1: Start-up and Administrative Activities.

Project staffing was completed during this quarter. The Database Manager and eight Project Drivers were hired came on board in February 2007. Project drivers attended a week-long course in defensive driving. Three days were spent in the classroom and two days on practical driving training. The courses covered the following topics: General driver behavior/ethics; Manual transfer case and drive types; Correct 4WD operation; Off-Road driving precautions; Good driving practice; Pre-trip safety checks and Economical driving. The practical exercise followed up on the classroom training and included review of appropriate maintenance schedule; Checking the general condition of the vehicle; Changing a wheel safely; Checking tire pressure and condition; How to change brake shoe and lining; solving minor problems. The project completed a major procurement process this quarter with the delivery of the eight project vehicles ordered in the last quarter. The project completed to registration and plating process for all eight LIU vehicles.

FEG has initiated the project registration process and is preparing and notarizing all the necessary paperwork in the United States. The LIU will continue the process in Ethiopia with the Ministry of Trade and Industry once the completed package of paperwork is received. The registration process will be completed in the next quarter.

The project's policy and procedures manual has been reviewed, by a lawyer; to ensure that it conforms with Ethiopian labor law. Based on this review, updates have been made to the manual. The manual including all forms and annexes has been finalized and will be distributed to staff in the next quarter. Additionally, the operations team will make an oral presentation to staff highlighting key policy points to ensure that all staff understand and will abide by the procedures laid out in the manual. The operations team has also completed a procedures manual targeted towards team leaders carrying out baseline fieldwork. The Team leader's Handbook consolidates LIU operational procedures that team leaders are responsible for upholding in the field such as vehicle policy, field participant allowances, project inventory controls, etc. The aim of this handbook is to provide a reference tool that eases administrative, technical and operational aspects of the fieldwork through better systemization. As much as possible, the operational aspects of the fieldwork are developed so as to be as transferable to the DPPA at the end of the life of the project. This is accomplished through the development of simple checklists, templates and clear policy directives.

Activity 2: Communications.

LIU branding for documents and business cards has been finalized in consultation with USAID. The LIU Office & Logistics Manager participated in a USAID communications workshop on how to write a project success story. Based on the training received in this workshop, the LIU has begun gathering data needed to produce an LIU success story focusing on the impact of LIU's capacity building work as part of the Tigray fieldwork. The story will be included as part of the next quarterly report and is yet another communications tool that will be used by the LIU to share the impact of the project's activities with a broad audience.

The LIU has continued to foster a close working relationship with the Early Warning Department through regular contact, both formal and informal with department members. Meetings with the head of the EWD and LIU COP have continued on a regular basis. Regular weekly LIU staff meetings have been held to chart progress on program activities with activity summaries distributed to the department head and EWD team leaders each week. The LIU is preparing arrangements to seat the Database Manager in the same office as the DPPA cartographer to encourage collaboration and the transfer of the GIS skills needed to carry out the livelihoods work.

Activity 3: Technical and Financial Reporting.

The LIU completed and submitted the project's second quarterly report covering the period October 1-December 31, 2006. Additionally, the LIU submitted monthly reports of local expenditures to the FEG home office.

Activity 4: Monitoring and Evaluation.

The LIU PMP has been completed and submitted to USAID. Approval of the final document is still pending with USAID.

Financial Report

The following expenditures have been incurred under the LIU contract:

Contract value:	\$3,577,594
Expenditures this quarter, January 1, 2007- March 31, 2007:	\$520,140.37
Cumulative expenditures to date:	\$1,109,310.65
Contract Funds Remaining:	\$2,468,283.35

Funds currently obligated, as of March 31, 2007:	\$2,235,500
Obligated funds remaining:	\$ 1,126,189.35

Annex 1:

List of documents produced by the LIU January 1- March 31, 2007

For further information on any of these documents – please contact the LIU

Summaries/Minutes of meeting

- Minutes of the LIU SC, February 6, 2007
- LIU regular meetings (held weekly depending on staff presence in Addis)

Evaluations - Internal

- Group evaluation of the second phase of LIU activities in Tigray region (including baseline training, fieldwork, analysis and outcome analysis). March, 2007

Training materials

- Household Economy: Conducting the Baselines Training. Baseline training materials have been consolidated and bound
- LIU Field Manual: A guide for team leaders. Version . March 2007

Other Documents

- Draft: LIU links with the regions. 6th February, 2007
- The Links between Household Economy Analysis (HEA) and the Integrated Phase Classification (IPC) version 1.1 30 January 2007: Mark Lawrence. FEG
- A Summary of (LIU) Outputs. Version 1.2 1 February 2007
- The Household Economy Analytical Framework: An Introduction. LIU March 2007 (source from paper above)
- Household Economy Approach – the analytical framework used by the LIU, data collection method and comparisons with other methods (Feb 07) for the DPPA monthly newsletter.
- Information Sheet Number 1: Livelihood Integration Unit
- Information Sheet Number 2: Livelihood Integration Unit
- Livelihood zone map of Tigray

Powerpoints

- DPPA debrief 13 March 07 prepared by Mark Lawrence. FEG

Excel based materials

- Baseline spreadsheets completed for the 16 livelihood zones in Tigray