Project Title: Multi-dimensional Livelihoods Assessment in Conflict Affected Areas

UNDAF Outcome(s): Local authorities and communities effectively engaged in sustainable management of natural resources, biodiversity conservation, and adaptation to climate change and disaster risk reduction (DRR) by 2015.

Expected CP Outcome(s): Local authorities and communities effectively engaged in sustainable management of natural resources, biodiversity conservation, and adaptation to climate change and disaster risk reduction (DRR) by 2015.

Expected Output(s): A qualitative and quantitative livelihoods assessment report finalized and livelihood monitoring system developed

Implementing Partner: United Nations Development Programme – Direct Implementation

Responsible Parties: Ministry of Planning and International Cooperation and Central Statistical Organization (CSO)

Programme Period: 2012-2015
Key Result Area (Strategic Plan): Crisis Prevention and Recovery
Atlas Award ID: __________
Start date: April 2013
End Date: Sept 2013
PAC Meeting Date: __________
Management Arrangements: Direct Implementation

2013 AWP budget: 550,000 USD
Total resources required: __________
Total allocated resources: __________
  • Regular (TRAC): 250,000 USD
  • Other:
    o BCPR: 300,000 USD
    o Government: __________
Unfunded budget: __________

In-kind Contributions

Agreed by: Signature Date Name and Title
The Government of the Republic of Yemen, Ministry of Planning and International Cooperation __________ April 2013 H.E. Mr. Mohammed Al-Sa’adi
Minister of Planning and International Cooperation

Executing Entity- United Nations Development Programme (UNDP) __________ April 2013 Ismail Ouldcheikh Ahmed
Resident Representative

UN Official rate of exchange at time of signature US $ 1.00 = YR214.86
The aim of this project is to undertake a comprehensive Livelihoods Assessment in conflict affected and most vulnerable governorates in Yemen. The results of the Assessment will inform the design and development of two year Livelihoods and Local Economic Recovery Programmes for affected households, especially women and youths (girls and boys) in key governorates in the country. The assessment will also enable the Government of Yemen, UNDP and other UN agencies, as well as other development partners in the country to establish baselines and a monitoring and evaluation system to track livelihoods trends including the impact of livelihood programmes in Yemen. The assessment results are also important for evidence based development of Government’s priority actions in support of crisis affected Yemenis who yearn for quick peace dividends to sustain the peace in the country. The assessment results for the livelihoods, governance and conflict assessments will be compared and analyzed together to identify areas of complementarity in programming process.
Economic recovery, underpinned by sustainable household livelihood, is at the core of the Government of Yemen (GoY) Transitional Program for Stabilization and Development (2012-2014). Poverty and pessimism about the possibility of a dignified livelihood have been among the key drivers of successive cycles of conflict. Concerted immediate and longer term responses are required if the ‘transition’ is to gain momentum and faith of the populace in the process maintained. Considering the limited resources and the magnitude of need the challenge for the international community is where and how to target livelihoods responses, and ensure that interventions will have a meaningful sustainable impact.

Yemen which is one of the poorest countries in the Arab world, it is chronically underdeveloped with 44% food insecurity and 58% stunting among children under 5 years of age, which is the second highest stunting rate in the world. During 2011, prices of staple food such as wheat, flour, sugar, milk and dairy products rose by between 40% and 60%. At the same time Yemeni households are vulnerable to new food price shocks, with about 96% of Yemeni families being net buyers of food, and around 17.5% of the population living below the 1 PPP$ poverty line and 34.8% under the national poverty line according to 2006 Household Budget Survey\(^2\). The poorest Yemeni households spend a third of their income on bread alone. Unemployment among 15-24 age groups is 52.9% and 44.4% among the 25-59 years group. Poverty ratio increased from 35 % in 2006 to over 50 % in 2010, resulting in increased poverty rate of living on less than $ 2 a day.

The situation of women is of particular concern, as the gender gap in Yemen is consistently ranked highest in the world. Cultural constraints relating to discussion making, independent ownership of assets and freedom of movement with consequent lack of access to markets compounding the livelihood disempowerment of women. Notwithstanding 25.8% of the formal (and up to 50% of the informal) total labor force (aged 15+) are women (2010)\(^3\) and 91% of women in rural areas work in agriculture on family lands and are not paid for their labor. However, only 11% of women farmers receive payment for their labor\(^4\). Thus disproportionately affected groups include women, children, small scale farmers and sharecroppers, landless laborers, nomadic herders and artisanal fishermen scattered in 133,000 small rural settlements.

Approximately 75% of the population lives in rural areas. In addition to this gap between rural and urban areas, there are huge local and regional disparities. According to the 2006 poverty assessment, Human Poverty Index at the governorate level varies between 20% and about 60% in urban areas and between 40% and 70% in rural areas. Mon-metric poverty ranges across governorates from 15% to 70% in rural areas and from 5% to 40% in urban areas. These disparities are even more pronounced at the district level. Moreover, the food and fuel crisis as well as the conflict and instable political situation have most probably resulted not only in poverty increase but also in an aggravation of regional/local disparities. The degradation of natural resources, especially water, has also contributed to the crisis of the livelihoods systems of many communities across Yemen and to the increase of tension and conflicts between communities. Beyond an understanding of which areas have been directly affected by conflict\(^5\) there is a lack of disaggregated data that could allow identifying the most vulnerable areas and communities, to understand their livelihood systems and the specific factors and dynamics of vulnerability are lacking. However, returning IDPs to Sa’ada and Abyan are clearly a priority. Moreover, in Yemen data gaps seem to persist for indicators tracking the rate of vulnerability, employment, skilled

\(^1\) WFP/UNICEF CFSS (2102)
\(^2\) GoY/UNDP/World Bank Household budget Survey, 2006
\(^3\) International Labour Organization, using World Bank population estimates
\(^4\) CEDAW Report 2008
\(^5\) In the north Sa’ada, Hajjah and Amran and in the south Abyan, Aden and Lahej.
healthcare workers, teachers, as well as more broadly employees engaged in the agricultural, industrial and service sectors for both women and men.

The government, humanitarian and development community in Yemen have agreed that revitalization of household livelihoods is a priority area for 2013. To achieve this agenda, updated data analysis on livelihoods is therefore urgently needed. Lack of sustainable livelihoods is a significant root cause of many cluster concerns ranging from malnutrition to lack of education and a range of protection issues. All clusters responses would therefore benefit from a better understanding of household dynamics and from addressing livelihood gaps.
II. Strategy

In line with its mandate on early recovery, UNDP proposes to spearhead initiatives to mobilize livelihood reinvigoration by: leading research to gather and analyze livelihood data; enabling evidence-based multi-cluster response planning; coordinating cross-cutting strategic livelihoods planning; and direct implementation of strategic Poverty Alleviation, Crisis Prevention and Early Recovery activities. The livelihoods assessment and its expected outcomes will contribute to UNDAF outcome “Local authorities and communities effectively engaged in sustainable management of natural resources, biodiversity conservation, and adaptation to climate change and disaster risk reduction (DRR) by 2015”.

UNDP will facilitate and lead the livelihoods assessment process as the lead of the Working Group on Sustainable Livelihoods and Employment Generation (SL&EG). Other agencies that will participate in this assessment are FAO, ILO, UNHCR, WFP and key NGOs already working in Yemen. Government ownership of the process will be ensured through their membership of the SL&EG working group, project board and steering committees of the government departments as well as co-leadership of the assessment with UNDP. The data collection will synch, if possible, with national and community-level data collection by the Central Statistical Organization (CSO). In addition, UNDP will ensure that the livelihoods assessment is linked to and/or complements the informal governance assessment that is currently underway (i.e. 4th Household Budget Survey, 2012/2013).

Scope of Work: This assessment will provide a gender, age, and subnational disaggregated data and analysis. It will focus on the following:

- Overview of the national livelihoods and employment context;
- Overview of individual Governorate livelihoods and employment context;
- An understanding of the impact of the change in access to livelihoods on conflict dynamics and vice versa;
- Identification of the rural and urban areas and groups particularly affected by poverty and livelihoods insecurity;
- In depth analysis of different livelihoods systems of the population in these areas especially landless women and smallholder farmers, at household and community levels; and an understanding of the constraints, factors and process that contribute to poverty and vulnerability of these areas and population;
- Coping mechanisms in priority districts, especially the different strategies of diversification of livelihoods sources in these areas in crisis (including emigration);
- An understanding of the local labour market demand and supply;
- An understanding of local economic market opportunities and identification of opportunities and capacities for livelihoods diversification at the local level, in rural and urban areas;

In addition to the above the following elements will be incorporated as part of the dimensions of this assessment more focused on social cohesion/conflict prevention:

- The extent to which the communities have come into contact with violent conflict events or specific violent conflict impacts during the crisis. Specifically, this includes areas of residency and resource use exposed to different violent conflict events and impacts.
- The degree to which the communities and households are negatively affected by changes due to the increase of violent conflict. This type of sensitivity is largely determined by the relationship of individuals, households, or a community to resources impacted by violent conflict, and by the degree of dependency on those resources.
- The potential or capability of a community, especially IDPs and returnees, to adjust to impacts of being affected by the conflict.
• The level of impact the conflict has on the social structures within and between communities. Lines of contact and interaction that risk being interrupted/disrupted as a result of the conflict will be determined.

Methodological approach: The Livelihoods assessment methodology will constitute the following:
• A desk study and consolidation of existing assessments ensuring sex and age disaggregated data (SADD) is available; In this case efforts will be made to ensure that the results of the governance and conflict assessments are taken into account when finalising the livelihoods assessment methodology.
• Consultative meetings with all stakeholders to agree on the methodology, and expected outcomes of the assessment, and how the assessment will be linked to the governance and conflict assessments outcomes and programme elements emanating from these two assessments.
• Identification of priority governorates and districts for the livelihoods assessment; Where possible, if the conflict and governance assessments governorates overlap with the livelihoods assessment the starting point for the livelihoods assessment will be the documentation of the former in terms of complementarities.
• Adaptation of tools such as the Livelihoods Assessment Toolkit (LATs) to the Yemeni context (including assessment of labor market, retail and service market) with focus on the Detailed Livelihood Assessment (DLA). A key component of the livelihoods assessment will be ensuring that the assessment process includes elements of disaster risk sensitivity where required. Annex 3 provides indicative guidance in case this is required during the livelihoods assessment process in governorates affected by localized hazards. At the Governorate and district levels information collection process will include a combination of the following: Rapid scoping exercise, key informants interviews, discussions and interviews with local organizations including private sector and government departments; focus group discussions, including disaggregated interviews with emphasis on women, men, boys and girls, sampled household economy discussions and analysis, meetings & workshops, context specific literature review, semi structured questions and administration of questionnaires by the field teams.

Annex 1 shows a possible process for the livelihoods assessment that might be adapted by the GoY and UN agencies in Yemen.

Target Audience and Partners. The assessment will serve a range of stakeholders, primarily those who participate in two main coordination mechanisms:
• UNCT ‘Sustainable Livelihoods and Employment Generation’ working group to support the UN Joint Vision for Support to the Government of Yemen Transition Plan (GoY ministries including MOPIC, Further Education and Vocational Training, Agriculture, Fisheries, Federation of Chambers of Commerce, UNDP, WFP, FAO, ILO, IFAD, IOM & UNHCR)

The above groups have committed to support the 2 year government transition plan. However, it is likely that the UNCT Working Group mentioned above will continue beyond 2014.

Joint Nature of the Assessment Implementation: The assessment will take advantage of support from the partners mentioned above by ensuring that:
• Consultations take place during planning to ensure that there is common agreement of all stakeholders of priority information needs;
• Additional funds may become available in order to extend the geographical scope of the assessment;
- The assessment methodology will become a common tool to be used by other agencies in the future to provide compatible data, thus increasing the scope of information over time;
- The assessment is in alignment with country assessment strategy and coordinated assessment approach for humanitarian response;
- Existing data from agencies will be used to triangulate and enrich the data findings;

**Partnership Strategy**

To build strong grounds for sustainability of this initiative and ensure future updates of livelihoods related information, the Central Statistical Organization (CSO) will be engaged to provide the required technical inputs such as survey/assessment framework, setting up of instruments and tools for field work and engagement, if required. The project management will also engaged in discussion to explore the possibility of taking this initiative in the future statistical work and agreeing on principles and methodology for future updating of livelihood related information either through forthcoming Household Budget Surveys or/and other related social basic surveys. Moreover, the current efforts by the Ministry of Planning and Development to update the national Monitoring and Evaluation system based on the current Transitional Plan for Stabilization and Development, will be consulted in order to ensure that the parameters for the livelihoods baseline data and information (quantitative and qualitative) is included in the national M&E system. This will further position the Central Statistical Organization to continue updating the livelihoods data, which is a key element of sustainability for this project.
### III. Results and Resources Framework

<table>
<thead>
<tr>
<th>Intended Outcome as stated in the Country Programme Results and Resource Framework:</th>
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<tbody>
<tr>
<td>Local authorities and communities effectively engaged in sustainable management of natural resources, biodiversity conservation, and adaptation to climate change and disaster risk reduction (DRR) by 2015.</td>
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<table>
<thead>
<tr>
<th>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:</th>
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<tbody>
<tr>
<td>Need to be defined by the project at initial stage as post crisis recovery initiative was not part of the UNDAF and CPD processes</td>
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| Applicable Key Result Area (from 2008-11 Strategic Plan): Crisis Prevention and Recovery |

<table>
<thead>
<tr>
<th>Partnership Strategy:</th>
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<tbody>
<tr>
<td>Work closely with Central Statistical Organization (CSO) to secure their valuable technical inputs that will guide the field livelihoods assessment/survey work and also to build a bridge for future integration of this work into national owned statistical work that will ensure flow of fresh and update livelihoods information and data for programming and planning endeavor. The partnership will also be extended to the Ministry of Planning and International Cooperation so that the intended livelihoods monitoring system will be linked to the national M&amp;E system.</td>
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| Project title and ID (ATLAS Award ID): 000 |

<table>
<thead>
<tr>
<th>Project/Output ID: 000</th>
<th>Output Targets for (Years)</th>
<th>Indicative Activities</th>
<th>Responsible Parties</th>
<th>Inputs in US Dollars</th>
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<tbody>
<tr>
<td><strong>Baseline:</strong></td>
<td><strong>Target for 2013</strong></td>
<td><strong>Activity Result 1</strong></td>
<td>UNDP and Central Statistical Organization (CSO)</td>
<td><strong>Total Activity Result 1 Budget</strong></td>
</tr>
<tr>
<td>A qualitative and quantitative livelihoods assessment report finalized and livelihood monitoring system developed</td>
<td>A qualitative and quantitative livelihoods assessment report finalized and livelihood monitoring system developed</td>
<td>Develop a tailored to Yemen replicable assessment tool</td>
<td><strong>BCPR – US$ 255,000</strong> TRAC - US$ 60,000</td>
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<td><strong>Indicators:</strong></td>
<td></td>
<td><strong>Activity Result 2</strong></td>
<td></td>
<td><strong>Total Activity Result 2 Budget</strong></td>
</tr>
<tr>
<td>1/ No Formal livelihood assessment (2012)</td>
<td></td>
<td>Launching of field work and data collection of the Integrated Livelihoods Assessment</td>
<td><strong>BCPR – US$ 24,000</strong> TRAC – US$ 70,000</td>
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<td>1/ Formal livelihood assessment report</td>
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<td><strong>Actions:</strong></td>
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<td><strong>Total Activity Result 2 Budget</strong></td>
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<td></td>
<td></td>
<td>• Recruitment of international and national consultants</td>
<td><strong>BCPR – US$ 24,000</strong> TRAC – US$ 70,000</td>
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<td>• Define scope and content of the assessment</td>
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<td><strong>Total Activity Result 2 Budget</strong></td>
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<td></td>
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<td>• Define field assessment framework</td>
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<td><strong>Total Activity Result 2 Budget</strong></td>
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<td>• Develop assessment and monitoring tools</td>
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<td><strong>Total Activity Result 2 Budget</strong></td>
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<td>• Develop assessment tools including questionnaire and assessment manual (including conflict/disaster risk sensitivity)</td>
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<td><strong>Total Activity Result 2 Budget</strong></td>
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<td>• Adoption of same methodology to increase geographical coverage of assessment and compatibility of data and results</td>
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<td><strong>Total Activity Result 2 Budget</strong></td>
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<td>Launching of field work and data collection of the Integrated Livelihoods Assessment</td>
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<td><strong>Total Activity Result 2 Budget</strong></td>
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<td><strong>Actions:</strong></td>
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<td><strong>Total Activity Result 2 Budget</strong></td>
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<td>• Agreement with CSO or/and other related private owned statistical firms</td>
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<td><strong>Total Activity Result 2 Budget</strong></td>
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<td>• Adoption of assessment/survey framework</td>
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<td><strong>Total Activity Result 2 Budget</strong></td>
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<td>• Prepare ToRs for field workers</td>
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<td><strong>Total Activity Result 2 Budget</strong></td>
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<td>• Training of the field workers on the assessment methodology</td>
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<td><strong>Total Activity Result 2 Budget</strong></td>
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<td></td>
<td>• Collection of data from the field and data analysis</td>
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<td><strong>Total Activity Result 2 Budget</strong></td>
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<td></td>
<td></td>
<td>• Review of existing policies and initiatives on their impact to the livelihoods promotion</td>
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<td><strong>Total Activity Result 2 Budget</strong></td>
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</tbody>
</table>
- A gender disaggregated needs and response strategies included in the Livelihoods Assessment Report

**Activity Result 3**
Dissemination of the Integrated Livelihoods Assessment Report and formulation of project proposals for consideration

**Actions:**
- Translation and publishing of the final Integrated Livelihoods Assessment Report
- Formulation of project proposal for consideration
- Convening of recovery cluster and donor meetings to build partnership on the newly suggested project proposals, as well as women groups

**Activity Result 4**
Develop Livelihoods Monitoring System and linked to the national M&E

**Actions:**
- Establish Gender based disaggregated and geographical household economy trends and information
- Link livelihoods monitoring system to the national M&E
- Agree with Central Statistical Organization (CSO) to include Livelihoods Assessment questionnaire in the future Household Budget Survey
- Establish a rapid mechanism for updating of the livelihoods related information

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<tr>
<th>Total Activity Result 3 Budget</th>
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<tbody>
<tr>
<td>BCPR – US$ nil</td>
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<td>TRAC – US$ 80,000</td>
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<tr>
<th>Total Activity Result 4 Budget</th>
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<tr>
<td>BCPR – US$ nil</td>
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<td>TRAC – US$ 55,000</td>
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**BCPR 7% GMS US$ 21,000**

**Grand Total BCPR** US$ 300,000

**Grand Total TRAC** US$ 250,000

**Total Project Budget:**

**US$ 550,000**
IV  ANNUAL WORK PLAN

The assessment will be conducted by a team of livelihoods specialists (led by 1 international and 1 national), with a field assessment team most probably from the Central Statistical Organization (CSO) who have an intimate knowledge of the situation on the ground (One or two non-technical specialists might be part of the team as long as they are good community facilitators, know the local situation, and understand the approach), as well as maintain the statistical frameworks for different types of surveys and assessment, which drawn from the General Population Census Framework, and provision of technical inputs as required and building blocks for sustainability of this initiative. The proposed schedule of the research would be about six weeks’ field work and one month’s analysis and report writing. At the start, an inception report with clear methodology, Geographical selection and what is expected, and a set of questions/questionnaire needs will be prepared, including issues on how to verify data collected and validation, etc.

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6 See budget details in Annex 2
## ANNUAL WORK PLAN - 2013

<table>
<thead>
<tr>
<th>Expected Outputs</th>
<th>Planned Activities</th>
<th>Timeframe</th>
<th>Responsible Party</th>
<th>Funding Source</th>
<th>Budget Description</th>
<th>Amount USD</th>
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<tbody>
<tr>
<td>A qualitative and quantitative livelihoods assessment report finalized and livelihood monitoring system developed</td>
<td>Activity Result 1</td>
<td>2013</td>
<td>UNDP Yemen</td>
<td>BCPR</td>
<td>National Project Manager 71300 International Consultant 71200</td>
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<td></td>
<td>Develop a tailored to Yemen replicable assessment tool</td>
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<td>Actions:</td>
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<td>1.1 Recruitment of international and national consultants</td>
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<td>1.2 Develop assessment and monitoring tools, and field assessment framework; and Define scope and content of the assessment</td>
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<td>1.3 Develop assessment tools including questionnaire and assessment manual (including conflict/disaster risk sensitivity) - based on consultation process</td>
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<td>1.5 Adoption of same methodology to increase geographical coverage of assessment and compatibility of data and results</td>
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<td>Activity Result 2</td>
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<td>Launching of field work and data collection of the Integrated Livelihoods Assessment</td>
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<td>Actions:</td>
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<td>BCPR</td>
<td>National Consultant</td>
<td>Activity Result 3</td>
<td>UNDP Yemen</td>
<td>BCPR</td>
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<tr>
<td>2.1 Agreement with CSO or/and other related private owned statistical firms; and preparation of TOR for field workers</td>
<td>UNDP Yemen</td>
<td>National Consultant 71300</td>
<td>24,000</td>
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<tr>
<td>2.2 Adoption of assessment/survey framework and training of field workers on assessment methodology</td>
<td>UNDP Yemen</td>
<td>UNDP Yemen</td>
<td>Workshops/Conference 75700</td>
<td>30,000</td>
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<td>2.3 Collection of data from the field and data analysis</td>
<td>UNDP Yemen</td>
<td>UNDP Yemen</td>
<td>Travel 71600</td>
<td>20,000</td>
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<td>2.4 Review of existing policies and initiatives on their impact to the livelihoods promotion</td>
<td>UNDP Yemen</td>
<td>UNDP Yemen</td>
<td>Tools/materials 72300</td>
<td>20,000</td>
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<td>2.5 A gender disaggregated needs and response included in the Livelihoods Assessment Report</td>
<td>UNDP Yemen</td>
<td>UNDP Yemen</td>
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**Activity Result 3**
Dissemination of the Integrated Livelihoods Assessment Report and formulation of project proposals for consideration

<table>
<thead>
<tr>
<th>Actions:</th>
<th>UNDP Yemen</th>
<th>BCPR</th>
<th>National Consultant</th>
<th>Activity Result 3</th>
<th>UNDP Yemen</th>
<th>BCPR</th>
<th>National Consultant</th>
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</thead>
<tbody>
<tr>
<td>3.1 Translation and publishing of the final Integrated Livelihoods Assessment Report</td>
<td>UNDP Yemen</td>
<td>UNDP Yemen</td>
<td>Supplies 72500</td>
<td>30,000</td>
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<tr>
<td>3.2 Convening of recovery cluster and donor meetings to build partnership on the newly suggested project proposals, as well as women groups</td>
<td>UNDP Yemen</td>
<td>UNDP Yemen</td>
<td>Workshops/Conference 75700</td>
<td>20,000</td>
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<tr>
<td>3.3 Formulation of project proposals for consideration</td>
<td>UNDP Yemen</td>
<td>UNDP Yemen</td>
<td>Consultants national and international 71200 and 71300</td>
<td>15,000</td>
<td>5,000</td>
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</tbody>
</table>
For additional funding which may be required for further in-depth assessments and/or expansion in other districts, UNDP CO will develop a similar PIP and approach the EU, DFID and other donors in Yemen who might have funding for the livelihoods and economic recovery assessments in Yemen.
IV MANAGEMENT ARRANGEMENTS

This integrated Livelihood Assessment will be executed directly by UNDP under the Direct Implementation Modality (DIM). Management arrangements will conform to the stipulations in the new Results Management Guide.

**Project Board:** The Project Board will be established and would consist of government partners at the national and Governorate level as Senior Beneficiaries representing the communities. UNDP will assume the Executive role. UNDP CO will be the Senior Supplier in this assessment exercise. As the decision making body for this programme, the Programme Board will approve work plans and budget, review progress reports, provide strategic guidance, and steer the assessment as per its goals and objectives to ensure that the stated results will be achieved.

The Programme Board will also function as a national level coordination entity to promote partnership, collaboration and coordination among the various ER/livelihood assessments initiatives implemented by sectoral ministries or other agencies, including the UN. Other ministries could be added as beneficiaries to the Programme Board in the future if deemed necessary. All efforts will be made to ensure maximum participation of women on the Board. In order to look into the minute details of the work plan, its implementation, budget and overall planning and programming, the Programme Board will delegate the assurance function to a Senior Programme Officer in UNDP Yemen.

**Governorate/District Assessment Coordination Committee:** There will be a District Assessment Coordination Committee (DACC) in each district where the assessment is undertaken. This could be set up as a subcommittee of the District Planning Committee if such a committee already exists. This committee will be chaired by the District Executive Director, with participation of relevant line ministries such as Women Development Office, member of the UNDP Sub-Office (where this exists), religious groups, other key UN agencies and representatives of civil society including NGOs/CBOs. Women will be assisted to be part of the Assessment Coordination Committees;

The primary function of the DACC is to:

i) Support the assessments by providing information on and coordination with similar or complementary projects/assessments in the district supported by other donors, UN agencies, Government of Yemen, or INGO.

ii) Facilitate Livelihoods Assessment initiative to interact with political parties/groups in the district.

iii) Provide guidance to field assessment team (s) in the preparation of the assessment work plan and provide the assessment team with information on conflict/disaster-affected communities and households.

iv) Monitor day to day assessment process through field monitoring visits and monthly review of progress reports emanating from their district/governorate.

v) Support the field assessment team in the facilitation of meetings and workshops;
If there are similar multi-sectoral coordination mechanisms already in place at the district level, those will be utilized instead of creating yet another new committee. Whenever possible, the Project will avoid creating parallel structures to the existing government and other structures, and utilize existing partners and service delivery agents for the delivery of project activities.

The Project Board is the group responsible for making, by consensus, management decisions for the project when guidance is required by the day-to-day manager of the project, the Chief Technical Advisor (CTA), including recommendations for UNDP/Implementing Partner approval of project annual work plans and revisions. In order to ensure UNDP ultimate accountability, the Project Board decisions are made in accordance with standards that ensure management for development results, best value for money, fairness, integrity, transparency and effective international competition.

The Project Board has the following specific responsibilities:

1. Provide overall guidance and direction to the project, ensuring it functions within any specified constraints;
2. Address project issues raised by the project management;
3. Provide guidance and agree on possible countermeasures/management actions to address specific risks;
4. Agree on the International Researcher tolerances in the Annual Work Plan and quarterly plans when required;
5. Conduct regular meetings to review the Project Quarterly Progress Report and provide direction and recommendations to ensure that the agreed deliverables are produced satisfactorily and according to plans;
6. Review Combined Delivery Reports (CDR), prior to certification by the Implementing Partner;
7. Appraise the Project Annual Review Report, make recommendations for the next AWP (if any), and inform the Outcome Board about the results of the review;
8. Review and approve the end of project Final Report, and make recommendations for follow-on actions (if any);
9. Provide ad-hoc direction and advice for exceptional situations, when the National Project Manager tolerances are exceeded; and
10. Assess and decide on project changes through substantive project revisions.

Since the project is directly implemented by UNDP, UNDP will be in charge of the overall monitoring of the project, ensuring the achievement of development results. UNDP will also be responsible for the recruitment of project staff as indicated in the project Results Resources Framework and Annual Work Plan. The recruitment process will be conducted in close consultation with the respective national entities. Additional support staff will be recruited as needed, including specialized national and international expertise.

The National Project Manager will deal with all technical issues pertaining to the planning, launching of the field assessment through engaging specialized national entities when appropriate. NPM also will be responsible for supervision of project staff and for the final product of the project in front of the Project Board managers.

UNDP will be responsible for the recruitment and contracting of project staff and will be responsible for the purchase of expandable and non-expendable equipment in accordance with UNDP rules and procedures, taking into consideration the specifications laid down by national entities and UNDP Country Office senior management.
V MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- A project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project.
- A Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

- **Annual Review Report.** An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board or/and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- **Annual Project Review.** Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.
## Quality Management for Project Activity Results

### OUTPUT 1: A qualitative and quantitative livelihoods assessment report finalized and livelihood monitoring system developed

<table>
<thead>
<tr>
<th>Activity Results</th>
<th>Activity Result 1</th>
<th>Activity Result 2</th>
<th>Activity Result 3</th>
<th>Activity Result 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Atlas Activity ID)</td>
<td>Develop a tailored to Yemen replicable assessment tool</td>
<td>Launching of field work and data collection of the Integrated Livelihoods Assessment</td>
<td>Dissemination of the Integrated Livelihoods Assessment Report and formulation of project proposals for consideration</td>
<td>Develop Livelihoods Monitoring System and linked to the national M&amp;E</td>
</tr>
<tr>
<td>Purpose</td>
<td>To have a clear and representable picture of the livelihoods situation in most critical and crisis governorates in Yemen. This will be ensured through commissioning of a livelihoods assessment survey and preparation of a report on its finding. A monitoring system will also be designed and linked to the national M&amp;E system.</td>
<td></td>
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</tr>
</tbody>
</table>
| Description | 1. Finalization of ToRs for the National Project Manager  
2. Agreeing of partnership arrangements  
3. Agreeing on sampling size, survey framework and data collection  
4. Yemen tailored assessment tool  
5. Livelihoods assessment report |
| Quality Criteria | How/with what indicators the quality of the activity result will be measured? |
| Quality Method | Means of verification. What method will be used to determine if quality criteria has been met? |
| Date of Assessment | When will the assessment of quality be performed? |
| Yemen tailored assessment tool | Written concept note | End April 2013 |
| Partnership building and methodological approach for collection of data | Reaching agreement with MoPIC and Central Statistical Organization | End April 2013 |
| Livelihoods Programme Outline and projects proposal | Programme and projects documents | August 2013 |
| Setting up monitoring system | Livelihoods monitoring system linked to the national M&E | September 2013 |
VI LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the SBAA between the Government of Yemen and UNDP, signed on 11 April 1977. Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP’s property in the executing agency’s custody, rests with the implementing partner. The executing agency shall:

a. put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried; and
b. Assume all risks and liabilities related to the implementing partner’s security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999).

The list can be accessed via http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.
Annexes

Annex – I  Livelihoods and Local Economic Recovery Planning Cycle
Annex – II  Livelihoods assessment and disaster risks in Yemen – Indicative Guidance
Annex – III  Description of Project Output and Key Activities Results
Annex – IV  Livelihoods Assessment Consultant TOR
Annex – V  National Project Manager TOR (to be formulated)
Annex – I  Livelihoods and Local Economic Recovery Planning Cycle

Conduct assessment of HH/community livelihood assets, livelihood activities and capabilities during, before and post crisis: Identify community/local economic recovery issues and adaptive strategies & determine stratification; Isolate key external influences, vulnerability context, including issues of CSSC, protection, hazards, conflicts, etc. Assess gender and power relations; Assess markets, local economic investment opportunities, technology, PIPs, and indigenous initiatives as drivers of recovery. –Start analysis of conscious macro-micro policy linkages; Capture livelihood aspirations etc. See Stages 1 to 6 under Section 2.1.

Since Yemen is known for localized floods, drought and other "shocks caused by natural disaster" a series of measures could be incorporated in the Livelihoods assessment strategy for two reasons especially when it comes to livelihoods; i) not only will the livelihood outcomes be achieved unless the climate-related risks are managed; ii) any national-level disaster risk management initiative should incorporate linkages to local-level risk management efforts. The Livelihoods assessment could therefore include the following:

1) A livelihood zonation with for example three characteristics: i) The zonation will show which types of household livelihood systems are prevalent in geographic space. This allows hazard maps to be superimposed over livelihood maps in order to see which hazards are likely to affect which livelihood groups/outcomes; ii) The livelihood zonation could also identify the livelihood inputs of different types of households in each livelihood zone. This will permit an analysis of how drought and floods would affect each livelihood system and for effective livelihood risk management measures to be initially identified to protect against losses associated with inter-annual climate variability; and iii) the livelihood analysis would permit livelihoods and livelihood risks to be gender-disaggregated.

2) A natural disaster risk identification component, consisting of e.g. three activities: i) Generate a drought hazard coverage for the livelihood maps described above. The seasonal coefficient of variation of NDVI would be an adequate and easily-implemented indicator unless local experts have a better idea; ii) potentially more complex though, is having a probabilistic flood hazard map showing not just the areas historically flooded but also the probabilities of future flooding over some periods – i.e. if flood is something the livelihoods programme strategy will have as a hazard; iii) feasibility study for drought and flood early warning systems. The feasibility study should be end-to-end, including not only hazard early warning but also the risk management options by livelihoods sector/outcome or geographic area, the technical requirements of putting the systems in place and the costs. This activity could include a consultative process including representation across the affected livelihood zones and full participation of women.

3) In conjunction with the measures identified above, a local-level risk management component could be included in the assessment process /strategy in which communities are consulted as to which hazards they have historically faced, what the impacts have been, and what they perceive as the types of measures which would help reduce the impacts and manage the risks. This survey will be stratified to cover the range of affected livelihood systems and to differentiate between impacts on women and men. At least half of the risk management measures could be identified through consultations with women.
Annex III - Description of Project Key Activities Results

Activity Result 1: Develop a tailored to Yemen replicable assessment tool

Consultations and assessment planning: A Planning Mission to Yemen will be deployed to i) Define the scope and content of the assessment, the methodology, including sampling (once the survey population is known), the assessment/survey framework and timeframe in close consultation with local partners (UN and national partners); ii) identify local and international consultants, and partners (including Central Statistical Organization); iii) plan ongoing monitoring methodology; iv) Develop assessment and monitoring tools (including household questionnaire; women questionnaire; guidelines/ questionnaire for focus groups at the community level) and v) finalize the assessment tools.

Close consultation with a range of government, UN and NGO partners will facilitate the appropriate adaptation of LATs methodology to meet the information needs of partners in the specific Yemeni context.

Key results will include:
- Wider consultation with other actors and adaptation of the LAT to Yemen context;
- Agreeing on partnership arrangement with key national stakeholders (including central Government entities such as Ministry of Planning and International Cooperation and Central Statistical Organization);
- Development of assessment tools including questionnaires and assessment manuals, including elements of disaster/conflict risk sensitivity;
- Adoption of the same methodology to increase the geographical coverage of assessment and provide compatible data sets for broader analysis by other trained partners over time; and
- Adopting elements of the Conflict and Development Analysis, and Disaster risk assessments as key components of the livelihoods assessment tools.

Activity Result # 2: Launching of field work and data collection of the Integrated Livelihoods Assessment

To achieve this result, a number of interventions are planned.

Desk study will be undertaken: The literature review & secondary data analysis, including collection and analysis of existing quantitative and qualitative data covering areas such as socio-demography, poverty, food and nutrition security, employment and informal activities, agriculture economy including subsistence-based production, access to water and distributional impact of water scarcity, etc. (poverty assessment, DHS, UNICEF studies). The studies will also include an examination of the outcomes of the governance and conflict analysis currently being undertaken in Yemen and how these can complement the livelihood assessment. A strategy to ensure linkages between governance, conflict prevention/social cohesion and livelihoods programmes will be developed. All data will be gender disaggregated.

This desk study will further elaborate, in particular, on: (i) analysis of livelihood, employment and vulnerability context at national and subnational levels; (ii) mapping of available disaggregated data at the governorate and district levels; (iii) identification of the most vulnerable district where a survey could be conducted, the sampling size and the survey framework; (iv) identification of data gaps to be covered by the survey; and v) existing government policies/ initiative and their effectiveness in livelihood promotion

Scoping mission and field work: The consultants will undertake scoping mission to priority districts/governorates identified (consultant will identify the field assessment teams during this mission), train field workers; conduct field assessment work and ongoing data entry; and data cleaning and analysis. The field workers will be trained in elements of social cohesion as well as disaster-risk
sensitive development to ensure that they include questions and discussion on these issues during the assessment.

The final product will be a livelihoods assessment report which will be presented to all key stakeholders in Yemen, and published as a UNDP knowledge product. In addition to this, the consultants will produce a gender disaggregated needs summary report for use on women’s economic empowerment.

The knowledge products produced will be disseminated through Team-works, and in the training workshops on early livelihoods and economic recovery programming planned for 2013 in the Arab States and Africa. The whole methodological assessment process and outcomes will likely be replicated in other transition countries.

**Activity Result # 3: Dissemination of the Integrated Livelihoods Assessment Report and formulation of project proposals for consideration**

The livelihoods assessment findings will inform the following:
- Identification of priority districts for short and long term recovery and peace building support to crisis affected men and women;
- The Livelihoods Assessment Report will also be disseminated local in order to raise the understanding of the current challenges with an intention for inclusion of this dimension in the future national planning frameworks; and
- Development of livelihoods initiatives in support of the Government of Yemen Transition Plan, with a special focus on gender responsive conflict prevention, in particular:
  - A UN joint proposal for submission to the Peace Building Fund with a focus on income generation and employment for affected men and women.
  - Joint proposals for resource mobilisation with a number of donors e.g. the EU, DFID, etc.
  - Employment and income generation proposals that target vulnerable and marginalized groups, for example youth (boys and girls) or women’s economic empowerment.


**Activity Result # 4: Develop Livelihoods Monitoring System and linked to the national M&E**

Interventions under this activity result will include:
- Base-line data for household economy trend monitoring is established. The baseline data will be gender disaggregated, showing status of women, youth (boys and girls) and men; and
- A ‘light’ and sustainable on-going monitoring system will also be developed and the way forward on how this monitoring system could be linked to the national M&E system.
1. Background and Context

i) Rationale and objective

Economic recovery, underpinned by sustainable household livelihood, is at the core of the Government of Yemen Transitional Program for Stabilization and Development (2012-2014). Poverty and pessimism about the possibility of a dignified livelihood have been among the key drivers of successive cycles of conflict. Concerted immediate and longer term responses are required if the ‘transition’ is to gain momentum and faith of the populace in the process maintained. Considering the limited resources and the magnitude of the challenge for the international community, it is vital to conduct a Livelihoods Employment and Reintegration needs assessment to ensure to target livelihoods responses will have a meaningful sustainable impact and contribute to longer term recovery.

Yemen which is one of the poorest countries in the Arab world, it is chronically underdeveloped with 44% food insecurity and 58% stunting among children under 5 years of age, which is the second highest stunting rate in the world. During 2011, prices of staple food such as wheat, flour, sugar, milk and dairy products rose by between 40% and 60%. At the same time Yemeni households are vulnerable to new food price shocks, with about 96% of Yemeni families being net buyers of food, and around 17.5% of the population living below the 1 PPP$ poverty line and 34.8% under the national poverty line. The poorest Yemeni households spend a third of their income on bread alone. Unemployment among 15-24 age groups is 52.9% and 44.4% among the 25-59 years group. Poverty ratio increased from 35 % in 2006 to over 50 % in 2010, resulting in increased poverty rate of living on less than $ 2 a day. The situation of women is of particular concern, as the gender gap in Yemen is consistently ranked highest in the world. Cultural constraints relating to discussion making, independent ownership of assets and freedom of movement with consequent lack of access to markets compounding the livelihood disempowerment of
women. Notwithstanding 25.8% of the formal (and up to 50% of the informal) total labor force (aged 15+) are women (2010) and 91% of women in rural areas work in agriculture on family lands and are not paid for their labor. However, only 11% of women farmers receive payment for their labor. Thus disproportionately affected groups include women, children, small scale farmers and sharecroppers, landless laborers, nomadic herders and artisanal fishermen scattered in 133,000 small rural settlements. Approximately 75% of the population lives in rural areas. In addition to this gap between rural and urban areas, there are huge local and regional disparities. According to the 2005 poverty assessment, Human Poverty Index at the governorate level varies between 20% and about 60% in urban areas and between 40% and 70% in rural areas. Monometric poverty ranges across governorates from 15% to 70% in rural areas and from 5% to 40% in urban areas. These disparities are even more pronounced at the district level. Moreover, the food and fuel crisis as well as the conflict and instable political situation have most probably resulted not only in poverty increase but also in an aggravation of regional/local disparities. The degradation of natural resources, especially water, has also contributed to the crisis of the livelihoods systems of many communities across Yemen and to the increase of tension and conflicts between communities. However, disaggregated data that could allow identifying the most vulnerable areas and communities, to understand their livelihoods systems and the specific factors and dynamics of vulnerability are lacking. Moreover, in Yemen data gaps seem to persist for indicators tracking the rate of vulnerable employment, skilled healthcare workers, teachers, as well as more broadly employees engaged in the agricultural, industrial and service sectors for both women and men.

An immediate impact of crisis is the destruction of livelihoods and local economies, leading to poverty, hunger, frustration, and idleness, which in turn contribute to greater social and economic insecurity. Conflicts and disasters tend to have a disproportionate effect on the lives and livelihoods of the poor, especially women and youth, while heightening vulnerabilities among other groups. These vulnerabilities have the potential to continue and expand long after the initial crisis has subsided. Consequently, in disaster and post disaster contexts, peoples’ livelihoods are at the heart of any response and recovery. The aim is to help countries and communities to stem the tide of increasing vulnerability, to foster peace and stability, to build resilience to future crises, and to set in motion an equitable and sustainable process of development.

2. Content of services and relevance

As part of UNDP’s support to Yemen, the UNDP Office would like to conduct a Livelihoods, Employment and Reintegration Needs assessment to identify priority needs for the immediate, short-term and medium term recovery process. In particular the relationship between conflict and livelihoods in terms of drivers, triggers and impact will be explored and analyzed. The consultant will work under the direct supervision of the Country Director/DCD, UNDP Yemen or their designate. BCPR’s role is to provide technical guidance to this assignment.
(i) **Scope of Work:** This assessment will provide a gender, age, and subnational disaggregated data and analysis:

- Overview of the national livelihoods and employment context;
- An understanding of the impact of the change in access to livelihoods on conflict dynamics and vice versa;
- Identification of the rural and urban areas and groups particularly affected by poverty and livelihoods insecurity;
- In depth analysis of different livelihoods systems of the population in these areas especially landless women and smallholder farmers, at household and community levels; and an understanding of the constraints, factors and process that contribute to poverty and vulnerability of these areas and population;
- Coping mechanisms in priority districts, especially the different strategies of diversification of livelihoods sources in these areas in crisis (including emigration);
- An understanding of the local labour market demand and supply;
- An understanding of local economic market opportunities and identification of opportunities and capacities for livelihoods diversification at the local level, in rural and urban areas;

In addition to the above the following elements will be incorporated as part of the dimensions of this assessment more focused on social cohesion/conflict prevention:

- The extent to which the communities have come into contact with violent conflict events or specific violent conflict impacts during the crisis. Specifically, this includes areas of residency and resource use exposed to different violent conflict events and impacts.
- The degree to which the communities and households are negatively affected by changes due to the increase of violent conflict. This type of sensitivity is largely determined by the relationship of individuals, households, or a community to resources impacted by violent conflict, and by the degree of dependency on those resources.
- The potential or capability of a community to adjust to impacts of being affected by the conflict.
- The level of impact the conflict has on the social structures within and between communities. Lines of contact and interaction that risk being interrupted/disrupted as a result of the conflict will be determined.
- An understanding of the local labour market demand and supply
- An understanding of local economic market opportunities and identification of opportunities and capacities for livelihoods diversification at the local level, in rural and urban areas

**ii) Stakeholders for project**

The assessment will serve a range of stakeholders, primarily those who participate in two main coordination mechanisms:

- Humanitarian Clusters – Early Recovery and Food Security (UN, INGO & LNGO);
- UNCT ‘Sustainable Livelihoods and Employment Generation’ working group to support the UN Joint Vision for Support to the Government of Yemen Transition Plan (see attached Joint Vision and WG concept note) (GoY ministries, UNDP, WFP, FAO, ILO, IFAD, IOM & UNHCR); and
- Central Statistical Organization (CSO) – for provision of technical inputs such as survey sampling and survey framework, support in design the survey questionnaire, training of field workers, data collection/analysis and reporting.
Both coordination groups have committed to support the 2 year government transition plan. However, it is likely that both, especially the later will continue beyond 2014.

3. **Expected Deliverables**

   *i) Deliverables*

   1. A livelihoods assessment tool that is specific to Yemen replicable assessment tool is developed;
   2. Road map on the partnership arrangements with key stakeholders’ i.e. Central Statistical Organization on the survey/assessment and Ministry of Planning and International Cooperation on project coordination and on M&E system, as well as on sustainability issues, especially in the areas of updating this report on regular basis by including key question in the future national owned surveys and assessments (i.e. Household Budget Survey, Labor Force Survey and General Population Census, etc.)
   3. Integrated livelihoods assessment conducted and completed within four months;
   4. Peace building and conflict prevention through livelihoods and local economic recovery programme Proposals developed and submitted to prospective donors;
   5. A light livelihoods trends monitoring system is developed with a main focus on women;
   6. Lead and facilitate the assessment process involving partner members of the wider group and UNCT;
   7. A desk study report produced and presented to UNDP and its partners;
   8. An Assessment methodology refined, tested and agreed with UNDP and its partners;
   9. A comprehensive assessment report produced and presented to UNDP, other UN agencies and the Government;
   10. A Livelihoods trends monitoring system is developed with strong focus on women’s status;
   11. A draft Programme outline on livelihoods and economic recovery produced and agreed with UNDP;
   12. The data collection will synch, if possible, with national and community-level data collection by the NSO;
   13. Oversee the training content to the Team leaders, enumerators and the data entry clerks;
   14. Make field visits to the targeted IDP camps for assessment;
   15. Conduct review sessions with the UN Cluster as and when required during the assessment process; and
   16. Hold meetings with relevant government department, agencies, community and tribal leaders in consultation with UNDP CO.
<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Target Due Dates</th>
<th>Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desk Study</td>
<td>Immediately - until the first week of December</td>
<td>BCPR/RRC/GT With the assistance of a national consultant; RCC could produce a mapping of available disaggregated data.</td>
<td></td>
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<tr>
<td>Literature review &amp; secondary data analysis of livelihoods and the link to conflict, including collection and analysis of existing quantitative and qualitative data covering areas such as socio-demography, poverty, food and nutrition security, employment and informal activities, agriculture economy including subsistence-based production, access to water and distributional impact of water scarcity, etc. (poverty assessment, DHS, UNICEF studies,..) This desk study should focus, in particular, on: (i) analysis of livelihood, employment and vulnerability context at national and subnational levels; (ii) mapping of available disaggregated data at the governorate and district levels; (iii) identification of the most vulnerable district where a survey could be conducted; (iv) identification of data gaps to be covered by the survey;</td>
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<tr>
<td>Planning Mission to*:</td>
<td>1st &amp; 2nd weeks of December</td>
<td>BCPR/RRC CO/BCPR/RRC</td>
<td></td>
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<tr>
<td>- Define the scope and content of the assessment; the methodology and timeframe in close consultation with local partners (UN and national partners)</td>
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<tr>
<td>- identify local consultant (LC) and partners</td>
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<tr>
<td>- plan on-going monitoring methodology</td>
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</tbody>
</table>
- Develop assessment and monitoring tools * (including household questionnaire; women questionnaire; guidelines/ questionnaire for focus groups at the community level)
  - Translation of the tools into Arabic

- Train field work-team leaders
  - Test the assessment tools (with about 20 urban and rural households; 10 women and 3 or 4 focus groups;
  - Finalize the assessment tools, based on the test
  - Sampling

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time Frame</th>
<th>Responsible Party</th>
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</thead>
<tbody>
<tr>
<td>3rd &amp; 4th weeks of December</td>
<td>BCPR/RRC/LC</td>
<td></td>
</tr>
<tr>
<td>2nd &amp; 3rd weeks of January</td>
<td>LC / field work-team leaders/ RCC</td>
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</tr>
<tr>
<td>3rd &amp; 4th weeks of January</td>
<td>LC- field teams leaders</td>
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<tr>
<td>1st week of Feb – end March</td>
<td>LC/field teams</td>
<td></td>
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<tr>
<td>1st week April</td>
<td>BCPR/RRC/LC</td>
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<tr>
<td>End April</td>
<td>BCPR/RRC/LC</td>
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</tr>
<tr>
<td>End April</td>
<td>BCPR/RRC/LC</td>
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</tr>
</tbody>
</table>

4. Institutional Arrangements

i) Supervision
   The consultant will work under the direct supervision of the Country Director/DCD, UNDP Yemen or their designate. Technical guidance will be provided by BCPR’s Livelihoods and Recovery team. The consultant will report and seek approval/ acceptance of the output from the Rose ‘s designation here, t, who will liaise with the team leader on the matters.

ii) Frequency of progress reporting
   As indicated in the above table, progress reporting will take place on a regular basis. In addition to that draft reports submitted, it is suggested that the consultant and Program Specialist discuss progress on a weekly basis.
5. **Duration of the Work**

It is expected that above deliverable will require an equivalent of up to 40 days, between April and September 2013.

The expected starting date is April 2013 and expected completion date is 30 September 2013. Lead time will be decided upon in consultation with the consultant to allow the contractor sufficient time to review the draft reports, albeit in line with the above estimated dates provided in the table.

6. **Duty Station**

The work required for the assignment is based in Sana’a, Yemen with mission to the field for needs assessment.

7. **Qualifications of the Successful Individual Contractor**

   **i) Area of specialization**

Specific background in Livelihoods, Employment, and Local economic Development, Reintegration, Conflict and Post-conflict related programming is required. It will be considered a great asset if the applicant has specific experience with UNDP programming in this field or with other UNCT agencies in the Arab region.

   **ii) Minimum level of education**

Master’s Degree in Economics, Sociology, Agriculture, or other fields directly related to livelihoods with proven background in research work as well. Ph.D. is preferred.

   **iii) Minimum level of work experience**

- At least 7 years of experience in livelihood related project development and implementation, research on social, economic issues, MDGs, and conflict-sensitive recovery work;
- At least 2-3 years of work experience in the Arab States context is required; experience in Yemen preferred; and
- Past experience in working with the UN, and UNDP in particular, would be an advantage. Minimum of 7 years of work experience with livelihoods programs in crises countries are considered an asset. Excellent written and spoken English. Ability to communicate in Arabic would be a strong advantage.

8. **Scope of Price Proposal and Schedule of Payments**

The payment for this assignment will be based on daily fees. The daily fees will be all inclusive and a time sheet must be submitted by the contractor and approved by the IC’s supervisor which shall serve as a basis for the payment of fees.
9. **Recommended Presentation of Offer**

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, the following documents may be requested:

a) Indication of **Confirmation of Interest and Availability**;

b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references; and

c) **Financial Proposal** with estimated daily fees.

10. **Approval**

This TOR is approved by: [indicate name of Approving Manager]

| Signature | ____________________________ |
| Name and Designation | ____________________________ |
| Date of Signing | ____________________________ |