Accreditation to DFID’s Livelihoods Advisory Cadre Candidate Pack

A1, A2, A2L
(Grade 6/Grade 7/ SEO)

Closing date: Monday 20\textsuperscript{th} April 2020 at 11.55pm GMT
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Livelihoods Accreditation Candidate Pack
About DFID and the Advisory Cadres

DFID is a recognised source of technical expertise on international development globally and across Whitehall Official Development Assistance (ODA) spending Departments. DFID’s international development capability is concentrated among DFID’s advisers who are international development and ODA delivery experts. DFID advisers help identify, generate and utilise the best evidence, knowledge, technology and ideas to improve the effectiveness and impact of UK Aid.

Advisers have key roles in programme design and appraisal, management and evaluation, in the development and implementation of policy and the fostering of international partnerships and development diplomacy. They play a critical role in cross-disciplinary thinking and thought leadership, linking programmes and bringing deep international development expertise to maximise the impact of ODA. There are currently around 1050 advisers, in grades A1, A2 and A2L, making up around a quarter of DFID’s workforce. Advisers are employed across DFID and Other Government Departments, primarily by country programmes and policy and research teams.

Advisers are accredited to one or more of thirteen advisory cadres (Climate and Environment, Conflict, Economics, Education, Evaluation, Governance, Health, Humanitarian, Infrastructure, Livelihoods, Private Sector Development, Social Development and Statistics) which is their professional body within DFID. Each cadre has a Head of Profession (HoP), who provides thought leadership, quality assurance (the right advice from the right adviser in the right place) and support to the advisers themselves.
The Heads of Profession (HOPs) Group ensures DFID has the technical expertise and professional capability to tackle global development challenges. We do this by developing top class influential advisers who can be in the right place at the right time, supporting high quality continuous professional development and valuing innovation and diversity. Arguably we are world leaders in the professional standards we set and maintain for our advisers.

Accreditation is a form of professional and technical quality assurance. Both current civil servants and people from outside the civil service can apply for accreditation and will be assessed against the same technical competency frameworks. Accreditation rounds happen approximately every six months for each cadre and if successful a candidate’s accreditation is valid for 24 months.

Paula Chalinder
Deputy Director of Heads of Professions Group
and Head of Profession for Livelihoods
What is Accreditation

The Accreditation process is the first step to becoming a DFID Adviser. Once you are accredited you then become eligible to apply for DFID advisory positions within the relevant cadre for a period of 24 months.

DFID Livelihoods Advisory positions are regularly advertised and only individuals who have met the required professional standards through accreditation at the appropriate grade are eligible to apply.

Each of DFID’s advisory cadres have a technical competency framework (TCF) that sets out the technical knowledge and experience required of advisers, in addition to their core Civil Service (CS) behaviours.

Advisory accreditation is the assessment of technical competencies and CS behaviours to verify that a member of staff meets established professional standards as they will be responsible for providing high quality technical knowledge and expertise to the content and delivery of strategy, policy and programmes worldwide in DFID and other government departments spending Official Development Assistance (ODA).

The required skills and experience vary between cadres, please see the relevant TCF for more information on the specific technical competencies that you need to demonstrate. The assessment process will recognise your current and past skills and expertise.

The cross-Government cadres of Economics (GES), Statistics (GSS) and Evaluation (GSR) comply with cross-Government accreditation procedures and requirements.

For more information please see the Accreditation FAQ document attached to the advert.
About the Livelihoods Cadre

Livelihoods cadre: Livelihoods Advisers’ are specialists in facilitating sustainable pathways out of poverty for the poor, connected to transformational change in market, governance and climate systems. They use research and evidence to inform investments that facilitate transition and transformation, managing uncertainty today for a profoundly different future.

The livelihoods perspective - understanding what people do to make a living and prosper – combined with a contemporary approach to supporting change and managing risks and future uncertainty, ensures that development interventions maintain a clear line of sight to the lives of poor people and deliver results that matter to them.

Livelihoods Advisers work to deliver inclusive economic prosperity through environmentally sustainable and healthy food systems and markets; supporting commercial agriculture; transforming rural-urban economies through innovation; influencing politics and governance of natural resource management and tackling malnutrition. They have a key role in building resilience and managing risks to shocks and stresses – climatic, economic, health, nutrition, conflict; including the impact of modern slavery and migration; in a range of protracted crises and more stable contexts - enabling the extreme poor to take steps towards prosperity so no one is left behind.

Livelihoods Advisers are also specialists in food systems, promoting a dynamic and sustainable agri-food sector that is fit for the future, promotes responsible investment, creates markets and jobs, including for the poor, and delivers food and nutrition security (SDG2).

They offer analysis and a market systems perspective of the political, governance and natural resource-based context in which we work. Livelihoods Advisers translate this into effective strategies and interventions, influencing policy, enabling environments, programming and research investments which are inclusive of the poor and in the context of a changing climate. Livelihoods Advisers work in collaboration with other HMG departments and international and national development partners. The Livelihoods cadre comprises approximately 65 Advisers working in DFID across the regions, in policy and research teams, and with international institutions.
Accreditation Grades

We are inviting accreditation applications to the Livelihoods Cadre for the following grades;

A1, A2, A2L

Please see the Livelihoods Technical Competency Framework which will provide more details on the technical requirements for each grade.

Please assess yourself against the outlined criteria and apply for the grade you are best suited to.

Please note you should apply separately for all grades you wish to be considered for. If you only submit one application we will only consider your application for that grade. Following the assessment centre we may consider offering you accreditation at a different grade to the one you have been assessed at.
Accreditation Criteria

Heads of Profession Group (HOPs) are accountable for the maintenance of the professional standards of our advisory cadres. Those standards are defined in each cadre’s Technical Competency Framework (TCF), against which cadre accreditation is assessed.

The TCFs not only describe “you are able to”, but also how you might acquire those abilities. The accompanying notes will set out how the TCF is assessed during the accreditation process.

Candidates must have a solid grasp of the evolving evidence base in their field through a commitment to life long learning. This can be demonstrated through an undergraduate degree, at a minimum of 2:1; and significant self-directed study or postgraduate studies; and successful application of those analytical skills at work in/on developing countries (including Fragile and Conflict Affected States FCAS)

Candidates must also make explicit the breadth and depth of their experience in/on developing countries including FCAS and on the technical requirements specified in the competency framework.
Accreditation Process

**Part 1 – Application form and Sift**

To apply for accreditation, please complete the online application process via the civil service jobs portal.

A CV setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years.

Provide evidence of the following Livelihoods Technical Competencies (up to 250 words per competency):

**Livelihoods Technical Competencies**

- Climate-smart and resilient agriculture, food systems and markets
- Building resilience and managing risks to shocks and stresses
- Supporting transition and transformation through innovation
- Politics and governance for sustainability of natural resource management and markets

Remember the STAR technique, situation, task, action and result when you are preparing your response and highlighting your own contribution to the outcome.

**Success Profiles**

The Civil Service uses a Success Profile framework to assess candidates' knowledge and skills.

Please see link below to access Civil Service Behaviours and where to find the Livelihoods Technical Competency Framework;

[Civil Service Behaviour Framework](#)

Please see Livelihoods Technical Competency Framework attached to the advert for more details on the Livelihoods Technical Competencies
Accreditation Process

Sift Process

The sift will be conducted against the Livelihoods Technical Competencies. Please note if we receive a large number of applications your application will only be sifted against the following two Livelihoods Technical Competencies:

1. Climate-smart and resilient agriculture, food systems and markets
2. Building resilience and managing risks to shocks and stresses

Your application contains the evidence by which the selection panel will decide whether to progress your application. Any other criteria detailed in the job profile may be tested during the interview and / or assessment process.

Please note the evidence you provide in your application form will be used throughout the selection and assessment process.
Accreditation Process

Part 2 - Assessment Centre

The assessment centre process will consist of;

1. Interview
2. Presentation exercise
3. Written Element

If you are invited to the assessment centre you will be assessed against the following Livelihoods Technical Competencies and Civil Service Behaviours:

Livelihoods Technical Competencies
- Climate-smart and resilient agriculture, food systems and markets
- Building resilience and managing risks to shocks and stresses
- Supporting transition and transformation through innovation
- Politics and governance for sustainability of natural resource management and markets
- Jobs, income and poverty
- Nutrition and food security

Civil Service Behaviours
- Communicating and Influencing
- Leadership

You may also be assessed against one of the following Livelihoods specialist competencies;
- Women’s Economic Empowerment
- Social Protection

WHO
What it was, How you approached the work/situation, your personal impact on the work and what the Outcomes were, what did you achieve?

STAR
What was the Situation? What were the Tasks? What Action did you take? How/what did you learn through a Review?
Accreditation process

1. Interview
This will consist of a series of questions against the Technical Competencies and the Civil Service behaviours.

It may help to use one or more examples of a piece of work you have completed or a situation you have been in, and use one of the models to the left to explain: WHO or STAR.

2. Presentation Exercise
Candidates will be informed of the presentation topic by email in advance of the assessment centre and are expected to prepare a short oral presentation at the start of your interview. You may provide the Board with a handout if you wish but note no powerpoint or flip charts will be available.

3. Written Element
This will comprise of candidates being asked to complete a written exercise OR submit examples of their written work. You will be advised of the process when you are invited to the assessment centre.

Please note we do not reimburse any travel costs to attend the assessment centre. Candidates can be assessed remotely if required. Please note - we may switch to doing interviews remotely using Teams software.
Indicative Timeline

Please note that these dates are only indicative at this stage and could be subject to change.

The anticipated timetable is shown below.

Interviews can be done remotely or in East Kilbride, Glasgow or London. At times, some members of the interview panel may be using Video Conference or phone. It may be that all interviews are conducted virtually using Teams software.

Candidates are asked to note the above timetable, whilst exercising flexibility through the recruitment and selection process.

Please note timings will be subject to COVID-19 Restrictions and may change.
Feedback on Applications
Please note feedback will only be given to those who attend the assessment centre.

Contact Point for candidates
Livelihoodsaccreditation@dfid.gov.uk

Nationality requirements
Jobs in the Civil Service are open to UK, Commonwealth and European Economic Area (EEA) and certain non-EEA nationals. Please see more information on; Nationality Rules
UK Visas and Immigration

This is not a job application or civil service recruitment. Advisory accreditation is the assessment of technical competencies and CS behaviours to verify that a candidate meets established professional standards.

DFID will not be able to accept applications from candidates who do not meet the Civil Service nationality requirements or who do not have the right to remain and take up work in the UK before employment commences.

Reasonable adjustment
If a person with disabilities is put at a substantial disadvantage compared to a non-disabled person, we have a duty to make reasonable changes to our processes.

If you would like to discuss any workplace adjustments that you may require as part of the application or selection process, please e-mail the DFID Resourcing team through CivilServiceJobs@DFID.gov.uk and we will contact you to discuss the support you require.
Further Information

Disability Confident Scheme

The Guaranteed Interview scheme was replaced by the Disability Confident scheme in November 2016.

DFID operates the Disability Confidence Scheme which means if you have a physical or mental impairment which has a substantial and long term (over 12 months) adverse effect on your ability to carry out normal day to day activities; or a long term health condition and you demonstrated you meet the minimum qualifying criteria at the application stage you will be invited to the assessment selection.

If you are eligible for the Disability Confidence Scheme please indicate on your application form.

Equality and Diversity

The Civil Service is committed to being an equal opportunities employer and by 2020 have an aspiration to be the most inclusive employer in the United Kingdom. We value and welcome diversity. We aim to develop all of our staff to enable them to make a full contribution to meeting the Department's objectives, and to fulfil their own potential on merit. We will not tolerate harassment or other unfair discrimination on grounds of sex, marital status, race, colour, nationality, ethnic origin, disability, age, religion or sexual orientation. We will promote and support the use of a range of flexible working patterns to enable staff to balance home and work responsibilities; and we will treat people fairly irrespective of their working arrangements.

Under the terms of the Equality Act 2010, we will always consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify in your application. We will also consider any reasonable adjustments under the terms of the Act to enable any applicant with a disability (as defined under the Act) to meet the requirements of the post.