



KABUL CITY INITIATIVE (KCI)

MONTHLY REPORT (NO. 24)

APRIL 1 - 30, 2013



Figure 1: KCI restarted its popular Clean and Green Campaign in Kabul schools.

May 10, 2013

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AFGHANISTAN KABUL CITY INITIATIVE (KCI)

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DISCLAIMER

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CONTENTS

CONTENTS.....	I
ACRONYMS.....	III
PREFACE.....	V
HIGHLIGHTS	6
1.0 ACHIEVEMENTS.....	7
1.1 CLIN 1: BUILDING THE CAPACITY OF KABUL CITY OFFICIALS	7
1.2 CLIN 2: SUPPORT TO PROVIDE SERVICE DELIVERY PROGRAMS.....	10
1.3 CLIN 3: INCREASE REVENUE COLLECTION AND IMPROVE FINANCIAL ACCOUNTABILITY AND TRANSPARENCY	12
2.0 ISSUES, OBSTACLES, AND RESOLUTIONS.....	15
3.0 ACTIVITY FORECAST.....	15
ANNEX 1: LIST OF SUB-PROJECTS COMPLETED IN THE MONTH OF APRIL 2013:	18
ANNEX 2: STATUS OF ONGOING PROJECTS FOR THE MONTH OF APRIL 2013:	19

ACRONYMS

AutoCAD	Automated Computer Aided Design
BoQ	Bill of Quantity
CCNA	Cisco Certificate Network Associate
CLIN	Contract Line Item Number
COP	Chief of Party
COR	Contracting Officer's Representative
DG	Director General
FMIS	Financial Management Information System
GIS	Geographic Information System
HQ	Kabul Municipality Headquarters (City Hall)
HR	Human Resources
ICDL	International Computer Driving License
ICT	Information and Communication Technology
KCI	Kabul City Initiative
KM	Kabul Municipality
km	Kilometer
KMO	Kabul Municipal Offices
PABX	Private Automatic Branch Exchange
PIRC	Public Information and Relations Center
PMP	Performance Monitoring Plan
PSAs	Public Service Announcements
QA/QC	Quality Assurance/Quality Control
RFA	Request for Approval
STA/M	Senior Technical Adviser/Manager
STTA	Short Term Technical Assistance
SOW	Scope of Work
TOR	Term of reference
UPS	Uninterrupted Power System

USAID United States Agency for International Development

US-DOT United States Department of Transportation

PREFACE

The purpose of the Kabul City Initiative (KCI) is to provide technical assistance to Kabul Municipality (KM) and to create effective, responsive, transparent and accountable municipal governance in Kabul. KCI's goal is to: (1) increase the capacity of city officials in Kabul; (2) markedly improve the delivery of municipal services to citizens in Kabul; and (3) increase municipal capacity to generate revenue and to account for expenditures and revenue. As a result of KCI, it is anticipated that Kabul's citizens will receive improved services, understand the responsibilities of municipal leaders, play an active role in the municipal decision-making process, and see local governance structures as legitimate.

Per Task Order EPP-I-05-04-00035-00, Section F.6 page two, this Monthly Report summarizes progress towards accomplishing project benchmarks and provides:

- An update of progress made towards fulfilling project goals;
- Identification of implementation issues including obstacles encountered and possible delays in fulfilling activities included in the work plan and PMP targets;
- KCI's response to these issues and obstacles including any proposed changes to the work plan; and,
- A forecast of next month's activities.

HIGHLIGHTS

During April, USAID's Kabul City Initiative (KCI) accomplished the following:

- Completed International Computer Driving License (ICDL) training for select Kabul Municipality (KM) staff;
- Completed Urban Planning training;
- Started Clean and Green Campaign in Kabul schools for the second school term;
- Continued the Women's Leadership and Management Skills training;
- Started installation of playground equipment in the remaining parks;
- Conducted Financial Management Information System (FMIS) database introductory training for 18 district managers;
- Completed the Advanced Internal Audit Training for 10 senior officials of the Internal Audit Department;
- Increased the number of digitized records to 91,136.

1.0 ACHIEVEMENTS

1.1 CLIN 1: CAPACITY BUILDING OF KABUL CITY OFFICIALS

Training

During April, KCI completed the Urban Planning course for 20 members of the Urban Planning, Streets and Maintenance and Policy Coordination Departments. The course focused on urban planning policies and challenges in implementing a comprehensive urban planning strategy such as the KM's lack of legal control and procedural ability to implement new urban policies and to enforce certain laws. To help spur new ideas during the urban planning course, groups presented options for different types of neighborhood plans in District 10 focused on land use, urban design, housing and social services and transportation.

In April, the third round of the Future Leaders training consisted of sessions on public participation and outreach, the structure of Afghanistan's government, gender integration, urban planning, properties and facility management for 50 of the staff recently hired by the Municipality. Participants drafted proposals on various topics as their assignments and 25 of these proposals are under development and will be edited for use in Kabul Municipality's (KM) future plans for projects in Kabul. They also developed presentations on the structure of Afghanistan's government as well as on opportunities and challenges facing the government.

Meanwhile, the Advanced Future Leaders training for 24 trainees covered topics such as report writing and organizational development, a new module on municipal management and one on organizational development. This course also covered the relationship between the municipality, the national government and the community and how to improve service delivery.

The Advanced Human Resource Management training continued with sessions on managing careers, and on nepotism, privacy policies, benefits and services and managing global human resources, talent acquisition and succession planning. The trainees worked on options for revising KM's HR policies; the recommended revisions will be shared with the Mayor for his approval.

The last module (seven) on web browsing and communication of the International Computer Driving License (ICDL) training along with the testing process for 216 trainees in KM five training centers was completed during this month. The testing process was conducted online under direct the supervision of ICDL Afghanistan's authorized representatives. Preparations for the fourth round of the International Computer Driving License (ICDL) training including finalization of the list of 220 trainees for the training that will begin in May.

KCI conducted the second round of conflict resolution training for 12 members of Kabul Municipality's Women's Council. During this round, the trainees learned about the win-win approach in the context of conflict resolution, and mediation skills as well.

Development of training materials on project management was completed during this month. This training will be delivered to those KM staff who attended PMI training last year to further build their capacity and also provide an opportunity to assess the practical impacts of the previous PMI training.

During April, KCI also provided on the job training to the Training Unit of the KM HR Department which included instruction on class monitoring, training evaluation approaches, training planning skills and on conducting training needs assessments.

Public Outreach

In April, KCI and KM re-started the Public Education Campaign on cleaning and greening the city in Kabul schools. Storybooks, coloring books, crayons, garbage bags, posters and fliers were distributed among children, while clean and green messages were conveyed by Shir Sultan and his wife Maleka in the form of a short theater performance. This was very well received by the students.

More than 300 children in Alauddin School in District 6, 800 children in Mahmood Tarzi School in District 6, 200 children in Nawabad School in District 12, 500 children in Mahjuba Herawi School in District 1 and 1,800 children in Abdulali Mostaghni School in District 6 (which was covered by BBC World) participated in the campaign during the reporting period.

During April, KCI initiated work to produce a storybook on the new cartoon character for the public education campaign for children, Maleka (Shir Sultan's wife), who was added to this year's campaign. The new storybook will feature her adventures in helping to make the city clean and green.

KCI and KM celebrated Earth Day at the International School of Kabul with a presentation for 100 students at which the Mayor talked about how best the children can contribute to making the "Earth" a better place for living.

KCI assisted the Publications Department staff in updating KM's website with news on KM activities during the reporting period.

Media Events:

- Certificate distribution for 150 Greenery Department employees who completed the Advanced Urban Forestry training;
- Certificate distribution for the graduates of the Engineer's Quality Assurance/Quality Control (QA/QC) training course;



Figure 2: Maleka reading a storybook on greening the city to young students



Figure 3: Kabul's Mayor, Shir Sultan and Maleka celebrating Earth Day at the International School of Kabul.



Figure 4: Shir Sultan asks the children: Who is a friend of Kabul?

- Certificate distribution for 15 graduates of the Conflict Resolution and Problem Solving course for the KM Women’s Council; and,
- Certificate distribution for the graduates of the Urban Planning course.

Gender and Youth

The Women’s Leadership and Management training continued for 25 KM female staff during this reporting period.

KCI established coordination between the Gender Directorate of the Independent Administrative Reform & Civil Service Commission (IARCSC) and the KM Women’s Council. The idea is to gain support from IARCSC as a lead organization in advocating for institutionalizing gender equity by establishing a gender unit for Kabul Municipality; this will help to ensure the sustainability of this initiative. The KM Women’s Council will be part of the government offices’ gender units and will have the privilege of being included in the training and coaching roster of the Women’s Career Development Center of IARCSC. In addition, the KM Women’s Council will facilitate a meeting for the Gender Director of IARCSC with the Mayor in order to advocate for the establishment of a gender unit within Kabul Municipality prior to implementation of the planned “pay and grading” reform of the HR system in KM in the near future.



Figure 5: Conflict Resolution training for KM Women Council

The first meeting of the Women’s Support Group was held this month. During the meeting, many recommendations and possible activity areas were identified. The next step is to come together and develop the terms of reference (ToRs) and internal procedures for this group.

Work is in progress to revise the Women’s Council bylaws to include certain changes that were proposed by KM’s senior management for the next round of the Women’s Council elections.

Proposals were collected from potential contractors to renovate the KM Kindergarten (bathroom and kitchen), and are currently being evaluated.

Kabul Municipality’s Strategic Plan for Female Employees was revised and translated into Dari. It was then shared the Deputy Mayor for City Services for his review and comments.

Initial meetings were held for planning the Kabul Youth Conference. The concept was approved by the Mayor; further activities will be started in May.

Information and Communications Technology

In April, KCI launched a major capacity building initiative to train Kabul Municipality’s IT staff to manage and trouble shoot its local area network and internet connections. This will help ensure that the extensive IT improvements made by KCI are sustainable. The formal training will last for one and half months, 5 days a week with additional on the job mentoring by KCI’s ITC manager on the CISCO Certified Network Associate (CCNA) certification. This is an industry based certification course that will enable its participants to understand what computer networks really are, how they communicate and how to manage them.

Following completion of the course, KM's IT staff will be able to configure and manage the CISCO routers and switches independently. This will enable the IT staff to efficiently manage and maintain the system thereby reducing budget expenditures by eliminating the need for outside firms to perform these functions.

On the job training was started on Clear OS and Smoothwall free software (open source) firewalls for KM's IT staff. After gaining full understanding of the software, the IT staff will be able to configure the software for the Urban Planning Department in order to manage the internet usage there. While it would have been quicker for KCI to configure the software, KCI's focus is on building the capacity in the Municipality's IT Department to provide full service and support to the Municipality's departments and offices. The use of open source software will reduce future costs of maintaining the firewalls and thereby help to ensure that KM continues to use this crucial security measure.

The CCNA training for six staff of the KM IT Department covered the network and OSI Reference Model, DoD/TCP Internet Protocol (IP) Model and data encapsulation as well as IP addressing and binary number conversion topics.

Meanwhile, KCI continued providing Microsoft Access Database training with sessions on "queries" "forms" and other topics. KCI also provided on the job training on Windows software updating services (WSUS) to the KM IT staff and assisted the KM IT Manager in developing a vision of IT activities for upcoming years.

1.2 CLIN 2: SUPPORT TO PROVIDE SERVICE DELIVERY PROGRAMS

Sanitation Services

The Sanitation Department continued to make impressive progress on digitizing records and implementing computer-based information and management systems. The Director General has instructed his staff that he will no longer accept hand written reports and communications. This ongoing reform is not only significantly improving the delivery of this set of essential public services, but is creating accurate records essential for good budget execution and efficient management. The computerization of communications and management of assets is also improving transparency and thereby serves as an anti-corruption tool.

Parks and Greenery

The rainy season impeded construction work during this reporting period; nevertheless significant work was accomplished this month. The construction of guardrooms, canteens and toilets in four parks, which are New and Old Taimani Parks in District 4, Arzan Qimat Block-11 Park in District 12 and Macrorayan-e-Awal Park in District 16, was completed but some deficiencies were identified that need to be fixed by the subcontractor. Once the defects are fixed and the playground equipment is installed in these four parks, they will be handed over to Kabul Municipality. KCI has started work on the installation of playground



Figure 6: Construction of toilet in New Taimani Park is 100% completed.

equipment; staking and excavation has been completed, but the work slowed down due to prolonged periods of rain.

Installation of the electrical system in four Parks is ongoing. All activities have been completed in Arzan Qimat Block-11 Park in District 12, work progress in Dehbori Park and Shirino Park in District 3 and District 2 is 95% complete and work in Taimani Park in District 4 is 30% complete. The subcontractor could not work properly due to continuous raining during the reporting period.

KCI purchased 30 posthole diggers (augers) and 25 lawn mowers. KCI engineers conducted training on the usage of this equipment for 30 Greenery Department staff.

This month the bids by prospective sub-contractors for Ahmad Shah Baba Mina Block 8 Park in District 12 and three sport courts were evaluated and eligible subcontractors were selected. These projects are now awaiting vetting approval. Once approved, the construction will start.



Figure 7: Electrical System Installation work is in progress in New Taimani Park.

KCI started a five week long course for Greenery Department to teach them about park history, classifications of parks, and how to enhance the benefits of parks for the public. The instruction covered as well: French, Spanish, Moroccan, Italian and Japanese landscape types; Persian and Mughal gardens and parks; elements and principals of park designs; and, park facilities and vegetation.

In April, the preliminary design was prepared for a soccer field for women which includes bleachers; it will consist of a league play field with a practice field next to it. The bleachers

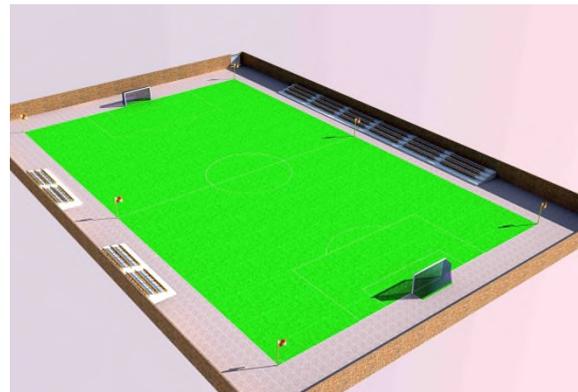


Figure 8: Preliminary Design of soccer field for women.

will seat about 2,500 people to 5,000 people.

In addition, the design of the Youth Center in District 16 based on KM requirements is in process.

Kabul City Streets

The Kabul City streets component of the KCI project continues to implement small-scale upgrades to help alleviate the problems with roads in Kabul. Due to budget constraints, KCI is unable to finish the remaining part of the 10.23 kilometers of roads in District 5. The following work on roads in District 5

was terminated:



Figure 9: Completed Section-7 of District 5 Roads

- No activity will be performed in Section-1 (Part-1)
- Asphalt prime coat, tack coat, binder and wearing courses will not be applied on Section-1(Part1 and Part 11) and Section-5 roads.
- Asphalt tack coat, binder and wearing courses will not be applied on a 225 meters long portion of Section-6.
- Asphalt tack coat, binder and wearing courses will not be applied on 75 meter long portion of Section-9.
- Asphalt wearing course will not be applied on 235 meters long portion of Section-10A.
- Asphalt tack coat, binder and wearing courses will not be applied on 240 meters long portion of Section-10B.
- Asphalt tack coat, binder and wearing courses will not be applied on 180 meters long portion of Section-4.
- Asphalt tack coat, binder and wearing courses will not be applied on 75 meters long portion of Section-9.
- Asphalt tack coat, binder and wearing courses will not be applied on 35 meters long portion of Section-13B.

The seven week long “Advanced Quality Control and Quality Assurance training” for the Technical Staff of Street and Maintenance Department of the Kabul Municipality was completed during this reporting period.

City Facilities

The Mayor has expressed interest in renovating the central office building of Kabul Municipality (HQ) however KCI does not have funds available for such a project.

1.3 CLIN 3: INCREASE REVENUE COLLECTION AND IMPROVE FINANCIAL ACCOUNTABILITY AND TRANSPARENCY

1. Revenue Collection

1.1 Implement Revenue Improvement Action Planning (RIAP) methodology

KCI worked with the Assets Management Unit to produce the FY 1391 revenue report which requires significant analysis. The Unit has yet to respond to the questions raised concerning: a) the discrepancy in the amounts reported for financial support from the Ministry of Finance; b) shortfalls in rent revenue; and, c) issues concerning Safay’i charge collections. KCI held meetings with the Property Department to understand the spike in sales of municipal land and separately with the Cultural Department to understand the 40% decline in the fees collected on advertisements during this month.

KCI also worked with Glory Consultants to improve the revenue part of the Financial Management Information System (FMIS).

A draft of the report “Introducing legal provisions for the charge on advertisements” was completed during this reporting period.

1.2 Develop training materials

The materials previously developed were used in the financial management and budget courses conducted during April.

1.3 Develop new revenue sources

The Dari translation of the white book on new revenue sources was completed in April.

In addition, preparations were started for the training course on legal issues related to revenue.

2. Accounting, Budgeting, and Financial Management

2.1 Kabul Municipality’s Financial Management Information System and Accounting

KCI with the assistance of Glory Consultants conducted FMIS database introductory training for 18 district managers. This training was particularly difficult to implement as the participants had no experience working with a database, little familiarity with technology and they were not necessarily committed to the FMIS process. Also, KCI and Glory Consultants resolved the technical issues in FMIS (fiscal year dates for the new financial year 1392) for KM’s Revenue and Finance and Accounting Departments.

KCI visited the Revenue Department (where the FMIS has been fully implemented) to check progress in making entries into the FMIS database. The Asset Department staff currently faces technical problems which result in wrong calculations appearing in reports. A joint meeting was conducted between KCI and Glory Consultants to solve the problems.

KCI continued advising and coaching the Head of Accounting, the Bookkeeping Manager, Reconciliation Manager and the Payroll Manager on improving KM’s daily financial and accounting practices.

At the request of the Director General of Revenue, KCI and Glory Consultants completed inputting revenue report formats into the FMIS database for fiscal year 1392.

KCI continued working with the Book Keeping Manager on reconciling the books of accounts with the FMIS reports for the first quarter of 1392. The quarterly report has been shared with the Deputy Mayor for Finance and Administration and the Director General of Finance and Administration.

KCI and the Payroll Department continued working on shifting the payroll development process from manual to a computerized form. This included collecting data from HR and accounting department staff.

2.2 Budgeting

KCI completed uploading the KM development budget allotments (funded by the Ministry of Finance) for the first quarter of fiscal year 1392 into the FMIS database.

KCI together with the Budget Manager revised (two more budget codes were added by the Ministry of Finance) the operational budget estimation (expenditures) development process

for 1392. The revised draft of Kabul Municipality's operational budget was finally approved by the Ministry of Finance.

At the request of the Deputy Mayor for Finance and Administration, KCI analyzed the costs of the construction of parks from 1388 to 1392. This analysis enabled KM to input estimated maintenance costs in the budget for the year 1393.

KCI along with the budget and accounting managers from the Finance and Administration Directorate attended a Ministry of Finance briefing on the budget cost sheet. KM was able to submit its Development Budget estimation to MoF by the required deadline, April 13, 2013.

KCI worked with KM staff to prepare the "Budget, Expenditures & Revenue (year 1382 to 1391)" presentation which the Deputy Mayor for Finance and Administration is scheduled to present at the next Mayor's Donors Coordination meeting.

KCI started work on the budget execution report for the first and second quarters (ongoing) of fiscal year 1392.

2.3 Financial Management and Internal Audit

In April, KCI completed the Advanced Internal Audit Training for 10 senior officials of the Internal Audit Department. The overall rating of the course by the participants was "Excellent".

KCI and the Payroll Department started work on developing the employees' list with all the acquired details into Excel. Once completed, the list will be shared with the HR department; KCI will also provide instructions on how to keep it updated to ensure that this report is maintained.

KCI started reviewing course materials for the upcoming "Introduction to Financial Management and Financial Report Narrative Writing".

KCI completed the Internal Financial Audit Practical Manual; coaching sessions on the use of the audit practical manual will be given next month. The audit manual will cover balance sheet and income statement accounts.

3. Improvement of Property Tax Registration

The development of the capacity in Kabul Municipality HQ and its district offices to digitize land ownership documents, financial records and other financial documents had provided them the capacity to use computers and modern programs to manage crucial aspects of their official operations. This will not only improve the efficiency of their operations, but will also reduce costs and provide transparency and accountability that will serve as anti-corruption measures.

KCI continued visiting district offices (as well as the central property registration department) to monitor progress, coach them and provide support on IT infrastructure. This work included: assistance in drafting plans including time lines; assistance in getting computers repaired; reinstalling Windows; procuring antivirus software; procuring UPSs; reinstalling scanners; ordering toner cartridges for printers; and, dealing with situations where there is no power. The districts visited were 2, 3, 4, 8, 10, 12, 21 and 22.

KCI's property specialist, together with senior officials of the GIS cell of the Urban Planning Department GIS equipment and the officials involved in digitizing official records on the

district level began work on laying a better foundation for the Safay'i charge and other revenues.

A huge number of records were digitized in April. The total records digitized are now 91, 136 (see table below). As of April, District 10 has digitized 100 % of its records.

District	1389 Valuation Records digitized	1389 Valuation Records renamed	1390 Valuation Records digitized	1390 Valuation Records renamed	1391 Valuation Records digitized	1391 Valuation Records renamed	Safa'i Records digitized	Total Records
1	198	198	242	242	107	107	2,576	3,670
2	151	151	23	23	150	150	3,098	3,746
3	243	243	305	305	63		600	1,759
4	1,169	1,169	679	679	812	812	5,534	10,854
5	759	759	880	880	52		7,572	10,902
6	605	605	539	539	23		3,655	5,966
7	395	395	235	235	70	70	7,670	9,070
8	372	372	235	235	44		900	2,158
9	73	73	65	65	38		1,280	1,594
10	474	474	289	289	55		11,696	13,277
11	1,476	1,476	1,242	164	97		4,784	9,239
12	1,426	1,426	1,751	1,551	1,060		1,195	8,409
13	0	0	0	0	520	520	1,420	2,460
14	60	60	433	433	0		590	1,576
15	402	402	700	700	18		985	3,207
16	332	332	789	789	21		495	2,758
17	17	17	0	0	0			34
18	0	0	0	0	0			0
19	22	22	65	65	0			174
20	0	0	0	0	0			0
21	0	0	0	0	0			0
22	77	77	44	44	41			283
Total	8,251	8,251	8,516	7,238	3,171	1,659	54,050	91,136

2.0 ISSUES, OBSTACLES, AND RESOLUTIONS

- The Asset Management Unit of the Revenue Department still lacks the motivation and many of the skills for drafting analytical revenue reports. These reports are essential for managing municipal revenue responsibly. KCI will address these issues in the coming months.
- Some districts are still suffering from power cuts or no power at all; sometimes the digitization equipment is not working properly. This delays the digitization process.

3.0 ACTIVITY FORECAST

Activities planned for the month of May 2013:

1. Complete the third round of the Future Leaders training for 50 KM staff;
2. Complete the Advanced Future Leaders training for 24 KM staff;
3. Conduct the Advanced Human Resource Management course for 16 staff of the KM HR Department;
4. Provide Microsoft Access Database instruction to nine KM staff;
5. Complete Advanced Financial Management training for KM finance staff;
6. Provide instruction on Advanced Budgeting to KM finance staff;
7. Continue the Landscape Design training for four engineers of Greenery Department;
8. Continue the Cisco Certificate Network Associate (CCNA) training for KM IT staff;
9. Continue Women Leadership and Management Skills Development training for 25 KM female staff;
10. Start the fourth round of ICDL training for 220 KM staff;
11. Begin the fourth round of the Future Leaders training for 50 KM staff;
12. Launch the third round of the Senior Leadership training for 25 KM senior staff;
13. Start the driving course for 20 new drivers of the Sanitation Department;
14. Conduct the “Afghan Youth Networking & Community Engagement” Conference for 220 male and female youth;
15. Complete the Women Support Group ToR during the second meeting;
16. Complete the revision of the KM Women’s Council procedures manual;
17. Conduct the second Women’s Council election.
18. Finalize the Strategic Plan of the Women’s Council;
19. Conduct a Women’s Business Development Campaign;
20. Edit and publish the Women’s Business Directory;
21. Prepare and publish the Dari version of Meeting Manual for the Women’s Council;
22. Continue the public education campaign on cleaning and greening for children in Kabul’s schools;
23. Produce a TV public service announcement on the municipality’s Public Information and Relations Center (PIRC);
24. Complete preparations to start the advanced media course for KM staff;
25. Work with the KM Public Information Department to produce a standard operating procedure for the production of Public Service Announcements (PSAs);
26. Conduct a press conference for the Mayor on KM achievements;
27. Conduct inauguration events for neighborhood park projects completed by KCI;
28. Continue conducting media events for KM/KCI projects;
29. Complete playground equipment installation in three parks: Taimani Park in District 4, Macrorayan-e-Awal Park in District 16 and Arzan Qimat Block 11 Park in District 16;
30. Complete electrical upgrading in three parks: Dehbori Park in District 3, Shirino Park in District 2, and Taimani Park in District 4;
31. Complete the repair work in four parks: Taimani Park in District 4, Macrorayan-e-Awal Park in District 16 and Arzan Qimat Block 11 Park in District 16 and hand over these parks to KM;
32. Finish the technical evaluation of proposals for the new parks and the Youth Gymnasium;
33. Continue training on architectural designs of parks for the Greenery Department staff;

34. Work on the preparation of training material for the advanced technical safety course;
35. Prepare training material for the AutoCAD training;
36. Draft training material for the street maintenance course;
37. Prepare training material for the solar powered lighting maintenance course;
38. Write instructional material for the course on electrical wiring;
39. Complete the reports on a draft municipal by-law on business license fees, a draft municipal revenue act and on recommended legislation on the Safay'i charge;
40. Continue coaching of KM's Revenue Department and finalize KM's Revenue Report for FY 1391;
41. Conduct three training sessions on legal aspects of municipal revenue;

42. Continued digitization of records (valuation forms, property documents and Safay'i books; prepare to pass on knowledge in digitization to senior officials of the Property Department to enable them to continue the digitization process after this responsibility is transferred to them on the 30th of May 2013);
43. Conduct Advanced Budget Training;
44. Prepare an expenditure report on the first five months of the fiscal year 1392;
45. Prepare the budget process for the fiscal year 1393;
46. Continue support for the FMIS key users including technical support to the Accounting Unit and the Revenue Department on processing daily transactions through FMIS;
47. Conduct financial management training and instruction on narrative report writing for heads of departments, district managers and middle management of districts and directors general of KM departments; and,
48. Establish a mechanism that would enable salary transfers through bank accounts; this innovation has been waiting for the approval by the Mayor since December 2011.

ANNEX 1: LIST OF COMPLETED SUBPROJECTS IN THE MONTH OF APRIL 2013:

S/N	Name of project	Location	Department	Percent Completed	Quarter of Completion
1	Construction of guardrooms, canteens and toilets in four parks which are New and Old Taimani Parks in District 4, Arzan Qimat Block-11 Park in District 12, and Macrorayan-e-Awal Park in District 16	Districts 4,12, 16	Greenery	100%	3 rd Quarter
2	Technical evaluation of package (Scope of Work (SoW), Bill of Quantity (BoQ) and drawings) for one park which is Ahmad Shah Baba Mina Block 8 Park in District 12, three sport courts in Ahmad Shah Baba Mina Park in District 12, and Rahman Mina Park in District 8 and Sayed-ul-Naseri Park II in District 11.	Districts 12, 8, 11	Greenery	100%	3 rd Quarter
3	“QA/QC” Training	KM	Urban Planning	100%	3 rd Quarter
4	Electrical Upgrading of Arzan Qimat Block 11 Park	District 12	City Services	100%	3 rd Quarter
5	Post hole diggers (Augers) and lawn mowers training	KM	Greenery	100%	3 rd Quarter
6	Preliminary design of a league play soccer field for women with a practice field next to it. The design will include bleachers that will seat about 2,500 people to 5,000 people and bathrooms	KM	Greenery	100%	3 rd Quarter

ANNEX 2: STATUS OF ONGOING PROJECTS FOR THE MONTH OF APRIL 2013:

No	Name of project	Location	Department	Percentage Completed/ Construction	CLIN	Progress
1	10.23 kilometers of roads	District 5	Greenery	80%	Services Delivery	Complete
2	Installation of containers for guardrooms and canteens in Arzan Qimat Block 11 Park in District 12, New and Old Taimani Parks in District 4 and Macroryan-e-Awal Park in District 16.	Districts 4, 12 and 16	Greenery	100%	Services Delivery	Complete
3	Electrical Upgrading of four parks		Greenery	70%	Training	In Progress
4	Advance Quality Control & Quality Assurance Training		Street & Maintenance Department	100%	Training	Complete

* The Park projects are being built in three phases. Phase I includes greenery, sidewalks, sports courts, etc. Phase II includes canteens, guardrooms, and bathrooms. Phase III includes playground equipment. To date most of the parks are 100% complete with regard to Phase I construction as noted above.

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