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# STABILITY IN KEY AREAS (SIKA) – EAST

## MONTHLY REPORT AUGUST 2012

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# STABILITY IN KEY AREAS (SIKA) – EAST

## MONTHLY REPORT

**Submitted to:**

United States Agency for International Development (USAID) Afghanistan

**Prepared by:**

AECOM International Development

**DISCLAIMER:**

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## Acronyms

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APPF	Afghan Public Protection Force
CBGU	Capacity Building and Gender Unit
CDC	Community Development Council
COU	Community and Outreach Unit
DAIL	Department of Agriculture, Irrigation and Livestock
DDA	District Development Assembly
DE	District Entity
DoWA	Directorate of Women Affairs
DPP	District Project Portfolio
DSP	District Stability Plan
DSU	District Support Unit
ESG	Engineering Support Group
GSCU	Grants, Sub-contracts and Compliance Unit
HPP	<i>Hawza</i> Project Portfolio
HR	Human Resource
HSP	<i>Hawza</i> Stability Plan
ICT	Information and Communication Technology
IDLG	Independent Directorate for Local Governance
IR	Intermediate Result
IRD	International Relief and Development
M&E	Monitoring and Evaluation
MISTI	Measuring Impact of Stabilization Initiative
MRRD	Ministry of Rural Rehabilitation and Development
NSP	National Solidarity Program
PDSP	Provincial Department Service Profile
PMP	Performance Management Plan
PMU	Provincial Management Unit
PRRD	Provincial Rural Rehabilitation Department
PSU	Program Support Unit
RDU	Resource Development Unit
RSI	Rahman Safi Impact Consulting
SAM	Stability Analysis Methodology
SDU	Service Delivery Unit
SIKA	Stability in Key Areas
SRA	Security Risk Assessment
SoI	Sources of Instability
SPC	Service Providers Catalog
SPF	Service Provider Fair
SPAU	Stability Planning and Analysis Unit
VSAT	Very Small Aperture Terminal

## Background

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The SIKA-East monthly report provides an overview of the program activities during the month of August 2012. Programmatic activities over the month are described under four primary subject areas – the targeted results as described in the contract. This report provides the reader with a comprehensive picture of SIKA-East activities in the reporting period. SIKA-East continues to look forward to receiving approval to begin full implementation of the program.

This report also provides information on objective-based project implementation, challenges faced during implementation and SIKA-East relations with the Ministry of Rural Rehabilitation and Development (MRRD), Independent Directorate for Local Governance (IDLG), Provincial Rural Rehabilitation Departments (PRRD), communities and other stakeholders. It provides as well information about trainings given to partners, SIKA-East personnel, and to the communities in which the program operates.

## SIKA-East Program Activities

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### HIGHLIGHTS

- Revision of the *Hawza* Stability Plan for Baraki Barak and Saydabad;
- Finalization of the Service Provider Catalogue (SPC) for Paktya and Ghazni Provinces and sharing them with SIKA-East management, PRRD and USAID;
- Completing grants and compliance training for provincial and district personnel of Logar and Wardak provinces;
- Conducting Project Concept Development workshops for Baraki Barak and Saydabad *Hawzas*;
- Initiation of Resource Dialogue workshops for Baraki Barak and Saydabad *Hawzas*.

### PROGRAM DEVELOPMENT

In line with the stabilization objective of the program, SIKA-East teams facilitated concept development sessions for *Hawza* leaders of Baraki Barak and Saydabad districts. The team supported Community Development Council (CDC) elders as they designed projects to identify resiliencies and mitigate local Sources of Instability (SoI).

*Hawza* Stability Plans for Baraki Barak and Saydabad were reviewed and currently are being compared to the listing of active service providers in districts and provinces to identify which SoIs may be addressed through existing resources and service providers.

In preparation for the kick-off of the Resource Dialogue sessions, which started in the last week of August and included a specific communication component for *Hawza* members, a two-day-training of trainers (ToT) was conducted for ten Communication and Outreach Unit (COU) staff members.

In-kind grant procurement development procedures continued by cross-referencing and adopting National Solidarity Program (NSP) procurement documents with existing SIKA-East documents. Additionally, a list of vetted and pre-qualified vendors has been prepared and will be expanded with the use of the SPC, a solicitation for interested vendors and through communication with MRRD.

SIKA-East developed a matrix – the Program Implementation Matrix (PIM) – to track and schedule key implementation activities across program phases and work streams. The matrix facilitates a wider perspective of linkages, resource requirements and key activities within the program cycle. The PIM highlights the important links across all the SIKA-East program units and highlights the various roles and responsibilities of each Unit with each major activity in the program cycle.

The Field Purchase Order (FPO) with Rahman Safi Impact (RSI) for the Focus Group baseline survey was fully executed on 16 August 2012 and the various tools are being finalized. The Monitoring, Evaluation and Learning Unit (MELU) also received version 19 of the survey tool from Measuring Impact of Stabilization Initiative (MISTI). The major changes in the mentioned version are not aligned to the SIKA-East Performance Management Plan (PMP) indicators. As at the end of August 2012, MELU was drafting a letter to MISTI outlining SIKA-East concerns. The MELU hopes to refresh communications with MISTI once these issues are highlighted.

The MELU have drafted policies and procedures for data collection. The team will incorporate these policies and procedure into the M&E training manual that is currently being finalized. In order to capture expenditures on activities for reporting purposes, MELU, Finance and the Capacity Building and Gender Unit (CBGU) are in the process of finalizing a coding system to code all SIKA-East activities. A pilot launch of the new system will be implemented by the CBGU once it has been finalized by the end of September.

The challenges faced during this period included security incidents in Maydan Shahr and a wheat harvest season, both impacting attendance at SIKA-East sessions. Additionally, prior to the start of meetings, the elders from Sheniz Olia and Tangi *Hawzas* of Saydabad were threatened by the Taliban and warned not to attend the MRRD sessions. However, with strong support of PRRD and wide participation of District Development Assembly (DDA) members, the workshop concluded successfully and resulted in the formulation of the *Hawza* Project Portfolios (HPP) conducted in provincial capitals.

## Key Program Activities

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### Intermediate Result 1

#### **Provincial and district entities increasingly address sources of instability and take measures to respond to the population's development and governance unsteadiness.**

In early August, SIKA-East participated in a meeting with other implementing partners and the leadership of IDLG and MRRD in Kabul. The session was an opportunity for all four<sup>1</sup> SIKAs to present their mandate and activities to the IDLG; emphasize how SIKA can add value to and build on the successes of the previous government-led programs such as NSP and the National Area Based Development Program (NABDP); and work in partnership with key Afghan authorities once full implementation of the program begins. The meeting also provided a forum for SIKA leadership to address some of the key IDLG questions and concerns ahead of the anticipated signing of the implementation letter between USAID, MRRD and IDLG.

SIKA-East continued to engage all government actors by reaching out and ensuring that representative(s) of key provincial and district line departments, including the Departments of

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<sup>1</sup> SIKA-East, South, North and West

Education, Health, Agriculture Irrigation and Livestock and Water Management, also attended the sessions in Pul-e-Alam and Maydan Shahr. Together with PRRD directors and DDA heads, government counterparts provided significant contributions to the dialogue and offered concrete guidance for the development of the projects and activities. In addition to producing *Hawza* Stability Plans (HSP) and District Project Portfolios (DPP), the sessions provided a rare opportunity for community leaders and government officials to jointly discuss and propose solutions to stability challenges in their areas.

In consultation with the PRRD office and to ensure gender mainstreaming throughout the program, identical workshops were held for women from Baraki Barak and Saydabad in Kabul. In separate sessions, influential women from the two districts proposed and designed solutions to the previously identified challenges to the stability in their districts. Their views and input shall be included in the upcoming District Stability Plans (DSP) and DPPs. Continuing security challenges, the risks associated with the frequent travel and the lack of adequate accommodation space in the provincial capitals led SIKA-East to hold the meetings for women in Kabul for the time being.

### Next Steps

- The Stability, Planning and Analysis Unit (SPAU) will lead an organization-wide lessons-learned workshop to take stock of program activities and identify what lessons learnt can guide SIKA-East as it moves into the next phase of program implementation;
- As part of a team attending the M&E Summit in Kabul, SPAU will present the SIKA-East Stability Analysis Methodology (SAM) to USAID and other implementing partners; and
- SPAU, in coordination with the Service Delivery Unit (SDU) will lead multi-day sessions designed to transition *Hawza* Project Portfolios (HPP) to DPPs.

### **Intermediate Result 2**

**Provincial and district entities understand what organizations and provincial line departments work in their geographic areas, what kind of services they provide and how to access these services.**

In August, the Resource Development Unit (RDU) finalized the SPC for Paktya and Ghazni provinces and shared it with SIKA-East management, PRRD in the relevant provinces and USAID. The team started collecting data on key government service providers at provincial level such as Education, Health, Agriculture, Irrigation and Livestock, PRRD and Justice Departments in order to draft PDSP. The PDSP will be used by SIKA-East to find gaps in service delivery and determine where SIKA-East's intervention is required.

The RDU also conducted the first resource information sharing session as part of the Padkhab Resource Dialogue Session, where 22 District Entities (DE), CDC and DDA members participated. The participants were briefed on existing services at district and obtained knowledge about resources; types of resources accessing these resources; and Project Concept Note (PCN) development and project design.

In August the RDU also reviewed HSPs from Baraki Barak and Saydabad, created earlier in the year through sessions led by PRRD and SIKA-East. The team is now coordinating the plan with active service providers of districts and provinces for some of the SoI that can be addressed through existing resources and service providers.

In order to gather initial information about the existing coordination mechanisms the RDU sent a set of questions to all the field staff and asked them to gather information about existing coordination mechanisms at provincial and district level. Based on information gathered by Field staff RDU started a concept development for better coordination among governmental and non-governmental service providers and DE. RDU will follow-up by conducting a coordination meeting using the existing structure at provincial level to bring service providers and DEs together to discuss the matters face to face.

#### Next Steps:

- Update SPCs for Logar, Wardak, Ghazni and Paktya and share with line officials;
- Coordinate with line officials at central, provincial and district level and finalize arrangements to conduct the first Service Provider Fair (SPF) in Wardak province with assistance from PRRD and the Directorate of Economy;
- Finalize data collection for the PDSP from key departments of Wardak and Logar;
- Continue conducting resource information sharing sessions in the remaining *Hawzas* of Logar and Wardak provinces with assistance from PRRD and the Directorate of Economy during the month of September 2012;
- Coordinate the HSP of Baraki Barak and Saydabad so that SoIs may be addressed with the existing resources in the province; and
- Contact service providers to find ways of addressing SoIs through the existing resources.

### **Intermediate Result 3**

#### **Provincial authorities improve their ability to communicate with district entities in order to help them better understand their population's needs and prioritize basic service delivery interventions.**

In August, the COU participated in the Resource Dialogue sessions by leading a one-day workshop on developing a communication strategy to obtain resources for projects identified as directly addressing SoIs. This session was held for Baraki Barak and Saydabad Hawza members.

On August 29 and 30, 2012, COU conducted a two-day training for ten field staff based in Pul-e-Alam in Logar province. The overarching goal of the training was to deepen the understanding of SIKA-East COU field staff on SIKA-East roles and responsibilities at national, provincial, district and community levels so that they may perform better in their daily tasks.

During the month of August, the first district profile for Baraki Barak was finalized and submitted to USAID. The monthly media analysis was also submitted.

#### Next Steps

- Conduct communication training for remaining *Hawzas* in Baraki Barak and Saydabad;
- Conduct baseline survey for *Hawza* participants regarding regular communications with constituents to identify progress as per the PMP;
- Produce district profiles for Nerkh, Deh Yak and Zadran; and

- Write and distribute the results of the survey of communication strategies of over 200 CDC members in initial priority districts.

#### **Intermediate Result 4**

**Provincial authorities are able to improve basic service delivery by using GIROA, CDCs, DDA and Afghan Social Outreach Program (ASOP) District Community Council (DCC), which gain capacity to plan, design, implement and minister projects, with a focus on labor-intensive projects or productive infrastructure.**

Along with PRRD social mobilizers, the SDU facilitated Project Concept Development workshops in the remaining four *Hawzas* of Baraki Barak district and five *Hawzas* of Saydabad district. Additionally they conducted Project Concept Development workshops for the women of Baraki Barak and Saydabad districts. During the workshops CDC/DDA members and influential people of *Hawzas* discussed potential stability initiatives, prepared the first rough draft of project work plans and compiled the HPP,. The PRRD, IDLG representatives, DAIL, and other government officials attended daily sessions, answering participants' questions and contributing information on activities and institutional support.

Security incidents, especially in Maydan Shahr, as well as the beginning of the wheat harvest season, had an effect on the sessions and provided a major challenge for the participants, as well as the SIKA-East staff. Prior to the start of the meetings, the elders from Sheniz Olia and Tangi *Hawzas* of Saydabad were threatened by the Taliban and warned not to attend the MRRD sessions. However, with the strong engagement of PRRD Directors and DDA members, the workshops drew wide participation and concluded with the successful formulation of the project portfolios.

SDU began developing a systematic approach to identify and engage stability stakeholders at provincial and district levels. This involves defining practices, steps and tools; building staff and government partner outreach skills; and field-testing techniques. Initial elements will be rolled out during September, as SIKA-East prepares to launch in new districts.

#### Next Steps

- Discuss the *Hawza* project concept process and emerge HPP with *Hawza* leaders for prioritizing and filtering of the projects;
- Design owning a stake in stability and place on the training schedule;
- Continue coordination meetings with the NSP Engineering Director; and
- Collaborate with International Rescue Committee (IRC) engineers in rural infrastructure implementation.

#### **GRANTS UNIT**

The development of procurement procedures for in-kind grants continued during the month by cross-referencing and adopting NSP procurement documents to the extent possible. In addition, a vendor list is being compiled from already vetted and pre-qualified vendors recently utilized by AECOM and International Relief and Development (IRD). The pre-vetted vendors list will be expanded through the use of the SPC, a solicitation for interested vendors, and through communication with MRRD. The data covers information about vendors including their past performance and vetting status. This information will ultimately be used to short list vendors as

part of the procurement process. Written procedures for pre-vetting and short listing vendors is in development.

Grants continued security screening of potential grantees. The department also continued to collect information from other implementing partners related to the potential CDC pre-qualification. This initial screening is being conducted on CDCs that were present at stability workshops and participated in the concept development workshop from August 7 to 9.

The interim grant database was a significant focus this month for the grant and database teams. The revision of various fields and screens to better capture and report key data were the main activities. In addition, the grants team revised the grant application forms making it more user-friendly and suitable for use within the database.

### Next Steps

- Continue with the recruitment for the remaining open positions in the Ghazni, Paktya and Wardak provinces including grant and subcontract officer and procurement officer;
- Continue to work on grant systems, templates, forms, fact sheets and training modules to be used by grantees and staff in managing grant activities;
- Continue procurement systems and coordination procedures in preparation for in-kind grants;
- Support and coordinate the database team to ensure grants and procurement are accurately and effectively incorporated into the system; and
- Continue security screening of potential grantees.

## **MONITORING, EVALUATION AND LEARNING**

SIKA-East met RSI on August 13 to discuss the FPO for the focus groups (FG) as well as the implementation plan for the FG sessions. The latest version of the male and female FG questionnaires was submitted to RSI for review. Each FG will answer a certain set of questions.

MISTI submitted Version 19 of the survey tool to SIKA East MELU. MISTI coordinated versions one to fourteen with the SIKA-East MELU; however, versions fifteen to nineteen were prepared without SIKA-East ability to review or comment on the drafts. Major changes have been made in Version 19 that have resulted in questions no longer addressing SIKA-East PMP indicators. MELU is looking into ways to resolve the communication obstacles through the proper channels.

MELU drafted policies and procedures for data collection. The team will incorporate these policies and procedures into the M&E training manual that is in process. Furthermore, the MELU, in coordination with the Finance and CBGU is in the process of finalizing a coding system to code all the SIKA-East activities by unit and various desegregations. The purpose of this coding system is to capture the expenditure on activities in relation to PMP indicators and gender. This system will smoothen the reporting on gender data and reporting into the *TrainNet* and *AfghanInfo* database.

MELU presented basic M&E training targeted at the PMP indicators, for the COU field staff training on August 29.

### Next Steps

- Determine solution and finalize communication challenges with MISTI;
- Conduct FG sessions;
- Conduct training of all the M&E officers on the M&E policies, procedures, data collection methods and the M&E database; and
- Pilot the activity coding system in the CBGU.

## **GENDER AND CAPACITY BUILDING**

Followed by the *Hawza* stability analysis workshops for women, the CBGU facilitated two Project Concept Development workshops for women of Baraki Barak and Saydabad - 37 women from both districts attended. A female parliamentary member and the Director of the Department of Women's Affairs (DoWA) were among the participants from the Baraki Barak district.

CBGU designed and executed the SIKA-Four orientation with participation of 25 newly hired employees in Kabul and field level. The orientation took place at the SIKA-East compound on August 05.

From August 27 to 29, CBGU facilitated a three-day grants and compliance training in Kabul with participation of 17 provincial and district personnel from Logar and Wardak provinces. The training covered USAID rules and regulations, catalog of annexes, forms and templates, grants operational manual and the grant policy manual. These trainings are designed to further educate staff as well as provide a train-the-trainer exercise in preparation for training of potential and actual grantees.

### Next Step

- Conduct SIKA-East employee skills assessment in Kabul and provinces; and
- Work with RDU and COU on women's resource dialogue sessions.

## **PROGRAM SUPPORT UNIT**

The Program Support Unit (PSU) sent a team to Logar province in order to introduce the new Provincial Management Unit (PMU) Manager to SIKA-East Logar field staff, Logar PRRD Director, District DDA members and CDC heads. During the meeting with the PRRD, the issue of better implementation of the program was discussed and the PRRD Director proposed that from this point forward, SIKA-East, PRRD, DDA members and CDC heads will conduct weekly coordination meeting to discuss the program related issues. In addition, a team on a mission to Wardak province visited Wardak Field Office and conducted a coordination meeting with the Wardak PRRD Director during which the Director was briefed on SIKA-East.

The Information and Communication Technology (ICT) sub-Unit designed and developed the COU interim database and successfully finished the forms and screen mock-ups of the mentioned database. The team designed a new SPC report for resource development and conducted several meetings regarding the new requirements for the community development database.

The Translation and Editing sub-Unit (TES) translated the SPC for Logar province, HSP for different *Hawzas* and the Baraki Rajan Project Portfolio from local languages to English and vice versa.

### Next Steps

- Establish Ghazni Deh Yak District Support Unit (DSU) office;
- Finalize the community development interim database;
- Continue translating HSP; and
- Finalize the grants database.

## **OPERATIONS, SUPPORT AND FIELD ACTIVITIES**

In August, Operations completed the installation of VSAT equipment in four provincial offices. Additionally, Internet access has been provided for the Logar, Wardak and Ghazni provincial officers. The team awarded the contract for database development to Fast Rate Company. The mentioned company delivered and installed the required software in August. In addition, the Geographic Information System (GIS) contract was awarded to Liwal Company Ltd.

### Next Steps

- Provide Internet access to Paktya provincial office.

## **HUMAN RESOURCES**

The HR Department recruited twenty three employees in August. The table below shows detailed information about the newly hired staff:

#	Position/Title	Employer	Section	District	Province
1	Central Support Unit Manager	AECOM	CSU	Kabul	Kabul
2	Deputy PMU Manager	AECOM	PMU	Center	Ghazni
3	Watchman	AECOM	DSU	Saydabad	Wardak
4	Deputy PMU Manager	AECOM	PMU	Center	Wardak
5	Deputy PMU Manager	AECOM	PMU	Center	Paktya
6	Cook & Cleaner	AECOM	DSU	Baraki Barak	Logar
7	Capacity Building Officer	AECOM	PMU	Center	Logar
8	Capacity Building Officer	AECOM	PMU	Center	Wardak
9	District M&E Officer	OSC	DSU	Baraki Barak	Logar
10	Communication & Outreach Officer	OSC	DSU	Nerkh	Wardak
11	Senior Program Manager	OSC	COU	Kabul	Kabul
12	Gardner	AECOM	Facilities	Kabul	Kabul
13	Cleaner (Office)	AECOM	Facilities	Kabul	Kabul
14	District M&E Officer	OSC	DSU	Saydabad	Wardak
15	Community Development Officer	AECOM	SAPU	Zurmat	Paktya
16	Cook & Cleaner	AECOM	DSU	Nerkh	Wardak
17	IT Officer	AECOM	IT	Kabul	Kabul
18	PMU Manager	AECOM	PMU	Center	Logar
19	District Team Leader	AECOM	DSU	Deh Yak	Ghazni
20	Procurement Officer	IRD	PMU	Center	Logar
21	Procurement Officer	IRD	PMU	Center	Wardak
22	Communication & Outreach Officer	OSC	COU	Center	Wardak
23	Security & Operations Officer	AECOM	DSU	Saydabad	Wardak

### Next Steps

- Open 45 new positions for SIKA-East in September.

## Finance and Security

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### FINANCE ACTIVITIES

In August the program had achieved activity of (1,724,918.72). Table below shows details:

Burned-to-date (Dec-Aug Invoiced)	Actual (August 2012 Invoice)	Pipeline Amount
\$10,176,952.96	\$1,724,918.72	\$14,819,822.28

### SECURITY ACTIVITIES

SIKA-East Security Unit conducted the Security Risk Assessment (SRA) of Ghazni PMU office and Andar District office on August 6. The SRA was conducted in order to identify the vulnerability issues towards AECOM/SIKA-East employees and the program. SRAs allow the security department to develop pro-active security policies directed at province/ district-specific risk mitigation.

On August 28 Security was attended a meeting regarding an internet blog that placed SIKA-East in an unsavoury light and SIKA-East management decided to monitor the blog activity for its impact on future program roll-out in the Andar district.

SIKA-East has been actively engaged in the Afghan Public Protection Force (APPF) transition process and is working on finalizing the operationalization of the APPF cadre on the SIKA-East project. However, lack of standardised formal procedures in APPF makes it challenging to maintain a consistent professional service on the ground. Constant active engagement on the part of the security department is required in order to receive even the most basic support.

#### Next Steps

- Conduct SRA of staff accommodation in Baraki Barak and Zadran districts;
- Update security training for all security and operations officers; and
- Discuss pending issues of the APPF with the APPF management.

## Appendices

### Workshops and training conducted in August 2012

Department	Date	Topic	Location	Type	Narrative Description	PMP Indicator
CBGU	08/01/2012	Project concept Development	Kabul	Workshop	To follow up on SoI identified by the women from Baraki Barak and Sayedabad during the <i>Hawza</i> Stability Analysis for women workshops in July, a project concept development workshop was held with the same audience to introduce the mechanism in project concept development. A two day session was held for women of Baraki Barak with participation of 25 women from the district level including a parliamentary member and the Director of DoWA.	Gender Mainstreaming cross-cutting.
SDU	08/04-16/2012	PCN Development Workshop	Puli Alam and Maidan Wardak	Workshop	Along with PRRD Social Organizers, the SDU facilitated Project Concept Development workshops in all 11 <i>Hawzas</i> of Baraki Barak and Sayedabad Districts. CDC members, DDA members and influential people discussed potential stability initiatives, prepared the first rough draft of project work plans, and compiled HPP. As with previous workshops, PRRD, IDLG, DAIL, and other government officials also had valuable role during the daily sessions, answering participants' questions and contributing information on activities and institutional support.	N/A
CBGU	08/05/2012	SIKA (4)	SIKA-E	Training	As part of bringing	Cross-cutting

			compound		awareness of SIKA-East program to newly hired employees, a SIKA 4 orientation took place at the SIKA-East compound with participation of 25 newly hired personnel at Kabul and field level.	support to SIKA-East units
CBGU	08/07/2012	Project Concept Development	Kabul	Workshop	To follow up on the SoI identified by the women from Sayedabad during the <i>Hawza</i> Stability Analysis for women in July, a project concept development workshop was held with the same audience to introduce the mechanism in project concept development. A two day session was held for women of Saydabad with participation of 12 women from the district level.	Cross-Cutting support to SIKA-East units
Security	8/12/2012	Security Orientation	Kabul	Training	Security Orientation for field office staff	N/A
Security	8/15/2012	Security Training	Kabul	Training	Security Training for local field staff entrance/exit policies and procedures, travel management and ITRECCCS <sup>2</sup>	
CBGU	08/27/2012	SPC Dialogue	Puli- Alam	Training	To support RDU, provincial capacity building officer in Logar, facilitated a one day training of SPC dialogue.	RDU mandate  Support to SIKA-East units
CBGU	08/27/2012	Grants and Compliance	Kabul	Training	Facilitated, a three day Grants and Compliance workshop to support GSCU	Cross-cutting support to SIKA-East units
COU	08/28/2012	Communications plan development for CDCs, DDAs and RRRD members	Logar, Baraki Barak Padkhawb <i>Hawza</i>	Workshop	Conducted one-day for Logar, Baraki Barak Padkhawb <i>Hawza</i> for a total of 39 CDCs, DDAs, RRD members.	3.5B
CBGU	08/29-30/2012	Communications and Outreach	SIKA-EAST Kabul Office	Workshop	Conducted two-day training for a total of 10	N/A

<sup>2</sup> Information, Time, Routes, Elders, Communication, Cars, Cover story, Sanitize

		training for field	Gulf-3)		COU field staff.	
Security	8/29/2012	Security Training	Kabul	Training	Security training conducted for local field staff members on kidnap/hostage, safe travel and ID holder in Kabul.	N/A
Security	8/30/2012	Security Orientation	Kabul	Training	Security Orientation for Saydabaddistrict operations and security officer	N/A

### Documents prepared in August:

Department	Date	Topic	Location	Type	Narrative Description	PMP Indicator
SDU	08/01-08/2012	HPPs translation	Kabul	Document preparation	N/A	N/A
SDU	08/08/2012	Scope of Work	Kabul	Document preparation	Scopes of work were reviewed and revised for Community Development Manager, Community Development Officer-Kabul, and Community Development Officer-District positions.	N/A
COU	8/8/2012	Baraki Barak District Profile	Kabul	Document production	District profile submitted to USAID	3.3
COU	8/12/2012	Media monthly report	Kabul	Document production	Media/Information monthly report developed on socio-economic, security, developmental programs developed.	N/A – support to Phase 2: Orient Work Plan
COU	8/31/2012	Conducting the CDC-level communication surveys	Kabul	Document production	COU developed a total number of completed surveys to 227 until 8/31/2012.	3.4
SDU	Throughout the month	Compile unit cost, Typical construction documents, Project management confidence report	Kabul	Document preparation	ESG reviewed and compiled construction unit cost index for Logar, Paktya, Ghazni and Wardak Provinces. ESG based on NSP standard plans ESG	N/A

					<p>Completed three “typical” construction document packages and submitting for SDU review.</p> <p>ESG developed a construction project management confidence report and engineering LOE table, based on NSP standard plans and processes, to anticipate field engineer HR needs and plan accordingly.</p>	
PSU	August 2012	Document Translation	Kabul	Document Preparation	SPC for Logar province, HSP for different <i>Hawzas</i> and the Baraki Rajan Project Portfolio from local languages to English and vice versa.	N/A
PSU	August 2012	Travel Authorizations (TAs)	Kabul	Document Preparation	Prepared TAs for field staff including but not limited to Wardak, Paktya, Ghazni and Logar.	N/A

**Meetings conducted in August:**

Department	Date	Topic	Location	Type	Narrative Description	PMP Indicator
SDU	06/08/2012	Owning a stake in stability	Kabul	Meeting	SDU held internal discussions on owning a stake in stability, the training concept developed to build staff and government partner skills in mapping and networking with key stakeholder groups. The team also met with two Afghan technical experts to explore feasibility, topics, timing, and costs. Both consultants possess extensive experience	N/A

						leading dialogues on Afghanistan and Islam, gender, culture and in engaging diverse stakeholder groups in development.	
SDU	08/27/2012	HPP meeting	analyzing	Kabul	Meeting	HPP of Baraki Barak and Saydabaddistricts were discussed and projects cross checked with root causes and SoI internally CD and SAPU submitted these to the translation unit.	N/A