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AFGHANISTAN

STABILITY IN KEY AREAS (SIKA) – EAST

MONTHLY REPORT (DECEMBER 2012)



More than 100 service providers, government officials, and other interested parties attended a service providers coordination meeting in Pul-e-Alam in Logar Province on December 5. A prominent participant was Haji Abdul Hamid, Governor of Mohammad Agha District, shown above listening to the opening remarks of the Deputy Provincial Governor.

December 2012

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MONTHLY REPORT (DECEMBER 2012)

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DISCLAIMER:

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ACRONYMS

APPF	Afghanistan Public Protection Force
CDC	Community Development Council
COR	Contracting Officer Representative
DCC	District Community Council
DDA	District Development Assembly
DoWA	Department of Women Affairs
DPP	District Project Portfolio
DSU	District Support Unit
ESG	Engineering Support Group
GRC	Grant Review Committee
GSU	Grants and Sub-contracts Unit
HR	Human Resource
IDLG	Independent Directorate of Local Governance
IRD	International Relief and Development
MELU	Monitoring, Evaluation and Learning Unit
MISTI	Measuring Impact of Stabilization Initiative
MRRD	Ministry of Rural Rehabilitation and Development
PMP	Performance Management Plan
PMU	Provincial Management Unit
PRRD	Provincial Rural Rehabilitation Department
RDU	Resource Development Unit
RSI	Rahman Safi Impact Consultancy
SAM	Stability Analysis Methodology
SIKA	Stability in Key Areas
SPC	Service Provider Catalog
ToT	Training of Trainers

BACKGROUND

The Stability in Key Areas-East (SIKA-East) monthly report provides an overview of program activities during December 2012. These activities are grouped geographically according to the five provinces in which SIKA-East is currently active. This report provides a comprehensive picture of SIKA-East activities during the reporting period, which is also covered by SIKA-East weekly reports 50 through 55.

This report also provides information on objective-based project implementation, the relationships with the Ministry of Rural Rehabilitation and Development (MRRD) and the Department of Women's Affairs (DoWA) at the provincial level, and training sessions conducted for members of Community Development Councils (CDC), District Development Assemblies (DDA), and other stakeholders. Finally, the report provides information on documents that were prepared during the month.

HIGHLIGHTS

- On December 25, launched SIKA-East program in Dey Yak District of Ghazni Province.
- On December 5, facilitated a one-day service providers coordination meeting, attended by over 100 people, at Pul-e-Alam in Logar Province.
- Conducted a round of comprehensive five-day District Stability Planning Process Training of Trainers (ToT) for field teams from Deh Yak in Ghazni and Zadran in Paktya.
- With PRRD, co-facilitated two separate Governance and Stability Planning Process workshops, plus advocacy training, for influential women from Nerkh and Mohammad Agha Districts. Received and started reviewing the preliminary District Project Portfolios developed by the women.
- Submitted profiles for Mohammad Agha and Zurmat Districts to USAID; the profiles are intended for a wide audience of development practitioners and are meant to serve as a resource reference tool to better understand Afghanistan's complex regional dynamics.
- Established the program's Mohammad Agha district office inside the district governor's office compound.
- Introduced changes in the Grant Application template and training materials with the aim of making the template and process even more streamlined and understandable for applicants.
- Designed the program's stakeholder engagement activities from district entry through stakeholder



Deputy Provincial Governor, Mohammad Ali Ahmady, during his speech at the Deh Yak launch meeting.



The service providers coordination meeting, held in Pul-e-Alam and attended by over 100 people, was the first program activity conducted in Logar Province following the completion of the District Project Portfolio. Here, Eng. Rahman Rahmani, PRRD Director for Logar Province, outlines the SIKA-East program.



orientation, including staff training, DDA/DCC briefing, stakeholder survey, and stakeholder orientations.

SIGNIFICANT KABUL-BASED AND COMBINED ACTIVITIES

WORKSHOPS AND TRAININGS

- **Training of Trainers on District Stability Planning Process:** Continuing with preparations for the program rollout in a new set of districts, the SIKA-East core team of trainers conducted a round of comprehensive five-day District Stability Planning Process Training of Trainers (ToT) for the field teams from Deh Yak in Ghazni and Zadran in Paktya. The workshop was held in Kabul from December 2 to 6 and was attended by 38 participants, including PRRD social organizers. The goal of the training was to prepare SIKA-East staff and PRRD counterparts to effectively facilitate the upcoming stability planning sessions in the two districts.



Participants in the Stability Planning Process workshop join in a group discussion.

During the workshop, the participants learned about the overall planning process, including the identification of local sources of instability, designing of stabilization projects, identification of available resources to fund the projects, and the types of assistance SIKA-East can provide to support the implementation of the District Project Portfolios. Dovetailing with the ToT, SIKA-East and PRRD teams began preparations for the official program launch in Dey Yak later in the month and Zadran in February.

- **Strengthening the Governance Foundation and Stability Planning Process Workshops for Women:** SIKA-East and PRRD co-facilitated two separate Governance and Stability Planning Process workshops for influential women from Nerkh and Mohammad Agha Districts. The five-day training sessions, which were held from December 2 to 6 in Maydan Shahr and Pul-e-Alam respectively, were aimed at involving district-level women in the stabilization process, including identifying main causes of instability and planning projects and interventions to mitigate them. The outputs of these sessions were preliminary Project Portfolios designed to be incorporated into the comprehensive District Project Portfolios for Nerkh and Mohammad Agha to ensure that women's input is taken into consideration throughout the stability planning process.



Eighteen women from Nerkh District attended the five-day workshop on Governance and Stability Planning Process, which was held in Maydan Shahr, Wardak.

- **Workshops on Women's Advocacy:** On December 9 and 10, SIKA-East conducted two separate advocacy trainings for women. One, for 27 women from Mohammad Agha District, took place in Pul-e-Alam in Logar Province; the other, for 18 women from Nerkh District, was held in Maydan Shahr, Wardak. During the trainings, the women used District Project Portfolios to identify specific advocacy projects that would directly address sources of instability. Several of the participants

expressed their support for the trainings. One said: “We have taken part in many different trainings, but so far no one has offered advocacy training. If this was conducted for men, too, it would lead to the development of the country and our own community.”

- **Stability Planning Process and Other Workshops for Men:** Joint SIKA-East and Provincial Rural Rehabilitation Directorate (PRRD) teams delivered the eight-day Stability Planning Process workshop for members of the District Development Assemblies (DDAs), District Community Councils (DCCs), Community Development Councils (CDCs), and other influential elders from Nerkh District of Wardak Province and Mohammad Agha District of Logar.

During the sessions, stability program officers and PRRD social organizers introduced the program, explained the Stability Analysis Methodology and facilitated discussion on the concepts of social responsibilities and social cohesion, and assisted the participants in identifying the key sources of instability, as well as local resiliencies and strengths, in their communities. Based on the information, the participants proposed solutions and projects to mitigate the sources of instability. The outcome of the first part of the Stability Planning Process was a partially filled out District Project Portfolio.

Following discussion on stability dynamics, the participants were informed of potential resources from government and non-government sources that might be available for funding some of the identified projects. That was followed by training in Project Concept Development. In Nerkh, the trainees went on to develop a complete District Project Portfolio for the district, learn how to effectively advocate for priorities articulated in their portfolio, and plan infrastructure projects. The Nerkh portfolio is currently under review. At the end of December, the Mohammad Agha trainees were just beginning to develop their District Project Portfolio.

- **Stakeholder Engagement Training of Trainers:** From December 17 to 20, staff and PRRD social organizers from Deh Yak District in Ghazni Province and Zadran District in Paktya Province participated in a four-day session in Kabul covering situational awareness and stakeholder mapping. They also jointly agreed on a survey methodology and practical steps to engage key stakeholder groups in stabilization activities.
- A complete list of trainings and workshops conducted during December is included as Appendix A, while lists of significant meetings held and documents prepared during the month are included as Appendices B and C.

OTHER SIGNIFICANT ACTIVITIES

- **Meeting on Stability Analysis Methodology:** On December 5, SIKA-East management held a substantive meeting with a Measuring Impact of Stabilization Initiatives (MISTI) team from Washington, DC, to discuss how SIKA-East is using the Stability Analysis Methodology (SAM) in its program activities. The meeting was an excellent opportunity to describe the history of SAM development, the nuances of the facilitation method, and the format of the sessions being



SIKA-East’s district support manager for Mohammad Agha makes a point during Women’s Advocacy training in Pul-e-Alam.

conducted in the field. MISTI expressed a great deal of interest in understanding how the methodology works in the field and how it could contribute to the development of a manual of sorts, a “recipe book” so to speak, that could be useful for future use by Afghan authorities.

- **District Project Portfolio Review:** SIKA-East received and started reviewing the preliminary District Project Portfolios developed by the women from Mohammad Agha and Nerkh Districts who attended the above-mentioned Stability Planning Process workshops. The District Project Portfolios will become an integral part of the comprehensive district-level portfolios produced by men from those districts.
- **Mohammad Agha and Zurmat District Profiles:** SIKA-East submitted profiles for Mohammad Agha and Zurmat Districts to USAID. The profiles are intended for a wide audience of development practitioners and can serve as a resource reference tool to better understand Afghanistan’s complex regional dynamics. The district profiles contain maps and lists of members of DDAs, CDCs, and influential community residents. They also include general information regarding the population, geography, local government, politics, key actors, access to services, security, access to information, etc. The district profiles will help other units to better prepare and plan for their intended programs. The team also gathered information for the Wardak provincial profile.
- **Stakeholder Engagement Activities:** A SIKA-East team designed the program’s stakeholder engagement activities from district entry through stakeholder orientation, including staff training, DDA/DCC briefing, stakeholder survey, and stakeholder orientations. PRRD social organizers and other government partners will be closely involved in shaping the final contours of the process, as well as district training and field activities. The participatory process will result in identification of female and male district and hawza notables and establish mechanisms and activities that broaden and deepen local participation and ownership in the stabilization process.
- **Changes in the Grant Application Template:** Based on feedback from the district and provincial teams and with the aim of making the Grant Application template and process even more streamlined and understandable for applicants, SIKA-East has introduced changes in the application template and training materials. The revised templates will be rolled out for the start of the grant processes in Nerkh and Mohammad Agha Districts. In addition, future applications in Saydabad and Baraki Barak will be completed utilizing the templates.
- **Revised Policy on Vetting Award:** On January 1, 2013, the vendor vetting threshold will be lowered from \$150,000 to \$25,000. This revised policy on vetting awards and sub-awards at \$25,000 or above could significantly slow actual awards to grantees and vendors, depending upon the amount of time required to complete the vetting. The policy will require a request to USAID to vet each and every grantee and vendor if the award will be \$25,000 or above or if it is anticipated that multiple awards will reach this threshold. This issue has been discussed with the USAID Contracting Officer Representative (COR).
- **Focus Groups:** Rahman Safi Impact Consulting (RSI) has completed the 90 focus groups held in nine SIKA-East districts – Chak, Saydabad, Nerkh, Zurmat, Zadran, Andar, Deh Yak, Baraki Barak, and Mohammad Agha – and prepared final reports. SIKA-East is reviewing the reports to provide necessary feedback to RSI, which has been asked to perform additional analysis.
- **Web-based Database:** SIKA-East continues working on the web-based database. The first version of databases for the principal operating units will be ready by the first week of January.

- **Baseline Study:** SIKA-East received the baseline database from Measuring Impact of Stabilization Initiative (MISTI) in SPSS format for the nine SIKA-East districts. The data has been reviewed for consistency and analyzed, and graphs and charts have been created using the data. The initial baseline results were presented to the SIKA-East units at the end of December.
- **Operations:** During December, furniture and other equipment were shipped to guesthouses in Baraki Barak, Mohammad Agha, Chak, Saydabad, and Zurmat. In addition, generators and external power cabling were installed in the Logar guesthouse and Mohammad Agha district office. Another generator was shipped to Zurmat in Paktya.

Operations awarded SPSS software for M&E analysis to First Rate Afghanistan and delivered it to the requestor. Operations also awarded a contract to produce radio plays to SEZMA Productions. Additionally, the purchasing of 44 kV generators for provincial offices is in process.

- **Human Resources:** The HR Department recruited 18 employees in December. The following table provides details on the newly hired staff:

#	Position/Title	Gender	Employer	Section	Province
1	Field Finance Assistant	Male	AECOM	Finance	Kabul
2	Watchman (PMU Office)	Male	AECOM	Field Operation	Wardak
3	Office Engineer	Male	Ti	ESG	Kabul
4	Gender Officer	Female	AECOM	DSU	Ghazni
5	Security Officer	Male	AECOM	Security	Kabul
6	Watchman (PMU Office)	Male	AECOM	Field Operation	Logar
7	Watchman (GH)	Male	AECOM	Field Operation	Paktya
8	Watchman (PMU Office)	Male	AECOM	Field Operation	Paktya
9	Watchman (GH)	Male	AECOM	Field Operation	Logar
10	Grants & Subcontracts Training Officer	Male	IRD	GSU	Logar
11	Grants & Subcontracts Training Officer	Male	IRD	GSU	Paktya
12	M&E Officer	Male	OSC	MELU	Paktya
13	Watchman (GH)	Male	AECOM	Field Operation	Logar
14	Watchman (GH)	Male	AECOM	Field Operation	Wardak
15	General Service Assistant	Male	AECOM	Facilities	Kabul
16	General Service Assistant	Male	AECOM	Facilities	Kabul
17	Grants & Subcontracts Officer	Male	IRD	GSU	Paktya
18	Grants & Subcontracts Training Officer	Male	IRD	GSU	Paktya

SECURITY

- **Deh Yak Security Risk Assessment:** Security unit conducted a security risk assessment of SIKA-East's guesthouse and office in Ghazni's Deh Yak District, and developed a requirements list for the safety of program staff who will be using the facilities.

- **APPF Meeting:** On December 31, the security manager and Afghanistan Public Protection Force (APPF) coordinator met with the Deputy Minister of APPF to discuss APPF supplies for SIKA-East and South. The Deputy Minister tasked the supply department with solving the supply issues.

NEXT STEPS:

- Conduct Strengthening the Governance Foundation, Stability Planning Process, and Advocacy trainings for the influential women of Deh Yak District.
- Conduct Stability Planning Process training for members of DDA, DCC, CDC's, and other influential elders of Deh Yak.
- Conduct several Training of Trainers (ToT) sessions for the field staff of Zurmat, Andar, and Chak Districts to give them a better understanding of the program and the Stability Planning Process.
- Gather information for provincial profiles and complete initial drafts.
- Start the survey and design of District Project Portfolio projects for Nerkh and Mohammad Agha.
- Facilitate the Project Concept Development portion of the Stability Planning Process workshop, which will result in District Project Portfolios for Deh Yak, Zurmat, Chak, and Andar Districts.
- Prepare for and conduct a Project Design and Development / Grant Process ToT for Mohammad Agha and Nerkh District staff, along with Infrastructure Project Planning training for Mohammad Agha and Deh Yak District staff.
- Continue to proofread the grant manuals and documents translated from English to Pashtu. These manuals will be provided to MRRD, PRRD, and grantees.
- Prepare all necessary documents for the upcoming Grant Review Committee meeting, which will take place after final grant applications and supporting documents are received.
- Collect data for *AfghanInfo* and *TraiNet* Quarter 1 FY2013.
- Continue working on the web-based database and start developing the database for Grants and Sub-contracts Unit.
- Present the final focus group report.
- Finish reviewing the SIKA-East results framework.
- Finalize the licensing of USAID-supplied armored vehicles through Traffic Police Department for green plates.
- Release an RFP for medical services for expats.
- Procure required equipment for the new Program Management Unit and District Support Unit offices.
- Release an RFP for the tax advisory services.

SIGNIFICANT PROVINCIAL ACTIVITIES

GHAZNI

- **Program Launch in Deh Yak District:** On December 25, SIKA-East and the PRRD director for Ghazni Province, Sanayee Mayel, conducted a kickoff meeting for the SIKA-East program in Deh Yak District. During this session, the program was presented to the Ghazni deputy provincial governor, district governors of Andar and Zana Khan, and directors of line ministries, as well as members of the DDA, DCC, and CDCs and other influential people in the community.

The launch meeting took place at 10:00 a.m. at Ghazni's Department of Women's Affairs (DoWA) conference hall and was attended by nearly 100 people. During the launch, the PRRD director introduced SIKA-East as a program that



Ghazni PRRD director, Sanayee Mayel, answers participants' questions.

will provide facilities and benefits for ordinary people in the community. He mentioned that the program is being implemented in coordination with MRRD and Independent Directorate of Local Governance. The deputy provincial governor also delivered a speech in which he expressed appreciation to SIKA-East for targeting Deh Yak and Andar Districts in the province.

- **Trainings:** As reported above, the SIKA-East core team of trainers conducted a comprehensive five-day District Stability Planning Process Training of Trainers (ToT) for the field teams from Deh Yak in Ghazni and Zadran in Paktya. The workshop was held in Kabul from December 2 to 6 and was attended by 38 participants, including PRRD social organizers.
- **Meetings:** On December 20, the PMU manager conducted meetings with the Deh Yak district governor, DDA, and influential people to discuss and coordinate launch meeting activities and introduce influential people from distant parts of Deh Yak.

On December 23, the PRRD director of Ghazni Province and the manager of SIKA-East's Program Management Unit (PMU) met with Ghazni provincial governor, Mohammad Musa Khan Akbarzada, to update him on SIKA-East plans and activities in the province, including the December 25 program launch in Deh Yak District. The provincial governor made several constructive recommendations on program implementation.

Earlier in the month, the deputy PMU manager met with the Ghazni PRRD director to explain the project work plan and implementation process for Deh Yak District, while the capacity building officer and gender officer met with the Ghazni DoWA director and DDA members to discuss the Strengthening the Governance Foundation workshop and obtain a list of DDA members who might participate in it.

- **Service Providers Catalogue Update:** The grant procurement officer collected data on national and international vendors and met with the line directors of several agencies to be able to add additional vendors to the SPC.

NEXT STEPS:

- Conduct Stakeholder Orientation and Strengthening the Governance Foundation workshops for men in Deh Yak District, and Strengthening the Governance Foundation, Stability Planning Process, and Advocacy trainings for women in the district.
- Conduct regular coordination meetings with the Ghazni PRRD director.

LOGAR

- **Workshops for Women:** From December 2 to 6, SIKA-East co-facilitated Strengthening the Governance Foundation and Stability Planning Process workshops for influential women from Mohammad Agha District. The five-day workshop was held in the DoWA conference room in Pul-e-Alam and was attended by 50 women. It was followed on December 9 and 10 by a two-day training in advocacy for women. (See above for additional details.)



Women from Mohammad Agha District attend the five-day trainings on Governance and Stability Planning Process.

- **Workshops for Men:** On December 1 and 2, SIKA-East conducted a two-day Strengthening the Governance Foundation workshop for members of Mohammad Agha District CDCs, DDA, and DCC, as well as other influential people from the district. The workshop was held in the district governor’s compound.

Between December 18 and 30, SIKA-East and PRRD teams delivered several workshops and trainings for the same Mohammad Agha participants. The first workshop, from December 18 to 25, was an eight-day event on the Stability Planning Process and had 47 participants. It included training in Resource Availability and Project Concept Development. At the end of December, the Mohammad Agha trainees were just beginning to develop their District Project Portfolio. (See above for additional details.)

- **Service Providers Coordination Meeting:** On December 5, SIKA-East facilitated a one-day service providers coordination meeting at Pul-e-Alam. Over 100 people attended, including a large number of service providers, members of the Logar DDA and CDCs, and other citizens of Baraki Barak and Mohammad Agha Districts. The purpose of this meeting was to improve coordination and working relationships among the service providers and give them an opportunity to share information about their activities and challenges. The meeting was also designed to help them avoid duplicated effort and wasted resources, while strengthening their partnerships and working relationships with district and provincial entities.



More than 100 service providers, government officials, and other interested parties attended the coordination meeting. Above, Haji Abdul Hamid, governor of Mohammad Agha District, listens to the deputy provincial governor’s opening remarks.

Both the deputy provincial governor, who opened the meeting, and other speakers stressed the importance of such coordination meetings and their impact on service delivery. Copies of a new Service Providers Booklet were distributed to the participants to better acquaint them with available resources. The booklet contains basic information on service providers in the province, especially in SIKA-East targeted districts, and will be useful during project implementation.

A draft Snapshot about the meeting is included as Appendix D.

- **Baraki Barak Program Delay:** In late November, SIKA-East was notified by Baraki Barak DDA members that due to Taliban threats, the DDA was unable to work with SIKA-East on projects. In the period since, the DDA has been working to negotiate a return to some type of activity, and hawza representatives have recently begun to re-engage with SIKA-East. In order to address the issue, a SIKA-East team held discussions on December 11 and 12 and organized a strategy session with the Baraki Barak district communications officer and the Logar provincial communications officer. The purpose of the session was to organize and put into a clear outline the underlying reasons for the programmatic stoppage and propose potential solutions.
- **SIKA-East District Office:** During December, the program's Mohammad Agha district office was established inside the district governor's office compound.

NEXT STEPS:

- Conduct Infrastructure and Project Design Planning workshop for Mohammad Agha.
- Participate in regular coordination meetings with PRRD.
- Follow up on projects proposed in the District Project Portfolio that can be addressed using existing resources with line departments.
- Start preparing for a Service Provider Fair in Pul-e-Alam.

PAKTYA

- **Trainings:** The SIKA-East core team of trainers conducted a round of comprehensive five-day District Stability Planning Process Trainings of Trainers (ToT) for the field teams from Zadran in Paktya and from Deh Yak in Ghazni.
- **Meetings:** During December, the SIKA-East manager for Paktya held regular meetings with the PRRD director to discuss and update him on program activities.

He also met with representatives of Refugees and Returnees Department, UN-Habitat, IOM, UNHCR, and other organizations to obtain updated information for the Paktya Service Providers Catalogue. Also in that connection, the program procurement officer for Paktya met with IRC procurement personnel to obtain information on vendors and suppliers for the catalogue.

On December 6, the SIKA-East manager for the province visited the head of Paktya Ghag Radio to see if SIKA-East might be able to use their resources to advertise for procurement services on SIKA-East-related projects.

On December 23, a program representative met with the DoWA director to discuss ways to involve women in the SIKA-East implementation process.

NEXT STEPS:

- Participate in weekly coordination meetings with PRRD and other relevant organizations.

WARDAK**WORKSHOPS AND TRAININGS**

- **Workshops for Women:** From December 2 to 6, SIKA-East co-facilitated Strengthening the Governance Foundation and Stability Planning Process workshops for influential women from Nerkh District. The five-day training took place in the DoWA conference hall in Maydan Shahr and was attended by 18 women. It was followed on December 9 and 10 by a two-day training in advocacy for women. (See above for additional details.)
- **Workshop on Stability Planning Process:** Joint SIKA-East and PRRD teams delivered the eight-day Stability Planning Process workshop for members of DDA, DCC, CDCs, and other influential elders from Nerkh District. The trainees went on to develop a complete District Project Portfolio for the district, learn how to effectively advocate for priorities articulated in it, and plan infrastructure projects. (See above for additional details.)



During a group session at the Stability Planning Process workshop, participants analyze sources of instability in their area.

OTHER SIGNIFICANT ACTIVITIES

- **Saydabad Projects:** A SIKA-East engineering team, with support from the hawzas, completed site visits, detailed design drawings, and bills of quantities for seven projects in Saydabad District – namely, Badi Khil, Zara Khil, Sara Qala, Hyder Khil, Hamza Khil, Diwalgi, and Khwaja Kotgi.

SIKA-East district and provincial officers supported the program's Saydabad District team in helping the CDCs to complete the first grant applications for the seven proposed projects. The applications have not yet been formally submitted due to incomplete information and/or documentation. The SIKA-East district team continues to guide the CDC representatives to provide missing information in order to complete the applications. Additionally, program procurement officers began a price/cost analysis for the grant application budgets being proposed by the CDCs. This due diligence will expedite the grant making process and has thus far shown proposed costs to be reasonable and within market range.

- **Meetings:** The Saydabad grants team held a coordination meeting with the Wardak PRRD Director to discuss the grant endorsement letter and agreed that it should be written and signed by one of the four authorities of the CDC.

The Chak District support team met with Alisha village community members and with Siab hawza tribal elders to introduce SIKA-East to them. The unit also facilitated the process of CDC and DDA members' selection in the district.

NEXT STEPS:

- Conduct a coordination conference among service providers and district entities in Maydan Wardak.
- Continue survey and design for Saydabad District Project Portfolio projects, and start survey and design for Nerkh and Mohammad Agha projects.
- Follow up on proposed projects to be addressed using existing resources with line departments.
- Conduct rollout training for Chak district key hawzas.
- Set up Chak district office.
- Participate in regular coordination meetings with PRRD.

APPENDIX A

WORKSHOPS AND TRAININGS CONDUCTED IN DECEMBER

Date	Topic	Location	Type	Narrative Description	PMP Indicator
12/01-02/2012	Grant Review Committee (GRC) Training	Kabul	Training	This training was held in Kabul for 17 members of the Saydabad GRC.	N/A
12/02-06/2012	Stability Planning Process Training of Trainers	Kabul	ToT	This was a round of comprehensive five-day Stability Planning Process Training of Trainers (ToT) for field teams from Deh Yak District in Ghazni and Zadran in Paktya.	1.1 & 1.3
12/01-02/2012	Strengthening the Governance Foundation	Mohammad Agha	Workshop	This workshop was held for 60 members of DDA, DCC, CDCs, and other influential people of Mohammad Agha District.	1.3
12/02-06/2012	Strengthening the Governance Foundation and Stability Planning Process for Women	Mohammad Agha	Workshop	This five-day workshop aimed to involve Mohammad Agha District women in the stabilization process, including identifying main causes of instability and planning projects and interventions to mitigate them.	1.1 & 1.3
12/02-06/2012	Strengthening the Governance Foundation and Stability Planning Process for Women	Maydan Shahr	Workshop	This was another five-day workshop aimed at involving Nerkh District women in the stabilization process.	1.1 & 1.3
12/9-10/2012	Advocacy Training for Women	Mohammad Agha	Training	Two-day training for 27 persons 10 DDA members, district influential women and 1 DOWA representative in this training.	3.06
12/9-10/2012	Advocacy Training for Women	Maydan Shahr	Training	Two-day advocacy sessions for 18 female DDA members from Nerkh District.	3.06
12/09-18/2012	Stability Planning Process	Maydan Shahr	Workshop	Eight-day Stability Planning Process workshop conducted for members of DDA, DCC, CDCs, and influential elders from Nerkh District.	1.1 & 1.3
12/16-17/2012	Advocacy Training for DDA	Maydan Shahr	Training	Two-day training on advocacy for 6 hawza members and 19 CDC and DDA members from Saydabad.	3.5A & 3.5B
12/17-20/2012	Stakeholder Mapping Training of Trainers	Kabul	ToT	This was a four-day session in Kabul for staff and PRRD social organizers from Deh Yak District in Ghazni	N/A

				Province and Zadrán District in Paktya Province.	
12/18-27/2012	Stability Planning Process	Mohammad Agha	Training	Eight-day Stability Planning Process workshop conducted for 31 members of DDA, DCC, CDCs, and influential elders from 9 hawzas in Mohammad Agha District.	1.1
12/20-23/2012	Infrastructure Project Planning Training	Maydan Shahr	Technical training	Two-day training for field engineers to support CDC project design and development/grant application process in Nerkh District.	1.1 & 3.1
12/23-24/2012	Advocacy Training for Women	Maydan Shahr	Training	This training was conducted for 24 women from Saydabad.	3.1
12/30-31/2012	Stability Planning Process for Women	Deh Yak	Workshop	These were the first two days of a five-day workshop aimed to involve Deh Yak District women in the stabilization process.	1.1 & 3.1
12/30-31/2012	Grant Process and Project Design	Maydan Shahr	Training	These were the first two days of a five-day workshop for members of DDA, DCC, and CDCs, plus others from Nerkh.	1.1 & 3.1

APPENDIX B

SIGNIFICANT MEETINGS CONDUCTED IN DECEMBER

Date	Topic	Location	Type	Narrative Description	PMP Indicator
Once a week	Program update	Ghazni, Logar, Paktya, and Wardak	Coordination Meetings	PMUs of all four provinces conducted regular meetings with PRRDs of related province.	2.1
12/05/2012	Service Providers Coordination Meeting	Pu-e-Alam, Logar	Coordination Meeting	This was a one-day coordination meeting held at Pu-e-Alam and attended by over 100 people, including a large number of service providers, members of the Logar DDA and CDCs, and other citizens of Baraki Barak and Mohammad Agha Districts.	N/A
12/12/2012	CDC Bank Accounts	Kabul	Meeting	Grants and Sub-contracts Unit conducted a meeting with Kabul Bank in order to learn about document requirements for CDC representatives related to the opening of a separate bank account for SIKA-East grant funds.	N/A
12/12/2012	Focus Group Reporting	Kabul	Meeting	MELU met RSI to discuss the data analysis, district based reporting, and focus group final report.	N/A
12/17/2012 and 12/23/2012	Province Standardization Form	Paktya DoWA Office	Meeting	Two SIKA-East staff from Paktya met with the DoWA Director to discuss completion of the province standardization form.	N/A
12/25/2012	Program Launch in Deh Yak District	Deh Yak, Ghazni	Meeting	SIKA-East reached a new milestone in December by launching its program activities in one more district.	N/A

APPENDIX C

SIGNIFICANT DOCUMENTS PREPARED IN DECEMBER

Date	Topic	Location	Type	Narrative Description	PMP Indicator
12/10-31/ 2012	District Profiles	Kabul	Document preparation	District profiles for Zurmat and Mohammad Agha submitted to USAID	3.03
Mid December	DPP	Baraki Barak	Document preparation	Review of DPP Saydabad perspective to address some proposed activities using existing resources	2.3

APPENDIX D

“TELLING OUR STORY” PIECE PREPARED IN DECEMBER



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SNAPSHOT Service Providers Meet in Pul-e-Alam

Important role of service providers on stability is emphasized.



More than 100 service providers, government officials, and other interested parties attended the coordination meeting. Several women's organizations were also represented.

Service providers met in Logar to share information about their activities and challenges and to strengthen their relationships with local communities.

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At the beginning of December, over a hundred men and women gathered in Pul-e-Alam to attend a meeting designed to improve stability in Logar Province. They included representatives of national ministries and other government agencies, international donors and NGOs, educational institutions, and telecommunications firms. All of these organizations, and others represented at the event in Pul-e-Alam, have a physical presence in Logar Province and provide various services to local communities.

This meeting of service providers was organized by the Ministry of Rural Rehabilitation and Development (MRRD) and by USAID's "Stability in Key Areas – East" program, which aims to promote good governance and service delivery in targeted districts in eastern Afghanistan. The Independent Directorate of Local Governance is also a partner in SIKA-East.

The purpose of the Pul-e-Alam meeting was to improve coordination and working relationships among the service providers and give them an opportunity to share information about their activities and challenges. The meeting was also designed to help them avoid duplicated effort and wasted resources, while strengthening their partnerships and working relationships with district and provincial entities.

Eng. Rahman Rahmani, the MRRD director for Logar Province, welcomed the participants and outlined SIKA-East's goals and activities in Logar. He briefly explained that the program's main objective is to address sources of instability and to bring peace and development to unstable parts of the province. He emphasized the role that service providers play in bringing this about, and he encouraged them to take an active part in the development of their communities and to participate dynamically in the implementation of projects that promote stability.

After the introductory speeches, the service providers and other participants engaged in wide-ranging discussions. In the course of the meeting, booklets were distributed that listed the service providers' resources and contact information. The coordination meeting concluded with a long question-and-answer session, plus a consensus that the event had been extremely productive.

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