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STABILITY IN KEY AREAS (SIKA) SOUTH MONTHLY REPORT JUNE 2013

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STABILITY IN KEY AREAS (SIKA) SOUTH

MONTHLY REPORT JUNE 2013

Submitted to:

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AECOM International Development

DISCLAIMER:

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ACRONYM LIST

ANSF	Afghanistan National Security Forces
CDC	Community Development Council
CERP	Commanders' Emergency Response Program
DCC	District Community Council
DDA	District Development Assembly
DDP	District Development Plan
DE	District Entity
DG	District Governor
DGO	District Governor's Office or District Government Office
DPP	District Project Portfolio
DSU	District Support Unit
GIRoA	Government of the Islamic Republic of Afghanistan
GPS	Global Positioning System
GuC	Grants under Contract
IDLG	Independent Directorate of Local Governance
IR	Intermediate Result
M&E	Monitoring and Evaluation
MRRD	Ministry of Rural Rehabilitation and Development
NABDP	National Area Based Development Program
NSP	National Solidarity Program
PDC	Provincial Development Council
PE	Provincial Entities
PG	Provincial Governor
PMP	Performance Management Plan
PMU	Provincial Management Unit
PRRD	Provincial Rural Rehabilitation and Development
PRT	Provincial Reconstruction Team
RSSA	Region South Stability Approach
SIKA	Stability in Key Areas
SOI	Source of Instability
SPC	Service Providers Catalog
SWG	Sector Working Group
TOT	Training of Trainers
USAID	United States Agency for International Development

The Monthly Report is “designed to keep On-site Monitors, the Platform and MRRD informed of all ongoing program information and results disaggregated by Intermediate Results (IR) in narrative format, along with province and district with GPS coordinates included for each project conducted. Monthly reports also will include a section that outlines how the contract objective and Intermediate Results have been achieved that month and measure effectiveness in reaching program indicators. Additionally Monthly Reports shall be designed to be reported to Provincial and District Entities for their continual awareness of how the program is performing in their Districts.”

HIGHLIGHTS

PROGRAM ACTIVITIES:

The Project Concept Note (PCN) and Grant Approvals Pipeline is shown in the table below.

PCN AND GRANT APPROVALS PIPELINE (CUMULATIVE AT END OF REPORTING PERIOD)

Province District	No. of PCN Developed	Number of PCNs or Grants Approved by:						
		DDA/DG	SWG	PRRD	PDC	COP	USAID	Grant
Kandahar	90	90	81	81	81	71	40	0
Daman	42	42	42	42	42	42	17	0
Arghandab	48	48	39	39	39	29	23	0

As shown in the table, 17 and 23 PCNs have been fully approved in Daman and Arghandab, respectively. Nine PCNs approved by the Arghandab (Kandahar) District Development Assembly (DDA) in June, 2013 have been submitted for provincial Sector Working Group and higher approvals. Grant Applications are being prepared for approved PCNS, but no Application has been presented to the Grant Review Committee yet.

The total estimated project value for approved PCNs in Daman is AFN 50.5 Million (\$ 0.9M) of which 11% is planned community contributions. In Arghandab, the total estimated project value for approved PCNs is AFN 40.3 Million (\$ 0.7M); including 20% of planned community contributions.

USAID and MRRD approved the addition of Dihrawud District in Uruzgan Province as the 10th SIKA South district.

The first training event for a District Governor’s Office (DGO) was held (25-JUN-13) for twenty staff of the Arghandab (Kandahar) DGO and district line ministry staff and sectoral departments. The training focused on the Afghan civil service system, and management systems and processes. Participants requested more training on topics such as: managing meetings, time management, project management, report writing, planning and budgeting, and the roles and responsibilities of different government offices.

The following contract deliverables were prepared and submitted:

- Monthly Report for May 2013 (15-JUN-13)
- Four Weekly Bullet Points reports

The Performance Management Plan (deliverable) which was submitted previously was approved by USAID (11-JUN-13).



ADMINISTRATIVE ACTIVITIES:

The move of the core team into the new main office in Kandahar City was completed. The Afghan staff members started working in the new Kandahar Office on 08-JUN-13.

A summary of recruiting actions conducted by the HR Unit is presented in the table below.

RECRUITING ACTIONS DURING JUNE, 2013

Recruiting Action	Professional Positions	Support Positions	Total
Positions or vacancies posted or advertised	22	11	33
Candidates submitted to USAID for PRRD vetting	19	n/a	19
Interviews conducted	17	not tracked	17
Offers made	9	28	37
New staff hired	8	28	36

The large number of support staff hired this month reflects the opening of the main office in Kandahar and setting up the new provincial and district offices. Most of the new support staff members are watchmen and access controllers, cleaners, and gardeners.

The Operations Unit continued to distribute furniture and equipment to the nine new offices in the three new provinces that include seven new districts. Offices were provided with computers, printers, scanners, and internet was installed. The Chora District center is still without internet because of the current security situation, but installation is planned for next month. Leased vehicles were provided to the new offices. Additional vehicles will be added as the volume of field work increases with the preparation of Project Concept Notes and Grant Applications.

KANDAHAR PROVINCIAL REVIEW

MONTHLY ACTIVITIES REVIEW

In Kandahar, the main focus of activities was the continued preparation of Project Concept Notes (PCN) and preparation of the first Grant Applications. Details are provided below.

In both Daman and Arghandab districts, PRRD’s National Solidarity Program (NSP) is currently in the process of re-electing Community Development Councils (CDCs). This is causing a delay in submitting CDC grantees for vetting by USAID, which is a required step before their grants can be awarded. Until the specific information about each CDC grantee’s executive committee is certified by PRRD, the Program is unable to submit the CDC for vetting.

Several meetings and discussions were held concerning communication and outreach activities that were previously planned in cooperation with PRRD/Kandahar. At the request of the provincial government, it was decided to issue a new RFQ for the Kandahar radio call-in program “My Village, My Hopes.” The procurement will be restricted to Kandahar bidders. The RFQ was released and a bidder’s conference was held (30-JUN-13) at the Kandahar Media Information Center (KMIC) at the Governor’s House. Ten representatives of radio and production organizations participated. The RFQ was explained and several questions were asked which will be answered by posting an amendment to the RFQ.

In Daman and Arghandab, the Program facilitated visits by representatives of the provincial Directorate of Labor and Social Affairs (DoLSA) and Ministry of Public Health (MoPH) to the weekly DDA meetings.

They discussed vocational training opportunities in response to the interest expressed by community representatives through the earlier stability and governance community forums. This represents notable progress in communication and coordination between provincial and district entities.

Town hall meetings planned for both Daman and Arghandab were postponed at the request of PRRD/Kandahar. They will be rescheduled to mark the first grant awards in each district.

The following training events were conducted for provincial entities.

Provincial Training Events: Kandahar

Event Name	Date(s)	Location	Male/Female/Total Participants
Workshop: <i>Reporting on Services</i> (for Provincial Entities)	12 to 13-JUN-13	SIKA Training Room, Kandahar	11 / 2 / 13
Workshop: <i>Reporting on Services</i> (for Provincial Entities)	19 to 20-JUN-13	SIKA Training Room, Kandahar	14 / 0 / 14
Workshop: <i>Management Skills</i> (for PRRD/Kandahar staff)	22-JUN-13	PRRD/Kandahar	19 / 1 / 20
Workshop: <i>Communications and Outreach</i> (for PRRD/Kandahar and other PEs)	24 to 25-JUN-13	SIKA Training Room, Kandahar	9 / 0 / 9

DAMAN ACTIVITIES AND RESULTS

MONTHLY ACTIVITIES REVIEW

Seven Project Concept Notes (PCN) were approved by USAID, including four first-priority PCNs for Etihad, Aino, Khpalwak and Maiwand CDC groups; and three second-priority PCNs for Naranj, Etihad and Aino CDC groups. Seventeen PCNs have now been fully approved, as shown in the following table.

PCNs Approved in Daman as of 30-JUN-13

Source of Instability	Location	Proposed Project
Poor condition of roads isolates communities from local governance and basic services available at the district center, hampers transportation of goods to markets and prevents ready access by communities to the district center and medical care.	Naranj	Construction or Rehabilitation of Culverts
	Etefaq	Rehabilitation or Graveling of Road(s)
	Aino	Construction or Rehabilitation of Culverts
	Khaibar	Rehabilitation or Graveling of Road(s)
Lack of clean drinking water causes disease and undermines peoples' trust in the ability of local government to provide basic services to the rural communities.	Ensaf	Improvement of water supply network
Loss of farm land from heavy flooding results in loss of income for local farmers and reduces agricultural productivity. These factors undermine farmers' trust in the ability of government to provide basic services to the rural population.	Tawheed	Construction of Gabion(s)
	Fitrat	Construction of Gabion(s)
	Naikmargha	Construction of Gabion(s)

Source of Instability	Location	Proposed Project
Poor condition of schools reduces enrolment as parents are concerned for the health and safety of their children. This undermines peoples' trust in the ability of government to provide basic services to the rural population.	Etihad	Rehabilitation of Schools
Seasonal rainfall and floods ruined the irrigation canal which caused stress and loss of agricultural land and products, leading to discord among the farmers and sometimes clashes and migration from the area to seek better livelihood opportunities.	Yawalai	Construction of Protection Wall
	Maiwand	Construction or Rehabilitation of Retaining Wall(s)
	Nasrat	Rehabilitation of Canal or Canal Intakes
	Almas	Rehabilitation of Canal or Canal Intakes
	Aino	Construction or Rehabilitation of Retaining Wall(s)
	Khpalwak	Construction or Rehabilitation of Retaining Wall(s)
	Etihad	Rehabilitation of Canal or Canal Intakes

Daman DDA members, with input from the District Governor, selected the CDCs that will serve as grantees in the 14 CDC groups. For each grant, one CDC will serve as the formal grantee, but will represent the group of CDCs benefiting from the grant.

After conducting site surveys, three Grant Applications were developed and finalized while two more were developed and are under review. The grant application packages include application forms, designs, bills of quantity (BOQ), cost estimates, scopes of work or work plans, and other required documents.

GPS coordinates were collected for twenty-three CDCs and the district entities were regularly updated on the progress and coordination of the Program, the PCNs and Grant Applications, communication and outreach activities, and training events.

ARGHANDAB ACTIVITIES AND RESULTS REVIEW

MONTHLY ACTIVITIES REVIEW

Twenty-three Project Concept Notes (PCN) were approved by USAID during the month, as shown in the following table.

PCNs Approved in Arghandab as of 30-JUN-13

Source of Instability	Location	Proposed Project
Poor condition of roads isolates communities from local governance and basic services at the district center, hampers transport of goods to markets and prevents ready access by communities to the district center and medical care.	Charghulba	Construction and Rehabilitation of Culverts
	Delaver Khan Kalacha	Construction of Culverts
	Hajiano Kala	Road Rehabilitation
	Khuaja Mulk	Construction of Culverts

Source of Instability	Location	Proposed Project
	Kshata Sukhchala	Construction of Culverts
	Loya Monara	Construction of Culverts
	Mazra e Abass	Construction of Culverts
	Nagahan	Construction of Culverts
	Nawi Mazra	Construction of Culverts
	Sarkari Bagh	Drainage Improvement
	Shoynan Olya	Construction of Culverts
Seasonal flooding destroyed retention walls that feed water to the irrigation canal. This has caused stress and loss of agricultural land and productivity, which leads to discord among farmers and sometimes clashes and migration from the area to seek better livelihood opportunities.	Babar (Shuyene Wasat)	Construction of Retaining Wall(s)
		Improvement of Irrigation Canals
	Charghulba	Improvement of Irrigation System
	Kshata Sukhchala	Construction of Retaining Wall(s)
	Loya Monara	Construction of Siphon
	Nagahan	Construction of Water Dividers and Intake Gates
		Improvement of Irrigation Canals
	Nahriroza	Repair of Water Reservoirs
		Construction and Repairing of Siphons
	Shoynan Olya	Construction and Repairing of Siphons
	Khuaja Mulk	Construction of Retaining Wall(s)
	Nagahan	Construction of Retaining Wall
Sarkari Bagh	Construction of Retaining Wall	

Training events conducted in the district are listed in the following table.

District Training Events: Arghandab

Event Name	Date(s)	Location	Male/Female/Total Participants
Training: <i>Communication and Public Outreach</i> (for DDA and CDC members)	15 to 16-JUN-13	Arghandab District Center	44 / 0 / 44
Training: <i>Civil Service Structures and Management Systems</i> (for District Governor's Office staff)	25-JUN-13	Arghandab District Center	20 / 0 / 20

URUZGAN PROVINCIAL REVIEW

MONTHLY ACTIVITIES REVIEW

Program staff collaborated closely with PRRD and the DDAs to complete preparations that need to be completed before the Stability and Governance Community Forums can start. These include:

- Planning and scheduling a press conference for the Provincial Governor to announce the Program.
- Issuance of letters from MRRD and IDLG representatives to the DDAs and District Governors to formally authorize and encourage their participation in the Program.
- Agreement with each DDA on the days of the week to hold the Community Forums.
- PRRD certification of the legitimate DDA and CDC members who are authorized to participate in the Community Forums.
- Verification by PRRD of the CDCs represented by each DDA member, to enable grouping of CDCs for participation in the Community Forums.

A USAID-PRRD Coordination Meeting was chaired (26-JUN-13) by COR Mike Johannes at the Uruzgan PRT house. Representatives of PRRD/Uruzgan, NABDP and NSP representatives, and Program staff were present. Progress was reviewed in the preparations for the Community Forums. The PRRD Director encouraged the work to start during the holy month of Ramadan, but counseled against holding long workshops during this period.

Newly-hired provincial staff members started to orient PRRD to the planned capacity building activities (under IR2 and the Capacity Building Unit), and Communications and Outreach activities supported by the IR3 Team.

The provincial team provided talking points to the Provincial Governor's office and has press briefing kits ready to distribute at the press conference.

USAID and MRRD approved the addition of Dihrawud District in Uruzgan Province as the 10th SIKA South district.

TIRIN KOT ACTIVITIES AND RESULTS REVIEW

MONTHLY ACTIVITIES REVIEW

The certified list of newly-elected DDA members for Tirin Kot was received from PRRD/Uruzgan (11-JUN-13). The DDA is comprised of 20 men and 10 women representing 10 groups of CDCs.

CHORA ACTIVITIES AND RESULTS REVIEW

MONTHLY ACTIVITIES REVIEW

It was reported that the NSP has completed the new cycle of CDC elections, but formation of the DDA and certification of the DDA and CDCs awaits the return of the Provincial Governor who will help resolve some remaining political issues.

DIHRAWUD ACTIVITIES AND RESULTS REVIEW

MONTHLY ACTIVITIES REVIEW

Inclusion of Dihrawud as a SIKA South district was approved this month. Activities have not started yet, but a preliminary schedule was drafted for establishing and staffing an office in Dihrawud.

ZABUL PROVINCIAL REVIEW

MONTHLY ACTIVITIES REVIEW

Program staff collaborated closely with PRRD and the DDAs to complete preparations that need to be completed before the Stability and Governance Community Forums can start. These include:

- Planning and scheduling a press conference for the Provincial Governor to announce the Program.
- Issuance of letters from MRRD and IDLG representatives to the DDAs and District Governors to formally authorize and encourage their participation in the Program.
- Agreement with each DDA on the days of the week to hold the Community Forums.
- PRRD certification of the legitimate DDA and CDC members who are authorized to participate in the Community Forums.
- Verification by PRRD of the CDCs represented by each DDA member, to enable grouping of CDCs for participation in the Community Forums.

Newly-hired provincial staff members started to orient PRRD to the planned capacity building activities (under IR2 and the Capacity Building Unit), and Communications and Outreach activities supported by the IR3 Team.

QALAT ACTIVITIES AND RESULTS REVIEW

MONTHLY ACTIVITIES REVIEW

The Program Orientation Meeting was held (25-JUN-13) for the Qalat DDA. More than 30 people attended including 15 DDA members, representatives of the Provincial Governor's Office, PRRD, NABDP, NSP and others.

SHAH JOY ACTIVITIES AND RESULTS REVIEW

MONTHLY ACTIVITIES REVIEW

The Program Orientation meeting was held (26-JUN-13) for Shahjoy DDA. Participants included 12 DDA members, the District Governor, and DGO staff, and some community elders. At the meeting the District Governor welcomed the Program to the district and requested the full cooperation of the DDA. He promised his support to the Program which will benefit the people of the district.

TARNAK WA JALDAK ACTIVITIES AND RESULTS REVIEW

MONTHLY ACTIVITIES REVIEW

The district team assisted in delivering the official introduction letters to the DGO and DDA.

HILMAND PROVINCIAL REVIEW

MONTHLY ACTIVITIES REVIEW

Program staff collaborated closely with PRRD and the DDAs to complete preparations that need to be completed before the Stability and Governance Community Forums can start. These include:

- Planning and scheduling a press conference for the Provincial Governor to announce the Program.
- Issuance of letters from MRRD and IDLG representatives to the DDAs and District Governors to formally authorize and encourage their participation in the Program.
- Agreement with each DDA on the days of the week to hold the Community Forums.
- PRRD certification of the legitimate DDA and CDC members who are authorized to participate in the Community Forums.
- Verification by PRRD of the CDCs represented by each DDA member, to enable grouping of CDCs for participation in the Community Forums.

The Hilmand provincial team received current DDA membership lists from NSP and has passed them to PRRD/Hilmand for verification.

Newly-hired provincial staff members started to orient PRRD to the planned capacity building activities (under IR2 and the Capacity Building Unit), and Communications and Outreach activities supported by the IR3 Team.

BOST ACTIVITIES AND RESULTS REVIEW

MONTHLY ACTIVITIES REVIEW

Efforts and activities focused on completing the preparatory activities listed above under the “Hilmand Provincial Review.”

GARMSER ACTIVITIES AND RESULTS REVIEW

MONTHLY ACTIVITIES REVIEW

Efforts and activities focused on completing the preparatory activities listed above under the “Hilmand Provincial Review.”

OBJECTIVES AND INTERMEDIATE RESULTS REVIEW

CONTRACT OBJECTIVES

The Program Objective is: *“to assist GIRoA officials at the district and provincial levels to respond to the population’s development and governance concerns to better instill confidence and build stability.”*

IRI STABILITY ANALYSIS

Overall Objective: Provincial and District Entities increasingly address sources of instability and take measures to respond to the population's development and governance concerns.

Activity 1.1 Hire and train stability specialists team

This activity is complete for the core team and all 9 approved districts. Additional staff will be hired and trained as new districts are approved in the future.

Activity 1.2 Conduct Training of Trainers (TOT) for SIKA and MRRD staff

TOT courses for the Stability and Governance Community Forums were conducted in April and May 2013. There was no new activity in the current reporting period.

Activity 1.3 Update Stability Workshop framework with lessons learned

The final phase of editing on the third update of the framework and materials was delayed again due to IRI involvement and assistance provided to the Provincial Management Units with start-up activities in the five new districts in Uruzgan and Zabul. The goal is now to complete the current revisions in both English and Pashto before the end of the holy month of Ramadan.

Activity 1.4 Deliver Stability Analysis Workshops for each approved district as needed

Formal Program Orientations, which prepare the district entities for the community forums, were conducted in Qalat (25-JUN-13), and Shahjoy (26-JUN-13) in Zabul Province. By the end of June, six of the seven DDAs in the new districts had decided not to schedule the community forums during the holy month of Ramadan. Tirin Kot district in Uruzgan was the only district to decide to move ahead with community forums during Ramadan (but this decision was reversed by the DDA in early July).

Activity 1.5 Involve PRRD staff in Stability Workshops

The PRRD/Zabul Acting Director participated in the Program Orientation delivered to Qalat district entities (25-JUN-13). The Shahjoy district Social Affairs Officer (SAO), and one additional (unassigned) PRRD/Zabul SAO, both previously trained at Stability and Governance TOTs, participated in the Orientation. There are no PRRD/SAOs in the Uruzgan districts. This issue of SAOs who are missing or unwilling to participate continues to be a serious problem that reduces programmatic manpower, communications, and relations at the district level, and negates the sustainability goal of the MRRD as it relates to PRRD personnel trained in stability analysis methods.

Activity 1.6 Provide technical assistance to district entities on stabilization issues, indicators and trends

Plans for this activity were discussed and a phased research design was drafted at the end of the month. The first phase is to determine the most appropriate institutional location for a group of stability-interested individuals without creating new councils or structures. The second phase will be to engage or establish connections with necessary and interested provincial entities. The third phase will be to introduce the concept of a stability working group to district entities and determine interest in the pilot districts. The fourth phase will be build the groups capacity and commence activities.

Activity 1.7 Facilitate inter-district DE meetings to exchange information and best practices

Future activity. This is being planned as part of multi-team (IRI-IR4) capstone activity.

Activity 1.8 Organize Quarterly Stabilization Review meetings with IRI Team Leader, Stability Specialists and M&E staff

The second Quarterly Stabilization Review (QSR) was held at the Kandahar City Office (22-JUN-13), attended by staff members from the IRI, M&E and IR4 teams.



The Quarterly Stabilization Review was held at the Kandahar City Office (22-JUN-13).

A number of programmatic and logistical challenges and successes were discussed. One of the main issues was the low capacity and slow actions of PRRD and the challenges of coordination with NSP and NABDP. Examples of fundamental challenges identified at the QSR included the following:

- Unusually slow process by which PRRD signs, stamps and issues official correspondence such as letters instructing the district entities to participate in the Program.
- The timetables of NABDP and NSP when conducting elections for district entities have not been synchronized with SIKA (it should be done by PRRD at the regional level), and the pace of elections is a significant constraint to the timely achievement of SIKA objectives.
- NABDP and NSP are reportedly required to officially recognize election results and return those official results to the district entities in 1-2 weeks. However, it is taking 4 to 6 weeks for SIKA to receive the certified lists from PRRDs.
- NABDP and NSP record keeping does not seem to show the correspondence between DDA members and the CDCs they represent – information required by SIKA to group CDCs for participation in the Stability and Governance Community Forums. If this information were retained (and provided to SIKA) by PRRD or NABDP, it would accelerate the start of the Community Forums.
- The lack of PRRD Social Affairs Officers (community mobilizers) and their lack of participation where they do exist (see also Activity 1.5 above).
- Limited attendance of District Governors and District Line Officers at the district centers is a frequent complaint of DDA members and citizens. Increased, more active presence at the

district offices would support and assist the program and demonstrate to district representatives and residents that their government is responsive and accountable.

IR2 ACCESS TO GIROA SERVICES

Overall Objective: Provincial and district entities understand what organizations and provincial line departments work within their geographic areas, what kind of services they provide, and how the population can access those services.

IR2 activities are being rolled-out to Zabul, Uruzgan and Hilmand provinces. The activities tested in Kandahar will be replicated in the new areas including lessons learned and examples from Kandahar.

Activity 2.1 Provide training to provincial line directorates to improve their capacity to collect, manage and report information about projects and services

The training course “Reporting on Services” was delivered to nine sectoral directorates in Kandahar on 12 to 13-JUN-13, and 19 to 20-JUN-13. Twenty-seven staff members from the following directorates and departments participated: Directorate of Agriculture, Irrigation and Livestock (DAIL); Directorate of Education; Directorate of Public Health (DoPH); Department of Labor, Social Affairs, Martyrs and the Disabled (DoLSAMD); Department of Public Works (DoPWA); Directorate of Economy (DoEc); Directorate of Women’s Affairs (DoWA); PRRD/Kandahar; and the Sectoral Services Directorate (SSD).

During each workshop, a first draft Services Report was prepared for each directorate. The Program staff members followed-up on the workshop activities by assisting the directorates to prepare attractive posters and pamphlets that they will use to disseminate their information to district entities and other stakeholders.



Participants at the “Reporting on Services” workshop for Kandahar provincial entities (12 and 13- JUN-13)

Activity 2.2 Assist provincial and district entities to establish productive relations

Staff members followed up the “Accessing GIROA Services” training they provided earlier to district entities by attending regular DDA meetings in Daman and Arghandab. During the meetings they promoted the advocacy role of DDA members to help them gain better access to GIROA services and

submit their requests directly to the concerned directorates. This “bottom up” activity complements the “top down” training provided to provincial entities (see Activity 2.1 above).

Activity 2.3 Hold a Quarterly Review Meeting to evaluate progress and results and make adjustments as warranted

No formal evaluation activity this month.

Activity 2.4 Institutionalize the Projects and Services Report with GIRoA counterparts (PRRD)

This activity will start in sync with Activity 2.3

IR3 COMMUNICATION AND OUTREACH

Overall Objective:

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.

Activity 3.1 Periodically collect existing population/demographic research

Relevant population and demographic data collected are periodically updated. This month, lists of provincial and district officials were collected for the provinces of Kandahar, Hilmand, Uruzgan, and Zabul.

Activity 3.2 Identify communications management needs for provincial and district entities

The Communications and Outreach Team collaborated with the Capacity Building Team to complete the capacity assessments and feedback activities in all district and provincial entities covered by the program in Kandahar Province. On these assessments, the IR3 team collected baseline information and needs and gaps on communications.

Activity 3.3 Assist to develop communication strategies to support the Program teams

The team continued to work with the IR2 Team in its Service Reporting Initiative which assists provincial directorates to communicate their services to stakeholders and constituents. Posters and pamphlets are being designed with careful consideration to the demographics of the target audience. The team will also provide photography support for this project.

The team has started planning for communications activities when launching grants projects in the districts (in collaboration with IR4). The preparation is in support to the plans of PRRD/Kandahar to hold events in the districts where the first grant projects will be launched, and to provide PRRD/IDLG marking at project sites.

Activity 3.4 Develop Communications and Outreach Training Guide

The two-part Training Guide has been developed, translated to local language, and shared with other teams. The Guide was used in this month’s communications and outreach training activities for Arghandab District and selected Kandahar provincial entities (see Activity 3.5 below).

Activity 3.5 Conduct rolling communication and outreach training activities for provincial and district entities

Three Communications and Outreach Training workshops were delivered this month. Two workshops were held in Arghandab District (Kandahar) on 15 and 16-JUN-13 for 44 participants. The district community leaders identified community events and meetings, held every other month, as the

communication tool they plan to use to increase communication between district entities and leaders and residents.

The third training event was the two-day Communication and Outreach Workshop for PRRD/Kandahar staff and other provincial entities conducted on 24 and 25-JUN-13. Three participants from PRRD, two from Agriculture, three from Education, and two from Public Health directorates, for a total of 10, participated in the workshop. Topics included: Introduction to Communication, Internal Communications and External Communications. The participants contributed to the drafting of a communication strategy for PRRD linked with the districts aimed at improving communications with the districts and provincial audience.

Activity 3.6 Assist provincial authorities and district entities to prepare and implement communications activities

In a meeting on 3-JUN-13, the Director of Information and Culture (DIC) in Kandahar, Meenapal Dawa Khan, approved the radio call-in program and the community theater production. He suggested that the call-in program should start airing after the Provincial Public Communications Committee (PPCC) meeting scheduled for 10-JUN-13. Also present at the meeting were Dr. Parvez Najeeb, Chief of Staff of the Provincial Governor; Hakim Hakimi, Sector Working Group (SWG) Director; Abdul Qayum, PRRD/Kandahar Director; and Program staff. However, during the evening hours the approval was revoked. Further conversations on this issue ensued and finally it was agreed to re-issue the request for quotations (RFQ) for the radio call-in program “My Village, My Hopes” with the condition that only local broadcasters will be eligible to bid. A bidder’s conference was held (30-JUN-13) at the KMIC at the Governor’s House. Ten representatives of radio and production organizations participated where the RFQ was further explained. Questions and clarifications raised at the gathering were addressed and posted.

Plans to conduct community town hall meetings planned for Daman and Arghandab (Kandahar) were postponed by the PRRD/Kandahar Director who requested to reschedule them to coincide with the first grant awards in the districts.

In Hilmand, Uruzgan and Zabul preparations were made for press conferences to announce the Program, but firm dates have not been determined yet by the respective provincial governors.

Production of the 25 five-minute radio dramas started this month, while the Kandahar Film and Theater has signed the contract to develop and perform 12 live community theater shows in the South region.

Activity 3.7 Periodically evaluate provincial and district entity communications capabilities

The assessments and feedback activities for PRRD/Kandahar and all approved DEs in Kandahar are complete. This activity will be repeated later and rolled out to the new provinces and districts.

IR4 GOVERNMENT SERVICES AND DEVELOPMENT PROJECTS

Overall Objective: Provincial authorities are able to improve basic service delivery by using GIRoA, CDCs, DDAs and ASOP DCCs, which gain capacity to plan, design, implement and monitor projects, with a focus on labor-intensive projects or productive infrastructure.

Activity 4.1 Submit Grants Manual and Activity Flow chart for USAID

Completed. On May 13, 2013 USAID approved the Grants Manual. The Environmental Compliance Plan submitted to USAID for approval in late March 2013 was approved by USAID on 18-JUN-13.

Activity 4.2 Conduct initial development research and assessments in communities and districts

The initial research and assessments in the districts and CDCs were completed months ago in Daman and Arghandab Districts, and have not been initiated yet in the eight expansion districts.

IR4 staff continued to assist the Central Support Unit and field offices to determine the list of legitimate CDCs in the seven expansion districts – CDCs that will be eligible to participate in the Program. The often contradictory information from these districts is being cross-checked as much as possible so that the appropriate CDCs are included in the upcoming Stability and Governance Community Forums.

Near the end of the month the Program was authorized to expand into Dihrawud District in Uruzgan Province. The work of determining eligible CDCs there has begun.

Activity 4.3 Work with District entities to identify DPP projects

The creation of Project Concept Notes (PCN) that alleviate SOIs identified in the Stability and Governance Community Forums for both Arghandab (48 PCNs) and Daman (42 PCNs) was completed the previous month. The process of collecting geographic coordinates for all the project sites and CDCs in both districts was completed during June. This enabled the creation of detailed project/CDC maps.

Activity 4.4 District entities present Project Concept Notes for GIROA provincial approvals

With the PRRD/Kandahar taking an active role in the process, the PCNs that were previously approved by the district entities were readily approved at the provincial level by the Sector Working Groups (SWG), PRRD/Kandahar, and the Provincial Development Council (PDC). Only 9 PCNs were still being reviewed for technical considerations by PRRD/Kandahar at the end of the month (refer the table below). Ten hand-pump projects in Arghandab District and in Daman District were rejected by the PDC, because such projects are under the jurisdiction of other programs.

Activity 4.5 Submit PCNs and DPPs for USAID approval

The USAID COR, with input from other USG advisors, reviewed and approved 6 PCNs in Daman District and 23 PCNs in Arghandab District during the month, bringing the total to 40 PCNs approved (refer to the table at right) to date. The policy for approving PCNs was modified during the month to allow that multiple PCNs may be approved for each CDC group so long as the CDC's allocation ceiling is not exceeded. The Program intends to first implement the highest prioritized project (grant) in each CDC group. Other grant applications will then be processed subject to satisfactory performance of the CDC/grantee on the initial project.

PCN Status as of 30-JUN-13

District and PCN Status	No. of PCNs
Arghandab	48
Approved by DDA	9
Submitted to COR	6
Rejected by PDC	10
Approved by COR	23
Daman	42
Submitted to COR	24
Rejected by PDC	1
Approved by COR	17
Total	90

Activity 4.6 Coordinate with PRRD, NSP and NABDP

All of the Program's teams continued to coordinate with NSP and NABDP, mainly through attendance at the PRRD/Kandahar weekly coordination meetings and at the USAID-PRRD coordination meetings. One beneficial outcome of this coordination was the realization that a road rehabilitation project proposed in one of the approved PCNs had already been planned for implementation by NABDP, so it was dropped and replaced by another project prioritized by that CDC group.

Due to the fact that all the projects of highest priority that were approved by GIRoA and USAID are infrastructure projects, the grants team also strategized closely with PRRD, DoLSA, MoPH and MoE to come up with vocational training projects that would be outside the normal PCN process. These will likely utilize existing training facilities and courses at the province and district level as much as possible.

Activity 4.7 Provide capacity building and technical assistance to help District Entities prepare grant application packages for priority projects

After it was determined that a single CDC is required to become the grantee representing each group of CDCs, a process for selecting the CDC/grantees was decided in consultation with PRRD/Kandahar. This selection process has been fully accomplished in Daman and Arghandab Districts, and the grants team obtained signed confirmations from each CDC group designating these CDC grantees.

Once the CDC grantee representatives were selected in Daman District, the grants team conducted a one-day training session with all the grantee representatives, explaining the grants application package process and needed information. The team then worked with each grantee representative to gather the data for the forms. A similar training session is scheduled for Arghandab District in early July.

The grants technical team also made field trips to complete technical surveys, preparation of technical documents, environmental compliance documents and BOQs. It was soon realized that the current technical staff in Daman and Arghandab Districts was not sufficient to provide the technical requirements in a timely manner, so the project seconded 4 technical staff (engineers) from Zabul and Helmand Provinces to assist in the technical survey work.

Once selected, the CDC grantees are to be vetted through the Vetting Support Unit. This requires CDC registration documents that list the current CDC executive council members. Since the official CDC registration certificates from NSP have not been renewed for years, the current executive council members of the CDC grantees are not shown on the old certificates. The NSP, through its implementing partner, is currently conducting CDC elections in Daman and Arghandab. This is delaying the certification of CDC representatives by PRRD/Kandahar, and the submission of CDC grantees for vetting.

By the end of the month, the first complete grant application was ready for preliminary review by PRRD and USAID, and full review by the Grants Review Committee (GRC) next month.

Activity 4.8 Obtain project approval(s)

This is a future activity.

Activity 4.9 Provide technical assistance, grants and sub-awards to help district entities and other project implementing partners to implement approved projects

Future activity.

Activity 4.10 Provide capacity building training to district entities and PRRD to manage programs

Future activity.

Activity 4.11 Monitor project implementation

Future activity.

Activity 4.12 Use communications tools to inform citizens on impacts

Future activity. The grants team has begun discussing with PRRD/Kandahar and the IR3 team concerning methods to document important events before, during and after project implementation—such as opening

and closing ceremonies, milestones, and provision of signage to identify the projects as PRRD/IDLG supported.

Activity 4.13 Engage district governors and district entities in project monitoring, reporting and evaluation

Future activity.

ADDITIONAL RESULTS: CAPACITY BUILDING ACTIVITIES AND ASSOCIATED RESULTS AND OUTCOMES

Activity 5.1 Assess capacities, identify gaps and prepare Capacity Building Plans

The team held a follow-up meeting with the new Director of PRRD/Kandahar (03-JUN-13) to brief him on the results of the feedback and priority-setting meeting (30-MAY-13) with his staff, and about the proposed DDA training program. He recommended that the curriculum should include topics such as the Afghan Civil Service Law and the capacity building team should share the PRRD training materials beforehand. He pledged support to mobilize the DDA members for the planned DDA training courses, and identified his top priority as project management training.

Various preparatory activities for the proposed DDA training took place during the month. The course announcement document for the DDA training was prepared and the initial scope of work outlining the tasks of the DDA trainers was developed. The documents will be finalized in the month of July and shared with PRRD/Kandahar for concurrence before the courses will be announced, and then implemented after the holy month of Ramadan. Coordination and information sharing with the NABDP continued.

Activity 5.2 Develop capacity building materials and expertise

The team continued drafting training materials and modules for the Arghandab and Daman DGO courses and for PRRD/Kandahar. The documents were internally reviewed and subjected to a series of TOT sessions and changes were made in terms of the content, format and structure. Team members also attended TOT sessions for IR2 (Service Report Writing) and IR3 (Communications and Outreach) and provided feedback to improve the delivery and materials.

Activity 5.3 Deliver training and other capacity building support

Two training sessions were held for provincial and district entities in the reporting period. A General Management training course was provided to PRRD/Kandahar (22-JUN-13), attended by 18 staff members drawn from the various PRRD departments.

A training workshop was provided to the Arghandab District Governor's Office (DGO) on 25-JUN-13 at the District Centre. Twenty staff members drawn from the DGO and various district line ministries and sectoral departments participated. The content of the training focused on the Afghan civil service system and management systems and processes. The participants requested for more training in other topics such as: managing meetings, time management, project management, report writing skills and planning and budgeting and the roles of the main public sector actors.

A list of internal training events conducted during the reporting period is given below.

Internal Training Events: June, 2013

Title of Training Event	Date(s)	Location	# Participants Male/Fem/Total	Type of Participants
IR3 Staff Training	02 to 04-JUN-13	SIKA South Training Room	07/0/07	SIKA Staff
Orientation, Human Trafficking, Finance and Security Training for New Staff Members	03-JUN-13	SIKA South Training Room	07/0/07	SIKA Staff
Grants Management Training	02 to 05-JUN-13	SIKA South Training Room	30/0/30	SIKA Staff
Capacity Building - TOT to prepare for PE and DE training courses	19-JUN-13	Kandahar Office Training Room	04/0/04	SIKA Staff
OneSource Training	19-JUN-13	Helmand Office	13/0/13	SIKA Staff
IR2-Service Report Writing workshop TOT	23-JUN-13	Kandahar Office Training Room	06/0/06	SIKA Staff
Orientation, Human Trafficking, Finance and Security Training for New Staff Members	23-JUN-13	Kandahar Office Training Room	02/0/02	SIKA Staff
IR2-Service Report Writing workshop TOT	24 to 25-JUN-13	Kandahar Office Training Room	05/0/05	SIKA Staff

Activity 5.4 Evaluate results for continuous improvement

The Capacity Building Team designed and used evaluation templates for post-training evaluations of the PRRD/Kandahar and Arghandab DGO training events described under Activity 5.3 above. The feedback and comments obtained will be considered when making changes and improvements for future training. From the team’s observations, most of the participants (about 70%) at both training events found the training useful for their day-day work. For example, one DGO participant said that *“The training was good and the knowledge acquired will help to improve my performance.”*

The participants made a number of suggestions, including: the need to make further improvement in the training materials and provide the detailed manuals to the participants for future reference; include more practical examples and real life case studies in addition to lectures; provide certificates at the end of the sessions in future and provide adequate time for more active participation and discussion.

ADDITIONAL RESULTS: M&E CONSIDERATIONS

The Performance Management Plan (deliverable) approved by the COR this month was distributed to the IR and Program Team Leaders and the district M&E officers.

The M&E Unit analyzed results from their evaluations of the Arghandab (Kandahar) Stability and Governance Community Forums (conducted in prior months) and reported results at the Quarterly Stabilization Review (see also Activity 1.8 above).

The vendor to conduct the baseline perception surveys in the nine approved districts was selected and vetted. The request to subcontract was submitted to USAID. The M&E Unit is in the process of training district staff members to understand the requirements and activities that will be required to be conducted when measuring the indicator baselines in the districts.

Staff from the M&E Unit participated in various workshops delivered by IR2 and IR3 units (mentioned above under various Activities). They registered the participants and collected indicator data, and qualitative information. The Unit conducted twelve pre- and nineteen post-training interviews with participants. The results from the interviews were shared with relevant teams.

The Department finalized the draft Field Manual for district M&E staff

The M&E Database is in the process of being updated with all the information for the contract to date.

ANNEX A: PROJECT PIPELINE

The Project Pipeline will be included once there are approved grant projects.

ANNEX B: SUCCESS STORIES

None were submitted this month.

ANNEX C: DISTRICT OPERATIONAL STATUS TRACKER

Province District	Staffing	Office/Guesthouse	Power Supply	Equipment and Furniture	Internet
Kandahar Daman	✓ Team Leader	Located at Daman District Center that is fully operational.	A solar power system was procured and installed by SIKA and providing enough power to district office.	District office is fully equipped with all IT equipment and furniture.	Functional, has been procured and installed by SIKA.
	✓ Stability Officer				
	✓ Community Development Officer				
	✓ Field Engineer				
	✓ Grants Capacity Building				
	✓ Grants Development Officer				
	✓ Grants Implementation Officer				
	✓ M&E Officer				
	✓ Operations Officer				
Kandahar Arghandab	✓ Team Leader	Located at Arghandab District Center that is fully operational.	Power provided by district center has been disconnected. A generator will be rented or purchased to serve the Program offices until the district center is connected to the grid later this year.	District office is fully equipped with all IT equipment and furniture.	Functional, has been procured and installed by SIKA.
	✓ Stability Officer				
	✓ Community Development Officer				
	✓ Field Engineer				
	✓ Grants Capacity Building				
	✓ Grants Development Officer				
	✓ Grants Implementation Officer				
	M&E Officer				
	✓ Operations Officer				
Uruzgan TirinKot	✓ Team Leader	Both PMU and Tirin Kot/Guest House offices are fully equipped and operational.	SIKA is sharing fuel (est. 980 diesel liters & lubrications 20 liters of engine oil/month) each fourth month, paying for city power (50 AFs per kilo watt). A generator is procured and delivered to TK district office.	District office is fully equipped with all IT equipment and furniture.	Functional, has been procured and installed by SIKA.
	✓ Stability Officer				
	✓ Community Development Officer				
	✓ Field Engineer				
	✓ Grants Capacity Building				
	✓ Grants Development Officer				
	✓ Grants Implementation Officer				
	M&E Officer				
	✓ Operations Officer				
(other): PMU Operations Officer will double as DOO					



Province District	Staffing	Office/Guesthouse	Power Supply	Equipment and Furniture	Internet
Uruzgan Chora	✓ Team Leader	Located at Chora District Center that is fully operational.	RFP for solar power system is now being evaluated and will be awarded soon. The required temporary generator is rented and delivered to district office.	District office is fully equipped with all IT equipment and furniture.	The installation is delayed for security reasons. A new vendor will be procured who can install the system.
	✓ Stability Officer				
	✓ Community Development Officer				
	✓ Field Engineer				
	✓ Grants Capacity Building				
	✓ Grants Development Officer				
	Grants Implementation Officer				
	M&E Officer				
	✓ Operations Officer				
Zabul Qalat	✓ Team Leader	A big meeting room in Qalat municipality is accessible for our use through PRRD. Local house rented for temporary storage and office/guesthouse on 1-month agreement. A long-term rental is being arranged.	A generator is to be procured.	District office is fully equipped with all IT equipment and furniture.	Functional, has been procured and installed by SIKA.
	✓ Stability Officer				
	✓ Community Development Officer				
	Field Engineer				
	✓ Grants Capacity Building				
	✓ Grants Development Officer				
	✓ Grants Implementation Officer				
	✓ M&E Officer				
	✓ Operations Officer				
	✓ (other): PMU Operations Officer will double as DOO				
Zabul Shahjoy	✓ Team Leader	Located at Shah Joy District Center that is fully operational.	Solar to be provided (COR concurred). Vendor is being vetted now. The required temporary generator is rented and delivered to district office.	District office is fully equipped with all IT equipment and furniture.	Functional, has been procured and installed by SIKA.
	✓ Stability Officer				
	✓ Community Development Officer				
	Field Engineer				
	Grants Capacity Building				
	✓ Grants Development Officer				
	✓ Grants Implementation Officer				
	✓ M&E Officer				
	✓ Operations Officer				



Province District	Staffing	Office/Guesthouse	Power Supply	Equipment and Furniture	Internet
Zabul TarnakWajal dak	✓ Team Leader	Located at TWJ District Center that is fully operational.	Solar power to be installed (COR concurred). Vendor is being vetted now. The required temporary generator is rented and delivered to district office.	District office is fully equipped with all IT equipment and furniture.	Functional, has been procured and installed by SIKA.
	✓ Stability Officer				
	✓ Community Development Officer				
	✓ Field Engineer				
	✓ Grants Capacity Building				
	✓ Grants Development Officer				
	✓ Grants Implementation Officer				
	✓ M&E Officer				
	✓ Operations Officer				
Helmand Bost	✓ Team Leader	PRRD offers space at their office for 5 PMU members.	At PRRD office generator power is required and NSP program is not able to provide us electricity. The generator is procured and delivered to Bost district office.	District office is fully equipped with all IT equipment and furniture.	Functional, has been procured and installed by SIKA. Additional work required to connect the Bost district office.
	✓ Stability Officer	Rented house is contracted and used as our Bost district office.			
	✓ Community Development Officer				
	✓ Field Engineer				
	✓ Grants Capacity Building				
	✓ Grants Development Officer				
	✓ Grants Implementation Officer				
	✓ M&E Officer				
	✓ Operations Officer				
Helmand Garmser	✓ Team Leader	Two rooms for office and one shared training room are provided for our office. The assessment of the rooms has been done and the BOQ is completed.	Power is not available. Solar power to be installed (COR concurred). A rented generator will be required until the solar panel is procured and installed.	Requisitions are put in OneSource for equipment and furniture. Waiting for the renovation process completion.	Requisition is put in OneSource for procuring Internet services.
	✓ Stability Officer				
	✓ Community Development Officer				
	✓ Field Engineer				
	✓ Grants Capacity Building				
	✓ Grants Development Officer				
	✓ Grants Implementation Officer				
	✓ M&E Officer				
	✓ Operations Officer				