

**SIKA-EAST WEEKLY PROGRAM UPDATE**

No.10

Plans continued this week for SIKA-East's Mid-March deployment plan. Focusing on the district of Baraki Barak, in Logar province, the initial deployment plan will be used as an opportunity to field test the DSF training program, build a cooperative process between all IR's, and identify potential gaps in coordination. Baraki Barak will also serve as a model for other district, shaping the program it moves forward.

SIKA-East was also active this week working in preparation for the second round of the DSF workshop late next week. Developing a localized DSF curriculum is extremely challenging. Input from staff will be incorporated into the "Afghanized" version which will underpin the preliminary engagement in Baraki Barak.

Security upgrades on the new office space continue and the second office lease agreement is under process. A draft of Performance Management Plan (PMP) has been developed and submitted to HQ and USAID for review and concurrence. As well, the establishment of One-Source as a focal point for information management (for HR, Logistics, Procurement, Finance, etc...) is underway with an orientation session planned for early next week.

Meetings between the PMU heads and Provincial Directors of RRD in Logar, Paktya, and Maidan Wardak provinces were also held this week to discuss the program and establishment of PMU offices in the respective provinces. The meetings went well and are awaiting a final decision on the Letter of Agreement between MRRD and SIKA-East. Once finalized, points of contact will be established to facilitate coordination across all IRs.

**PROGRAM ACTIVITY**

Below is a list of programmatic activity. The list is sectioned by program area and department. Should you require any additional information on any specific item do not hesitate contact us at [communications.weekly@sikaeast.com](mailto:communications.weekly@sikaeast.com).

**PROGRAM:**

- IR2 and IR3 Officers met with Mr. Nasir Figar, Program Implementation Manager of IDLG. The meeting was arranged to help gather any available information on the District Profiles developed by the District Delivery Program (DDP) as a follow up to the SIKA-E presentation meeting to IDLG between SIKA leadership, USAID and IDLG. IDLG is eager to cooperate with SIKA-East however, they have expressed some concerns that prior to full cooperation between IDLG and SIKA-East there should be a Letter of Agreement in order to ensure proper implementation of the program at the provincial and districts level.
- Service Provider Catalog (SPC) is under the process. The required data from various sources in Kabul is currently being collected. Over the next two weeks the SPC will be developed, and a full and final draft will be sent to USAID for concurrence.
- An Information package is being developed for SIKA-East help ensure everyone who is connected with the program understand its primary goals and functions. The informational package will contain a Q&A sheet, a leaflet, a DSF Quick Reference

Guide, as well as other material from MRRD.

- In addition to the information package the IR3 Communications Team is developing a “Common Look and Feel” for the SIKA-East program. This will standardize all graphics, colors, letterhead, business cards, etc... into one common format and style. Creating a standard “Common Look and Feel” is important for the professional look of a program. Once completed it will be subject to USAID approval.
- A Communications Assessment Survey is being drafted so that IR3 can undertake its initial assessment in advance of its communications capacity building program. The assessment will be used to shape the communications and outreach training curriculum being developed in March.
- The Provincial Management Unit (PMU) Managers have shared the preliminary data of service providers; the data will be inserted to the Service Provider Catalog (SPC)
- Training provider catalogue format has been designed and sent to senior management for review and approval. Collecting information on training providers is underway through meetings and emails.
- PMP has been developed and submitted to HQ and USAID for concurrence. The scope of work for M&E field officers has been finalized and sent to HR for review. As well, the M&E team has begun developing an M&E database.

#### OPERATIONS AND ADMINISTRATION:

- The lease agreement for our new operations office is in the award stage
- A purchase order has been awarded for 40,000 Litres of diesel oil for the office generators
- RFQs has been issued for IT equipment
- An orientation session for “One Source” has been arranged and will take place next week.
- Two 400 KVA generators have been successfully installed
- HR has recruited eight additional staff (8)
- Total under process (16)

#### PROVINCES AND DISTRICTS

##### Paktya PMU:

- PMU head had met with RRD director to discuss office space; the RRD director offered him office space, which needs some minor refinishing. It is expected that the PMU will establish his office soon. As well, a preliminary list of service providers has been provided to the PMU head by ICCA; the PMU will complete list of all the service providers in near future.

Maidan Wardak PMU:

- PMU head met with RRD director and has discussed the SIKA-E program and an arrangement has been made for establishment of office space in the province. As well a preliminary list of service providers has been provided by the PMU head and will inserted to SPC.

Logar PMU

- PMU head met with RRD director and discussed the SIKA-E program and an arrangement has been made for establishment of office space in PRRD building. Mobilization is in process for the preliminary program deployment in Baraki Barak.