
SIKA-EAST WEEKLY PROGRAM UPDATENo. 15

Planning continued this week on SIKA-East's deployment to Logar Province. Key staff of IRs and supporting departments met to ensure full coordination in the first stage of the SIKA-East implementation. The meetings were also an opportunity to standardize an operating process that could be used as the program expands into new districts. IRs and supporting departments are scheduled to hold presentations early next week to provide an update on their core activities and discuss how they can support the roll out process in general.

SIKA-East senior staff reached-out to MRRD this week to discuss the program rollout plan. The team discussed building bridges between the various SIKA-East IRs and MRRD by establishing specific points of contact for each IR. Mr. Haider Ghulam, MRRD's SIKA-East program coordinator agreed to nominate, pending approval of the Deputy Minister, individuals from within MRRD to serve as programmatic liaisons to the various IRs. It was acknowledged that assigning these liaisons would be a positive step towards improved coordination and long-term programmatic development.

The Monitoring and Evaluation (M&E) team has prepared the final draft of the Performance Monitoring Plan this week. The M&E team has reviewed the comments from USAID, and has put together a revised set of indicators. The new indicator table has been shared with the Chief of Party, Deputy Chief of Party, and each IR leaders for review. The final summary table of indicators will be shared with USAID early next week.

The final vendor submissions for SIKA-East's requests for proposal (RFP) for focus groups have been received. The RFP for the baseline perception survey will close early next week following a brief addendum based on USAID recommendations. Following the closure of the competition, the IR3 team will begin the vendor selection process. The polling and focus groups are an integral part of SIKA-East's baseline assessment and are vital to the program's monitoring and evaluation process.

A draft 'Grants Manual' was prepared by the IR4 team this week. The manual provides details on the entire grants process from concept and implementation to the final monitoring and evaluation process. It is envisioned that the majority of program grants will be awarded to the District Development Assemblies (DDAs) and Community Development Councils (CDCs). These district and community level organizations were established by MRRD and are utilized to implement the Kandahar Model for community contracting. The SIKA-East program will be aligned with the Kandahar Model and will utilize existing networks, processes, procedures, and forms to the greatest extent practical to issue grants. A finalized draft of the manual has been submitted to SIKA-East's Senior Management Staff for review.

PROGRAM LAST WEEK 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 SIKA-East Communications Team at reports@sikaeast.com.

- A draft roadmap and work plan for IR2 activities is being prepared for presentation to SIKA-East's Senior Management Staff early next week.
 - A final draft of the full Service Provider Catalogue (SPC), and an accompanying promotional
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strategy has been prepared and will be submitted to SIKA-East's Senior Management Staff for review.

- Revisions were made to the first draft of the SPC for Logar.
 - M&E team has revised the Performance Management Plan (PMP) and will be submitted to SIKA-East's Senior Management Staff for review. This latest version of the PMP is composed of 47 indicators in total including:
 - 12 higher level indicators;
 - 6 indicators for IR1;
 - 6 indicators for IR2;
 - 7 indicators for IR3;
 - 9 indicators for IR4; and
 - 7 indicators for Gender
 - M&E has completed the first draft of the baseline questionnaire for indicators. This version will be distributed for SIKA technical staff review.
 - M&E provided a quick briefing to the IR4 PMU Grant Officers and highlighted the M&E role in the Grant Cycle.
 - IR1 continued the development and rehearsal of the 'Local Stability Committee' work sessions. IR1 began its instructor development process with detailed discussions on methodologies and presentation skills, in advance of program rollout in Logar and Baraki Barak. The team also held a coordination meeting with all IRs, capacity building, and M&E and incorporated their feedback into the instructor notes. The IR1 team developed the first lesson plan for the 'Local Stability Committee' work sessions and will now seek MRRD input into document and the overall process.
 - The team also worked with M&E to finalize the IR1 PMP indicators and their alignment with the F-indicators.
 - IR1 prepared a presentation for provincial kick-off meeting.
 - The IR1 team made extensive preparations for the upcoming meeting with MRRD, including finalizing notes on the roll out process, designing a comprehensive activity and process map and developing lessons and facilitation plan for the 'Local Stability Committee' work sessions. MRRD will be expected to provide substantial input into the overall process and the lesson plan.
 - IR1 published a request for proposal (RFPs) for the 'Success Stories Inventory'.
 - IR4 finalized the draft 'Grants Manual' and submitted it to SIKA-East's Senior Management
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Staff for review.

- Commented were provided on NSP's Operations Manual
- Documents on SIKA-East field staff roles and the revised grants review committee procedures were provided for incorporation into the Grants Manual.
- IR4 conducted internal training to four Provincial Grants Officers.
- The notice for two Kabul-based IR4 Grants Officers was adverterized.
- IR3 prepared and submitted SIKA-East's Quarterly Report to the SIKA-East Senior Management Staff for review.
- The lease agreement for Wardak PMU Office was prepared.
- The IR3 RFPs for the Focus Groups and Polling closed.
- Information collection for the Provincial and District profiles continued
- Collection of the responses to the Communications Capacity Assessment continued.
- The Communications Capacity Assessment was completed in Logar Province with 18 different Government departments responding.
- The District Governor in Baraki Barak agreed to work with SIKA-East and has provided three rooms in the District Center for program use.
- A ToR was prepared by logistics as part of the preparations for the Logar 'kickoff' meeting.
- CSU assisted in the preparation of the Baraki Barak rollout and provided IR1 recommendation on the DSF
- CSU provided operational and administrative assistance to the program both in Kabul and in the field
- CSU provided translation for various project documents

ADMINISTRATION

- 6 staff have been hired during this reporting period:
 - AECOM 5,
 - OSC 1 and,
 - Vacancies under process with AECOM (12)
 - Vacancies under process with OSC (8)
 - Vacancies under process with IRD (23)
 - Vacancies under process with TI (3)
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PROGRAM NEXT WEEK ACTIVITY PROJECTION

PROGRAM

- Work with USAID to finalize the SPC.
- Final draft of the SPC and promotion strategy shared with the SIKA-East team.
- Present IR2 rollout plan for Pul-i-Alam.
- M&E will complete the new version of PMP as per the recommendations of USAID and SIKA-East Team.
- M&E will present the final version of the PMP to the SIKA-East Team.
- M&E will finalize and submit the baseline proposal of indicators to the SIKA-East Team.
- Train SIKA staff (provincial and district level) on how to facilitate DSF work sessions.
- Conduct instructor development training for IR1 DSF facilitators.
- Refine process map and continue integrating with other IRs.
- Prepare the vendor selection committee for the Polling and Focus Groups.
- Prepare the final list of baseline and perception survey questions.
- Final versions of the Logar Provincial and Baraki Barak District Profiles submitted to SIKA-East Management Team.
- IR3 will present their Baraki Barak rollout plan.
- IR3 Communications Capacity Building Modules submitted to SIKA-East Management Team
- Collection of data from PRRD and NSP for Wardak profile.
- Final draft of the IR4's Grants Manual.

ADMINISTRATION

- M&E will work with HR and PMU on recruiting provincial M&E officers.
 - Interviews for Community Development Officer.
 - Interviews for Community Development Manager.
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- Interviews for IR3 Wardak staff and OSC Administration Assistant.
- Follow up with HR & different IR's PMU staff recruitment.

OPERATIONS AND MAINTENANCE:

- Filling of vacancies and the recruitment of staff for SIKA-East's Main Office; and the Logar, Paktia, Maidan Wardak, and Ghazni Offices.
 - Follow up the procurement of field office furniture and equipment.
 - Finalizing the lease for the Logar office.
 - Conducting the renovation for the Paktya office.
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