
SIKA-EAST WEEKLY PROGRAM UPDATENo. 17

SIKA-East intensified its mobilization efforts in Logar, Paktia, Ghazni and Maidan Wardak Provinces. During the reporting period, Provincial Management Unit (PMU) heads of the four provinces held meetings with their counterparts in the Provincial Rural Rehabilitation and Development (PRRD) departments and made the necessary arrangements to ensure full collocation between SIKA-East and PRRD at the provincial level. To facilitate the integration, SIKA-East will provide large pre-fabricated office units for each PRRD compound and, starting with Saturday, April 12, all recruited SIKA-East field staff will move to their respective PMU and District Support Unit (DSU) locations to continue working on start-up activities at both district and provincial levels.

To further enhance mutual cooperation, PRRD representatives participated in all interviews for SIKA-East field positions and provided constructive and valuable input into the recruitment process for the key positions.

The newly recruited PMU head of Ghazni had a courtesy introductory meeting with Mr. Ghulam Haider of MRRD and has committed to establish seamless coordination mechanism with counterparts in PRRD. The PMU head also met with the Andar District Governor and briefed him about the SIKA-East program. The DG welcomed SIKA-East to his district and promised full support for the program, including office space for the SIKA-E staff in his compound.

Also during the past week, IR1 facilitated discussion and built consensus within MRRD, USAID, and SIKA to re-name the stabilization methodology formerly known as District Stabilization Framework (DSF). The methodology will now be referred to as the Stability Analysis Tool, or SAT. Second round of revisions on the SAT curriculum has been completed and planned for an orientation for MRRD and USAID staff on Saturday (14 April 2012). The revised curriculum to USAID and MRRD will be submitted for their feedback early next week.

The new version of PMP has been finalized and has been submitted for review to the SIKA-E management and will be sent to USAID for further review. M&E team has also developed a presentation to introduce Afghan Info to the staff and will conduct an Afghan Info orientation for the Operation unit next week to allow them to report effectively on the operational indicators to USAID.

The IR4 team met last week with counterparts from National Solidarity Program (NSP) and National Area Based Development Program (NABDP) to discuss the draft Grant Manual and other accompanying documents.

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.

IR1:

- Hold staffing meeting with department heads; to revise staffing plan
 - Revise curriculum; and build consensus on new name for DSF; which will now be
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- referred to as the Stability Analysis Tool, or SAT
- Revise IR1 portion of PMP; Share information and processes with SIKA West;
- Developed agenda for SAT orientation for MRRD & USAID personnel
- Conducted interviews for district-level stability officers;

IR2:

- Developed questionnaire for the Service Provider Catalogue (SPC) data collection.
- Drafted IR2 orientation package
- Drafted mandate of IR2 and road map
- Further enriched first draft of SPC Logar content and information with integration of missing part.
- Further work on data collection of Wardak

IR3:

- Worked with IR1 on Stability Analysis Tool.
- Revisions to the communications plan; which has been completed and has submitted for review of the management.
- Reviewing responses to the poll and focus group RFPs in preparation for the meeting of the technical review committee
- Gathered data for the Ghazni provincial and district profiles
- Gathered data for Paktia provincial and district profiles
- Coordinated with IR2 to review Action plan of IR2

IR4:

- DCOP, Grants Unit/IR4 Lead met with NSP and NABDP
- Finalized a draft of the Grants Manual
- Reviewed and updated staffing plan for provinces and districts
- Initiated request for consideration that capacity building efforts related to construction project management be initiated before the DPP
- Developed and submitted resource requisition list for ESG needs
- Revised project environmental review process
- Provided orientation for newly hired Sr. Engineer
- Scheduled interviews with Logar Provincial Engineer candidates
- Researched the use of cell phones with GPS capability for District Engineer use in the field

M&E:

- The new version of PMP is finalized and will be submitted to management for review.
- Afghan Info presentation prepared and it has been submitted for management review.

CSU:

- Shared some technical trainings modules with engineering section.
- Prepared shortlist of district engineers.
- Participated in the interview of stability program officer for Logar province.
- Logar long term rental vehicle request has been processed and submitted to procurement department, for further process.

The following documents are translated:

- AECOM/APPF contract.
 - Communications and capacity assessment questionnaire for Logar Province.
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- Communications and capacity assessment questionnaire for Ghazni Province.
- Correspondences of Logar PRRD.

Capacity building and gender unit:

- Finalized provincial and District capacity building officer ToR and qualification in close consultation of IRs
- Developed capacity building department draft of core task
- Drafted Capacity building unit Database by close consultation of ICT
- Drafted Gender Strategy as well as Gender team procedure.
- Updating training provider catalogue

Field Activities:

Logar Province:

- Meeting with PRRD Director to finalize office space for the PMU office in Logar Province; and it has been agreed to have pre-fabricated office within PRRD compound.

Ghazni Province:

- The PMU head met with Andar District Governor and briefed the DG of SIKA-East program; the DG has appreciated the program and promised full support for the program and he has pledged to provide office space for the SIKA-E district based team in Andar district of Ghazni province.

Paktia Province:

- Agreement with PRRD director to have pre-fabricated office within the PRRD compound.
- Agreement letter received from Deputy Governor of Paktia for office space in Wuza Zadar and Zurmat Districts.

Administration:

- 4 Staff hired in this period (2 AECOM, 1 OSC, 1 Ti and 0 IRD) total hired 4.
AECOM total = 4
- Vacancies under process with AECOM (17)
- Vacancies under process with OSC (9)
- Vacancies under process with IRD (25)
- Vacancies under process with TI (3)

Total vacancies under process (54)

- Standard Operation Policy for property management has been developed.
- Office Supplies & Cleaning Supplies Standard Operation Policy (SOP) in place.

PROGRAM NEXT WEEK ACTIVITY PROJECTION

PROGRAM

IR1:

- Conduct orientation for USAID, MRRD, and SIKA personnel
- Submit revised curriculum to MRRD and USAID for feedback
- Conduct third round of feedback for curriculum
- Begin training of facilitators
- Design facilitator evaluation criteria
- Conduct orientation for women from MRRD and MOWA

IR2:

- Set up a mechanism of activities coordination with IR4 for DPP implementation process
- Budget allocation and breakdowns for IR2
- Draft IR2 Training and traveling schedule.
- Finalize the SPC content with USAID
- Finalize draft of SPC dissemination and promotion strategy with SIKA Management.

IR3:

- Continue to review and enrich drafted provincial and district profiles
- Review capacity building unit responses to the communications modules created by Michael Murphy
- Familiarize IR3 staff with OneSource personnel requisitions and HR procedures
- Evaluation of proposal for Focus Group and Polling
- Gather information data for Zurmat and Wazi Zadran districts profiles
- Consultation with IR1 on roll out
- Meeting with MRRD Media and communication
- Meeting with MRRD for getting information for provincial and district profiles

IR4:

- Conduct interviews for Kabul-based staff and district grants officers
- Engineering Unit will meet with MRRD engineering counterparts
- Complete interview/evaluation process for Logar Provincial Engineer
- Begin review of MRRD/NSP standard plans for rural infrastructure projects
- Begin review of existing, infrastructure related, capacity building modules

M&E:

- Conduct Afghan Info presentation to the SIKA-East all Sections and IRs representatives.
- M&E and IR3 unit will evaluate the Poll and Focus group proposals next week.
- M&E will draft M&E training module which will incorporate the M&E Scope of Work, basics of M&E principles, information about PMP, data collection, reporting and database usage.

Capacity Building and Gender Unit

- Start working on development of training materials with IR4
- Work closely with ICT to develop capacity building and training database
- Finalize Training Provider Catalogue's profile
- Finalize Capacity Building Department core tasks
- Finalize Gender Strategy as well as Gender Team procedure.
- Coordination meeting with, MoWA, young women for change, women Affaires and civil society commission of upper house.

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.
 - De-Tagging and Re-Bar-coding project assets
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- Reviewing all GDRs and Service Receipt Forms
- Receiving and inspection of newly purchased assets
- Bulk Property Creation into OneSource Property Book for newly purchased items