

## SIKA-EAST WEEKLY PROGRAM UPDATE

No. 19

During the week of April 21-26, IR1, with support of the Capacity Building Department, convened an all-day workshop at the Ministry of Rural Rehabilitation and Development (MRRD) titled “Women in SIKA East.” The workshop was attended by a total of 21 government participants, including gender focal points from MRRD’s national programs, and representatives from Independent Directorate of Local Governance (IDLG) and Ministry of Women Affairs (MOWA). The objective of the event was to bring awareness of SIKA-E program and emphasize the importance of gender mainstreaming in all aspects of the program. MRRD Focal Point for SIKA Mr Ghulam Haider attended the session, co-teaching the SIKA Overview with IR1 Ms Marina LeGree, Mr Abdul Sabor Sahikzada and Mr Amrullah Haqani and answering participants’ questions. The workshop was well received and the participants requested a follow-up session to take place in the coming weeks. In agreement with MRRD, SIKA-E will plan the next event and invite USAID’s gender officer to participate in the workshop once a date is set.



*IR1 Team facilitating discussion during “Woman in SIKA-E” workshop*

The second major focus of the week was designing and carrying out the first full week of comprehensive training sessions for SIKA staff. Starting this week, IR1 is offering a weekly 3-hour block of orientation on SIKA programming and the Stability Analysis Tool. The session is

designed to provide a general overview of the program for all SIKA staff, as well as interested MRRD and USAID personnel and will take place every Saturday from 9:00am-12:00pm. IR1 is also conducting a 3-day train-the-trainer (TOT) course to prepare the facilitation teams who will conduct the stability sessions in the districts. This week’s course was specifically designed to prepare SIKA’s Baraki Barak team, led by Mr Obaid Ormur from IR1. A Stability Officer and an M&E Officer from SIKA-West also participating in the session and spent their week Kabul receiving general orientation before rejoining the SIKA-W team.

*SIKA-E Training of Trainers session*

Also last week, M&E and other representatives of SIKA-E, SIKA-W and SIKA-S met with the leadership of the new Measuring Impacts of Stabilization Initiatives (MISTI) project to discuss efficient ways to collaborate, particularly on the baseline survey and focus groups, including developing a common platform for the survey between different SIKAs, and on measuring overall stability trends. SIKA representatives will take active part in the upcoming Monitoring and Evaluation Summit, which is



scheduled to take place on May 2 in Kabul.

In compliance with AECOM and USAID code of conduct policy and Trafficking in Person (TIP), the first series of code of conduct training commenced on Wednesday, April 25<sup>th</sup> and will continue until the end of the month. Each employee will also participate in an on-line TIP course. It is anticipated that all SIKA-E employees, based in Kabul and provinces will complete the code of conduct and TIP by no later than April 30, 2012.



*SIKA-E HR and Capacity Building leading the Code of Conduct training*

## **PROGRAM LAST WEEK ACTIVITY**

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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](mailto:reports@sikaeast.com).

### **IR1**

- Reviewed and edited the PMP
- Conducted the “Women in SIKA” workshop at MRRD, with participation from MRRD, MOWA, IDLG, and SIKA West
- Collaborated with USAID and MISTI on the baseline survey and focus group questions (this was done jointly with SIKA West and SIKA South as well), and began designing overall stability indicators for SIKA East
- Conducted a train-the-trainer course over two days for stability officers from SIKA East and SIKA West
- Worked on the preparations for an orientation to SIKA and introduction to the Stability Analysis Tool for SIKA East field staff and two personnel from SIKA West

### **IR2**

- Finalized detailed IR2 work plan and shared it with Senior Management for approval
  - Developed an outline for SPC promotion and dissemination strategy
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- Developed a document on IR2 mandate and shared it with senior management
- Designed an SPC Training module outline
- Briefed Central Support Unit staff on SPC data collection
- Shared capacity building activities and needs of IR2 with Capacity Building Department

### IR3

- District/Provincial Profiles for Baraki Barak and Logar are under review. A revised format has been developed, and the IR3 staff is expanding the current drafts to include additional information
- Provided support to IR1 in providing a workshop on SAT (Stability Assessment Tool) in MRRD
- Provided daily media analysis and gathered specific security updates on Logar and other provinces. Developing a Monthly media summary for Logar and Baraki Barak
- Conduced a meeting with Ministry of Communication and Information Technology on provincial and district communication structure and how MoCIT operates in the districts where SIKA East is working

### IR4

- Sent a final draft of the Grants Manual to IRD home office for final review
- Attended a training session with female employees of MRRD to find ways of cooperation for SIKA implementation
- Met with colleagues on the IRD ACAPII program to learn about their grants database system
- Interviews were conducted for district level grant officers
- Completed negotiations and hired the Logar Provincial Engineer
- Completed interviews for Ti's Sr. level Capacity Building Officer
- Continued the revisions to the Field Engineer's Handbook
- Continued the review and revision work on the Field Engineer's training modules

### M&E

- Met with MISTI to discuss the SIKA-East baseline study on where the process stands and what should take place next
- Afghan Info data for AID Effectiveness indicators have been collected from operational departments. M&E unit is cross checking the procumbent data with finance payment before submitting the final report for review
- Completed the shortlist for recruitment of M&E officers in four PMUs
- Provided training and orientation for Hameed Shahzad, the SIKA-West M&E Officer, on SIKA-East M&E structure, PMP background and formulation, Afghan Info, Baseline study in particular focus group and poll and SIKA-East reporting requirement

### CENTRAL SUPPORT UNIT

- Conducted interview of the capacity building and gender officer
  - Collected updates and produced weekly version of the roll out tracker
  - Completed the processes of Purchase Requests for PMU and DSU office furniture and equipment
  - Conducted meeting with operation to accelerate the purchasing process
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- Made arrangements for all field staff visit to Kabul to attend the SIKA, Stability Analysis Tool, Code of Conduct, and Finance trainings
- Translated the following documents: R2 presentation (Dari), code of conduct & business ethics review (Dari), Combating TIP policy (Dari)

#### CAPACITY BUILDING AND GENDER

- Interviewed four candidates for the position of senior capacity building officer
- Planning of code of conduct training for all AECOM-SIKA-East employees
- Coordinated training list and agenda with head of the departments
- Logistic and Administration arrangement for code of conduct training
- Conducted code of conduct training 2 session (morning and afternoon) for Kabul based staff of SIKA-East
- Complied training agenda for provincial staff and coordinate with CSU

#### AUDIT

- Participated and witnessed all procurement evaluations (stationery, supplies, fuel, security upgrade, mobile and equipment)
- Majority of HR personnel files reviewed and checked randomly
- Spot checked and reviewed the procurement files
- Witnessing the fuel delivered for the Office and guest house generators.
- Reviewed the final payment vouchers (invoice) provided by the Finance department. In addition, checking the prices in the market.

#### FIELD ACTIVITIES

##### GHAZNI

- Preparation of Andar District profile
- Estimated the cost for repair of the Ander district office building for office and accommodation of the SIKA-E Ander district based staff
- Meeting with Deh Yak DG and agreement on provision of 2 room office space for the DSU staff
- Meeting different NGO to get information for the SPC
- Follow up with HR & several IR's about the PMU and DSU staff recruitment
- Follow up with procurement and operation about the PMU and DSU offices equipment
- Managed the day- to- day activities of the office

##### PAKTIYA

- Met with Zurmat DCC (district community council) and suitable candidates to apply for the position of DSU which has been announced by SIKA-EAST
- Met with Wadzha Zadran district and discussed the office space for DSU; 2 room office space has been allocated by the DG for the DSU office in Wadzha Zadran district

##### LOGAR

- The acting PMU head met with PRRD Director and introduced newly recruited staff and negotiated with him a provision of temporary office space for the PMU office
  - Preparation of PR for the DSU and temporary PMU office
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- Meeting with PMU staff discussing rules and regulations of SIKA-EAST

## ADMINISTRATION

## HUMAN RECOURCES

- 1 person hired in this period (1 AECOM, 0 OSC, 0 IRD, TI)
- Vacancies under process with AECOM (36)
- Vacancies under process with OSC (9)
- Vacancies under process with IRD (24)
- Vacancies under process with Ti (2)

AECOM total vacancies under process (74)

## PROCUREMENT AND MAINTENANCE

- Finalized PMU and DSU furniture and other required equipments list
- Created PR for PMU offices furniture
- Completed 35 maintenance work orders
- De-Tagging & Bar-coding 62 mobile phones
- Updating mobile phones adjustment into property book and IML
- De-Tagging & Bar-coding logistics department custodial items
- Adjustment of tiny discrepancies into Property Book
- DSU offices furniture and other equipment PR prepared and submitted.
- PR for new security upgrading in guest house # 1 submitted to procurement department
- Lunch food and refreshments arranged for IR1 workshop in MRRD
- 50 maintenance/service work orders completed

## PROGRAM NEXT WEEK ACTIVITY PROJECTION

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### PROGRAM

#### IR1

- Finalize the Stability Analysis Tool curriculum and submit it to USAID and MRRD for approval.
- Translate the Stability Analysis Tool facilitation guides into Pashto and Dari.
- Conduct orientation for SIKA East field staff and SIKA West personnel.
- Continue training the Baraki Barak facilitation team, including personnel from IR2, IR3, IR4, and capacity building.
- Interview candidates for district-level Stability Officers.
- Coordinate with MRRD to finalize evaluation criteria for facilitators.
- Continue collaboration with MISTI to prepare for M&E Summit and finalize baseline survey.

#### IR2

- Conduct Field visit to Logar for SPC final data collection and checking accuracy of data.
  - Set up a mechanism of activities coordination with IR4 for DPP implementation process
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- Finalize the overall Budget allocation and breakdowns for IR2
- Draft IR2 Training and traveling schedule.
- Finalize the SPC content with USAID
- Finalize First Draft of Training Module
- Finalize draft of SPC dissemination and promotion strategy with SIKA Management.

### IR3

- Continued Development of the Provincial and District Profiles
- Development of the IR3 work plan
- Meeting with other professional communications entities in Kabul
- Recruitment of candidates for PMU and DSU positions
- Recruitment of candidates for the senior capacity building officer position
- Revising Communication Capacity Building modules for the local context

### IR4

- Will develop the work flow for the grants cycle to inform the development of the grants database
- Continue to conduct interviews for open positions
- Begin strategic meetings with IR1 regarding the development of the DPPs
- Begin meeting and collaborative efforts with MRRD engineering POC's
- Continue assembly of field engineers forms and checklists
- Begin review of Wardak, Paktya and Ghazni provincial engineer CV's
- Begin reviews of district engineer CV's for Wardak, Paktya and Ghazni Provinces

### M&E

- Follow up with MISIT on the baseline questioner for poll
- Afghan Info report to be sent to Management/Home Office
- Follow up on Afghan Info registration with USAID
- Provincial M&E Officers Interview for Paktya and Logar
- Finalize the first draft of data collection sheet

### CENTRAL SUPPORT UNIT

- Translation of AECOM code of conduct in to Pashto.
- Interview of Gender/capacity building officer.
- Updating the provincial roll out tracker.

### CAPACITY BUILDING UNIT

- Compile CB&G monthly projection for the month of May 2012
- Participate in ongoing meetings for short listed candidates for: Logar, Ghazni, Wardak and Paktia
- Continue reviewing communication training modules
- Continue with code of conduct and Trafficking in Person (TIP) training

### GENDER

- Ongoing support with Code of Conduct training
  - Preparation for second SIKA-EAST Women Circle Meeting
  - Continue review of IR3 communication module
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- Preparation of gender mainstreaming training for AECOM personnel

#### AUDIT

- Follow up on procurement files audited last month.
- Inventory Audit of the assets newly purchased and the assets taken from ASOP.
- Audit the fuel delivery logbook and generator maintenance.
- Audit the office cars and drivers daily logbook

#### OPERATIONS AND MAINTANANCE

- Reviewing all GDRs and Service Receipt Forms
- Following up on all open, pending tickets
- Receiving and inspection of newly purchased assets
- Labeling and recording newly purchased assets
- Bulk Property creation into OneSource Property Book
- Service of 30KVA generator for Logar PMU office
- Prepare generator fuel consumption for the month of April
- Create a PR for PMU and DSU offices generators

#### FIELD OFFICES

##### GHAZNI

- Finalization of the Service Providers Catalogue (SPC)
- Attend the Workshop on Code of Conduct and Finance in Kabul
- Attend the interviews with HR in the main office for Stability Program Officer and M&E Officer

##### PAKTIYA

- All furniture and equipments of Paktia field office are transferred to Gardez

##### LOGAR

- Follow up on n office equipments and pre-fabricated office for the PMU
  - Follow up on repairing of temporary office space PMU Office
  - Follow up on Baraki Barak DSU office refurbishment
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