

During the reporting period the Provincial Management Unit (PMU) heads with the full support of Kabul-based Operations and other departments have worked closely with their Provincial Rural Rehabilitation and Development (PRRD) counterparts and relevant district authorities to ensure quick operational start-up at provincial and district level. Until the procurement process for the pre-fabricated offices is completed, SIKA-E will share the limited office space with PRRD. At the district level, SIKA-E has already secured work space in district government compounds and the minor renovations and procurement of furniture and equipment are ongoing. To complement the operational start-up, SIKA-E intensified the recruitment process in Logar, Wardak, Paktiya and Ghazni and conducted interviews and selected candidates for key positions in provincial and district offices.



IR1 Trainer explaining SIKA Stability Analysis cycle

SIKA-E field staff spent two days in Kabul this week to participate in several orientations, including the general introduction to SIKA program and the Stability Analysis Tool, as well as the mandatory Code of Conduct and Trafficking of Persons training. In addition, the provincial and district staff received

comprehensive orientation on travel authorizations and reimbursements from the Finance Department, and met with individual departments to discuss their role in the overall programming. SIKA-E will continue conducting comprehensive orientations and trainings for the newly recruited staff on a regular basis, with the goal of eventually involving MRRD staff in relevant workshops, both as trainers and as participants.

SIKA-E field staff discussing programming issues

Central Support Unit and IR1 held the first field coordination meeting with colleagues from the provincial and district offices in order to receive status updates on the start-up operations, discuss the overall programming direction and agree on the priorities for the upcoming period.



The meeting was a good opportunity for the field staff to discuss the challenges of working in insecure areas, gain better understanding of stability programming and discuss the ways to work across IRs/Departments once SIKA-E begins the implementation in the districts. Field coordination meetings are planned to be held twice a month under the leadership of CSU, and will involve representatives of other IRs and support departments. The goal of the meetings is to ensure full synergy across programs and provide opportunity for field staff to exchange lessons

learned and ideas with their counterparts from other provinces, as well as colleagues working in the Kabul office.

SIKA-E Field Staff discussing how to involve women into programming at the provincial and district level



Capacity Building and Gender Department also met with SIKA East field staff from Logar, Ghazni, Wardak and Paktia and explored the possible ways to integrate women in SIKA-E, mainly in project cycle and decision making process. They discussed the current situation in each province in relation to the Ministry of Women Affairs (MOWA) presence and strength, as well as opportunities and challenges of reaching out to women in insecure areas. Participants agreed that SIKA-E has to make every effort to identify and hire skilled women at the provincial and district level and reinforced the importance of gender mainstreaming in SIKA-E program. The discussion between the gender focal points in Kabul and field staff will continue in the coming weeks.

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

- Provided orientation on SIKA and Stability Analysis Tool to new SIKA West staff.
- Conducted a comprehensive orientation on SIKA and Stability Analysis Tool for all field staff.
- Recruited and interviewed candidates for IR1 positions in Ghazni, Wardak, and Paktya.
- Collaborated with M&E and MISTI on designing overall stability indicators for SIKA East.
- Continued developing and rehearsing the facilitation guidelines for stability analysis discussions in the districts.
- Refined communication and processes between IR1 and IR4.
- Participated at M&E Summit.
- Assisted CSU in collection and consolidation of budget projections from all provincial and field offices.
- Provided support to CSU in the meeting with SIKA-E field staff in order to receive status updates on the start-up activities in provinces and districts and set priorities for the upcoming period.
- Provided guidance to field staff on how to standardize weekly reports and provide timely, accurate and substantial inputs into SIKA-E Weekly and other reports.

IR2

- Finalized and shared the first draft of SPC promotion and distribution strategy with SIKA East Management.
 - Developed first draft of SPC workshop curriculum.
 - Developed first draft of SPC workshop post assessment form.
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- Finalized and shared the first draft of Training module with SIKA East Management.
- Finalized the overall Budget allocation and breakdowns for IR2 department.
- Conducted field visit to Logar province and had productive meetings with PRRD Director, IRC Provincial Coordinator, MRCA representative and Logar Agriculture department director.

IR3

- Translated IR3 project related documents
- Provided daily media analysis report, and special report on Logar situation
- Attended training on Code of Conduct, Finance, and Combating Trafficking in Person Policy in Kabul.
- Revised Baraki Barak and Logar Profiles
- Had a meeting with Tribal Liaison Office for data collection for provincial and district profiles
- Drafted a comprehensive work plan for IR3
- Assisted and supported IR1 in evaluation of proposals for Stability Success Inventory project
- Assisted in the selection of the vendors for the polling and focus group
- Collected provincial and district entities updated Tashkeel from IDLG
- Shortlisted candidates for Deh Yak and Ander district of Ghazni province

IR4

- Met with IR1 and IR4 to discuss how to bridge the two functional areas
- Conducted interviews for various Grants Unit positions
- Continued the review of the MRRD Operational Manual, the NSP Technical Manual and standard drawings, specifications, forms and checklists.
- Completed the revisions to the SIKA EAST environmental manual
- Continued development of templates for SIKA infrastructure project, i.e. schedules, BOQ
- Continued preparation of fields engineers training manual.
- Completed *PowerPoint* Field Engineers Roles and Responsibilities training presentation.

M&E

- Technical review of the focus group is under process and will be finalized shortly.
- Afghan Info data for AID Effectiveness indicators have been collected from operational departments.
- M&E unit cross checked the procurement data with finance payments and aligned to the USAID perception and submitted to management for review.
- Recruited M&E officer and provided training to the SIKA –West M& E officer
- First draft of M&E indicators Data collection sheets have been drafted and submitted to management for their review and comments.

CENTRAL SUPPORT UNIT

- Processed PR for office renovation for Sayadabad and Chak districts. Additionally, processed PRs for generators, furniture and office equipment for all provinces and submitted to procurement department.
 - Collected inputs for and updated the SIKA-East roll out tracker.
 - Collected and consolidated budget projections from all provincial and field offices.
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- Organized a meeting with all field staff to receive status updates on the start-up activities in provinces and districts and set priorities for the upcoming period.
- Participated in the interviews of stability program officers for Ghazni, Wardak and Paktya.
- Participated in the discussion of capacity building and gender activities.
- Conducted meeting with operation department on the status of procurement of office equipment for field offices.
- Participated in the technical committees for selection of furniture and equipment for the field offices, and bid opening for the VSAT services for SIKA-E provincial and district offices.
- Developed and finalized a semi-structured draft diagram and flow chart for the Capacity Building and IR2 department.
- Prepared community development plan for Baraki barak district CDCs.
- Developed a draft of tribal map for Baraki Brak district.
- Supported IR2 in Logar province to find out information for the missing parts of SPC of Logar province.

Translated the following documents:

- Trafficking in Persons Policy TIP (Pashto).
- APPF Guard contract (Dari).
- Capacity building disclaimer (Dari).
- Roll out tracker (Dari).
- Interpretation during the trainings provided by capacity building on code of conduct and TIP

CAPACITY BUILDING AND GENDER

- Developed a structured hiring criteria for provincial capacity building officer
- Developed training check list and distributed to all departments
- Compiled CB&G monthly projection for the month of May 2012
- Reviewed and short listed candidates for provincial capacity building officer
- Provide training support and module development to M&E
- Participated in interview panel for Wardak and Logar provinces

ADMINISTRATION

HUMAN REOURCES

- 2 persons hired in this period (2 AECOM, 0 OSC, 0 IRD, TI)
- Vacancies under process with AECOM (37)
- Vacancies under process with OSC (9)
- Vacancies under process with IRD (24)
- Vacancies under process with Ti (2)

AECOM total vacancies under process (75)

PROCUREMENT AND MAINTENANCE

- De-tagging and Re-bar-coding plus physical inventory of Stock.
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- Updating Property Book and IML for all transactions
- Listing OneSource Property Book technical problems and requesting for the adjustment.
- Preparing Draft Inventory report for internal audit
- Bulk Property Creation in OneSource Property Book for newly purchased items
- Tracking, updating, reviewing assets issuance, retrieval and movement
- Reviewing Issuance and Retrieval flow in OneSource Property Book
- Reviewing Goods Delivery Reports and Service Request Form

FIELD ACTIVITIES

GHAZNI

- Attended the SIKA, Stability Analysis Tool (SAT), Code of Conduct and finance training in Kabul, and participated in the CSU-IR1 led field coordination meeting and gender orientation.
- Coordinated with operation and all IRs to streamline the Ghazni PMU activities.
- Attended the interviews for IR1 Stability Program Officer and M&E officer and selected the suitable candidates.

MAIDAN WARDAK

- Attended the SIKA, Stability Analysis Tool (SAT), Code of Conduct and finance training in Kabul, and participated in the CSU-IR1 led field coordination meeting and gender orientation.
- Held coordination meetings with PRRD staff
- Held a coordination meeting with provincial women affairs director
- Followed up with Operations on the DSU offices renovation
- Participated in the interviewing process and selection of provincial and district capacity building and stability officers
- Followed up with HR on the status of field staff recruitment

LOGAR

- Attended the SIKA, Stability Analysis Tool (SAT), Code of Conduct and finance training in Kabul, and participated in the CSU-IR1 led field coordination meeting and gender orientation.
- Together with IR2 team met with MRCA Provincial Manager to explain the importance of SPC with MRCA provincial manger and received basic information of MRCA projects in Logar province.
- Accompanied IR2 team to the meeting in the Agriculture department and shared background information on SIKA program in Logar and SPC in particular.
- Participated in the interview and selection process of the Logar DSU Manger and M&E officer.

PAKTIA

- Attended the SIKA, Stability Analysis Tool (SAT), Code of Conduct and finance training in Kabul, and participated in the CSU-IR1 led field coordination meeting and gender orientation.
 - Collected the list of educated people from the Zormat DCC
 - Participated in the interview and selection process of the stability program officer of Paktia.
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- All furniture purchased for Gardez field office was shifted there, and Gardez team received them and placed all in a safe place.

PROGRAM NEXT WEEK ACTIVITY PROJECTION

PROGRAM

IR1

- Finalize the Stability Analysis Tool curriculum and submit it to USAID and MRRD for concurrence.
- Translate the Stability Analysis Tool facilitation guides into Pashto and Dari.
- Continue training the Baraki Barak facilitation team, including personnel from IR2, IR3, IR4, and capacity building.
- Conduct regular weekly orientation for new SIKA staff on SIKA program and Stability Analysis Tool
- Conduct workshop on Stability Analysis Tool for all expatriate staff
- Coordinate with MRRD to finalize evaluation criteria for facilitators.
- Continue collaboration with MISTI to prepare for M&E Summit and finalize baseline survey.
- Participate in the technical committee for evaluation of received proposals for the Stability Success Inventory.
- Continue providing support to CSU in coordination of field activities and other program and operational activities related to roll out.
- Provide support in production of Weekly Report and Draft Monthly Report for April.
- Organize coordination meetings between IR1 and IR4 to detail the handover between the IR1 and IR4 processes at the district level.

IR2

- Field visit to Maidan Warkdak province to conduct introductory meetings with line departments and identify resources to collect the data for the SPC.
- Finalize the SPC workshop curriculum and share it with SIKA East management.
- Finalize the SPC workshop post evaluation form and share it with SIKA East management
- Follow up with the CSU team to develop the database for SPC
- Finalize SPC dissemination and promotion strategy with SIKA Management.
- Incorporate collected comments on the SPC template and develop a new template.

IR3

- Presentation to management on IR3 activities and work plan
- Interview for district position of Ghazni province and short listing for IR3 positions for Paktia, Waza Zadran and Zurmat districts
- Work plan revisions and distribution to get feedback
- Continue to review and enrich drafted provincial and district profiles for Paktia, Wardak and respective districts
- Review capacity building unit responses to the communications modules
- Familiarize IR3 staff with OneSource personnel requisitions and HR procedures
- Attend orientation on SIKA and Stability Analysis Tool

IR4

- Grants Specialist will start work and begin training
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- Discussion of next steps related to the pre-qualification process to be used for DEs
- Follow-up discussion on the Grants Database
- Begin meeting and collaborative efforts with MRRD engineering team
- Begin review of Wardak, Paktya and Ghazni provincial engineer CV's
- Complete selection process for Sr. Capacity Building Officer position

M&E

- Follow up with Management/ HO on Afghan Info report .
- Prepare work plan for M&E baseline indicators including other IRs units and methodology
- Continue with the selection of bidders for survey and focus group
- M&E will conduct interviews for recruitment M&E officer for Paktia province.

CENTRAL SUPPORT UNIT

- Continue coordinating field activities in preparation for the roll out
- Follow up on procurement of furniture, generators, pre-fabricated offices and equipment
- Working on the CSU presentation.
- Follow up with HR to bring the ICT manager on board.
- Follow up on the repairing of all DSUs offices with operations department.
- Follow up with PMUs on all operational issues.
- Finalization of the flow chart/diagram in coordination with CBT and IR2.
- Finalization of user interface.
- Updating roll out tracker.
- Translation of AECOM Code of Conduct in to Pashto

CAPACITY BUILDING UNIT

- Continue to review and provide comments on communication training modules
- Continue to review on community development training modules
- Continue to interview short listed candidates for Ghazni and Paktia provinces
- Meeting with IR4 to identify training requirements
- Participated in a session with all PMUs visiting Kabul to identify ideas of “women participation in provincial/district level”.
- Provided full support with Code of Conduct and Trafficking in Person trainings
- Developed a draft mandate for “SIKA-E women circle
- Administered collection and filing of attendance sheet and completion certificates

GENDER

- Filling the COC and TIP Training Disclaimers and Hand outs
- Finalize “SIKA-E Women Circle” mandate
- Conduct SIKA-EAST Women Circle 2nd Meeting
- Review and comment on Community Module for IR3
- Develop a presentation for an in-house “gender mainstreaming” awareness session

OPERATIONS AND MAINTANANCE

- Creating time line for the physical inventory plan
 - R&I of newly purchased items
 - De-Tagging and Re-Bar-coding project assets
 - 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
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- Bulk Property Creation into OneSource Property Book for newly purchased items
- Bulk Property Update of all newly purchased items into OneSource Property Book & IML

FIELD OFFICES

GHAZNI

- Collecting quotations from 3 vendors for refurbishment of Ander DSU office.
- Finalization of the Ghazni Service Providers Catalogue (SPC).

PAKTIA

- List of the educated people of Zurmat will be obtained from the DCC, and submitted to HR.
- Establishment of the PMU office.
- Coordinate with HR for recruitment

LOGAR

- Follow up on pre-fabricated office for the PMU and office equipments.
- Repairing of temporary room for PMU Office.
- Follow up on Baraki Barak office refurbishment.
- Follow up with HR for recruitment

MAIDAN WARDAK

- Coordination meetings with PRRD staff
 - Follow up DSU Offices renovation at Nurkh, Sayedabad and Chak districts
 - Follow up with HR & different IR's for PMU staff recruitment
 - Follow up with operation for PMU and DSU offices equipments.
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