

SIKA-EAST WEEKLY PROGRAM UPDATE

No. 21

During the reporting period, SIKA-East concentrated on providing continuous training to the field staff and other newly recruited personnel to ensure familiarity with the overall SIKA structure and the programming focus. IR1 Team conducted its third all-day workshop on Stability Analysis Methodology¹ in Pashto and Dari and generated productive discussion about the cooperation with Provincial Rural Rehabilitation and Development (PRRD), challenges of working in districts where District Development Assemblies (DDA) might not be active and general engagement with community.

Moving forward, IR1 team has designed and prepared a comprehensive two-week workshop starting on May 12, 2012, during which the Baraki Barak district facilitation team, consisting of Stability Program Officer and National Solidarity Program (NSP) Social Mobilizer, and supported by other district staff, would prepare as a team for the anticipated roll out and program implementation. The training is designed to provide comprehensive understanding of stabilization programming, the scope of work of each SIKA department, and relationship with PRRD, as well as to prepare the team to effectively facilitate stability analysis work sessions and assist district entities through the process of the design and implementation of grants. Baraki Barak team will have an opportunity to meet with each IR/Department to gain better understanding all aspects of SIKA program as well as the importance of an integrated programming approach on the ground. In consultation with MRRD SIKA-E Coordinator, PRRD Director from Logar and NSP Social Mobilizer will join SIKA-E team throughout the upcoming training.

At the Kabul level, SIKA-E continued meeting to map the activities during the first stage of the program implementation in individual districts. With the assistance of



SIKA-E PMU Manager for Pakiya meets with NSP head to discuss NSP role in target districts

Program Support Unit², SIKA-E developed a number of process maps to describe the engagement with the DDAs, Community Development Councils (CDCs) and other district entities up to the beginning of the grant cycle. In the upcoming week, IR leads will meet again to work out the outstanding activities during this phase and find ways to integrate IR2 activities in the planned processes. SIKA-E hopes to have an opportunity to discuss the implementation plan with MRRD in

¹ Afghanized version of DSF called Stability Analysis Tool in past few weekly report and the name is still under discussion with MRRD

² Program Support Unit is led by Afghan Director and has Central Support, ICT and Translator/Editors sub-units in their structure.

the near future.

At the field level, SIKA's Provincial Management Units (PMUs) and District Support Units (DSUs) teams are working to ensure a quick operational start-up, including renovating their shared office space, procuring the necessary furniture and equipment and recruiting the key SIKA-E field staff. Simultaneously, PMU heads/Managers are meeting with their counterparts from the NSP and National Area Based Development Program (NABDP) to ensure full coordination with MRRD structures at the provincial and district level and gain understanding of the current government programming in the target districts.



SIKA-E PMU member meets with LOGAR DOWA members

During the past week, the Logar PMU team in consultation with PRRD Director also met with representatives from the Department of Women Affairs (DoWA). The meeting was an opportunity to discuss SIKA-East and elicit DOWA support for future gender activities at the district level. SIKA-E teams in coordination with PRRD in Paktia and Wardak also held introductory meetings with DOWA in their respective provinces this week to begin building links with women's organisations and identify representatives who would be able to assist SIKA to meaningfully involve women in its program activities. The meetings were only the beginning of a targeted effort by the Capacity Building and Gender Department to ensure appropriate gender mainstreaming across the program and identify ways of involving women in the overall stabilization process.

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.

TECHNICAL & PROGRAM UPDATES IN BULLET POINTS:

- SIKA-E Participated in the M&E summit and organized follow up community practice meeting in SIKA-E office today.
- IRs and other Technical Departments met on creating one Central Database for data tracking that is beyond the scope of OneSource.
- IRs and other Technical Departments drafted and in the process of drafting internal work plan based on the overall SIKA-E work plan.
- SIKA-E staff received Code of Conduct and Combating & Trafficking training.
- IR1 and IR3 with support from Rick Hill, evaluate the Stability Success Inventory RFP vendors
- IR1, IR3 and M&E with support from SIKA-E procurement finalize the Focus group and polling vendors.

- IR1, IR4 and IR2 met on mapping the process of transition from IR1 to IR4 and IR2 at the district level
- IRs met on defining the role of District Governor in SIKA-E.
- IR1 conducted an all-day orientation for new staff on SIKA and Stability Analysis Methodology³
- IR1 designed and organized comprehensive two-week training conducted by all IRs, Technical and Operations Departments for Logar team to prepare the roll out. The training includes an orientation on SIKA, an introduction to Stability Analysis Methodology and an intense three day Training of Trainers for Baraki Barak Team of facilitators.
- IR1 with other IRs organized and participated in several cross-IR/Department coordination meetings to map activities at the district level.
- IR2 Developed first draft of SPC Awareness Workshop, SPC promotions strategy, IR2 mandate.
- IR2 conducted field visit to Maidan Wardak province and held introductory meetings with PRRD Deputy Director and with his assistance and concurrence met with number of Service Providers, Provincial Coordinator, Agriculture and Economy department directors and met with the PMU staff.
- IR3 provide final draft of the Baraki Barak and Logar Profiles to SIKA-E management.
- IR4 and IR3 with support from PMUs are doing field assessment of the existing DDA and CDCs communication system with communities and district entities
- IR4 completed the revisions to the Grants Manual concurred by the COP and DCOP
- IR4 grants department drafted matrix to establish roles of SIKA - E staff and stakeholders throughout the grants cycle
- IR4 prepared Announcement and Application to pre-qualify NGOs and CBOs for grants; this process will be implemented, with the concurrence of the DCOP, once a consolidated list of NGOs and CBOs is formulated from available resources such as AISA, MoE, MRRD, SPC, ect.
- IR4 grants department begin work on Grants training modules for roll out sessions to be conducted over the next two weeks
- M&E reviewed the survey questioners for focus groups and polling in reference to the SIKA-E PMP indicators, MISTI and measurement of the stability trends.
- PSU provided coordination and operational support for the upcoming Logar/Baraki Barak team training, continued acting as a conduit between Kabul-based departments and field staff
- PSU translated the following documents:
 - Grants & Subcontracts Prequalification Questionnaire Announcement
 - Grants Outline in to (Dari)
 - IR2 documents in to Pashto

- Capacity Building and Gender team generated monthly training master list to keep track of all training & gender activities in Kabul and provinces.

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FIELD ACTIVITIES

GHAZNI

- Conducted interview for Deh Yak and Ander district positions
- Had several meetings with local and international NGOs for collecting information for SPC (Service provider catalogue) such as Norwegian Afghanistan Committee



MAIDAN WARDAK

- Participated in various PRRD meetings, and discussed activities of the DDA, CDCs, and FP (Facilitator partner) in the associated districts.
- Held meeting with NSP provincial manager, on collecting of DDA & the CDCs Data needed for Grants department.

LOGAR

- The PMU head met with PRRD Director and discussed PRRD involvement in the recruitment process.
- Met with RRD Director and had lengthy discussion on managerial and technical capacity of the DDA and CDC while implementing projects in the past.

PAKTIA

- Met with NSP representatives to receive information about the work of DDAs in SIKA target districts of Zormat and Waza Zadran and any recent projects

ADMINISTRATION/SUPPORT

HUMAN RECOURCES

- 7 persons hired in this period (4 AECOM, 0 OSC, 2 IRD, 1 TI)
 - Vacancies under process with AECOM (51)
 - Vacancies under process with OSC (8)
 - Vacancies under process with IRD (21)
 - Vacancies under process with TI (4)
- AECOM total vacancies under process (84)

PROCUREMENT AND MAINTENANCE

- Continue support Program implementation in all above tasks.
- Procured conexas for the PMU offices.

PROGRAM NEXT WEEK KEY ACTIVITIES PROJECTION

TECHNICAL & PROGRAM:

- IR1 manage and conduct a week-long workshop, including comprehensive orientation on SIKA, stability analysis methodology, and grants cycle to prepare Baraki Barak team for the implementation of SIKA-E program.

- Continue discussions on transition from IR1 to IR2 and IR4 activities at the district level
- IR2 coordinate with HR on recruitment of DSU Manager for Sayed Abad, Chack, Ander, Deh Yak, Zurmat, Baraki Barak and Waza Zadran districts.
- IR2 finalize IR2 produced documents and incorporate collected comments on the SPC template and develop a revised template.
- IR3 interview for Paktiya PMU Officer, DSU Officers for Zurmat and Waza Zadran
- IR3 continue to review the drafted provincial and district profiles for Paktiya and Wardak
- IR4 meet with MRRD engineering team to finalize short listing of Wardak, Pakia and Ghazni provincial engineer position.
- M&E finalize the focus group and polling vendor
- PSU facilitate logistic preparation for the upcoming two-week workshop for Baraki Barak Team.
- PSU ICT team meets with IRs and M&E to finalize the SIKA-E database mockup.
- Capacity Building team collects the departments work plan, mandate, activity plan & training project
- Gender team meets with IRs and other departments to mainstream gender in their internal program activities.

FIELD ACTIVITIES:

GHAZNI

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

PAKTIA

- Participate in short-listing and interviewing of candidates for Zormat DSU.
- Continue meeting with Waza Zadran and Zormat organizations and identify influential tribal elders and other persons who could support SIKA programming

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.

MAIDAN WARDAK

- Coordination meetings with PRRD, NSP & FP staff
- Follow up DSU Offices renovation at Nurkh, Sayedabad and Chak districts

ADMINISTRATION/SUPPORT:

- Continue supporting program implementation and setting up PMU and DSU offices.
- De-Tagging and Re-Bar-coding project assets
- Bulk Property Creation into OneSource Property Book for newly purchased items