

**SIKA-EAST WEEKLY PROGRAM UPDATE**

No. 22

Over the past week IR1 focused intensively on training in preparation for roll-out. We developed and managed a two-week training program to prepare the SIKA-E and PRRD provincial and district team for the first roll-out (this week we completed the first six days of the training and will continue until the 24<sup>th</sup> May 2011). In anticipation of roll-out we want to ensure that all field staff have a thorough grounding in the SIKA-East program and know their roles and responsibilities. We brought together the SIKA-E Baraki Barak Team with MRRD's District Social Mobilizer in the training since both will play a key role in implementing SIKA. Key points on the training are:

- One day SIKA-E orientation for SIKA-E district team, PRRD director and DRRD District Social Mobilizer
- A train-the-trainer (TOT) session conducted by IR1 lasting three full days for the entire Baraki Barak district team.
- SIKA-E Technical and Program department as well as Administrative and Support departments provided presentation on their activities to SIKA-E Baraki Barak Team.
- IR4 Grants Department developed and prepared three detailed training presentations to be delivered next week to the SIKA-E Baraki Barak team: a three-hour training presentation on the grants processes and required documents; a 15 minute overview of the Grants Component; a 10 minute presentation on Grant Payment Process.

There will be a second round of the roll-out training on the May 26, 2012. With support from IR1, SIKA-E Capacity Building and Gender Department will organize the coming roll-out for Wardak SIKA-E field team again including PRRD and DRRD teams. In this manner we hope to create a consistent level of knowledge and proficiency among district staff, cement the working-level relationship with MRRD, and ensure that we are fully prepared for the stability analysis work sessions and that implementing staff possess enough information about all SIKA IRs, including grants management, once the IL is signed.

SIKA-E management, IR1 and M&E continued to work with MISTI on coordinating to the extent possible the baseline survey. Together with MISTI we have arrived at a draft survey that will be finalized in the coming days and used across MISTI's areas of activity, beginning with SIKA East. Few highlights of the activities are as follow:

- SIKA-E met with MISTI to coordinate efforts on the baseline survey.
- Right after the MISTI M&E "Community of Practice" meeting organized at SIKA-E offices, SIKA-E conducted a meeting with MISTI to review the baseline questionnaire for polling on Monday 14, 2012.

SIKA-E IRs had continuous meetings this week to flesh out the exact processes that will link the identification of sources of instability with the development of activities to address them. We now have a detailed process map that illustrates each step that must be followed, as well as who is involved throughout. Some details are as follow:

- IRs met to work out a detailed process for moving from the identification of sources of instability to the development of activities to address them. They also worked to map the processes, refine documents and develop training materials for the development of the DPP and supporting Project Concept Notes.

- IR3 revised the “Essentials of Communications” training module to include expectation management, which rose as an issue during IRs internal discussion.

The Capacity Building and Gender Department completed data collection from relevant IRs and Departments to incorporate into a “projected capacity building activities catalog through December 2012”. The gender department is currently working on the development of gender tracking form as well as with close collaboration with M&E and other departments to develop more internal gender indicators other than PMP to be embedded with each department.

All SIKA-E Technical and Program Departments prepared the first draft of their internal work plan with detailed timeline for program field implementation. The draft work plans are prepared based on the last submitted work plan to USAID. After USAID and MRRD approval, each department will re-visit their internal work plan to look for any major changes.

SIKA-E Technical and Program departments are working closely with HR recruiting field staff to receive proper training and be ready for quick start after IL is signed and USAID approval.

**MORE UPDATES INCLUDE:**

- IR2 developed new data collection guide for SPC in Dari for field staff and shared it with line officials.
- The Logar SPC first draft is completed and the team is working on putting together the SPC for Wardak, Ghazni, and Paktia.
- IR2 prepared the its orientation module and shared it with the Capacity Building Unit
- IR3 prepares daily media analysis report and draft of the Monthly Media Report on Maidan Wardak.
- The Baraki Barak and Logar Profiles final draft are to be used as standard format for all other profiles. The team is working on checking the content of the current Logar profiles and producing others.
- In consultation with PRRD director SIKA-E had a meeting with the NSP Facilitating partner (IRC) District manager to collect CDC information. They were very willing to cooperate and provided a list of CDC to SIKA-East. SIKA-East team will continue to coordinate all efforts with them at the district level to avoid any duplication of effort.
- IR4 Engineering Support Group developed and submitted a list of infrastructure related capacity building training modules needed for the DE's.
- M&E in close coordination with our Procurement Department finalized the baseline procurement for the Polling and Focus Group survey. RSI has been selected as the potential winner for SIKA-E baseline. The necessary approval process is underway.
- M&E and ICT are in close coordination to design the SIKA-E databases that meet all program requirements beyond the OneSource compatibility.
- Program Support Unit (PSU) have being doing all logistical arrangements with SIKA-E Administrative and Support departments for the current and upcoming SIKA-E roll-out trainings for the field staff taking place in Kabul.
- PSU is working with each IR summarizing their activities as a process map to help each staff quickly understand the process of each IR and department.
- PSU Translations & Editing is working on translating all program and support related

English documents into local languages for the field team.

- The Grants and Subcontracts Department was provided orientation training to Addah Obiero, Grants Compliance Specialist, who arrived on May 14, 2012.
- The Grants and Compliance Department also formulated and discussed compliance training for staff, grantees, potential grantees and stakeholders utilizing local SIGAR/RIG approved audit and finance accounting firms
- Grants and Compliance department completed and distributed for comment a matrix to establish the roles of SIKA - E staff and stakeholders throughout the grants cycle.
- Capacity Building and Gender team has been working on revising each department training modules.

## **FIELD ACTIVITIES**

### **GHAZNI**

- Conducted a meeting with Ander DDA head to collect information about prequalification, past performance and capacity of the DDA, CDC and DCC in that district.
- Arranged a meeting with NABDP, NSP, PRRD, Dehyak RRD representative and Dehyak DCC head to collect information about prequalification, past performance and capacity of the DDA, CDC and DCC in that district.
- Follow up with HR & several IR's about the PMU and DSU staff recruitment process.
- Follow up with procurement and operation about the PMU and DSU offices equipments.

### **MAIDAN WARDAK**

- Coordination meeting was held with PRRD Director on provincial development plan, the problem of sub-contracting in the current projects implemented in the province, and the status of ongoing projects. SIKA-E team also collected information required by IR4 and IR3 teams on DDAs, PDPs and CDCs.
- A meeting was held with PRRD Social Organizers to orient them on SIKA, get update on the status of project implementation in their area and their role in SIKA-E project implementation.
- Follow up of DSU Offices renovation with Operations Department
- Follow up of the PMU Staff recruitment process with HR and PSU



*SIKA staff meets Sayedabad & Nurkh Social Organizers*

### **LOGAR**

- A Letter of Agreement (LoA) was received for two rooms of Baraki Barak District office from Governor and District Governor.
- The CONEX for office use has been installed in PRRD compound in Logar Province.
- Recruitment and Baraki Barak office furnishing are underway.

## PAKTIA

- Office spaces for SIKA-E district team have been allocated in both Zurmat and Waza Zadran district Governor Offices. The office refurbishing and furnishing is underway.
- Recruitment for the district team and provincial team is underway. The process for collecting hard copies of the CV from the village elders is established.

## HUMAN RESOURCES/ADMINISTRATION/SUPPORT

- Seven more staff were recruited during this period (3 AECOM, 0 OSC, 0 Ti and 3 IRD).
- Four candidate in the recruitment process accepted offers.
- Vacancies under process with AECOM (60)
- Vacancies under process with OSC (10)
- Vacancies under process with IRD (18)
- Vacancies under process with Ti (4)

## FINANCE, LOGISTICS, PROCUREMENT AND MAINTENANCE

- The Finance and Grants Teams have been coordinating on streamlining SIKA-E policies and procedures.
- The Logistics Team is working on improving the existing inventory system and preparing training on how to conduct a physical inventory and report expatriate custodial and non-custodial items. The team is also working on putting all procured items in a OneSource property book with a proper inventory tagging system.
- Procurement team is working on procuring provincial, district, and Kabul offices furniture, equipment and leasing vehicles for staff transportation. The team is also working on procuring three vendors for Focus groups, Polling and SSI including IT procurement.
- The IT team is working on preparing IT infrastructure for the field offices. IT team is also providing IT specs to procurement for IT procurement.
- The Quality Control and Audit Team is conducting spot checking on Operational processes and procedures. The team is also working closely with procurement to conduct and compliance check on RFPs and big procurement before awarding the contract.

## PROGRAM NEXT WEEK KEY ACTIVITIES PROJECTION

---

### TECHNICAL & PROGRAM:

- Working to manage the second week of the two-week training program for Baraki Barak field staff.
- Assist Baraki Barak field staff in preparing for their “final exam,” a comprehensive dry run in Kabul of a stability analysis work session in the district center.
- Translate the Stability Analysis facilitation guides into Pashto and Dari.
- Plan for the Wardak field staff two-week training program.
- Finalize cross checking of SPC data of Logar and verify the data at Kabul level
- Collect first draft of data for SPC Paktia and Ghazni

- Finalize the SPC data for Wardak and cross check the data at the field and central level.
- Present IR3 activities and work plan to management
- Continue to review the drafted provincial and district profiles for Paktiya and Wardak
- Review with the capacity building team the draft communications modules done by IR3.
- In Logar, meet with Zinat Radio Manager, Information Culture and Youth Director, provincial council members, and with Haj and the religious department Director to gather information for SPC and validate the collected information.
- In Ghazni, meet with government departments to collect information for SPC
- Visit and meet with NGOs such as NAC, Care, Smart, RSA, BEST, HADAF and SDO to collect data for the SPC.
- Pending MRRD agreement, begin meeting and collaborative efforts with MRRD engineering team
- Outline the impact of community infrastructure projects on the environment for Baraki Barak district staff training.
- Review the questionnaire for focus group and finalize the first draft for review
- Finalize the questionnaire for Polling
- Update SIKA-East provincial roll out the tracker.
- PSU to work on SIKA roll-out Gantt chart and PSU work plan.
- Provide Grant training sessions over the next two weeks for “Team Baraki Barak” followed by “Team Wardak” to prepare them to execute a roll out activities
- Continue development of training materials, forms and processes with a focus on grant roll out
- Further develop grant compliance training opportunity
- Continue on department internal work plan, field recruitment and in-between IR discussion before the roll out.

## **FIELD ACTIVITIES:**

### **GHAZNI**

- Finalization of the Service Providers Catalogue (SPC)
- Collection of the data and information about:
  - o DDP (District Development Plan).
  - o CDC’s name, head name, cell phone number.
  - o CDP Community Development Plan (Requested and Implemented Projects).
  - o PDP (Provincial Development Plan) on provincial level.
- Preparation for receiving of the Conex for the PMU office and office equipment.

### **PAKTIA**

- Working on Zurmat geographic and social structure.
- Working on recruitment.
- Furbishing and furnishing field offices.

#### LOGAR

- Finalize placement of Conex for PMU Office use.
- Follow up the recruitment process with HR.

#### MAIDAN WARDAK

- Coordination meetings with PRRD, NSP & FP staff
- Follow up of DSU Offices renovation at Nerkh, Sayed Abad and Chak districts
- Follow up of the PMU staff recruitment process with HR & IRs
- Follow up of PMU and DSU offices equipments with PSU & Operation Departments.

#### LOGISTICS, PROCUREMENT AND MAINTENANCE

- Creating time line for the physical inventory plan
- Moving into physical inventory plan slowly and surely
- R&I of newly purchased items
- De-Tagging and Re-Bar-coding project assets

The SIKAE Weekly Updates details SIKAE last week achievement and next week projection. Should you require any additional information on any specific item do not hesitate contact SIKAE-East Information and Reporting Team at [reports@sikaeast.com](mailto:reports@sikaeast.com).