

SIKA-EAST WEEKLY PROGRAM UPDATE

No. 24

Tuesday marked the launch of the implementation phase of SIKA in Logar. The meeting, held at the office of the Provincial Governor in Pul-i-Alam, introduced SIKA to provincial leadership and senior government officials. The program launch was well received. Following a recitation from the Holy Quran, the PRRD Director Mr. Abdul Rahman Rahmani spoke of MRRD projects in Logar, highlighting the startup of MRRD's new program called 'SIKA'. Mr. Rahmani also touched on the lessons learned from other MRRD projects, and the importance of stability programming. The Provincial Governor Mr. Tahir Khan Sabari gave a brief speech and welcomed the participants to the session. Governor Sabari added that he is pleased that this project has come to Logar and will cooperate fully with implementation, offering assistance where necessary. SIKA Deputy Chief of Party Dr. Mojeeb Stanikzai was then asked to provide a more detailed explanation of the program.



Logar Governor with PRRD Director addressing the audience

Other key program activities during the week:

- Collected all the information about the clusters, CDC, DDA and some key influential people in Saydabad
- Started collecting information about the clusters, CDC, DDA and key influential people in Ghazni and Paktia
- Gathering SPC data for Ghazni, Paktia and Wardak is continuing until mid of next week.
- Cross checking of SPC data of Logar finalized at field level.
- First draft of SPC Training Student manual and presentation developed.
- First draft of SPC promotion and distribution strategy further developed
- Developed Key Message and Talking Points for Pul-i-Alam program launch.
- Prepared Baraki Barak situational awareness briefing
- Prepared and provided a briefing to program staff on Frequently Ask Questions – that program staff may face in the field regarding the program.
- Provided daily media analysis about the political, security and development situation in Eastern Afghanistan with special attention to Logar, Wardak, Paktiya and Ghazni.
- A program field manual is being drafted and is under review.
- NSP, CDC, and DDA communication process information is being collected.
- CDC and DDA list for Baraki Barak has been collected
- Provided operational and administrative support to the program launch in Pul-i-Alam
- Developed a Practical Plane Surveying Refresher Course and used this to check and upgrade the skills of the Logar provincial engineer.
- PSU participated in the kickoff meeting and provided logistical support to the roll out meeting in Puli-Alam, also prepared agenda, meeting participants list, budget and signup sheet for the meeting

- Reviewed PMP indicators for database structure.
- Work on grant related documentation and templates
- Coordination meeting conducted with MISTI, preliminary agreement is that the MISTI will conduct the baseline survey.
- M&E data collection form for roll out drafted, shared with CSU for comments, finally coordinated with field staff and briefed them regarding data collection and reporting.
- Conducted informal meeting with the pre-selected vendor for Focus group and survey tools were shared with them.
- Meeting on SIKA-East Database development and agreed that the database should be the PMP driven. The M&E Database specialist will closely work with ICT and IR3 to consider their requirement for database.

FIELD ACTIVITIES

MAIDAN WARDAK

- Follow of the Sayed Abad and Chak districts' office renovation and setup;
- Coordination meeting with PRRD PG regarding SIKA-EAST roll-out in Maidan Shar and Sayed Abad districts;

LOGAR

- Kick off Meeting held in Logar Provincial meeting Hall yesterday.
- Follow up of recruitment with HR.

GHAZNI

- May 24, 2012 arranged some meetings with different governmental and nongovernmental organizations and filled the questionnaires developed for the purpose of the collection of data for the SPC.

PAKTY

- Working on SPC, Recruitment, Renovation of the district offices and furnishing PMU office.
- Compiling DDA, Traditional Leaders, and Cluster CDCs list to be prepared for the roll-out.

HUMAN RESOURCES/ADMINISTRATION/SUPPORT

- 8 staff hired in this period.
- 7 accepted offers.
- Total vacancies under process (75)

QCA, FINANCE, LOGISTICS, PROCUREMENT AND MAINTENANCE

- Reviewed procurement provision files (vehicle, provision of maintenance, electric, portable toilets, printers and engineering assets for IR4 etc) and discussed on audit findings with procurement team.
- Spot check of procurement files and ensuring the procurement procedure is followed in the market.
- Reviewed banking (opening accounts, transfers, and reconciliations).
- Preparing and shipping 3 shipments to provincial office

- Physical inventory of 4 Expatriate custodial items
- Finalizing and releasing physical verification reports plus custodial assets of 4 expatriates
- Finalizing SIM-card list and collecting complains and reporting to solve issues
- Assigning work order tickets to logistics team
- Following up pending work order tickets with logistics team
- Bulk Property Creation in OneSource Property Book for newly purchased items
- Tracking, updating, reviewing assets issuance, retrieval and movement

PROGRAM NEXT WEEK KEY ACTIVITIES PROJECTION

- Finalize cross checking of SPC data of Logar at central level and share it with SIKA Management.
- Complete gathering SPC data of Wardak, Paktia and Ghazni
- Field visit of IR2 Officer to Wardak for finalizing Wardak SPC
- Coordinate SPC Training of Baraki Barak at field level and take further preparation steps.
- Revision of communication strategy and communication modules.
- Coordination of communication efforts for Baraki Barak and Wardak rollout
- Meeting with Deh Yak and Andar DDAs/CDCs to assess their current capacity
- Assisting in data collection and verification for the Service Provider Catalogue
- Begin meeting and collaborative efforts with MRRD engineering team
- Preparation for Wardak SIKA Launch meeting
- Meeting with all IRs for cross checking their requirements as per the PMP indicators.
- Analysis of IR4 requirements
- Analyzing the MS Excel sheet requirements for all IRs, this would be the interim system for the SIKA database in MS Excel
- Finalize development of training modules for IR2 and M&E
- Develop infrastructure training module for IR4
- Organization of three days specific department training for grant department field staff
- Work on grant documents and templates and also on training material for procurement and grant s administration
- Initial draft of the M&E annual work plan will be submitted to senior management for review.
- The M&E training module will be finalized and will be submitted to Senior Management for review and comments.

FIELD ACTIVITIES:

GHAZNI, PAKTIA

- Finalization of the Service Providers Catalogue (SPC)
- Operational and Logistical Preperation.

LOGAR

- Meeting with DDA Chair person for finalizing of training participants and place.
- Meeting with Baraki Barak District governor for DDA & Clusters meeting.
- Logistical and operational preparation for Baraki Barak DDA meeting.
- DDA cluster Stability Analysis Mechanism training and the process of the Sources of Instability identification.

MAIDAN WARDAK

- Sayed Abad, Chak and Nerkh DSU offices will be inaugurated officially and the relevant employees will start their activities;
- PMU Office setup and follow of the recruitment process with HR;
- Provincial SIKA launch meeting preparation.
- Sayed Abad DDA meeting preparation.

QCA, LOGISTICS, PROCUREMENT AND MAINTENANCE

- Follow up of HR personnel files reviewed and checked.
- Prepare report for Inventory Audit of the assets newly purchased and the assets taken from ASOP.
- Review of vouchers and transactions, cash book entries and recordings and cash flow projections and budgeting system.
- Review of Payroll, timesheets and taxation.
- Creating time line for the physical inventory plan
- Tracking, updating, reviewing assets issuance, retrieval and movement
- Preparing assets for those people who will joining the project
- Portable Toilet
- Gym Equipment
- SSI Contract Under Draft

The SIKA-E Weekly Updates details SIKA-E last week achievement and next week projection. Should you require any additional information on any specific item do not hesitate contact SIKA-East Information and Reporting Team at reports@sikaeast.com.