

**SIKA-EAST WEEKLY PROGRAM UPDATE**

No. 25

This past week IR1 has been busy with rolling out SIKA to the first two districts, Saydabad (Wardak) and Baraki Barak (Logar). IR1 coordinated with the Program Support Unit to plan and implement multiple events to support the rollout, including the DDA-level kickoff meetings and the *howza*-level stability analysis work sessions. The first stability analysis work sessions began in Logar province, and will carry over into next week. We continue to provide training and mentoring support to the Stability Program Officers leading the events in the field.

- IR1 finalized and circulated a schedule for meetings supporting the rollout (provincial-level, DDA-level, and *howza* level).
- IR1 finalized translations provided by PSU of the stability analysis mechanism curriculum, and circulated to field staff.
- Created a format for the Howza Stability Plan and shared with field staff.
- Worked with IR4 to finalize details of the process leading from identification of SOIs to submission of the DPP to USAID and MRRD.
- Conducted the first DDA-level meeting to introduce SIKA East in Baraki Barak district (Obaid Ormur led this).
- Conducted the first DDA-level meeting to introduce SIKA East in Saydabad district (Zia Ul Haq led this).
- Began the first *howza* meeting for stability analysis in Baraki Barak.
- IR1 worked with Gender Department to involve women in the first steps of the identification of SOIs.
- IR2 continue working on putting together the SPCs
- IR2 is busy in collection/verification of the data for SPC, also had a meeting with Swedish committee for data collection
- IR3 provided daily media analysis about the political, security and development situation in Eastern Afghanistan with special attention to Logar, Wardak, Paktya and Ghazni.
- Prepared situational awareness briefing for Wardak provincial rollout.
- Ghazni Monthly Media Report has been and is under review.
- Wardak Monthly Media Report has been distributed.
- A program field manual is being drafted and is under review.
- NSP, CDC, and DDA communication process information is being collected
- DDA and CDC lists have been collected from the field.
- Coordinated reporting activities for Baraki Barak and Maidan Wardak roll out
- IR 4 CD worked with IR1, IR2, IR3 and Grant and finalized project development process which is will be concurred by the SIKA management.
- PSU participated in the kickoff meetings and provided logistical support to the SIKA-East roll out meeting in Maidan Wardak and Sayadabad, also prepared agenda, meeting participants list, and budget and sign-up sheet for the meeting.

- M&E data collection sheets for PMP indicators was reviewed and passed to ICT for consolidation into a database.
- Participated in a lessons learned session with USAID for assessing impact in stabilization programs and discussed approaches, processes and results.
- Focus Group questionnaire re-drafted and shared with management and selected vendor.
- Prepared presentation for USAID – DFPO’s training and reviewing NSP data from Wardak province regarding CDC/DDA project implementation capacity
- Finalized review of training outline for IR2 and M&E, submitted for review and comments.

## **FIELD ACTIVITIES**

### **GHAZNI**

- Conducted a meeting with Ghazni NSP Manager Eng. Dad Mohammad to get list of CDCs in Ander and Dey Yak.
- Conducted a meeting with Ghazni NABDP head Eng. Mohammad Sadiq receive DDA list in Ander and Dey Yak.
- Received and installed the CONEX for Ghazni PMU office in PRRD compound.
- Working on finalizing the data collection for SPC.
- Managed the day to day activities/operations of the office and staff.

### **PAKTYA**

- Working on collecting the data for SPC.
- Finalizing the DDAs and CDCs list for Zurmat and Waza Zadran.

### **LOGAR**

- Stability Analysis session and SIKA orientation meeting was conducted for Baraki Barak District.
- The DDA first Howza Cluster Stability Analysis sessions started from June 5<sup>th</sup>, 2012.

### **MAIDAN WARDAK**

- SIKA Launch meeting took place in Maidan Wardak.
- Stability Analysis session and SIKA orientation meeting was conducted for Sayed Abad District.

## **HUMAN RESOURCES/ADMINISTRATION/SUPPORT**

- 6 staff hired in this period.
- 2 accepted offers.
- Total vacancies under process (81)

## **QCA, FINANCE, LOGISTICS, PROCUREMENT AND MAINTENANCE**

- Reviewed procurement provision files and discussed on audit findings with procurement team.
- Reviewed banking (opening accounts, transfers, and reconciliations).
- Reviewed vouchers and transactions, cash book entries and recordings and cash flow projections and budgeting system.

## **PROGRAM NEXT WEEK KEY ACTIVITIES PROJECTION**

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- Conducting a 2-day training for USAID DFPOs.
- Conducting refresher training and rehearsals for stability program officers.
- Conducting *howza* meetings in Baraki Barak and in Saydabad.
- Planning for SIKA College for Ghazni and Paktya.
- Finalize cross checking of SPC data of Logar at central level and share it with SIKA Management.
- Orient newly recruited district team leaders on IR2 activities and build coordination chain with them.
- Collecting further information about DDA/CDC NSP communication strategy
- Meeting with Deh Yak and Andar DDAs/CDCs to assess their current capacity
- Assisting in data collection and verification for the Service Provider Catalogue
- The draft M&E training module will be finalized and should be submitted to management for review.
- PMU team plans to participate in Logar and Wardak *howza* stability trainings in order to support IR1 team and communicate specific grant objectives.

### **FIELD ACTIVITIES:**

#### **GHAZNI**

- Finalization of the Service Providers Catalogue (SPC).
- Recruitment and operational setup.

#### **PAKTYA**

- Finalization of the Service Providers Catalogue (SPC).
- Recruitment and operational setup.

#### **LOGAR**

- Follow up of Baraki Barak office repairing.
- Continue Baraki Barak Cluster Stability Analysis sessions.
- Recruitment and operational setup.

#### **MAIDAN WARDAK**

- Continue Sayed Abad Stability Analysis sessions.
- Recruitment and operational setup.

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](mailto:reports@sikaeast.com).