

SIKA-EAST WEEKLY PROGRAM UPDATENo. 26

This past week IR has been busy with rolling out SIKA to the first two districts, Saydabad (Wardak) and Baraki Barak (Logar). IR1 continues to work closely with the Program Support Unit and other SIKA East departments to plan and conduct the 3-day stability work sessions, in spite of significant security obstacles. Both Saydabad and Baraki Barak are experiencing high levels of violent attacks and in some cases elders are afraid to attend meetings. However, we have completed the first two rounds of howza meetings this week. We are currently reviewing the stability plans resulting from these sessions and will spend next week moving ahead with finalizing these and moving on to the DPP phase. In conclusion then, IR1 team trained USAID DFPOs in the overview of SIKA (1/2 day) and in stability analysis (1/2 day), whereas IR1 Stability Officers completed the 3-day stability analysis work sessions in two Howzas in Baraki Barak and two Howzas in Saydabad. Moreover, it is of note that the team:

- Reviewed the Howza Stability Plans from the completed work sessions.
- Adapted the rollout schedule in light of ground realities.
- Worked with Gender Department on initial planning for training district- and province-level females in stability analysis, and planned an intensive review/rehearsal exercise for next week's 3rd round of SIKA College (SIKA and Stability Analysis Mechanism training).
- IR2 team finalized SPC Information Session Outline after it was shared with Capacity Building Department for their comments and review; drafted SPC Information Sessions Curriculum and Presentation; finalized Logar SPC data finalized and shared it with USAID; presented IR2 mandate and SPC to DFPOs, and drafted IR2 Cycle of activities for the implementation of DPP and grants process.
- IR3 provided daily media analysis on the political and security environment in Eastern Afghanistan with special attention to Logar, Wardak, Paktya and Ghazni. A briefing note on SIKA for senior Afghan government officials has been drafted and is under review, Began developing stability-based Radio Plays, Paktya Monthly Media Report has been drafted and is under review. A Field Program Manual is in development. NSP, CDC, and DDA communication process information is being collected from Ghazni, Logar and Paktya
- IR4 developed and implemented an Engineers Pre-Qualification Test to thirteen candidates for Kabul based design engineer position. As a result of extensive recruitment the testing group included three women engineers.
- IR4 Community Development component supported Baraki Barak and Sayed Abad team in implementation of Stability Analysis Mechanism and development of District Stability Plan
- PSU prepared the shortlist for PMU and Deputy PMU Managers for Logar Province and interviewed the candidates for Deputy PMU Manager Position. PSU ICT subunit conducted meeting with M&E regarding PMP and IRs indicators; completed Capacity Building interim database and working IR2 draft catalog and interim database which will then be finalized accordingly.

- M&E teams of SIKA-East and SIKA-West had an informative meeting with MISTI to discuss about the status of the survey and the next planning in front. Also, this department together with ICT worked on M&E database. It is of note that the data collection templates for the indicators are being reviewed together with ICT. ICT will put together a prototype for the next meeting to show how the database looks like. Additionally, the M&E Department finalized Focus Group questionnaire shared the questionnaire with PMUs and IR staff to ensure everything is on track and the comments will be incorporated into the final version.
- Grant staff at the Kabul, provincial and district level participated at cluster stability workshops in Wardak and Logar Provinces where they explained SIKA-East grants criteria and requirements to the CDC and DDA Members and also answered their questions about project types, payments methods, developing of grants application and others
- Coordinated Fraud Awareness training for SIKA-East staff to be conducted by the USAID OIG office on June 17, 2012.
- The Capacity Building Department facilitated a two-day SIKA orientation to USAID DFPOs and personnel from Stabilization Unit; Completed first draft of project management module for IR4 and is planning for upcoming 3rd round of SIKA College.

FIELD ACTIVITIES

GHAZNI

SIKA-East's Ghazni PMU team attended the two-day SIKA orientation to USAID DFPOs along with personnel from the Mission's Stabilization Unit; attended the interview of Dehyak District Community Development Officer position. It is worth mentioning that the staff also met with the Capacity Building and Gender Unit and discussed female DE member participation in SIKA orientations and as well as gender-related issues. Also, a meeting was held with the M&E unit to discuss the questionnaire developed for Focus Group survey. Finally, it is to be noted that we have held program related meetings with government and non-government organizations and collected the required data for SPC.

PAKTYA

SIKA-East's Paktya PMU team visited a total of 32 different Gardez-based NGOs and collected relevant information required for Service Provider Catalogue (SPC). Moreover, the PMU manager attended the two-day SIKA – orientation for USAID- DFPOs held in Kabul.

LOGAR

SIKA-East's Logar PMU team made the necessary logistical arrangements for the DDA & Clustering meeting/stability analysis work sessions. The team, together with the IR1 stability officer started, led the 1st Stability Analysis Work Session. It is to be noted that the 2nd session started on June 11, 2012 and will be finished on June 14, 2012.

MAIDAN WARDAK

SIKA-East's Wardak PMU team held coordination meeting with PRRD Director and Sayedabad District Governor (DG) regarding Sayedabad kickoff meeting and some of the

key points discussed were the preparation of agenda, participants list and the invitation of participants. Wardak PMU team members participated in a two-day orientation of SIKA program which was also attended by the team member of other three provinces and during the session, the provincial staff was introduced to USAID DFPOs. Additionally, as per Sayedabad roll out meeting (s), the team will prepare Sayedabad zones lists; invite cluster members and provide logistic support to the participants. And finally, the renovation of the Sayedabad DSU has been completed.

HUMAN RESOURCES/ADMINISTRATION/SUPPORT

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

QCA, FINANCE, LOGISTICS, PROCUREMENT AND MAINTENANCE

- SIKA-East's Quality Control and Audit (QCA) team reviewed different procurement provision files; provided the reports included recommendations and discussed audit findings with procurement team. Additionally, the team is checking inventory and property assets. The banking procedures (opening accounts, transfers, and reconciliations) together with vouchers, transactions, cash book entries and recordings and cash flow projections and budgeting system are under review.
- SIKA-East's Procurement team awarded SSI Contract to QARA on June 12, 2012; sent Focus Group and Polling required documents to home office for approval. Also, the contract for purchase of generators for Field Offices has been awarded to Jubaili Bros.

PROGRAM NEXT WEEK KEY ACTIVITIES PROJECTION

- IR1 team will plans to conduct refresher training and rehearsals for stability program officers; review results of *howza* meetings in Baraki Barak and Saydabad and making adjustments accordingly; conduct training for SIKA College/Ghazni and Paktya; recruit stability program officers for Wardak and Ghazni and is planning for female stability analysis sessions, too.
- IR2 team plan to gather more data on SPC for Paktya and Ghazni; finalize cross checking of SPC data of Paktya and Ghazni at provincial level and share it with SIKA-East's management; orient newly recruited district team leaders on IR2 activities and build coordination chain with them and as well as gather more data for Wardak SPC.
- IR3 plans to finalize the field manual with comments incorporated from all IR's and support units; finalize edits to the SIKA-East Senior-level briefing note; continue the work of Logar and Maidan Wardak situational awareness report; prepare Logar Monthly Media Report, and prepare a re-draft SIKA-East Communications Plan
- IR4 ESG continues participation district development planning and other pre-grant activities at Provincial and District levels. Interview and evaluate candidates for eight district engineer positions. Interview selected candidates for Design engineer positions.

- IR4 Community Development Component will conduct 3rd round of the training for the field and Kabul-base staff. Mentor and support field- based community development officers. Provide orientation and training for 2 newly recruited community development officers.
- PSU plans to update SIKA-East roll out tracker; conduct interview of Logar PMU Manager Logar CSU Manager; present PSU mandate and functions of the subunits to SIKA-East College. PSU ICT subunit will train Capacity Building and Gender Unit on the interim database; work on IR2 interim database and Requirement of engineering, IR4 & M&E whereas PUS Translation & Editing subunit will provide translation and interpreting support.
- M&E plans to follow up with ICT on database. To conduct the interviews for Wardak and Logar district M&E officers. Present the focus group questionnaire, SOW to management. To complete the M&E work plan and Gantt Chart
- Grants Managers will participate in the next round of stability workshop in Logar and Wardak Province. Complete three (3) Fraud Awareness training for June 17, 2012 for SIKA-East staff. The training will be conducted by staff from the USAID OIG office. Complete final draft of Grant Operational Procedural Manual and continue work on Grant Database.
- Capacity Building and Gender Unit will facilitate the 3rd Round of of SIKA College.

FIELD ACTIVITIES:

GHAZNI

Ghazni team will participate in SIKA (3) orientation and finalize Ghazni SPC.

PAKTYA

Paktya team will continue efforts to complete the remaining part of SPC survey.

LOGAR

Logar team will follow up Baraki Barak DDA & Influential Participants list for the training; Baraki Barak DDA & Influential women list for Kabul meeting; workshops and on the operation side, will follow up the repairing of PMU office.

MAIDAN WARDAK

Maidan Wardak team will facilitate and coordinate different Howza workshops in Sayedabad district. The will held coordination meetings with PRRD, NSP & FP staff, and will take part in the interviews of staff being recruited for PMU and DSU.

QCA, LOGISTICS, PROCUREMENT AND MAINTENANCE

- Quality Control and Audit team will follow up HR personnel files; prepare inventory report and do the audit of newly purchased items. As part of the requirement, the team will also review payroll, timesheets and taxation.

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.