

SIKA-EAST WEEKLY PROGRAM UPDATE

No. 28

The IR1 team, during this reporting period, completed the initial two stability analysis sessions in Baraki Barak and Sayedabad each and facilitated the development of the first four Community Stability Plans. The team spent time systematically taking stock of the first sessions to identify challenges, both in the organization of the sessions and the delivery and substance of the methodology, in order to adapt the approach to stability analysis and further improve the quality of analysis leading to the development of the Community Stability Plans. Also, the team completed the timeline for the remaining CDC clusters (*Howzas*) in each district and, in coordination with PMU and PSU, planning the organization of the upcoming sessions; continued providing and delivering (i) presentations and key trainings on stability analysis for internal and external audiences in Kabul, as well as SIKA East district and provincial level staff, as a part of the SIKA College; (ii) intense workshop for SIKA-East Stability Program Officers and the district teams on the facilitation method and stability analysis methodology; (iii) training orientation to USAID DFPOs about stability analysis and the roll out in Logar and Wardak provinces, and additionally, held a kick off meeting with the selected provider to develop the Stability Success Inventory.

The IR2 team, during this reporting period, finalized the Service Provider Catalogue (SPC) for Logar and shared it with the management. The catalogue contains related data of most of the service providers of Logar Province. The SPCs are still not categorized as active or inactive. It is worth mentioning that the team, in consultation with the Capacity Building and Gender Department, developed and finalized SPs Information Sharing Session's (SPC Workshop's) relevant documents including the Facilitator Guide, Participants Guide, Presentation, and the Outline of Session Manual; the team also completed the 2nd Draft of SPC Promotion and Distribution Strategy and shared with SIKA-East's management. It is of note that the team also:

- Drafted IR2 cycle of activities for implementation of DPP which indicates steps through which IR2 will be involved in implementation of DPP and completion of IR2 related activities;
- Prepared and finalized the required documents and schedule of Information Sharing Session (SPC Workshop) for Baraki Barak and finalized it as well;
- Drafted Scope of Work (SOW) and checklist of Service Provider Fair at Logar, which will be discussed with the management for further steps (*The Service Providers Fair will help communities better understand the SPs and how to access the services which can be effective to better address SOIs through existing resources. It will also be an opportunity for SP's to receive direct feedback from beneficiaries*);

Additionally, the team drafted Provincial Department Service Profile (PDSP) for Education, Health, Agriculture, Irrigation and Livestock, Justice and Rural Rehabilitation and Development Directorates which will be finalized after shared with the management (*This document will contain information about key government service providers' staffing status, main activities and annual plans and will help SIKA-East to align their activities to address the sources of instability*).

The IR3 team, during this reporting period, received pilot profiles update requests for information to prepare final products in Baraki Barak and Logar; participated in trainings, meetings, roll outs – providing IR3; circulated internal field reports to the requestors as well as completed the hiring process of 1 IR 3 Officer for PMU Office and 2 IR3 Officers for DSU Offices.

IR4 Community Development Component, during this reporting period, held meeting with MRRD Facilitating Partner (FP) in Logar province and collected DDA and CDC related documents. The team also supported IR1 in Logar and Wardak provinces, while conducting Stability Analysis Mechanism (SAM) sessions. Moreover, the Community Development Training was conducted for Kabul, Ghazni, Logar, and Wardak newly recruited staff members. And, the team also collected Baraki Barak Community Development Plan and the compilation process of Baraki Barak CDC Profile is under process.

During this reporting period, IR4 ESG's Logar provincial engineer provided continuous support to the Baraki Barak Cluster Workshop/ Trainings. The ESG developed a draft version of templates for Bills of Quantities, Project Schedule, and Project Budget Matrix required for infrastructure projects. It is of note that the ESG Team conducted an orientation session for provincial engineers of Ghazni, Paktya and Wardak and as well as for the district engineers of Zurmat and Andar, where in the session, the specific responsibilities of provincial and district engineers, environmental issues, project concept notes, Bill of Quantities and other key issues were explained.

Program Support Unit (PSU), during this reporting period, compiled, edited and finalized PMU Offices monthly budget projection. The team also interviewed and selected Logar PMU Manager. PSU ICT subunit completed the interim database of IR2 and Capacity Building Department and also trained the staff members on how to use the database. It is of note that the ICT team also completed the standardization process of Indicator Forms for the Monitoring and Evaluation (M&E) Department.

The Grants and Subcontracts Department's provincial and district grant team members, during this reporting period, actively participated in and contributed to the Stability Workshops in Wardak and Logar Provinces. The team also completed Grants Operation and Procedural Manual and Catalog of Annex, Forms and Templates which provide step-by-step instructions along with the documents that will be used in grant process and are under review. The documents were also shared with PSU ICT team which will then be used for developing the required database. PSU ICT and the Grants team will work together to redesign some of the documents in order to ensure that quality data are captured.

The Capacity Building Department, during this reporting period, coordinated and facilitated SIKA (3) orientation; facilitated the AECOM Code of Conduct and Trafficking in Persons (TIP) trainings to SIKA (3) participants; compiled and submitted capacity building and training monthly projection to SIKA-East's Finance Department. Moreover, the team also conducted CBG introduction presentation to SIKA (3)

participants and as well worked on the introduction to basic construction management training module.

The Monitoring and Evaluation, during this reporting period, reviewed and finalized data collection templates and forms for M&E database. Additionally, the team also worked closely with SIKA-West to align and design the forms. Additionally, the Data Collection Policy and Procedures for IR4 was completed in collaboration with other program units including Grants, Finance and Capacity Building, whereas the version 14 of Measuring Impact of Stabilization Initiatives (MISTI) instruments were also reviewed and cross checked with PMP and SIKA-E requirements.

FIELD ACTIVITIES

GHAZNI

SIKA-East's Ghazni PMU team, during this reporting period:

- Conducted a meeting with Eng. Sayed Baqir Shirzad, acting PRRD Director of Ghazni, and discussed close coordination related issues and space for extra Connex of Ghazni PMU in PRRD compound;
- Conducted a meeting with Dr. Abdul Baqi, Dehyak DDA Head, and explained SIKA's objectives, the implementation of the program and the role of CDCs and DDAs in the implementation of the program as a result of which they made commitment towards supporting SIKA, completing the information of CDCs and DDA in Dehyak, DDA clusters and capacity building of the CDCs and DDA members;
- Conducted a meeting with Mr. Shagul Khan, Head of PRRD Social Development Department, and collected information about the CDCs and DDA status in Ander district of Ghazni.

PAKTYA

SIKA-East's Paktya PMU team, during this reporting period, contacted National Solidarity Program's (NSP/Paktya) PMU Office for the purposes of receiving CDC and its clusters related information which will be used to decide who to invite in the upcoming kick-off meeting in Paktya province. Moreover, the team, having the support of the Focal Points for Zurmat and Waza Zadran, collected the required information and prepared a list of community influential people who will then, as per the decision, be invited for the kick-off meeting. It is worth mentioning that the team attended PRRD weekly meetings where project related challenges and setbacks were discussed.

LOGAR

SIKA-East's Logar PMU team, based on the meetings held with the relevant entities and preparation made, completed the 3rd Howza / Cluster workshop of Baraki Barak (Baraki Rajan). Also, the team held a meeting with DDA Chairperson and PRRD Director regarding Chalozai Cluster / Howza workshop; prepared list of DDA Cluster / Howza

and influential people for training; and as well as confirmed space for DDA & Clusters Howza trainings.

MAIDAN WARDAK

SIKA-East's Wardak PMU, during this reporting period, held Shniz Olia Zone roll out meeting according to the approved schedule. The meeting lasted for three days during which CDCs members, local influential people and traditional elders participated. It is worth mentioning that the following key points were discussed during this meeting:



- Definition of stability, Source of Instability (SOI), Identifying SOIs;
- Roles and responsibilities of each IR in SIKA program;
- Data collection methods; and Project implementation;

The meeting ended successfully and all the participants committed that they will fully support the program in their relevant zone.



Also, coordination meeting was held with PRRD, DDA, PG and Sayedabad social organizers the general data which were collected and organized on zone level through PMU staff shared with PRRD, the plan for next Hawza roll out meeting which will start on the coming Sunday 1st of July has been shared with them. Sayedabad DSU staff and PRRD district social organizers are already advised to invite all the listed people for the next session, and the logistic preparation and arrangement for the coming session is done. It is to be noted that the PMU Office set up is also completed.

HUMAN RESOURCES/ADMINISTRATION/SUPPORT

SIKA-East's Human Resource Department, during this reporting period, hired 9 staff. It is of note that 6 offers have been accepted by the candidates and a total of 62 vacancies are under process.

QCA, LOGISTICS, PROCUREMENT

SIKA-East's Quality Control and Audit (QCA) team, during this reporting period, reviewed procurement provision files, provided required reports and recommendations and as well as discussed the audit findings with the procurement team. Moreover, the team also managed the necessary day-to-day activities.

SIKA-East's Procurement team, during this reporting period, announced different RFQs and awarded different Purchase Orders (POs) including the PO for Digital Sender and Smart Phones and other required equipments and services.

PROGRAM NEXT WEEK KEY ACTIVITIES PROJECTION

The IR1 team, during the upcoming week, plans to continue leading the next round of Howza stability workshop in Logar and Wardak Province. The team will also closely work with IR4 and other IRs to review the completed Community Stability Plans and start preparing for the development of the District Stability Plans for Baraki Barak and Sayedabad. It is to be noted that efforts will be made to work with IR4 on the development of the DPP for approved districts in Logar and Wardak; and continue training Kabul-based and district staff on the stability analysis methodology.

The IR2 team, during the upcoming week, plans to finalize SPC of Wardak, start the verification process of database required for SPC of Ghazni and Paktya and conduct Information Sharing Session (SPC Workshop) at Logar, if the two Hawza workshops are completed.

IR3, during the upcoming week, plans to draft and prepare Communication Strategy/Activity Plan, Work Plan and Gantt. The team will also:

- Enrich the Provincial / District Profiles;
- Collect and finalize weekly field reports;
- Train field staff; and manage other day-to-day activities.

IR4 Community Development Component plans to compile Baraki Barak DDP; collect Sayedabad CDP, DDP and DDA and CDCs Profile; analyze and compare Baraki Barak and Sayedabad CSP with IR1; support Sayedabad and Baraki Barak teams in implementing the Stability Analysis Mechanism. Whereas, the IR4 ESG will be actively participating in the district development planning and other pre-grant activities at provincial and district levels. The team will also assist the grants team, and conduct training of project environment issue, bills of quantities and project scheduling for new provincial and district engineers.

The Program Support Unit (PSU), during the upcoming week, plans to work on its detailed work plan, coordinate and follow PMU managers' work plans. PSU ICT team will work on M&E database and modeling of Grant's database.

The Grants and Subcontracts team will continue to actively participate in the next round of Howza stability workshop in Logar and Wardak Province. The team will also coordinate relevant activities with IR1 and IR4 in order to define roles and responsibilities during the process of analysis of District stability plans and development of District Project Portfolio. It is to be mentioned that the team will cooperate with the ICT team regarding the development of the database. Also, the District Stability Plans will be analyzed and the training material will be refined based on lessons learned and

feedbacks from participants at SIKA training sessions, comments and questions received during this sessions will be analyzed and incorporated in training material

The M&E team will present the final work plan to the management; prepare the Data Collection Policy and Procedures for IR1, IR2, and IR3 and conduct the interview of district M&E Officers.

The Capacity Building and Gender Department, during the upcoming week, plans to:

- Work on conflict resolution training module's outline;
- Transfer existed CBG data to the newly developed database;
- Finalize the introduction to basic construction management training module;
- Develop TNA tools/questionnaires; and
- Coordinate (SIKA orientation and SAM) for Baraki Barak and Sayed Abad influential women training.

FIELD ACTIVITIES:

GHAZNI

SIKA-East's Ghazni team, during the upcoming week, plans to finalize Service Providers Catalogue (SPC) and manage the day-to-day activities of the provincial office.

PAKTYA

SIKA-East's Paktya PMU team, during the upcoming week, plans to complete the remaining part of SPC. The team will also finalize the collected data and provide necessary information to the management on who to invite to the kick-off meeting in Paktya province.

LOGAR

SIKA-East's Logar PMU team, during the upcoming week, plans to continue the follow up of DDA and other influential peoples' list for Chalozai Cluster / Howza workshop. The team will also make efforts to finalize the confirmation of influential women list for Kabul meeting as well. Beside this, the day-to-day activities of the provincial office will be managed too.

MAIDAN WARDAK

SIKA-East's Maidan Wardak team, during the upcoming week, plans to coordinate and facilitate Sayedabad district roll out meetings.

QCA, LOGISTICS, PROCUREMENT

SIKA-East's Quality Control and Audit team, during the upcoming week, plans to prepare Inventory Audit report of the newly purchased assets; and follow up the HR and Procurement files which were previously audited.

The Logistics and Procurement Departments will put efforts together to ensure the program supported in a timely manner.

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 to contact SIKA-East Information and Reporting Team at reports@sikaeast.com.