
SIKA-EAST WEEKLY PROGRAM UPDATENo. 29

During the reporting period, IR1-led district teams in Baraki Barak and Sayadabad conducted the fourth series of *hawza* stability sessions in each district and assisted community leaders in developing their local community stability plans. Despite persistent security challenges, especially in Baraki Barak, the work sessions are drawing wide participation and are taking place without major disruptions. The discussion with community representatives is providing an invaluable insight into the local dynamics and the ways of addressing specific challenges to district stability. To this end, the IR1 team continued discussions with IR4 Community Development and Grants components to map out the activities at the community and district level that will follow the development of the District Stability Plans and the formulation of the District Project Portfolio.

In addition, during this week:

- IR2 team finalized Provincial Department Service Profile Template, which will be sent for USAID approval prior to the distribution to the field for the collection of data. The team has been busy gathering, verifying, and cross-checking additional data for the Wardak Service Provider Catalog.
- IR3 Team prepared daily reports from the hawza stability sessions in Baraki Barak and Sayadabad, drafted Communications Work Plan for the review by IR3 Director and completed Scope of Work for procurement of radio spots.
- IR4 team collected and consolidated DP, DDP and DDA and CDCs Profile of Barki Barak and Sayadabad, developed IR4-CD Process Map, and conducted orientation for Narkh District Community Development Officer. Grants and Subcontract officers from Gahzni and Paktia participated in hawza stability work sessions in Wardak and Logar in order to gain experience and prepare them for similar sessions in their districts.
- Program Support Unit (PSU), apart from the managing the day-to-day activities of the provincial offices, interviewed shortlisted candidates and selected a qualified candidate for the Central Support Unit (CSU) Manager position. The two other key subunits - ICT and Translations & Editing – played an active role in providing relevant support to each IR, and other departments. Specifically, the ICT subunit completed the interim database of the Monitoring and Evaluation (M&E) department and trained the department members on how to use the database.
- The Capacity Building Department and Gender drafted Training Need Assessment Questionnaire, migrated the relevant data of Capacity Building and IR1 training trackers' into the newly designed and developed database and developed and drafted Basic Construction Management Training Module.
- The Monitoring and Evaluation (M&E) team completed the Data Collection Policy and Procedures for IR1 and IR4; and working to collect the Afghan Info data for Q3 from Finance, HR, Security and Procurement Departments.

FIELD ACTIVITIES

GHAZNI

During this reporting period, SIKA-East's Ghazni PMU team worked on Ghazni SPC and collected the required data from the government and non-government organizations, international NGOs and Civil Society organizations. Additionally, the team held a meeting with Eng. Daad Mohammad, NSP Head, and discussed Ander district's CDCs and DDA issues, and Eng. Sayed Baqir Shirzad, acting PRRD Director of Ghazni, to strengthen mutual coordination between SIKA-East and PRRD.

PAKTYA

During this reporting period, SIKA-East's Paktya PMU team held meetings with Care International for the purpose of collecting data for updated CDC lists. The team also met with different targeted NGOs and construction companies for the purpose of collecting the required data for SPC. The Zurmat and Waza Zadran team members during the past week prepared the list of elders and influential people of these two districts.

LOGAR

During this reporting period, SIKA-East's Logar PMU team held meeting with PRRD Director and DDA Chairperson and discussed Chalowzai Hawza stability session, confirmed the date of the training and made the required preparations. Also during the week, the team collected the names of influential women of Baraki Barak and made initial contact with them for the purposes of confirming their participation in the upcoming work session in Kabul.

MAIDAN WARDAK

During this reporting period, SIKA-East Wardak team conducted Shniz Sofla hawza stability work session. The meeting lasted for three days and was attended by CDC members, local influential people and other elders.



SIKA-East Staff Explaining the Program



SIKA-East Staff Explaining the Grants Process

The meeting ended successfully and all the participants committed that they would fully support the program in their respective villages.

Also, the team held a coordination meeting with PRRD, NSP and Swedish Committee to discuss the opening of separate bank

accounts for some CDCs for projects/grants.

HUMAN RESOURCES/ADMINISTRATION/SUPPORT

During the reporting period, SIKA-East Human Resource Department hired 8 staff. 4 offers have been accepted by the candidates and a total of 65 vacancies are under process.

QCA, LOGISTICS, PROCUREMENT

SIKA-East's Quality Control and Audit (QCA) team reviewed procurement provision files, provided required reports and recommendations and as well as discussed the audit findings with the procurement team.

The Procurement team issued new RFQs, followed up the previous announcements and awarded different Purchase Orders (POs) for procuring services and equipment for the entire program.

PROGRAM NEXT WEEK KEY ACTIVITIES PROJECTION

- During the upcoming week, IR1-led district team will conduct the fifth series of hawza stability sessions in Baraki Barak and Sayadabad. In addition, IR1 and Gender Department will make preparations for the upcoming workshop involving female participants from Baraki Barak and Sayadabad during which SIKA-East team will present the program, explain the stability analysis methodology and facilitate discussion on sources of instability in the two districts, as seen from the perspective of local women. This session will enable SIKA-East to start involving women into the overall program in a meaningful way.
- IR2 team will finalize the content of Service Provider Booklet with SIKA-East management and USAID and will also draft IR2 Process Map for Implementation of District Project Portfolio (DPP).
- IR4 team will analyze and compare Baraki Barak and Sayedabad CSP with IR1. District and provincial grant team members will continue to participate and support hawza stability workshops in Wardak and Logar Provinces and the Grant Manager will be busy providing one-day training for Logar grant team related to the internal activity planning and reporting.
- Program Support Unit (PSU) will coordinate the shipping of the equipment and furniture of the DSU Offices. The PSU ICT subunit will analyze the Grants interim database and will also work on IR1 database.
- Monitoring and Evaluation (M&E) team will test the preliminary version of M&E database and review the Afghan Info data and communicate to Home Office to report.
- Capacity Building Department will work with IR1 on coordinating the 2-day Women Integration Workshop for Baraki Barak DDA female members and Sayedabad influential women. Also, the CBD will coordinate the 2-day MS Project training which will be conducted by PSU ICT subunit.

FIELD ACTIVITIES

GHAZNI

During the next week, SIKA-East Ghazni team will finalize the Ghazni Service Providers Catalogue (SPC).

PAKTYA

Paktya PMU team, besides managing other day-to-day-activities, plans to conduct the interview of the Monitoring and Evaluation Officer's interview and as well as follow the setup of the two district offices (Zurmat DSU and Waza Zadra DSU).

LOGAR

SIKA-East Logar PMU team will conduct the Shamazar hawza stability session. Also, the team will follow the Baraki Barak DSU Office setup and other relevant day-to-day activities.

MAIDAN WARDAK

During the next week, SIKA-East Maidan Wardak team will coordinate and facilitate the Onkhay hawza stability session.

QCA, LOGISTICS, PROCUREMENT

SIKA-East's Quality Control and Audit team plans to reconcile SIKA-East banking transfers with the vouchers and the Quicken Database. The team will also randomly check vouchers entered into OneSource to make sure the required procedures are followed properly.

The Procurement team will award the contract for VSAT equipments and internet bandwidth for four provincial and eight district offices.

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.