

SIKA-EAST WEEKLY PROGRAM UPDATE

No. 39

This week, Stability Analysis and Planning Unit (SAPU) conducted a stability analysis session for the new staff of SIKA-East and presented the Stability Analysis Methodology (SAM), the approach of SIKA-East in terms of how it moves in to the sub districts (Hawza) and how the stability program officers with the support of the staff are creating discussions on stability and instability.

SAPU reviewed all the Hawza stability plans (HSP) and Hawza project portfolios (HPP) in order to prepare for the next event that will take place in Saydabad and Baraki Barak districts. Additionally, the team discussed DPP formulation with Service Delivery Unit (SDU) that will take place in above mentioned districts.

SAPU created a new form that includes a combination of both HSP and HPP. The form will make the process a lot easier for both SAPU and SDU in working with community leaders

Resource Development Unit (RDU) conducted two-day resource dialogue session for each six *Hawzas* of Logar and Wardak in the center of the provinces. The participants included Community Development Council (CDC)/District Development Assemblies (DDA) members and representatives of several governmental non-governmental service providers. The participants learned about existing resources, services and ways to access them. Furthermore, the team prepared budget for Service Providers Fair (SPF) and shared it with field staff to provide comments. The team shared the concept of SFP with key departments.

RDU reviewed 13 *Hawza* stability plans in Logar and Wardak provinces. The purpose of review was to analyze the proposed activities and check the possibility of addressing them through existing resources.

Data collection for Provincial Department Service Profile (PDSP) Wardak was completed. All key departments except Justice Department provided the necessary information to complete the profile. The data will be finalized and edited once the cross checking with line ministries is completed in Kabul.

Communication & Outreach Unit (COU) continued *Hawza* communications strategy sessions for Onkhai, Baraki Rajan and Chilozi *Hawzas* in Baraki Barak and Sheniz Sofla in Saydabad district. The team began preparation of the monthly media analysis report for August and continued to develop and research district profiles for anticipated rollouts in Wuzja Jadran, Andar and Zurmat districts. Furthermore, the team developed a questionnaire for baseline survey on how Hawza members conduct outreach internally and externally in order to track results for the PMP and disseminated it with the field staff.

SDU met National Solidarity program (NSP) Engineering Director to discuss NSP high-risk policy, practices, district categorizations, CDC training plan, and reporting formats.

Contributing to development of SDU's framework for district entity project design and implementation support, SDU revised the construction project management confidence report and engineering Level of Effort (LoE) table based on NSP standard plans and procedures. SDU is also reviewing and testing NSP standard design calculations and making corrections where needed. These suggested technical corrections will be shared with the NSP Engineering Director for their consideration.

SDU participated in developing district stability stakeholder lists in preparation for roll-out in designated new districts. In addition, the team developed a scope of work and identified an area activist with strong tribal, religious, and NSP credentials and extensive networking expertise to assist rapid situational analysis and stakeholder profiling in Wuzha district of Paktya province.

Recruitment for provincial and district grant team positions remained a significant focus this week. More than hundred CVs were screened, filtered and candidates shortlisted for the positions of grant procurement officer for Paktya province and grant and subcontract officer for Ghazni, Wardak and Paktya provinces.

Senior officers from International Relief & Development (IRD) home office visited SIKA-East office this week and met the Chief of Party (CoP), Deputy Chief of Party (DCoP) and grant team members. During the visit, the grant team presented current status including training and capacity building activities; program structure, progress and challenges; policies and procedures; and anticipated schedule for grant roll out.

Program Support Unit (PSU) drafted Request for Proposal (RFP) for procurement of furniture and office equipment for six new target districts. Additionally, the team delivered furniture and office equipment to Deh Yak field office.

Information & Communication Technology (ICT) started designing forms for various modules of grants database such as grant application, Basic Activity Sheet (BAS), Development Planning Process (DPP), grants type, grant disbursement and procurement module. The team presented the current grant's database to the SIKA-South Monitoring, Evaluation and Learning Unit (MELU) Director and shared the grants documents for her review. Additionally, the team reviews new changes that MELU request in their interim database. Moreover, new changes in the capacity building databases have been incorporated and FY13 Q1 activities projection of ICT have been prepared and submitted accordingly.

Translation subunit translated the *Hawza* Stability Plan for Tangi, Sheniz Olia, Sheniz Sofla, Saydabad and other official letters.

Monitoring, Evaluation & Learning Unit (MELU) conducted the second focus group start-up meeting with Rahman Safi Impact Consulting (RSI) on September 9. The focus group work plan, instrument and the weekly progress report template have been developed and are under review. Additionally the team worked on the focus group methodology and questionnaire with RSI to finalize the tools. The new instrument and grouping methodology is shared with RSI for review and comment.

Security conducted training for four newly hired employees. The team followed up pending equipment issue for Afghan Public Protection Force (APPF) personnel and APPF timesheet.

Human Resources (HR) filled one positions for AECOM and two for Overseas Strategic Consulting, Ltd during the week.

FIELD ACTIVITY SUMMARY

Ghazni

Ghazni Provincial Management Unit (PMU) conducted a meeting with Ghazni Deputy Field Program Officer (DFPO) and updated him on SIKA-East implementation and

achievement in the province. Ghazni team completed district profile for Deh Yak and Andar.

Ghazni stability program officer is working on participants list that would attend stability sessions. This would be coordinated with Deh Yak DDA and Provincial Rural Rehabilitation & Development (PRRD) after drafting. The team has received Deh Yak *Hawzas* list from NSP. The list will be share with CDESU for further process.

Logar

Logar PMU conducted *Hawza* resource dialogue session for Baraki Rajan, Chilozi and Shah Mazar from September 8 to 13. The team is working to update Baraki Barak district DDA and CDC members' lists.

Maidan Wardak

Saydabad District Management Unit (DMU) conducted resource and communication dialogue session for Sayyidabad, Tangi and Onkhai *Hawza* DDA members from September 8 to 11. District Support Unit (DSU) had a meeting with Nerkh DRRD manager in which participants discussed coming rollout trainings for five *Hawzas* of Nerkh district.

Paktya

Paktya PMU head conducted a meeting with Paktya governor on September 9. He briefed the governor on SIKA-East implementation and rollout of the program in Zurmat and Wuza Jadran districts.

Meetings were conducted with International Rescue Committee (IRC) and UN-HABITAT. The purpose of these meetings was to identify current and planned projects by the mentioned organizations and enrich Paktya SPC.

NEXT WEEK KEY ACTIVITIES PROJECTION

SAPU and SDU will be holding district planning and resourcing session at the districts of Saydabad and Baraki Barak. In this session DPP will be prepared and take SIKA-East one step further in the overall implementing cycle. SPAU will continue training Kabul-based and district staff on the SAM.

RDU will conduct resource information session as part of resource dialogue in Sheniz Olia of Wardak province. The team will coordinate the SPF with governmental entities in Kabul and Wardak.

COU will continue communications trainings at the field level and complete monthly media analysis. Additionally the team will prepare six month capacity building plan for the field staff and finalize the first draft of field manual.

SDU will continue discussions with IRC on community development, technical engineering, and grants topics. Additionally, the team will continue testing NSP standard designs and calculations.

PSU will follow up the RFP for furniture and equipment of new six districts with operations. The team will have a meeting with finance department and discuss field staff travel allowance. The ICT sub-unit will design and modify Community Development database.

Grant team will conduct interviews for several positions including grant procurement officer and grant and subcontract officers for Ghazni, Wardak and Paktya provinces. The team will finalize grant procedure operation manual and grantee hand book with all applicable forms and templates and share with home office for final review. They will review training modules for grantees in preparation for Training of Trainer (ToT) sessions to be conducted in late September or early October for grant staff.

MELU plans to start data entry of stabilization working session, resource and dialogue working sessions and COU working sessions into the current M&E database for data analysis purposes. The team will finalize training attendance register guideline for the training record.

CBGU will start employee assessment process as well as planning for SIKA (5) orientation.

Security will finalize Security Risk Assessment of Ghazni city and Andar District of Ghazni Province

HR Department will continue recruitment of 41 staff. The details are below:

- Eighteen vacancies under process with AECOM;
- One vacancy under process with Technologists, Inc (TI);
- Six vacancies under process with OSC; and
- Sixteen vacancies under process with IRD.

NEXT WEEK PROJECTED FIELD ACTIVITIES

Ghazni

- Conduct regular coordination meeting with Ghazni PRRD Director;
- Prepare for SIKA-East rollout in Deh Yak; and
- Finalize participants list for upcoming stability sessions.

Logar

- Collect data to complete Provincial Department Service Profile (PSSP); and
- Baraki Barak team complete the list of female DDA members.

Maidan Wardak

- Coordinate and facilitate rollout training for Nerkh district;
- Conduct communication dialog session for the last *Hawza*;
- Collect CDC, DDA and traditional elder data for Chak roll out; and
- Prepare for Nerkh roll out.

Paktya

- Conduct meetings with different government departments to find out the number and type of their ongoing and planned projects at province level particularly in Zurmat and Wuza Jadran; and
- Conduct coordination meeting with Wuza Jadran district governor and discuss upcoming rollout in district.