

SIKA-EAST WEEKLY PROGRAM UPDATE

NO. 55

MAJOR EVENTS

Workshop on “Stability Planning Process”

Joint SIKA-East and Provincial Rural Rehabilitation Directorate (PRRD) teams continued the remaining of the eight-day Stability Planning Process workshop for the hawzas of Mohammad Agha. This training was started on December 18, 2012 and continued till January 1, 2013. The number of participants was forty-seven and included members of District Development Assembly (DDA), Community Development Councils (CDC), District Community Council (DCC) and other influential elders from Mohammad Agha in Logar Province. During this session, SIKA-East team and the PRRD Social Organizers explained the concept development and topics such as beneficiaries, location, estimated budget, and community contribution.



Stability Planning Process workshop in Mohammad Agha

Workshop on “Project Design and Development/Grant Process ToT”

SIKA-East conducted the Project Design and Development/Grant Process Training of Trainers (ToT) for the field staff of Nerkh District. The training started on December 30, 2012 and ended on January 2, 2013. The total number of participants in this training was eleven. This ToT will prepare the field staff to conduct similar sessions for the members of DDA, CDC, DCC and influential people of Nerkh District. The training is based on the new version of the grant application, covering the following topics: grants application compliance review, grants application Sections 16 – 18, grants instruments and eligibility, CDC endorsement letter and pre-qualification.

The trainings held during the week are listed below:

No.	Training /Workshop	Province	District	Date	Type	No. of Participants
1	Stability Planning Process	Logar	Mohammad Agha	December 18-Jaury 1	Implement	47
2	Project Design and Development/Grant Process ToT	Wardak	Nerkh	December 30-January 2	ToT	11

Preparation for Service Providers Coordination Meeting

In preparation of a Service Providers Coordination meeting, SIKA-East field staff conducted several coordination meetings with PRRD and Department of Economy to discuss the arrangements, agenda and participants list. Subsequently, the agenda, invitation letter and participants list were finalized and approved by PRRD Director for further processing.

PRINCIPAL UNIT ACTIVITIES

SAPU: Stability Analysis and Planning Unit continued reviewing the English version of the Nerkh DPP.

Following review, the DPP will be sent for Translation.

COU: Communication and Outreach Unit developed a questionnaire on resiliencies and grievances which is a semi-structured/informal survey. Importantly, this questionnaire will allow SIKA-East to assess and evaluate the effectiveness of program systems and procedures and the potential for growth. The survey aims to discern and evaluate the current key resiliencies and grievances and proposing constructive set of recommendations for changing the negative situation into positive.

COU organized a meeting with the Director of Seizma Production. The main purpose of the meeting was to discuss SIKA-East strategic goals and objectives in general and specific working objectives and COU approaches. In addition to create a clear vision for starting the implementation of the radio plays in the targeted districts, CoU provided some broader themes to the company.

RDU: Following the process of updating the Maidan Shahr Service Provider Catalogue (SPC), Resource Development Unit added five more private sector companies in the catalogue in coordination with Department of Economy.

SDU: Service Delivery Unit reviewed four infrastructure projects (Diwalgi, Haider khil, Khwaja Kotgi and Khaar) of Saydabad District and submitted them to field staff for their consideration. The unit also prepared Badekhel, Central Sra Kala, Zara khel and Hamzakhel new grant application forms.

GSU: Grants and Sub-contracts Unit completed budget analysis narrative justification for the three karez extension projects in Saydabad District. This involved collecting information from locally available vendors including locally available media and price information as per sub-district, district and provincial levels.

CBGU: The Capacity Building and Gender Unit are reviewing the training modules received from program related units.

MELU: Monitoring, Evaluation and Learning Unit reviewed the focus group reports and polling. The findings were presented to the Management Unit (MGU) as a MS PowerPoint presentation and will be presented to SIKA-East senior management shortly.

HR: Human Resource Unit filled two positions for AECOM, one for OCS and four for IRD.

Security: Security Unit conducted security assessments for Ghazni PMU guest house and Deh Yak DSU office located in Deh Yak District Administration Center. The unit also conducted security orientation for four newly hired staff and security training for Afghanistan Public Protection Force (APPF) guards.

FIELD ACTIVITY SUMMARY

Ghazni:

- Ghazni Deputy Program Management Unit (PMU) Manager conducted the meeting with PRRD Director. The purpose of this meeting was to explain project work plan and implementation process in Deh Yak District.
- The Ghazni Capacity Building Officer and Ghazni Gender Officer conducted a meeting with Ghazni Department of Women Affairs (DoWA) Director and DDA members to discussed Governance workshop. SIKA-East staff asked for the list of DDA members to participate in mentioned workshop.

Logar:

- Logar PMU Manager had a meeting with the Provincial Governor with the purpose to provide details and update on SIKA-East implementation in Logar Province.

- PMU shared Baraki Barak District Project Portfolio (DPP) with line sectors in order to avoid project duplication.

Paktya:

- On December 30, 2012 Paktya PMU representatives met Wadan Organization in order to collect information and update SPC. With the same purpose, the team met NSP Manager on December 31, 2012.

Wardak:

- Chak District Support Unit (DSU) had a meeting with Alisha village community members and introduced SIKA-East to them.
- Saydabad grants team had coordination meeting with Wardak PRRD Director in his office. The participants discussed grant endorsement letter and agreed that letter should be written and signed by one of the four authorities of CDC (Head; Deputy Head, Secretary and Cashier).
- Saydabad DSU Engineering team worked on Sheikhabad Hawza projects and prepared the Bill of Quantity (BoQ).

KEY ACTIVITIES PROJECTION FOR NEXT WEEK

- Conduct the Service Providers Coordination meeting in Maidan Shahr for the Wardak Province;
- Conduct the Project Design and Development/Grants Process implementation process for influential females of the Nerkh District;
- Conduct the Project Design and Development/Grants Process ToT for the field staff of Mohammad Agha;
- Conduct the Resource Dialogue and Advocacy implementation process for influential males of the Mohammad Agha District;
- Conduct the Stakeholder Orientation and Governance implementation session for the influential females of Deh Yak District in coordination with DoWA;
- Conduct the Stakeholder Orientation and Governance implementation session for District Entities (DE) and influential males of the Deh Yak District;
- Start the Stability Analysis Process for influential females in DehYak District.
- Conduct the Stakeholder Engagement ToT for Zadran, Zurmat, Andar and Chak field staff;
- Issue procurement requisition for Service Provider Fair (SPF) of Logar and Paktya;
- Review training modules;
- Collect information about locally available vendors including media and price information;
- Revise the procurement section of the Grantee Handbook, based on the latest five thresholds as recommended by home office;
- Update vehicle travel policy for all SIKA-East employees;
- Review the focus group and polling reports for women perception;
- Collect data for **Afghan Info** and **TraiNet** for FY 2013 Q1;
- HR Department will continue recruitment of 65 staff:
 - Thirty-one vacancies in process with AECOM;
 - Four vacancies in process with OSC; and
 - Thirty vacancies in process with IRD;

PROJECTED FIELD ACTIVITIES FOR NEXT WEEK

Ghazni:

- Finalize the list of female participants for Governance, Stability Planning Process and Women Advocacy trainings;
- Participate in regular coordination meeting with Ghazni PRRD Director; and
- Collect information on vendors.

Logar:

- Collect DPP back from line sectors;
- Visit service providers to update SPC; and
- Participate in PRRD coordination meeting.

Paktya:

- Participate in coordination meeting with PRRD and involved stakeholders; and
- Conduct meetings with different service providers to update the SPC.

Wardak:

- Fill out grant applications for various projects in Saydabad District;
- Process grant documents of Saydabad District; and
- Conduct PMU coordination meeting with PRRD.