

**SIKA-EAST WEEKLY PROGRAM UPDATE****NO. 58****SIGNIFICANT KABUL-BASED ACTIVITIES**

**Trainings:** During the week, four trainings, all for men, were held in three SIKA-East districts. Kabul-based staff provided support. The trainings were as follows:

Date	Title	Location	Description
January 20-21	Project Design and Development / Grant Process	Nerkh	The goal of this training was to help implementing partners and grantees in filling out grant applications.
January 20-23	Stability Planning Process	Deh Yak	This training was aimed at identifying sources of instability in the district and producing a District Project Portfolio designed to mitigate them.
January 22-23	Project Advocacy	Nerkh	This session was conducted to develop the trainees' capacity to effectively advocate for their priorities articulated in the DPP.
January 22-23	Project Design and Development	Mohammad Agha	This two-day session helped participants develop concrete plans for project implementation.

**Significant Kabul-Based Activities:**

- SIKA-East created Standard Operating Procedures (SOPs) to assist DDA+ in developing DPPs during Stability Planning Process sessions. The SOPs also play a supporting role in encouraging DDA+ members to take ownership of their DPP so they can fully advocate for their district's priorities.
- As part of maintaining SIKA-East Service Provider Catalogues up to date, a second edition of the Ghazni catalogue has been finalized and is now ready for translation into Pashto and Dari, after which it will be printed and sent to the Ghazni office for distribution.
- At the service providers coordination meeting held in Maydan Shahr last week, questionnaires designed to help improve coordination among service providers were distributed and filled out. During the past week, Resource Development Unit analyzed the questionnaires and prepared a summary report, which is currently under review. When finalized, the results of the analysis will be shared with stakeholders.
- Communication and Outreach Unit finalized and distributed the December Monthly Media Analysis Report. The unit continued collecting data and enriching the Maydan Wardak, Logar, and Paktya provincial profiles. During the week, unit staff met with a representative of SEZMA Production Company, which has been hired to develop radio plays explaining and promoting the SIKA-East program, to discuss themes, scheduling, and other aspects of the radio dramas. The unit also conducted a hawza-level baseline strategic communications survey.
- An informal stakeholder survey was launched in Chak District and continues in Zadran District. To date, Zadran survey teams have interviewed 16 of the planned 44 senior notables about respected and influential stability stakeholders. Survey planning meetings typically included representatives of the District Governor, DRRD, DDA, and Village Affairs Department, along with SIKA-East. Three-person survey teams typically include one DDA member, one PRRD social organizer, and one SIKA-East staff member.

- Engineering Support Group developed a project design working schedule for DPP Cycle 1 projects for Mohammad Agha and Nerkh Districts. In Saydabad, two engineering packages were completed and approved by Project Management Committees, for a total of 11 engineering packages to date, with four additional packages in process. In Mohammad Agha, two engineering packages are in process.
- Grants and Sub-contracts Unit worked extensively with CDCs in Saydabad district to complete four more grant applications for Syah Chob, Shash Qala, Baghak, and Hakim Shar / Khar. A total of 11 applications have been compiled thus far, and only the endorsement letters from the PRRD remain to be signed or an alternative solution arrived at. On January 23, a Grant Review Committee meeting was held to go over the 11 Saydabad grant applications. This was a technical review only, pending PRRD endorsement of the grant applications.
- Capacity Building and Gender Unit reviewed the Saydabad DPP Cycle 1 projects and identified activities that concern the unit. Staff also edited the Dari version of the Mohammad Agha DPP and shared it with related departments.
- Management Information Systems Group (MISG) completed the modules of the web-based database for Capacity Building and Gender, Stability Analysis and Planning, and Communication and Outreach Units. The modules were then presented to staff members of those units, and major and minor changes were requested. These will be incorporated following a detailed requirement-gathering session with the units.
- Monitoring, Evaluation, and Learning Unit revised the Afghan Info data collection tools to bring them into line with the recent changes of the Afghan Info portal. The unit has collected the HR data and activities implemented for the quarter; other data collection continues.
- Program Support Unit conducted a training workshop for Wardak, Logar, and Paktya PMU managers on how to improve their coordination and communication with Provincial Rural Rehabilitation Development (PRRD) directors and Independent Directorate of Local Governance (IDLG) entities (district governors / provincial governors). In the meeting, it was pointed out that IDLG's participation in the program through PRRDs must be encouraged and emphasized.
- This week, Human Resources filled three positions, all for AECOM.
- Security conducted interviews of security and operations officers for Deh Yak and Ghazni Districts of Ghazni Province and for Zadran District of Paktia Province. This now allows the unit to maintain a flow of security information and implement measures for better security for PMU and DSU staff.
- Security also conducted a security risk assessment of the PMU guesthouse in Gardez to ensure the safety of staff accommodated there.
- Security also conducted security orientation for three newly hired staff members and conducted training for the security and operations officer of Andar District on all Security SOP's.



SIKA-East Provincial Management Unit heads and staff attending training on how to improve coordination and communication with IDLG



## SIGNIFICANT PROVINCIAL ACTIVITIES

### GHAZNI

- **Training on Stability Planning Process:** From January 20 to 23, joint SIKA-East and PRRD staff continued the Stability Planning Process training, begun last week, for members of the District Development Assembly (DDA), District Community Council (DCC), Community Development Councils (CDCs), and other influential citizens from Deh Yak District of Ghazni Province. During these sessions, the SIKA-East team with PRRD social organizers discussed the specifics of the proposed stability projects, including the location, beneficiaries, estimated budget, and community contribution. The outcome of the sessions was a complete District Project Portfolio (DPP). Community participants also selected their Cycle 1 projects based on the criteria they developed during the sessions.
- The Ghazni PMU manager conducted several coordination meetings with PRRD director, Ghulam Sanayee Mayel; PRRD Head of Programs, Abdul Baqir Shirzad; and the PRRD Social Affairs Manager. The meetings' objective was to update the PRRD men on SIKA-East activities in Ghazni and to share information about various completed and planned workshops in Ghazni Province.
- On January 21, a joint PRRD and SIKA-East coordination meeting was conducted with the governor of Khwaja Omari District, Ali Dost Shams, to inform him about the expected implementation of the program in his district.



Participants in the Stability Planning Process training break up into groups to develop a list of problems and challenges in their district as well as possible solutions.



Khwaja Omary district governor, PRRD Director, PRRD program director, and the SIKA-East PMU Manager discuss implementation of the program in Khwaja Omary.

### LOGAR

- SIKA-East provincial staff continued to collect data from different sources to enrich the profile for Logar Province.
- On January 20, an introductory meeting was conducted with the new deputy governor of Logar. The PRRD director led this meeting, which was also attended by representatives from NSP, IRC, and SIKA-East. The PRRD director briefly talked about PRRD-led programs and activities across the province. The governor welcomed the participants and promised to serve the people of the province and support any activities that could have a positive impact on their needs.
- On January 21, a SIKA-East representative partici-



January 22 meeting of SIKA-East and PRRD representatives with the governor of Khoshi District to discuss plans for the program's implementation in the district.

pated in a coordination meeting conducted by the PRRD director. The meeting's agenda included an update on the program's implementation in the province, including the program's rollout in Khoshi District.

- On January 22, SIKA-East representatives and the Khoshi DRRD social organizer met with the district governor of Khoshi to discuss implementation of the program and establishment of an office in the district. The district governor said he welcomed the implementation of such projects. He strongly suggested that he be involved in the interviewing and selecting of candidates for Khoshi-based positions.

#### PAKTYA

- On January 20, the Paktya communication and outreach officer met with the Department of Women's Affairs (DoWA) director in her office to update and complete the province standardization form.
- On January 21, the Paktya Deputy PMU manager participated in his weekly coordination meeting with the PRRD director, updating him on SIKA-East achievements and plans. After the meeting, he and the PRRD director met with the new deputy governor to brief him on ongoing projects in Paktya Province.
- On January 22, the Zadran DSU manager met with the district governor to discuss the kickoff meeting planned for Gardez city on February 7. The team invited the governor to participate in the meeting.

#### WARDAK

- On January 20, SIKA-East PMU staff attended a coordination meeting with PRRD and its key stakeholders. The purpose of the meeting was to discuss ways for better implementation of programs.
- The Saydabad grants team prepared grant application forms and other documents for the Hakim Shar CDC.
- The Saydabad DSU engineering team conducted a survey for some projects in Sayachob and Cici villages.
- The Saydabad communication and outreach department worked on the Wardak provincial profile and collected statistics on health services from different districts.
- Nerkh DSU staff met with the district governor and updated him on project implementation.
- On January 20 and 21, Project Design and Development / Grant Process training was conducted for Nerkh District stakeholders. The training was attended by 36 district representatives, including 18 DDA members, 13 CDC members, two DRRD staff, and three tribal elders. During the training, 30 grant applications were drafted, along with initial support documents. In addition, five applications were collected as a result of the same training held for females in Nerkh district. Thus, a total of 35 grant applications from Nerkh district are in process. None of the 35 CDC applicants have current elected officials and therefore will require either endorsement letters from PRRD authorizing CDC representatives to act on behalf of the CDC on all grant transactions, or there will have to be new elections or alternative grantees with the required authority.



The Nerkh District DSU team meets with the district governor.

- Project support letters were obtained for female DDA members from the Nerkh district governor and PRRD social organizers and endorsed by the PRRD director. All community request letters for Nerkh projects were collected and confirmed by the DDA head. The PMU manager submitted an official letter to the PRRD director and NSP regional office to receive registration forms for all Nerkh CDCs.

## **PROJECTED KABUL-BASED ACTIVITIES FOR NEXT WEEK**

- Conduct Stability Planning Process Training of Trainers (ToT) for the Batch C districts (Zadran, Zurmat, Chak, and Andar);
- Conduct Advocacy training for the Batch C Districts;
- Conduct Infrastructure Project Planning (IPP) ToT for Zurmat and Andar;
- Launch the program in Chak district of Maidan Wardak and Zadran District of Paktya Province in close coordination with PRRD, the district governor, and the provincial governor;
- Continue Project Design and Development / Grant Process training in Mohammad Agha District;
- Facilitate Grant Process training for Mohammad Agha District;
- Conduct semi-structured / informal survey of resiliencies and grievances;
- Conduct basic advocacy and communication training;
- Develop Fundraising and Strategic Planning curriculum;
- Continue working to enrich the Maydan Wardak, Logar, and Paktya provincial profiles;
- Conduct proposal technical evaluation for the planned Logar Service Providers Fair;
- Print Service Provider Booklets for Ghazni and Paktya;
- Conduct Resource Dialogue ToT for new district staff;
- Prepare Daily Media Reports;
- Receive draft outline of scripts for radio plays from SEZMA production company and return comments and edits on scripts;
- Conduct engineering survey for four Saydabad projects;
- Conduct Project Design and Development and Grant Process Training in Mohammad Agha District;
- Conduct Grant Review Committee ToT in Kabul for Mohammad Agha and Nerkh Districts;
- Hold Grant Process ToT for Deh Yak District;
- Design and develop the Grants and Sub-contracts module of the web-based database;
- Follow up on the purchase request for Script Case;
- Participate in Afghan Info training;
- Translate Technical Implementation Monitoring Checklists (TIMCs); and
- Continue recruitment by HR Department of 66 staff:
  - Thirty-eight vacancies in process with AECOM;
  - Seven vacancies in process with OSC;
  - 36 vacancies in process with IRD; and

- Two vacancies in process with Ti.

## **PROJECTED FIELD ACTIVITIES FOR NEXT WEEK**

### **GHAZNI**

- Conduct regular coordination meetings with the Ghazni PRRD director and Deh Yak district governor; and
- Conduct Deh Yak Infrastructure Project Planning session.

### **LOGAR**

- Conduct construction survey of surrounding wall at Ahmad Zayee and Taj Khan Girls and Boys Schools; and
- Participate in the regular PRRD coordination meeting.

### **PAKTYA**

- Participate in the regular coordination meeting with the PRRD director and involved stakeholders; and
- Conduct meetings with district authorities, plus community representative, to discuss stakeholder identification mechanism.

### **WARDAK**

- Participate in the regular coordination meeting with the PRRD director;
- Conduct projects survey according to engineering plan;
- Fill out and process grant applications for various projects in Saydabad District; and
- Conduct stakeholder survey in Chak District.