



REGIONAL AFGHAN MUNICIPALITIES PROGRAM FOR URBAN POPULATIONS – REGIONAL COMMAND EAST

MONTHLY REPORT: APRIL 2012



Surveyors measuring commercial areas during the property registration survey in Ghazni on April 3.

15 May 2012

REGIONAL AFGHAN MUNICIPALITIES PROGRAM FOR URBAN POPULATIONS – RC EAST

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ABBREVIATIONS& TERMS

| | |
|--------|---|
| AO | Assistance Objective |
| ACSO | Afghan Central Statistics Office |
| ACSS | Afghanistan Civil Service Support Program (USAID) |
| AIDAR | USAID Acquisition Regulations |
| AMSP | Afghanistan Municipal Strengthening Program (USAID/ICMA) |
| ANDS | Afghanistan National Development Strategy |
| ASI | Afghanistan Stability Initiative (USAID/DAI) |
| ASMED | Afghanistan Small and Medium-Sized Enterprise Development (USAID/DAI) |
| AVIPA | Afghanistan Vouchers for Increased Production in Agriculture (USAID) |
| ASGP | Afghan Sub-national Governance Program (UNDP) |
| AWP | Annual Work Plan |
| CAWSA | Commercialization of Afghanistan Water & Sanitation Activity (USAID/ ICMA) |
| CDC | Community Development Council (established under NSP) |
| CDP | Community Development Plan |
| CERP | Commander's Emergency Response Program |
| CLIN | Contract Line Item Number |
| CO | Contracts Officer |
| COP | Chief of Party |
| COTR | Contracting Officer's Technical Representative |
| DoS | Department of State |
| DAI | Development Alternatives Incorporated |
| DCOP | Deputy Chief of Party |
| DMA | Department of Municipal Affairs (Office within IDLG) |
| DDA | District Development Assembly |
| DoWA | Department of Woman's Affairs |
| EA | Embedded Advisor |
| FAF | Foreign Assistance Framework |
| FIRUP | Food Insecurity Response for Urban Populations (USAID) |
| FOB | Forward Operating Base |
| FPO | Field Program Officer (USAID officer based at the PRT) |
| GDA | Global Development Alliance |
| GIRoA | Government of the Islamic Republic of Afghanistan |
| GIS | Geographic Information System |
| HO | Home Office |
| IARCSC | Independent Administrative Reform and Civil Service Commission |
| ICMA | International City/County Management Association (RAMP UP East Subcontractor) |
| IDLG | Independent Directorate of Local Governance |
| INF | Infrastructure (project) |
| IP | Implementing Partner |
| IR | Intermediate Result |
| ISAF | International Security Assistance Force |
| LGCD | Local Governance and Community Development Project(USAID/DAI) |
| LOP | Life of Project |
| M&E | Monitoring and Evaluation |

| | |
|--------------|---|
| MIS | Management Information System |
| MOU | Memorandum of Understanding |
| MRRD | Ministry of Rural Rehabilitation and Development |
| MIP | Municipal Improvement Plan |
| MUDA | Ministry of Urban Development Affairs |
| NGO | Non-Governmental Organization |
| NINF | Non-Infrastructure (project) |
| NSP | National Solidarity Program |
| O&M | Operations and Maintenance |
| OSM | On Site Monitor (Field-based USAID representative) |
| PAR | Public Administration Reform |
| PDC | Provincial Development Committee |
| PMP | Performance Management Plan |
| POP | Period of Performance |
| PRT | Provincial Reconstruction Team |
| RAMP UP | Regional Afghan Municipalities Program for Urban Populations (USAID Program) |
| RC (E,W,N,S) | ISAF Regional Command East, West, North, South |
| SMAP | Strategic Municipal Action Plan |
| SME | Small and Medium Enterprise |
| SMGA | Senior Municipal Governance Advisor (RAMP UP East Key Personnel) |
| SOP | Standard Operating Procedures |
| SWM | Solid Waste Management |
| SO | Strategic Objective |
| TAMIS | Technical Assistance Management Information System |
| UN | United Nations |
| UNDP | United Nations Development Program |
| USAID | United States Agency for International Development |
| USG | United States Government |
| VET/CBSD | Vocational Education and Training and Community Based Skill Development Program (USAID program) |

Terms

| | |
|--------------------------|--|
| <i>Gozar</i> | Neighborhood |
| <i>Nahia</i> | Municipal District |
| <i>wakil or kalantar</i> | Nahia or gozar representative |
| <i>Mustoufiat</i> | Sub-national representative office for Ministry of Finance |
| <i>Tashkeel</i> | administrative structure of a GIRoA entity |
| <i>Safayi tax</i> | service charge and property tax |
| <i>Sharwali</i> | Municipality |
| <i>Moqarara</i> | Regulation |

MONTHLY REPORT: APRIL 2012

EXECUTIVE SUMMARY

Capacity Building

Standard Operating Procedures

The preparation of the Manual of Standard Operating Procedures (SOP) for Municipal Procurement has reached the final stage of completion during the month. In April, selected RAMP UP East Public Finance Advisors and their municipal counterparts attended a two-day workshop in Kabul to validate the draft SOP. As a result of the workshop, a final draft version has been prepared, which is deemed ready for roll out to the municipalities. Training of all embedded Public Finance Advisors and municipal Accounting/Finance Managers is planned for next month. Mentoring and actual application of the SOP in the municipalities will follow soon thereafter.

The drafting of the Budget Preparation and Solid Waste Management SOP manuals, which was delayed with the departure of the concerned RAMP UP East consultants, resumed during the month under review. Both manuals, together with their supplementary training designs and materials, are scheduled for completion in May.

Public Finance

As March 20 marked the end of the 1390 solar year, the municipalities spent the first week of April completing any outstanding issues related to collection of revenue and recording of expenditures. As of the end of April, only two municipalities, Panjshir and Mahmud-i-Raqi, were not able to close their books as there were cash disbursement transactions which could not be properly classified due to missing supporting documentation. The IDLG internal audit team has been present in these two municipalities since the closing of the solar year and is assisting the Accounting Managers in classifying the transactions. Due to these outstanding issues, at the end of April Panjshir had not yet completed the 1391 budget. Mahmud-i-Raqi was able to complete the budget, though the accounting books remained open awaiting all expenditure supporting documents.

During 1390, the Public Finance team focused on automating the cash disbursement accounting process and increasing the transparency and efficiency of recording cash outlays. This was accomplished by implementing an Excel-based template for the M20 expenditure sub-ledger in which the municipalities record the expense or debit entry. As the municipal accounting process lacks a double entry recording process and also a cash ledger account, the Public Finance team encouraged the municipal accountants to implement an Excel-based cash book which is similar to the manual entry *Hawala* book. In April, all the municipalities were completing the data entry of the 1390 cash disbursement transactions into the Excel template. At the end of April only Panjshir, Jalalabad, and Mahmud-i-Raqi had not completed entry of all transactions. As noted above, Panjshir and Mahmud-i-Raqi had outstanding unclassified entries and Jalalabad had only recently (in the last quarter) agreed to provide transaction details to RAMP UP East. Due to the large number of transactions – over 5,000 for the year – the municipal staff has not been able to complete the input of all transactions into the template. Instead, they are concentrating on the transactions in the 4th quarter.

All the municipalities used the Excel-based payroll template developed by RAMP UP East to prepare the first month (*Hama*) payroll, which was completed on April 20. In addition, all

municipalities recorded the first month cash disbursement transactions into the Excel-based M20 and cash book.

Initially, the budget circular which is distributed by GDMA to the municipalities indicated that a 12 month budget should be prepared and submitted to GDMA by April 5. All thirteen target municipalities tried to complete this task and seven were able to complete the 12 month budget by the deadline. However, in the first week of April GDMA called the municipal offices and requested the preparation of a 9 month budget as the central government has decided to change from the solar year to a calendar year. This means that the 9 month budget represents solar year 1391 and the next budget year will be calendar year 2013. The official letter to prepare the 9 month budget was issued on April 9.

After the municipalities prepare the budget, it is submitted to the Provincial Administrative Council of the Governor for approval. If approved, it is submitted to GDMA for final review and approval. The table below shows the status of the budget in each of the municipalities as of the end of April. Seven municipalities were able to complete the twelve month budget by the initial deadline of April 5. The municipalities which were not able to complete the budget by the deadline reported delays in receiving information from the *Nahias* (districts) or other municipal departments. As stated above, Panjshir and Mahmud-i-Raqi faced issues with supporting documentation for procurement activities which caused delays and is preventing Panjshir from completing the budget. The RAMP UP East advisors are planning to visit Panjshir in early May to discuss the procurement issues and proper accounting of cash disbursements.

| 1391 Budget Status (April 30) | 12 month budget completed | 9 month budget completed | Provincial Admin Approval Date | GDMA Submission Date |
|-------------------------------|---------------------------|--------------------------|--------------------------------|----------------------|
| Asadabad | 04/03/12 | 04/09/12 | 04/09/12 | 04/10/12 |
| Bamyan | - | 04/08/12 | 04/10/12 | 04/17/12 |
| Bazarak | budget not yet completed | | | |
| Charikar | 04/07/12 | 04/19/12 | | |
| Gardez | 04/07/12 | 04/14/12 | 04/16/12 | 04/16/12 |
| Ghazni | 03/23/12 | 04/10/12 | | |
| Jalalabad | - | 04/23/12 | | |
| Khost | 03/03/12 | 03/08/12 | | |
| Mahmud-i-Raqi | - | 04/14/12 | 04/15/12 | 04/21/12 |
| Maidan Shar | 03/24/12 | 04/03/12 | 04/04/12 | 04/15/12 |
| Mehterlam | - | 04/26/12 | 05/07/12 | 05/09/12 |
| Pul-i-alam | 03/29/12 | 04/18/12 | 04/30/12 | |
| Sharana | 03/25/12 | 04/05/12 | 03/27/12 | 04/07/12 |

Municipal Service Delivery

The RAMP UP East-supported solid collection activities continued during the month. The municipalities by and large met their targets in terms of the number of drop-off sites cleared and volume of waste transported to final disposal sites.

| Municipal Solid Waste Management Activities (April 2012) | | | | | | | | |
|--|--------------|-----------------------|------------|----------------|---------------|---------------------|-----------------------|-------------------|
| No | Municipality | Funding Source | Total Crew | Total Man-days | No. of Trucks | No. of Formal Sites | No. of Informal Sites | Total Volume (m3) |
| 1 | Maidan Shar | RAMP UP East | 18 | 432 | 2 | 27 | 6 | 117 |
| 2 | Bamyan | RAMP UP East | 18 | 432 | 2 | 52 | 59 | 128 |
| 3 | Charikar | RAMP UP East | 27 | 648 | 5 | 62 | 98 | 1,650 |
| 4 | Panjshir | RAMP UP East | 11 | 264 | 2 | 2 | 26 | 99 |
| 5 | Gardez | RAMP UP East | 18 | 432 | 4 | 3 | 84 | 763 |
| 6 | Pul-i-Alam | RAMP UP East | 11 | 264 | 2 | 65 | 55 | 372 |
| 7 | Sharana | RAMP UP East | 8 | 192 | 2 | 40 | 14 | 167 |
| 8 | Khost | RAMP UP East | 10 | 240 | 4 | 30 | 85 | 421 |
| 9 | Ghazni | Municipality / Others | 20 | 480 | 6 | 100 | 45 | 1,195 |
| 10 | Mahmud Raqi | RAMP UP East | 10 | 240 | 2 | 78 | 25 | 299 |
| 11 | Jalalabad | Municipality / Others | 62 | 1,488 | 22 | 180 | 220 | 3,506 |
| 12 | Asadabad | RAMP UP East | 12 | 288 | 2 | 25 | 30 | 280 |
| 13 | Mehterlam | RAMP UP East | 23 | 672 | 3 | 10 | 32 | 190 |

Technical assistance to the routine maintenance of other infrastructure assets and facilities was also sustained. This sets the tone for the assistance during the succeeding months when the focus shifts increasingly to transitioning activities to full municipal control and a phased handover of responsibilities to municipal authorities in Option Year 2.

Twenty-one sub-projects are currently being implemented by the municipalities and RAMP UP East, as summarized in the table on the following page. A list of subprojects pending procurement award is included in Annex 1.

Subprojects in progress

| No. | Project No. | Project Description | % Complete |
|-----|--------------|--|------------|
| 1 | RUE-BAM-0003 | Reconstruction and Asphalt Paving of Streets & Drainage Ditch Construction | 58% |
| 2 | RUE-BAM-0005 | Public Latrine Construction | 90% |
| 3 | RUE-MSH-0004 | Sports Stadium Renovation & Construction Project | 32% |
| 4 | RUE-MSH-0005 | Women & Children's Park Construction Project | 14% |
| 5 | RUE-MSH-0008 | Sidewalk Construction Project | 40% |
| 6 | RUE-GHZ-0005 | Bazazy Side-Walk Construction Project | 25% |
| 7 | RUE-CHA-0002 | Landfill Expansion Construction Project | 90% |
| 8 | RUE-CHA-0003 | Drainage Ditch Construction & Street Rough Grading (District 2) | 99% |
| 9 | RUE-MIR-0004 | Street Asphalt Paving & Drainage Ditch Construction | 85% |
| 10 | RUE-MIR-0005 | Construction of Solid Waste Disposal Site & Supply of Waste Receptacles | 50% |
| 11 | RUE-MIR-0008 | Construction of Public Latrines | 50% |
| 12 | RUE-MIR-0012 | Drainage Ditch, Sidewalk & Culvert Construction Project | 69% |
| 13 | RUE-PJS-0002 | Construction of Temporary Solid Waste Disposal Site | 70% |
| 14 | RUE-PJS-0004 | Street Asphalt Paving | 95% |
| 15 | RUE-PJS-0005 | Solid Waste Receptacle and Equipment Supply Project | 65% |
| 16 | RUE-JBD-0002 | Automobile Parking Lot | 35% |
| 17 | RUE-JBD-0007 | Dosaraka - Fabreka Road Improvements Construction Project | 56% |
| 18 | RUE-MHT-0005 | Solid Waste Landfill Construction Project | 0% |
| 19 | RUE-GRZ-0008 | Construction of Solid Waste Bins/Enclosures Project | 15% |
| 20 | RUE-KHO-0004 | Road and Drainage Ditch Reconstruction Project | 26% |
| 21 | RUE-SHA-0008 | Road Median Construction Project | 9% |

Economic Development and Revenue Generation

Local Economic Development Planning

In April the embedded Economic Development Advisors and the Kabul Economic Development team focused on conducting Local Economic Development workshops as the first stage in preparing a Local Economic Development Plans (LEDP) for each municipality. The process began with a Training-of-Trainers workshop in Kabul on the April 1-2, to prepare the Economic Development Advisors to conduct



The participants in a Training-of-Trainers workshop for Local Economic Development Planning (LEDP), Kabul, April 1-2.

workshops in their municipality. This approach was used to maximize local government and community participation, as well as municipal government acceptance of this type of

strategic planning methodology and ownership of the outputs that local stakeholders produced during the workshops.

Each workshop was attended by at least 25 key stakeholders carefully selected to maximize knowledge of the local economy, current and future government plans, private sector activities and community aspirations for the type and direction of future economic growth. The main objectives of the LEDP workshops was to: explain the structure and purpose of a Local Economic Development Plan (LEDP); explain the methodology for creating a LEDP, and; train embedded advisors to use the methodology to prepare LEDPs in conjunction with their municipal counterparts and key stakeholders, especially the EDACs. Municipal stakeholders were shown how the LEDPs could be used as a planning tool, a municipal management tool and a lobbying/city marketing tool.

The last workshop in Mahmud-i-Raqi was completed on May 9: all other municipalities had completed their workshops by the end of April. Post-workshop activities have been focused on compiling data that will be needed to complete the final LEDP documents that was not available before or during the workshops. This includes: data needed to fill gaps in the municipal economic profiles; completing project lists from the municipal and provincial governments and projects proposed during the workshops; a profile for each project; and 5-year project implementation plans. The status of post-workshop data collection and verification activities for each municipality is shown in the table below. A “Yes” denotes that the data is complete and all materials have been translated from Dari or Pashto to English.



The LEDP workshop in Pul-i-Alam.

| No | Municipality | Economic Profile updates | LEDP Workshop Dates | SWOT | Project List | Project Profiles | Project Implementation Plan |
|----|--------------|--------------------------|---------------------|------|--------------|------------------|-----------------------------|
| 1 | Asadabad | yes | 10/4/2012 | yes | Yes | yes | yes |
| 2 | Jalalabad | yes | 18/4/2012 | yes | Yes | | |
| 3 | Mehterlam | yes | 23/4/2012 | yes | Yes | yes | Yes |
| 4 | Logar | | 01/5/2012 | yes | Yes | yes | Yes |
| 5 | Gardez | yes | 25/4/2012 | yes | Yes | yes | Yes |
| 6 | Khost | yes | 24/4/2012 | yes | Yes | yes | Yes |
| 7 | Sharana | yes | 19/4/2012 | yes | Yes | yes | Yes |
| 8 | Charikar | yes | 23/4/2012 | yes | Yes | yes | Yes |
| 9 | Mahmud Raqi | | 09/5/2012 | | | | |
| 10 | Panjshir | yes | 29/4//2012 | yes | | | |
| 11 | Medan Shar | yes | 24/4/2012 | yes | Yes | yes | yes |
| 12 | Bamyam | yes | 29/4/2012 | yes | Yes | yes | Yes |
| 13 | Ghazni | | 01/5/2012 | yes | Yes | yes | Yes |

Revenue Improvement Action Planning

RIAPs have been completed for all municipalities except Ghazni and Metherlam, which are still awaiting final approval from their mayors. The table below shows the status of the RIAPs for each municipality, including the elements required to complete each RIAP.

Status of Revenue Improvement Action Plans

| RIAP Status 23/4/2012 | Revenue Profile | Revenue Forecast | Capacity Assessment | RIAP Approved |
|--------------------------|--------------------|---------------------|------------------------|------------------|
| Asadabad | yes | Yes | yes | yes |
| Bamyan | yes | Yes | yes | yes |
| Charikar | yes | Yes | yes | yes |
| Gardez | yes | Yes | yes | yes |
| Ghazni | yes | Yes | yes | |
| Jalalabad | yes | Yes | yes | yes |
| Khost | yes | Yes | yes | yes |
| Maidan Shar | yes | Yes | yes | yes |
| Mahmud-i-Raqi | yes | Yes | yes | yes |
| Mehterlam | yes | Yes | yes | |
| Panjshir | yes | Yes | yes | yes |
| Pul-i-Alam | yes | Yes | yes | yes |
| Sharana | yes | Yes | yes | yes |

Business Licensing

The new business licensing system continued to be implemented in all 13 municipalities throughout April. The Kabul based project team continues to provide technical assistance to support municipal officials with minor programming adjustments to the database and with refresher training on how to verify and correct entered data, and print business certificates. All municipalities have completed their business field surveys and data verification, and are well into the data entering process. The total number of businesses now registered in all 13 municipalities is 34,004.

Four municipalities have started printing bills and certificates, although three of those have recently stopped temporarily due to technical reasons. Nine municipalities have not yet started printing bills and certificates, due also to technical and administrative problems. A table showing the status of business registration implementation in each municipality is included in the Summary Tables Annex.

Property Registration

The property registration and safayi tax collection system is well underway in the first two pilot cities of Jalalabad and Ghazni. During April, Jalalabad municipality surveyed and registered 1,216 properties in the 3rd district of the city; 1,216 of the registration forms were subsequently checked, corrected and entered into the property registration database. Since March a total of 1,675 properties have already been registered and digitized into the GIS maps. In Ghazni, 400 properties have been entered into the database while 6,803 properties have been identified for surveying and registration.

The second two property registration pilot cities, Khost and Charikar, were still recruiting field survey teams and GIS technicians in April. Both cities will start field survey work by mid May.

Community Engagement

Newsletters

Maidan Shar, Mahmud-i-Raqi and Mehterlam municipalities published their monthly municipal newsletters.

Opening ceremony

In Sharana, the opening ceremony of the Road Median Construction project (SHA-008) was conducted on April 14. The provincial governor acting mayor along with local elders, and members of youth associations association attended the opening ceremony.

Gender and Youth Activities

The first round of the fellowship program, implemented by ARARO, was completed in Jalalabad, Mehterlam, Asadabad and Parun on April 4. The fellows have submitted their designed projects in support of the municipalities to the mayors.

In April, under component two of the gender grant program (public participation in governance), a total of 279 citizens, including 143 women, in nine municipalities participated in training workshops on the roles and responsibilities of municipalities and their citizens. In addition, 90 female small business owners received basic training on business set-up, customer service and communication in Parun, Asadabad and Mehterlam.

RAMP UP East's youth grantee, ECW, supported a Taekwondo tournament in Mahmud-i-Raqi, while AMRAN held an opening ceremony for a football tournament in Sharana and a closing ceremony in Khost. AREP organized a cricket tournament in the municipalities of Maidan Shar and Ghazni.

MUNICIPAL PROGRESS REPORTS

MAIDAN SHAR MUNICIPALITY

PROVINCE: WARDAK

Capacity Building

The accounting & finance department completed the implementation of the Excel-based M20 expenditure sub-ledger, which records the expenditure (debit side) of all cash disbursements. The template was installed on the personal computer of the municipal finance officer as the municipality still has not purchased a computer for the finance department, though it has been appropriated in the budget. The municipal finance officer previously recorded all 1390 cash disbursements into the template on his own and is now entering 1391 transactions as well.

To reconcile the 1390 cash disbursement transactions to the municipal bank account, the municipal finance officer worked with the RAMP UP East team to create an Excel-based cash sub-ledger account (credit side) similar to a check book register. The Hawala book is the official municipal accounting record of cash disbursements, but this book does not show the detail of each check that is written or a running balance. Without an official cash sub-ledger account, it is not possible to accurately reconcile cash disbursements to the municipal bank account. The municipal finance officer, assisted by the public finance advisor, entered all 1390 cash disbursements into the Excel-based cash ledger (check book) based upon the cash disbursements in the M20. They were then able to reconcile the cash disbursements to the bank account statements.

The municipal finance officer and the public finance advisor, worked together to develop an Excel-based bank reconciliation form. Using this form and the Excel based cash ledger previously discussed, they reconciled the 1389 closing cash balance to the 1390 beginning bank balance and then proceeded to reconcile the 1390 bank statement. The municipality intends to begin reconciling the bank statement on a monthly basis this year.

The draft 1391 Municipal budget was submitted to the Provincial Administration Meeting for consideration and subsequently approved by the Governor and submitted to GDMA for approval.

Community Engagement

The articles and design of the fourth edition of the municipal newsletter was finalized and the municipality will print and distribute the paper in the coming weeks.

Municipal Service Delivery

A total of 117 cubic meters of solid waste was collected during the month from both formal and informal temporary dumpsites and transferred to the landfill. For this purpose, the municipality employed 16 laborers and two foremen using two dump trucks.

The RAMP UP East supported Renovation of the Sports Stadium in Maidan Shar is ongoing: about one-third of the work is completed.

The construction of a Women and Children's Park is also in progress. About 14% of work was reported as completed at the end of April.

The Sidewalk Construction Project is temporarily suspended. About one quarter of the work is completed but there is a lack of materials. This will require a change in the purchase order with the contractor.

Economic Development and Revenue Generation

The Local Economic Development Plan (LEDP) workshop was successfully conducted with 25 participants from different municipal departments and members of the local business community and civil society. The workshop was held in the municipal offices. The main training elements included a presentation of the municipal profile, the RIAP, a SWOT analysis of the local economy, drafting of a municipal mission statement, and selection and prioritization of development projects proposed for the next 5 years (1391-1395). The LEDP workshop ended with presentations by each of the participant working groups, who explained their list of projects and how they thought these projects would contribute to future economic growth in Maidan Shar.

Community Engagement

On April 25, the Municipality of Maidan Shar convened its monthly citizen forum and held a discussion on four subjects: (1) City cleanliness and solid waste collection; (2) Determining



A Citizen Forum was held in Maidan Shar on April 25.

shop rents through consultations with the market owners; (3) Repairing the front sections of market buildings (face lift); and (4) Determining the classification of shops in the city.

More than 39 people, including 5 women, participated in the forum along with the Mayor, municipal officials, the director of Environmental Protection, and city council members, local market owners, and shopkeepers.

In the forum, the Mayor briefly explained the current status of solid waste collection; shop rents, sidewalks in the market, and the classification of shops throughout the city. He encouraged citizens and shopkeepers to cooperate with the Municipality in keeping the city clean. He also

advised market owners to reduce their shop rents, which has been the subject of complaints by shopkeepers. The Mayor asked the market owners to build sidewalks in each of their markets and renovate the existing ones.

Gender and Youth Activities

Afghanistan Rehabilitation and Education Program (AREP), a RAMP UP East youth participation grantee, continued implementing the youth activities under the three components of the grant (internships, computer training, and sports tournaments). Six recent high school graduates, 3 male and 3 female, are enrolled in the internship program. Forty young males continued receiving computer training.

The Bureau for Reconstruction and Development (BRD), the gender-responsive governance grantee, held a graduation ceremony for two fellows (one male and one female) who had completed a five-month fellowship program. The Mayor issued appreciation certificates to the fellows.

Coordination

The Governor of Wardak, Mohammad Halim Fedae, chaired the monthly PDC meeting in Maidan Shar. The Governor reported that the Municipality's revenue had increased by 70%. He also said that the province has developed a provincial development plan for the next five years, but he has difficulties finding donors for projects that are prioritized by people.

On April 1, the Mayor of Maidan Shar held a meeting with the representatives of USAID representatives (OSM, FPO and DFPO) to discuss the municipal projects and activities supported by RAMP UP East. He also discussed the Municipality's plan to categorize all shops in the city. The Mayor highlighted the importance of the monthly newsletters in sharing municipal information and updates with citizens.



Maidan Shar Acting Mayor distributing certificates to fellows.

GHAZNI MUNICIPALITY

PROVINCE: GHAZNI

Capacity Building

The municipal Accounting Officer completed entering all 1390 cash disbursements into the Excel based M20 cash disbursement sub-ledger as part of the end of the year close out of the accounting records. With technical support from RAMP UP East, the Accounting Officer prepared both the twelve and nine-month budget for Moqur and Jaghory municipalities (Districts of Ghazni Province) for the year 1391 and the Municipality submitted a nine-month budget to the Governor's Office for review and approval.

Municipal Service Delivery

The Municipality has requested a change in the design of the Bazary Sidewalk Project. Instead of paving blocks, he would like to use flat stone, a local natural product. The project may need to be temporarily suspended while the municipal engineering and RAMP UP East modify the proposal to be submitted to USAID for consent.

Economic Development and Revenue Generation

The business registration survey in Ghazni was successfully completed this month. A total of 6,800 records were verified with technical support from the RAMP UP East team. The entry of this data into the Business Registration Access database will start in May after municipal officers have received technical training from RAMP UP East.



Surveyors measuring commercial areas during the property registration survey in Ghazni on April 3.

The property registration survey started on 31 March, 2012. The Ghazni team, consisting of municipal officials and RAMP UP East staff, has surveyed and registered 962 residential and commercial properties so far, and of these 500 have been entered into the property registration database.

New Municipal Law Consultation Workshop

RAMP UP East was requested to facilitate and support a two-day Municipal Law Consultation Workshop in Ghazni on April 10-11. The Workshop documentation and objectives were prepared by the General Directorate of Municipal Affairs (GDMA). The

objectives of the workshop were to enhance people's participation in the legislative process; seek feedback from different stakeholders and strata of the society in drafting the law; and finalizing the drafting of the new municipal law.

RAMP UP East provided financial support and facilitated the workshop. Some 100 participants, including the Deputy Governor, Mayor, Deputy of Provincial Council, District/Nahia Officers, religious scholars (Shura-e-Ulama-e-Ghazni), women, youths, human rights activists, Cultural Center and UNAMA, representatives of local business associations, academic institutions (economy, agriculture and law), national NGOs, local community elders, shopkeepers, citizens, the police department, and local government line directorates attended this workshop.

Community Engagement

On April 3, the Municipality of Ghazni convened its monthly citizen forum with participation of 34 people including 4 women. The main issue discussed in the forum was citizens' participation and cooperation in city cleaning.

Gender and Youth Activities

The second exhibition of Ghazni women's handicraft was held on April 9. The Mayor and Deputy Governor welcomed the visitors and encouraged them to buy the goods produced by 30 female entrepreneurs. The exhibition was organized by the Bureau for Reconstruction and Development (BRD), a RAMP UP East gender responsive governance grantee.



Around 30 women participated in the small female-owned business exhibition in Ghazni on April 9.

Afghanistan Rehabilitation Educational Programs (AREP) continued implementing the youth participation activities in Ghazni, including the internship program for six male and female youth, computer training for 40 youth (including 20 females), and the sports program. There was no sport tournament during the month of April.

Community Engagement

On April 3, the Municipality convened its 16th monthly citizen forum in the municipal conference hall. Thirty four participants, including four women, attended the forum. Representatives of local businesses, youth associations, women's organization, Wakil-e-Guzar, market owners, community elders, shopkeepers, the provincial council, and ordinary citizens attended the forum. The Mayor informed citizens about the Municipality's plan to demolish the old market and construct a modern market. The Mayor encouraged participants to keep the city clean. At the end of the forum, he asked all participants to pass this message to family members and other citizens and invited them to take part in a city cleaning day on May 9.



Participants at the citizen forum held in the Municipality of Ghazni on April 3.

BAMYAN MUNICIPALITY

PROVINCE: BAMYAN

Capacity Building

RAMP UP East hired a new Public Finance Advisor for Bamyan during the last week of April. As RAMP UP East uses a mentoring process with embedded advisors, the new advisor spent his first week in Charikar where he was mentored by the Charikar team and had an opportunity to work with the municipal accounting officer to gain a more detailed understanding of the municipal accounting and budgeting process. He will proceed to the Bamyan in May.

The municipal budget committee completed the 1391 twelve and nine month budget and submitted the nine month budget to the Governor for review and approval.

The RAMP UP East embedded Public Works Advisor attended Engineering Survey Training in Kabul together with his municipal counterpart. The advisor and his counterpart also conducted a training workshop on the basic concepts and principals of management training for the municipal sanitation manager and his staff. The municipal engineer received on-the-job training on various aspects of stone masonry mortar and PCC used in the RAMP UP East supported projects.



The municipal engineer receives on-the-job training from his RAMP UP East counterpart.

The Public Administration Advisor and the municipal Administration Manager conducted a one day anti-fraud training workshop for all municipal and RAMP UP staff on April 24. Topics covered in the training included fraud, methods of fraud detection, anatomy of fraudulent acts, and measures for preventing fraud.

Municipal Service Delivery

Two service delivery improvement projects in Bamyan, which were temporarily suspended during winter, resumed in April 2012. The Reconstruction and Asphaltting and Paving of Streets and Drainage Ditch Construction Project is now about 50% complete, and the Public Latrines Construction Project only requires some final work.

A crew of 16 solid waste collectors supported by two foremen, using two dump trucks, succeeded in serving all the targeted waste collection sites around the city. All in all 128 cubic meters of solid waste were transported to the landfill site.

Economic Development and Revenue Generation

The Economic Development Advisory Committee (EDAC) of Bamyan was given a detailed explanation of the completed RIAP on April 9. The RIAP was distributed to the committee members for comments and a revised version was presented to the Mayor and his approval received. The final RIAP will be sent to GDMA for approval for the methods and procedures

proposed to collect Safayi fees from government organizations and other revenue enhancement proposals. For instance, the *Tahjayee* rent, paid by university students, is also discussed in the RIAP.

The Local Economic Development Plan (LEDP) workshop was successfully conducted with 20 participants from different municipal sectors and departments. The workshop was held in the conference hall at the municipal office. The main training elements included a presentation of the municipal profile for Bamyan, the RIAP, a SWOT analysis of the local economy, drafting of a municipal mission statement, and selection and prioritization of development projects proposed for the next 5 years (1391-1395). The LEDP workshop ended with presentations by each of the participant working groups, who explained their list of projects and how they thought these projects would contribute to future economic growth in Bamyan.

COMMUNITY ENGAGEMENT

On April 4, the Municipality conducted a citizen forum with 33 participants including 3 women, 2 youth and representatives of the business sector, line directories, community elders and the chairmen of municipal districts. The topics discussed were a review of the past meeting minutes, achievements since the last forum and challenges of the different municipal districts (*Nahias*). Recommendations of the forum included: 1) the Traffic Department should control illegal parking on the main road and randomly check drivers' licenses; 2) the city district officers with the support of ASGP's representative were tasked to consult with citizens to prioritize development projects in their respective districts; 3) the Municipality will collect garbage from Ajdar valley; and 4) the construction of the retaining wall will be discussed with WFP. The Mayor asked the citizens to cooperate with their Municipality in keeping the city clean and advice the Municipality in the selection and prioritizing of projects.



The Mayor of Bamyan addresses participants at the citizen forum on April 4.



Live roundtable on radio Paiwand, April 1

The Mayor of Bamyan, a representative from the bazaar and two other citizens participated in a live 45 minute roundtable on radio Paiwand held on April 1. The participants in the radio show discussed the activities of the Municipality over the past year (1391). Callers expressed concern about the lack of transparency and the Municipality's weaknesses in addressing the needs of the people.

Gender and Youth Activities

On April 4 and 5, the Bureau for Reconstruction and Development (BRD) conducted a two-day training for 18 female and 15 male citizens of Bamyan on roles and responsibilities of municipalities and citizens.

The youth participation grantee, AREP, continued implementing the three components of the program (internships, computer training and sports activities) in Bamyan.

CHARIKAR MUNICIPALITY

PROVINCE: PARWAN

Capacity Building

The municipal Accounting Officer completed entering all 1390 cash disbursement transactions into the Excel-based M20 and Hawala book. He also entered transactions for the first month of 1391 without assistance. Working together with the Public Finance Advisor, the Accounting Officer completed both the twelve and nine month budget and submitted it to the Governor for approval. The accounting department reconciled the 1390 cash disbursements to the municipal bank account and provided the bank reconciliation with the 1390 budget.

The municipal Accounting Manager and Public Finance Advisor are currently working on an Excel-based template for recording cash receipts and to establish a revenue sub-ledger increasing the efficiency and accuracy of revenue accounting.

On April 24, RAMP UP East organized an anti-fraud training in the Charikar municipal training hall for 45 staff members from the municipalities of Charikar, Bazarak and Mahmud-i-Raqi and the embedded RAMP UP East teams.



Anti-fraud training in Charikar, April 23.

Municipal Service Delivery

During this reporting period, the Municipality cleared a total of 119 solid waste drop-off sites, including formal and informal locations. The municipal team used 5 dump trucks and a total of 20 laborers to move 1,650 cubic meters of waste to the landfill. In addition, 4,000 trees were cultivated along the Kabul-Charikar main road and Parwan provincial government areas.

The Drainage Ditch Construction and Street Rough Grading Project in Charikar is almost completed. Final inspection and measurement will be conducted in the first week of May, before the project will be handed over to the Municipality.

Economic Development and Revenue Generation

On March 31 an EADC meeting was held in the municipal conference hall with 13 participants. After months of discussions and consultations, the revenue improvement action plan (RIAP) was presented to the economic development committee for consideration and approval. During the meeting committee members discussed the revenue forecasting for the next five years and agreed that the RIAP was a very good step in the right direction. Committee members also appreciated the five years revenue profile. They supported the selection of five sustainable revenue sources, which were at the core of the plan. Finally, the plan was accepted and approved by all committee members and they pledged their support for its implementation.

Community Engagement

The Municipality of Charikar held its monthly citizen forum on April 12 in the municipal hall. Twenty-two citizens (including 7 women), composed of government officials, school teachers, social affairs staff, local NGOs, the health department, Wakil Guzars and municipal officials attended the meeting. Charikar Mayor Mr. Roohullah Sidiqi welcomed the participants and discussed the major concern of water supply in the city. The focus of the meeting was the city greenery campaign and city development, citizen cooperation in city cleaning and general information about RAMP UP East's completed and ongoing activities. Ms. Raisa Sabir, a member of the provincial council, informed the forum about the formation of a committee representing citizens to monitor construction and implementation of projects and inform the Municipality if they notice any problems. The need for a proper hotel in Charikar was raised by participants. The citizens also suggested that the RAMP UP East team should have a meeting with the elders of the area where a new project is going to be implemented and should instruct the elders to closely coordinate with the Municipality to ensure citizens responsibility in taking good care of the service delivery improvements.

Gender and Youth Activities

The first round of the youth fellowship program, implemented by grantee AABRAR, was completed in Charikar on April 14. The fellows submitted their designed projects to support the municipality to their municipal mentors and received certificates of completion. The second round of the fellowship program has been announced locally and the CVs of candidates were collected by the grantee. The fellows were chosen by a selection committee including representatives of the municipality, RAMP UP East and the grantee. The second round of fellows signed their contracts on April 15 and started their assignment.

Coordination

The RAMP UP East USAID COR visited the Municipality of Charikar and held a meeting with the Mayor. They discussed the current activities of RAMP UP East in the city. The Mayor mentioned that he would like to propose minor change in the program and these will be discussed with the embedded team and the RAMP UP East management in Kabul. The COR expressed her appreciation for the support of the new Mayor for the project.



MAHMUD-I-RAQI MUNICIPALITY

PROVINCE: KAPISA

Capacity Building

The municipal Accounting Manager implemented the Excel-based cash disbursement journal by posting the transactions from the first month (*Hamal*) of 1391. This provided an opportunity for him to practice additional Excel functionality with the support of the embedded RAMP UP East advisor. Together they are working on the bank reconciliation of 1390. The Accounting Manager also completed the payroll for the month of Hamal. During the reporting period, the municipality completed only the nine month budget, which was approved by the Governor and submitted to GDMA for final approval.

Municipal Service Delivery

The Street Asphaltting and Drainage Ditch Construction Project, which involves the improvement of a 300-meter long road and was suspended during the winter, has been restarted. A formal notification was sent to the contractor, who at once arranged for the delivery of materials needed for the completion of the project. The construction of a temporary landfill has been approved but the project had to be postponed due to a change in the location.

Solid waste collection in the municipality continued. The weekly collection schedule was followed in Deh Baba Ali Bazaar, Sayad Bazaar, Choke Guldán, Sidq Abad, and around government offices, with daily monitoring conducted by the Manager of the Sanitation Department and the Public Works Advisor. To accomplish the task, the Municipality is using 2 dump trucks, a collection crew of 80 and 2 supervisors. A total of 299 cubic meters of solid waste was collected from trash bins and 177 informal dumpsites and disposed at the landfill.

Economic Development and Revenue Generation



On April 23, the municipal Revenue Manager and the Economic Development Advisor prepared a revenue analysis.

The EDAC members of Mahmud-i-Raqi were asked to review and approve the RIAP, which was accepted unanimously by the members. A signed and stamped copy of the RIAP has been sent to the Kabul Office.

The new computerized business license issuance activity was stopped because of a letter issued by IDLG instructing the municipality to use the old system for issuing business licenses. This letter contradicts previous correspondence and guidance from IDLG and needs urgent clarification. The Kabul team has been asked to seek further clarification from IDLG.

Preparations for the Local Economic Development Planning workshop continued during the month of April. The economic profile was further enriched with new data.

Community Engagement

On April 22, Mahmud-i-Raqi held a monthly citizen forum with the participation of 13 women and 22 men. Issues discussed in the forum included municipal activities and challenges. The event was covered and later aired by Dunya radio channel.

Gender and Youth Activities

The first round of the youth fellowship program, implemented by grantee AABRAR, was completed in Mahmud-i-Raqi. On April 14, the fellows received certificates of completion. The second batch of fellows was selected by a committee and started their program.

On April 29, the youth grantee in Mahmud-i-Raqi facilitated a Taekwondo tournament. The opening ceremony was attended by the Mayor and other government and civil society representatives and citizens.

PANJSHIR MUNICIPALITY

PROVINCE: PANJSHIR

Capacity Building

In the past the Accounting Department of Bazarak was experiencing problems verifying cash disbursement transactions, as the Procurement Department was not able to provide supporting documents for all of the 1390 disbursements. The RAMP UP East Public Finance Manager visited the Mayor in early April to encourage more transparency in the procurement process. As a result, by the end of April only 10% of 1390 cash disbursements were still missing supporting documentation. The Accounting Department expects to complete posting of all cash disbursements to the Excel-based M20 sub-ledger in May.

The lack of supporting documents for all 1390 cash disbursements and continuing attempts to collect 1390 revenue is preventing the Municipality from completing the 1390 budget. The RAMP UP East team is planning another visit to the Municipality to resolve the outstanding issues.

The RAMP UP East Public Works Advisor and Site Engineer participated in a four days training on Engineering Surveying in the Kabul office of RAMP UP East on April 1-4.

Six staff from Panjshir Municipality and 4 staff from RAMP UP staff attended a one day Anti-Fraud training held in the Charikar municipal office on 24 April.

Municipal Service Delivery

Based on the municipal greenery plan, which was developed with the support of RAMP UP East, almost 400 fruit-bearing and other trees were purchased by the Municipality or donated by the Ministry of Agriculture.

The Construction of a Temporary Solid Waste Collection Disposal Site was restarted in early April: this project is nearing its completion.

Another RAMP UP East supported project, the Drainage Ditch, Culverts and Side Walk Construction Project, was also restarted at the beginning of April. An obstacle, the old Red Crescent boundary wall, was demolished by the Municipality using its own resources. The project is about 95% complete but is awaiting the release of a new purchase order for the delivery of additional construction materials.



Monitoring Test Well excavation in progress

The Street Asphaltting Project restarted on 15 April: curbstones have been placed and the median has been filled with agricultural soil for the cultivation of trees and ornamental plants. This project is also nearing its completion in the next month.

A total of 99 cubic meters of garbage was collected from two formal and 24 informal dumpsites around town and delivered to the landfill. A total of 8 laborers, 2 drivers, and one

supervisor are working on this project. Two dump trucks supplied by the Municipality are being used while the fuel is supplied by RAMP UP East.

Economic Development and Revenue Generation

The Panjshir Accounting Department created a daily journal: all expenditures and revenues will be recorded by the department's staff using this Excel-based spreadsheet format.

The Local Economic Development Planning workshop was conducted on 29 April in Panjshir Municipality. A total of 22 participants from the Ministry of Agriculture, the Economy Directorate, municipal staff, EDAC members, local community members and youth representatives participated in the event. The main part of the workshop was a SWOT analysis of the local economy and the selection of development projects, which were reviewed and prioritized by the participants.

Community Engagement

The RAMP UP East team in Bazarak facilitated a Municipal Law Consultation Workshop in Panjshir in with 70 participants took part. The participants suggested the use of *Dari* words in the Municipal Law, instead of English words such as strategy, policy and process. They also suggested changing the status of the municipality from a non-budgetary to a budgetary entity, adding articles about the municipality's responsibility toward senior citizens and drug addicts, and receiving loans from internal and external sources. They also recommended that the new law should be approved by civil society and community representatives.



A working group at the Workshop on the New Municipal Law held in Panjshir.

Gender and Youth Activities

The first 5-month phase of the youth fellowship program in Panjshir was completed on April

15. The two fellows (male and female) were hosted by the Department of Women's Affairs and they received on-the-job training in basic office management, administration and computing.

The youth participation program implemented by RAMP UP East grantee ECW continued as per the approved work plan.

Coordination

On 19 April, USAID OSM Ghafoor Karzad visited the RAMP UP East office and was briefed on the status of ongoing activities and challenges.

JALALABAD MUNICIPALITY

PROVINCE: NANGARHAR

Capacity Building

The RAMP UP East team in Jalalabad experienced difficulty in obtaining information on financial transactions from the Municipality. This issue appeared to have been resolved over the past few months, and two members of the municipal Finance Department have been actively working with the RAMP UP East Public Finance Advisor to enter cash disbursement transactions from 4th quarter of 1390. As this comprises of over 1,200 transactions, the Accounting Department decided to focus only on transactions in the last quarter of 1390 for historical purposes. They are also actively entering current transactions for the first month of the new fiscal year.

The Municipality completed only the nine month budget for 1391, which was submitted to the Governor for approval. The Payroll Department had previously refused to accept the Excel-based payroll processing, but has now accepted the system and produced the payroll for the last month of 1390 and the first month of 1391 using the computer-based template.

Municipal Service Delivery

With support from RAMP UP East, the Construction Department of the Municipality of Jalalabad completed the survey of a road asphaltting project in the fourth zone of *Chelmatra*, with a total length of 375 meters and a width of eight meters. The project is due for implementation this year.

The solid waste management survey for the 2nd municipal district took place in close coordination with the Deputy Manager of the Sanitation Department. The survey established that 10 dump trucks and an average of 45 laborers per day collected 635 cubic meters of waste in 5 working days. Meanwhile, the operation and maintenance checklist for the 4th district has been completed in cooperation with the Municipality's Construction Engineer.

The technical survey of the RAMP UP East supported Parking Lot Project was completed. The revised design and BoQ were prepared and the project restarted at the end of the month.

The Dosaraka-Fabreka Road Improvement Construction Project is ongoing: by the end of April about 56% of the project had been completed.

Economic Development and Revenue Generation

The Local Economic Development Planning workshop was held on April 18 in the conference hall of the Municipality. The main stakeholders in attendance were: the Chamber of Commerce; representatives of the Department of Agriculture; UNAMA; UNDP/ASGP; a representative of the Governor's office and the members of the EDAC.

In April the Municipality surveyed and registered 1,177 properties in the 3rd district of the city. 1,150 of the registration forms were subsequently checked, corrected and entered into the property registration database.

During the last week of April the Jalalabad municipal Revenue Department started the distribution of computerized business licenses by issuing 65 licenses. A total of 14,625 AFs was collected from these issued licenses.

Community Engagement

On April 17, a citizen forum was held in Jalalabad with participation of the Deputy Mayor, District heads, leaders of the Community Council, and other community and government leaders. The focus of the forum was city management, community development and city cleaning, and the achievements of the municipality. The Deputy Mayor requested the citizens to help the municipality in city cleaning and paying their taxes on time. He also asked the district representatives to mobilize their area members in cleaning up their environment. Some of the citizens wanted the Municipality to share more information and keep them informed about municipal activities. They asked the Municipality to organize a meeting every week.

On April 23 the municipality conducted another citizen forum. The participants (38 people) included representatives of community councils, government line directorates, the private sector and ordinary citizens. Dr. Faiz Mohammad, a representative from the 5th district, said that the city faces problems with sanitation and solid waste disposal that need to be addressed by the authorities. A *Wakil Guzar* from the 3rd zone suggested that a city cleaning day should be arranged by the Municipality. Representatives from the 1st and 4th districts acknowledged that the city residents must pay Safayi tax on time to assist the Municipality in providing services to the people. The Deputy Mayor promised to share the concerns and suggestions with the concern ministries and invite them to upcoming citizen forums.

At the request of the citizens, a third citizen forum was held on April 30 in which 39 participants representing the private sector, community councils and government line directorates took part.

Gender and Youth Activities

The Jalalabad interns, 3 male and 3 female, supported by youth grantee RSSAO, participated in the Consultative Workshop on the draft Municipal Law conducted by the Municipality.

The male fellow supported by ARARO, a gender grantee, completed his project on nursery farms and submitted it to the Municipality for consideration.

From April 24 to 28, ARARO conducted a 4-day training workshop on gender mainstreaming, governance, advocacy, leadership and management for 30 male and female citizens of the Municipality.



Coordination

RAMP UP East facilitated a coordination meeting between the project, the Municipality and ASGP in preparation for the Municipal Law Consultation Workshop on April 7. The Jalalabad team also held a coordination meeting with the USAID FPO and DFPO and briefed them on the property registration process in the 3rd Nahia of the city.

ASADABAD MUNICIPALITY

PROVINCE: KUNAR

Capacity Building

The municipal Finance Officer has struggled with recording cash disbursement transactions in the Excel-based M20 cash disbursement sub-ledger due to a significant learning curve with the computer application. As a result, the RAMP UP East Public Finance Advisor has entered the majority of the transactions and the Finance Department is using the computer program to verify the manual entries. During April, the Municipality promoted a data entry clerk to the position of accounting clerk and he is quickly learning the Excel-based templates.

The Public Finance Advisor is assisting the Accounting Clerk in data entry of 1391 cash disbursements into the Excel-based templates. Based upon the manual records and computerized templates, the Municipality was able to complete the 1390 twelve and nine month budgets, which were sent to the Governor for approval.

Community Engagement

The 10th edition of Asadabad's monthly newsletter (*RAGHAWANA*) was published and distributed by the Administration Department to government departments and citizens in Asadabad.

Municipal Service Delivery

As planned, solid waste collection was focused on the 1st, 2nd, and 3rd districts of the Municipality. Two dump trucks, two drivers, and 10 laborers were involved in the waste collection program. A total of 90 informal dumpsites and 52 trash bins were cleared and a total of 280 cubic meters of waste was taken to the landfill. In addition, the municipal Sanitation Department cleaned the drainage canals on both sides of the Kelay Dam road leading to the Kunar public hospital, employing five laborers. A total of 22 cubic meters of garbage and sewage was removed. The construction of 70 new trash bins has been started.



Economic Development and Revenue Generation

The RAMP UP East team assisted the Municipality in conducting a workshop on April 10 as the first step in preparing a Local Economic Development Plan for Asadabad. Twenty five key stakeholders were invited to participate in the workshop and they selected 27 projects to support the future economic development of the city.

The Economic Development Advisor was assigned to prepare profiles for each project and an implementation plan, and collect data from other government departments to complete the economic profile for Asadabad.

On April 5, the Revenue Improvement Action Plan (RIAP) for the Municipality was completed and signed by the Mayor, the Revenue Manager and the Head of the EDAC.

Community Engagement

On April 25, a citizen forum was held in the Municipality of Asadabad with the participation of 15 citizens, including representatives of the private sector and government line directorates. The Mayor briefed the participants on the water and sanitation project that provides clean water to the citizens. He also reported that the Municipality has already distributed tax notebooks for the collection of city taxes. He explained that the funds from tax collection will be used for service delivery projects. Hajji Sayed Azim promised that all shopkeepers who have access to clean water will pay 60 Rupees (1.86 AFs) on a monthly basis to the Municipality. In the end it was decided that each shopkeeper will pay 50 AFs per month to the Municipality.

A two-day consultation workshop on the new Municipal Law was held from April 17-18, 2012 at Kunar Governor's compound. 111 participants including Kunar governor, head of provincial council, heads of line department representatives of non-governmental organizations, civil society, media, community elders, and Wakil Guzar, participated in this workshop.

The focus of meeting was brief about workshop, rule of law and good governance, citizen's participation in decision making of the municipality for better responsive and accountable governance and presentations of participants groups.



Assadabad citizen forum held on April 25.

Governor of Kunar, Sayed Fazlullah Wahidi addressing the participants said, “your participation is very important because municipality is growing and making improvements so your feedback will reflect your needs and concerns.”

Gender and Youth Activities

On April 28 and 29 The Gender Responsive Governance Grantee, (ARARO), conducted a 2 day training for 30 female entrepreneurs on business set up. The grantee also facilitated a one day exhibition of handicraft Asadabad where 30 women entrepreneurs displayed their handicrafts, embroidery and other decorative pieces.



Coordination

The Team Leader was invited to an introductory meeting of the newly assigned USAID FPO with the provincial Governor. During the meeting, the FPO requested more information about the progress of the RAMP UP East activities in Kunar.

MEHTERLAM MUNICIPALITY

PROVINCE: LAGHMAN

Capacity Building

The municipal Finance Manager completed entry of all 1390 cash disbursement transactions into the Excel-based M20 cash disbursement sub-ledger. The transactions have also been entered into the Excel-based Hawala cash book. Using the Excel-based M20 and Hawala book, the municipal Finance Manager, assisted by the Public Finance Advisor, completed the bank reconciliation of 1390 cash disbursements with the municipal bank statements.

The municipal Revenue Manager, assisted by the Public Finance Advisor, developed an Excel-based cash receipts journal and he recorded the first month (*Hama*) revenue transactions for 1391. They also set up a process for reconciling cash receipts and disbursements on a monthly basis with the bank statements.

The municipal Budget Committee, assisted by the Public Finance Advisor, completed only the nine month budgets for 1391. The budget has been submitted to the Governor for approval.

Municipal Service Delivery

During this reporting period, the Municipal Engineer with the assistance of the RAMP UP East Construction Engineer, prepared the final inspection, as-built drawings, final measurement, and closeout documents for two RAMP UP East supported service delivery projects. These projects will be transferred to the Municipality in the next month.

Economic Development and Revenue Generation

The Municipality organized a two-day Local Economic Development Planning workshop, which was conducted at the Mehterlam municipal office. Prior to the workshop the RAMP UP East embedded team briefed the Mayor on the purpose of the LEDP and presented the economic profile to the stakeholders. The main output of the LEDP workshop was an updated economic profile for the city and a 5 year action plan, which includes profiles for proposed investment projects.



Community Engagement

The first edition of the Mehterlam municipal newsletter was published this month. The newsletter is called *Da KHAAR HIDARA* and has four pages in color print. It is funded from the municipal budget. The newsletter was distributed to the participants of the Municipal Law Consultation Workshop and a gender workshop, and at the women's exhibition.

Gender and Youth Activities

RAMP UP East grantee ARARO conducted a two day training on the role and responsibilities of the Municipality and its citizens or 30 men and women.

On April 2, the grantee organized an exhibition of handicraft by women in the Department of Women's Affairs. Thirty female entrepreneurs showcased their products, such as handicrafts, handmade Afghan garments, and jewelry.



Women showing their handmade garments during an exhibition in Mehterlam held on April 2.

Coordination

On April 26th the USAID OSM had a meeting with the RAMP UP East team. They discussed RAMP UP East's progress in the Municipality of Metherlam and the OSM monitored the daily activities of the embedded advisors.

GARDEZ MUNICIPALITY

PROVINCE: PAKTIA

Capacity Building

With technical assistance of RAMP UP East the municipal Accounting Manager prepared the annual budget for fiscal year 1391. The budget was passed by the provincial administration meeting and sent to IDLG/GDMA for approval.

At the request of the Mayor, the embedded Public Finance Advisor also helped the mayors of Zurmat and Chamkani districts in preparing their annual budget. The completed budgets were sent to IDLG/GDMA for review.

The municipal Revenue and Accounting Manager received training on cash receipt journal and bank reconciliation.

To further increase his skills, the municipal Accounting Manager was trained on the use of the automated payroll system. The Accounting Department prepared the payroll for the municipal staff for the month of *Hamal* 1391.

Public Works

The staff of the municipal Sanitation Department implemented the weekly schedule for solid waste management and cleaned about 352 informal and 12 formal drop-off sites in the city.

A total of about 763 cubic meters of solid waste was collected and transferred to the municipal landfill.

The head of the Greenery Department was trained on the AutoCAD program and he is able to use all the standard commands in preparing project drawings.

The Public Works Advisor also trained his 3 municipal counterparts on planning, project management and reporting writing.

Municipal Service Delivery

On 26 April, the launching of the Solid waste bins construction took place in front of the Teacher Training Center. The Sanitation Department head along with other municipal staff as well as the Director of the Training Center participated in the ceremony. In his speech, the head of the Sanitation Department mentioned that the people of Gardez have long awaited this project and thanked USAID for finally making it a reality. Under this project 36 dual drums as well as 31 two-cubic meter and 17 three-cubic meter bins will be constructed.



The municipal Accounting Manager of Gardez is working on the annual budget with the assistance of his RAMP UP East counterpart.

At the same time, RAMP UP East continues to support solid waste collection, providing two rental trucks and a collection crew of 8, which this month collected and transported 324 cubic meters of waste. In recognition of the Municipality's efforts, the Department of Environmental Protection rewarded the head of the Sanitation Department, who in turn expressed his appreciation for all the support he is receiving from RAMP UP East.



On April 26, officials from Gardez Municipality cut the ribbon for the start of the USAID-funded trash enclosure construction project.

Economic Development and Revenue Generation

After five EDAC meetings, the Revenue Improve Action Plan for the Municipality of Gardez was finalized. The RIAP is expected to result in significant increases in local revenue.

On April 25, a Local Economic Development Planning workshop was held in the Municipality. The Mayor welcome the participants, including representatives of UNAMA, small industries, business owners, the local chamber of commerce and line directors involved in economic development. The Mayor asked the donors in attendance to assist Gardez by implementing infrastructure projects to support the local economy.

The RAMP UP East team facilitated the workshop and helped explain the objectives. They also supported the presentation of the local economic profile, drafting of the municipal mission statement, conducting a SWOT analysis of the local economy and the selection of projects from the Provincial Development Plan and proposed by the participants.

At the end of workshop, Mahfoz Ahmad, the Director of the Economic Department of Gardez, thanked all the participants and especially the team from RAMP UP East for supporting the Municipality. He mentioned that the participants selected important and effective projects and hoped to see them successfully implemented.

Gender and Youth Activities

On April 21, grantee AMRAN restarted the youth program in Gardez. The grantee was awarded the contract on April 1 to replace ACDO, whose contract was terminated in February. Twenty male and 20 female youths will attend computer training. Other components of the program include an internship program as well as sport tournaments.

Coordination

On April 19, a coordination meeting was held between RAMP UP East and the USAID FPO. They discussed updates on the distribution of business licenses, problems with the requested transfer of a generator owned by RAMP UP East, and the status of the service delivery activities in the Municipality.

A Consultation Workshop on the Draft Municipal Law was held in Gardez on April 10 and 11. Some 185 community and business leaders, university lecturers and students, religious scholars, government officials, civil society and ordinary citizens participated in the review of the draft law.

Paktia province Deputy Governor Mr. Abdul Rahman Mangal talked about the importance of the municipal law for local governance in his opening remarks.



KHOST MUNICIPALITY

PROVINCE: KHOST

Capacity Building

The municipal Finance Officer, assisted by the Economic Development Advisor, completed the twelve and nine month budget for 1391 and submitted it to the Governor for approval. The RAMP UP East embedded Public Finance Advisor resigned in March and the project is conducting interviews to refill this position in the coming month.

On April 1 and 2, the Economic Development Advisor, Public Administration Advisor and Team Leader attended a two-day workshop on Local Economic Development Planning in Kabul.

The RAMP UP East Public Works Advisor attended the Engineering Surveying training at the RAMP UP East office in Kabul, together with two municipal engineers from Khost. During the four day training they learned surveying principles and technologies including the use of the total station.

On April 10 and 11, the Municipal Law Consultation Workshop was conducted in Khost with the participation of 73 representatives from government agencies, the council of Ulema, civil society, national and international organizations and Khost University.

Municipal Service Delivery

The Solid Waste Collection Project started on April 9. The Public Works Advisor assisted in supervising the solid waste collection crew in three districts located in the center of the Municipality. The team collected waste from 75 formal and 192 informal drop-off points and cleaned ditches around the city. Seven trash bins have been completed with RAMP UP East support, while the construction of others is awaiting approval. The preparation of the municipal landfill is in progress.



The Renovation of the Women's Park and Canteen Construction Project is ongoing: the project is expected to be completed in May.

The Road and Drainage Ditch Reconstruction Project is also progressing well. The stone masonry of the side ditches and removal of the old asphalt is ongoing. The BoQ and drawings have been revised and the cost variation is signed. This project was started in December 2011 and is about one-third completed.



Economic Development and Revenue Generation

On April 24, a one-day workshop was conducted in Khost on the preparation of the Local Economic Development Plan for the Municipality, A

total of 25 participants, including the members of the EDAC Committee, were present in the workshop. The participants reviewed the municipal economic profile, carried out a SWOT analysis of the local economy, and prepared a municipal mission statement. The participants then proceeded to identify local investments needs and selected projects for the next 3-5 years.



The printing of business licenses started on March 25 and about 650 licenses have been printed and 150 of them distributed to the businessmen. To date, the issuance of the new licenses generated about 110,000 AFs in sustainable municipal revenue.

Gender and Youth Activities

On April 7, youth grantee AMRAN conducted the opening ceremony for a football tournament in Paroja Bagh in the presence of the Governor of Khost, the Deputy Mayor, the Olympic Director, members of the provincial council and eight teams of fifteen players each.



Community Engagement

A total of 27 citizens, including 7 women and 5 youth, attended the monthly citizen forum on April 25. The municipal Administration Manager, Ghazi Mohammad, chaired the forum. The main item on the agenda was the needs of business owners and the private sector in 1391. The participants requested the Municipality to identify and prioritize the needs of citizens when developing service delivery projects in the new year. Projects such as the construction of a bus stop, local market and water supply system were identified as citizen priorities by the Director of the City Council.

Khawar Ameri, the Director of Women's Affairs, said: "Construction of parks for women is essential because large numbers of women and children are coming from the surrounding districts to the city on a daily basis and there is no proper place for them to wait, eat and use the facilities while waiting to return to their homes."

Coordination

On April 16, the Team Leader held a meeting with the USAID FPO and his local staff and briefed the visitors on the project's activities in Khost.

PUL-I-ALAM MUNICIPALITY

PROVINCE: LOGAR

Capacity Building

The municipal Accounting Manager completed the entry of all 1390 cash disbursement transactions into the computer based M20 sub-ledger and Hawala (cash disbursement) book. Together, the Accounting Manager and his RAMP UP East counterpart completed the bank reconciliation of 1390 cash disbursements to the municipal bank statements.



The municipal Accounting Manager received training on the creation of the M-20 form.

The municipal budget committee, assisted by RAMP UP East, completed both twelve and nine month budgets for 1391. Both budgets were submitted to the provincial Administrative Council and the Governor and received approval. The nine month budget has been submitted to IDLG for final approval.

In addition, the Accounting Manager posted cash disbursements for the first month (Hamal) of 1391 into the M20 sub-ledger.

The municipal Accounting Department, with support from the embedded advisors, developed a presentation of the 1391 budget for the community forum and assisted in the printing of the 1391 budget in the April municipal newsletter.

Municipal Service Delivery

After a suspension due to the winter season, the solid waste collection project restarted in the first week of March. During this reporting period, 14 labors and two foremen worked on providing this municipal service and they collected and transported to the landfill a total of 372 cubic meters of solid waste.

The Automobile Parking Lot 2 Project was completed 100%. The project will be handed over to the Municipality as soon as the as-built drawings and final inspection are completed.



The technical survey of Pul-i-Alam's Vegetable and Fruit Market Project was completed during this month. An MOU between the Municipality and RAMP UP East was prepared and will be signed next month.

Economic Development and Revenue Generation

The fourth meeting of the EDAC was held on March 29. The committee members reviewed the previous work and the tasks assigned during the previous meeting.

The RAMP UP East Economic Development Advisor and his municipal counterpart presented the budget section of the RIAP. For each source of municipal revenue, the EDAC members analyzed the impact on the budget of the implementation of the RIAP and the participants suggested some improvements.

The Revenue Manager invited the Director and Deputy Director, and a representative of the governor's office, to discuss the proposed rates for the business license fees in the new solar year. The discussion resulted in a decision to increase the business license fees by 10%, and to increase the rent for all municipal properties by 5%.

Community Engagement

The Municipality of Pul-i-Alam conducted its 11th citizen forum in April. The forum covered the following topics: the 1391 development plans of the city; the Municipality's annual income and expenditures, a discussion on the challenges and problems faced by the private sector in the city, and suggestions from the citizens regarding municipal projects.

Gender and Youth Activities

AMRAN, a youth grantee, is in the process of restarting the youth program in Pul-i-Alam. The contract of the former grantee, ACDO, was terminated in February due to concerns about its performance.

SHARANA MUNICIPALITY

PROVINCE: PAKTIKA

Capacity Building

The municipal Accounting Manager, assisted by the Public Finance Advisor, prepared the 1391 budget, which was approved by the Governor and submitted to IDLG. The Accounting Manager also received support in completing the payroll for the month of *Hamal* using the Excel-based payroll template.

Economic Development and Revenue Generation

On April 19, the Local Economic Development Planning workshop was conducted in Sharana. A total of 26 participants attended, including the Provincial Council Chairman, the Mayor and Deputy Mayor, Economic Director, Urban Development Director and the City Council Chairman. The workshop started with a brief explanation of the purpose of the LEDP, followed by a presentation of the local economic profile and the provincial strategic plan. The participants contributed enthusiastically to the plenary and working group sessions. They prepared a municipal Mission Statement and conducted a SWOT analysis of the municipal economy. At the end of the workshop the participants selected a total of 17 priority projects: 6 from the municipal project list and 11 from the provincial plan.

Municipal Service Delivery

The Solid Waste Collection Project in Sharana employs 8 laborers and one foreman funded by RAMP UP East, and the Municipality is providing an additional 20 laborers. In the month of Aril, 236 formal and 61 informal drop-off sites were cleaned by the team and about 167 cubic meters of waste was transferred to the landfill. Street sweeping was also carried out on almost 8 kilometers of roads and about 4.6 kilometers of drainage canals was cleared of waste and sewage.

The Road Median Construction Project is implemented through a subcontract and started on April 8. It is expected to be completed in about 3 months. This project provides an opportunity to the municipal staff to learn about subcontracting, project management and implementation supervision.

Gender and Youth Activities

Youth grantee AMRAN conducted regular computer training for 30 male students in Sharana. In addition, six male interns received on-the-job training in the AMRAN office. The football matches are also ongoing.



Participants in the computer training program.

Community engagement

On April 14, an opening ceremony was held for the Road Median Construction Project in Sharana. The event was covered by local TV and radio stations.



The Deputy Governor and Acting Mayor of Sharana during the opening ceremony for the USAID-funded Road Median Construction Project, and being interviewed by the media on April 14.

On April 15, in the presence of Radio and TV coverage (Paktika Mili Radio and TV, LMAR TV), an opening ceremony was held for the football tournament in Sharana, which is supported by RAMP UP East. The participants included city elders, the Deputy Mayor, Director of Paktika Olympic Directorate, and eight local youth teams. The Deputy Mayor told the participants that it is a very joyous occasion to see players from different areas of Sharana get together and compete in this tournament. This will allow the players to foster friendships and unity, and it will create a peaceful environment for all citizens. He added that municipality will try its best to organize such events in the future.



The Deputy Mayor cutting the ribbon to open the football tournament on April 15.

Coordination

On April 24, a coordination meeting was held in Sharana between the USAID FPO and RAMP UP East staff to discuss municipal activities, public relations, progress on ongoing projects, and the comments from community members in the citizen forum regarding the service delivery projects.

ANNEX 1: SUMMARY TABLES

| Youth Participation Small Grants Program (April 2012) | | | | | | | | |
|---|--------------|------------|-------------|------------|-------------|-------------------|--|--|
| Grantee | Municipality | Components | Male | Female | Total | Starting Date | Sport Tournaments conducted this month | Sport Tournaments conducted since the start of program |
| RSSAO | Jalalabad | Internship | 3 | 3 | 6 | December 15, 2012 | | |
| | | Computer | 20 | 20 | 40 | October 10, 2012 | | |
| | | Sports | 224 | 0 | 224 | | | Cricket in December/ Volleyball |
| | Assadabad | Internship | 3 | 3 | 6 | December 12, 2012 | | |
| | | Computer | 20 | 20 | 40 | December 27, 2012 | | |
| | | Sports | 224 | 0 | 224 | | | Cricket in December/ Volleyball |
| | Mehterlam | Internship | 3 | 3 | 6 | November 27, 2012 | | |
| | | Computer | 20 | 20 | 40 | December 12, 2012 | | |
| | | Sports | 224 | 0 | 224 | | | Cricket in December/ Volleyball |
| | Noogram | Internship | 1 | 1 | 2 | January 10, 2012 | | |
| | | Computer | 10 | 10 | 20 | January 10, 2012 | | |
| | | Sports | 224 | 0 | 224 | | | Cricket in December/ Volleyball |
| AMRAN | Khost | Internship | 3 | 3 | 6 | November 20, 2012 | | |
| | | Computer | 20 | 20 | 40 | November 20, 2012 | | |
| | | Sports | 296 | 0 | 296 | April 23, 2012 | | Cricket in December/Taekwondo in Feb/ Football |
| | Sharana | Internship | 6 | 0 | 6 | November 20, 2012 | | |
| | | Computer | 20 | 20 | 40 | November 20, 2012 | | |
| | | Sports | 248 | 0 | 248 | | | Cricket in December/ Football |
| | Gardiz | Internship | | | | | | |
| | | Computer | | | | | | |
| | | Sports | 120 | | | | | Football |
| AREP | Bamyan | Internship | 3 | 3 | 6 | December 10, 2012 | | |
| | | Computer | 20 | 20 | 40 | December 10, 2012 | | |
| | | Sports | 144 | 0 | 144 | | | Volleyball in November/ Taekwondo |
| | Ghazni | Internship | 3 | 3 | 6 | December 12, 2012 | | |
| | | Computer | 20 | 20 | 40 | December 12, 2012 | | |
| | | Sports | 144 | 0 | 144 | | | Volleyball in November/ Taekwondo |
| | Maidan | Internship | 3 | 3 | 6 | December 13, 2012 | | |
| | | Computer | 40 | 0 | 40 | December 13, 2012 | | |
| | | Sports | 144 | 0 | 144 | | | Volleyball in November/ Taekwondo |
| | Pul-E-Alam | Internship | 3 | 3 | 6 | april 28 212 | | |
| | | Computer | 20 | 20 | 40 | april 28 212 | | |
| | | Sports | 144 | 0 | 144 | | | Volleyball in November/ Taekwondo |
| ECW | Charikar | Internship | 3 | 3 | 6 | March 3, 2012 | | |
| | | Computer | 20 | 20 | 40 | March 3, 2012 | | |
| | | Sports | | | | | | |
| | M-I-Raqi | Internship | 3 | 3 | 6 | March 3, 2012 | | |
| | | Computer | 20 | 16 | 36 | March 3, 2012 | | |
| | | Sports | 48 | | 48 | April 29, 2012 | Taekwondo | |
| | Bazarak | Internship | 3 | 3 | 6 | March 3, 2012 | | |
| | | Computer | 20 | 20 | 40 | March 3, 2012 | | |
| | | Sports | | | | | | |
| Grand Total | | | 2494 | 260 | 2634 | | | |

| Community Engagement Monthly Report | | | | | | For the Month of: April 2012 | | | | |
|-------------------------------------|-------------------|---------------|------------|-----------|------------|------------------------------|---------------------------------|----------------------------|---------------------------|---|
| No | Municipality | Citizen Forum | | | Newsletter | | Radio Programs / Media Outreach | | Opening / Handover Events | |
| | | Number | Attendance | | Number | Total Number to Date | Number | Length of Program | Number | Name of Project |
| | | | Male | Female | | | | | | |
| 1 | Bamyan | 1 | 30 | 3 | 0 | 7 | 1 | 45 Minutes | 0 | 0 |
| 2 | Ghazni | 1 | 38 | 4 | 0 | 5 | 0 | 0 | 0 | 0 |
| 3 | Jalalabad | 3 | 126 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | Maidan Shar | 1 | 35 | 5 | 1 | 4 | 2 | 25minutes & 15 minutes | 0 | 0 |
| 5 | Assadabad | 1 | 15 | 0 | 1 | 10 | 0 | 0 | 0 | 0 |
| 6 | Mehterlam | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 |
| 7 | Charikar | 1 | 17 | 7 | 1 | 4 | 1 | 5 Minute at the night news | 0 | 0 |
| 8 | Mahmud-e-Raqi | 1 | 22 | 13 | 1 | 5 | 0 | 0 | 0 | 0 |
| 9 | Pul-i-Alam | 1 | 32 | 0 | 1 | 13 | 0 | 0 | 0 | 0 |
| 10 | Gardez | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 0 | 0 |
| 11 | Khost | 1 | 26 | 12 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | Panjsher | 0 | 0 | 0 | 0 | 1 | | 0 | 0 | 0 |
| 13 | Sharana (Paktika) | 0 | 0 | 0 | 0 | 1 | 2 | 30 (minutes) | 2 | RUE-SHA-0008 (Road Median project) & Grantee 3rd Component (Football tournament ceremony) |
| TOTALS | | 11 | 341 | 44 | 6 | 54 | 6 | 120 Minute | 2 | |

| April 2012 Monthly Gender Responsive Small Grants Data | | | | | | | |
|--|---|--------------|------|---------------------|--|--------|---|
| Gender Responsive Governance Small Grants | | | | | | | |
| Municipality | Components | Participants | | Start/Activity Date | Training Topics | Events | Implementing NGO |
| | | Female | Male | | | | |
| Bamyan | Fellowship | 1 | 1 | April 1-30 | Governance, roles/responsibilities of citizens and municipalities, management, and basic computer skill. | | Bureau for Reconstruction and Development (BRD) |
| | Publi participation in governance | 18 | 15 | April 4-5 | Governance (principles of good governance, effective vs. weak governance). | | |
| | Women's Participation in Service Delivery | 30 | | April 1-30 | Regular monitoring of female entrepreneurs' application of skills acquired in training workshops conducted by BRD. | | |
| Ghazni | Fellowship | 1 | 1 | April 1-30 | Governance, roles/responsibilities of citizens and municipalities, management, and basic computer skill. | | |
| | Publi participation in governance | 18 | 15 | April 4-5 | Governance (principles of good governance, effective vs. weak governance). | | |
| | Women's Participation in Service Delivery | 30 | | April 1-30 | Regular monitoring of female entrepreneurs' application of skills acquired in training workshops conducted by BRD. | | |
| Maidan Shar | Fellowship | 1 | 1 | April 1-30 | Governance, roles/responsibilities of citizens and municipalities, management, and basic computer skill. | | |
| | Publi participation in governance | 14 | 19 | April 2-3 | Governance (principles of good governance, effective vs. weak governance). | | |
| | Women's Participation in Service Delivery | 30 | | April 1-30 | Regular monitoring of female entrepreneurs' application of skills acquired in training workshops conducted by BRD. | | |

| | | | | | | | |
|--------------|---|------------|------------|-------------|---|--------------------------------------|--|
| Jalalabad | Fellowship | 1 | 1 | April 1-4 | Fellows worked on developing concept papers in support of projects so support municipality | | |
| | Publi participation in governance | 15 | 15 | April 24-25 | Gender mainstreaming, governance, advocacy, leadership, | | |
| | Women's Participation in Service Delivery | 0 | | | | | |
| Asadabad | Fellowship | 1 | 1 | April 1-4 | Fellows worked on developing concept papers in support of projects so support municipality. | Exhibition held on April 4. | Afghanistan Relief and Rehabilitation Organization (ARARO) |
| | Publi participation in governance | 15 | 15 | April 24-25 | Gender mainstreaming, governance, advocacy, leadership, management. | | |
| | Women's Participation in Service Delivery | 30 | | April 28-29 | Public private partnership and communication/public speaking. | | |
| Meherlam | Fellowship | 1 | 1 | April 1-4 | Fellows worked on developing concept papers in support of projects so support municipality. | Exhibition held on April 2. | |
| | Publi participation in governance | 15 | 15 | April 18-19 | Gender mainstreaming, governance, advocacy, leadership, management. | | |
| | Women's Participation in Service Delivery | 30 | | April 29-30 | Public private partnership and communication. | | |
| Parun | Fellowship | 1 | 1 | April 1-4 | Fellows worked on developing concept papers in support of projects so support municipality. | Exhibition held on April 3. | |
| | Publi participation in governance | 15 | 15 | April 25-26 | Gender mainstreaming, governance, advocacy, leadership, management. | | |
| | Women's Participation in Service Delivery | 30 | | 30-Apr-12 | Public private partnership and communication. | | |
| Gardez | Fellowship | | | | | Office set up and staff recruitment | Afghan Amputee for Rehabilitation and Recreation (AABRAR) |
| | Publi participation in governance | | | | | | |
| | Women's Participation in Service Delivery | | | | | | |
| Pul-i-Alam | Fellowship | | | | | | |
| | Publi participation in governance | | | | | | |
| | Women's Participation in Service Delivery | | | | | | |
| Sharana | Fellowship | | | | | Contract being negotiated with ARARO | |
| | Publi participation in governance | | | | | | |
| | Women's Participation in Service Delivery | | | | | | |
| Khost | Fellowship | | | | | | |
| | Publi participation in governance | | | | | | |
| | Women's Participation in Service Delivery | | | | | | |
| Charikar | Fellowship | 1 | 1 | April 1-14 | Budget development, financial reporting. Fellows continued working on their projects in support of city planning. | | |
| | Publi participation in governance | 19 | 11 | April 2-5 | Advocacy, effective communication, gender, governance, leadership. | | |
| | Women's Participation in Service Delivery | 24 | | April 1-30 | Ongoing consultation and technical advice to female entrepreneurs. | | |
| Bazarak | Fellowship | 1 | 1 | April 1-14 | Budget development, financial reporting. Fellows continued working on their projects in support of city planning. | | Afghan Amputee for Rehabilitation and Recreation (AABRAR) |
| | Publi participation in governance | 0 | 0 | | | | |
| | Women's Participation in Service Delivery | 24 | | April 1-30 | Ongoing consultation and technical advice to female entrepreneurs. | | |
| M. Raqi | Fellowship | 1 | 1 | April 1-14 | Budget development, financial reporting. Fellows continued working on their projects in support of city planning. | | |
| | Publi participation in governance | 14 | 16 | April 2-5 | Advocacy, effective communication, gender, governance, leadership. | | |
| | Women's Participation in Service Delivery | 24 | | April 1-30 | Ongoing consultation and technical advice to female entrepreneurs. | | |
| TOTAL | | 405 | 146 | | | | |

Subprojects in progress

| No. | Project No. | Project Description | % Complete |
|-----|--------------|--|------------|
| 1 | RUE-BAM-0003 | Reconstruction and Asphalt Paving of Streets & Drainage Ditch Construction | 58% |
| 2 | RUE-BAM-0005 | Public Latrine Construction | 90% |
| 3 | RUE-MSH-0004 | Sports Stadium Renovation & Construction Project | 32% |
| 4 | RUE-MSH-0005 | Women & Children's Park Construction Project | 14% |
| 5 | RUE-MSH-0008 | Sidewalk Construction Project | 40% |
| 6 | RUE-GHZ-0005 | Bazazy Side-Walk Construction Project | 25% |
| 7 | RUE-CHA-0002 | Landfill Expansion Construction Project | 90% |
| 8 | RUE-CHA-0003 | Drainage Ditch Construction & Street Rough Grading (District 2) | 99% |
| 9 | RUE-MIR-0004 | Street Asphalt Paving & Drainage Ditch Construction | 85% |
| 10 | RUE-MIR-0005 | Construction of Solid Waste Disposal Site & Supply of Waste Receptacles | 50% |
| 11 | RUE-MIR-0008 | Construction of Public Latrines | 50% |
| 12 | RUE-MIR-0012 | Drainage Ditch, Sidewalk & Culvert Construction Project | 69% |
| 13 | RUE-PJS-0002 | Construction of Temporary Solid Waste Disposal Site | 70% |
| 14 | RUE-PJS-0004 | Street Asphalt Paving | 95% |
| 15 | RUE-PJS-0005 | Solid Waste Receptacle and Equipment Supply Project | 65% |
| 16 | RUE-JBD-0002 | Automobile Parking Lot | 35% |
| 17 | RUE-JBD-0007 | Dosaraka - Fabreka Road Improvements Construction Project | 56% |
| 18 | RUE-MHT-0005 | Solid Waste Landfill Construction Project | 0% |
| 19 | RUE-GRZ-0008 | Construction of Solid Waste Bins/Enclosures Project | 15% |
| 20 | RUE-KHO-0004 | Road and Drainage Ditch Reconstruction Project | 26% |
| 21 | RUE-SHA-0008 | Road Median Construction Project | 9% |

Subprojects pending procurement award

| No. | Project No. | Project Description | Status |
|-----|--------------|---|----------------------------|
| 1 | RUE-BAM-0009 | Solid Waste Vehicle Supply Project | pending vetting/CO consent |
| 2 | RUE-MSH-0011 | Solid Waste Collection Vehicle Supply Project | pending vetting/CO consent |
| 3 | RUE-GHZ-0003 | Shah Mir Asphalt Subroads & Drainage Project | pending vetting/CO consent |
| 4 | RUE-GHZ-0004 | Subroad Asphalt Paving Project | pending vetting/CO consent |
| 5 | RUE-CHA-0010 | Solid Waste Collection Vehicle Supply Project | pending vetting/CO consent |
| 6 | RUE-MIR-0016 | Solid Waste Collection Vehicle Supply Project | pending vetting/CO consent |
| 7 | RUE-PJS-0012 | Solid Waste Collection Vehicle Supply Project | pending vetting/CO consent |
| 8 | RUE-ASD-0011 | Solid Waste Collection Vehicle Supply Project | pending vetting/CO consent |
| 9 | RUE-MHT-0009 | Solid Waste Collection Vehicle Supply Project | pending vetting/CO consent |
| 10 | RUE-GRZ-0005 | Park Construction | pending RFP issuance |
| 11 | RUE-GRZ-0012 | Solid Waste and Landfill Vehicle Supply Project | pending vetting/CO consent |
| 12 | RUE-PEA-0008 | Solid Waste Collection Vehicle Supply Project | pending vetting/CO consent |
| 13 | RUE-PEA-0010 | Fruit & Vegetable Market Construction Project | pending RFP issuance |
| 14 | RUE-SHA-0015 | Solid Waste Collection Vehicle Supply Project | pending vetting/CO consent |
| 15 | RUE-SHA-0017 | Fruit & Vegetable Market Construction Project | in evaluation |

| BUSINESS REGISTRATION PROGRESS IN RAMP UP EAST MUNICIPALITIES (May 14, 2012) | | | | | | | | |
|--|--------------------|--|--|--|----------------------|---|---|---|
| SN | Municipality | No of forms entered into database and Data verification done | Status of equipment Installation (complete and operational) | Printing of Bills and providing Business License | | | Remarks (any problem or issues) | Action to be taken |
| | | | | Start Date | Expected finish date | No of bills printed and business license provided | | |
| 1 | Panjshir | 495 | Still UPS damaged due to the electricity shock and sent it to Kabul office IT department for repairing | Pending by Municipality | | not yet | Some major problems in database were solved by IT technician through phone communication and started printing of bills, the staff members of Municipality provides the bills to the business owners, and as a pilot they printed 20 bills on 12th may and b | Need to discuss with GDMA |
| 2 | Jalalabad | 5280 | | 4/15/12 | continue | 65, now stopped | IT technician Mr. Hasmatullah is providing printing and database operation training to Municipal staffs from 12 -17 may 2012, | IT technician is providing training to Municipal staffs. |
| 3 | Khost | 5457 | Completed | 24-Mar | Jul-12 | 350 | They distributed 100 Business License and Bills during in this week | |
| 4 | Gardiz | 2102 | completed | 5/9/12 | | not yet | EDA started printing of fee bill and license by the permission of mayor on 05/09/2012 and he is issuing license to those who come to municipality for getting license. | |
| 5 | Meherlam | 3584 | completed | Start in coming week | | 20, now stopped | Some major problems in database were solved by IT technician through phone communication and started printing of bills; the staff members of Municipality then started providing printed bills to the business owners, and as a pilot they printed 20 bills on 12th may, but again they encountered some problems in database. They are asking technical support from Kabul. | Hanif and IT technical needs to solve the problem |
| 6 | Maidan Shar | 288 | completed | 4-May-12 | | Not Yet | Problem with the Municipal staff; the trained business license manager has been transferred by mayor and this position is still vacant | Request municipality to assign someone to work on it |
| 7 | Bamyan | 868 | completed | not yet | | not yet | Bamyan municipality says that the new system of business licensing developed by Ramp UP is not applicable because the people do not feel responsible by themselves to pay license fee and come to municipality to ask for license. As per them, if they comply this system, they need a police for each shopkeeper to pay his license fee in the bank and take the business license. On this ground, the municipality already started the business license distribution according to the previous system. Based upon the previous system, there is no reporting system to know how much money collected and how much license has been issued. | Need to discuss with GDMA |
| 8 | Sharana | 2475 | Installation of color printer | not yet | | not yet | Color printer is not installed and the Lieser Jet Printer is also not working. | Send IT technician or ask them to solve locally |
| 9 | Kunar/Asadabad | 1588 | completed | Apr-02,2012 | | 8 (stopped now) | Database has technical problem (bill printing, License printing- e.g. printed license has information of different person on it) | Hanif needs to solve this problem |
| 10 | Ghazni | 6775 | Completed | May, 2012 | | not yet | Demanded IT technician to train the Municipal license staff to operate Business registration system. | IT technician is leaving for Ghazni on 14 may for 4 days to train municipal staffs. |
| 11 | Puli Alam | 1525 | Completed | Coming Week | | not yet | They received black & white printer instead of color printer from Kabul. They are waiting for color printer to print business license. | Need support from Kabul for color printer |
| 12 | Charikar | 2607 | Completed | Still Suspended | | not yet | Pending by Municipality. They received letter from GDMA to not to use revised price of their own and wait for new law to get approval to use new fee structure. The letter does not mention about the business registration process. The municipality had increased the rate little bit before inserting the price structure in database. | Need to discuss with GDMA |
| 13 | Mohmed Raqi/Kapisa | 960 | Completed | Suspended | | not yet | New system will be started on 12-May-2012. The mayor said that there is no problem from now onward. We will start the computerized system from Saturday 12-May-2012. | |
| Total | | 34004 | | | | | | |