

# **STABILITY IN KEY AREAS – WEST PROGRAM (SIKA-WEST)**

**WEEKLY UPDATES:** March 30-April 5, 2012

## **Program**

- The report from the DRRD Director's Workshop March 26-27 was prepared, translated and distributed to workshop participants.
- COP and DCOP met with USAID on April 1st to discuss PMU TOR development and traveling to Farah to meet with the DRRD Director. The TORs will be finalized with MRRD and advertised in the provinces, starting in Farah on April 10<sup>th</sup>. SIKA-West will receive the applications and interview candidates with DRRD in the respective province. The positions are projected to be filled in May.
- SIKA-West and USAID met with DRRD Herat to discuss the TORs and see the available office space at DRRD on April 3rd. Some minor repairs are required in one building and the Director discussed his plan to integrate the SIKA-West team into DRRD. He has assigned offices in various areas of the DRRD buildings in order to have DRRD staff working directly with the SIKA-West team to increase capacity. The SIKA-West team had a follow up meeting with DRRD on the details of the TORs on April 4th.
- Discussions with USAID included a STTA draft TOR and a possible USAID secondment to support the development of an appropriate approach to identify sources of instability. As IR1 staff are not yet fielded, these temporary expertise additions would assist in moving ahead to implement IR1 in April and May.
- The M&E Plan and PMP were submitted to AECOM Home Office on April 3rd for final review and will be submitted to USAID by April 7 per SIKA-West contractual deliverable schedule.
- USAID comments on the Public Relations, Outreach and Communications Plan were received on April 3rd. IR 3 has begun revisions and will submit the revised plan to USAID by April 12, 2012.

## **Administration**

- Isaac Nkroi, Grants, Subcontracts and Compliance Manager arrived in Herat on April 4th to take up his duties.
- The AECOM Home and Field Offices developed and finalized a budget tracking tool to monitor expenditure and projections against the incremental obligations and to ensure compliance with the contract budget and funding obligations. The field office will provide data to the home office monthly to enter into the tracker. This will be ongoing on a regular basis.
- To date, 20 local employees have been hired and an additional 23 positions have been selected. SIKA-West HQ staffing is expected to be completed by April 30.
- TORs for the Provincial Management Unit positions are being drafted and DRRD Herat has provided input. DRRD in Farah and Badghis will also be consulted over the next week, as well as MRRD for the PMU Manager position.
- The application period for four Herat-based OSC IR3 positions ends April 7. Interviews will take place the week of April 7.
- ICMA start up STTA's conducted recruitment, screening and interview activities for three ICMA administrative positions: Finance Administrator, HR Administrator and HR Officer. The selection and document gathering process is underway.
- A technical manual for the IT department is being prepared, to be completed by April 12, 2012.

- The vetting process for the proposed office compound is still underway at USAID. SIKA-West has followed up and been informed that USAID does not know when the process will be complete. The owner of the property informed SIKA-West that the agreement will only be honored until April 5. He has been asked to consider extending the deadline.
- AECOM has completed the Draft Procurement Manual. It is currently under review and will be refined by the Chief of Party, Finance Controller and SIKA-WEST Operations team, to be completed April 7.

### **Security**

- AECOM has revised the contract with APPF on April 5, to adjust the number of staff to reflect the needs for the proposed office compound. The contract is expected to be reviewed, translated and signed on or about April 12, 2012.

### **Next Steps**

- The COP, DCOP, and recruitment staff will travel to Farah on April 9 - 11 to meet with the PRRD Director and begin the recruitment for provincial PMU staff.
- Recruitment and procurement is ongoing. The majority of Herat-based staff is expected to be in place by the end of May. Start-up procurement will continue until new office space is fully equipped.
- Planning for the office and accommodation compound is ongoing. The required security upgrades are expected to take two weeks after the signing of the lease.