

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

**WEEKLY UPDATES:** April 6 - 12, 2012

## **Program**

- The Terms of Reference for eight SIKA-West PMU positions have been developed with input from DRRD Herat and translated into Dari. Two planned trips to consult with the Director DRRD Farah April 9-11 were postponed due to flight cancellations. SIKA-West national staff traveled to Farah by bus on April 12 to meet with the Director and solicit input and agreement on the PMU TORs. The Director advised to advertise on local radio, television as well as jobs.af and acbar websites and receive applications only by email. It is anticipated that the positions will close around April 18th. The SIKA-West team will work with the DRRD team on the staffing process to interview and select candidates in the DRRD offices. A similar process will be rolled out in Badghis and Herat Province by April 19, 2012.
- On April 8<sup>th</sup>, SIKA-West met with NABDP to discuss the Grants process in addition to discussing the development and progress of DDAs. In discussing activities for Farah province, NABDP said they do not have projects in Bala Baluk and currently have not been able to implement their projects in Pusht Rod because of security issues.
- On April 7<sup>th</sup>, USAID and SIKA-West met and it was agreed that SIKA-West would resubmit the following previously submitted deliverables that are still to be reviewed by USAID: Baseline Collection Plan; Branding and Marking Plan; and the February 2012 Monthly Report. USAID directed that the first SIKA-West Quarterly Report is due on May 29<sup>th</sup> for the period January 29 – April 29, 2012. In addition, it was noted that twelve monthly reports are required in addition to the Quarterly Reports. The TORs for the AECOM STTA Stabilization Expert are to be formally submitted by April 12<sup>th</sup>. The submitted 'Modification of Section C of Contract' will be followed up by USAID ASAP.
- On April 8<sup>th</sup>, USAID and the SIKA-West team met and the SIKA-West M&E expert provided an overview of the MISTI program. An overview of progress on the IRs was provided. USAID suggested they will review the Work Plan and possibly move up timings to roll out in the districts sooner. USAID said they will discuss the Work Plan with SIKA-West during travel to the provinces. USAID has requested that USAID SIKA-West COR be copied when AECOM submits an invoice to E Vouchers on a monthly basis. On April 9<sup>th</sup>, USAID and the SIKA-West team met to discuss the canceled trip to Farah and reschedule travel for the next day. A short discussion on planning for the next workshop in Farah in the next few weeks and the need for staff travel to the provinces by road took place.
- SIKA-East shared information and materials on the progress of IR1 in the East during the week. They also stated that MRRD and IDLG met and MRRD and IDLG are discussing the role of IDLG in the SIKAs.
- On April 10<sup>th</sup>, USAID and SIKA-West discussed the MISTI project and agreed that the SIKA-West M&E specialist will travel to Kabul to further discuss MISTI and the development of a baseline for SIKA-West on April 16<sup>th</sup>.
- The IR 3 team met with UNAMA's Governance Unit on April 5<sup>th</sup> to collect data and research district and provincial government in Herat, Badghis, Farah, and Ghor provinces. The GU provided an overview of their work, and of work other organizations are doing.
- The SIKA-West Monitoring and Evaluation Plan and PMP were submitted to USAID on April 6, 2012. The team awaits any feedback and/or questions regarding the documents.
- USAID comments on the Public Relations, Outreach and Communications Plan were incorporated, and the revised plan will be submitted to USAID on April 14.
- A meeting has been scheduled for Monday April 16<sup>th</sup> between the M&E representation from SIKA-West and East teams, members of the USAID/MISTI Program, and M&E Director, Stability Unit, USAID/Afghanistan in Kabul to discuss submitted M&E plans, the RFQ for Baseline Survey Providers, and other topics.

## **Administration**

- IR 4 Community Development Officer started work April 7th.
- GW Program Risk Manager arrived April 9th to take up duties while the PRM is on leave.
- To date 22 employees (8 female, 14 male) have been hired and 19 positions are being processed. Another 23 positions are in the process of being filled. Staffing is expected to be completed by April 30<sup>th</sup>.
- The application period for four IR 3 OSC positions ended on April 7<sup>th</sup>. Review of 177 resumes was completed and 14 candidates selected to interview for three Communication positions. Potential candidates for the single M&E position have been reduced to 10 (from 76 applicants).
- ICMA completed hiring for the Finance Administrator. The recruitment and hiring process is continued for: the HR Administrator, HR Officer, Operations Officer, and IR 1 Stability Officer to be completed by April 30.
- Technical and Travel concurrence for OSC STTA Heather Jones and ICMA Ian O'Brien were approved by USAID on April 6, 2012. STTA is scheduled to arrive April 15.
- A technical manual for the IT department was completed and submitted to the COP for review on April 11<sup>th</sup>.
- Approval was received on the vetting of AECOM compound on April 10<sup>th</sup>. The lease is being finalized and first payment will be made April 14<sup>th</sup>.
- Normal procurement of office supplies, office furniture, office equipment, IT Equipment was done within the last week with appropriate documentation.
- RFQ # SIKA-W-012-04-0001 Shipment of Generator from Kabul to Herat was developed. Bids are expected by April 14<sup>th</sup>. The program hopes to have the generator in Herat by April 19<sup>th</sup>.

### **Security**

A suicide attack occurred during the morning rush hour on April 10<sup>th</sup>. The vehicle attempted to enter the Gozhareh District HQ but was stopped by police and the driver detonated his device. There are unconfirmed reports of the death of twelve civilians and three policemen. According to a New York Times report the real target may have been the provincial governor who was scheduled to be traveling on the road. SIKA-West had no movement on April 10<sup>th</sup>.

### **Next Week Activities**

- Recruitment of the Farah PMU staff continues with DRRD.
- Recruitment of the Badghis and Herat PMUs will begin April 14.
- Planning for the next roll-out workshop in Farah will begin April 14.
- Recruitment and procurement is ongoing. The majority of Herat-based staff is expected to be online by the end of May. Start-up procurement will continue until new office space is fully equipped.
- Preparations for moving to the office accommodation compound are underway.