

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

WEEKLY UPDATES: April 27 – May 3, 2012

Program

- On April 30th, the SIKA-West Monitoring and Evaluation Lead attended a meeting in Kabul with USAID, SIKA-East, and MISTI representation to review the baseline indicator and steps. The discussion involved coordination with SIKA-East to ensure compatibility and compliance of the M&E Strategy and PMP along with SIKA-West; draft Baseline Assessment RFP for issuance, in coordination with SIKA-East and USAID/STAB-U, and the USAID/MISTI Program.
- The Gender Officer met with IR1, 2, 3, and 4 regarding including gender in the upcoming presentation to Farah PRRD. Gender was integrated as part of the overall presentation to illustrate the importance of inclusion as part of the SIKA-West Program.
- The Stability Program Officer Mahmood Shah Sultani visited the SIKA-East Office in Kabul to attend an orientation on SIKA, review the SAT, and learn about the Code of Conduct and Human Trafficking Awareness (April 23-29).
- On the week of April 23, IR2 has started designing the data collection process for the Service Provider Catalog. A template had been formulated to gather relevant information about the service providers including NGOs, INGOs, UN agencies, private sector entities and Government departments. Fiona Shukri and Rouzbeh Shure supported IR2 throughout the process.
- With the coordination of PRRD-Herat, IR2 organized a meeting with the Department of Economy to request and collect data about the service providers who are officially and legally registered with Ministry of Economy on April 2, 2012. The meeting was postponed until April 3 as a result of the attacks in Kabul.
- On May 2nd, IR3 Team Lead and IR 3 Officer, Mohammad Yousef Wasiq, met with NABDP Community Mobilizer Ibrahim Ihrari and Dr. Basir Ahmad Nikmanish Regional Institutional Development Officer at the Herat PRRD to discuss potential areas of capacity development in district –province communications and public outreach.
- On April 28th, Sr. Officer, Wasiq, met with Mr. Alami and Fazil Atayee MRRD/NABDP's Regional manager and Media Officer at the Herat PRRD to discuss coordination of media lists, media monitoring, and district information.
- Collection of material for Communications profiles of the Provinces continues. Profiles will include: DDA structure; identification of appropriate members for communications and public outreach coordination and cooperation; contact information; media outlets (TV, radio, and print) and relevant information from research material

Administration

- To date 36 employees (13 female and 23 male) have been hired and 16 positions, including PMUs, are under process of being hired.
- SOWs for five PMU positions were reposted for Badghis, Farah, and Herat on local radio and television and on Akbar.com on May 2nd. Applications were received online and hardcopy applications collected in boxes in the Farah and Badghis DRRD buildings. The closing date was April 21st. Applicants are now being shortlisted.
- PMU recruitment plan was finalized on May 3rd and was shared with USAID and PRRD directors. Some candidates have been identified and these will be shared with the PRRD directors. Next steps are to interview the shortlisted candidates that are approved by PRRD.

- On May 1st, the Acting Senior Program Officer visited the first established PMU office in Heart province where the accommodations will be ready to be used soon. PRRD has provided some of the furniture and SIKA-West will procure additional remaining items as needed in the coming weeks.
- Review was completed on May 3rd of 50 CVs submitted by candidates for the procurement officer, 28 for executive assistant, 15 Grants & Subcontract Officer, 23 for IR1 program Associate, 39 for IR4 Community Development Associate and 17 for IR3 Public Outreach Associate submitted. The short listing of candidates will be completed by May 3rd.

Security

- The security team made multiple visits to the guesthouse with the COP and others to review specifications in preparation of an RFP for construction of T-walls installation of CCTV, blast film, sliding gate, etc.
- An evacuation plan was reviewed and revised and has been submitted to the COP.

Next Week Activities – May 4 –10, 2012

- Liaised with the general director of APPF Heart on April 30th to discuss security matters.
- Farah Workshop on the Stability Analysis Tool is scheduled for May 8 -9. May be postponed per MRRD.
- 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 the new office space is fully equipped.
- Continuation of upgrades to the SIKA-West office/residence in order to move in by mid-May.