

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

WEEKLY UPDATES: May 11, 2012 – May 17, 2012

PROGRAM

- The SIKA-West Senior team met on May 10th to map out the implementation schedule for provincial and district roll-outs which will proceed immediately following the signing of the Implementation Letter between MRRD and USAID.
- Coordination is underway with IR1, IR3 and IR4 to work with PRRDs to collect information and further develop the district profile format. A draft has been prepared and discussions are underway to finalize the format. An interim data-base set up for provincial and district profiles to ensure coordination and avoid any duplication of effort.
- Rick Hill, Director of Crisis Response and Stabilization, AECOM HQ, arrived in Herat on 13 May to work for two weeks with the SIKA-W program departments and is working with the IR1 team to review and compare all training, orientation and roll out materials that have been developed in SIKA-East and can be adapted by SIKA-West. The IR1 Team continued working on revised draft documents of materials, including the Stability Analysis Methodology (SAM).
- Following consultation with PRRD Herat, on May 14th, IR2 met with Coordination Humanitarian Agency (CHA) Regional Herat office. CHA is currently implementing the National Solidarity Program (NSP) in Shindand and shared information on the implementation process, challenges and successes encountered to date. CHA agreed to support SIKA-West in the collection of relevant information about NSP grants and other service providers.
- SIKA-West met with the Director of PRRD, Herat, and NABDP Regional Manager on May 12th to introduce IR4 and to build the relationship with the PRRD. The PRRD Director confirmed that both NABDP and NSP will welcome SIKA-West staff and will share information.
- Data was collected and input on Afghan Info on AID Effectiveness Indicators for USAID. Templates are being developed for data collection for the PMP indicators. The process for development of the baseline is being developed to provide stream-lined methodology in collection the baseline data.
- Assessment of SIKA West Gender programming is underway, with all relevant materials being gathered and plans in place to move ahead to incorporate a gender component in the SIKA West orientation and to mainstream through the program.
- Assessment of the SIKA West Translation department is underway with structures being put in place to organize and prioritize translation requests and ensure a library of translated material is being maintained for future use. Contacts have also been made with outside translation services to provide additional support and conduct QC on our translators.
- Preparation is underway for a general orientation presentation on the SIKA-West program for all internal staff, to explain the scope and purposes of the program so that all staff have a complete overview. This presentation, upon completion will be required for all new personnel.
- Preparation is underway for external PRRD assessments which will identify the capacity needs for the RRD personnel initially at the provincial level and following with DEs at the district level. With this information, the Capacity Department can design and tailor training.
- SIKA-West met with USAID on May 16th to discuss the Work Plan and the required changes as well as the MISTI project and the baseline development for SIKA-West. A staffing update on the provincial support teams was given and USAID provided feedback on the process for future improvement. USAID confirmed the name 'Stability Analysis Mechanism' (SAM) is to be used uniformly for the stability analysis process in the districts. USAID and SIKA-West agreed that weekly meetings with the SIKA-West program team would be very useful and will begin on May 21st. It was also agreed that SIKA-West will not require major infrastructure support from the sub-contractor Ti.
- The April Monthly Report was submitted on May 15th as well as the translated version of the approved March Monthly Report.

ADMINISTRATION

- To date 41 employees (14 female, 27 male) have been hired and 29 positions including PSTs are under process.

Recruitment in Provinces

- May 12-14, interviews conducted for PSTs in Farah
- May 14-15, interviews conducted for PSTs in Herat
- May 15-17, interviews conducted for PSTs in Badghis

HR overview				
Staff	Herat Office	Herat Province	Farah Province	Badghis Province
Hired	41	0	0	0
In process	20	8	9	9
Females hired	14	0	0	0
Males hired	27	0	0	0

PROCUREMENT

- A blanket purchase agreement for the provision of VSAT internet service was processed and awarded and Request for Quotes (RFQ # SIKA-W-012-05-0004) for Server, UPS, KVM were issued and posted to the advertisement site. A RFQ was re-issued and distributed for security upgrades.
- Six media agencies were contacted for newspapers and online news subscription which will be used for media monitoring.
- Purchasing for the set-up of the new office and residence is ongoing.

SECURITY

- Follow up on security upgrades being conducted for the new compound and most upgrades will be completed by Saturday. Blast film is not available in Herat and is being purchased in Kabul.
- SIKA-West Operations will move equipment from the Nazary Hotel to the office on May17th, and all SIKA-West staff will work from the new office on May 19th. All Guards/Watchkeepers will be stood up on May 17th.
- The Security Team is currently working on obtaining airport passes for the AVs and security personnel and is reviewing all SOPs and continues to liaise with APPF to ensure smooth transition to a full workforce at the SIKA-West compound.

UPCOMING ACTIVITIES – Week of May 18-24

- The tentative schedule – pending the signing of the IL – will be finalized and discussed with USAID
- Presentation and training materials for the Roll-out sessions will be reviewed with USAID
- Training modules will be developed for SIKA-West Communications TOT
- Assessment tools for capacity needs assessment from all IRs will be completed
- Preparing office space for PMUs will continue
- SIKA-West will move to the new office compound.