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# STABILIZATION IN KEY AREAS (SIKA) – WEST

WEEKLY REPORT  
(JULY 5 – JULY 11, 2012)

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# STABILIZATION IN KEY AREAS (SIKA) – WEST

## WEEKLY REPORT

**Submitted to:**

USAID | Afghanistan

**Prepared by:**

AECOM International Development

**DISCLAIMER:**

The authors' views expressed in this document do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

## BACKGROUND

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The United States Agency for International Development (USAID) awarded AECOM International Development the Stabilization in Key Areas (SIKA) – West program on January 29, 2012. The SIKA-West 18-month contract (with an additional 18-month option period) is intended to increase stability and pave the way to transition in the western provinces of Herat, Farah, Badghis and Ghor. This program will be led by the Ministry of Rural Rehabilitation and Development (MRRD) in partnership with USAID and SIKA-West.

## KEY PROGRAM ACTIVITIES

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### SUMMARY OF WEEKLY REPORT

Following guidance from USAID and the MRRD two weeks ago SIKA-W focused on program implementation in Farah Province, specifically Bala Buluk District. SIKA-W continued designing data/information collection templates and reporting tools, and finalizing internal processes and procedures. It was announced late in the week that SIKA-W Engagement Manager will be taking on the role of CoP for a six month period.

### HIGHLIGHTS OF THE WEEKLY REPORT INCLUDE:

- Visit by the SIKA-East DCOP to share lessons learned on the East.
- Visit by the ACOR to provide guidance on the Bala Baluk roll out.

### INTERMEDIATE RESULT 1:

- On July 8<sup>th</sup>, 2012 SPOs completed the TOT guideline draft and submitted it to CBD for modification and translation.
- On July 10<sup>th</sup>, 2012 an IR1 SPO met with the IR4 Manager to discuss coordination of Bala Buluk implementation activities and agreed to expand the members of the DSC beyond DDA members.

### INTERMEDIATE RESULT 2:

- During the week IR2 utilized all PST staff to identify a list of implemented, ongoing and planned projects in Bala Buluk District, Farah Province. Comprehensive information covering projects managed by UNICEF, WHO, IOM, UNODC, UNDP/NABDP, UN Habitat/NSP, and PJST in the sectors of Education, Health, Social Protection, Security, Social and Humanitarian services have been inserted into a format and shared with IR4 and IR3 team leaders.
- A list of Government Line Ministries and International organizations in Farah has been developed and sent to Farah PST to collect more detailed information.
- IR2 also worked with Badghis and Herat PST staff to collect information for the SPC and DP.

### INTERMEDIATE RESULT 3:

- IR3 conducted a half day of training on core communications skills, such as messaging, identifying audiences, and choosing the right means to reach different audiences. The July 8<sup>th</sup>, 2012 event was attended by 18 people from all the IRs and the Herat PST. The training laid the foundation for all future communications work and will be replicated in all provinces and districts that SEKA West works in.
- On July 9<sup>th</sup>, 2012 IR3 conducted a workshop on “How to Train Adults” for 16 SIKA-West staff from all IRs, the Herat PST and the Farah PST Communications Officer. The day-long workshop covered learning objectives, adult learning principles and various methods to teach adults. SIKA-West staff will be conducting dozens of trainings over the life of the project, and the workshop was designed to introduce SIKA-West staff to basic adult learning principles and methodologies.

- IR3 trained 15 SIKA-West staff including members of the Herat and Farah PSTs on the importance of “Consultation: Building Good Governance”. The two hour training covered the rationale for holding consultations, advantages and disadvantages, and a checklist to prepare for a successful consultation. Most SIKA staff will be involved in organizing public consultations over the next year.
- The IR3 Farah PST Communications officer traveled to Herat on July 9<sup>th</sup>, 2012 to attend trainings and engage in planning for upcoming activities in the Bala Baluk roll out. He was also trained in developing a communications capacity needs assessment. Fighting in Farah City prevented him from attending the first day of planned trainings.
- Challenges experienced by IR3 included Farah PST communications officer missing the first day of communications training due to Embassy Air cancelling a flight to Farah City in reaction to ongoing fighting in the area.

#### **INTERMEDIATE RESULT 4**

- On July 8<sup>th</sup>, 2012 IR4 discussed all phases of its work plan with the acting DCOP and it was recommended that plans be prepared to implement project support initiatives based on the budget available and to determine the number of technical and community level staff required to implement the program.
- During the week, IR4 prepared plans based on the financial resources available and identified the number of technical and community level staff required to complete the assignment.
- From July 8<sup>th</sup> – 10<sup>th</sup>, 2012 IR4 attended trainings held by IR3.

#### **DETAILED PROVINCIAL/DISTRICT ACTIVITIES**

- In Farah, PST staff continued collecting information for the Service Provider Catalogue (SPC) from government departments and non-government organizations (NGOs). The information collected covered literacy courses, insurgent activities, tribal composition, and security in the targeted districts of Bala Buluk and Pusht Rud. This week PST staff were unable to access Dahzak and Shiwan villages to collect information due to a heightened security threat.
- In Herat the PST staff also spent the week collecting data for the SPC and DP. As the team is based in Herat City they were able to attend the training sessions provided by IR3. Staff have reported that they are sometimes experiencing difficulties collecting data due to a lack of a Implementation Letter that they can show to line departments and district entities.
- In Badghis PST staff met with a number of different line departments, community elders, members of the district council and the DDA to collect information for the SPC and DP.

#### **GENDER AND CAPACITY BUILDING**

- The CBD team continued the development of Gender Mainstreaming materials for the upcoming PST and DST trainings. The team also completed the “Understanding Gender Awareness” (Part 1) presentation, which is being prepared for the planned Farah PST training next week.
- Ongoing development of the Gender Mainstreaming Framework to tie Gender activities to each IR component, and Gender Training presentation for the planned Farah PST and DRRD training sessions in Farah City from July 14<sup>th</sup> – 18<sup>th</sup>, 2012.
- CBD, M&E and IR3 Training Program participant feedback forms have been translated and shared with M&E and the IR3 department.
- A total of 22 Training Modules covering IR1 – IR4/M&E and Gender have been completed and translated into Dari. Two new modules including “Understanding of Gender Awareness” and “IR1 ToT Guidelines” are currently being translated into Dari and Pashto.
- SIKA-W Communications (IR3) and M&E training is underway and being coordinated by CBD.

- CBD is also coordinating the Orientation Training for SIKA-West Operations personnel, due to be conducted between July 12<sup>th</sup> -24<sup>th</sup>, 2012.

## MONITORING AND EVALUATION

- In the provincial offices the M&E team members were tasked with collecting information for the SPC and District Profile. In the SIKA-W Herat office staff continued working on developing reporting templates, the M&E database, and an M&E training handbook. Two M&E Officers will be sent to conduct training for the PST M&E Officer in Farah and PST staff from July 15<sup>th</sup>-17<sup>th</sup>, 2012.
- M&E also completed the first draft of the June Monthly report and collected information for the Afghan Info Database Q3 report due on July 15<sup>th</sup>, 2012.

## OPERATIONS

- NTR

## HR & RECRUITMENT

- On June 21<sup>st</sup>, 2012, a hiring freeze place was placed on the program until an audit of all of the files could be conducted. The audit was completed and the report will be submitted to USAID in the next reporting period.
- On July 10<sup>th</sup> the hiring freeze was lifted.
- On July 11<sup>th</sup>, 2012 it was announced that AECOM SIKA-W Engagement Manager will fill the CoP role for six months.
- To date 75 national employees have been recruited (27 female and 48 male), and 23 positions are still in the hiring process.
- The SIKA-East DCoP kindly agreed to visit the SIKA-West program from July 9<sup>th</sup>, 2012 to provide additional training, support and guidance to staff based on SIKA-East lessons learned.

SIKA-West Recruitment				
Staff	Herat Office	Herat Province	Farah Province	Badghis Province
Hired	54	6	9	6
In process	15	2	3	3
Females hired	22	2	2	1
Males hired	32	4	7	6

## DELIVERABLES

- NTR

## SECURITY

- SIKA-W is operating at amber status with no incidents to report. Multiple security moves have been conducted around the city without encountering any problems.

## LOOKING AHEAD/NEXT WEEK'S ACTIVITIES.

- COP and the compliance manager will visit Farah to meet with Engineer Rauf to discuss recent management changes and the DSC augmentation.
- IR3 staff will be holding an introductory meeting with the head of the DRRD in Farah to discuss upcoming communications and IR3 programming in Farah province.

- IR3 will conduct a two-day training workshop in Farah on July 15<sup>th</sup> – 16<sup>th</sup>, 2012 for DRRD staff and other relevant directorates on building communication skills and drafting a communications plan. The Farah communications officer will then work with Farah DRRD staff during the Ramadan period to support in the completion of a DRRD Farah communications plan.
- The Farah communications officer will also conduct a communications capacity needs assessment in Farah Province. This will be used to inform IR3's communications efforts in Farah province.
- IR2 will work on overcoming challenges to information collection activities in Farah. The first draft of the SPC is expected to be developed for Bala Buluk District on the July 16<sup>th</sup>, 2012.
- A SIKA-West Herat support trip has been planned for Farah PST from July 15<sup>th</sup> – 17<sup>th</sup>, 2012. All IRs, M&E and Gender will be sending representatives coordinated by CBD.