
SIKA-EAST WEEKLY PROGRAM UPDATENo. 13

SIKA-East continued its planning process in preparation for the Logar Province roll-out. The preparation team met to assign specific tasks and develop a framework that can be utilized in every district. The aim of the meeting was to improve coordination between the various IRs and support staff, but also to develop a standard operating process that could be used by the program as it expands into new districts. Staff discussed ways of including MRRD in the overall roll-out process. SIKA-East is pleased to confirm that it remains ready to begin its work in Baraki Barak pending final agreement on dates.

Senior program staff met with USAID and other organizations involved in stabilization work this week to agree on an agenda for a forthcoming meeting to discuss best practices, strategies, and share experiences on utilizing the district stabilization framework. Representatives from Development Alternative Inc.'s (DAI) Afghan Stabilization Initiative (ASI) were present at the meeting. DAI's ASI program is an OTI initiative that heavily relies on a standard DSF model. The meeting is scheduled for early next week.

The IR3 and capacity building team began developing a series of communication trainings aimed at local and provincial government officials. The trainings are designed to address four key communications elements: internal and external communications, intra-governmental communications, public outreach, and community consultations. The trainings will be tailored to specific audiences by a communications capacity assessment survey that will take place once clearance has been given by MRRD and USAID.

The Monitoring and Evaluation (M&E) team and other SIKA senior staff from both SIKA-East and SIKA-West met with USAID to review the Performance Monitoring Plan this week. The M&E team has reviewed the comments and put together a revised set of indicators which reflect the new MISTI methodology. The new indicator table has been shared with Chief of Party, Deputy Chief of Party, and each IR leaders for review and comments before proposing to USAID. The final summary table of indicators will be shared with USAID early next week.

SIKA published two requests for proposals (RFPs) for the polling and focus groups. The polling and focus groups are part of the baseline assessment and are integral for the projects monitoring and evaluation process. Additionally, the polling and focus groups will provide significant local perception data for use across the program.

PROGRAM ACTIVITY

Below is a list of programmatic activity. The list is sectioned by program area and department. Should you require any additional information on any specific item do not hesitate contact us at reports@sikaeast.com

- Revised the IR2 work plan the next year and updated IR2's strategy accordingly.
 - Integrated SPC information for Logar, which includes information on services provided by line departments, civil society, NGOs, some of the donor community.
 - The IR2 team has finalized the first draft of the data collection timeline for the SPC.
 - Work has started on the data collection for Wardak; information about civil society and
-

- NGOs that has been already collected is awaiting verification by CSU Team. We have remained in close contact with provincial PRRD.
- On March 3rd Central Support Unit staff visited Logar to collect information for the service provider catalogue.
 - M&E has reviewed the purposed questionnaire for the focus groups and polling to ensure the questions capture the PMP indicators. The comments has provided to the documents and shared with IR3 unit.
 - SIKA-East PMP has received back from USAID with comments. M&E team has reviewed the comments and put together a revised set of indicators.
 - M&E team is working on the baseline for SIKA-East indicators. This questionnaire is aimed at collecting data against the PMP indicators on a regular interval. The first draft of the questionnaire is available and still under revision to be finalized next week.
 - SIKA district workshop preparation and review, development of SIKA roll out (work plan) subtasks for all IRs in order to synchronize our efforts, develop a staffing structure and TORs and recruit key personnel (work in progress throughout the next 2 weeks).
 - The IR3 and capacity building team began developing a series of communications training aimed at local and provincial government officials aimed at four key communications elements: internal and external communications, intragovernmental communications, and public outreach and community consultantions.
 - IR3 submitted two requests for proposals (RFPs) for the polling and focus groups. The polling and focus groups are part of the baseline assessment and are integral for the projects monitoring and evaluation process. The questions and data will reflect the results of the 14 MAR meeting with USAID which introduced MISTI methodology.
 - The communications team also finalized some common language for SIKA-East briefing note this week. The language will form the basis of briefing material that will be shared with the other IRs.
 - SIKA district workshop situational awareness questions development and review.
 - Meeting on the roles of IRs (synchronization and cooperation), SIKA district workshop memo development.
 - SIKA district workshop memo development and internal review, SSI RFP development.
 - SSI RFP development and completion, PMP review and update.
 - SIKA-East has finished its revisions of the Work Plan based on COTR/MRRD comments and is submitting to AECOM home office for approval.

OPERATIONS AND ADMINISTRATION:

- ToR's for the central support unit has been revised and developed
-

- Resource Development Coordinator joined SIKA EAST.

PROVINCES AND DISTRICTS

Wardak PMU:

- Searched for office space
- Shortlisted PMU field Finance Officer
- Reviewed DSF questionnaire with IR1
- Began procurement process for office equipment
- Grant officer interview for Saydabad, Nirkh and Chak-e-Wardak districts

Logar PMU:

- Survey carried out to find a suitable office location for Logar Provincial office. A potential office was located in Pul-i-Alam city was selected for office. Logistics in now in the process of was drafting a contract with the landlord. The building chosen for office was assessed; the building will require some minor maintenance.
- Short listed candidates for the position of capacity building officer in Baraki Barak were interviewed.

PROGRAM NEXT WEEK ACTIVITY PROJECTION

- PMP review and IR1 indicator review and development.
 - Stability Working Group engagement strategy, techniques and procedures development.
 - Finalize draft SPC content with SIKA-East management and send it to USAID.
 - Plan for external outreach of the districts to gain situational awareness with internal resources (approach USAID/OTI/ASI).
 - IR3 Essentials of Communications Staff Training.
 - Development of TORs for key positions for Logar and Wardak.
 - Issue SSI RFP, complete hiring of Kabul staff.
 - Logar Provincial Communications Staff briefing.
 - Focus Group and Polling Questions Revisions.
 - Hiring of laborers for Logar office repairs.
-

- Logistic/Procurement to provide furniture to Logar.
- Draft guidelines for PMU, DSU and CSU for accurate data collection.
- Coordinate with IR4 for drafting their plan and further steps on rolling out Pul-i-Alam
- Finalize first draft of SPC for Logar with the integration of private sector data.
- Coordinate with Ministry of Agriculture and Livelihood to make sure that all agriculture service providers in Logar provinces have been included in the SPC.