

# Ministry of Rural Rehabilitation and Development

## Afghanistan Institute of Rural Development

First Quarter Report January- March 2011

### A. Training Unit

#### I. Main Activities & Achievements:

- Five-day training workshop (**15-20 Jan 2011**) on **Management, Leadership and Communication** in Takhar province: The target group for this workshop was Social Workers, MAIL extension workers/officers, Public Health supervisors, public awareness officers, leaders of women shuras and officials from Directorate of Agriculture, Women affairs and IDLG village managers/officers. The number of participants in the workshop was 157 persons including 19 females. The purpose of this workshop was to enhance the capacity of social change agents and local self governance institution (LSGIs) on management, leadership and communication to bring synergy among Governmental, NGOs and Local Self Governance Institution (LSGIs) at provincial, district and villages levels.
- Six-day training workshop (29 Jan - 3 Feb, 2011) on Social Change and Rural Development for 53 participants including one female in Jawzjan province: The target group for this workshop was Social Change Agents (Social workers (SW), MAIL Extension workers, MOPH Health Community Supervisor, MOJ public awareness officer, IDLG village manager). The purpose of this workshop was to bring synergy among various government officials, understand their roles, responsibilities, and importance of their presence in their community through enhancing the capacity of social change agents on key subjects, such as, roles of social change agents at community level, women roles in rural development, types of development and planning sustainable livelihoods.
- Six-day training on **Rule of Law** from 29 Jan–3 Feb 2011 in Nangarhar province. The participants of the workshop, including one female, were 37 Social Change Agents and leaders of LSGIs. The objective of this workshop was to enhance the awareness and knowledge of the participants on history, concepts and types of constitution and the rule of law.
- Six-day training (26 Feb- 3 March 2011) on **Rule of Law** for 104 participants including 14 female in Jawzjan province: The target group for this workshop was Social Change Agents (Social workers, MAIL Extension workers, MOPH Health Community Supervisor, MOJ public awareness officer, IDLG village manager) and leaders of LSGIs (DDA members). The objective of this workshop was to enhance the awareness and knowledge of the participants on history, concepts and types of constitution and rule of law in Afghanistan.
- Six- day training (26 Feb- 3 March 2011) on **Rule of Law** for 176 participants including 13 female in Baghlan province: The target group for this workshop was Social Change Agents (Social workers, MAIL Extension workers, MOPH Health Community Supervisor, MOJ public awareness officer, IDLG village manager) and leaders of LSGIs (DDA members). The

objective of this workshop was to enhance the awareness and knowledge of the participants on history, concepts and types of constitution and rule of law in Afghanistan.

- Six- day training **on Rule of Law** from 12 – 17 March 2011 in Samangan province. The participants of the workshop, including 13 female, were 176 Social Change Agents and leaders of LSGIs. The objective of this workshop was to enhance the awareness and knowledge of the participants on history, concepts and types of constitution and the rule of law.



- Six-day training workshop (12-17 March 2011) on Management, Leadership and Communication in Nangarhar province: The target group for this workshop was Social Workers, MAIL extension workers/officers, Public Health supervisors, public awareness officers, leaders of women shuras and officials from Directorate of Agriculture, Women affairs and IDLG village managers/officers. The number of participants in the workshop was 157 persons including 19 females. The purpose of this workshop was to enhance the capacity of social change agents and local self governance institution (LSGIs) on management, leadership and communication to bring synergy among Governmental, NGOs and Local Self Governance Institution (LSGIs) at provincial, district and villages levels.
- Technical and implementation team of the training unit edited the manuals on Community Mobilization and Social Change, Rule of Law and General Management modules. In addition, training team worked on translation and development of some manuals.
- AIRD has introduced 45 Afghans from MRRD and other organizations to study Post Graduate Diploma on Sustainable Rural Development from NIRD, Hyderabad through AIRD on Distance Learning basis. Admitted candidates will start their course at the beginning of May 2011.

## **II. Challenges and Problems:**

- Unavailability of GTZ budget due to delay in release of funds
- Lack of suitable hall for conducting training at provincial levels.
- Lack of proper coordination with other stakeholders in planning the training dates and nominating suitable candidates for training programmes.
- Inadequate DSA for expenses of residential and nonresidential participants the provinces due to which trainees have to spend their own money on transport which is a disincentive to attend trainings.

### III. Recommendations:

- AIRD management should ensure that Finance Section to provide expenditure report on time and in proper form so that GTZ can speed up fund transfer to MRRD account.
- MRRD management should consider building or creating appropriate training halls in PRRD buildings.
- AIRD management may take up the issue of inadequate of DSA to AIRD employees and participants of the courses with MRRD top management and find a solution for.

### IV. Lesson learned:

- Team work is very important for successful workshop,
- Practical methods (role plays, real life video clips, group activities/discussion) are necessary rather than merely presenting the theory.
- Better coordination with all stockholders is very necessary for successful implementation of workshop.

## .B. Research Unit

### I. Main Activities & Achievements:

- Research team met consultants who were assigned to prepare their relevant sectors report for Afghanistan National Rural Development Report (ANRDR). Some consultants have already submitted their reports to AIRD/MRRD while some consultants are still preparing the reports. Till now 70% of ANRDR is completed. As soon as all the consultants finish their assigned sections, AIRD will edit the materials and complete the remaining part of the report. In addition the research team is in process of preparing contracts of authors to be paid by Finance Department.
- Research team has translated some authors' reports to English language, submitted in Dari for the Afghanistan First National Rural Development Report
- The Research team translated Research Methodology training materials from English to Pashto.
- Six-day training was conducted on **Research Methodology** from 5 - 10 March 2011 for 31 Social workers of Nangarhar province. The objectives of the training were to, prepare the participants with an understanding of Social Research and its methods/ approaches, familiarize the participants with Research, Sampling, Data collection and questionnaires in different aspects related to the social, political and economic aspects of life of human society, prepare the participants as surveyor for conducting any type of research studies that will be taken up by MRRD/AIRD in the future and to equip the participants to interview respondents



in order to get right and reliable data and information.

- Six-day training was conducted on **Research Methodology** from 5 - 10 March, 2011 for 38 Social workers of Laghman and Kunar provinces. The objectives of the training were to, prepare the participants with an understanding of Social Research and its methods/ approaches, familiarize the participants with Research, Sampling, Data collection and questionnaires in different aspects related to the social, political and economic aspects of life of human society, prepare the participants as surveyor for conducting any type of research studies that will be taken up by MRRD/AIRD in the future and to equip the participants to interview respondents in order to get right and reliable data and information.
- Held meetings with WASH group member organizations and collected information for WatSIP survey.
- Held meetings with NABDP for conducting rapid study of DDA during DDA National Conference in Kabul.

## **II. Challenges and problems:**

- There is no enough space for employees of research team; they are working in a crowded office.
- There is insufficient stationary for performing daily activities.
- During the winter, we are faced to insufficient gas provision causing hardship.

## **III. Recommendations:**

- AIRD Admin/Fin section should accelerate purchase of stationary and provide them on time and adequately.
- If MRRD is not providing sufficient gas to AIRD, then AIRD should purchase the required gas for program budget.
- AIRD Management should either push the contractor of AIRD new building to prepare the building as soon as possible or talk with Department of Telecommunication to vacate the room of AIRD building occupied by them.

## **C. Rural Technology Park (RTP)**

### **I. Main Activities & Achievements:**

#### **1. Preparation of Action Plan:**

Action Plan for the six months of 2011 prepared, on the basis of which RTP team will execute their activities.

#### **2. Submission of RTP annual Report:**

RTP annual report for the year 2010 prepared and submitted to the top Management, which included all the activities performed from Jan 2010 to Dec 2010 and recommendations for further enhancement of the activities.

#### **3. Finalization of Rural Technology Directory:**

The first edition of Rural Technology Directory comprising information about 34 rural technologies of SMEs and 6 technologies of water supply and sanitation has been compiled. The draft directory will be submitted to Dr. Rajakutty, AIRD Adviser for review and will be submitted approval of AIRD Director and publication.

#### **4. Finalization of Resource Inventory:**

In consultation with Dr Rajakutty, AIRD adviser the data base for resource inventory of Parwan and Nangarhar Provinces were developed in order to select the potential villages for action research on Model village: data entry is in progress.

#### **5. Reporting to AECID about the projects funded by Spanish donor agency**

Focal point of Spanish Agency for International Development, Engineer Fakhruddin has submitted annual reports of the projects funded by **AECID** to AIRD i.e. Research unit, Training unit and RTP unit.

#### **6. AIRD team visited the land in Deh Sabz District of Kabul province which belongs to MRRD. RTP/AIRD plans to construct a building for RTP on the mentioned site. After approval of MRRD top management regarding allotment of the land, RTP/AIRD will start working on the construction process.**

#### **7. RTP team visited 25 CDCs in Jablusriraj district of Parwan province to negotiate with the local CDC members to know their potentials, problems, and demands in order to find out an appropriate village for the action research. Visited villages are;**

Abid Khail ,	Modad Khail,	Ezat Khail Payan,	Ezat Khail Bala, Qadir Khail,
Qazi khani,	Dih Meran Payan,	Dih Meran Bala,	Sha totak, Minara,
Charburj,	Haji Gowhar Khan,	Qolai koh,	Khwaja Khil, QoghJoshma,
Markazi Dih,	Moh khan Khil,	Anayat Khil,	Mola khil, Mola Zaman Khil

8. This district has totally 73 CDCs, but only 25 were selected based on the location of the village, as these villages were close to the district head quarter and there was possibility of economic activities to be taken and also Afghanistan Rural Enterprise development program has developed some small saving groups with idea to convert them to enterprise group. RTP team met with this team of AREDP and both the sides agreed that they will work together to convert saving groups into enterprise group.
9. As per MoU between RTP/AIRD and RTP/NIRD, Engineers of RTP NIRD has to design the layout of RTP Kabul; the sketch of land was taken and sent to NIRD. It is learnt that their engineers have started work on that and once it is prepared they will come to Kabul to implement together with RTP Kabul engineers
10. Though AECID authorities know about the plan that RTP will be constructed at Dehsabz but a formal confirmation in response to a letter signed by his Excellency Minister is awaited.

## II. Problems and Challenges:

- Land is not officially allotted for RTP to start construction work yet.
- Lack of space for placement of technologies already identified

## III. Recommendations:

Formation of a committee which include members from all programmes of MRRD for technology selection

There are other similar projects working in the area with similar activities, RTP has to enter in collaboration with them so that we can effectively implement our project

## D. Vulnerability Assessment Unit (VAU)

### I. Main Activities & Achievements:

#### 1. Participation in Foundations of Monitoring and Evaluation Training:

Institutional Development Fund (IDF), World Bank sponsored five VAU staff to participate in the Foundations of Monitoring and Evaluation training from 13-17 March, conducted by Arab Administrative Development Organization (ARADO) in Sharjah city of United Arab Emirates.

The course was facilitated by professional Monitoring and Evaluation specialist, Dr.



Richard. Every participants of the workshop could share their idea openly, because there was small number of participants in the workshop. We learned useful skill from the workshop.

## **2. Food Security Monitoring Survey (FSMS) 2010 of WFP:**

Food Security Monitoring Survey was started in August 2010 and ended in Jan 15<sup>th</sup> 2011 to evaluate food security in 24 Provinces (65 Districts, 271 Villages and 2,710 households). The objective of the survey was to know to which extent food security has been changed since last year. World Food Program has been working on different projects to improve agriculture and people's lifestyle to bring positive changes in food security. The budget of the survey was USD 58,500 and was conducted in 6 months. After data collection and processing the data was submitted to VAM department of WFP.

## **3. School Feeding Survey (SFS) of WFP:**

School Feeding Program is the initiative of WFP to encourage people of rural areas who are not interested in sending their children to schools for gaining knowledge. This program supports education with feeding as an incentive. School Feeding Survey of WFP covered Daikundi, Panjsher, Hirat, Badakhshan, Nangarhar, Laghman, Faryab, Sare Pull and Balkh provinces (5 Districts consisting of 54 Schools) starting from Nov 10<sup>th</sup> 2010 to Jan 20<sup>th</sup> 2011. VAU team spent three months on conducting of this survey. After data collection and cleaning process the data was submitted to VAM department of WFP.

## **4. Budget Finalization for NSP 2<sup>nd</sup> follows up Survey:**

VAU held several meetings with World Bank in order to get approval of 2<sup>nd</sup> NSP Follow-up Survey budget, as a result World Bank Impact Evaluation Team approved the for the mentioned survey.

## **5. NSP 2<sup>nd</sup> Follow Up Survey Preparations:**

NSP 2<sup>nd</sup> Follow-up Survey preparations are listed as bellow:

- Stationary Purchased for NSP Second Follow-up survey.
- Supervision and selection of Hotels for NSP Survey training.
- Selection of Print Shop for questionnaire printing.
- Introduction of two VAU staff in NSP finance training within NSP/MRRD.

## **6. NSP 2<sup>nd</sup> Follow Up Survey Pilot Test and 1<sup>st</sup> Advance:**

1<sup>st</sup> Advance of NSP-2 received and a team 8 people consisting of one supervisor, one editor and six enumerators were sent to Mazar-e Sharif to conduct the survey Pilot Test and during 2<sup>nd</sup> NSP-2 advance another team will go to Eastern Zone (Nangarhar) to conduct another pilot test.

## **7. IDF Project Extension:**

As IDF project is going to be closed in June 2011 we prepared a formal letter and submitted to the Ministry of Finance for IDF Project Extension. Continuous follow up is going on to get the approval for extension of this project.

## **8. Impact Evaluation Advisor International**

We planned to hire an International Impact Evaluation Advisor to guide and help VAU conduct the Impact Evaluation survey of NSP in a good manner and meanwhile, he/she will build the capacity of VAU staff regarding impact evaluation surveys. After interviewing four candidates we have not finalized the requirement process. As soon we will take our final decision, we will hire a suitable candidate as an advisor for VAU.

## **9. Data Base Design Basic Training:**

VAU started on the job training (2 hours/day) on Data Base Design from 22<sup>nd</sup> March 2011 to 9<sup>th</sup> April 2011. The training is being attended by 25 AIRD staff. The objective of the training was to build the capacity of VAU and other sections of AIRD on data management. The training was extremely important for VAU staff as they are going to start NSP second follow up survey. The training was facilitated by Mr. Ahmad Tariq Wardak (Data Processing and Standardization Advisor VAU)

## **10. Millennium Development Goal (MDG) and ANDS Basic Training:**

Dr. Mohammad Sediq Baraky, VAU Survey Manager conducted a basic training on MDG and ANDS . The objective of the training was to increase the awareness of AIRD staff on MDG and ANDS and their concept.

## **E-Information Dissemination Unit**

### **I. Main Activities & Achievements:**

#### **Scholarships:**

#### **A- Introducing of MRRD employee to a Training Course on Geo-Informatics Applications in Rural Development for Sharing Innovative and Best Practices:**

During the last month of 2010, CIRDAP officially requested AIRD/MRRD to introduce a suitable person from MRRD for CIRDAP-NIRD Collaborative International Training program on Geo-Informatics Applications in Rural Development for Sharing Innovative and Best Practices to attend the training in NIRD from January 24-4 Feb 2011. In consultation with MIS Head AIRD introduced one person from GIS department for the course. AIRD facilitated the entire process such as: introduction, approval, visa arrangement and travel arrangements of the candidates.

**B- Introducing of MRRD employee for a Training Course, Decentralized Governance: Pro-Poor Initiatives:**

AIRD facilitated the introduction, approval and visa arrangements for AIRD/MRRD candidate to attend Decentralized Governance: Pro-Poor Initiatives Training Course at NIRD, India from 14-23 Feb 2011. The training was organized by CIRDAP.

**C- Nomination of two employees to study Bachelor Degree in Tajikstan.**

Based on Ministry of Higher Education, officials request to introduce two MRRD employees to pursue their bachelor degree in Tajikistan, AIRD officially asked from MRRD departments to introduce suitable civil servants. We received 8 nominations from MRRD departments. After screening test, two candidates were introduced to Ministry of Higher Education for further processing.

**D- Introducing of 50 nominees for Master Degree program to Ministry of Higher Education:**

In Feb 2011 we received an official letter from MoHE to nominate MRRD employees, who are eager, to take part in competition for Master Degree Programs. AIRD facilitated the process with MRRD departments and programs to receive suitable candidates in compliance with MoHE requirements. After receiving the nominations, AIRD officially submitted list of 50 nominees to MoHE for further process. The decision of MoHE is awaited.

**E. Introducing nominees for One Year Post Graduate Diploma in Rural Development Management (PGDRDM) at NIRD.**

Based on CIRDAP's request to introduce competent candidates for one year PGDRDM, AIRD sought nominations from MRRD departments and programs. We received 8 nominations from MRRD departments and programs. After conducting English screening test, four candidates were introduced to CIRDAP for the telephonic interview. As a result one of MRRD candidate got the scholarship and will commence the course in July 2011.

**F. Facilitation for Australian Development Scholarships.**

The Australian Government is offering 5 post-graduate Australian Development Scholarships at Masters Degree or Post-Graduate Diploma level in Australian universities.. MRRD will receive 5 or 6 scholarships, with successful applicants chosen through a competitive and transparent selection process. AIRD facilitated the advertisement of the scholarship through website, official letters and email to all central and provincial programs and departments and consulted with candidates on applications. GRM received 88 applications for the scholarships; 54 participants were invited for initial screening test by GRM. On 13<sup>th</sup> April 2011, GRM and MRRD had a meeting with regarding short listing candidates for IELTS test, finally 28 persons including 4 female from central and provincial MRRD programs and departments were shortlisted. The short listed candidates will take IELTS test in May 2011.

## **G. Facilitation for Korea Scholarships.**

Based on official request of Ministry of Higher Education, to introduce one MRRD employees to pursue master degree in Rural Society Development for Global Poverty in Reduction in Korea, AIRD officially asked from MRRD departments to introduce suitable candidates for competition of the mentioned program. We received 13 nominations from MRRD departments and programs. After English Screening Test and approval of Deputy Minister of Admin/Fin one candidate was introduced to the Ministry of Higher Education for further processing.

### **Website/Database:**

- Updating AIRD website
- Publishing important news of AIRD and advertisement of scholarships in the website.
- Entering training information into Training Database conducted till March 2011.
- Updated the scholarships section of AIRD website.
- Data entry of new training workshops, conducted in Takhar, Nangarhar and Jawzjan provinces in 2011.

### **Media:**

- Writing two reports on CIRDAP-TC 26 meeting, one for Dehkada magazine and other for Anis newspaper.
- Collection of information from Herat province to write success story.
- Prepare, design and caption of 21 different pictures that reflect AIRD activities and achievements to be hung in AIRD building walls.
- Prepare and editing of 50 pictures for AIRD website gallery.
- Prepare and achieving of pictures taken from AIRD different programs.
- Covered Post Graduate Diploma course ceremony. Prepared 40 pictures.
- Capture and preparing of film from Post-Graduate Diploma in Sustainable Rural Development course ceremony and contact classes.
- Written a report on peace building workshop in Takhar province.
- Written script of HE Minister's interview for AIRD introductory film.
- Captured and copied AIRD strategic workshop documents.
- Written a report on human resource development for Anis newspaper.
- Writing press releases and invite media people JICA project signing ceremony in MRRD conference hall.

### **Library**

- Sending 100 different kinds of books and library registration book to Nangarhar province. These books were provided by Asia Foundation for establishment of AIRD provincial library.
- Distribution of 35 different books to MRRD officials and collected them again.

**f. Challenges and problems:**

- Inadequate space for the library to ensure that visitors/users clients feel comfortable during studying.
- Receiving nomination for scholarships later than deadlines.
- Data entry into training database is not fulfilled on timely manner.

**g. Recommendations:**

- More space is required for AIRD library
- Allocation of sufficient funds for procurement of new books.
- The database unit should accelerate data entry into database. If there is technical problems trainings should be provided and follow up of report and plans are required.

## **F. Admin/Finance Section**

### **I. Main Activities & Achievements:**

- Prepared and disbursed the budget for Rule of Law, Research Methodology, Social Change & Rural Development and Management, Communication and Leadership trainings.
- The Admin/Finance Section prepared the budget for purchasing of stationary requested by AIRD units and supplied the stationary.
- Held meeting with Finance colleagues to create an effective Financial Planning for future activities.
- Getting identity cards for all AIRD staff, which was one of the major problems of AIRD staff.
- Preparing a tracking sheet for collection of the fee and compilation of the required documents regarding the Post Graduated Diploma in Sustainable Rural Development offered by NIRD India was established.
- Send an official request to all departments to remind those staff who has borrowed books from AIRD library, to return AIRD library books.
- Coordinate with cleaners in order to take care cleaning the offices and other section.
- Organized meeting with AIRD drivers and other support staff regarding office discipline. !
- Along with Mr. Shekib and Mr. Amiri we visited, NABDP- Finance- Section regarding the delay in processing of expenditure statement and giving Financial Reports. We requested detailed budget line. Detailed budget report can accelerate the expenditure and can help us prepare AIRD project financial statement on time.

- Prepared financial documents of CIRDAP TC – 26 Meeting and liquidated the pending advances with finance section.
- Prepared inventory tracking sheet in order to track all the required documents.
- Prepared asset registration tracking sheet to record all assets related to AIRD.
- Prepared vehicle-fuel-clearance documents on time and submitted the documents to finance department for further processing.

## **II. Recommendations:**

- Steps should be taken to ensure that Finance unit provides expenditure report on time so that GTZ can speed up fund transfer to MRRD account
- NABDP should provide complete financial report to AIRD.