

**COMPONENT 4 – Inclusive access to employment and TVET services and support for elaboration of LMIS**

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**Table 1: C4 - Achievements/Deliverables (period 15.10.2017 – 15.9.2019)**

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| **Activities** | **Outputs** | **Indicators** | | **Progress Achieved in the reporting period (December 2018 May 2019)** | **Completion Rate to date** |
| **Note:**  **KE4 was involved since the project opening on 15.10.2017 (attending the kick off on 16.10.2019 and directly involved in the first workshop for stakeholders held on 18.12.2017). In addition, she was one of the writers of the IR and in period Oct-Dec2017 conducted series of work meetings with the stakeholders on topics related to C4** | | | | | |
| **Component 4** Inclusive access to Employment and TVET services and support for elaboration of a Labour Market Information System (LMIS) | | | | | |
| **Activity 1.4.1**  Advise and provide technical support to NAF on prioritisation and cost effectiveness of measures for labour activation and employability | 1.4.1.1 Material and documentation to enhance understanding of cost effectiveness of measures for labour activation   1.4.1.2 Capacity Building programme prepared and held in Jordan including concrete activities planning  1.4.1.3 Concept Paper on measures prioritisation  1.4.1.4 Report on capacity building activities | | * 1 Analysis Report elaborated * 1 Action Plan on achieving the objectives and outputs * 1 Concept Paper including set of recommendations on measures prioritisation * 1 Capacity building programme * Min. 3 capacity building activities for NAF, MoSD and other relevant stakeholders * Number of participants involved in capacity building activities including NAF, MoSD, other members of WG4 and other relevant stakeholders as per activity | Note: act. 1.4.1 – 1.4.4 & 1.4.7 are cross-related, therefore also the key documents elaborated are cross-linked to the above-mentioned activities.  * **1 Analysis Report “Customer’s journey of the job-seekers and access to ALMM” elaborated** * 1 Action Plan on achieving the objectives and outputs (recommendations and proposed scenarios towards a better functioning labour market prepared as part of the Analysis Report) * 3 capacity building working meetings in a form of a workshops on * general concept on Inclusive access to ETVET services held (19.7.2018); * steps for implementation of activities 1.4.1 – 1.4.4 & 1.4.7 (30.7.2018) and minutes prepared, * Capacity building workshop (18.10.2018) on the customers’ journey and access to ALMMs held * **Concept Paper for pathway design and capacity development of the NAF for the employment of the working age and healthy beneficiaries (Pilot design evaluation) elaborated** * Draft letter to the Minister of Labour and /or Minister for Social Development was prepared on behalf of the Director of ETVET Secr. Indicating how SESIP - C4 can provide effective support the NAF and MOL in developing national protocols and internal workflow for its offices on how to deal with active age job-seekers (NAF cash beneficiaries), this letter relates to all activities 1.4.1 – 1.4.4 (NAF) * **Forms including for collecting information at local level on LMS & ALMM was developed – is also cross-linked to act. 1.4.2, 1.4.3 & 1.4.4** * Set of capacity building events held as common for **1.4.2, 1.4.3, 1.4.4 & 1.4.7**  (for details see project documentation) * 1 **national Women Forum** held on 6.3.2018 together with MoL & EUD (prepared, implemented and evaluated) bringing together public and private, social partners as well as civil society representatives with focus on social inclusion of vulnerable groups and current achievements of the Ministry of Labour towards improving the status of women in the labour market. Summary of the Forum findings and recommendations elaborated, 111 participants attended and took part at specialised workshops. * **Glossary on employment terminology** developed jointly with GIZ for unification and understanding of terms used in employment activation * **Cooperative as as model supporting women engagement in the labour market – good practices examples from EU and non-EU states** elaborated * Photo documentation and press releases prepared and provided to Communication Officer | 100% |
| **Activity 1.4.2**  Advise on policy review of referral pathways for improving access to ETVET with particular focus on disadvantaged groups of the society and disadvantaged regions | * + - 1. Final draft document “Policy review of referral pathways to ETVET”       2. Capacity building programme for developing and implementing the Concept paper “Pathways to E-TVET in Jordan”   1.4.2.3 Concept paper “Pathways to E-TVET in Jordan“ submitted for approval by relevant authorities | | * 1 Policy Review of referral pathways to E-TVET for disadvantaged groups and regions * 1 Comparative Report * 1 Concept paper “Pathways to E-TVET in Jordan” * 1 Capacity building programme * Number of capacity building activities for WG4 and other relevant stakeholders * Number of participants involved in capacity building activities * 1 Final Report on the training events | Act. 1.4.2 is interlinked to 1.4.1, 1.4.3, 1.4.4 and 1.4.7 – see also deliverables under these activities.   * 1 Approach to functional review of NAF Services “Analysis of existing work organisation, current business, capacity and performance in NAF towards services for most disadvantaged on the labour market (young people, women, PwD who are in working age, i.e. over 18 and are registered in the NAF database) * “Understanding problems, strengths, weaknesses and analyzing opportunities” prepared * 1 Questionnaire on mapping and reviewing services provided by NAF to job seekers – clients of NAF elaborated * 1 Approach to functional review of MOL/EOs Services “Analysis of existing work organisation, current business, capacity and performance in   MoL/Employment Directorate / LOs towards services for most disadvantaged on the labour market (understanding problems, strengths, weaknesses and analyzing opportunities)”   * 1Questionnaire on mapping the MOL/EOs services elaborated * 1 Capacity building programme for staff of NAF, VTC, NET, MOL/EOs on NEES & improving the employment services for job seekers and employers, including overall referral pathways including * steps for training preparation, implementation and evaluation; * methodology and presentations/working papers, etc., * evaluation of the training prepared, implemented and evaluated (ex-post)   prepared and implemented: 5 workshops conducted: a)23.7.2018 Irbid, b) 25.7.2018 – Karak/Tafilah, c) 26.7.2018 – Aqaba/Maan, d) 12.8.2018 – Amman1 and e) 15.8.2018 Amman2; 123 representatives trained; 1 Summary Report on training elaborated   * **Concept paper & manual** - Tools for field testing at the NAF local offices for labour market activation elaborated. (Activity 1. 4.2 & 1.4.3). It includes:  Introducing internal protocols and tools  1. Active age beneficiaries of the NAF – labour market activation, the customer’s new journey (so-called Graduation by the WB) 2. Good cases studies for jobseekers’ profiling and segmentation 3. Five new front-line tools for NAF caseworkers were introduced:  * Job readiness interview (first interview questions), * Screening interview towards ALMMs and LM services (LMS) * NAF referral form toward ALMMs and LMS * ALMM and LMS catalogues for the three locations * Case managers’ feedback form   For the above-mentioned new tools online Google forms were prepared to ease the work of the NAF caseworkers in the selected locations   * Workbook for the 26-27 February 2019 training under activity 1.4.7 (Public Private Partnership for cost-effective labour market services and active labour market measures in Jordan) developed and used during the capacity building events. The content of the Workbook is lined to act. 1.4.2 and 1.4.3; 39 participants attended * Workshop summary (Report on training) on LMS & ALMM for PPP held in Feb2019 * Mapping of local offices of NAF and MOL – also cross-linked to act. 1.4.1, 1.4.4 * Set of capacity building events held as common for **1.4.1, 1.4.3, 1.4.4 & 1.4.7**   (for details see project documentation) | 100% |
| **Activity 1.4.3**  Advise on cost effective Active Labour Market Measures targeting disadvantaged groups and regions across formal and informal economies | 1.4.3.1 Concept paper on cost-effective ALMMs for disadvantaged target groups and regions  1.4.3.2 Final document “Policy Review of current ALMMs targeted to disadvantaged groups and regions**”**  1.4.3.3 Capacity building programme on preparation of Concept Paper on cost-effective ALMMs and Policy Review | | * 1 Policy Review of current ALMMs targeted to disadvantaged groups and regions * 1 Comparative Report * 1 Concept paper on cost-effective ALMMs for disadvantaged target groups and regions * 1 Capacity building programme * Min. 3 capacity building activities for WG4 and other relevant stakeholders * Number of participants directly involved in each of capacity building activities including members of WG4 and other relevant stakeholders * 1 Final Report on the training events | This act. Is cross-linked with 1.4.2, 1.4.4 and 1.4.7 (see also deliverables under these activities)   * Policy review is part of Analysis Report (see act.1.4.1) * 3 Catalogues on ALMM and labour market service (LMS) to be used by the local NAF and Employment Offices in selected testing locations – Irbid, Zarqa and East Amman elaborated and used by NAF&MOL/EO staff * Policy Review and Concept for ALMM & labour market services targeting disadvantage groups, Activity 1.4.3 & 1.4.7. * Screening Questionnaire to support the identification of work ready active age and healthy clients of the NAF * **Concept paper & manual - Tools for field testing at the NAF local offices for labour market activation elaborated**. (Activity 1. 4.2 & 1.4.3) * Workbook for the 26-27 February 2019 training under activity 1.4.7 (Public Private Partnership for cost-effective labour market services and active labour market measures in Jordan) developed and used during the capacity building events. The content of the Workbook is lined to act. 1.4.2 and 1.4.3 * Set of capacity building events held as common for **1.4.1, 1.4.2, 1.4.4 & 1.4.7**  (see project documentation) | 100% |
| **Activity 1.4.4**  Advise on and assist in developing capacities for improved linkages between the employment, social protection and microfinance services | 1.4.4.1 Concept paper on improving linkages between employment, social protection and microfinance services for disadvantaged groups | | * 1 Policy Review of current situation * 1 Comparative Report * 1 Concept paper on improving linkages between employment, social protection and microfinance services for disadvantaged groups * 1 Capacity building programme on Concept Paper elaboration * Min. 3 capacity building activities for WG4 and other relevant stakeholders * Number of participants directly involved in each of capacity building activities including members of WG4 and other relevant stakeholders * 1 Final Report on the capacity building events | This act is cross-lined to other three acts – 1.4.1, 1.4.2, 1.4.3 as well to 1.4.7. Therefore, please always refer to these activities. In additional to deliverable outlined under activities 1.4.1, 1.4.2 & 1.4.3 cross-linked to 1.4.4, the following deliverables are in place:   * **5 Tools for testing – NAF new customer journey:** * **Job readiness interview (first interview questions),** * **Screening interview towards ALMMs and LM services (LMS)** * **NAF referral form toward ALMMs and LMS** * **3 ALMM and LMS catalogues for the three locations Irbid, Zarqa and east Amman** * **Case managers’ feedback form** * And **3 Catalogues** (manuals) on MS and ALMM for 3 selected testing locations (Irbid, Zarqa and East Amman) developed, utilised by NAF and MOL/EO and updated after the completion of the testing phase * **Developed on-line forms** for the new tools to be used during the testing phase by NAF local offices in Irbid, Zarqa and East Amman and provided links to these electronic tools to NAF & MOL CO and local officers engaged in the testing phase * 3 field visits to NAF & MoL/EO in selected testing local offices held in May2019 * **Follow-up paper of the field testing at the NAF local offices for labour market activation/active inclusion elaborated including** **first lessons learnt from the testing in the three selected locations – Irbid, Zarqa and East Amman &** **summary of the field visits.** * Memo on NAF & MoL testing follow-up meeting held on 22 May 2019 with the NAF & MOL coordinators prepared. This Memo outlines the issues discussed and agreed with the two coordinators. * Set of capacity building events held as common for **1.4.1, 1.4.2, 1.4.3 & 1.4.7**  (for details see project documentation) * **Testing of the new tools /NAF/MOL new workflow** (new customer journey) completed * **Final Evaluation Report on the field testing at the NAF local offices for LM activation/active inclusion elaborated** * 1 (last) capacity building workshop on testing results/outcomes including concrete case studies and key recommendations for the follow up held on 2.9.2019 held   (see project documentation)  NOTE: testing phase is an activity complementary to 1.4.4 but was not originally planned and its implementation is linked to real needs of NAF/MoL for developing capacity and improving linkages between employment, social protection and micro-financing for NAF clients | 100% |
| **Activity 1.4.5**  Organise a study visit to the EU to facilitate learning from the best practice in linking social protection and assistance with the employment services | 1.4.5.1 Study visit abroad for up to 12 JO participants  1.4.5.2 Training session in Jordan – prepared and organised by participants in the SV for colleagues not involved in the SV  1.4.5.3 SV evaluation report  1.4.5.4 Materials on enhancing the understanding of the cost effectiveness of measures for labour activation  1.4.5.5 Final report of the event (workshop held by participants in the SV) | | * 1 SV held max. 12 Jordanian participants * 1 (at least) training session (workshop) in Jordan organised by JO participants * 1 Report on SV – lessons learnt prepared and disseminated * 1 SV Evaluation Report * 1 Set of materials on cost effectiveness of measures for labour activation | * **SV to 2 EU MS Slovakia and Austria conducted** * **25 participants attended the SV** * 1 **workshop** on SV preparation organised on 11.4.2019 * Programme of the SV prepared * 1 Welcome pack prepared for participants * 1 **Report on the SV prepared** * 1 **Evaluation Report prepared** * Set of learning materials prepared and given for disposal to participants * **25 PDP** (personal development plans) elaborated by participants | 100% |
| **Activity 1.4.6**  Provide technical support and assist the MOL and relevant stakeholders to integrate and harmonise the fragmented labour market information systems and develop unique and accessible relevant LMIS (labour market information system) based on the labour market needs with the participation of the National Department of Statistics and other key institutions. | 1.4.6.1 Report on Conceptual Framework and implementation strategy for an optimal LMIS based on strong cooperation with key actors  1.4.6.2 Delivery of templates for data collection forms / applications needed from different students, job seekers, current employees, private sector companies, industry and trade unions, education institutions, training centres  1.4.6.3 Support the delivery of services and products offered by the LMIS to different user groups (e.g. online career counselling assessments, job bank, labour demographic yearbook, etc.)  1.4.6.4 Support the specification of a software being capable of extracting accurate information from input collected data on i.e. labour force participation rates, unemployment rates, employment opportunities by economic sector / governorate, part time workers, informal employment, unemployment rates, long term unemployment, opportunities by sector, opportunities by governorate  1.4.6.5 Support the establishment of a LMIS portal being capable of processing high traffic requests without crashing, divide the portal into sections (e.g. employers, job seekers and employees, education institutes and training centres, etc.);  1.4.6.6 Delivery of a timetable for expected outcomes such as data collection forms, capacity building plan, public awareness campaign, annual expenditure report and LMIS upgrading plan to the TAT TL and the appointed activity manager | | * 1 complex Review of the current situation including comprehensive analysis conducted * 1 Set of recommendations prepared * 1 Conceptual Framework with clear Strategy for LMIS optimal for Jordan stakeholders´ needs prepared, agreed and approved * 1 Action Plan for Strategy implementation including concrete timetable for outcomes prepared, agreed and approved * 1 complex Set of templates for data collection forms (students, job seekers, current employees, private sector companies, industry and trade unions, education institutions, training centres) prepared, agreed and approved * Software of extracting accurate information from input collected data on i.e. labour force participation rates, unemployment rates, employment opportunities by economic sector / governorate, part time workers, informal employment, unemployment rates, long term unemployment, opportunities by sector, opportunities by governorate delivered * 1 LMIS portal prepared, agreed with stakeholders and submitted officially for approval * 1 Capacity building plan including concrete training measures for stakeholders to be able to develop, maintain and use ´the LMIS prepared, agreed and approved * Number of training measures implemented * Number of actions taken through the public awareness campaign in compliance with activities planned under activity 6.1, C6. | * **LMIS Dossier ready and includes:** * **Review of the IT  Systems integrated with LMIS, 1 set of recommendations included as part of the Review** * **CONCEPTUAL FRAMEWORK with Action Plan** * **Terms of Reference (ToR for LMIS)** * **Form Templates and Portal Linkages (including recommendations for LMIS.Stat)** * **Recommendations for public awareness campaign on LMIS** * **Capacity Building Plan** * **Set of capacity building events conducted (for details see project documentation)** * **Budget Estimate - Implementation of the ILO Solution – so-called LMIS.Stat** * Set of capacity building events held (for details see project documentation)   (see project documentation)  In addition to above:   * 1 Questionnaire for survey on the users perception towards LMI * 1 Capacity building plan prepared and included: * 5 capacity building working meetings in a form of a workshops on a) on 12.7.2018 - General Concept of LMIS held– key steps in the road map agreed, on 30.7.2018 on concrete steps for LMIS and minutes prepared * on 8.8.2018 - agreement on the ToR for LMIS and planning the 1st mission of experts and the way of working with them * workshop on LMIS – Review of the current situation on 15.10.2018 ; d) workshop on LMIS – Conceptual Framework on 19.11.2018 * Desk research on the structure of available data and existing databases was done. Examples of optimal LMIS utilisations were presented and discussed at a Workshop of the WG 4 (on 24th of January 2019 in Geneva Hotel). Proposals for the optimal LMIS were implemented into the Project document “LMIS – Conceptual Framework” – see above the Dossier   ***Note:***   * ***REMAINING IS 1 WORKSHOP (also linked to act. 1.4.4 and 1.4.11 – IRSs) FOR CAPACITY BUILDING PLANED IN SEPT.2019 FOCUSED ON:*** * ***Tools for data analysis*** * ***Managing large scale SW projects*** * ***Statistics*** | 90% |
| **Activity 1.4.7**  Advise on Public Private Partnership measures within Employment and Human Resource Development (i.e. job fairs, apprenticeships and internships, wage subsidised jobs for special target groups, job rotation projects, etc.) | 1.4.7.1 Working paper to facilitate the discussion prepared  1.4.7.2 Coaching and mentoring activities conducted  1.4.7.3 Representatives of the interested ministries and institutions have been coached and mentored  1.4.7.4 Final draft on Public Private Partnership measures prepared | | * 1 working paper for discussions facilitation * Min. 3 days of coaching and mentoring activities * Min. 12 representatives of the interested ministries and institutions have been coached and mentored * 1 Final draft on PPP measures | * **MoU based on PPP** for the annual Job Fair (JF) 2018 (MOL & Akhtaboot) elaborated and officially signed by MoL, Akhtaboot and SESIP on 6.9.2018 * Involvement of NAF, VTC, NET, donors (GIZ, JICA) for the JF implementation ensured * Annual Job Fair 2018 implemented in line with the MoU * **Evaluation Report on JF** including set of recommendations and all facts / data: no. of involved companies, no. of immediately employed JS, no. of registered JS, no. of JS attended the workshops during the JF, etc. prepared * 1 **Evaluation workshop on JF** held on 7.11.2018 with representatives MOL, SESIP, GIZ, Akhtaboot * **Final survey on Akhtaboot Job Fair** held in September 2018 on PPP was conducted by MOL in the beginning of February 2019 * Established **platform for future PPP** (Municipality of Greater Amman, MOL, VTC, JCC) for setting up East Amman Women Handicrafts Hub as sustainable business model * 1 workshop on 21.10.2018 in VTC premises with all partners including SESIP and GIZ organised on the Hub Business Model development held, next steps agreed * 1 workshop on 10.2.2019 with Municipality of Greater Amman, GIZ, SESIP held on finalising the cooperation agreement based on PPP * Implementation Agreement on technical cooperation based on PPP) governing the establishment and operation of the “East Amman Women Creative Hub” elaborated and finalised ready to be signed by the partners * Policy Review and Concept for ALMM & labour market services targeting disadvantage groups, Activity 1.4.3 & 1.4.7. * **Concept Paper** **on public private partnership (PPP) in Jordan focused on labour market services (LMS) and active labour market measures (ALMMs) delivery in Jordan elaborated** * Workbook for the 26-27 February 2019 training under activity 1.4.7 (Public Private Partnership for cost-effective labour market services and active labour market measures in Jordan) developed and used during the capacity building events. The content of the Workbook is lined to act. 1.4.2 and 1.4.3 * **Field visit** on 21.1.2019 – the Greater Amman Municipality (Queen Rania Garden Park training centre) – meeting with the staff and work on the PPP for establishment of the East Amman Women Creative Hub as business model * Set of **capacity building events** held - common for **1.4.2, 1.4.3 & 1.4.4**   (see project documentation) | 100% |
| **Activity 1.4.8**  Advise and support to the E-TVET Council Secretariat/TVETC and the new Unit created by the MOL as well as the new Skills Development Corporation and line ministries on conceptual and analytical framework, qualitative and quantitative methods and costing for annual consolidated employability and employment report and on content, focus and outputs of annual employability and employment conference. | 1.4.8.1 Working paper to facilitate the discussion  1.4.8.2 Representatives of stakeholders´ institutions were coached and mentored  1.4.8.3 Final draft on recommendations of the conceptual and analytical framework | | * 1 working paper for discussions facilitation * Number of representatives of the interested ministries and institutions coached and mentored * 1 Final draft on recommendations of the conceptual and analytical framework | * **NOTE:** acts 1.4.8 and 1.4.9 are also cross-linked. As well with C1, act. 1.1.6 * **Analysis of the Existing Conceptual and Analytical Framework for Annual Reporting on the Jordan National Employment -Technical Vocational Education and Training Strategy** (incl. **Recommendations on improvement** of existing reporting) prepared, discussed, agreed and delivered * 1 **capacity building workshop** focused on presentation from the WS titled: “Recommendations for Reporting on the Progress in the E-TVET Sector” held on 17.10.2018 held together with WG1 * A **training programme** was prepared in three modules: Module 1: Writing monitoring and evaluation reports; Module 2: Building and analysing indicators and Module 3: Preparing impact analysis, monitoring and evaluation. Training documentation can be found in the document: “**Workbook ETVET Secretariat Training**”. Training was delivered in three sessions during 25th and 26th of February 2019. – also linked to act. 1.4.9 * **Mentoring sessions** conducted during January and February 2019 with Ayman Al Wraikat, Ruba Alawneh and Enas Nasran, with their main output being the improved version of the “Annual Report of the E-TVET Council 2018” and the “Performance **Evaluation Report** of the Jordanian E-TVET Sector (2017) – related also to 1.4.9 & 1.4.10 * Set of **capacity building events** common 1.4.8, 1.4.9 (for details see project documentation) | 100% |
| **Activity 1.4.9**  Provide technical assistance for the delivery of the annual employability and employment report and the performance indicators report | 1.4.9.1 Working paper to facilitate the discussion  1.4.9.2 Coaching and mentoring activities implemented  1.4.9.3 6 representatives have been coached and mentored  1.4.9.4 Final draft on recommendations | | * 1 Working paper to facilitate the discussion * Number of coaching and mentoring activities * Min. 6 representatives have been coached and mentored * 1 Final draft on recommendations | * **Sustainability Plan** **for further development of staff capacity in M&E in the Jordanian E-TVET Sector incl. Recommendations** – also linked to act. 1.4.8 * **Complex Report on Training, Coaching and Mentoring Activities** * **Mentoring sessions** were conducted during January and February 2019 with Ayman Al Wraikat, Ruba Alawneh and Enas Nasran, with their main output being the improved version of the “Annual Report of the E-TVET Council 2018” and the “Performance Evaluation Report of the Jordanian E-TVET Sector (2017) – related to act. 1.4.10 * A **training programme** was prepared in three modules: Module 1: Writing monitoring and evaluation reports; Module 2: Building and analysing indicators and Module 3: Preparing impact analysis, monitoring and evaluation. Training documentation can be found in the document: “**Workbook ETVET Secretariat Training**”. Training was delivered in three sessions during 25th and 26th of February 2019. – also linked to act. 1.4.8 * Set of capacity building events common 1.4.8, 1.4.9   (see project documentation) | 100% |
| **Activity 1.4.10**  Assist in studies measuring employment satisfaction and tracing employability of graduates of ETVET including the trained skills targeted by the programme | 1.4.10.1 Final paper on recommendations on how to design and implement employment satisfaction and tracing employability survey  1.4.10.2 2 tracing surveys prepared and conducted  1.4.10.3 2 employer satisfaction surveys prepared and conducted | | * Number of meetings held * 1 Final paper on recommendations on how to design and implement employment satisfaction and tracing employability survey * 2 tracing surveys conducted * 2 employer satisfaction surveys conducted * Number of participants involved in the work | * **Model methodology for the tracing VET programme graduates and satisfaction of their employers“ developed** * Capacity building Workshop “Assist in studies measuring employment satisfaction and tracing employability of graduates of ETVET including the trained skills targeted by the programme” (Act. 1.4.10) * **Report of Tracer studies results** - **Princess Sumaya University** For Technology (PSUT) * **Report of Trace studies results - VTC** * **Capacity building event on statistics, methods for data analyzing, data interpreting, use of statistical software, design of policy relevant indicators**, assessing data sources and reporting held 24.2.2019 * **Mentoring sessions** were conducted during January and February 2019 with Ayman Al Wraikat, Ruba Alawneh and Enas Nasran, with their main output being the improved version of the “Annual Report of the E-TVET Council 2018” and the “Performance Evaluation Report of the Jordanian E-TVET Sector (2017) * Set of capacity building events held (for details see project documentation) | 100% |
| **Activity 1.4.11**  Develop an Internal Information System in the E-TVET Secretariat or TVETC to follow up the labour market access of the skills trained under the programme | 1.4.11.1 Report on conceptual framework on an internal information system  1.4.11.2 Delivery of services and products offered by internal information system  1.4.11.3 Delivery of software for the internal information system  1.4.11.4 Establishment of an information system being capable of processing all the requested information  1.4.11.5 Delivery of a timetable for expected outcomes  1.4.11.6 Capacity building plan (training programmes) for the staff | | * 1 Report on proposed conceptual framework on an internal information system prepared * Type of services and products offered by internal information system * Delivery of software for the internal information system * 1 internal information system being capable of processing all the requested information * Data collection forms prepared * 1 Capacity building plan (training programme) for the staff of E-TVET Secretariat and other relevant staff | * **Training Workbook** for the staff of the key beneficiaries´ institutions involved in the LMI (TVET Providers) on statistics, methods for data analysing, data interpreting, use of statistical software, design of policy relevant indicators, assessing data sources, reporting * This act. is also partially linked to 1.4.8 and C1/1.1.6 – see also results under this act.   (see project documentation) | 80% |

Below is the utilisation of the working days as per KE4 and NKEs – senior and junior

Table 2 - Utilisation of the working days as per KE4 and NKEs – senior and junior

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| Resource Management | Total Days Allocated | Utilised by 15.9.2019 | No. of remaining man-days | % of utilisation |
| KE34 Luba Pavlovova | 450 | 387 | 63 | 86,00% |
| NKE senior Tibor Borbely | 80 | 71 | 9 | 88,75% |
| NKE senior Ivan Majercak | 90 | 75 | 15[[1]](#footnote-1) | 83,33% |
| NKE senior Miroslav Stefanik | 60 | 54 | 6 | 90,00% |
| NKE senior Valeria Kubalova | 30 | 29 | 1 | 96,67% |
| NKE junior Khalid Dajani | 30 | 27 | 3[[2]](#footnote-2) | 90,00% |
| NKE junior Mohammed Ismail | 40 | 19 | 21[[3]](#footnote-3) | 47,50% |
| NKE junior Razan Alhadidi | 30 | 30 | 0 | 100,00% |
| NKE junior Laila Shobaki | 20 | 20 | 0 | 100% |
| *TOTAL MAN-DAYS* | ***830*** | ***712*** | ***118*** | ***85,78%*** |
| E-TVET Secr. Ms Enas Nasran | Full time as C4/WG4 Coordinator – till mid-July 2019, then she moved to MoL in new position | | | |

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| **Conclusion:**   1. The works planned under C4/WG4 were done in compliance with the original planning and timeframe, only slight adjustments were proposed – all based on the real current needs of the beneficiaries. Moreover, under C4 additional work and results were achieved, e.g. providing a set of new tools for the NAF&MOL/EO new workflow based on cross-institutional cooperation and coordination (new customer journey) for employment activation, these new tools were not only prepared “on paper form” but also tested in 3 selected locations (Irbid, Zarqa and East Amman) by front officers and all achievements were summarised in the final report including a concrete set of recommendations for follow up; these achievements / new workflow is to be as input for the NAF Graduation Strategy supported by the WB; in PPP (act. 1.4.7) not only the complex Concept paper was elaborated including case studies but also PPP approach was tested through the MoU (MOL, Akhtaboot and SESIP TA) in 2018 (National Job Fair2018) as well implementation agreement for establishing “East Amman Women Creative Hub” in cooperation with Greater Amman Municipality, JCC, MOL, VTC and SESIP was not only prepared but also a range of activities held incl. action plan incl. financial plan, etc. 2. The overall work under C4 (by 15.9.2019) was done with only 85,78% of the total number of man-days originally allocated for C4. By 10.11.2019 approx. another 20 man-days will be used from the original allocation, i.e. the total % of days will be 88,19%. 3. As Visibility and Dissemination of information were integral part of the C4 implementation, on the USB is a separate section devoted to these topics (as per activity) including photo documentation, press releases and publications online or in newspapers. |

All deliverables of C4 are available on USB for the following key personnel:

* E-TVET Secretariat Director Mr Tarek AlRashdan
* EUD – PM Mr Abdelaziz Lyamouri
* TL SESIP Mr Luca Azzoni
* PM GIZ (lead of consortium) Ms Sara Shbeir
* SESIP Assistant Ms Layana Hijazi

## By KE4 Luba Pavlovova

15.09.2019, Amman

1. These 15 man-days will be utilised in Oct-Nov 2019 (at the latest) [↑](#footnote-ref-1)
2. These 3 man-days will be utilised by end-Sept 2019 (at the latest) [↑](#footnote-ref-2)
3. Approx. 5 man-days will be used by end-Oct2019 (at the latest) [↑](#footnote-ref-3)