

Chapter 3 Implementation Plan

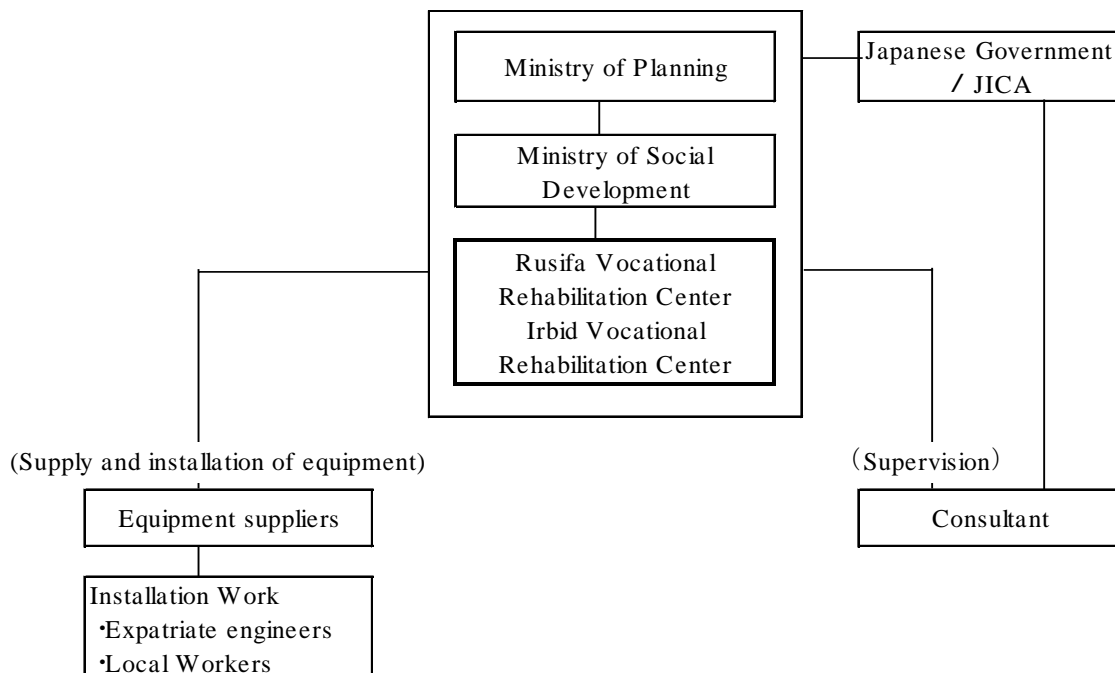
Chapter 3 Implementation Plan

3-1 Implementation Plan

3-1-1 Implementation Concept

This project is designed to provide vocational training and related equipment for two vocational rehabilitation centers (Rusifa and Irbid) in Jordan under the grant aid program of the Japanese government. The Jordanian Ministry of Social Development will be acting as the implementation body. The Ministry of Social Development will hire a Japanese consultant to conduct detailed design, prepare tender documents, evaluate tenders, and supervise equipment installation work. The ministry will award the contract to a Japanese equipment supplier, who will then deliver and install the equipment, and provide instruction and initial training for operation and maintenance. The equipment supplier will have local engineers supervise and direct local contractors in the unpacking and installation of each piece of equipment. The local engineers hired by the equipment supplier will be responsible for the wiring, the initial setup, the fine tuning and trial operation of the equipment, and instruction and initial training for operation and maintenance. The implementation organization is illustrated in Fig.3-1.

Fig.3-1 Implementation Organization



3-1-2 Implementation Conditions

(1) Tax exemption

The project will be carried out as a grant aid project of the Japanese government. The scope of the project is defined in the Exchange of Notes signed by the two governments, which provides that all equipment, materials, and services procured in relation to the project are to be exempted from customs duties, local taxes, and levies. The two governments also understand and agree that tax exemption must be approved by the competent ministry and shall comply with applicable laws and regulations in Jordan, and that necessary procedures and documentation for authorization of tax exemption shall be initiated in cooperation with the Jordanian Ministry of Social Development.

1) Customs Law

Tariff rates are specified in Law No. 20 of 1998. Import tariffs vary between industrial and non-industrial uses, ranging between 0 and 40%. Special tariff rates of over 100% are imposed on luxury items. Tariff exemption is applied to the following items.

General Exemption

- Articles imported in the name of His Majesty the King
- **Grants and donations imported to the ministries, municipalities, rural councils, and councils of joint services**
- **Any items the council of ministers may decide to exempt upon recommendation of the minister. The minister shall determine the terms and procedures to be fulfilled in order to benefit from this exemption**
- Other items are omitted
 - Diplomatic exemption (omitted)
 - Military exemption (omitted)
 - Exemption for personal use (omitted)

2) General sales tax

The general sales tax is authorized under Law No. 6 of 1994. Tax rates range between 0 and 20%, based on the type of product. The taxable amount is based on the product's value. A 10% tax is imposed on all services. The sales tax shall be paid for imported goods upon customs clearance.

- His Majesty the King
- Imports or procurements from the local market of arms, munitions, transportation, spare parts, tires, and any other material the Council of Ministers agrees shall be imported or procured tax-free for the accounts of the armed forces, public security services, civil defense forces, or intelligence services
- Items exempted from customs duties, fees and other taxes under the Investment Promotion Law
- **Any goods or persons the Council of Ministers decides to be wholly or partially exempt, in specific cases and on justifiable grounds, upon the recommendation of the Minister**
- Items imported or local procurements for mosques, churches, orphanages and senior or handicapped citizens for their own use
- Other items are omitted.

The above exemption is not applicable unless an eligible item is specified under this law, regardless of eligibility under any other law. Thus, discussion with the competent ministry should be initiated to confirm necessary procedures in advance.

(2) Scheduling for installation work

As the vocational rehabilitation centers start the academic year in September, delivery and installation of equipment, as well as instruction on operation and maintenance, will have to be carried out as the training courses are conducted. It should also be noted that if these activities were to be carried out in Ramadan, they could slow down progress and possibly run over schedule. To avoid this, a well-scheduled plan for transportation between the port of Aqaba and the delivery site should be carefully established.

3-1-3 Scope of Works

(1) Work and service to be carried out under responsibility of the Japanese side

Procurement of equipment, transportation to each site, and installation
 Trial operation and fine tuning of equipment, and instruction and guidance on maintenance

Wiring from equipment to an appropriate outlet or distribution panel (three phase power source) (Provided that outlets or distribution panels will be provided close to the equipment, and that the Jordanian counterpart will be responsible for wiring to the outlets and distribution panels.)

Piping from equipment to water supply and drainage pipes (Provided that the Jordanian side will be responsible for laying water supply and drainage pipes from the water mains to the rooms where the equipment is installed.)

Work supervision and contract administration in capacity of the authorized consultant, including detailed design, preparation of tender documents, evaluation of proposals, shop inspection on equipment, pre-shipment inspection, and installation

(2) Work and service to be carried out under responsibility of the Jordanian side

Securing of a transportation route for equipment from outside to the rooms for installation

Securing of warehouse facilities for equipment during the construction period, from delivery to the site to completion of installation

Preparation of the rooms in which new equipment is to be installed, and removal of old equipment that will be out of service

Connection to utility mains required for equipment operation (e.g., electrical wiring, distribution panels, outlets, and water supply and drainage pipes)

Payment of banking charges to a foreign exchange bank authorized by the Japanese government

Obtainment of approval and permits related to landing and customs clearance of imported equipment

Necessary assistance in entry, exit, and stays of Japanese engineers and other personnel related to the project, including issuance of certificates and other documents

Other works and services required to implement the project

3-1-4 Consultant Supervision

(1) Basic policy

The consultant will organize a project execution team responsible for detailed design of the project and supervision on its progress to completion, all in compliance with the grant aid policy of the Japanese government, the terms and conditions of the consulting agreement, and the intent and objective of the basic design. In the supervision process, the consultant will ensure smooth implementation of the project by sending its engineers, as required, for approval of shop drawings of equipment, attendance at factory inspection, attendance at field installation, and inspection upon delivery. To permit timely delivery of equipment, the consultant will monitor the progress of construction work executed by the Jordanian counterpart to see if it is performed on schedule, and if any delay is found, the consultant will recommend

necessary measures to the Jordanian side and see to it that the entire project progresses according to the predetermined schedule.

(2) Scope of service

Discussion and confirmation of detailed specifications for equipment

Preparation of tender documents and drafting of equipment procurement agreement

Work supervision (formal approval of equipment to be shipped, pre-shipment inspection, supervision of shipment, transportation and installation, and supervision and inspection on work to be carried out by the Jordanian counterpart)

Issuance of progress reports, certificates, and other documents

Acceptance of equipment and attendance on delivery (The consultant will attend the delivery of equipment as it is installed, confirm that the contract awarded is performed properly, and complete its service upon acceptance and approval by the Jordanian counterpart.)

(3) Key personnel

1) Project manager

- General supervision of the consultant's service
- Contract and negotiation with related government organizations
- Discussion and confirmation of detailed specifications for equipment
- Preparation of tender documents and attendance at tender
- Acceptance of equipment and attendance on delivery

2) Equipment planner

- Discussion and confirmation of detailed specifications for equipment
- Preparation of tender documents and attendance at tender
- Formal approval of equipment to be shipped, pre-shipment inspection, supervision of shipment, transportation and installation, and supervision and inspection
- Acceptance of equipment and attendance on delivery

3) Cost/procurement planner

- Estimation of project costs in the detailed design stage
- Preparation of tender documents and attendance at tender

3-1-5 Procurement Plan

Most equipment to be supplied under the project is not manufactured locally. Small portions of the equipment listed among the proposed equipment are made locally, but they do not seem to be suitable for the vocational rehabilitation of disabled persons in terms of function, quality, durability, or safety. Existing equipment at both sites is mostly made in Japan and Europe (within Europe, primarily in Italy, Germany, and Austria) and is well supported by after-sales service systems. Thus, the equipment should be procured from Japan and selected OECD countries. Also, equipment that can be procured within the country should also be a type that is manufactured in Japan or selected OECD countries. Finally, equipment that is made by Japanese manufacturers in Asian countries other than Japan may be included after its formal country of origin is checked.

The following chart lists equipment to be procured from third countries and the reasons therefor.

Table 3-1 Equipment to be procured from third countries

Item No.		Equipment	Reason
Rusifa	Irbid		
Woodworking Course			
R-W-1	I-W-1	Band saw	Due to the limited number of Japanese manufacturers producing this equipment, third country products may be purchased to secure competition in tendering.
R-W-7	I-W-7	Woodworking press	Ditto
R-W-19	I-W-18	Electric saber machine	Ditto
R-W-20	I-W-19	Side drilling and Sunta planer	Ditto
R-W-25	I-W-24	Woodworking hand tool set	Push-type saws and planes made in third countries are popularly used in Jordan, and only pull-type saws and planes are produced in Japan.
Leather Working Course & Shoemaking Course			
R-L-1	I-L-1	Leather puncher	Due to the limited number of Japanese manufacturers producing this equipment, third country products may be purchased to secure competition in tendering.
R-L-4	I-L-4	Bind roll machine	The equipment is not produced in Japan.
R-L-5	I-L-5	Finishing machine	Due to the limited number of Japanese manufacturers producing this equipment, third country products may be purchased to secure competition in tendering.
R-L-10	I-L-10	Tool set for leather work	Ditto
R-L-11	I-L-11	Tool set for shoemaking	Ditto
R-L-12	I-L-12	Sole presser	The equipment is not produced in Japan.
R-L-15	I-L-15	Anvil	Ditto
Tailoring Course & Sewing, Dressmaking Course			
R-S-4-2	I-S-4-2	Steam iron and iron table (separate type)	Japanese manufacturers produce them in third countries.

Knitting Course

R-K-3	I-K-3	Linking machine	Due to the limited number of Japanese manufacturers producing this equipment, third country products may be purchased to secure competition in tendering.
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Hairdressing Course (for man, woman)

R-H-4	I-H-4	Washing machine	Japanese manufacturers produce them in third countries.
R-H-6	I-H-6	Hair Dryer	Ditto
R-H-9	I-H-9	Electric iron set	Due to the limited number of Japanese manufacturers producing this equipment, third country products may be purchased to secure competition in tendering.
R-H-10-1	I-H-10-1	Model wig (for men)	Japanese manufacturers produce them in third countries.
R-H-10-2	I-H-10-2	Model wig (for women)	Japanese manufacturers produce them in third countries.

Word Processing Course

R-C-1	I-C-1	Computer (for trainees)	Japanese products do not comply with the Arabic language requirements.
R-C-2	I-C-2	Computer (for trainer)	Ditto

Artificial Limb and Orthosis Course

R-A-4		Carving machine	Due to the limited number of Japanese manufacturers producing this equipment, third country products may be purchased to secure competition in tendering.
R-A-12		Heat gun	Ditto
R-A-15		Sealing iron	Ditto
R-A-19		Tool set	Ditto

Musical instruments

R-M-1	I-M-1	Electric piano	Japanese manufacturers produce them in third countries.
R-M-2	I-M-2	Drums	Ditto
R-M-3	I-M-3	Wireless meeting amplifier	Ditto
R-M-4	I-M-4	Megaphone	Ditto

Bookbinder Course

R-B-1		Gold binding machine	Due to the limited number of Japanese manufacturers producing this equipment, third country products may be purchased to secure competition in tendering.
R-B-6		Wire stitching machine	Ditto

Piping Course

R-P-11		Hack saw	Push-type saws made in third countries are popularly used in Jordan, and only pull-type saws are produced in Japan.
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Teaching Instrument

R-E-2	I-E-4	Videotape recorder	Japanese manufacturers produce them in third countries.
R-E-4	I-E-5	Copy machine	Due to the limited number of Japanese manufacturers producing this equipment, third country products may be purchased to secure competition in tendering.

3-1-6 Implementation Schedule

If the project is carried out as a grant aid project of the Japanese government, as proposed, it will basically proceed in the following sequence.

(1) Confirmation of project details

Based on the basic design study report, detailed specifications for planned equipment are finalized and tender documents are prepared and submitted to both governments for approval. This step takes about 2.5 months.

(2) Tendering

Once the detailed design is complete, a formal invitation to tender is notified in Japan and tenders are accepted and opened in the presence of key personnel. The contract is awarded to the tenderer whose proposal is expected to best serve the purposes of the project. The contractor (supplier) enters into a procurement agreement with the Jordanian counterpart. This step takes 1.5 months.

(3) Manufacture, procurement, and transportation

After the procurement contract is signed, the supplier begins to prepare for procurement of equipment under the approval of the Japanese government. The supplier prepares approval drawings and shop drawings, then manufactures the products and ships them to Jordan. The supplier is responsible for all necessary activities to complete the equipment installation and the required test runs, including inland transportation.

(4) Completion of the project

After installation, equipment tests are conducted in the presence of representatives of the Ministry of Social Development, the consultant, and other related parties, to verify that all equipment complies with contract specifications. Upon completion of these tests, the equipment is deemed to have been delivered to the Jordanian counterpart, and the Jordanian counterpart issues a certificate of completion to the supplier. If all works proceed smoothly, the entire process from contract award to completion takes around seven months.

The preliminary implementation schedule is shown in Table 3-2.

Table 3-2 Implementation Schedule

	1	2	3	4	5	6	7	8	9	10	11	12
Detail Design & Tender		[]										
			[]									
	[]	[]	[]									
		[]										
				[]								
Procurement & Installation					[]							
										[]		
												[]

Note that, before equipment is delivered to the sites, the Jordanian counterpart is expected to complete all the works and services for which it is responsible, including the removal of old equipment, old electrical wiring, and old water supply and drainage piping. It will be particularly important to check the progress of tasks that require considerable time and cost, i.e., preparation and remodeling of rooms for installation of equipment and the addition of three phase power supply, water supply, and drainage piping. The equipment requiring preparation work and the quantity of work to be performed are summarized in Appendix 6-3.

3-1-7 Obligation of Recipient Country

For smooth implementation of the project, the Government of Jordan should perform the following tasks.

To secure space necessary for the Project

To secure rooms to install the new equipment and to remove old equipment that will be out of service

To secure a transportation route for equipment from outside to the rooms for installation

To secure warehouse facilities for equipment during the construction period from delivery to the site to completion of installation

To connect equipment to utility mains as required for equipment operation (e.g., electrical wiring, distribution panels, outlets, water supply and drainage pipes)

To secure all expenses for prompt unloading, customs clearance at the port of disembarkation, and internal transportation of the products purchased under the Grant Aid

To exempt Japanese nationals from customs duties, internal taxes, and other fiscal levies customarily imposed in the recipient country, with respect to the supply of products and services under the Verified Contracts

To accord Japanese nationals whose services may be required in connection with the supply of the products and services under the Verified Contracts such facilities as may be necessary for their entry into the recipient country and their stay therein for the performance of their work

To maintain and use the equipment purchased under the Grant Aid properly and effectively, to assign staff necessary for this operation, and to maintain and bear all expenses other than those covered by the grant aid

To bear commissions to the Japanese foreign exchange bank for the banking services based upon the Banking Arrangement

To bear all other works and services required for the implementation of the Project

3-2 Project Cost Estimation

If the project is to be carried out as a grant aid project of the Japanese government, the total project cost to be paid by the Jordanian side is estimated at 8,850JD. Based on the demarcation of responsibilities between the Japanese and Jordanian counterparts, as discussed earlier, costs to be borne by the Jordanian side are estimated on the basis of the following assumptions.

(1) Costs to be borne by the Jordanian side (Details in Appendix-5)

The total cost is estimated at 8,850JD, broken down as follows.

Remodeling of the rooms to install equipment: 2,000JD

Addition of electrical wiring and equipment: 1,730JD

Addition of water supply and drainage pipes and equipment: 1,300JD

Banking service charges to the foreign exchange bank: 1,320JD

Customs Clearance Fee: 2,500JD

(2) Basis of estimation

Time of estimation: January 2001

Foreign exchange rate: US\$1 =109.67 yen

1JD = 152.16 yen

Construction period: As shown in the implementation schedule.

Other: The project will be carried out as a grant aid project of the Japanese government.

3-3 Operation and Maintenance Costs

(1) Operation and maintenance system

The majority of equipment to be supplied under the project is designed to replace the existing equipment, and the equipment to be newly installed is similar to the existing equipment in configuration, performance and function. As a result, maintenance and repairing of new equipment can be handled by the technical staff in charge of the respective training courses.

(2) Operation and maintenance costs

After the planned equipment is completely installed at the two centers, a study will be conducted to determine if the two centers can operate and maintain them on a sustainable basis. The additional costs related to operation and maintenance due to installation of the planned equipment include material and utilities costs, and labor costs for new courses.

1) Material cost

The planned equipment for the existing courses does not require new materials. Instead, it uses the same materials and upgrades the level of technology by adding a new process step. Thus, the material cost increases or decreases with an increase or decrease in the number of trainees. As the material cost is budgeted on the basis of the expected annual enrollment, the increase in material cost due to the increase in course capacity is allowed for in the annual budget of the Ministry of Social Development.

Table 3-3 Material Costs (Rusifa Vocational Rehabilitation Center)

	Past Material Cost (1999, JD)	Material Cost (JD/Year· Person)	Variation	
			Trainee	Material
Woodworking	3,500	175	-3	-525
Leather Working & Shoemaking	5,000	250	+7	+1,750
Tailoring & Sewing, Dressmaking (male)	5,400	270	-7	-1,890
Tailoring & Sewing, Dressmaking (female)	3,800	190	+1	+190
Knitting	4,000	400	± 0	0
Hairdressing (female)	200	20	+4	+80
Bookbinding	500	30	+11	+330
Upholstering	5,800	580	-1	-580
Artificial Limbs and Orthoses	100	10	± 0	0
Total	28,200		+12	-645

Based on actual spending in 1999, the increase/decrease in the planned enrollment and the annual material cost are estimated for the two centers in Tables 3-3 and 3-4. The material cost decreases 645JD at the Rusifa center and increases 210JD at the Irbid center, resulting in a net decrease of 435JD.

Table 3-4 Material Costs (Irbid Vocational Rehabilitation Center)

	Past Material Cost (1999, JD)	Material Cost (JD/Year· Person)	Variation	
			Trainee	Material
Woodworking	3,540	230	+7	+1,610
Tailoring & Sewing, Dressmaking (male)	1,300	130	± 0	0
Tailoring & Sewing, Dressmaking (female)	1,340	130	+6	+780
Knitting	1,100	110	-3	-330
Hairdressing (female)	500	50	-3	-150
Upholstering	3,400	340	-5	-1,700
Total	11,180		+2	+210

Table 3-5 Material Cost for New Course (Rusifa Vocational Rehabilitation Center)

	Material Cost (JD/Year· person)	Proposed Capacity	Total Material Cost (JD/Year)
Hairdressing (male)	15	10	+150
Word Processing	10	10	+100
Piping	50	20	+100
Total			+350

Table 3-6 Material Cost for New Course (Irbid Vocational Rehabilitation Center)

	Material Cost (JD/Year* person)	Proposed Capacity	Total Material Cost (JD/Year)
Leather Working & Shoemaking	250	20	+5,000
Hairdressing (male)	40	10	+400
Word Processing	10	10	+100
Total			+5,500

The additional material cost due to new courses amounts to 350JD for Rusifa and 5,500JD for Irbid (Tables 3-5 and 3-6, respectively), totaling 5,850JD.

Thus, the material cost decreases 435JD for existing courses due to installation of the planned equipment, while it increases 5,850JD for new courses, resulting in a net increase of 5,415JD.

2) Utilities cost

The increase in electricity consumption due to the planned equipment is estimated at 58kWh per day for Rusifa and 60kWh per day for Irbid, as shown in Appendix 6-4. The figures should be adjusted downward because 20% of the planned equipment will replace old equipment, resulting in a net increase of 46kWh for Rusifa and 48kWh for Irbid.

As the actual training period is around 10 months per year and actual days or training are estimated at 180, the annual increase in electricity consumption will total 16,920kWh ((46kWh + 48kWh) x 180 days). By multiplying this figure by the unit electricity cost of 0.05JD/kWh in the country, the increase in electricity charges is estimated at 846JD. Note that the fuel cost required for new minibuses has been estimated and found to be compensated for by the 10JD allowance paid to trainees for transportation.

3) Labor cost

The six new courses called for under the project include hairdressing (male), word processing, and piping at the Rusifa Vocational Rehabilitation Center, and leather and shoemaking, hairdressing (male), and word processing at the Irbid Vocational Rehabilitation Center. The incremental labor cost is 120JD/month-person on the average, resulting in an annual increase of 8,640JD. Note that the

labor cost required for new minibuses has been estimated and found to be compensated for by the 10JD allowance paid to trainees.

4) Budget for the Directorate of Handicapped Affairs (supervising the two vocational rehabilitation centers)

The increases in material and utilities costs, totaling 6,261JD, account for around 1% of the equipment operation cost budgeted by the Directorate of Handicapped Affairs (650,500JD). The total increase in labor cost, 8,640JD, represents 0.8% of the corresponding line budget of the Directorate of Handicapped Affairs (963,200JD). As the annual budget of the Directorate has been growing steadily, reaching in 28% in 1998 and 4.5% in 1999, it will be able to absorb the cost increase.

The budget of the Ministry of Social Development has been occupying an increasing share of the national budget in recent years. Thus, even if the Directorate of Handicapped Affairs and Ministry of Social Development are unable to absorb the budget increase due to the project, the entire ministerial budget will eventually cover the increase, and the planned equipment can be operated and maintained on a sustainable basis.

Chapter 4 Project Evaluation and Recommendation

Chapter 4 Project Evaluation and Recommendations

4-1 Effect of the Project

(1) Rationale and its evaluation

1) Facilities

The Rusifa and Irbid Vocational Rehabilitation Centers are the only facilities in the country to teach disabled persons practical skills that help them to find jobs and support themselves. To assist them in obtaining training equipment under a grant aid project of the Japanese government appears to be a justified endeavor for several reasons: 1) there are no similar training facilities in the country, either public or private sector; 2) both centers accept a limited number of trainees from among a much larger number of applicants; 3) both centers provide vocational training for disabled persons on a continuous basis; and 4) both centers receive job offers from various firms and graduate many trainees who go on to find jobs. Regarding the low ratio of accepted applicants, of the 204 and 321 persons who applied for training at the Irbid and Rusifa centers in 1999, only one-fifth and one-sixth were accepted, respectively.

2) Training courses

Vocational training courses are expected to teach skills suitable for disabled persons with the ability to learn them. Moreover, the skills taught at the training courses must be useful for disabled persons as well as industries. The study team examined training courses that have applied for new equipment and accepted 10 of them (tailoring and sewing, dressmaking, woodworking, upholstering, leather working and shoemaking, hairdressing for women, hairdressing for men, bookbinding, knitting, word-processing, and piping). There were four principal reasons for the team's selections, based on the skills that the 10 selected courses offer: 1) the skills are also offered at vocational rehabilitation centers in other countries; 2) the skill are in demand in Jordan; 3) the skills constitute basic skills required by various industries, and a sizable number of ordinary workers have these skills and are employed for them; 4) ordinary vocational training centers teach the same skills to make workers more productive.

(2) Expected benefits

1) Expansion of the beneficiary population

If the project is implemented as planned, the total capacity of the two centers will climb from 235 to 300 people, marking a 27% increase (65 people).

2) Shorter commute at Irbid

Only one bus is available for commuting to and from the Irbid Vocational Rehabilitation Center. Some trainees have to spend up to 1 hour, 50 minutes at the center waiting for the bus home. The provision of new buses will cut the waiting time to 30 minutes (shortening the waiting time by up to 1 hour, 20 minutes).

3) Increase of the number of trainees with access to bus service at Rusifa

The Rusifa Vocational Rehabilitation Center relies on bus service from the bus operated by the school for the deaf. However, the Rusifa students are only permitted on the other facility's bus when seats are available and the bus is running the correct route. There are now 40 trainees using a bus service that runs five routes. If two busses were put into service, an additional 10 trainees could be transported, thereby increasing the number of trainees by 25%. Also, the new buses could be operated on any routes the center chooses according to the needs of the trainees. Thus, the center could accept disabled persons who are unable to use public bus service.

Furthermore, several indirect benefits can be expected.

1) Expanded employment opportunities as a result of the higher levels and increased diversity of the trainees' skills

Adding new types of equipment (e.g., 4 new types power tools for woodworking (increasing the total from 3 to 7 types), and 4 new sewing machines (increasing the total from 2 to 6) will facilitate practical training that simulates the entire work process at factories, thereby helping trainees to obtain skills that will be readily applicable when they actually work. Also, the project will provide equipment used for new courses that teach skills suitable for disabled persons (word-processing, piping, and haircutting for men), thereby creating additional employment opportunities.

2) Encouragement of self-support by disabled persons

The project will provide vocational training equipment that allows disabled persons who cannot work outside of their homes to attain skills using hand tools and open their own job shops at home.

4-2 Recommendations

(1) General survey of disabled persons

No formal classifications for disabilities are currently used in Jordan, and disabled persons are acknowledged for the purposes of social welfare and public support. Currently available data on disabled persons (sex, age, area of residence, employment, etc.) are often outdated (more than 10 years) and/or incomplete. The lack of statistical data covering the entire country and an inability to maintain consistency and continuity in data has hindered the government's efforts to establish comprehensive policies and programs. It will be imperative to collect data and information to lay the groundwork for the formulation of plans for public support. In this connection, it will be important to use community leaders and other diverse information sources, as families with disabled persons often opt to conceal their disabled relatives. At the same time, it may be necessary to perform public campaigns to reduce prejudices against disabilities.

(2) Publicity

At present, the vocational rehabilitation centers and their activities are scarcely recognized by private firms and the general public, partly because the centers make no efforts to publicize their activities. Through various forms of publicity, the centers can advertise themselves at relatively low cost. For instance, if a royal family member or the representative of a major corporation attends an entrance or graduation ceremony of the center, the ceremony will likely be reported on TV or in the newspapers. By taking advantage of this type of opportunity, the potential role of disabled persons as workers can be widely promoted to private firms as well as to the family members of disabled persons. In addition, a regular meeting between the vocational rehabilitation centers and public firms that employ disabled persons will be held to encourage further employment and reduce the prejudice against disabilities.

(3) Re-training of vocational training instructors

The two vocational rehabilitation centers have their own curriculums, designed by the instructors to suit the individual abilities of the students, on the basis of the vocational training curriculum developed by the Ministry of Labor. In addition to their long experience in teaching at the centers themselves, these instructors have diplomas in their own fields of specialization or have worked for 15-20 years as engineers or technicians in specific fields. To better take advantage of their outstanding knowledge, their skills (techniques) at teaching the disabled should be improved. Specifically, they need better knowledge on vocational training techniques and teaching techniques for disabled persons based on an understanding of the characteristics of the disabled. The instructors at the facilities have not received systematic educations in instructing the disabled and should be re-trained at a professional training institute.

(4) Preparation of adequate educational materials

While most students of the two vocational rehabilitation centers have hearing disability, training is conducted without textbooks or other written materials. Instead, the instructors mostly show their trainees the necessary operations and motions. According to graduates of the centers, the learning can be made more effective through the additional use of textbooks, job sheets, and other reference materials. At present, the centers do not use written materials for any of the courses. Without records on paper, it is clearly difficult for the students to memorize what they learn in their two-year training programs. For people with hearing disabilities, vision is an important means of communication and comprehension. The use of textbooks or other written materials, including graphics, not only raises the efficiency and effectiveness of training but also helps students to use written materials when they start to work. To minimize costs, the use of old textbooks of VTC should be considered.

(5) Removal of physical barriers

There are a substantial number of disabled persons in wheelchairs who wish to train at the centers but are not accepted because of difficulties in transport and the presence of physical barriers (e.g., no ramps or toilets for the disabled). While the use of school buses will solve the first difficulty (persons in wheelchairs can be lifted and unloaded manually), school facilities need to be remodeled to remove physical

barriers. If a lift or ramp to the second floor cannot be installed due to space limitation, a training course should be redesigned to conduct training on the first floor and a toilet for disabled persons should be provided.

(6) Expansion of vocational rehabilitation centers

According to the results of examination at the Center for Early Detection of Handicaps, three-fourths of disabled persons live in Amman, Zarqa, and Irbid. This means that the two existing centers are strategically located to serve a large proportion of the country's disabled persons. However, their geographic coverage is fairly limited due to time and financial constraints. The population outside the service area is left without access to vocational training, particularly in the southern parts of the country (Karak, Ma'an, Aqaba), due to the low population density and a lack of public transportation that makes the operation of vocational rehabilitation centers infeasible. Nevertheless, vocational training is an effective means to help disabled persons support themselves, and the establishment of a vocational rehabilitation center in the south area should be seriously considered. For disabled persons in other remote areas, the CBR (Community-Based Rehabilitation) project implemented by UNICEF may be a workable solution.

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Appendix 1 Member List of the Survey Team

1-1 Basic Design Study

- 1) Leader
Mr. Akira Nakamura
Deputy Director
Project Monitoring and Coordination Division,
Japan International Corporation Agency (JICA)
- 2) Chief Consultant
Mr. Jun Ikeda UNICO International Corporation
- 3) Vocational Education Planner
Mr. Tsutomu Ikeda UNICO International Corporation
- 4) Equipment Planner
Mr. Katsuhiko Higuchi UNICO International Corporation
- 5) Cost Estimator
Mr. Kaoru Tajima UNICO International Corporation

1-2 Explanation of Draft Report

- 1) Leader
Mr. Hirotaka Nakamura
First Project Management Division
Grant Aid Management Department
Japan International Corporation Agency (JICA)
- 2) Chief Consultant
Mr. Jun Ikeda UNICO International Corporation
- 3) Vocational Education Planner
Mr. Tsutomu Ikeda UNICO International Corporation

Appendix 2 Survey Schedule

2-1 Basic Design Study

	Date		Official	Consultant
1	Sep.5	Tue	Departure from Japan	
2	6	Wed	Arrival at Amman Meeting with JICA Jordan, Embassy of Japan Courtesy calls on Ministry of Planning, Ministry of Social Development (MOSD)	
3	7	Thu	Site Survey / Irbid Vocational Rehabilitation Center (IVRC) Discussion with and Explanation of Grant Aid to MOSD Market Survey	
4	8	Fri	Internal Meeting	
5	9	Sat	Internal Meeting · Market Survey	
6	10	Sun	Site Survey / Irbid Vocational Rehabilitation Center (IVRC) Discussion with JOCV	
7	11	Mon	Discussion of Minutes of Discussions Site Survey / RVRC	
8	12	Tue	Discussion with Ministry of Planning Discussion of Minutes of Discussion with MOSD	
9	13	Wed	Singing of Minutes of Discussions Report to Embassy of Japan Discussion with Al-Amal School Report to JICA Jordan	
10	14	Thu	Departure from Amman	Discussion with MOSD Site Survey / RVRC Market Survey / Amman Chamber of Industry, Ministry of Labor, Ministry of Industry and Trade
11	15	Fri		Market Survey, Internal Meeting
12	16	Sat		-ditto-
13	17	Sun		Site Visit / Vocational Training Center in Marka Discussion with RVRC Discussion with MOSD
14	18	Mon		Discussion with RVRC Discussion with MOSD Site Survey / Vocational Training Center in Zarka Discussion with Vocational Training Corporation

15	19	Tue		Discussion with RVRC Discussion with Ministry of Public Works and Housing Discussion with Ministry of Transport
16	20	Wed		Discussion with RVRC Market Survey / ELZAY Ready Wear Manufacturing Co. Discussion with Noor Al-Hussein Foundation
17	21	Thu		Discussion with Al-Amal School Discussion with Ministry of Tourism and Antiquities Discussion with Ministry of Health Discussion with General Union of Voluntary Societies
18	22	Fri		Market Survey, Internal Meeting
19	23	Sat		Market Survey, Internal Meeting
20	24	Sun		Discussion with IVRC Market Survey / Falcon Jordanian International Garment Industries, Century Standard Textile, Al-Shamal Factory, Century Wear
21	25	Mon		Discussion with IVRC Market Survey / Taleb Al-Dheeb and Sons Company, Telfah Store, Al-Rabe' Workshop
22	26	Tue		Discussion with IVRC Market Survey / Rosset Saloon, Ayyah Saloon Discussion with SOS Children's Village Discussion with Police Department of Irbid
23	27	Wed		Discussion with RVRC Market Survey / Hisham Abu Hirrah and Company, Marwan Zangam Workshop, Al-Fajer Shoes Factory, Bata Jordan Co.
24	28	Thu		Discussion with RVRC, Al-Amal School Market Survey / New Workshop, Al-Barakeh Establishment for Trading, Agents of Equipment
25	29	Fri		Market Survey, Internal Meeting
26	30	Sat		Market Survey, Internal Meeting
27	Oct. 1	Sun		Discussion with Al-Basheer Hospital, MOSD, Al-Hussein Society, Center for Early Detection of Handicaps Market Survey / Agents of Equipment Report to JICA Jordan
28	2	Mon		Discussion with UNICEF, MOSD Market Survey / Baker F. Salameh Est., Agents of Equipment
29	3	Tue		Departure from Amman
30	4	Wed		Arrival in Japan

2-2 Explanation of Draft Report

	Date		Official	Consultant
1	Jan.20	Sat	Departure from Japan Arrival at Paris	
2	21	Sun	Departure from Paris) Arrival at Amman	
3	22	Mon	Discussion with JICA Jordan Courtesy calls on Ministry of Planning, Ministry of Social Development (MOSD)	
4	23	Tue	Explanation of Draft Report Site Visit to RVRC	
5	24	Wed	Discussion of Draft Report Discussion of Minutes of Discussions	
6	25	Thu	Discussion of Minutes of Discussions	
7	26	Fri	Internal Meeting	
8	27	Sat	Site Visit to IVRC	
9	28	Sun	Signing of Minutes of Discussions	
10	29	Mon	Report to JICA Jordan Report to Embassy of Japan	
11	30	Tue	Departure from Amman	
12	31	Wed	Arrival in Japan	

Abbreviations :

IVRC	Irbid Vocational Rehabilitation Center
JICA	Japan International Cooperation Agency
JOCV	Japan Overseas Cooperation Volunteers
MOSD	Ministry of Social Development
RVRC	Rusifa Vocational Rehabilitation Center

Appendix 3 List of Party Concerned in the Recipient Country

1. Ministry of Planning
 - Dr. Musatafa Al-Saleh Director, Bilateral Cooperation
 - Ms. Wafa Al Saket Head of Section, Bilateral Cooperation Department
 - Dr. Nael Al Hajaj Director, Multilateral Cooperation Department
 - Mr. Mustafa Ibrahim Department of Statistics

2. Ministry of Social Development
 - H.E. Ms. Tamam El-Ghul Minister
 - H.E.Mr. Faroug Naghawi Secretary General
 - Ms. Maisoon Bdour Director of Organization and International Relations
 - Ms. Fadia Bisharat Director of Special Education Directorate
 - Ms. Siham Al Raffash Director of Rehabilitation Section
 - Mr. Shehadi Abdadi Director, Directorate of Financial Affairs
 - Ms. Silvia Salem Assistant Director of Special Education Directorate
 - Mr. Teysir M. Abdoh Supervisor, Special Education
 - Mr. Wajih Yasin Supervisor, Directorate and Studies and Research
 - Mr. Mohammad A.Bulaih Director, Rusiefa Vocational Rehabilitation Center
 - Mr. Wafi Allafi Director, Irbid Vocational Rehabilitation Center
 - Ms. Etaf Hadeed Social Work
 - Mr. Ata Mahmmud Daud Shoes Making Course Trainer
 - Mr. Abdulla Hoshe Medical Shoe Making Trainer
 - Mr. Fakhm Mon'd Mesk Leather Making Course Trainer

3. Rusiefa Vocational Rehabilitation Center for the Handicapped
 - Mr. Mohammad A.Bulaih Director
 - Mr. Mahwan Fakhoum Technical supervisor
 - Ms. Hanan Pahlwan Social Worker
 - Mr. Talal Darwish Physiotherapy Unit
 - Mr. Abdel Wahhb Danoon Sewing Course Trainer
 - Ms. Zuhria Shihab Sewing Course Trainer
 - Ms. Wisam Rimawi Knitting Course Trainer
 - Ms. Hanan Al Moani Hair Dressing Trainer
 - Mr. Talal Darwish Physiotherapist
 - Mr. Ahmad Abdul Hadi Book Binding Course Trainer
 - Mr. Samih Ja'afreh Artificial Organ Making Course Trainer
 - Mr. Akhan Gadeer Furniture Course Trainer

4. Irbid Vocational Rehabilitation Center for the Handicapped
 - Mr. Lutfi Allafi Director, Irbid Vocational Rehabilitation Center
 - Mr. Asa'd Saleh Social Working
 - Ms. Sabah Rosan Social Working
 - Mr. Mohammed Hakim General Office Work
 - Mr. Ahmed Al Rashdan Carpentry Trainer

- | | |
|-------------------------|----------------------|
| Mr. Ibraheem Nemer | Carpentry Trainer |
| Mr. Ibrahim M. Ali | Furniture Trainer |
| Ms. Rasmeya Hassan | Sewing Trainer |
| Mr. Monther Ralid | Sewing Trainer |
| Mr. Shaker Abed | Sewing Trainer |
| Mr. Mohammed Ali | Sewing Trainer |
| Ms. Thana Melhim | Sewing Trainer |
| Mr. Shakir Phakhri Abid | Sewing Trainer |
| Ms. Maryam Arif Mansi | Knitting Trainer |
| Ms. Yasmeen Ali | Cutting Hair Trainer |
5. Al Nahdeh Center Irbid
- | | |
|----------------------|------------------|
| Ms. Maryam Alshurman | Physical Therapy |
| Ms. Nahla Abualhayta | Computer Trainer |
| Ms. Rudaina Toffaha | Knitting Trainer |
| Ms. Maryam Mowa | Sewing Trainer |
6. Al Manar Center Irbid
- | | |
|-----------------|----------|
| Ms. Noura Irani | Director |
|-----------------|----------|
10. Al-Amal School
- | | |
|--------------------|------------------------------|
| Mr. Jamal El-Qasem | Director |
| Mr. Ahmad Irbihat | Sports Teacher and Trainer |
| Ms. Raed A. Ayyd | Computer Teacher and Trainer |
| Ms. Sahar Al-Qudah | Sawing Trainer |
| Ms. Iziyeh Armuti | Sawing Trainer |
11. Vocational Training Corporation
- | | |
|-------------------|---|
| Mr. Faruk Elnimer | Assistant Director General for Centers and Training |
|-------------------|---|
12. Vocational Training Center in Zarka
- | | |
|--------------------|---------|
| Ms. Malak Abu Zant | Manager |
|--------------------|---------|
13. Vocational Training Center in Marka
- | | |
|----------------------|----------|
| Ms. Raja Saleh Ashow | Director |
|----------------------|----------|
14. Amman Chamber of Industry
- | | |
|---------------------|-----------------|
| Mr. Juma Abu-Hakmeh | General Manager |
|---------------------|-----------------|
15. Ministry of Labor
- | | |
|---------------------|--------------------------|
| Mr. Naywa Al-Rousan | General, Public Relation |
| Mr. Ali Shawabkah | General, Central Labor |
| Mr. Nidal Al-Guraan | Information Section |
16. Ministry of Industry and Trade

- | | |
|-----------------|--|
| Nidal Zayadin | Head, Assistant Program Section |
| Ahmad Rawashdeh | Head of Operation Section, Computer Department |
17. Ministry of Public Works and Housing

Mr. Munir S. Abu-Mahfous	Engineer
Mr. Yahya Al Zouby	Engineer
 18. Ministry of Transport

Mr. Zuhair Hattar	Engineer
-------------------	----------
 19. Ministry of Health

Mr. Mustafa Kasem	Head of International Relations
Dr. M. Bataynah	Information Center
Dr. Munther Ammdri	Information Center
 20. Ministry of Tourism and Antiquities

Mr. Khalod Haikal	Public Relation Department
-------------------	----------------------------
 21. Police Department of Irbid

Mr. Khalefeh Ali Darawesheh	Director
-----------------------------	----------
 22. Al-Basheer Hospital

Dr. Ziad Fuad Sbeih	Director, Speciality of Physical Medicine and Rehabilitation
Dr. Awni Hanandeh	Consultant Medical Rehabilitation
Dr. Al-Majali Salem	Specialist, Physical Medicine and Rehabilitation
 23. Production Center for the Delayed Working

Mr. Marwan Aziz Qawwas	Director
Mr. Jabry Saleem	Leather Working Course Trainer
Mr. Sarsou Ryad Mouhamal	Shoe Making Course Trainer
Mr. Mshkbeh Ayman Aboesheh Hassan	Wood Working Course Trainer
Mr. Shhades Basammotufa	Bag's Leather Course Trainer
Mr. Kanan Saladeen Ahmad	Upholster Furniture Course Trainer
 24. UNICEF-Amman Office

Ms. Rawan Ababneh	Assistant, Community Empowerment Project
-------------------	--
 25. Al-Husseini Society

Ms. Silua Karwaudariau	Assistant Director
------------------------	--------------------
 26. Noor Al-Husseini Foundation

Mr. Nabeel Abu-Shriha	Head, Agri & Environmental Project Unit
-----------------------	---
 27. General Union of Voluntary Societies in Jordan

- | | |
|--|---|
| Mr. Abedalla A. Abu El. Ata | Director of Social Studies and Training |
| Mr. Ribhi Kassoum | Director of Public Aid Department |
| 28. SOS Children's Village Irbid | |
| Mr. Zakarya Al Momani | Director |
| 29. ELZAY Ready Wear Manufacturing Co. | |
| Mr. Firas Rimawi | Production Manager |
| 30. Hisham Abu Hirrah and Company | |
| Mr. Hisham Abu Hirrah | Director |
| 31. Falcon Jordanian International Garment Industries Ltd. | |
| Mr. Francis NG | Personal Department |
| 32. Century Wear Ltd. | |
| Mr. Amjad Al Simreen | Security and General Safety |
| 33. Al-Shamal (North) Factory | |
| Mr. Shaheer H. Qerba | General Manager |
| 34. Century Standard Textile Ltd. | |
| Ms. Lara Khateeb | Employees Affairs |
| 35. Telfah Store | |
| Mr. Ali Teffah | Store owner |
| 36. Taleb Al-Dheeb and Sons Company | |
| Mr. Sa'eed Jameel | General Manager |
| 37. Marwan Zamjam Workshop | |
| Mr. Jamal Zamgam | Owner |
| 38. Al-Rabe' Workshop | |
| Mr. Faris Shaheen | Worker |
| 39. Rosset Saloon | |
| Ms. Najat Al-Gamal | Owner |
| 40. Ayyah Saloon | |
| Ms. Shadyiah Muhedeiat | Owner |
| 41. Al-Fajer Shoes Factory | |
| Mr. Ahmad A. Qussol | Director |

42. Bata Jordan Co.
Mr. Abdor Karim Darwish Chairman
43. Al-Barakeh Establishment for Trading
Mr. Jihad Al-Eabed Director
44. New Workshop
Mr. Najeh Founder
45. Baker F. Salameh Est.
Mr. Baker Salameh General Mamager

MINUTES OF DISCUSSIONS
ON
BASIC DESIGN STUDY
ON
THE PROJECT FOR IMPROVEMENT OF EQUIPMENT
FOR VOCATIONAL TRAINING
FOR THE PEOPLE WITH DISABILITIES
IN THE HASHEMITE KINGDOM OF JORDAN

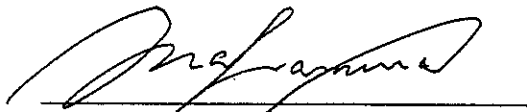
In response to a request from the Government of the Hashemite Kingdom of Jordan (hereinafter referred to as "Jordan"), the Government of Japan decided to conduct a Basic Design Study on the Project for Improvement of Equipment for Vocational Training for the People with Disabilities (hereinafter referred to as "the Project") and entrusted the study to the Japan International Cooperation Agency (hereinafter referred to as "JICA").

JICA sent to Jordan the Basic Design Study Team (hereinafter referred to as "the Team"), which is headed by Mr. Akira Nakamura, Deputy Director, Project Monitoring and Coordination Division, Grant Aid Management Department, JICA, and is scheduled to stay in the country from September 6 to October 3, 2000.

The Team held discussions with the officials concerned of the Government of Jordan (hereinafter referred to as the "Jordanian side") and conducted field survey in the study area.

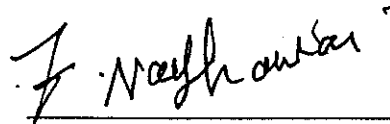
In the course of the discussions and field survey, both sides have confirmed the main items described on the attached sheets. The Team will proceed further works and make the Basic Design Study report.

Amman, September 13, 2000

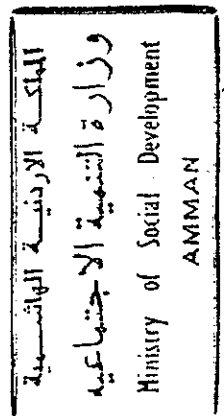


Mr. Akira Nakamura
Leader
Basic Design Study Team
JICA

c.c. Ministry of Planning



H.E. Mr. Faroug Naghawi
Secretary General
Ministry of Social Development



ATTACHMENT

1. Objective

The Objective of the Project is to improve the equipment for the vocational training to encourage self-reliance of the people with disabilities.

2. Project Site

The Project Sites are the following two centers.

- (1) Rusifa Vocational Rehabilitation Center for the Handicapped
- (2) Irbid Vocational Rehabilitation Center for the Handicapped

3. Responsible and Executing Organization

- (1) Responsible organization is Ministry of Social Development.
- (2) Executing organization is Ministry of Social Development/Directorate of Handicapped Affairs.

The Organization charts of responsible and implementation organizations are attached as **Annex-I**.

4. Items requested by the Government of Jordan

After discussions with the Basic Design Study Team, the Jordanian side finally requested the items described in **Annex-II**.

However, final items to be procured under Japan's Grant Aid will be decided after further studies in Japan.

5. Japan's Grant Aid System

- (1) The Jordanian side has understood the system of Japan's Grant Aid on **Annex-III** as explained by the Team.
- (2) The Jordanian side will take the necessary measures described in **Annex-IV** for the smooth implementation of the Project, on condition that the Grant Aid Assistance by the Government of Japan is extended to the Project.

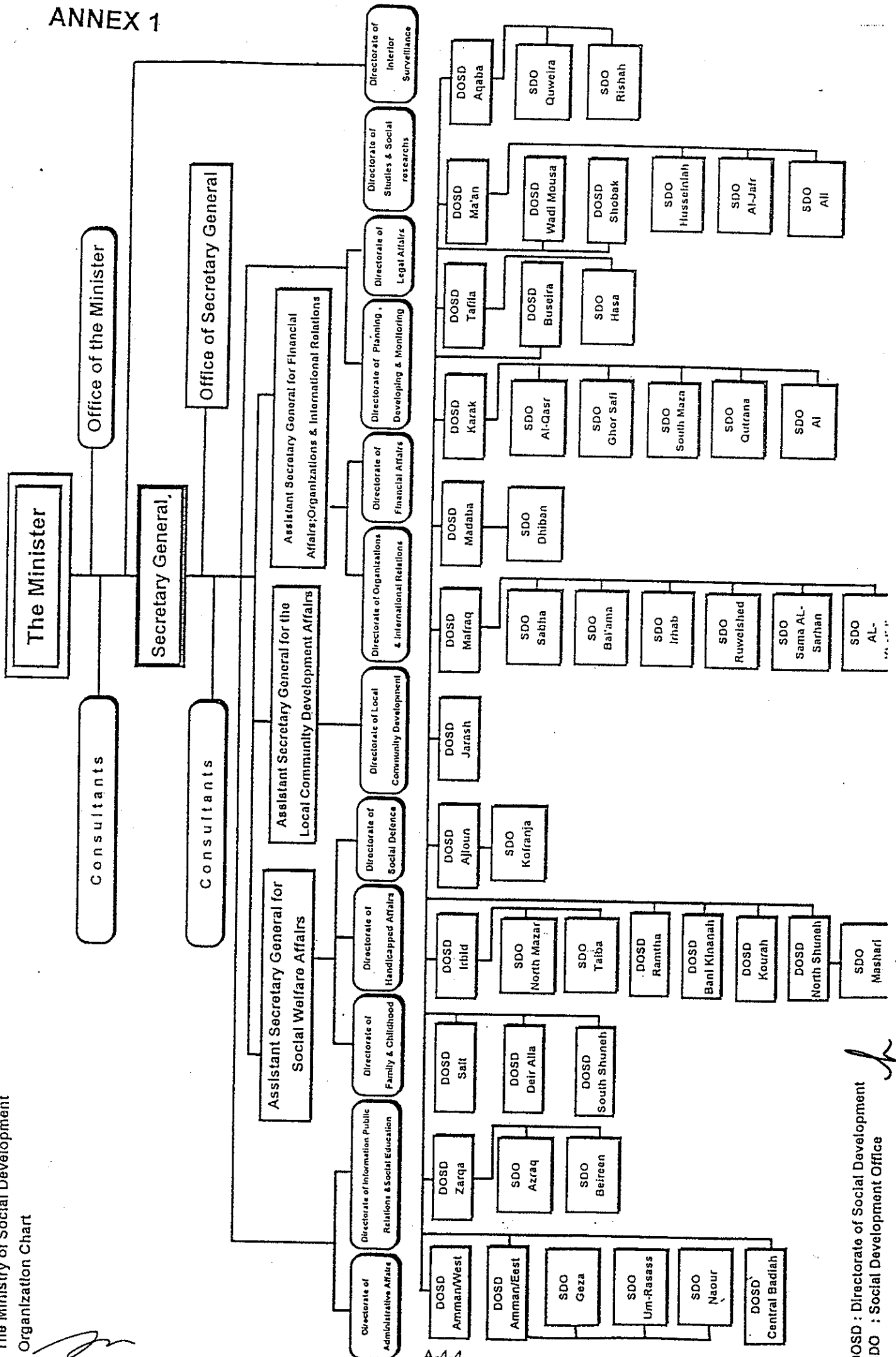
6. Schedule of the Study

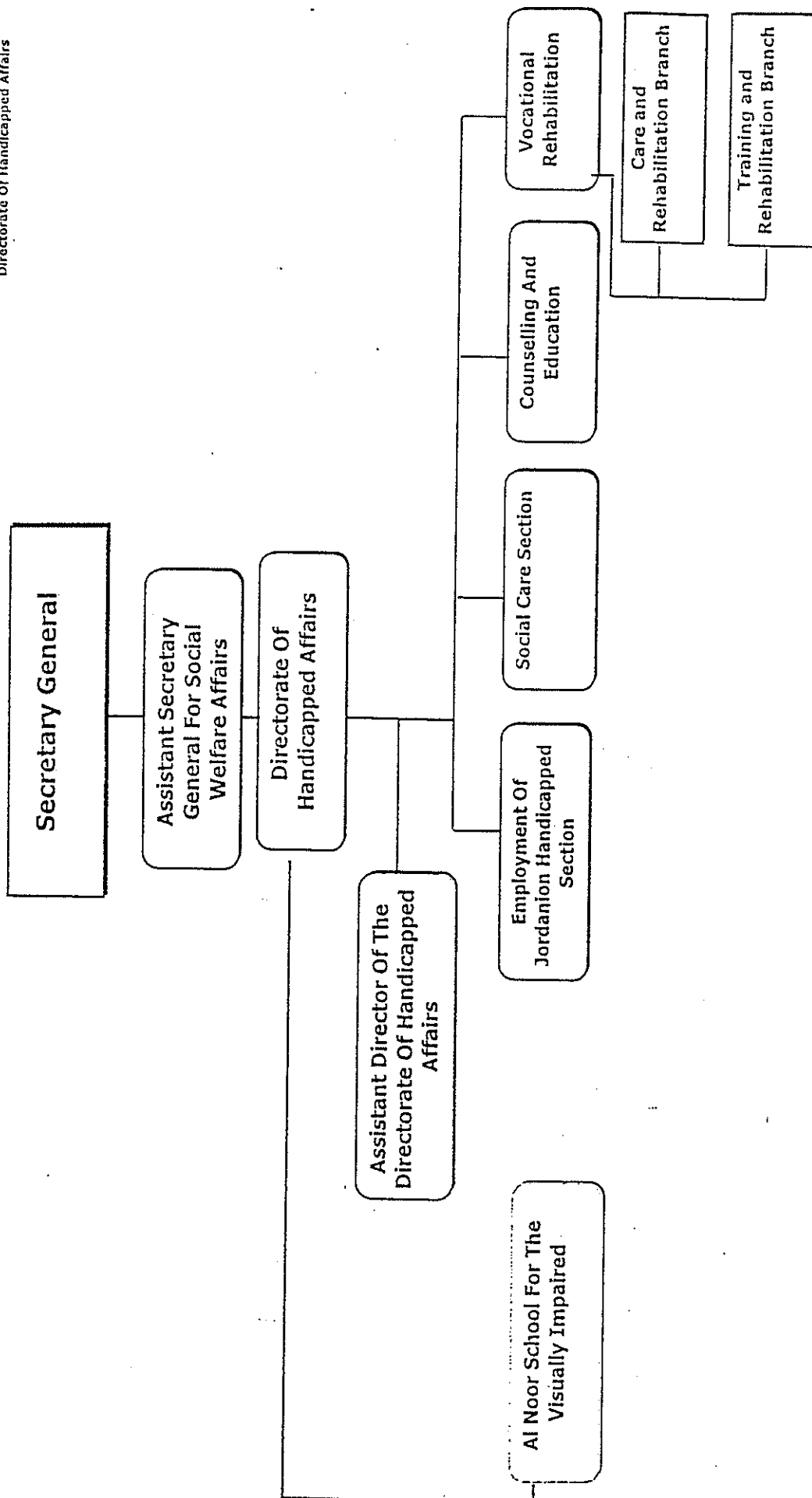
- (1) The consultants will proceed to further studies in Jordan until October 3, 2000.
- (2) Based on the Minutes of Discussions and technical examination of the study results, JICA will prepare the draft report and dispatch a mission in order to explain its contents in January 2001.
- (3) In case that the contents of the draft report are acceptable in principle by the Jordanian side, JICA will complete the final report and send it to the Government of Jordan around March 2001.

7. Other relevant issue

- (1) The Jordanian side pointed out that Al Amal School for deaf-mute/Quasmeh Amman functions as a vocational center. Therefore the Jordanian side emphasized on the necessity of including this center to the Project sites.
- (2) Both parties confirmed that the main objective of the Project is to improve the current vocational training conditions for the disabled people.
- (3) The team explained that the following aspects would be carefully considered for the selection of equipment.
 - 1) the current vocational training courses and their curricula
 - 2) the current job placement situation
 - 3) the current job offers situation to graduates
 - 4) the current teaching staff
- (4) The Jordanian side will take necessary actions for the proper budgetary allocation and personnel assignment for the Project.
- (5) The Jordanian side will take necessary actions for exempting tax including value added tax in coordination with relevant agencies and in accordance to the Technical Cooperation Agreement between the Jordan and Japan signed on July 16, 1985.
- (6) The Jordanian side will secure the necessary spaces and infrastructure for the installation of the equipment in the vocational rehabilitation centers prior to the implementation of the Project.
- (7) The Jordanian side will bear the expenses necessary for inland transportation for the equipment from an international port to each center.

The Ministry of Social Development
Organization Chart





Annex-II The Requested Items by Jordanian Side

1. Rusifa Vocational Rehabilitation Center

Course	No.	Name of Equipment	Quantity
A. Wood Working Course			
A	1	Band saw	1
A	2	Wood working bench with vise	4
A	3	Circular saw	1
A	4	Planner	1
A	5	Bench drilling machine	2
A	6	Pedestal grinder	2
A	7	Wood working press	1
A	8	Router	1
A	9	Electric hand drill	2
A	10	Electric hand grinder	2
A	11	Electric sander	2
A	12	Electric hand Planner	2
A	13	Electric hand circular saw	2
A	14	Electric jig saw	2
A	14	Grindrer	2
A	16	Chisel	1
A	17	Lathe	1
A	18	Coulmin drilling machine	1
A	19	Electric saber machine	6
A	20	Side drilling and Sunta planer	1
A	21	Formika machine	1
A	22	Air compressor	2
A	23	Dust collector	1
A	24	Spray gun	2
A	25	Tool wagon	4
A	26	Wood working hand tool set	10
B. Leather Working Course & Shoe Making Course			
B	1	Leather cutter	1
B	2	Leather puncher	1
B	3	Leather sawing machine	5
B	4	Knife splitter	1
B	5	Holding machine	1
B	6	Napping machine	1
B	7	Stitching machine	4
B	8	Heel moulding machine	1
B	9	Bind-roll machine	1
B	10	Dryer	1
B	11	Finishing machine	1
B	12	Leather combing machine	1
B	13	Working Bench	2
B	14	Tool wagon	4
B	15	Tool set for leather work	10

Course	No.	Name of Equipment	Quantity
B	16	Tool set for shoe making	10
B	17	Sole presser	1
B	18	Heating cabinet	1
B	19	Leather sawing machine Zig-Zig	4
B	20	Single needle cylinder bend machine	2
B	21	Single needle high speed lock stich machine	4
C. Tailoring Course & Sewing, Dress Making Course			
C	1	Sewing machine	10
C	2	Industrial sewing machine	15
C	3	Vacuum press	1
C	4	Electric cutting machine	2
C	5	Steam iron and iron table	5
C	6	Drawing set	2
C	7	Working bench	2
C	8	Tool Wagon	3
C	9	Tool set for tailoring	10
D. Knitting Course			
D	1	Knitting machine	5
D	2	Manual knitting machine	15
D	3	Binding machine	1
D	4	Embroidery Machine	2
D	5	Tool wagon	2
D	6	Tool set for knitting	12
E. Hair Dressing Course (for man, Woman)			
E	1	Hair dressing table for man	2
E	2	Hair dressing table for woman	2
E	3	Permanent dryer	2
E	4	Washing machine	2
E	5	Tool wagon	4
E	6	Hair dryer	4
E	7	Mirror	4
E	8	Stock cabinet	2
E	9	Electric steam iron, 4kinds/set	4
E	10	Model wig	1 lot
E	11	Massage machine	2
E	12	Towl steamer	1
E	13	Scissor steralizing machine	1
E	14	Hair dreesing chair for men	2
E	15	Hair dreesing chair for women	1
E	16	Instrument set for man	4
F. Word Processing Coure			
F	1	Computer	11

Course	No.	Name of Equipment	Quantity
G. Artificial Organ Making			
G	1	Vacuum moulding machine	2
G	2	Drilling & tapping machine	1
G	3	Band sawing machine	2
G	4	Bench grinder	2
G	5	Carving machine	2
G	6	Electric hand drill	2
G	7	Electric hand jig saw	2
G	8	Electric hand circular saw	2
G	9	Electric hand plastic saw	2
G	10	Sanding machine	2
G	11	Belt grinder	2
G	12	Electric oven	2
G	13	Industrial sawing machine	2
G	14	Heat gun	2
G	15	Plastic welder	2
G	16	Manual excentric press	1
G	17	Heating stick	2
G	18	Sealing iron	2
G	19	Working Bench with vise	2
G	20	Tool wagon	2
G	21	Cabinet	2
G	22	Tool set	4
H. Sports Instruments			
H	1	Socket ball	10
H	2	Batminton set	10
H	3	Basket ball set with 10 balls	1
H	4	Parallel bars	1
H	5	Mattress	5
H	6	Vaulting box	2
H	7	Volleyball set with 10 balls etc.	1
I. Physiotherapy equipment			
I	1	Tread mill	1
I	2	Quadriiceps exercise	1
I	3	Electric stemulation	1
I	4	Cervical traction	1
J. Musical Instruments			
J	1	Electric Piano	1
J	2	Electric Musical Key bord	2
J	3	Drums	1
J	4	Amplifier Unit	1
K. Book binder Course			
K	1	Gold binding machine	1

Course	No.	Name of Equipment	Quantity
K	2	Punching machine	2
K	3	Hydrolic press	1
K	4	Hand tools	1
L. Upholster Furniture Course			
L	1	Air compressor	1
L	2	Industrial sewing machine	2
L	3	Electric cutter	2
L	4	Working table	3
M. Piping Course			
M	1	Pipe threading machine	2
M	2	Pipe cutter	5
M	3	Pipe Vise	5
M	4	Pipe die set	5
M	5	Tapping drill machine	2
M	6	Hydrolic pipe bender	2
M	7	Pipe wrench	5
M	8	Flaring tool set	5
M	9	Electric hand drill	2
M	10	Electric hand grinder	2
M	11	Hack saw	5
M	12	Working bench	2
M	13	Thread gauge set	5
M	14	Tool set for piping work	10
N. Teaching Instrument			
N	1	Screen	1
N	2	Vidoe Projector	1
N	3	Video Camera	1
N	4	Video Tape Recorder	1
N	5	TV	1
O. Personal Computer for administration			
O	1	Personal computer for administration	1
P. Transportation busses (large)			
P	1	Transportation busses (large)	3
Q. Double cabine pickup			
Q	1	Double cabine pickup	1

2. Irbid Vocational Rehabilitation Center

Course	No.	Name of Equipment	Quantity
A. Wood Working Course			
A	1	Band saw	1
A	2	Wood working bench with vise	4
A	3	Circular saw	1
A	4	Planner	1
A	5	Bench drilling machine	2
A	6	Pedestal grinder	2
A	7	Wood working press	1
A	8	Router	1
A	9	Electric hand drill	2
A	10	Electric hand grinder	2
A	11	Electric sander	2
A	12	Electric hand Planner	2
A	13	Electric hand circular saw	2
A	14	Electric jig saw	2
A	14	Grindrer	2
A	16	Chisel	1
A	17	Lathe	1
A	18	Coulmin drilling machine	1
A	19	Electric saber machine	6
A	20	Side drilling and Sunta planer	1
A	21	Formika machine	1
A	22	Air compressor	2
A	23	Dust collector	1
A	24	Spray gun	2
A	25	Tool wagon	4
A	26	Wood working hand tool set	10
B. Leather Working Course & Shoe Making Course			
B	1	Leather cutter	1
B	2	Leather puncher	1
B	3	Leather sawing machine	5
B	4	Knife splitter	1
B	5	Holding machine	1
B	6	Napping machine	1
B	7	Stitching machine	4
B	8	Heel moulding machine	1
B	9	Bind roll machine	1
B	10	Dryer	1
B	11	Finishing machine	1
B	12	Leather combing machine	1
B	13	Working Bench	2
B	14	Tool wagon	4
B	15	Tool set for leather work	10
B	16	Tool set for shoe making	10

Course	No.	Name of Equipment	Quantity
B	17	Sole presser	1
B	18	Heating cabinet	1
B	19	Leather swing machine Zig-Zig	4
B	20	Single needle cylinder bend machine	2
B	21	Single needle high speed lock stich machine	4
C. Tailoring Course & Sewing, Dress Making Course			
C	1	Sewing machine	10
C	2	Industrial sewing machine	15
C	3	Vacuum press	1
C	4	Electric cutting machine	2
C	5	Steam iron and iron table	5
C	6	Drawing set	2
C	7	Working bench	2
C	8	Tool Wagon	3
C	9	Tool set for tailoring	10
D. Knitting Course			
D	1	Knitting machine	5
D	2	Manual knitting machine	15
D	3	Binding machine	1
D	4	Embroidery Machine	2
D	5	Tool wagon	2
D	6	Tool set for knitting	12
E. Hair Dressing Course (for man, Woman)			
E	1	Hair dressing table for man	2
E	2	Hair dressing table for woman	2
E	3	Permanent dryer	2
E	4	Washing machine	2
E	5	Tool wagon	4
E	6	Hair dryer	4
E	7	Mirror	4
E	8	Stock cabinet	2
E	9	Electric steam iron, 4kinds/set	4
E	10	Model wig	1 lot
E	11	Massage machine	2
E	12	Towl steamer	1
E	13	Scissor steralizing machine	1
E	14	Hair dressing chair for men	2
E	15	Hair dressing chair for women	1
E	16	Instrument set for man	4
F. Word Processing Course			
F	1	Computer	6

Course	No.	Name of Equipment	Quantity
G. Sports Instruments			
G	1	Socket ball	10
G	2	Batminton set	10
G	3	Basket ball set with 10 balls	1
G	4	Parallel bars	1
G	5	Mattress	5
G	6	Vaulting box	2
G	7	Volleyball set with 10 balls etc.	1
H. Physiotherapy equipment			
H	1	Tread mill	1
H	2	Quadriiceps exercise	1
H	3	Electric stemulation	1
H	4	Cervical traction	1
I. Musical Instruments			
I	1	Electric Piano	1
I	2	Electric Musical Key bord	2
I	3	Drums	1
I	4	Amplifier Unit	1
J. Transportation busses (large)			
J	1	Transportation busses (large)	3
K. Double cabine pickup			
K	1	Double cabine pickup	1

Japan's Grant Aid Scheme

(1) Grant Aid Procedures

- 1) Japan's Grant Aid program is executed through the following procedures.

Application	(Request made by a recipient country)
Study	(Basic Design Study conducted by JICA)
Appraisal & Approval	(Appraisal by the Government of Japan and Approval by the Cabinet)
Determination of Implementation	(The Notes exchanged between the Governments of Japan and the recipient country)

- 2) Firstly, the application or request for a Grant Aid project submitted by a recipient country is examined by the Government of Japan (the Ministry of Foreign Affairs) to determine whether or not it is eligible for Grant Aid. If the request is deemed appropriate, the Government of Japan assigns JICA (Japan International Cooperation Agency) to conduct a study on the request.

Secondly, JICA conducts the study (Basic Design Study), using (a) Japanese consulting firm (s).

Thirdly, the Government of Japan appraises the project to see whether or not it is suitable for Japan's Grant Aid program, based on the Basic Design Study report prepared by JICA, and the results are then submitted to the Cabinet for approval.

Fourthly, the project, once approved by the Cabinet, becomes official with Exchange of Notes signed by the Governments of Japan and the recipient country.

Finally, for the Implementation of the project, JICA assists the recipient country in such matters as preparing tenders, contracts and so on.



(2) Basic Design Study

1) Contents of the Study

The aim of the Basic Design Study (hereinafter referred to as "the Study"), conducted by JICA on a requested project (hereinafter referred to as "the Project") is to provide basic document necessary for the appraisal of the Project by the Japanese Government. The contents of the Study are as follows:

- a) Confirmation of the background, objectives, and benefits of the requested project and also institutional capacity of agencies concerned of the recipient country necessary for the Project's implementation,
- b) Evaluation of the appropriateness of the Project to be implemented under the Grant Aid scheme from a technical, social and economic point of view,
- c) Confirmation of items agreed on by both parties concerning the basic concept of the Project,
- d) Preparation of a basic design of the Project,
- e) Estimation of costs of the Project.

The contents of the original request are not necessarily approved in their initial form as the contents of the Grant Aid project. The Basic Design of the Project is confirmed considering the guidelines of Japan's Grant Aid scheme.

The Government of Japan requests the Government of the recipient country to take whatever measures are necessary to ensure its self-reliance in the implementation of the Project. Such measures must be guaranteed even though they may fall outside of the jurisdiction of the organization in the recipient country actually implementing the Project. Therefore, the implementation of the Project is confirmed by all relevant organizations of the recipient country through the Minutes of Discussions.

2) Selection of Consultants

For the smooth implementation of the Study, JICA uses (a) registered

consultant firm(s). JICA selects (a) firm(s) based on proposal submitted by interested firms. The firm(s) selected carry(ies) out a Basic Design Study and write(s) a report based upon terms of reference set by JICA.

The consulting firm(s) used for the Study is (are) recommended by JICA to the recipient country to also work on the Project's implementation after the Exchange of Notes, in order to maintain technical consistency in implementation should the selection process be repeated.

(3) Japan's Grant Aid Scheme

1) What is Grant Aid?

The Grant Aid program provides the recipient country with non-reimbursable funds to procure the facilities, equipment and services (engineering services and transportation of the products, etc.) for economic and social development of the country under the principals in accordance with the relevant laws and regulations of Japan. Grant Aid is not supplied through the donation of materials as such.

2) Exchange of Notes (E/N)

Japan's Grant Aid is extended in accordance with the Notes exchanged by the two Governments concerned, in which the objectives of the Project, period of execution, conditions and amount of the Grant Aid, etc., are confirmed.

3) "The period of the Grant Aid" means the one fiscal year which the Cabinet approves the Project for. Within the fiscal year, all procedures such as exchanging of the Notes, concluding contracts with (a) consultant firm(s) and (a) contractor(s) and the final payment to them must be completed.

However in case of delay in delivery, installation or construction due to unforeseen factors such as weather, the period of the Grant Aid can be further extended for a maximum of one fiscal year at most by mutual agreement between the two Governments

- 4) Under the Grant Aid, in principal, Japanese products and services including transport or those of the recipient country are to be purchased.

When the two Governments deem it necessary, the Grant Aid may be used for the purchase of the products or services of a third country.

However the prime contractors, namely, consulting, constructing and procurement firms, are limited to "Japanese nationals". (The term "Japanese nationals" means persons of Japanese nationality or Japanese corporations controlled by persons of Japanese nationality.)

- 5) Necessity of Verification

The Government of the recipient country or its designated authority will conclude contracts in Japanese yen with Japanese nationals. Those contracts shall be verified by the Government of Japan. This "Verification" is deemed necessary to secure accountability to Japanese taxpayers.

- 6) Undertakings required of the Government of the Recipient Country

In the implementation of the Grant Aid project, the recipient country is required to undertake such necessary measures as the following :

- a) To secure land necessary for the sites of the project and to clear, level and reclaim the land prior to commencement of the construction.
- b) To provide facilities for the distribution of electricity, water supply and drainage and other incidental facilities in and around the sites.
- c) To secure buildings prior to the procurement in case the installation of the equipment.
- d) To ensure all the expenses and prompt execution for unloading, customs clearance at the port of disembarkation and internal transportation of the products purchased under the Grant Aid.
- e) To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which will be imposed in the recipient country with respect to the supply of the products and services under the Verified Contracts.

f) To accord Japanese nationals whose services may be required in connection with the supply of the products and services under the Verified Contracts, such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work.

7) Proper Use

The recipient country is required to maintain and use the facilities constructed and equipment purchased under the Grant Aid properly and effectively and to assign staff necessary for this operation and maintenance as well as to bear all the expenses other than those covered by the Grant Aid.

8) Re-export

The products purchased under the Grant Aid should not be re-exported from the recipient country.

9) Banking Arrangement (B/A)

a) The Government of the recipient country or its designated authority should open an account in the name of the Government of the recipient country in an authorized foreign exchange bank in Japan (hereinafter referred to as "the Bank"). The Government of Japan will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by the Government of the recipient country or its designated authority under the Verified Contracts.

b) The payments will be made when payment requests are presented by the Bank to the Government of Japan under an authorization to pay issued by the Government of the recipient country or its designated authority.

Annex-IV Necessary Measures to be taken by the Jordanian Side

In the implementation of the Grant Aid project, the recipient country is required to undertake such necessary measures as the following :

- 1) To secure space necessary for the project
- 2) To provide facilities for the distribution of electricity, water supply and drainage and other incidental facilities in and around the sites
- 3) To secure buildings prior to the procurement in case the installation of the equipment
- 4) To ensure all the expenses and prompt execution for unloading, customs clearance at the port of disembarkation and internal transportation of the products purchased under the Grant Aid
- 5) To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which will be imposed in the recipient country with respect to the supply of the products and services under the Verified Contracts
- 6) To accord Japanese nationals whose services may be required in connection with the supply of the products and services under the Verified Contracts, such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work
- 7) To maintain and use the equipment purchased under the Grant Aid properly and effectively and to assign staff necessary for this operation and maintenance as well as to bear all the expenses other than those covered by the Grant Aid
- 8) To bear commissions to the Japanese foreign exchange bank for the banking services based upon the Banking Arrangement

MINUTES OF DISCUSSIONS
ON
THE BASIC DESIGN STUDY
ON
THE PROJECT FOR IMPROVEMENT OF EQUIPMENT
FOR VOCATIONAL TRAINING
FOR THE PEOPLE WITH DISABILITIES
IN THE HASHEMITE KINGDOM OF JORDAN
(EXPLANATION ON DRAFT REPORT)

In September 2000, the Japan International Cooperation Agency (JICA) dispatched the Basic Design Study Team on the Project for Improvement of Equipment for Vocational Training for the People with Disabilities (hereinafter referred to as "the Project") to the Hashemite Kingdom of Jordan (hereinafter referred to as "Jordan"), and through discussions, field survey, and technical examination of the results in Japan, JICA has prepared the draft report of the Study.

In order to explain and to consult Jordanian side on components of the draft report, JICA sent to Jordan the Draft Report Explanation Team, which is headed by Mr. Shigeru OTAKE, Project Monitoring and Coordination Division, Grant Aid management Department, JICA (hereinafter referred to as "the Team"), and is scheduled to stay in Jordan from January 21 to 30, 2001.

As a result of discussions, both sides confirmed the main items described on the attached sheets.

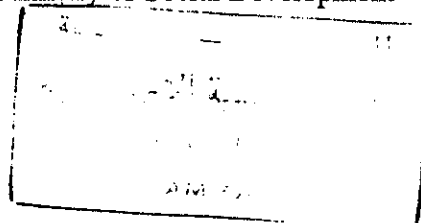
Amman, January 28, 2001

大竹 茂

Shigeru Otake
Leader,
Draft Report Explanation Team,
JICA

F. Naghawi

H.E.Mr. Faroug Naghawi
Secretary General,
Ministry of Social Development



ATTACHMENT

1. Components of the Draft Report

The Jordanian side has agreed and accepted in principle the components of the draft report proposed by the Team.

2. Japan's Grant Aid Scheme

The Jordanian side has understood the system of Japan's Grant Aid Scheme explained in Annex-1 by the Team and the necessary measures to be taken by the Government of Hashemite Kingdom of Jordan described in the draft report.

3. Other relevant issues

3-1 Selection of Project sites

The Team explained that two institutions, Rusifa and Irbid Vocational Rehabilitation Centers, were selected under the Project.

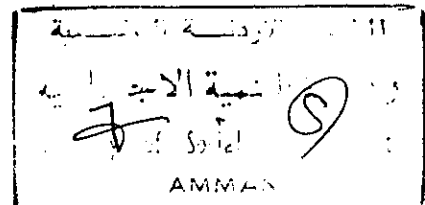
The Jordanian side agreed that Al Amal School for deaf/Quasmeh Amman is excluded.

3-2 Necessary Measures to be taken by the Jordanian side

On condition that the Grant Aid Program by the Government of Japan is extended to the Project,

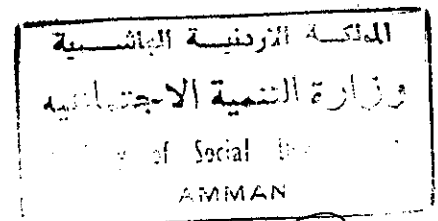
- 1) The Jordanian side will take the necessary measures described in Annex-2 for the smooth implementation of the Project.
- 2) The Jordanian side will secure the rooms in which the procured equipment would be installed, by completing all of the necessary renovation of the rooms, preparation of utilities mains required for equipment operation, and removal of the old equipment by January, 2002.
- 3) The Jordanian side will improve the training curricula and retrain trainers for Vocational Rehabilitation Centres, and inform Japanese side regularly until January, 2002
- 4) The Jordanian side will secure the necessary trainers to operate brand-new training courses by February, 2002.
- 5) The Jordanian side will prepare the time-table of school buses for each Vocational Rehabilitation Centre, which is to be informed to Japanese side by February, 2002 and secure drivers.
- 6) The Jordanian side will make a follow-up survey (from School Year 2002) on equipment and graduates, and inform Japanese side the state of the trainees by Annex-3.

If there is any delay or modification of the schedule, Jordanian side will notice it to Japanese side immediately and propose new schedule.



4. Further Schedule of the Study

JICA will complete a final report of the Study in accordance with the confirmed items, and send it to Jordanian side around March,2001.



7. 9

Annex-1 Japan's Grant Aid Scheme

1. Grant Aid Procedures

- 1) Japan's Grant Aid Program is executed through the following procedures.

Application	(Request made by a recipient country)
Study	(Basic Design Study conducted by JICA)
Appraisal & Approval	(Appraisal by the Government of Japan and Approval by Cabinet)
Determination of Implementation	(The Notes exchanged between the Governments of Japan and the recipient country)

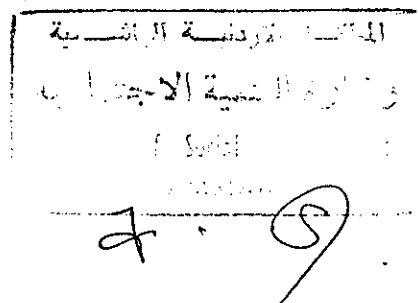
- 2) Firstly, the application or request for a Grant Aid project submitted by a recipient country is examined by the Government of Japan (the Ministry of Foreign Affairs) to determine whether or not it is eligible for Grant Aid. If the request is deemed appropriate, the Government of Japan assigns JICA (Japan International Cooperation Agency) to conduct a study on the request.

Secondly, JICA conducts the study (Basic Design Study), using (a) Japanese consulting firm(s).

Thirdly, the Government of Japan appraises the Project to see whether or not it is suitable for Japan's Grant Aid Program, based on the Basic Design Study report prepared by JICA, and the results are then submitted to the Cabinet for approval.

Fourthly, the project, once approved by the Cabinet, becomes official with the Exchange of Notes signed by the Governments of Japan and the recipient country.

Finally, for the implementation of the Project, JICA assists the recipient country in such matters as preparing tenders, contracts and so on.



2. Basic Design Study

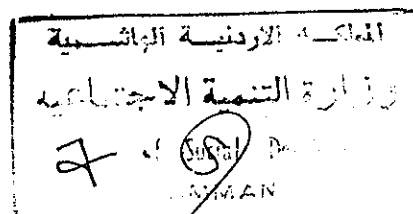
1) Contents of the Study

The aim of the Basic Design Study (hereafter referred to as "the Study"), conducted by JICA on a requested project (hereinafter referred to as "the Project") is to provide a basic document necessary for the appraisal of the Project by the Japanese Government. The contents of the Study are as follows:

- a) Confirmation of the background, objectives, and benefits of the requested Project and also institutional capacity of agencies concerned of the recipient country necessary for Project's implementation.
- b) Evaluation of the appropriateness of the Project to be implemented under the Grant Aid Scheme from a technical, social and economic point of view.
- c) Confirmation of items agreed on by both parties concerning the basic concept of the Project.
- d) Preparation of a basic design of the Project.
- e) Estimation of costs of the Project.

The contents of the original request are not necessarily approved in their initial form as the contents of the Grant Aid project. The Basic Design of the Project is confirmed considering the guidelines of Japan's Grant Aid Scheme.

The Government of Japan requests the Government of the recipient country to take whatever measures are necessary to ensure its self-reliance in the implementation of the Project. Such measures must be guaranteed even though they may fall outside of the jurisdiction of the organization in the recipient country actually implementing the Project. Therefore, the implementation of the Project is confirmed by all relevant organizations of the recipient country through the Minutes of Discussions.



2) Selection of Consultants

For smooth implementation of the Study, JICA uses (a) registered consultant firm(s). JICA selects (a) firm(s) based on proposals submitted by interested firms. The firm(s) selected carry(ies) out a Basic Design Study and write(s) a report, based upon terms of reference set by JICA.

The consultant firm(s) used for the Study is(are) recommended by JICA to the recipient country to also work on the Project's implementation after the Exchanges of Notes, in order to maintain technical consistency.

3. Japan's Grant Aid Scheme

1) Grant Aid

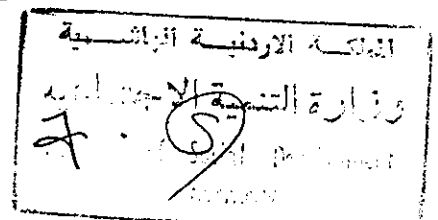
The Grant Aid Program provides a recipient country with non-reimbursable funds to procure facilities, equipment and services (engineering services and transportation of the products, etc.) for economic and social development of the country under principles in accordance with the relevant laws and regulations of Japan. Grant Aid is not supplied through the donation of materials as such.

2) Exchange of Notes (E/N)

Japan's Grant Aid is extended in accordance with the Notes exchanged by the Governments concerned, in which the objectives of the Project, period of execution, conditions and amount of the Grant Aid, etc. are confirmed.

- 3) "The period of the Grant Aid" means the one fiscal year which the Cabinet approves the Project for. Within the fiscal year, all procedures such as exchanging of the Notes, concluding contracts with (a) consultant firm(s) and (a) contractor(s) and a final payment to them must be completed.

However in case of delays in delivery, installation or construction due to unforeseen factors such as weather, the period of the Grant Aid can be further extended for a maximum of one fiscal year by mutual agreement between the two Governments.



- 4) Under the Grant Aid, in principle, Japanese products and services including transport or those of the recipient country are to be purchased.

When the two Governments deem it necessary, the Grant Aid may be used for the purchase of the products or services of a third country.

However the prime contractors, namely, consulting, contracting and procurement firms, are limited to "Japanese nationals". (The term "Japanese nationals" means persons of Japanese nationality or Japanese corporations controlled by persons of Japanese nationality.)

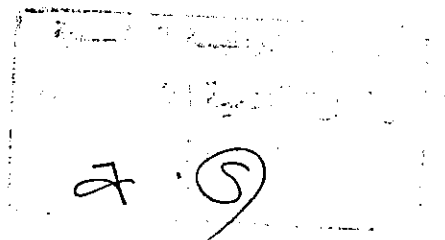
- 5) Necessity of the "Verification"

The Government of recipient country or its designated authority will conclude contracts denominated in Japanese yen with Japanese nationals. Those contracts shall be verified by the Government of Japan. This "Verification" is deemed necessary to secure accountability to Japanese taxpayers.

- 6) Undertakings required of the Government of the Recipient Country

In the implementation of the Grant Aid project, the recipient country is required to undertake such necessary measures as the following:

- (1) To secure land necessary for the sites of the Project and to clear, level and reclaim the land prior to commencement of the construction.
- (2) To provide facilities for distribution of electricity, water supply and drainage and other incidental facilities in and around the sites.
- (3) To secure buildings prior to the procurement in case the installation of the equipment.
- (4) To ensure all the expenses and prompt execution for unloading, customs clearance at the port of disembarkation and internal transportation of the products purchased under the Grant Aid.



(5) To exempt Japanese nationals from customs duties, internal taxes and other fiscal levies which will be imposed in the recipient country with respect to the supply of the products and services under the Verified Contracts.

(6) To accord Japanese nationals whose services may be required in connection with the supply of the products and services under the Verified Contracts, such facilities as may be necessary for their entry into the recipient country and stay therein for the performance of their work.

(7) Proper Use

The recipient country is required to maintain and use facilities constructed and equipment purchased under the Grant Aid properly and effectively and to assign staff necessary for this operation and maintenance as well as to bear all the expenses other than those covered by the Grant Aid.

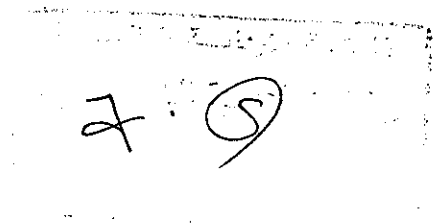
(8) Re-export

The products purchased under the Grand Aid should not be re-exported from the recipient country.

(9) Banking Arrangement (B/A)

a) The Government of the recipient country or its designated authority should open an account in the name of the Government of the recipient country in a bank in Japan (hereinafter referred to as "the Bank"). The Government of Japan will execute the Grant Aid by making payments in Japanese yen to cover the obligations incurred by the Government of the recipient country or its designated authority under the verified contracts.

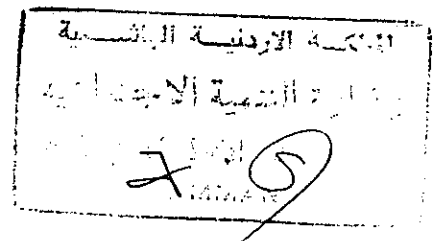
b) The payments will be made when payment requests are presented by the Bank to the Government of Japan under an authorization to pay issued by the Government of the recipient country or its designated authority.

A rectangular stamp with a dotted border is located in the bottom right corner of the page. Inside the stamp, there is a handwritten number '7' followed by a circled number '5'.

Annex-2 Necessary Measures to be taken by the Jordanian side

Following necessary measures should be taken by Jordanian side on condition that the Grant Aid by the Government of Japan is extended to the Project:

1. To secure a transportation route for equipment from outside to the room for installation.
2. To secure warehouse facilities for equipment during the construction period, from delivery to the site to completion of installation.
3. To prepare the room for installation of the new equipment and removal of the old equipment that will be out of service.
4. To connect to utilities mains required for equipment operation (e.g., electrical wiring, distribution panels, outlets, water supply and drainage pipes).
5. To pay for banking charges to a foreign exchange bank authorized by the Japanese government.
6. To obtain approval and permit related to landing and customs clearance of imported equipment.
7. To provide necessary assistance in entry, exit and stay of Japanese engineers and other personnel related to the project, including issuance of a certificate and other documents.
8. To bear all other works and services required to the implementation of the Project.



Appendix 5 Cost Estimation borne by the Recipient Country

1. Remodeling of the rooms to install equipment
 - (1) Rusifa
 $200\text{JD} \times 4\text{rooms} = 800\text{JD}$
 - (2) Irbid
 $200\text{JD} \times 6\text{JD} = 1,200\text{JD}$
2. Addition of electrical wiring and equipment
 - (1) Rusifa
 $8\text{JD} \times 10\text{outlets} \times 10\text{rooms} = 800\text{JD}$ (single phase)
 $45\text{JD} \times 6\text{panels} = 270\text{JD}$ (three phase)
 - (2) Irbid
 $8\text{JD} \times 10\text{outlets} \times 6\text{rooms} = 480\text{JD}$ (single phase)
 $45\text{JD} \times 4\text{panels} = 180\text{JD}$ (three phase)
3. Addition of water supply and drainage pipes and equipment
 - (1) Rusifa
 $150\text{JD} \times 2\text{rooms} = 300\text{JD}$
 - (2) Irbid
 $150\text{JD} \times 2\text{rooms} = 300\text{JD}$
 $350\text{JD} \times 2\text{rooms} = 700\text{JD}$
4. Banking service charges to the foreign exchange bank
1,320JD (rough estimation)
5. Customs Clearance Fee
2,500JD (rough estimation)
6. Total 8,850JD

Appendix-6-1 Training Program

Name of Training Course : Tailoring Course & Sewing, Dress Making Course

Signature		Technical Level				Necessary Technical Level	Contents of Practice	No.
Manager	Trainer	1	2	3	4			
							Knowing the general principles of safety	1
							Knowing the tools and equipment	2
							Training of gripping the needle and thimble	3
							Gripping the needle correctly	4
							Training on doing different kind of handmade stitch	5
							The basting stitch	6
							The simple (common) stitch	7
							Training on assembling the zipper	8
							Training on doing a simple buttonhole	9
							Training on cutting out the foundation skirt	10
							Training on sewing the foundation skirt	11
							Training on cutting out different kinds of skirt	12
							Training on sewing different kind of skirts	13
							Training on cutting out the foundation T-shirt	14
							Training on sewing the foundation T-shirt	15
							Training on cutting out the lady pajamas	16
							Training on sewing the lady pajamas	17
							Training on cutting bed sheets and quilts	18
							Training on sewing bed sheets and quilts	19
							Training on cutting out a lady night dress	20
							Training on sewing a lady night dress	21
							Training on cutting out the trousers	22
							Training on sewing trousers	23
							Training on cutting out the foundation dress	24

Signature		Technical Level				Necessary Technical Level	Contents of Practice	No.
Manager	Trainer	1	2	3	4			
							Training on sewing the foundation dress	25
							Training on cutting out different kinds of dresses	26
							Training on sewing different kind of dresses	27
							Training on cutting out a lady robe	28
							Training on sewing a lady robe	29
							Training on cutting out a children cloth	30
							Training on sewing a children cloth	31
							Training on ironing	32
							Training on removing the clints and spots	33
							Training on cutting out a lady jacket	34
							Training on sewing a lady jacket	35
							Training on final finishing and wrapping	36
							Training on cleaning up the machines	37

Name of Training Course : Hair Dressing Course

Signature		Technical Level				Necessary Technical Level	Contents of Practice	No.
Manager	Trainer	1	2	3	4			
							Identification the rules of private and general safety	1
							Identification of equipment , tools and matters	2
							Knowing the kinds of shampoo	3
							Training on doing the shampoo bath	4
							Training on wrapping the hair	5
							Training on the oil bath	6
							Training on using the hair dryer	7
							Training on cutting the hair	8
							Training on drying the hair	9
							Training on sleeking (smoothing)	10
							Training in curling the hair	11
							Training on dying the hair	12
							Training on doing the (mesh)	13
							Training on bidicare	14
							Training on mini care	15
							Training on cleaning the complexion	16
							Training on putting makeup	17
							Training on preparing the bride	18

Name of Training Course : Book Binding Course

Signature		Technical Level				Necessary Technical Level	Contents of Practice	No.
Manager	Trainer	1	2	3	4			
							Knowing the private and the public principles of safety	1
							Knowing the tools, equipment and machinery	2
							Training on the kinds of book binding commercial leather wrapping artistic	3
							Training on disassembling and closing the sawing and gluing the vise by using the two hands together	4
							Training on disassembling the book and the steps are A) disassembling the gluing books the rise disassembling the sewed books	5
							Training on using the electric cutter	6
							Training on using the manual card board cutter and how to cut out the card board	7
							Training on gluing by using the vise	8
							Training on sewing by the vise and put inner side and thread in order to bind	9
							Training on the sewing	10
							Training on cutting out the inner papers (inside the book)	11
							Training on turning the book and making knitting	12
							Training on Pointing the surface by a brush	13
							Training on covering but taking care of the cutting righting and folding the edges	14
							Training on the pressing by the press and the filling	15
							The maintenance for the equipment	16

Name of Training Course : Wood Working Course

Signature		Technical Level				Necessary Technical Level	Contents of Practice	No.
Manager	Trainer	1	2	3	4			
							Knowing the general and private principles of safety in the workshop	1
							Knowing the kind of wood dressed/lathe/natural	2
							Sawing the wood manually	3
							Using the tools of sawing wheeting the saw bits	4
							Arranging the wood manually using the gases wheeting the gas guns	5
							Connect the wood pieces	6
							Lath on hole drilling and the buttons with different kind solder with different kind connect the wood pieces with plastic formica (the kind of wood which must be put in the surface)	7
							Preparing the wood surfaces for painting	8
							Painting and sprinkling the wood made things	9
							Cutting out and assembling the doors and indoors the pressed door the stuffed door	10
							Cutting out and assembling the wells and ceilings	11

Name of Training Course : Knitting Course

Signature		Technical Level				Necessary Technical Level	Contents of Practice	No.
Manager	Trainer	1	2	3	4			
							Training on the private and general principles of safety	1
							Knowing the tools, instruments and equipment	2
							Training on using the needle and the thimble	3
							Training on doing the stitch (the normal stitches, the Istanbulic stitches, assembling the buttons)	4
							Training on using the sewing machine	5
							Training on putting the thread in the sewing machine correctly	6
							Operating the machine setting on it the machine and putting the hands on the material correctly	7
							Training on the using of knitting machine putting the thread on the machine sitting well when the machine is operated	8
							Training of sewing of the stitches (straight stitch, circular stitch, square stitch, tightening stitch and assembling a buckle)	9
							Training of the knitting the knitting machine with three threads for trousers the knitting machine with five threads for shirt	10
							Training on all kinds of pocket (side pocket, back pocket, sample of the jacket, two side pockets of the jacket with cover and the shirt pocket in many shapes)	11
							Training on cutting out the trouser	12
							Training on sewing the trousers	13
							Training on cutting out the skirt	14
							Training on sewing the skirt	15
							Training on cutting out the apron	16
							Training on sewing the apron	17
							Training on cutting out the shirt	18

Signature		Technical Level				Necessary Technical Level	Contents of Practice	No.
Manager	Trainer	1	2	3	4			
							Training on sewing the shirt	19
							Training on cutting out the pajamas	20
							Training on sewing the pajamas	21
							Training on cutting out the jacket	22
							Training on sewing a first and second fitting jacket	23

Name of Training Course : Upholster Furniture Course

Signature		Technical Level				Necessary Technical Level	Contents of Practice	No.
Manager	Trainer	1	2	3	4			
							General safety (training in following the rules of the general safety)	1
							Identification the equipment and tools and matters which must be used for upholstering	2
							Training in fixing the rubber (coat chou)	3
							Training in the sewing of different clasps	4
							Training in fixing the sponge by using gum	5
							Training on cutting the cloth	6
							Training in sewing of the front part of cloth	7
							Training in covering the sofa's sides	8
							Training in gathering the sides of sofa with sofa itself	9
							Training in fixing the calico bellow and the rubber at the back	10
							Training in doing of square, round and circular cushions	11
							Training in doing the maintenance of equipment, tools and matters	12
							The evaluation of trainee's record	13

Name of Training Course : Leather Working Course & Shoe Making Course

Signature		Technical Level				Necessary Technical Level	Contents of Practice	No.
Manager	Trainer	1	2	3	4			
							Training on the rule of general safety	1
							Knowing the tools and equipment	2
							Training on using the gluing materials	3
							Training on cutting the extra pieces	4
							Training on the liming up the measure in different examples	5
							Folding up the edges at the leather by a special instrument	6
							Sitting of the sewing machine	7
							Putting the thread on the machine	8
							Assembling the piece which holds the thread in the machine	9
							Putting the needle on the machine by screw driver	10
							Sawing in the card board in the straight liness	11
							Using the manual shimple tightener	12
							Training on doing the different kind of bells	13
							Training on sewing a kid slippers	14
							Training on the different example of zigzag	15
							Sewing the shoes (boy kids)	16
							Folding up the hock	17
							Assembling the hock on the inner side	18
							Gather the front part with hock	19
							Assembling extra things of the front face	20
							Sewing the kid shoes	21
							Folding up the edges of the shoes	22
							Doing the extra things which could be added to the shoes	23
							Doing different kind of belts	24
							Assembling the hock of the inner side	25

Signature		Technical Level				Necessary Technical Level	Contents of Practice	No.
Manager	Trainer	1	2	3	4			
							Gather the front part and the hock	26
							Assembling the extra thing on the front side	27
							Sewing the men slippers	28
							Using the sticking materials	29
							Assembling the staples on the surface	30
							Gathering the front part and hock	31
							Manufacturing the in sole of slippers	32
							Sewing the women shoes	33
							Folding up the edge of the leather	34
							Doing the additional things and the belt	35
							Gathering the shoes with the face	36
							Sewing a medical shoes	
							Folding up the hock	
							Sewing up the hock of the inner side	
							Sewing the front part of the shoes	
							Gathering the hock with the front side of the medical shoes	
							Training on the men shoes in different models	
							Folding up the hock of the shoes	
							Folding up the additional parts	
							Sewing up the front side	
							Gathering the face and the hock	
							Training on maintenance of the machines	