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1. 協議議事録 (Minutes of Meeting)

MINUTES OF THE MEETING
ON FAMILY PLANNING AND GENDER IN DEVELOPMENT PROJECT
(Phase II)
BETWEEN THE JAPANESE MANAGEMENT CONSULTATION TEAM AND
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF
THE HASHEMITE KINGDOM OF JORDAN

The Japanese Management Consultation Team (hereinafter referred to as "the Team"), organized by the Japan International Cooperation Agency (hereinafter referred to as "JICA") and headed by Dr. Makoto Atoh, Director-General, National Institute of Population and Social Security Research, Ministry of Health, Labor and Welfare, visited the Hashemite Kingdom of Jordan for the purpose of studying the details of the Technical Cooperation Program concerning the Project on Family Planning and Gender in Development (Phase II) (hereinafter referred to as 'the Project').

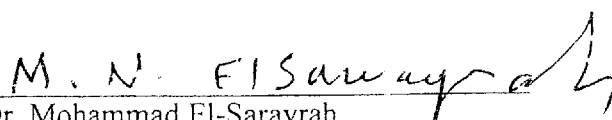
During its stay in the Hashemite Kingdom of Jordan, the Team exchanged views and had a series of discussions with the Jordanian authorities concerned regarding the activities and implementation of the Project.

As a result of the discussions, both the Japanese and Jordanian sides agreed upon the issues referred to in the document attached hereto.

Amman, February 14th, 2002



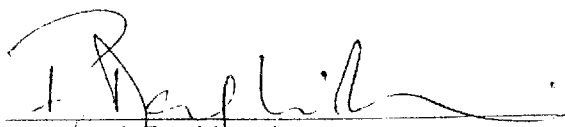
Dr. Makoto Atoh
Leader
Management Consultation Team
Japan International Cooperation Agency
Japan



Dr. Mohammad El-Sarayrah
Secretary General
National Population Commission
The Hashemite Kingdom of Jordan



Dr. Saad Kharabshe
Acting Secretary General
Ministry of Health
The Hashemite Kingdom of Jordan



Ms. Farah Daghistani
Executive Director
The Jordanian Hashemite Fund for Human
Development
The Hashemite Kingdom of Jordan

1. Background of the Project

The Project commenced on July 1, 2000 with a cooperation period of three years. The Project is implemented jointly by the National Population Commission (hereinafter referred to as "NPC"), the Ministry of Health (hereinafter referred to as "MOH"), and the Jordanian Hashemite Fund for Human Development (hereinafter referred to as "JOHUD") in cooperation with JICA, for the purpose of promoting family planning practice in the target areas through: (i) enhancing communities awareness especially among women in relation to reproductive health and family planning; (ii) encouraging women to get involved in income generating activities; and (iii) strengthening the services of MCH Centers.

In accordance with the Record of Discussions (hereinafter referred to as "R/D") signed on May 18, 2000 and the Tentative Schedule of Implementation (hereinafter referred to as "TSI"), JICA has dispatched 10 Japanese Experts (including 3 short-term Experts) to Jordan and has hosted 5 Jordanian counterparts in Japan, and has also taken necessary measures to provide equipment to facilitate the implementation of the Project (See Annexes II, III and IV).

Since the beginning of the Project, various activities (e.g. conducting surveys, implementing workshops and trainings concerning reproductive health, family planning, awareness-raising, providing equipment as a loan and technical assistance to women, as well as follow-up) have been implemented in the six main target areas and three follow-up areas of Phase I in Karak Governorate.

The cooperation period is now nearly halfway through. Thus, the review and appraisal of the past activities are needed based on the Project Design Matrix (hereinafter referred to as "PDM").

During the Team's stay in Jordan, both sides discussed those matters and reached common understanding on the progress of the project and agreed on recommendations for better implementation of the Project.

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2. Review of the Project Activities and Achievements

According to the PDM which was revised during the Team's visit (Annex VI), the actual Project's outputs and achievements of the activities were reviewed and summarized as follows. The numbering of this chapter corresponds to the activity numbers in the PDM.

Output 1: Capacity of CST, Facilitators, LCC and LAC is strengthened.

The Project has implemented most of the required activities for Output 1, and still plans to conduct training activities, which means that Community Support Teams (hereinafter referred to as "CSTs"), Facilitators, Local Credit Committees (hereinafter referred to as "LCCs") and Local Advisory Committees (hereinafter referred to as "LACs") are still on the path to acquire further knowledge and skills. Several project reports and the Team's monitoring have revealed improvement in performance of CSTs. However, more time is needed to measure the level of the output achieved.

- 1.1 The Project established LACs in the 6 main target areas of Phase II—Karak, Rabbeh, Faqou', Qatraneh, Ayy, and Mo'tah / Mazar. The orientation sessions were held to inform LAC members of the Project objectives and activities. The LACs agreed, upon request, to support the Project on voluntary basis.
- 1.2 The workshop on reproductive health was conducted for 43 CST candidates. Finally, 28 were selected as CST members--6 members from Karak, 3 from Rabbeh, 2 from Faqou', 2 from Qatraneh, 3 from Ayy, 5 from Mo'tah and Mazar, and 7 from Southern Ghor. (After the selection, 2 resigned for personal reasons.)
- 1.3 Training on Participatory Rural Appraisal (PRA) was conducted in November 2000 with the participation of the Project members, JOHUD Social Development Department staff, CDC staff and volunteers, staff of the Health Directorate, and some community members.
- 1.4 Along with the PRA training mentioned above, training on the baseline survey was also conducted. After training of both methods, the participants actually applied them in the 6 main target areas and successfully identified needs for income generating activities such as bee-keeping at Karak Valley, goat-raising and poultry-raising in the 6 main target areas.
- 1.5 The following training was conducted for CST members:
 - (i) Reproductive health and family planning (February and March 2001);

- (ii) Refresh seminar on communication skills and reproductive health (August 2001); and
- (iii) Interview skills (January 2002).

Steady improvement has been reported in performance of most CST members, contributing to the increase of users of MOH's MCH Center services.

1.6 The Project selected 26 Facilitators on the basis of established criteria. It implemented training and trial workshops that involved them as well as JOHUD's CDC managers:

- (i) Introductory training and Trial Workshop I (October 2001);
- (ii) Facilitators' meetings to discuss how to plan the workshops and select the participants (November and December 2001); and
- (iii) Intensive Facilitation Skill Training and Trial Workshop II (January to February 2002).

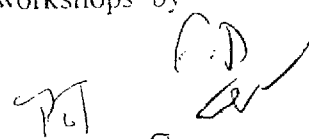
Facilitators are now able to conduct the awareness workshops in the community, which will start in mid-February 2002.

1.7 The Project formulated one LCC in each of the 6 main target areas, and the workshop on loan procedures was conducted in May 2001.

Output 2: Positive social attitudes towards women and family planning increase

Training activities related to awareness workshops, being major activities for Output 2, have just been completed. Trained Facilitators will conduct the workshops at targeted areas and practice what they have learned; and the output will be gradually produced. The training evaluation showed that all the participants gained necessary facilitation skills to conduct workshops and encourage behavioral changes among the workshop participants.

2.1 The project members held a brainstorming session in October 2000. As a result, 5 topics (antenatal care, postnatal care, breastfeeding, premarital medical examination, and birth spacing) and 8 topics (spousal communication, changing social role, women's self-esteem and self-confidence, enhancing women's participation in economic activities, women's participation in public life, social network and social support for women, decision making, and negotiation skills) of reproductive health and gender, respectively, were selected for awareness workshops. Facilitators' guidebooks on reproductive health and video management were developed. Workshop strategies for reproductive health were also formulated. Strategies for measuring the impact of the workshops by



implementing a KAP survey (Knowledge, Attitude and Practice) were also developed.

2.2 <Scheduled on March and December 2002.>

2.3 The Project held "Mobilization" sessions from May to July 2001 in the target areas, to explain key community members such as mayors, local councils, NGOs, school principals, and police officers on the subjects of family planning, family welfare, spousal communication, gender equity, and contraceptive methods. The total number of the participants was 275.

2.4 The Project have produced the following IEC materials:

- (i) Video materials on 5 topics for reproductive health;
- (ii) Monthly Photo Newsletters in Arabic and English;
- (iii) Project brochure in Arabic and English;
- (iv) Project-logo pens for the awareness workshop participants; and
- (v) Video materials on 8 topics for gender (under preparation).

Newsletters and brochures were distributed to the project stakeholders. Video materials and guidebooks were used during the Facilitators' trainings and will be used in the workshops. The Project's video materials attracted the media's interest and some of the materials were broadcasted nationwide at the local TV during the prime time.

2.5 <Refer to the Activity 1.6.>

2.6 26 CST members started home-visits in June 2001, and as of December 2001, they conducted 2,974 visits, contributing to the gradual increase (580) in the number of clients at MCH Centers. The Project staff has a monthly meeting with all the CST members with the aim to share information and discuss problems they face. In addition, CST members meet with midwives on request basis and benefit from their technical support.

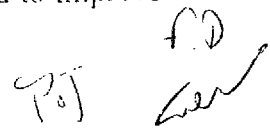
2.7 <Refer to the Activity 1.5.>

2.8 <Scheduled from October 2002.>

2.9 <Refer to the Activity 2.6.>

Output 3: MOH's services in MCH, RH and FP are strengthened.

Training activities were conducted for general physicians, midwives and nurses, and Output 3 gradually has been produced. Four MCH Centers started newly services of IUD and/or ultrasound. Skills of the trainees are expected to improve



further by continuous monitoring and follow-up.

- 3.1 Medical equipment was provided to 38 MCH Centers based on their inventories. The list of provided materials is shown in Annex IV.
- 3.2 The following training courses were conducted for CST members, midwives, and general physicians:
 - (i) Reproductive health and family planning for 43 CST candidates (February and March 2001);
 - (ii) Reproductive health and family planning for 52 midwives and nurses (June to August 2001);
 - (iii) Family planning logistics for 15 midwives and nurses (May 2001);
 - (iv) IUD insertion/removal for 9 general physicians (May 2001 to February 2002); and
 - (v) Ultrasound for 6 general physicians (May and June 2001).

Since August 2001, MCH Supervisor of Karak and the Japanese Expert have been conducted follow-up visits to the ultrasound and IUD trainees.

- 3.3 <Deleted due to the duplication with PHCI Project (USAID).>
- 3.4 <Deleted due to the duplication with PHCI Project (USAID).>
- 3.5 <Deleted due to the duplication with PHCI Project (USAID).>
- 3.6 <Refer to the Activity 1.3 and 1.4.>
- 3.7 <Refer to the Activity 2.6.>
- 3.8 <Deleted due to the duplication with MOH activities.>
- 3.9 MCH Center in Karak aggregated necessary data and submitted a statistical report covering the period 2000-2001.

Output 4: Women's self-empowerment and their status within families are enhanced through their economic participation.

Output 4 requires various steps and activities for its accomplishment, and therefore it will need time to reach the final goal: women's self-empowerment and enhanced status within families. However, some from interview results already show that women have gradually become more self-confident and responsible and improved their spousal communication, although it cannot be generalized yet. As far as subcomponents of Output 4 are concerned, LCC members were trained and the

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institutional standard was established to systematize women's income generating activities.

- 4.1 From March to July 2001, the Project formulated one LCC in each of the main target areas, and conducted training on loan procedures and operations.
- 4.2 The Loan Program Operational Guideline was prepared for the revolving fund system and approved by both JOHUD and JICA. It is to be revised continuously, thus reflecting the actual implementation in the field.
- 4.3 The project conducted the following income generation related activities.

(1) Bee-keeping

The Project conducted orientation-training from March to May 2001 and selected 10 loan recipients in Karak Valley. Each recipient was provided with three bee hives. The follow up training and supervision were organized at their home by bee raising technicians and continued until December. Honey was cultivated three times till now, which proves success in the production, allowing all the recipients to make their second repayment.

(2) Goat-raising

As for the follow up on goat-raising activities of Phase I, the short-term Japanese Expert conducted monitoring and necessary support from May to September 2001. Based on his monitoring and analysis, the strategies for the goat loan-project were made. In Phase II, 70 loan recipients have been selected from the 6 main target areas. The provision of goats is scheduled for March 2002.

(3) Recycling

In addition to the above mentioned follow up activities of Phase I, the Project held an awareness session for residents on plastic recycling in Southern Ghor in May 2000. As a result, 5 tons of plastic left in agricultural lands were collected for recycling by the participants who attended the session.

Output 5: Monitoring activities are conducted.

The monitoring activities have been steadily achieved. Data and information are shared well within the Project along with the Project's own monitoring system. As a result, lessons learned from one activity are fed-back to another.

- 5.1 Along with the revision of the Project plan, the Monitoring System was refined.

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PCM workshops were held in November 2001 and February 2002 with the following purposes: (i) To refine monitoring indicators; and (ii) to revise indicators in a quantitative way as much as possible during the Team's stay. The revised PDM is attached as Annex VI. However, the revised indicators will be reviewed once more by the Project members to reach consensus, and if necessary, revision will be made one or more time.

- 5.2 Project activities specified in the Plan of Operation are monitored by means of the Activity Reports, each of which has been submitted by the Jordanian staff and Japanese Experts to the Management Committee via the Chief Advisor. Based on the Reports, Progress Reports have been prepared.

Output 6: Capacity of counterparts is strengthened.

According to the Japanese Experts' observation, most of the Jordanian project members have become more active and responsible as compared to the start of the project. Further achievements are expected in the remaining period.

- 6.1 Efforts were made on a day-to-day basis as on-the-job training (OJT). As an example, a newly employed project member received a series of OJT in the project office at Amman for 10 weeks before starting his job at the CDC Karak in September 2001.
- 6.2 In January 2001, the Project members received training courses on facilitation skills as related to gender.
- 6.3 As of February 2002, 4 Jordanian project staff members were sent to Japan, shown in Annex III.

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3. Plan of the Project Activities: February 2002-June 2003

According to the Plan of Operation of the Project for the remaining duration of July 2000 till June 2003 as shown in Annex VII, both sides intend to implement ongoing activities.

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4. Recommendations

The Management Consultation Team, the Project Managers and the Chief Advisor have discussed issues of special attention. As a result, they have mutually agreed on the following:

1. Both sides confirmed that daily use of the procured car (Toyota Prado) by the Karak staff in charge of MCH supervision is assured to achieve successful implementation of supervision of the MCH Centers.
2. Although JOHUD faces some administrative and financial constraints, they assured the Project Management that they will make efforts to provide a full-time counterpart for the income generating activities if the current counterpart in Karak resigns. If the Karak CDC cannot provide a suitable person by the end of March 2002 after her resignation, JOHUD will provide a full-time counterpart in Amman. The current part-time counterpart in Amman will continue working with the income-generating Expert.

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Annex I.

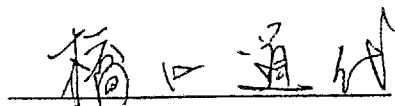
RECORD OF DISCUSSIONS BETWEEN JAPANESE
IMPLEMENTATION STUDY TEAM
AND
AUTHORITIES CONCERNED OF THE GOVERNMENT OF
THE HASHEMITE KINGDOM OF JORDAN
ON JAPANESE TECHNICAL COOPERATION FOR THE PROJECT
ON FAMILY PLANNING AND GENDER IN DEVELOPMENT

The Japanese Implementation Study Team (hereinafter referred to as "the Team"), organized by Japan International Cooperation Agency and headed by Ms. Michiyo Hashiguchi, visited the Hashemite Kingdom of Jordan from May 13 to May 19, 2000, for the purpose of working out the details of the technical cooperation program concerning the Project on Family Planning and Gender in Development (hereinafter referred to as the "Project").

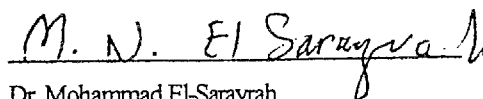
During its stay in the Hashemite Kingdom of Jordan, the Team exchanged views and had a series of discussions with the Jordan authorities concerned with respect to desirable measures to be taken by both Governments for the successful implementation of the above-mentioned Project.

As a result of the discussions, in accordance with the provisions of the agreement on technical cooperation between the Government of Japan and the Government of the Hashemite Kingdom of Jordan, signed in Amman on July 16, 1985 (hereinafter referred to as "the Agreement"), the Team and the Jordanian authorities concerned agreed to recommend to their respective Governments the matters referred to in the document attached hereto.

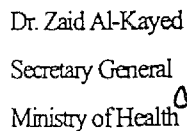
Amman, Jordan
May 18, 2000



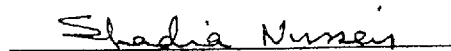
Ms. Michiyo Hashiguchi
Leader
Japanese Implementation Study Team
Japan International Cooperation Agency, Japan



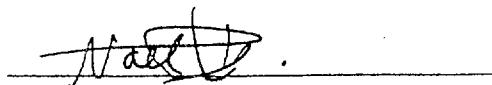
Dr. Mohammad El-Sarayrah
Secretary General
National Population Commission
The Hashemite Kingdom of Jordan



Dr. Zaid Al-Kayed
Secretary General
Ministry of Health
The Hashemite Kingdom of Jordan



Ms. Shadia Nusseir
Executive Director
The Jordanian Hashemite Fund for Human Development
The Hashemite Kingdom of Jordan



Witness : Dr. Nael Al-Hajaj
Director of Multilateral Department
Ministry of Planning
The Hashemite Kingdom of Jordan

ATTACHED DOCUMENT

I. COOPERATION BETWEEN BOTH GOVERNMENTS

1. The Government of the Hashemite Kingdom of Jordan will implement the Project in cooperation with the Government of Japan.
2. The Project will be implemented in accordance with the Master Plan which is given in ANNEX I.

II. MEASURES TO BE TAKEN BY THE GOVERNMENT OF JAPAN

In accordance with the laws and regulations in force in Japan and the provisions of article III of the Agreement, the Government of Japan will take, at its own expense, the following measures through the Japan International Cooperation Agency (hereinafter referred to as "JICA") according to the normal procedures under the technical cooperation scheme of Japan.

1. DISPATCH OF JAPANESE EXPERTS

The Government of Japan will provide the services of the Japanese experts listed in ANNEX II.

2. PROVISION OF MACHINERY AND EQUIPMENT

The Government of Japan will provide such machinery, equipment and other materials (hereinafter referred to as "the Equipment") necessary for the implementation of the Project as listed in ANNEX III. The provisions of article VIII of the agreement will be applied to the Equipment.

3. TRAINING OF JORDANIAN PERSONNEL IN JAPAN

The Government of Japan will receive Jordanian personnel connected with the Project for technical training in Japan.

III. MEASURES TO BE TAKEN BY THE GOVERNMENT OF THE HASHEMITE KINGDOM OF JORDAN

1. The Government of the Hashemite Kingdom of Jordan will take necessary measures to ensure that the self-reliant operation of the Project will be sustained during and after the period of Japanese technical cooperation, through full and active involvement in the Project by all related authorities, beneficiary groups and institutions.
2. The Government of the Hashemite Kingdom of Jordan will ensure that the technologies and knowledge acquired by the Jordanian nationals as a result of the Japanese technical cooperation will contribute to the economic and social development of the Hashemite Kingdom of Jordan.

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3. In accordance with the provisions of article IV, V and VI of the Agreement, the Government of the Hashemite Kingdom of Jordan will grant in the Hashemite Kingdom of Jordan privileges, exemptions and benefits to the Japanese experts referred to in ||-1 above and their families.
4. In accordance with the provisions of article VIII of the Agreement, the Government of the Hashemite Kingdom of Jordan will take those measures necessary to receive and use the Equipment provided through JICA under ||-2 above and equipment, machinery and materials carried in by the Japanese experts referred to in ||-1 above.
5. The Government of the Hashemite Kingdom of Jordan will take necessary measures to ensure that the knowledge and experience acquired by the Jordanian personnel from technical training in Japan will be utilized effectively in the implementation of the Project.
6. In accordance with the provisions of article IV-(b) of the Agreement, the Government of the Hashemite Kingdom of Jordan will provide the services of the Jordanian counterpart personnel and administrative personnel as listed in Annex IV.
7. In accordance with the provisions of article IV-(a) of the Agreement, the Government of the Hashemite Kingdom of Jordan will provide the buildings and facilities as listed in Annex V.
8. In accordance with the laws and regulations in force in the Hashemite Kingdom of Jordan the Government of the Hashemite Kingdom of Jordan will take necessary measures to supply or replace at its own expense machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the Equipment provided through JICA under ||-2 above.
9. In accordance with the laws and regulations in force in the Hashemite Kingdom of Jordan the Government of the Hashemite Kingdom of Jordan will take necessary measures to meet the running expenses necessary for the implementation of the Project.

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IV. ADMINISTRATION OF THE PROJECT

1. The National Population Commission (hereinafter referred to as the "NPC"), will bear overall responsibility for the administration and implementation of the Project.
2. Three Project Managers representing NPC , Ministry of Health (hereinafter referred to as the "MOH") and the Jordanian Hashemite Fund for Human Development (hereinafter referred to as the "JOHUD") will be responsible for the management and facilitation of inter-sectoral collaboration of the Project .
3. The Japanese Chief Advisor will provide necessary recommendations and advice to the Project Managers and Heads of project-related institutions as well as Japanese experts on technical and administrative matters pertaining to the implementation of the Project.
4. The Japanese experts will provide necessary guidance and advice on technical matters concerning the implementation of the Project to the Jordanian counterpart personnel.
5. For the effective and successful implementation of the Project, a Joint Coordinating Committee, a Technical Management Committee and a Local Management Committee will be established whose functions and compositions are described in ANNEXVI, VII and VIII.

V. JOINT EVALUATION

Evaluation of the Project will be conducted jointly by the two Governments through JICA and Jordanian authorities concerned in the last six (6) months of the cooperation term in order to examine the level of achievement.

VI. CLAIMS AGAINST JAPANESE EXPERTS (INDEMNITY)

The Government of the Hashemite Kingdom of Jordan undertakes to bear claims, if any arises, against the Japanese experts engaged in technical cooperation for the Project resulting from, occurring in the course of, or otherwise connected with the discharge of their official functions in the Hashemite Kingdom of Jordan except for those arising from the willful misconduct or gross negligence of the Japanese experts.

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VII. MUTUAL CONSULTATION

There will be mutual consultation between the two Governments on any major issues arising from, or in connection with this Attached Document.

VIII. MEASURES TO PROMOTE UNDERSTANDING OF AND SUPPORT FOR THE PROJECT

For the purpose of promoting support for the Project among the people of Jordan, the Government of the Hashemite Kingdom of Jordan will take appropriate measures to make the Project widely known to the people of Jordan.

IX. TERM OF COOPERATION

The duration of technical cooperation for the Project under this Attached Document will be three (3) years starting from 1 July, 2000.

- ANNEX I MASTER PLAN
- ANNEX II LIST OF JAPANESE EXPERT
- ANNEX III LIST OF MACHINERY AND EQUIPMENT
- ANNEX IV LIST OF JORDANIAN COUNTERPART AND ADMINISTRATIVE PERSONNEL
- ANNEX V LIST OF BUILDINGS AND FACILITIES
- ANNEX VI JOINT COORDINATING COMMITTEE
- ANNEX VII TECHNICAL MANAGEMENT COMMITTEE
- ANNEX VIII LOCAL MANAGEMENT COMMITTEE

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- f. Conduct home visit
(Southern Ghor)
 - g. Conduct refreshing training (communication, family planning, gender, reproductive health) to promoters.
 - h. Conduct awareness seminars
 - i. Conduct home visits
- (3)
- a. Identify inventory of Maternal and Child Health (MCH) centers
 - b. Conduct training related to the project objectives
 - c. Produce standards at MCH centers (i.e. protocols, job description, quality circle)
 - d. Improve the referral system between MCH centers and hospitals by using existing forms, and etc.
 - e. Improve monitoring system at MCH centers by using existing forms
 - f. Conduct PRA
 - g. CST provide FP and RH related awareness and counseling
 - h. Produce counseling file on each client
 - i. Provide monthly statistical report
- (4)
- a. Conduct needs survey of the local people through PRA
 - b. Conduct training related to income generation in general (awareness)
 - c. Conduct training in enterprise development
 - d. Select beneficiaries
 - e. Organize beneficiaries
 - f. Provide materials and equipment (follow up)
- (5)
- a. Improve the existing monitoring and evaluation system
 - b. Monitor project activities on a regular basis
 - c. Conduct outcome evaluation at the end of the project (PRA)
 - d. Share projects outputs on the National level
- (6)
- a. Conduct on the job training by Japanese Experts
 - b. Conduct seminars relevant to project objectives to counterparts by Experts or national Consultants.
 - c. Dispatch appropriate counterparts for training in Japan
 - d. Conduct technical exchange visit

4. IMPLEMENTING ORGANIZATIONS

- (1) National Population Commission / General Secretariat (NPC / GS)
- (2) The Jordanian Hashemite Fund for Human Development (JOHUD)
- (3) Ministry of Health (MOH)

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5. THE ROLES AND RESPONSIBILITIES OF THE IMPLEMENTING ORGANIZATIONS

(1) THE NATIONAL POPULATION COMMISSION / GENERAL SECRETARIAT

- a. Executing agency for the project
- b. Formulates and presides over the joint coordinating committee
- c. Participates in the management of the project in terms of planning, supervision, monitoring and evaluation
- d. Provides technical support related to population issues for project's staff and Community Support Teams (CSTs), as well as targeted communities at large
- e. Provides a population / IEC counterpart
- f. Participates in the awareness / IEC component of the project
- g. Assumes full responsibility for receiving all project's equipment, tools and supplies
- h. Responsible for all procedures related to custom's clearance, transportation and distribution to the relevant institutions

(2) THE JORDANIAN HASHEMITE FUND FOR HUMAN DEVELOPMENT

- a. Participates in the management of the project in terms of planning, supervision, monitoring and evaluation
- b. Formulates the local management committees
- c. Implements the awareness and education programs for the target area
- d. Provides skills training, evaluates and monitors income generating projects
- e. Trains Community Support Teams (CSTs)
- f. Provides a Community Development / Gender Counterpart and a Community Development / Income Generation Counterpart
- g. Provides the project's Technical Management Committee with all required written progress and evaluative reports regarding the activities they implement

(3) MINISTRY OF HEALTH

- a. Participates in the management of the project in terms of planning, supervision, monitoring and evaluation
- b. Provides a Family Planning and Reproductive Health counterpart
- c. Participates in the awareness / IEC component of the project
- d. Provides technical training to MCH/FP staff within MOH to enhance services to the target area
- e. Participates in the training of the Community Support Teams as related to health issues to enhance their role
- f. Provides the project's Technical Management Committee with all required written progress and evaluative reports regarding the activities they implement

In case in which the Master Plan should be changed due to the situation of the Project, both Governments will agree to and confirm the changes by exchanging Minutes of Meeting.

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ANNEX II
LIST OF JAPANESE EXPERTS

1. Long-term experts
 - (1) Chief Advisor / Population
 - (2) Coordinator
 - (3) Family Planning and Reproductive Health (medical)
 - (4) Community Development / Gender / Income Generation

2. Short-term experts
 - (1) Gender
 - (2) Income Generation
 - (3) IEC

3. Others mutually agreed upon as necessary

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ANNEX III
LIST OF MACHINERY AND EQUIPMENT

1. Equipment and supplies for RH/FP and MCH services
2. Equipment and supplies for medical and para medical training
3. Equipment for IEC
4. Equipment for income generating activities
5. Vehicle(s) for implementation of the project mutually agreed upon as necessary
6. Equipment necessary for capacity building of the Community Development Center's as related to the project's objectives.
7. Other equipment in other related fields mutually agreed upon as necessary

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ANNEX IV

LIST OF JORDANIAN COUNTERPART AND ADMINISTRATIVE PERSONNEL

1. Project Management Committee
 - (1) NPC project Manager
 - (2) JOHUD Project Manager
 - (3) MOH Project Manager

2. Counterpart Personnel in the following fields:
 - (1) Population / IEC
 - (2) Family Planning and Reproductive Health
 - (3) Community Development / Gender
 - (4) Community Development / Income Generation
 - (5) Others mutually agreed upon as necessary

3. Administrative Personnel
 - (1) Secretaries
 - (2) Drivers
 - (3) Other supporting staff mutually agreed upon as necessary

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ANNEX V
LIST OF LAND, BUILDINGS AND FACILITIES

1. Land
2. Buildings and Facilities
 - (1) Sufficient facilities for the implementation of the project
 - (2) Offices and other necessary facilities for the Japanese experts
 - (3) Facilities and services such as electricity, gas, water supply and sewage systems, telephone and furniture necessary for the project activities
 - (4) Transportation facilities for the implementation of the project
 - (5) Other facilities mutually agreed upon as necessary

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ANNEX VI
JOINT COORDINATING COMMITTEE

1. Functions

The Joint Coordinating Committee will meet at least once a year and whenever necessity arises. Its functions are as follows:

- (1) Acts as an advisory board to the project's Technical Management Committee.
- (2) Approves the annual work plan for the project under the framework of Record of Discussions.
- (3) Reviews the overall progress of the technical cooperation program as well as the achievements of the above-mentioned annual work plan.
- (4) Reviews and discusses major issues arising from or related to the technical cooperation program.
- (5) Discusses matters to be mutually agreed upon as necessary concerning the project.
- (6) Enhances inter-institutional collaboration among the organizations participating in the project.

2. Composition

- (1) Chairperson: Secretary General of NPC

- (2) Members:

Jordanian side:

- a. Executive Director of JOHUD
- b. Secretary General of MOH and / or Director of MCH

Japanese side:

- a. Chief Advisor
- b. Representative of JICA Jordan Office

Note :

- (1) Representative (s) of JICA Head quarters will attend the Joint Coordinating Committee as full member (s), when possible.
- (2) Official(s) of the Embassy of Japan in the Hashemite Kingdom of Jordan may attend the Joint Coordinating Committee as observer(s).
- (3) Personnel designated by the chairperson of the Joint Coordinating Committee may attend the meetings as observer(s).
- (4) An appropriate number of administrative secretaries shall be allocated to the Joint Coordinating Committee for record-keeping and other administrative tasks related to project implementation.

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ANNEX VII

TECHNICAL MANAGEMENT COMMITTEE (TMC)

1. Functions

- (1) The TMC will meet at least twice per month.
- (2) Manages activities and time of the support staff.
- (3) Formulates the annual work plan for the project under the framework of Record of Discussions to be submitted for approval to the joint coordinating committee.
- (4) Reviews budget proposals for each activity and makes recommendations to the Chief Advisor.
- (5) Responsible for the implementation of all the project activities according to schedule.
- (6) Provides ongoing consultation to all project staff.
- (7) Advocates the project's objectives and activities at all levels.
- (8) Approves all recommendations submitted by the Local Management Committee regarding implementation of activities and pursues necessary channels for any work plan modification.
- (9) Ensures ongoing monitoring of all the project's activities.
- (10) Ensures compliance of all stakeholders and project's staff at all levels, of the required reporting.

2. Composition

- (1) Chief Advisor.
- (2) NPC Project Manager
- (3) JOHUD Project Manager
- (4) MOH Project Manager

Note : The Secretary General of NPC is considered the reference point for any inquiry and consultation from the Chief Advisor throughout the course of implementation.

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ANNEX VIII

LOCAL MANAGEMENT COMMITTEE (LMC)

1. Functions:

- (1) Participates in the planning and implementation of all the project's activities according to the overall work plan.
- (2) Offers recommendations regarding the type of activities and means of implementation to the Technical Management Committee for review and consideration.
- (3) Monitors the project's activities on a regular basis.
- (4) Contributes to the project's success through regular, written progress reports and required evaluative reports.
- (5) Participates in the selection of the Community Support Teams.
- (6) Acts as a point of reference and advocates the project within their communities.
- (7) Attends regular activities within communities.

2. Composition

The LMC will be comprised of active community members and CDC's staff including CDC Director and rural leaders based on proper gender representation.

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MINUTES OF MEETINGS
BETWEEN
THE JAPANESE IMPLEMENTATION STUDY TEAM
AND
THE AUTHORITIES CONCERNED OF THE GOVERNMENT OF
THE HASHEMITE KINGDOM OF JORDAN
ON
JAPANESE TECHNICAL COOPERATION
FOR
THE PROJECT ON FAMILY PLANNING AND GENDER IN DEVELOPMENT

The Japanese Implementation Study Team (hereinafter referred to as "the Team") organized by the Japan International Cooperation Agency (JICA) and headed by Ms. Michiyo Hashiguchi visited the Hashemite Kingdom of Jordan for the purpose of working out the details of the technical cooperation program concerning the Project for the Family Planning and Gender in Development in the Hashemite Kingdom of Jordan.

During its stay in the Hashemite Kingdom of Jordan, the Team exchanged views and had a series of discussions with the Jordan authorities concerned in respect of the desirable measures to be taken by both Governments for the successful implementation of the above-mentioned Project.

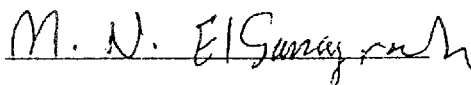
As the result of the discussions the Team and the Jordanian authorities concerned agreed to recommend to their respective Governments the matters referred to in the document attached hereto as a supplement to the Record of Discussions.

Amman, Jordan

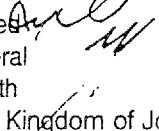
May 18, 2000



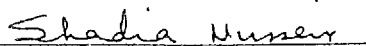
Ms. Michiyo Hashiguchi
Leader
Japanese Implementation Study Team
Japan International Cooperation Agency, Japan



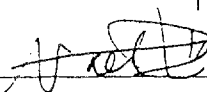
Dr. Mohammad El-Sarayrah
Secretary General
National Population Commission
The Hashemite Kingdom of Jordan



Dr. Zaid Al-Kayeh
Secretary General
Ministry of Health
The Hashemite Kingdom of Jordan



Ms. Shadia Nusseir
Executive Director
The Jordanian Hashemite Fund for Human
Development
The Hashemite Kingdom of Jordan



Witness : Dr. Na'e Al-Hajaj
Director of Multilateral Department
Ministry of Planning
The Hashemite Kingdom of Jordan

THE ATTACHED DOCUMENT

I. TENTATIVE SCHEDULE OF IMPLEMENTATION

The Tentative Schedule of Implementation has been formulated according to the Record of Discussion. The schedule is subject to change within the scope of the Record of Discussions when necessity arises in the course of implementation of the Project. Detail schedule will be formulated during the preparatory stage of the project and when annual work plan is prepared.

The Tentative Schedule of Implementation is shown in ANNEX I.

II. TERMS OF REFERENCES (TORs) FOR JAPANESE EXPERTS AND JORDANIAN COUNTERPARTS / QUALIFICATIONS FOR JAPANESE EXPERTS

TORs for Japanese experts and Jordanian counterparts and qualifications for Japanese experts were discussed. Both the Team and the Jordanian sides agreed to select suitable experts and counterparts according to them for the successful implementation of the Project. Both sides confirmed that the TORs and qualifications are guidelines and treated with flexibility.

TORs for Japanese Experts and Jordanian Counterparts and qualification for Japanese Experts are described in ANNEX II.

AA Hashizaki
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ANNEX II

TERMS OF REFERENCES (TORs) FOR JAPANESE EXPERTS AND JORDANIAN COUNTERPARTS / QUALIFICATIONS FOR JAPANESE EXPERTS

Japanese

Post: *Chief Advisor (long-term)*

Overall Responsibilities:

To be a leader of the mission who supervises the implementation of the Project.

Specific Duties:

- 1) Participates in the selection of experts;
- 2) Gives advice to the Project Management;
- 3) Supervises and advises the coordinator and experts to ensure proper implementation of activities within the specified time line;
- 4) Participates in designing the work plan and the budget;
- 5) Monitors activities on a regular basis;
- 6) Ensures that written progress reports are delivered on time;
- 7) Holds regular management meetings;
- 8) Coordinates with the Secretary General of NPC/GS on the coordinating committee meeting;
- 9) Attends all the joint coordinating committee meetings;
- 10) Coordinates with the Secretary General of NPC/GS on an on-going basis;
- 11) Approves all the requests prior to submission to JICA, including equipment and budget;
- 12) Promotes the project by all possible means;
- 13) Coordinates with JICA on both levels: JICA/HQRs and JICA Jordan Office.

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Post: *Coordinator (long-term)*

Overall Responsibilities:

To be responsible for all the administrative aspects of the project, including accounting and equipment procurement.

Specific Duties:

- 1) Assists the Chief Advisor in management;
- 2) Coordinates issues related to the project;
- 3) Assists the Chief Advisor in finalizing the proposed budget;
- 4) Monitors all financial transactions related to the project;
- 5) Responsible for all the project's accountancy, financial records and procurement of approved equipment;
- 6) Orients staff to all financial and administrative procedures and ensures their compliance;
- 7) Informs the Chief Advisor on an on-going basis of financial and administrative status and progress;
- 8) Prepares all financial reporting required by JICA, which must be approved by the Chief Advisor;
- 9) Promotes the project by all possible means;
- 10) Coordinates with JICA on both levels: JICA/HQRs and JICA Jordan Office.

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Post: Community Development/Gender/Income Generation Expert
(long-term)

Overall Responsibilities:

To plan and supervise the implementation of all assigned activities and train the Jordanian Counterparts.

Specific Duties:

- 1) Prepares a work plan and a budget proposal jointly with the Jordanian counterparts;
- 2) Supervises the implementation of all the activities related to community development, gender and income generation as specified in the Annex I of the Record of Discussions, activities number (1), (2), (4) and (5);
- 3) Trains assigned Jordanian Counterparts and work closely with them.

Post: *Training Coordinator for Family Planning and Reproductive Health Expert (long-term)*

Overall Responsibilities:

To plan and supervise the implementation of all assigned activities and Participate in training with the Jordanian Counterparts.

Specific Duties:

- 1) Prepares a work plan and a budget proposal jointly with the Jordanian counterparts;
- 2) Supervises the implementation of all the activities related to family planning and reproductive health as specified in the Annex I of the Record of Discussions, activities number (3) and (5);
- 3) Participates in training with the assigned Jordanian Counterparts and work closely with them.

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Post: *Income Generation Expert (short-term)*

Overall Responsibilities:

To provide consultation in all aspects related to income generation activities.

Specific Duties:

- 1) Advises Jordanian Counterparts on all aspects related to training and marketing of income generation activities;
- 2) Reviews the existing income generating projects, identify problems and advise solutions;
- 3) Provides feedback on the implementation and marketing of the income generating activities to the Chief Advisor;
- 4) Assists in designing technical training with the Jordanian Counterparts;
- 5) Provides consultation to the long-term Community Development/ Gender/Income Generation Expert;
- 6) Submits a written report in English to the Chief Advisor at the end of the mission.

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Post: *Gender Expert (short-term)*

Overall Responsibilities:

To provide consultation in all aspects related to gender.

Specific Duties:

- 1) Reviews the project activities from a gender perspective, identify problems and advise solutions;
- 2) Provides technical training to the Jordanian Counterparts;
- 3) Provides consultation to the long-term Community Development/Gender/Income Generation Expert;
- 4) Provides feedback on the issues related to gender to the Chief Advisor;
- 5) Submits a written report in English to the Chief Advisor at the end of the mission.

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Post: *Information, Education and Communication (IEC) Expert*
(short-term)

Overall Responsibilities:

To assist staff and stakeholders in all aspects related to IEC.

Specific Duties:

- 1) Produces documentation of the project activities by video;
- 2) Assists the experts and their counterparts in producing teaching aids by slide/video;
- 3) Assists the experts and their counterparts in producing pamphlets;
- 4) Provides technical training to the Jordanian Counterparts;
- 5) Provides consultation to the long-term Community Development /Gender/Income Generation Expert
- 6) Provides feedback on the IEC activities to the Chief Advisor; and
- 7) Submits a written report in English to the Chief Advisor at the end of the mission.

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Post: *NPC Project Manager*

Overall Responsibilities:

To oversee the implementation of all the project's activities related to NPC/GS.

Specific Duties:

- 1) Ensures fulfilling the roles and responsibilities as specified in the Annex I of the Record of Discussions [the roles and responsibilities of the implementing organizations (1)];
- 2) Attends regular management meetings;
- 3) Promotes the project by all possible means.

Post: *JOHUD Project Manager*

Overall Responsibilities:

To oversee the implementation of all the project's activities related to JOHUD.

Specific Duties:

- 1) Ensures fulfilling the roles and responsibilities as specified in the Annex I of the Record of Discussions [the roles and responsibilities of the implementing organizations (2)];
- 2) Attends regular management meetings;
- 3) Promotes the project by all possible means;

Post: *MOH Project Manager*

Overall Responsibilities:

To oversee the implementation of all the project's activities related to MOH.

Specific Duties:

- 1) Ensures fulfilling the roles and responsibilities as specified in the Annex I of the Record of Discussions [the roles and responsibilities of the implementing organizations (3)];
- 2) Attends regular management meetings;
- 3) Promotes the project by all possible means.

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Post: *Population/IEC Counterpart(s)*

Overall Responsibilities:

To plan and implement all activities of the project related to Population/IEC activities in cooperation with the Community Development/Gender/Income Generation Expert and other relevant short-term experts.

Specific Duties:

- 1) Prepares a work plan and a budget proposal jointly with the Japanese expert;
- 2) Implements all the activities as specified in the Annex I of the Record of Discussions, activities number (2) and (5).

Post: *Training Coordinator for Family Planning and Reproductive Health Counterpart(s)*

Overall Responsibilities:

To plan and implement all activities of the project related to Family Planning and Reproductive Health activities in cooperation with the Family Planning and Reproductive Health Expert and other relevant short-term experts.

Specific Duties:

- 1) Prepares a work plan and a budget proposal jointly with the Japanese expert;
- 2) Implements and/or supervises all the activities as specified in the Annex I of the Record of Discussions, activities number (3) and (5).

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Post: *Community Development/Gender Counterpart(s)*

Overall Responsibilities:

To plan and implement all activities of the project related to Community Development/Gender activities in cooperation with the Community Development/Gender/Income Generation Expert and other relevant short-term experts.

Specific Duties:

- 1) Prepares a work plan and a budget proposal jointly with the Japanese expert;
- 2) Implements all the activities as specified in the Annex I of the Record of Discussions, activities number (1), (2) and (5).

Post: *Community Development/Income Generation Counterpart(s)*

Overall Responsibilities:

To plan and implement all activities of the project related to Community Development/Income Generation activities in cooperation with the Community Development/Gender/Income Generation Expert and other relevant short-term experts.

Specific Duties:

- 1) Prepares a work plan and a budget proposal jointly with the Japanese expert;
- 2) Implements all the activities as specified in the Annex I of the Record of Discussions, activities number (1), (4) and (5).

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Qualifications for Japanese Experts for the Proposed Second Phase

Chief Advisor (long-term)

- A minimum of MA degree in any social science field
- Experience in project management in relation to the population/development field for at least 5 years
- Communication skills
- Able to work/live in rural areas
- Fluent in English
- Computer skills
- Familiarity with Jordan and /or developing countries of the region is desired

Coordinator (long-term)

- A minimum of BA degree
- Fluent in English
- Communication skills
- Able to work/live in rural areas
- Computer skills (Windows, Microsoft word, Excel, Access)
- Familiarity with Jordan and /or developing countries of the region is desired

Community Development/Gender/Income Generation (long-term)

- A minimum of BA degree in any social science field
- A minimum of 3 years of experience in implementing community development projects
- Working knowledge in gender issues and income generation activities
- A minimum of 2 years of training experience
- Fluent in English
- Communication skills
- Able to work/live in rural areas
- Computer skills
- Familiarity with Jordan and /or developing countries of the region is desired

Family Planning and Reproductive Health (medical/long-term)

- A minimum of 5 years of practical experience in working as a community health nurse and also some experience in midwifery
- Experience in implementing projects in relation to MCH and FP services
- A minimum of 5 years of training experience
- Fluent in English
- Monitoring, supervision and communication skills
- Able to work/live in rural areas
- Computer skills
- Familiarity with Jordan and /or developing countries of the region is desired

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Gender specialist (short-term)

- MA degree in any social science field
- A minimum of 5 years of experience in gender issues
- Skills in gender analysis
- A minimum of 5 years of training experience in any related field
- Fluent in English
- Communication skills
- Able to work/live in rural areas
- Computer skills

Income Generation (short-term)

- MA degree in any related field
- A minimum of 5 years of experience in business and marketing
- A minimum of 5 years of training experience in any related field
- Experience in implementing community development projects; especially income generation
- Fluent in English
- Communication skills
- Able to work/live in rural areas
- Computer skills

IEC (short-term)

- BA degree in related field
- A minimum of 5 years of experience in prints and audio visual production
- A minimum of 5 years of training experience in any related field
- Fluent in English
- Computer skills
- Communication skills
- Able to work/live in rural areas

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Annex II List of Japanese Experts Dispatched by JICA

<Long-term Experts>

(Name)	(Field)	(Duration)
1. Dr. Tokiko Sato	Chief Technical Advisor	2000.07.03 – 2002.08.17
2. Mr. Shuji Noda	Project Coordinator	2000.06.24 – 2002.06.30
3. Ms. Atsuko Imoto	Family Planning / Reproductive Health	2000.12.20 – 2003.06.30
4. Mr. Kei Matsuda	Information, Education and Communication	2000.12.20 – 2001.12.19
5. Ms. Yoko Matsuya	Income Generation / Community Development / Gender	2001.01.15 – 2003.06.30
6. Dr. Akiko Hagiwara	Information, Education and Communication	2001.05.27 – 2003.06.30
7. Mr. Akihiro Fujiwara	Information, Education and Communication	2002.02.14 – 2003.06.30

<Short-term Experts>

(Name)	(Field)	(Duration)
1. Mr. Maki Tsumagari	Income Generation	2000.10.12 – 2000.12.07 2001.01.20 – 2001.03.11
2. Mr. Yusuke Kubo	Income Generation	2001.04.29 – 2001.09.23
3. Mr. Akihiro Fujiwara	Information, Education and Communication	2001.04.29 – 2001.10.27

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Annex III. List of Jordanian Counterpart Personnel Sent to Japan

(Name)	(Field)	(Duration)
1. Ms. Hind Yousef Mohamed Al-Loub	Promotion of Gender Equity	2000.11.14 – 2002.12.13
2. Dr. Mohammad Anwar S. Batayneh	Reproductive Health and Family Planning	2000.11.16 – 2000.12.08
3. Dr. Maha Mousa Jiries Amarin	Reproductive Health for Adolescent	2001.11.19 – 2001.12.26
4. Ms. Nuha H. S. Muhreiz	Participatory Local Social Development	2002.02.04 – 2002.03.25
5. Mr. Qusi Abdallah Rajab	Education Material Production / Population Communication	2002.03. – 2002.06.30

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Annex IV. List of Equipments Granted by JICA

<Provision for NPC>

	Item	Qty	Installation
1.	Copy machine (Konica)	1	NPC headquarter
2.	Air conditioner	2	NPC headquarter
3.	Desk	10	NPC headquarter
4.	Chair	20	NPC headquarter
5.	Cabinet	10	NPC headquarter
6.	White board	2	NPC headquarter
7.	Flip chart board	1	NPC headquarter
8.	Notice board	2	NPC headquarter
9.	Overhead projector	1	NPC headquarter
10.	Slide projector	1	NPC headquarter
11.	Screen	1	NPC headquarter
12.	Desktop computer	2	NPC headquarter
13.	Printer (HP 1100)	2	NPC headquarter
14.	Laptop computer	1	NPC headquarter
15.	Computer software (Matrix 2500)	1	NPC headquarter
16.	Multimedia LCD projector	1	NPC headquarter
17.	Computer software (MS Office 2000)	1	NPC headquarter
18.	UPS smart APR	1	NPC headquarter
19.	Stabilizer (APR-500EB)	1	NPC headquarter
20.	Television and video set	1	NPC headquarter
21.	Radio cassette recorder	1	NPC headquarter
22.	Microphone and speaker set	1	NPC headquarter

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<Provision for MOH>

	Item	Qty	Installation
1.	Car (Toyota Prado)	1	Health Directorate, Karak
2.	Air-conditioner	10	MCH Centers, Karak
3.	Ultrasound machine	3	MCH Centers, Karak
4.	IUD kit	25	MCH Centers, Karak
5.	Gynecological bed	15	MCH Centers, Karak
6.	Weight/height measure	20	MCH Centers, Karak
7.	Examination bed	40	MCH Centers, Karak
8.	Basin and stand	37	MCH Centers, Karak
9.	Trolley	15	MCH Centers, Karak
10.	Sterilizer	22	MCH Centers, Karak
11.	Round chair	37	MCH Centers, Karak
12.	Screen (partition)	37	MCH Centers, Karak
13.	Examination light	37	MCH Centers, Karak
14.	Sonic aid (Doppler)	10	MCH Centers, Karak
15.	Blood pressure manometer with cuff for adults	20	MCH Centers, Karak
16.	Cuff for infants	37	MCH Centers, Karak
17.	Infant examination table	37	MCH Centers, Karak
18.	Desk for consultation	37	MCH Centers, Karak
19.	Chair	74	MCH Centers, Karak
20.	Cabinet	15	MCH Centers, Karak
21.	Cup-board	37	MCH Centers, Karak
22.	Computer	5	MCH Centers, Karak
23.	Printer (HP 1100)	5	MCH Centers, Karak
24.	Stabilizer (AP-500va)	5	MCH Centers, Karak
25.	UPS (APR-500E)	5	MCH Centers, Karak
26.	Refrigerator	15	MCH Centers, Karak

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<Provision for JOHUD>

	Item	Qty	Installation
1.	Car (Toyota Prado)	1	CDC Karak
2.	Minibus (Hyundae)	3	CDC Karak
3.	Copy machine (Konica)	5	CDC Karak and Rabbeh
4.	Fax machine	5	CDC Karak and Rabbeh
5.	Air conditioner	4	CDC Karak, Ghor and Qatraneh
6.	White board	5	CDC Karak and Rabbeh
7.	Flip chart	5	CDC Karak and Rabbeh
8.	OHP	5	CDC Karak and Rabbeh
9.	Slide projector	5	CDC Karak and Rabbeh
10.	Screen	5	CDC Karak and Rabbeh
11.	Radio cassette recorder	5	CDC Karak and Rabbeh
12.	Bee keeping kit	10	JOHUD headquarter
13.	Computer	2	CDC Karak, experts' office
14.	Printer (HP1100)	2	CDC Karak, experts' office
15.	Stabilizer (AP-500va)	1	CDC Karak
16.	UPS (Smart-APR)	1	CDC Karak
17.	Set of Spare parts for car	1	JOHUD headquarter

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Annex V. List of Major Jordanian Project Members and Concerned Personnel

	Name	Organization
1.	Dr. Mohammed N. El-Sarayrah	Secretary General, NPC
2.	Mr. Awad Shdoul	Deputy of Secretary General, NPC
3.	Mr. Abdul Rahim Al Ma'aytah	Repertoire, NPC
4.	Mr. Abdul Munem Malkawi	Counterpart in IEC, NPC
5.	Mr. Abdullah Qudsi	Coordinator, National Center for Population and Communication, NPC
6.	Dr. Sameer Al-Awamleh	Secretary General, MOH
7.	Dr. Mohammed Batayneh	Director, MCH Department , MOH
8.	Dr. Akef Al Azab	Deputy Director, MCH
9.	Dr. Ruwaida Rashid	Head, Maternal Section, MOH
10.	Dr. Sireen Mosmar	Deputy Director, Reproductive Health Project, MOH
11.	Dr. Abdullah Shawawreh	Director General, Karak General Health Directorate, MOH
12.	Dr. Nassar Amareen	Deputy Director, Karak General Health Directorate, MCH Supervisor, MOH
13.	Dr. Adnan Dmour	Director, Karak Health Directorate, MOH
14.	Ms. Namat Madanat	Midwife Supervisor, Karak Health Directorate, MOH
15.	Ms. Farah Daghistani	Executive Director, JOHUD
16.	Mr. Sadiq Mehjar	Deputy Executive Director, JOHUD
17.	Mr. Munif Abu Rish	Director, Social Development Department. JOHUD
18.	Ms. Fatima Abu Kaf	Social Development Department. JOHUD
19.	Ms. Nuha Muhreiz	Executive Secretary and Program Supervisor. JOHUD
20.	Ms. Rihab Al Majali	Director, CDC Karak, JOHUD
21.	Mr. Thaer Eibeisat	CDC Karak. JOHUD
22.	Ms. Mai Hmoud Abdu Qadar Al-Suheimat	CDC Karak. JOHUD

F. Sarayrah
 T.O.J.
 J.D.

PDM (working draft)

Project title: Family Planning and Gender in Development (Phase II)

Project duration: July 1, 2000 to June 30, 2003

Target areas: Karak(City), Rabbeh, Faqou, Ayy, Mo'tah & Mazar, Qatraneh (6 main target areas), Safi, Mazra'a and Haditheh (3 "follow-up" areas of the Phase I)

Target group: Married women of the reproductive age and married couples

Date of Elaboration: February 12, 2002

Narrative Summary	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Overall Goal: Fertility in Karak Governorate is decreased.	(The Overall Goal was revised but its indicators weren't discussed due to time limit.)		- Population policy of Jordan doesn't change.
Project Purpose: Family planning practice is increased in 6 "main" target areas and 3 follow-up areas in Karak Governorate.	a. Number of new users of modern contraceptives increases by 10% at MCH Centers in the 9 areas by June 2003. b. Number of the dropouts of 4 modern contraceptives decreases by x% at MCH Centers in the 9 areas by June 2003.	a. Monthly reports from MCH b. Monthly reports from MCH	- Effects of project activities are extended to other areas in Karak Governorate.
Outputs: 1. Capacity of CST, Facilitators, LCC and LAG is strengthened. 2. Positive social attitudes towards women and FP are increased.	1.1 20 out of 26 CSTs meet the project standard on health, gender and RH in the 9 areas by June 2003. 1.2 26 out of 26 Facilitators gain skills and knowledge necessary to conduct awareness w/s at the end of training (facilitation skill and gender). 1.3 22 Facilitators perform successfully during the awareness w/s in the 6 areas by July 2002. 1.4 Level of performance and knowledge in each of 9 LCCs is improved by June 2003. 1.5 Institutional standard related to the revolving fund is established, revised according to the necessity by June 2003. 1.6 LACs create more positive social atmosphere for project activities in the 6 areas by June 2003. 1.7 LACs act as project's advocators. 2.1 Number of the participants in awareness w/ss on gender and reproductive health achieves to 4000 in 9 areas by March 2003. 2.2 Number of CST's home visit completed increases to x in the 9 areas by June 2003.	1.1 Supervisory sheet 1.2 Training evaluation 1.3 Supervisory sheet 1.4 Scored based on the Project's observation 1.5 Record of revision of the Guideline 1.6 Model case study 1.7 Model case study 2.1 Participant registration book 2.2 Home visit's record (project record)	- Allocation of part-time MCH doctors to MCH centers on a regular basis. - Number of staff with gender consideration increased.

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<p>3. MOH's services in maternal and child health, reproductive health, and family planning are strengthened.</p>	<p>2.3 Number of the participants in awareness w/ss who accept FP scored by KAP increases by 10% in the 6 main target areas by October 2002. 2.4 Level of spousal communication scored by KAP increases by 10% among w/s participants in the 6 main target areas by October 2002. 2.5 Positive social attitudes toward women and FP increase among w/s participants by March 2003. 3.1 Number of clients in FP and MCH increase by 5% at MCH Centers in the 9 areas by June 2003. 3.2 70% of midwives conduct FP counseling in accordance with MOH's standard on a regular basis at MCH Centers in the 9 areas by June 2003. 3.3 Among the trainees on IUD, 15 doctors provide IUD services meeting MOH's standard at their MCH Centers by December 2002. 3.4 Among the trainees on ultrasound, 6 doctors provide ultrasound services meeting MOH's standard at their MCH Centers by December 2002. 3.5 70% of midwives provide services in MCH meeting MOH's standard by June 2003. 3.6 x% of clients' are satisfied with MCH services in the 9 areas by June 2003.</p>	<p>2.3 Comparison of pre-, post- and later KAP survey 2.4 Comparison of pre-, post- and later KAP survey 2.5 FGD by small groups from the w/s participants 3.1 MCH report 3.2 Supervisor's sheets 3.3 Check list 3.4 Check list 3.5 Supervisory sheet 3.6 Exit survey at MCH centers</p>	
<p>4. Women's self-empowerment and their status within families are enhanced through their economic participation.</p>	<p>4.1 70% of the loan beneficiaries own and manage the loan project actually as main implementers in the 9 areas by June 2003. 4.2 Self-esteem and self-confidence of the loan beneficiaries increase in the 9 areas by June 2003. 4.3 Loan beneficiaries play a bigger role in decision making on family level by June 2003. 4.4 Attitude toward women improves within their families by June 2003.</p>	<p>4.1 Project's monitoring sheet 4.2 Case study 4.3 Case study 4.4 Case study</p>	
<p>5. Monitoring activities are conducted.</p>	<p>5.1 Progress reports are compiled as scheduled every 3 months. 5.2 Results of the Management Committee are shared with the project members every three months. 5.3 Progress Reports are distributed to all the project members every three months.</p>	<p>5.1 Filing of Progress Reports 5.2 Project record 5.3 Project record</p>	

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<p>6. Capacity of counterparts is strengthened.</p>	<p>6.1 Counterparts become more able to plan and organize activities for themselves.</p> <p>6.2 Counterparts become more able to implement activities for themselves.</p> <p>6.3 Counterparts develop more self-confidence.</p> <p>6.4 Counterparts become more able to solve problems by themselves.</p> <p>6.5 Knowledge and skills in their fields are enhanced.</p>	<p>6.1 Agreed opinion on the counterpart's self-evaluation and observation by respective Japanese partner</p> <p>6.2 Agreed opinion on the counterpart's self-evaluation and observation by respective Japanese partner</p> <p>6.3 Agreed opinion on the counterpart's self-evaluation and observation by respective Japanese partner</p> <p>6.4 Agreed opinion on the counterpart's self-evaluation and observation by respective Japanese partner</p> <p>6.5 Agreed opinion on the counterpart's self-evaluation and observation by respective Japanese partner</p>	
<p>Activities:</p> <p>1.1 Formulate LAC.</p> <p>1.2 Form CST.</p> <p>1.3 Conduct training on PRA.</p> <p>1.4 Conduct a baseline survey including PRA.</p> <p>1.5 Provide all necessary technical training to CST.</p> <p>1.6 Provide all necessary technical training to Facilitators.</p> <p>1.7 Provide all necessary technical training to LCC.</p> <p>1.8 Provide all necessary training to LAC.</p> <p>(2.1 to 2.6 in the follow-up areas)</p> <p>2.1 Identify awareness program strategies, prepare training materials and conduct evaluation.</p> <p>2.2 Conduct awareness training to CST (Gender).</p> <p>2.3 Mobilize community leaders as advocacy.</p> <p>2.4.1 Produce IEC materials, enter-educate, media, etc.</p> <p>2.4.2 Distribute existing and newly produced video and other IEC materials and monitoring their usage.</p> <p>2.5.1 Select and conduct training to awareness seminar facilitators (males and females).</p> <p>2.5.2 Conduct awareness seminars (Males and females).</p> <p>2.6 Conduct home visits.</p> <p>(2.7 to 2.9 at Southern Ghor)</p> <p>2.7 Conduct refreshing training to CST.</p> <p>2.8 Conduct awareness seminars (Male and females).</p> <p>2.9 Conduct home visits</p>	<p>Inputs:</p> <p>Jordan</p> <p>(Personnel)</p> <p>Technical Management Committee: NPC Project Manager NOH Project Manager JOHUD Project Manager</p> <p>Counterpart: Population/IEC FP & RH Community development/Gender/IG</p> <p>Administrative: Secretaries, drivers</p> <p>(Land and facilities)</p> <p>JOHUD: Land, CDC office and utilities, office space and utilities for chief advisor, coordinator, CD/Gender/Income generation expert Office space for IEC expert, RH/FP expert</p> <p>MOH: Space and utilities at Karak MCH, training hall, office space for RH/FP expert in Amman</p>	<p>Japan</p> <p>(Personnel)</p> <p>Long-term expert: Chief advisor/population Coordinator FP and RH (medical)</p> <p>IEC CD/Gender/Income generation Short-term expert Income generation IEC</p> <p>(Machinery and equipment)</p> <p>(Training of Jordanian counterparts)</p>	<ul style="list-style-type: none"> - Severe drought and other climate changes do not occur in the project sites. - Severe goat disease doesn't occur. - There's no severe up/down of the national economy. - Turnover of counterparts doesn't occur. - Women accept male medical staff. - Trained CST, Facilitators, LCC and LAC don't move from the project. - There's no frequent electrical power failure during the awareness w/s.

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<p>3.1 Identify inventory of MCH centers.</p> <p>3.2 Conduct training related to the project objectives.</p> <p>3.4 Conduct PRA.</p> <p>3.7 CST conduct home visit.</p> <p>3.9 Provide monthly statistical report.</p> <p>4.1.1 Formulate LCC at 6 areas in Karak and recognize at three in Southern Gohr.</p> <p>4.1.2 Conduct training related to small business and loan scheme for LCC.</p> <p>4.1.3 Train LCC members on OJT basis.</p> <p>4.2 Establish revolving fund system.</p> <p>4.3.1 Conduct needs survey of the local people through PRA</p> <p>4.3.2 Identify and select the new income generation projects.</p> <p>4.3.3 Conduct basic small business training for candidate beneficiaries and beneficiaries.</p> <p>4.3.4 Select beneficiaries.</p> <p>4.3.5 Conduct technical training for beneficiaries.</p> <p>4.3.6 Provide materials related to income generation projects</p> <p>4.3.7 Follow-up and monitoring on materials and beneficiaries</p> <p>5.1 Establish a monitoring system.</p> <p>5.2 Monitor project activities on a regular basis.</p> <p>5.3 Conduct outcome evaluation at the end of the project.</p> <p>5.4 Share projects outputs on the national level.</p> <p>6.1 Conduct on-the-job training by Japanese experts.</p> <p>6.2 Conduct seminars to the counterparts.</p> <p>6.3 Dispatch counterparts to Japan.</p> <p>6.4 Conduct technical exchange outside Jordan (not in Japan).</p>		<p>Pre-conditions:</p> <ul style="list-style-type: none"> - Full-commitment of all stakeholders is secured. - Religious and social leaders do not oppose to FP and enhancement of women's economic activities.
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Notes:

1. 3.3, 3.4 and 3.5 were deleted due to the duplication with PHCI Project (USAID).
2. 3.8 was deleted due to the duplication with MOH's activities.
3. "New user" was suggested to define during the w/s that women who start a new contraceptive method and switch from one method to another.
4. "Dropout" was suggested to define during the w/s that women who have received condoms, pills, injectables, and IUD but not come back within 2 months, 2 months, 4 months, and 5 years, respectively.

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Abbreviations:

- NPC : National Population Commission
- JOHUD : Jordanian Hashemite Fund for Human Development
- MOH : Ministry of Health
- CST : Community Support Team
- LCC : Local Credit Committee
- LAC : Local Advisory Committee
- IEC : Information, Education and Communication
- IG : income generation
- FP : family planning
- W/S : workshop
- RH : reproductive health

Activity	Monitoring activities are conducted	Year												Project	Naha	Sato/Magihara	
		1	2	3	4	5	6	7	8	9	10	11	12				
2-1 Establish a monitoring system																	
2-2 Monitor project activities on a regular basis																	
2-3 Conduct outcome evaluation at the end of the project																	
2-4 Share projects outputs on the national level																	
2-5 Conduct on-the-job training by Japanese experts																	
2-6 Conduct seminars to the counterparts	Capacity of counterparts is strengthened																
2-7 Dispatch counterparts to Japan																	
2-8 Conduct technical exchange outside Jordan (Not in Japan)																	

2-3, 2-4 and 2-5 were deleted due to the duplication with PHCI Project (USAID)

2-8 was deleted because MDH already has counseling lile.

Each x indicates actual implementation of the activity.

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