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**OPERATIONS AND MAINTENANCE
TRAINING PROJECT**

ANNUAL PROGRESS REPORT – YEAR 2

OCTOBER 2009 - SEPTEMBER 2010

(QUARTERLY PROGRESS REPORT 10

JULY – SEPTEMBER 2010)

USAID OPERATIONS AND MAINTENANCE TRAINING PROJECT

FINAL VERSION

October 2010

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Contract No. EPP-I-00-04-00020-00

Prepared by Chemonics International Inc.

The author's views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

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JORDAN/OMT PROJECT: YEAR 2 HIGHLIGHTS

OMT Project Achieves Key Institutional and Training Milestones

At the conclusion of Year 2, the OMT project has achieved all major milestones in support of establishing the Jordan Water and Wastewater Operator Certification and Training Program as set out in the approved Work Plan – Year 2. This section of the OMT annual report summarizes achievement of the critical goals recognized as essential to the effective institutional capacity building and training development planned through Year 2.

Certification Policy for Operators in the Water and Wastewater Sector – As a result of an extensive interactive development process initiated in Year 1 and requiring numerous sessions, workshops and meetings, the Policy Framework for Certification of Operators in the Water and Wastewater Sector was finalized by the OMT project steering committee in March 2009.

The policy document is linked to Law 46/2008 establishing the Center for Accreditation and Quality Assurance and derived from the associated regulation being prepared by the Employment, Technical and Vocational Education and Training (E-TVET) Council chaired by the Minister of Labour.

The certification policy takes a comprehensive approach and seeks to define all major guidelines required to implement, operate and sustain the Water and Wastewater Operator Certification Program in Jordan.

The final version has been submitted for review and agreement by the Center for Accreditation and Quality Assurance and will be presented to the Water and Wastewater Services Sector Team (WWSST) in October 2010. On the basis of the policy framework, the certification program will be implemented as a pilot and results will be used as a model for other sectors seeking to establish certification of personnel.



Institutional Framework Certification Program - A key goal of the first year of the OMT project was to determine the institutional framework of Jordanian organizations required to implement and sustain the operator certification and training program. After defining the required framework, roles were proposed to appropriate partners within the evolving Jordanian institutional environment. It was fortunately discovered that various other certification-related initiatives were underway that offered appropriate institutional synergies.

Throughout the first year, the OMT project coordinated discussions that led to the identification of all key institutional partners necessary to effectively populate the certification program institutional framework as follows:

- Certification Body – Accreditation and Quality Assurance Center (AQAC)
- Water Sector Board of Certification – Water and Wastewater Services Sector Team (WWSST) composition as defined in the Policy Framework and described below
- Program Administrator – Al Balqa Applied University (BAU)
- Training Providers (pilot phase) – Miyahuna and Aqaba Water Companies
- Regional Training Marketer – ACWUA (Arab Countries' Water Utilities Association) and Al Balqa Applied University

All institutional partners had “agreed in principle” to actively commit to the successful and sustainable implementation of the operator certification program.

Observational Study Tour for Key Institutional Partners - From 17 to 25 October 2009, the OMT Project carried out its first Observational Study Tour (OST) for a group of 6 Jordanians representing key institutional partners. This OST introduced these hands-on participants to the day-to-day management and operation of a successful operator certification program. Delaware Technical and Community College, which has been an important contributor to the OMT project, was the primary site for this OST and used its own Environmental Training Center to demonstrate the functions of a successful certification program administrator and training provider.

In addition, the OST participants visited the regional offices of Environmental Protection Agency (EPA), which acts as the federal regulator, the Delaware Water and the Wastewater Certification Boards, and treatment facilities where participants could interact with certified operators.



OST Group visiting Delaware Technical and Community College



OST Group visiting Cool Spring Reservoir Plaza in Wilmington, DE

Water and Wastewater Services Sector Team (WWSST) – Within the institutional structure of the Jordan operator program, the Accreditation and Quality Assurance Center (AQAC) serves as the Certification Body and the Water and Wastewater Services Sector Team (WWSST) fulfills the role of the Board of Certification. On 19 May 2010, OMT conducted an orientation to kick-off the WWSST established under the auspices of the AQAC of the Employment, Technical and Vocational Education and Training Council (E-TVET) and the Ministry of Labour.

As per the recommended composition of the Board of Certification included in the Draft Certification Policy Framework, the WWSST has representatives from the sector and related entities as follows:

- Ministry of Water & Irrigation/Water Authority of Jordan
- Ministry of Environment
- Public water companies
- Jordan Environment Society
- Private water bottling company
- Certified operator
- W/WW experts from Jordanian universities
- Vocational Training Corporation
- Private engineering company.



The WWSST officially convened in July 2010, selected the Team Leader (chairperson) and is now meeting monthly. Convening of the WWSST is a major achievement for OMT in its efforts to encourage the full implementation of the institutional structure required to support and sustain the Jordan operator certification program. The primary functions of the team are:

- Studying and identifying occupations within the sector in conformity with the latest developments in the labor market
- Classifying work with the relevant occupational levels in the sector
- Preparing occupational profiles and standards
- Formulating, implementing, controlling and evaluating the certification program strategy, scheme, policies, standards and results
- Developing operating instructions and procedures
- Overseeing a defensible testing process
- Establishing affiliations with international standards and certification bodies, and
- Developing recommendations to the E-TVET Council in the general framework of policies related to Water and Wastewater Services Sector.

The WWSST is an important indicator of the level of commitment and buy-in that the Jordan Water and Wastewater Operator Certification and Training Program has secured from key local stakeholders. The WWSST will give legitimacy to the program and provide the leadership, planning, and decision-making necessary to ensure that the program adheres to the highest standards of operator training, fair and reliable testing and professional ethics.

OMT is implementing a Capacity Building Action Plan for the WWSST and institutional partners. OMT will work closely with the WWSST to review and develop its policies, standards, plans, organization, staff, systems and procedures. Review of the initial Fee Structure - Financial Analysis, completed in September 2010 with data from the designated program administrator - Al Balqa' Applied University, is an upcoming, high-priority action under this review process. An accurate and reasonable fee structure for full cost recovery of operating expenses will ensure the long-term sustainability of the Jordan operator certification program.

Standard Operations and Maintenance Procedures (SOMP) and Baseline Data –

In Year 1, OMT collected a comprehensive set of water and wastewater treatment SOMPs and best practices to be used reference material to determine training needs and support course development. In addition, OMT completed a descriptive report of all major water and wastewater treatment plants that are owned by the government of Jordan including a process layout of the plant, a breakdown of plant personnel, and, details of the plant volume, process, facilities and laboratory. Personnel data is being used to determine demand for certification training and testing as well as for planning the financial sustainability of the certification program. Facility data will be used to categorize plants and ensure that appropriate training is offered to each facility.

Water and Wastewater Curriculum Outlines - During Year 1, training development activities ran concurrently with efforts on the policy and institutional track. Utilizing the SOMPs and baseline data, detailed curriculum outlines were designed for all levels of pilot water and wastewater operator certification programs, including course objectives, content, and durations.

Curriculum outlines were based on the program conducted by Delaware Technical and Community College, the Waster/Wastewater Operators' Need-To-Know as defined by the Association of Boards of Certification (ABC), and valuable input from advisory committees of local Jordanian subject matter experts and Dr. Ken Kerri. In Year 2, course development and pilot training was implemented in support of the water and wastewater curriculum outlines.

Wastewater Operator Level 1 (WW/L1) – On 7 April 2010, OMT conducted an orientation workshop in Aqaba to update all key institutional partners and stakeholders and set the stage for the pilot implementation at the Aqaba Water Company (AWC) of the WW/L1 curriculum.



Eng. Yasser Hanaqta, AWC Wastewater Manager remarked that, "In addition to technically qualifying our operators, this certification program is developing a career-path for all of us. The top management of AWC is very pleased with the progress of this training, and the opportunity of being the first to be trained in Jordan."

The WW/L1 training package - the first set of customized materials produced by the project – includes all required Arabic trainee, trainer, test, and visual aid materials. It was prepared by skilled local developers coached by the OMT project in adherence with the approved Wastewater Operator Curriculum Outline based on the Delaware Technical and Community College (DTCC) model; the OMT Master Training Plan; and, the standards for training materials established by the project. WW/L1 includes the following modules adapted from the California State University at Sacramento (CSUS) operator training materials with agreement from the CSUS Office of Water Programs (OWP):

- The Wastewater Treatment Operator
- Why Treat Waste?
- Wastewater Treatment Facilities
- Racks, Screens and Grit Removal
- Sedimentation and Flotation
- Waste Treatment Ponds
- Activated Sludge
- Disinfection and Chlorination
- Sludge Digestion and Solids Handling
- Reuse of Treated Effluent
- Laboratory and Basic Chemistry
- Maintenance
- Plant Safety

In describing the program, Eng. Mohammad Al-Mahameed, Ma'an WWT Plant Manager stated, "It is good to get the knowledge in a comprehensive way. I mean from A to Z."

The pilot training and testing for 16 AWC engineers, technicians, operators and supervisors was completed in August 2010. Eng. Ziad Ta'ani/AWC, holder of a US Association of Boards of Certification (ABC) wastewater treatment plant operator

credential, successfully completed a Training of Trainers (TOT) program conducted by OMT and was qualified as the trainer for the WW/L1 pilot. Dr. Ziad Abu-Hamattah/BAU administered the final WW/L1 certification exam ensuring secure and confidential grading, statistical analysis and reporting.



WWTO Level 1 Pilot Training. Pre-Post Test Session. Aqaba WWTP. May, 2010. Trainer: Eng. Ziad Ta'ani, Trainees (from right to left): Eng. Mohammad Mahameed, Ahmad Al-Hanaqta, Yazan Al-Ambosee, Hassan Al-Saied, Eng. Kholod Al-Ja'afreh, Ahmad Abu-Somaqa, and Esmael Shawqee.

WW/L1 – Edition 1 was finalized based on a comprehensive evaluation of the content and quality of the entire pilot training activity including the materials, trainer performance, coordination and logistics was conducted using standardized data collection forms and methods. Input collected from the trainees, trainer and quality observers was reviewed and the materials will be revised as necessary. The final version of WW/L1 will be submitted to the WWSST and OMT will assist the team in the national roll-out of the formal training program.

Water Operator Level 1 (W/L1) – Upon completing the WW/L1 materials, OMT developers moved on to the development of W/L1 materials to be piloted at the Zai water treatment plant of the Amman Water Company/Miyahuna in Quarter 11. This package is also being developed according to the approved Water Operator Curriculum Outline, the updated OMT Master Training Plan, and, the standards for training materials established by the project. W/L1 includes the following modules adapted from the California State University at Sacramento (CSUS) operator training materials:

- The Water Treatment Operator
- Treatment Plant Operation
- Safety
- Water Sources and Intake Structures
- Coagulation, Flocculation & Sedimentation
- Filtration
- Disinfection
- Laboratory Test and Procedures
- Process Wastes
- Reverse Osmosis
- Taste and Odor
- Iron and Manganese Control
- Corrosion Control
- Water Softening
- Water Treatment Plant Management

Training Impact Assessment (TIA) – In addition to the Training Evaluation to determine the quality of the training products and delivery, the OMT project also designed a trial TIA approach as part of the pilot training implementation.

The purpose of the TIA is to monitor and report changes and improvements in Operation and Maintenance (O&M) performance at Jordanian plants that can be attributed to the operator certification and training program. The TIA was emphasized at the AWC event in April 2010 and will be a key function of the W/WSST. The TIA includes a set of quantitative performance indicators, and opinion-based surveys and interviews to be completed by trainees and supervisors prior to training to establish a baseline for later post-training comparisons at a particular site.

These instruments will be utilized and refined as part of all pilot training. One key aspect of the assessment focuses on determining the degree to which an enabling environment has been established at a facility to gain the greatest performance benefit from the application of new knowledge and skills acquired during the training. The first in a series of Training Impact Assessment Reports was completed in Quarter 10.

Promoting the Jordan Operator Certification Program – Throughout Year 2, OMT has been actively promoting the Jordan Operator Certification and Training Program at regional and international water conferences. During Year 2, OMT presented on the development of the Jordan Operator Certification Program at the following conferences:

- Association of Boards of Certification (ABC); Florida, USA, January 2010
- ACWUA Non-Revenue Water; Rabat, Morocco, January 2010
- Sustainable Water Supply and Sanitation; Cairo, Egypt, July 2010
- International Water Association (IWA) Conference; Montreal, Canada, September 2010

To further promote the Jordan Operator Certification Program, OMT has proposed presentations at the following upcoming conferences:

- ACWUA – Arab Water Week, Jordan, December 2010; abstract submitted entitled: Operator Certification Results in Improved Operations and Cost Efficiency. (Acceptance pending)
- ABC Conference; Phoenix, Arizona, January 2011; abstract submitted entitled: Measuring the Difference – Jordan's Training and Certification Impact Assessment Program. (Accepted)
- IWA – Specialist Group for Efficient Urban Water Management, March 2011; abstract submitted entitled: Jordan Operators Training for Water Efficiency. (Acceptance pending)

OMT has also designed forms to collect training needs from members of the ACWUA Capacity Building Working Group. This market research will be used to prepare marketing plans later in Year 3. With the availability of concrete training products (WW/L1; W/L1) to promote the Jordan Operator Training and Certification Program, in Year 3 OMT will continue to coordinate with USAID to pursue markets in countries where USAID has active water programs including Egypt, Iraq, Lebanon, West Bank/Gaza, Morocco and Yemen.

KEY OMT PROJECT STAKEHOLDERS THROUGH YEAR 2

As a sectoral activity, the OMT Project has implemented a highly inclusive process to engage key governmental, private, and professional institutions. A summary of key stakeholders through Year 2 is shown below.

- USAID
- OMT Project Steering Committee.
- Ministry of Water and Irrigation.
- Water Authority of Jordan.
- Jordan Water Company (Miyahuna).
- Aqaba Water Company.
- Yarmouk Water Company (formerly Northern Governorates Water Administration).
- Employment, Technical and Vocational Education and Training Council (E-TVET).
- E-TVET Council – Center for Accreditation and Quality Assurance (AQA Center).
- Vocational Training Corporation (VTC).
- Water/Wastewater Services Sector Team (WWSST; acting Board)
- Al-Balqa' Applied University.
- Arab Countries Water Utilities Association (ACUWA).
- Wadi Ma'in Zara Mujib Treatment Plant /Miyahuna Water Company.
- Samra Wastewater Treatment Plant.
- Zai Water Treatment Plant/Miyahuna Water Company.
- National Institute for Training of Trainers.
- Jordan Engineers Association (JEA).
- European Community (EU).
- GTZ/HRM Project.
- IDARA Project.
- Economic Opportunities for Jordanian Youth (INJAZ) Program.
- Office of Water Programs, California State University at Sacramento (CSUS).

MAJOR MEETINGS – QUARTER 10 (JULY – SEPTEMBER 2010)

Al Balqa' Applied University (BAU)

- 17 July – Meeting with the Dr. Abu-Hamatteh/Director of the Consultation, Studies, and Training Center, and, Dr. Bassim Abbassi/ Professor-College of Engineering, regarding the Fee structure financial analysis study.

Aqaba Water Co.

- 14 & 15 July – On-site interviews with Aqaba Wastewater Treatment Plant supervisors and operators to collect post training data for the Training Impact Assessment.
- 14 & 15 July - Conducting an overview of the Wastewater Operator-Level 1 training materials with all of the AWC pilot trainees.
- 27 & 28 – Conducting a comprehensive review of the WWTO - L 1 training materials with the presence of Trainer, two selected trainees, training material Developers, Subject Matter Expert, Testing Specialist, and the USAID-COTR of the OMT, Dr. Aiman Bani-Hani.

Arab Countries Water Utilities Association

- 1 & 4 August – OMT team including Component 3 Leader, Nancy Barnes met with Eng Khaldon Khashman/ACWUA Secretary General (SG), and Mustafa Nasereddin/ACWUA Director of Programs and Technical Services to discuss training needs/marketing survey to be distributed to the Capacity Building Working Group.

Jordan Water Company/ Miyahuna

- 16 August - Meeting with the Acting CEO of Miyahuna, WAJ SG, Eng. Munir Oweis, and the Acting Production & Quality Director, Eng. Haitham Kilani, with the presence of USAID-COTR of the OMT, Dr. Aiman Bani-Hani to discuss plans for the Water Treatment Operators – Level 1 pilot training. Eng. Munir Oweis approved the implementation of the Water Operator – Level 1 pilot training for a number of Zai Water Treatment Plant/Miyahuna Water Company operators, and naming Eng. Haitham Kilani as the contact person.

Center for Accreditation and Quality Assurance

- 26 September – At the request of the AQAC Director, OMT attended a meeting of the VTC Master Plumber Technical Committee.
- 27 September – Receiving Dr. Sergij Gabrascek, a Testing Specialist funded by the European Training Foundation for an assignment targeting AQAC.

Water & Wastewater Services Sector Team

- 8 July – Convening the first meeting of the WWSST which covered the purpose of the group and the selection of Chairperson, Eng. Abdelrahman Omari.
- 21 July – OMT met with the WWSST Chairperson to discuss the relationship between the project and the team.

- 9 August – Convening the second meeting of the WWSST at which the objective and roles of the Team were discussed and agreed. In addition, the OMT Director gave a short presentation on the draft Certification Policy, which was developed by the project.
- 22 September – Convening the third WWSST meeting at which the National Qualification Framework was presented by the AQAC Director and discussed by all members. Dr. Aiman Bani-Hani/USAID-COTR for OMT also attended.

USAID

- 30 September – USAID Partners' meeting, where the OMT collaboration with other USAID funded projects was highlighted during the discussion session. OMT shared that it has been collaborating with the completed Wadi Ma'in, Zara and Mujib Treatment and Conveyance Project, the current IDARA - Instituting Water Demand Management in Jordan (master plumbing certification) Project, and, the Water & Wastewater Sector Support/Egypt, and Water Policy and Regulatory Reform/Egypt.

KEY ACTIVITIES PLANNED FOR QUARTER 11 (OCT – DEC 2010)

OMT has summarized key activities planned for Quarter 11 below based on the OMT Project Work Plan – Year 3. Please refer to Annex B for the full set of planned tasks and subtasks for the next quarter presented in the updated work plan.

Quarter 11 Activities:

Component 1 – Certification Policy, Institutional Strengthening, and Capacity Building

- Facilitate development of certification and training regulations with the Accreditation and Quality Assurance Center (AQAC).
- Convene planned meetings of the Water/Wastewater Sector Services Team (WWSST) to review/revise the draft certification policy for submission to the AQAC for approval. Initiate discussion and development of related procedures. Discuss and draft formal agreements between the WWSST and institutional partners (AQAC; BAU; ACWUA; AWC; and Miyahuna).
- Continue implementation of the Capacity Building Action Plan emphasizing integration and utilizing the administrative, finance and information systems already available at Al Balqa' Applied University.
- Complete the financial analysis to determine a fee structure for the full cost recovery and sustainability requirements of the Jordan certification program. Share results and build willingness-to-pay consensus with MWI/WAJ and water companies (AWC; and Miyahuna).

Component 2 – Training Development

- Complete Wastewater Operator Certification Course and Tests - Level 1 (WW/L1) Edition 1; Deliver to WWSST for national roll-out.
- Conduct management and operator orientation at Miyahuna to familiarize staff with the Operator Training and Certification Program and the plans for the W/L1 pilot.
- Implement pilot W/L1 course and tests at Zai Water Treatment Plant, evaluate and revise as required.
- Complete W/L1 - Edition 1; Deliver to WWSST for national roll-out.
- Issue Letters of Completion and Achievement to AWC and Miyahuna trainees who attended the pilot training (WW/L1 and W/L1).

Component 3 – Commercialization, Regional Marketing and Sustainability

- Continue to implement marketing strategy for ACWUA member countries
- Support market research, marketing and business planning approaches with Al Balqa' Applied University and ACWUA.
- Coordinate with regional contacts (ACWUA capacity Building Working Group) to receive completed Training Needs Assessment forms.

Component 4 – Performance Impacts on Improved Operations and Maintenance

- Report on application of initial set of training impact assessment performance indicators, questionnaires and interviews at the AWC WWL1 and the Miyahuna WL1 pilot.
- Draft TIA procedures based on pilot experience.

FINANCIAL SUMMARY

The financial table below reflects the funding levels based on the current obligated and total contract funding.

General Financial Summary	
Current Obligated Funding	\$4,000,000
Total Contract Amount	\$4,945, 691
Expenditures for July through September 2010*	\$227,154*
Cumulative Expenditures through September 2010*	\$2,858,474*
Remaining Unexpended Balance – Obligated Funds	\$1,141,526
Remaining Unexpended Balance – Contract Total	\$2,087,217

*September 2010 figures are estimates

OMT PERFORMANCE MONITORING PLAN: RESULTS THROUGH YEAR 2

This section provides a quarterly update of progress in defining PMP targets and achieving results.

*The OMT Project applies the Instructional Systems Design (ISD) approach to all steps in the process of delivering training. ISD is a five-stage: Analysis, Design, Development, Implementation, and Evaluation. The OMT PMP and Work Plan utilize ISD concepts and terminology to add precision, especially to indicators and targets.

Table 1.1: OMT Project Performance Monitoring Plan - Targets and Results – Component 1					
Milestone and Performance/ Impact Indicator	Definition	Disaggregation	Year	Target	Results
SO 8: ENHANCED INTEGRATED WATER RESOURCES MANAGEMENT					
Program Goal (PG): Improved performance of water and wastewater treatment plant operations through the establishment of a sustainable optimized certification and training system for sector employees in Jordan					
PIR 1: Policy/Regulatory Environment Strengthened to Support Standardized Training and Certification					
Indicator 1.1: Protocols implemented for linking standard O&M procedures to training materials development	Comprehensive ‘need-to-know ‘ criteria determined and implemented for major water and wastewater treatment processes	• WTP*	1	Submitted	Complete
		• WWTP*			
KRA 1.1: Knowledge and application of best practices for water and wastewater facilities O&M increased					
Indicator 1.1.1: Standard O&M procedures (SOMP) completed for current water and wastewater treatment operations	A complete set of water and wastewater treatment SOMPs were collected based on the ABC need-to-know criteria. These are available in hard-copy and electronic versions. Electronic versions have been provided to the Water Information Center/ WAJ library.	• WTP	1	N.A.	Complete
		• WWTP			
Indicator 1.1.2: Number of utilities applying standard O&M procedures (linked to implementation of certification training)	Number of utilities adopting the use of standard O&M procedures as regular practice (OMT/USAID in conjunction with SOMP/GTZ).	• WTP	2, 3	TBD	On-going
		• WWTP			

* WTP & WWTP – Results reported by group and by plant

KRA 1.2: Improved policies and regulations establishing certification requirements					
Milestone 1.2.1: Certification policy and regulation documents drafted	Draft version for stakeholder final review complete	N.A.	1	Submitted	Complete
Milestone 1.2.2: Certification policy and regulations finalized with counterparts (e.g. WAJ, if appropriate)	Final version submitted incorporating written Steering Committee comments and items raised by Dr. Ken Kerri.	N.A.	1	Submitted	Complete
Milestone 1.2.3: Final version of certification policy and regulations presented to appropriate decision-makers for approval	Pilot version submitted to Accreditation and Quality Assurance Center (AQAC)/E-TVET Council for review and approval. This approval will constitute the formal accreditation of the W/WW Operator Certification Program.	N.A.	3	Submitted	On-going
KRA 1.3: Capacity of local institutions involved in certification program strengthened					
Milestone 1.3.1: Board of certification created	OMT Steering Committee created as temporary BOC. Water/Wastewater Sector Services Team (W/WWSSST) formed by AQAC/E-TVET Council with responsibilities of BOC in March 2010. W/WWSSST convened on 19 May 2010 and meeting monthly.	N.A.	1	Submitted	Complete
Milestone 1.3.2: Certification standards, training program, and tests developed and implemented	Water and wastewater operator curriculum outlines - Complete. Wastewater Level 1 course and tests – Edition 1 Complete. Pilot version Water Level 1 course and tests – Underway.	N.A.	2, 3	Submitted	On-going

Table 1.2: OMT Project Performance Monitoring Plan - Targets and Results – Component 2					
Milestone and Performance/ Impact Indicator	Definition	Disaggregation	Year	Target	Results
PIR 2: Quality of Training Provided for O&M of Water and Wastewater Treatment Facilities Optimized					
Indicator 2.1: Improvement in O&M knowledge from certification training courses	Percentage of trainees demonstrating acquisition of new learning as measured by results of Training Impact Assessment for pilot programs.	• WTP	2 to 5	TBD by BOC	Detailed WW/L1 results available in TIA - Report 1.
		• WWTP			
Indicator 2.2: Number of water/wastewater sector employees passing certification tests	Number of trainees passing certification tests stated as a percentage of the total number of trainees taking the test	• Gender	2 to 5	TBD by BOC	Detailed WW/L1 results available in Testing - Report 1.
		• WTP			
		• WWTP			
KRA 2.1: Training materials improved to reflect best practices and certification requirements					
Indicator 2.1.1: Number of certification curricula/programs designed (curriculum outlines)	Eight curricula/programs designed (four levels each for Water & Wastewater Treatment) based on identified training needs derived from SOMPs, Best Practices, DTCC and CSUS programs. Pilot courses will be developed according to these outlines. (Curriculum outlines may be revised based on pilot training results.)	• WTP	1, 2	W & WW Curriculum Outlines - 8 (Draft)	WW Outline – Complete W Outline – Complete
		• WWTP			
Indicator 2.1.2: Number of certification courses developed as per curricula designs	Number of certification courses for which training materials are developed – WW/L1 Edition 1 complete; W Level 1 underway.	• WTP	2, 3	• W/L1 • WW/L1	• On-going • Complete
		• WWTP			
KRA 2.2: Training skills of trainers improved (training provider personnel)					
Indicator 2.2.1: Number of qualified trainers who have passed the training-of-trainer program and are working for training providers	Number of qualified trainers working for training providers passing the training-of-trainer program (TOT Coaching Group 1 conducted in May 2010 for pilot WW and W trainers holding ABC credentials. 1 WW/AWC; 1 W/Miyahuna)	• Gender: 2 M	2, 3	TBD by BOC	1 Certified WW Trainer 1 Certified Water Trainer
		• WTP: 1			
		• WWTP: 1			

Table 1.3: OMT Project Performance Monitoring Plan - Targets and Results – Component 3					
Milestone and Performance/ Impact Indicator	Definition	Disaggregation	Year	Target	Results
PIR 3: Water Sector Training Strengthened by Operating on Sustainable Commercial Principles					
Indicator 3.1: Revenue collected by the Regional Training Marketer (RTM)	Total amount of certification-related training fees collected by RTM stated as percentage of actual operating costs (Preliminary financial analysis including fee structure completed in Quarter 10.)	<ul style="list-style-type: none"> WTP WWTP 	3, 4, 5	TBD by BOC	
Indicator 3.2: Revenue collected by certification body	Total amount of certification fees collected by certification body stated as percentage of actual operating costs (Preliminary financial analysis including fee structure completed in Quarter 10.)	<ul style="list-style-type: none"> WTP WWTP 	3, 4, 5	TBD by BOC	
KRA 3.1: Expanded availability of high quality training programs					
Indicator 3.1.1: Number of trainees completing certification training	Number of employees trained from Jordan and neighboring countries receiving certified O&M training in Jordan	<ul style="list-style-type: none"> Country: Jordan Gender WTP WWTP: 15 	2 to 5	TBD by BOC	See Annex C Participant Training Breakdown
Indicator 3.1.2: Number of certification courses offered	Number of certification-related courses provided to Jordanians and trainees from neighboring countries (Pilot training to begin in Quarter 6)	<ul style="list-style-type: none"> Operator level WT WWT:1 Jordan Country Provider 	2 to 5	TBD	WW/L1 Pilot/Jordan Aqaba Water Company
KRA 3.2: Institutional capability to respond to regional training demand enhanced					
Milestone 3.2.1: Regional marketing organizational affiliations identified	Commitment from ACWUA (with support from Al Balqa' Applied University) to assume regional marketing role.	N.A.	2	Agreement Documented	Complete
Milestone 3.2.2: Marketing Organizations established	MOU with Al Balqa' Applied University amended to include a marketing role. ACWUA Board of Directors has agreed to participate with the marketing activities of the Jordan Operator Certification and Training Program.	N.A.	3	MOU	Complete

Table 1.4: OMT Project Performance Monitoring Plan - Targets and Result – Component 4					
Milestone and Performance/ Impact Indicator	Definition	Disaggregation	Year	Target	Results
PIR 4: Water and Wastewater Treatment Facilities Performance Enhanced					
KRA 4.1: Institutional and sectoral capacities to measure training impacts improved					
Milestone 4.1.1: Certification Program Performance Management System (PMS)/Training Impact Assessment (TIA) established	A monitoring, evaluation and follow-up system to collect and analyze field data for indicators that measure O&M performance improvements attributable to certification training.	<ul style="list-style-type: none">• WTP	2 to 5	Submission	On-going
	Initial baseline performance indicators; questionnaires and interviews implemented at WW/L1 AWC pilot/April 2010. For details, see OMT TIA - Report 1	<ul style="list-style-type: none">• WWTP			
KRA 4.2: Operation and Maintenance at Water Treatment Facilities Improved					
Indicator 4.2.1: O&M performance improved as demonstrated by specific quantifiable measures	A set of reliable transparent indicators to assess training impact on O&M performance. An initial set was implemented for the WW/L1 pilot at AWC. For details, see OMT TIA Report 1	<ul style="list-style-type: none">• WTP• WWTP	2 to 5	TBD by BOC	On-going

SUMMARY OF PROJECT YEAR 1 & 2 ACTIVITIES (THROUGH SEPTEMBER 2010)

Table 2: Summary of OMT Project Activities through Quarter 10 (July 2010 – September 2010)				
Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
Reporting				
1. Work Plan		Year 1; Year 2	Complete	1. Submitted to USAID
2. PMP		Year 1; Year 2	Complete	2. Submitted to USAID
I. Policy and Regulator Environment Strengthened to Support Standardized Training and Certification (PIR 1)				
1.1.		1. Knowledge/Application of Best Practices for Water/Wastewater O&M Increased (KRA 1.1)	Complete	1. Collection of appropriate SOMP was completed in Year 1. These are being used as the basis for the need-to-know assessment
		2. Assess standard O&M procedures	Complete	2. A team of OMT engineers was engaged in collecting, evaluating and selecting SOMP from US, international and Jordanian sources to serve as a basis for determining the 'need-to-know' criteria for water/wastewater operator training programs. This activity has resulted in a comprehensive set of SOMP reference materials which will be made available to the Water Information Center/WAJ. OMT drafted the SOMP protocol between USAID/OMT and GTZ/TRM for review and signature. GTZ has taken the responsibility to coordinate and conclude this agreement.
		3. Develop standard O&M procedures	Complete	As a result of finalizing water and wastewater curriculum outlines, a limited number of new SOMP were identified for development based on technologies in use in Jordan. Analysis of training needs to design the W/WW curriculum outlines was completed

Table 2: Summary of OMT Project Activities through Quarter 10 (July 2010 – September 2010)

Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
		4. Validate and approve standard O&M procedures	N/A	
		5. Analyze training needs from standard O&M procedures	Complete	
1.2.	Improved Policies/Regulations Establishing Certification Requirements (KRA 1.2)	1. Strategy Agreement*	Complete	<p>1.a OMT facilitated numerous meetings to focus attention and gather inputs from concerned project and donor representatives on specific certification policy issue. Results were documented in meeting reports. The reports will be used as a departure point for policy development activities planned for the coming quarter.</p> <p>1.b In October 2008, OMT secured Dr. Rabab Al Tal to provide legal services and conduct a comprehensive review of the prevailing laws associated with the certification policy and program.</p>
		2. Consolidate government structure for certification	Complete	<p>2. Significant effort was dedicated to identifying an accurate appropriate institutional framework for the envisioned certification program roles and functions. A series of contacts was initiated with external stakeholders during the quarter as reported in the Major Meetings section above. Key among these has been the on-going sessions with the Ministry of Labour.</p> <p><u>Illustration 1. Water/Wastewater Operator Certification Program – Institutional Framework</u> presents the final organizational arrangements to consolidate the government structure for certification.</p>

Table 2: Summary of OMT Project Activities through Quarter 10 (July 2010 – September 2010)

Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
		3. Design of certification scheme	Complete	MOUs to obtain the commitment of the E-TVET Council/ Accreditation and Quality Assurance Center; Al Balqa' Applied University; and, ACWUA have been concluded.
		4. Develop certification policy document for approval	Underway	<p>3. The final version of the <u>Policy Framework for the Certification of Operators in the Water Sector</u> was completed in March 2009. This document includes the design of the certification scheme.</p> <p>4. The final/pilot version of the <u>Policy Framework for the Certification of Operators in the Water Sector</u> was submitted to the E-TVET Council and the Accreditation and Quality Assurance Center (AQAC) for review and comment. In Quarter 5, the E-TVET Council/Minister of Labour formally agreed to partner with OMT and the W/WW operator certification program.</p> <p>During Quarter 6, numerous meetings were held with AQAC covering the policy framework, creation of the board, and, the AQAC regulation.</p> <p>Agreement from the AQAC to use the policy framework on a pilot basis was received in Quarter 7.</p> <p>Discussion continued with the AQAC in Quarter 8 focusing on the sections of the policy framework concerned with establishment of the BOC. In March 2010, the AQAC approved the establishment of the Water/Wastewater Services Sector Team to act as the BOC on an interim basis.</p>

Table 2: Summary of OMT Project Activities through Quarter 10 (July 2010 – September 2010)

Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
				The WWSST began meeting in Quarter 8. Review of the policy is a top priority. In Year 3, the policy will be revised as required and submitted to the AQAC for approval. This approval will constitute the accreditation of the W/WW Operator Certification Program.
1.3	Capacity of Local Institutions Involved in Certification Program Strengthened (KRA 1.3)	<p>1. Identification of an organization to serve as <u>Certification Body</u> and training of employees involved in O&M training.</p> <p>2. Build capacity of the Water/Wastewater Services Sector Team (W/WSST) serving as interim <u>Board of Certification</u> (BOC).</p>	<p>Complete</p> <p>Underway</p>	<p>1. As shown in Illustration 1, the new Accreditation and Quality Assurance Center (AQAC) being created under the reform of the Ministry of Labour has been secured as the Certification Body with authority to issue certificates for the W/WW Operator Certification Program.</p> <p>An MOU to designate the Center as the certification body within the institutional framework was signed in Quarter 5 by the E-TVET Council/Minister of Labour.</p> <p>2. At the first OMT steering committee meeting in August 2008, it was agreed that the committee would serve as the BOC until a formal board could be established. This approach will allowed decision-making for the certification scheme and policy to proceed without undue complication.</p> <p>The draft <u>Policy Framework for the Certification of Operators in the Water Sector</u> includes the composition of the Board. When the policy framework is approved by the center, the Board will be officially established in accordance with the final composition.</p> <p>During Quarters 6 and 7, OMT developed an extensive 2-year Capacity Building Action Plan (CBAP) covering the needs of all key institutional partners. CBAP</p>

Table 2: Summary of OMT Project Activities through Quarter 10 (July 2010 – September 2010)

Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
				<p>implementation is underway with current emphasis on defining the roles and responsibilities of each partner institution.</p> <p>During Quarter 7, in October 2009, OMT successfully conducted an Observational Study Tour (OST) to Delaware, USA for representatives from institutional partners to familiarize them with a fully functioning certification and training program. A combined report of the DTCC activities and the OST was delivered to USAID.</p> <p>In Quarter 7, AQAC agreed to formation of a Water Group/Team to act as an interim board for the period of the pilot. Group members were identified in Quarter 8.</p> <p>During Quarter 8, financial analysis to determine the fee structure of the certification and training program was initiated based on the operating costs and the revenues required for sustainability</p> <p>In March 2010, the AQAC approved the establishment of the Water/Wastewater Services Sector Team (W/WSST) to act as the BOC on an interim basis.</p> <p>On 19 May 2010, the WWSST was officially convened with a kick-off orientation attended by the Secretary General/Ministry of Labor. The team will meet again in July 2010 to select the team leader. The team agreed to and is meeting monthly.</p>

Table 2: Summary of OMT Project Activities through Quarter 10 (July 2010 – September 2010)

Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
		3. Build enforcement capacity.	Underway	<p>The capacity building action plan for the WWSST was implemented in Quarter 9 and will extend for the full duration of the OMT project. Review of the draft policy will be initiated by the team in Quarter 10. The final policy document will be submitted to the AQAC for approval and associated accreditation.</p> <p>3. The legal review implemented as part of the policy formulation process determined that the W/WW Operator Certification Program will have enforcement and penalty authority derived from the following laws:</p> <ul style="list-style-type: none"> • Employment, Technical and Vocational Education and Training Council; Law No. 46 of 2008, Article 11; and • Water Authority Law No. 18 of 1988 and its amendments. <p>The draft <u>Policy Framework for the Certification of Operators in the Water Sector</u> includes articles identifying enforcement authority to be detailed by procedures.</p> <p>During Quarter 6, discussions were held with the AQAC regarding enforcement authority which is currently under that legal umbrella of the VTC. AQAC and VTC will determine which organization takes responsibility for the enforcement of certification in the water sector. Enforcement of the certification mandate will be a major consideration with the newly formed W/WWSST and will be supported by the OMT capacity building program.</p>

Table 2: Summary of OMT Project Activities through Quarter 10 (July 2010 – September 2010)				
Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
		4. Apply for ISO 17024 certification.	Underway	<p>4. Measures have been taken in the design of the water/wastewater certification policy document to ensure that the program will comply with the ISO requirements. In Quarter 6, OMT coordinated with the ISO specialist at Chemonics headquarters.</p> <p>As part of the capacity building action plan, OMT will encourage the AQAC to adopt ISO 17024 as the standard for awarding accreditation to certification programs in Jordan. AQAC approval of the policy along with full establishment of the institutional framework should constitute the accreditation of the Jordan Operator Certification and Training Program.</p>

Illustration 1 - Water/Wastewater Operator Certification Program - Institutional Framework

Structure

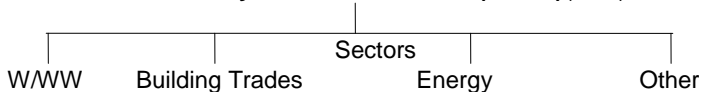
Organization	Function
1 Accreditation and Quality Assurance Center (AQAC)(MoL)  <pre> graph TD AQAC[1 Accreditation and Quality Assurance Center (AQAC)(MoL)] --- Sectors[Sectors] Sectors --- WWWW[W/WW] Sectors --- BT[Building Trades] Sectors --- Energy[Energy] Sectors --- Other[Other] </pre>	1 Certification Body -- Accreditation - Criteria (ISO; ABC), Assessment, Award -- Certification - Issue Operator Certificates -- Quality Assurance - Evaluation of Materials/Tests; Inspection of Practices
2 W/WW Sector Board of Certification Water/Wastewater Services Sector Team (W/WWSSST)/E-TVET Council	2 Certification Program Design (in accordance with Accreditation Criteria) -- Program Scheme, Policies, Standards (Tests & Course Content) -- Regulations, Operating Instructions -- Affiliations - ABC; IWA
3 Program Administrator - Al Balqa' Applied University OMT Project acting as Program Administrator for pilot training	3 Program Administration -- Day-to-Day Management -- Local Program Marketing - Jordan W/WW Sector -- Liaise with RTM -- Management Information System - Training Administration -- Plan Course and Test Development and Scheduling -- Finance - Accounting, Fees collection, Reporting -- Contracting - Training Providers -- Quality Assurance - Testing (Fairness, Validity, Reliability), Courses, Instruction
4 Local Training Providers/Pilot: Aqaba & Miyahuna Water Companies -- Private Companies: Miyahuna, AWC, Yarmouk; Engineering and Training firms -- Universities -- Public Institutions: WAJ, VTC, RSS, Other -- Associations: JEA/ETC, Other Those providers meeting specific criteria will be certified to offer training.	4 Program Support Services -- Course Development and Revision -- Test Development, Statistical Analysis -- Training of Trainers; Training of Training Specialists Program Implementation (Separation of Instruction and Testing) -- Conduct Instruction -- Test Administration
5 Regional Training Marketer - Arab Countries Water Utility Association (ACWUA); Al Balqa Applied University (BAU)	5 Certification Program Awareness, Promotion, Marketing, Planning -- Arabic Language Countries -- Liaise among Program Administrator, Training Providers, Training Requestors

Table 2: Summary of Project Year 1 Activities through Quarter 7 (October 2009 – December 2009)

Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
II. Quality of Training Provided for O&M of Water/Wastewater Facilities Optimized (PIR 2)				
2.1	Training Materials Improved to Reflect Best Practices & Certification Requirements (KRA 2.1)	<p>1. Assess existing training programs</p> <p>2. Design certification curricula.</p> <p>3. Develop Master Training Plan (MTP).</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>1. Electronic versions of training programs in Arabic were received from Chemonics and Engicon. A new series of ABC-recommended water treatment certification training materials was added to the OMT reference library.</p> <p>Extensive coordination efforts have been undertaken with USAID projects in Egypt to acquire CSUS manuals translated to Arabic in the 1990s. In Quarter 5, it was confirmed that the materials had been located and copies would be sent to OMT. Upon receipt of these materials, they will be assessed for the relevance of their content and utilized accordingly in test and course development.</p> <p>2. In February 2009 DTCC led workshops of local W/WW subject matter experts in the adaptation of the DTCC program for use in Jordan. The resulting W/WW curriculum outlines were further reviewed by Dr. Ken Kerri in March 2009. These draft outlines contain course objectives, content and durations for all levels of both the water and wastewater certification training programs. In Quarter 5, the WW curriculum outline was finalized; the W outline was finalized in Quarter 6.</p> <p>3. Debbie Horton developed the MTP in Quarter 6 based on the final W/WW Curriculum Outlines. The MTP contains development, pilot implementation and roll-out schedules supporting the curriculum outlines. In Quarter 7 the MTP was updated to reflect actual implementation.</p>

Table 2: Summary of OMT Project Activities through Quarter 10 (July 2010 – September 2010)

Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
		4. Develop certification training materials.	Underway	<p>4. In Quarter 9, Wastewater Level 1 (WW/L1) trainee, trainer and visual aids were completed in accordance with established OMT standards and templates for pilot testing at the Aqaba Water Company (AWC). In Quarter 10, based on the results of the pilot, the materials were revised. WW/L1 Edition 1 will be submitted to the WWSST for national roll-out in Year 3.</p> <p>In Quarter 10, development of Water Level 1 (W/L1) course was completed for pilot training at the Amman Water Company/Miyahuna in Quarter 11.</p>
		5. Develop certification tests		<p>5. In Quarter 10, Wastewater Level 1 (WW/L1) tests were finalized in accordance with established OMT standards incorporating results of the Aqaba Water Company (AWC) pilot. In Year 3, the final WW/L1 tests will be submitted to the WWSST for national roll-out.</p> <p>In Quarter 10, development of Water Level 1 (W/L1) tests was completed for pilot use at the Amman Water Company/Miyahuna in Quarter 11.</p>
		6. Deliver certification pilot program.	Underway	<p>6. As part of the preparation for the WW/L1 pilot, an orientation for AWC management and trainees was conducted in April 2010 to familiarize personnel with the program and set the pilot training schedule.</p> <p>Pilot instruction began in May 2010 for 15 AWC staff and was completed in early July 2010. Dr. Ziad Abu Hammateh/BAU administered, graded, reported and analyzed the test results.</p>

Table 2: Summary of OMT Project Activities through Quarter 10 (July 2010 – September 2010)

Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
		7. Evaluate and revise pilot certification tests and training courses	Underway	<p>The W/L1 pilot orientation and instruction for Zai/Miyahuna operators will be conducted in Quarter 11.</p> <p>7. In Quarter 6, procedures and forms were finalized to collect trainee, trainer and evaluator feedback for use in course revision. In Quarter 8, pre/post-training performance indicators, surveys and interviews were prepared to collect baseline data for the WW/1 pilot. In Quarter 9, these evaluation and impact assessment procedures and forms were also piloted at the WW/L1 training at the AWC.(See Training Impact Assessment Report 1)</p> <p>In addition to feedback from, trainees, trainers, subject matter experts, developers, quality control observers and Al Balqa Applied University, input from a US-based Arabic speaking sanitary engineer is being utilized to revise and finalize the training materials and tests.</p> <p>In Quarter 10, based on the results of the WW/L1 pilot, the materials and tests were revised and WW/L1 Edition 1 will be submitted to the WWSST for national roll-out in Year 3.The same process will be applied to W/L1.</p>
		8. Initiate formal certification program	Underway	<p>8. As part of the Capacity Building Action Plan, the OMT project will assist the WWSST in the scheduling of the actual planned roll-out of the formal certification program in 2011. As training materials are piloted and finalized, they will be made available to the WWSST for implementation on a formal basis. The fee structure will also be implemented and legal certificates will be issued.</p>

Table 2: Summary of OMT Project Activities through Quarter 10 (July 2010 – September 2010)

Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
2.2	Training Skills of Trainers Improved (KRA 2.2)	1. Select local trainers	Complete	The Miyahuna and the Aqaba Water Company (AWC) already have a pool of ABC-certified operators who are being used as the initial group to receive TOT.
				In November 2008, contact was established with the National Institute for Training of Trainers. The formal TOT program will be developed and delivered periodically by OMT for potential W/WW trainers.
		2. Develop TOT program	Complete	In April 2010, in preparation for the WW/L1 and W/L1 pilots, the OMT project developed the TOT training materials.
		3. Pilot TOT training delivery	Complete	In May 2010, the pilot round of TOT training and coaching was conducted for an AWC and a Miyahuna trainer.
		4. Evaluate and revise TOT materials and methods	Underway	The TOT training materials are being revised based on the initial pilot round.
		5. Support sustainability of TOT program and course development		
2.3	Training Skills of Training Specialists Improved (KRA 2.2)	6. Strengthen regional training centers		
		1. Select local Training Specialists	Complete	1. Criteria for assessing local training specialists were drafted to be shared with the AQAC.
		2. Deliver Training Specialist program	Underway	2. In Quarter 6, Debbie Horton conducted a tailored Training Specialists course to qualify Jordanian Subject Matter Experts (SME) to apply instructional systems design (ISD) principles in the development of operator certification courses. Also during Quarter 6, DTCC conducted a workshop on evaluation, test preparation,

Table 2: Summary of OMT Project Activities through Quarter 10 (July 2010 – September 2010)

Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
		<ul style="list-style-type: none"> 3. Sample training course/test development 4. Evaluate and revise Training Specialist materials and methods 5. Evaluate Training Specialists 6. Support sustainability of TOT program and course development 7. Strengthen regional training centers 		<p>and analysis for the same group of potential Training Specialists. (see Annex D – Participant Training Report)</p> <p>Qualified developers have been identified and have completed the ISD course and/or related coaching.</p> <p>When finalized, these materials will be submitted to the WWSST for their use in training additional developers.</p>

Table 2: Summary of OMT Project Activities through Quarter 10 (July 2010 – September 2010)				
Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
III. Water Training Sector Strengthened to Operate on Commercial Principles (PIR 3)				
3.1	Expanded Availability of High Quality Training Program (KRA 3.1)	<p>1. Assess market demand and supply</p> <p>2. Assist training providers in the development of marketing plans.</p>	<p>Complete</p> <p>Underway</p>	<p>1. Baseline data collection was concluded in Year 1. The OMT Project now has adequate data to classify W/WW facilities and project training demand in Jordan based on personnel data.</p> <p>2. OMT developed a draft plan for conducting market surveys via ACWUA and shared with the ACWUA capacity building committee at the ACWUA conference in Alexandria, Egypt in November 2008.</p> <p>By default, Miyahuna and AWC will be the first training providers qualified to offer training services as their certified operators will be the first to complete the OMT TOT program.</p> <p>In Year 2, efforts were initiated to identify and define a marketing data collection strategy and to develop data collection forms to be used by ACWUA members and countries such as: Egypt, West Bank/Gaza, Iraq, Morocco, Lebanon and Yemen where USAID has active water programs. Development was initiated in Quarter 7 with implementation starting at the ACWUA conference in Morocco in Quarter 8/January 2010.</p> <p>In Quarter 8, OMT met with USAID to rethink the current marketing approach and formulate a strategy more appropriate to the actual conditions on the ground. It was determined that Al Balqa' Applied University could take a role in market research and business planning</p>

Table 2: Summary of OMT Project Activities through Quarter 10 (July 2010 – September 2010)

Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
				<p>while ACWUA would promote the Jordan program to its members. A revised Component 3 scope reflecting the new strategy was included in the proposed amendment to the OMT project. In Quarter 9, OMT implemented this approach to the extent possible with current resources. Component 3 will be updated again when resources are finalized.</p> <p>In Quarter 9, forms were developed for use in collecting training needs assessment data from countries such as: Iraq, Egypt, West Bank/Gaza, Lebanon, Morocco, and Yemen where USAID has active water programs and from ACWUA member countries. These forms are under review by ACWUA and will be distributed to members of the ACWUA capacity building working group when finalized (Quarter 11).</p>
3.2	Institutional Capability to Respond to Local and Regional Training Demand Enhanced (KRA 3.2)	1. Identify appropriate organization affiliation for the RTM.	Complete	<p>1. OMT continued to take advantage of the opportunity to coordinate with Khaldon Khashman, Secretary General, Arab Countries Water Utilities Association (ACWUA). During Year 1, OMT had a series of meetings with Eng. Khaldon to investigate ACWUA assuming the RTM role. In March 2009, OMT was informed that the ACWUA Board has agreed 'in principle' with such a relationship which in light of limited interest being shown by ACWUA is being reconsidered with a final decision expected no later than Quarter 9.</p> <p>OMT made a presentation at the ACWUA conference at the Dead Sea on 16 October 2008. OMT participated in the ACWUA/Alexandria event in November 2008.</p> <p>In Quarter 8, Al Balqa' Applied University was added to</p>

Table 2: Summary of OMT Project Activities through Quarter 10 (July 2010 – September 2010)

Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
		2. Establish RTM.	Underway	<p>the marketing team. BAU will participate in market research, marketing planning and business planning.</p> <p>2. Formal agreement with ACWUA was concluded in Quarter 5. The extensive certification marketing and capacity building plan that was planned for ACWUA was put on-hold in Quarter 7 as ACWUA's interest and potential was being reassessed. In Quarter 8, Al Balqa' Applied University was added to the marketing team. OMT will focus capacity building efforts on BAU in their role as Program Administrator and marketing support.</p> <p>In Quarter 8, the entire approach to the marketing of the JOTCP was reviewed and reconfigured to ensure strict adherence to USAID regulations pertaining the expenditures for non-Jordanian participants. Component 3 was redirected toward direct marketing by OMT to key countries where USAID is active (Egypt, Iraq, Lebanon, West Bank/Gaza, Morocco).</p> <p>ACWUA is maturing and is becoming more stable as a dependable organization as it hires qualified staff. Reliance on ACWUA as the RTM will be gradual. OMT will continue to coordinate with ACWUA and take full advantage of opportunities to market the certification and training program to ACWUA members.</p> <p>The Year 3 OMT marketing approach will seek to develop markets directly with the possibility of transferring these markets to the RTM in the future.</p>

Table 2: Summary of OMT Project Activities through Quarter 10 (July 2010 – September 2010)

Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
IV. Performance Impacts of Certification Program on O&M Demonstrated (PIR 4)				
4.1	Develop Performance Management Plan/Training Impact Assessment (KRA 4.1)	1. Design Performance Management System (PMS)/Training Impact Assessment (TIA).	On-going	<p>1. Planning for the PMS was initiated in Quarter 7 with the development of a draft set of indicators to be applied at the Aqaba Wastewater Plant to determine the performance baseline against which the impact of certification training will be measured. These initial indicators will be augmented by questionnaires and interviews for trainees and their supervisors/managers.</p> <p>In Quarter 8 and 9, the basic procedures and forms for the PMS – renamed the TIA – were developed for the AWC WW/L1 pilot. These instruments included an agreed set of quantitative performance indicators as well as qualitative pre and post-training survey and interview forms for use with trainees and their supervisors. (See TIA Report 1)</p> <p>In Quarter 10, the TIA approach and initial procedures were piloted at the AWC for WW/L1. Based on these results and the planned pilot application of W/L1, the TIA procedures will be further refined in Quarter 11.</p>
4.2	Develop and Implement PMS/TIA Plan (KRA 4.2)	1. Develop and Implement PMS/TIA		Development of the draft PMS including forms (indicators, survey questionnaires and interviews), procedures, reports and associated training was completed in Quarter 8 and piloted in Quarter 9 at the AWC in conjunction with WW/L1.

Table 2: Summary of OMT Project Activities through Quarter 10 (July 2010 – September 2010)				
Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
		2. Report Performance Impacts on O&M		<p>Based on the pilot, an improved set of similar forms will be prepared for use with the Miyahuna W/L1 pilot in Quarter 11.</p> <p>2. A description of the PMS/TIA process and forms as well as initial findings of the AWC WW/L1 pilot were documented in Quarter 9 as TIA Report 1 Draft. The final report for WW/L1 will be completed in Quarter 11.</p>

OMT PROJECT ADMINISTRATION SUMMARY - QUARTER 10 (THROUGH YEAR 2)

Staffing

In Quarter 10, Dr. Ziad Abu Hamatteh completed a short term Testing Specialist assignment. He prepared, administered, graded the WW/L1 tests; analyzed the results; prepared a summary report; and, conducted a briefing for OMT staff. He will conduct a similar briefing for the WWSST in Quarter 11.

In Quarter 10, Zachary Borrenpohl was appointed as the OMT Home Office Associate.

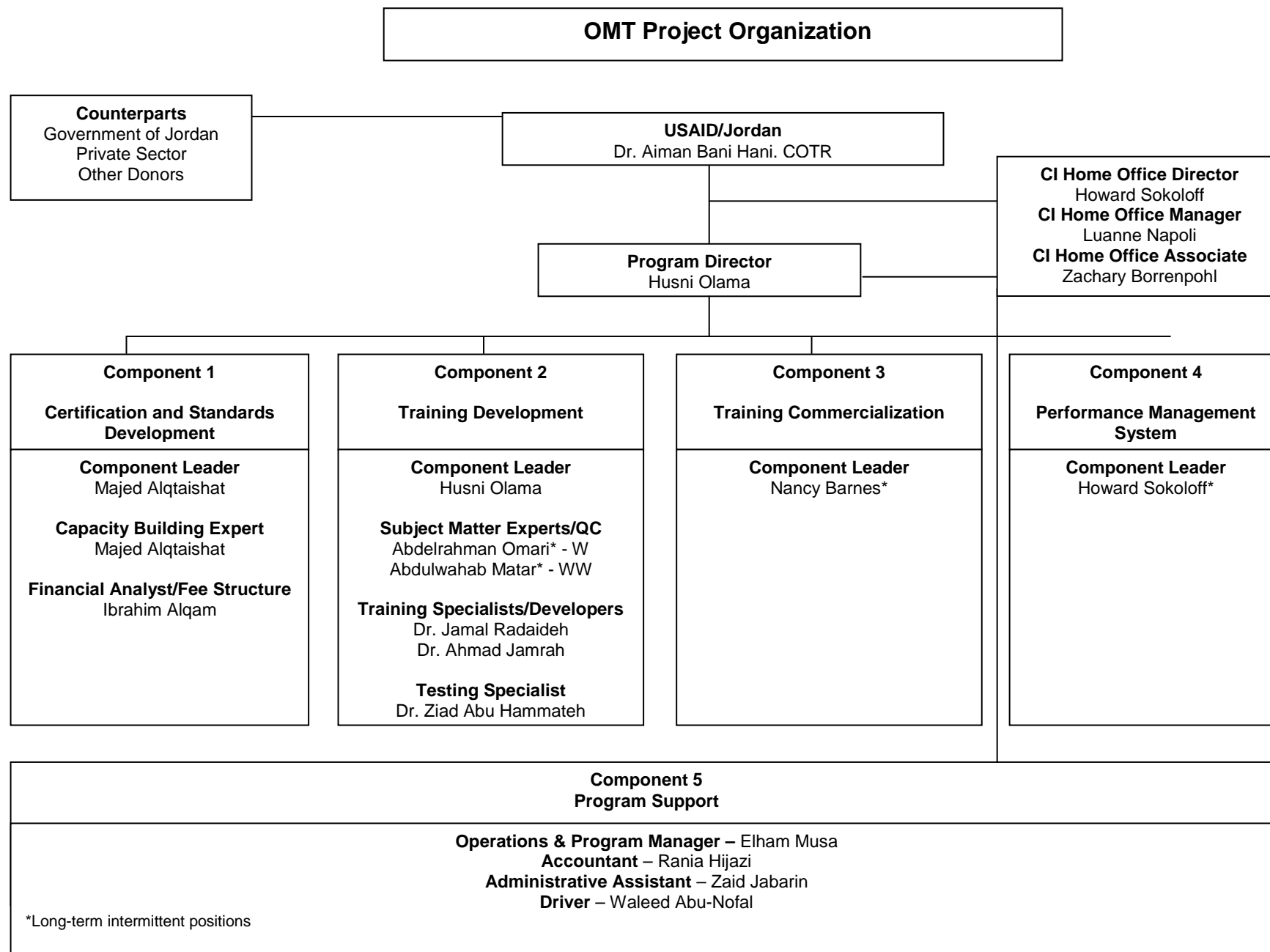
A staffing summary and the current OMT Project organization chart are shown below.

Long-Term Staffing

Name	Job Title	Component	Firm	Employment Type	Start Date
Howard Sokoloff	Chief of Party / Program Director	1. Certification Policy	Chemonics	Long-Term	June 13, 2008
Rania Hijazi	Accountant	Program Support	Chemonics	Long-Term	June 15, 2008
Elham Musa	Operations & Program Manager	Program Support	Chemonics	Long-Term	June 22, 2008
Waleed Abu Nofal	Expediter/Driver	Program Support	Chemonics	Long-Term	July 1, 2008
Zaid Jabarin	Administrative Assistant	Program Support	Chemonics	Long-Term	August 3, 2008
Aiman Bani Hani	Senior Advisor	1. Certification Policy; 2. Training Development	Engicon	Long-Term	July 13, 2008
Husni Olama	Component 2 - Leader	2. Training Development	Engicon	Long-Term	September 1, 2008
Majed Qutaishat	Capacity Building Specialist	1. Certification Policy	Engicon	Short-Term	June 1, 2009
Rasheed Khrais	Administrative Assistant	Program Support	Chemonics	Long-Term	August 1, 2009
Husni Olama	Program Director	Program Support	Chemonics	Long-Term	September 1, 2009
Majed Qutaishat	Component 1 Leader/ Capacity Building Specialist	1. Certification Policy	Engicon	Long-Term	December 1, 2009
Zaid Jabarin	Administrative Assistant	Program Support	Chemonics	Long-Term	March 21, 2010

Short-Term Staffing

Name	Component	Tasks	Firm	Arrival Date	Departure Date
Luanne Napoli	Program Support	OMT Project Start-up	Chemonics	May 10, 2008	June 20, 2008
Howard Sokoloff	Program Management	OMT Project Start-up	Chemonics	May 13, 2008	May 24, 2008
John Shin	Program Support	OMT Project Finance System	Chemonics	June 21, 2008	June 27, 2008
Rami Khyami	Program Support	OMT Project Finance System	Chemonics	June 21, 2008	June 27, 2008
Alec Worsnop	Program Support	OMT Project Work Plan - Year 1; OMT Project Quarterly Report 1	Chemonics	July 26, 2008	August 8, 2008
Ghaleb Akari	1. Certification Policy	Certification and Standards Development	Chemonics	November 2, 2008	December 15, 2008
Carla Stone	1. Certification Policy	Certification and Standards Development	DTCC	November 8, 2008	November 22, 2008
Jerry Williams	1. Certification Policy	Certification and Standards Development	DTCC	November 8, 2008	November 22, 2008
Osama Amad	1. Certification Policy	Certification and Standards Development	Chemonics	November 9, 2008	November 21, 2008
Jerry Williams	2. Training Development	Certification Training Curriculum Outlines	DTCC	February 7, 2009	February 22, 2009
Stephen Rohm	2. Training Development	Certification Training Curriculum Outlines	DTCC	February 7, 2009	February 22, 2009
Kenneth Kerri	1. Certification Policy; 2. Training Development	Review: Certification Policy; Curriculum Outlines	Chemonics	February 19, 2009	March 5, 2009
Nancy Barnes	3. Training Commercialization	OMT Project Work Plan - Year 2	CH2M Hill	March 16, 2009	March 20, 2009
Rami Khyami	Program Support	OMT Project Finance System	Chemonics	May 18, 2009	May 28, 2009
Deborah Horton	1. Certification Policy 2. Training Development	Training Specialist Course	Chemonics	July 2, 2009	July 22, 2009
Stephen Rohm	2. Training Development	Training Monitoring and Evaluation	DTCC	July 11, 2009	July 20, 2009
Kathleen Sheridan	Program Support	OMT Amendment	Chemonics	August 2, 2009	August 11, 2009
Howard Sokoloff	1. Certification Policy	Presentation at ABC Conference	Chemonics	January 26, 2010	January 27, 2010
Osama Amad	1. Certification Policy	Presentation at ABC Conference	Chemonics	January 26, 2010	January 27, 2010
Nancy Barnes	3. Training Commercialization	Revised Component 3 strategy; Attend ACWUA Conference/Rabat	CH2M Hill	February 3, 2010	February 12, 2010
Deborah Horton	2. Training Development	Sample Lesson Review	Chemonics	March 17, 2010	March 30, 2010
Howard Sokoloff	4. Performance Impacts on Improved Operations and Maintenance	Aqaba Water Company – Pilot Workshop; Stakeholder briefings	Chemonics	March 28, 2010	April 9, 2010
Osama Amad	2. Training Development	WW-Level 1 Review of Arabic training materials	Chemonics	June 1, 2010	June 1, 2010
Nancy Barnes	3. Training Commercialization	Debrief on Cairo conference; Meeting with ACWUA re. marketing approach and training needs survey	CH2M Hill	August 1, 2010	August 4, 2010
Rami Khyami	Program Support	FACT check-in	Chemonics	August 21, 2010	August 25, 2010



OMT Communications

Given the significant advancements achieved by the project in Year 2, OMT in coordination with USAID succeeded in the first effort to attract local press coverage for the Jordan operator certification program. On 24 May 2010, the Al-Rai Arabic language newspaper published an article reporting on the establishment of the W/WWSSST.

Annex D – OMT Project Communications contains the Al-Rai articles with English translation.

Participant Training Report

Annex C – Participant Training Report contains cumulative OMT training data through Year 2 including implementation of the pilot WW/L1 at the AWC.

USAID/Egypt Projects Coordination

During Year 2, OMT continued to coordinate closely with the USAID/Egypt Water Policy and Regulatory Reform (WPRR) Project and the Water and Wastewater Sector Support (WWSS) Project. As these projects are striving to establish operator certification in Egypt, an on-going cooperative relationship with OMT is beneficial to all parties. To date, OMT has shared the Jordan certification policy framework, curriculum outlines, and, pilot training materials with the USAID/Egypt projects. As WPRR and WWSS continue to build and share their program, it is expected that OMT will benefit from curriculum and test development being conducted by them in Egypt.

ISSUES AND CHALLENGES

The OMT Project did not encounter any significant issues or challenges through Year 2 that had major negative impact on performance or deliverables.

The OMT Project Work Plan – Year 3 was revised and resubmitted to USAID in May 2010 to ensure that only budgeted activities were included.

During Quarter 9 the project conducted a budgeting exercise and informed USAID that training development LOE and local training funds would be expended in October/November 2010 in support of the WW/L1 and W/L1 course and test development, pilot instruction and revision.

In March 2010, OMT proposed the following new scope and related resources in response to request by USAID:

- Water and Wastewater Operator Treatment – Levels 2 – 4; Tests and Courses
- Water Distribution Operator – Levels 1, 2; Tests and Courses
- Wastewater Collection Operator – Levels 1, 2: Tests and Courses
- Water and Wastewater Utility Management; Tests and Courses
- OST-2 to USA for institutional partners to visit appropriate Operator Training and Certification sites
- Professional awareness and certification information activities
- Regional marketing of the Jordan operator training and certification program and coordination with the Regional Training Marketer; and
- KAP surveys to assess training impacts.

ANNEX A: OMT PROJECT KEY DELIVERABLES LIST & STATUS

<u>Deliverable</u>	<u>Status</u>
	Anticipated Delivery Year
<i>Expected Results as per SOW:</i>	
1. Initiate a Certification Program	
Certification Scheme	Complete
Board of Certification established (W/WSST)	Complete
Independent certification body established (E-TVET Council)	Complete
Regulation & Fees for certification services (draft)	On-going
Certification tests/exams (WW/L1; W/L1)	2 - 3
Recognized certificates	4
2. Link Standard Operating Procedures	
SOPs collected	Complete
Procedure linking SOPs to training material	Complete
3. Develop and present new courses	
New courses for certification levels (WW/L1; W/L1)	2 – 3
Local training provider(s) capable to teach courses	2 - 4
Local training provider(s) capable to develop courses	2 - 4
4. Improve training skills of local training providers	
TOT program producing qualified trainers	2 - 3
Criteria/procedures for developing new trainers without donor assistance	3 - 4
5. Regional Training Marketer (RTM)	
RTM established	Complete
RTM self-sustaining	4
6. Review of regulations for O&M of W/WW treatment infrastructure	
Policy requiring certification of treatment plant personnel	Final
Policy negotiated with WAJ	Final
Final accepted policy to Accreditation and Quality Assurance Center for approval	On-going
Regulation mandating certification approved	2 - 3
Implementation phase of certification is started	2

Specified Deliverables:

Work plan - Year 1 Detailed	Submitted
Work plan - Year 2 Detailed	Submitted
Work plan - Year 3 Detailed	Submitted
Work plan - Year 4 Detailed	
Work plan - Year 5 Detailed	
Performance Monitoring Plan (PMP)/Year 1	Submitted
Performance Monitoring Plan (PMP)/Year 2	Submitted
Performance Monitoring Plan (PMP)/Year 3	Submitted
Performance Monitoring Plan (PMP)/Year 4	
Performance Monitoring Plan (PMP)/Year 5	
Communications Strategy (Branding)	Submitted
Observational Study Tour (OST) Report	Submitted
Participant Training Reports/Quarterly	Submitted
Progress Reports/Quarterly	Submitted
Annual Report - Year 1	Submitted
Annual Report - Year 2	Submitted
Annual Report - Year 3	Oct. 2011
Annual Report - Year 4	
Demobilization Plan – Year 5	
Final Report – Year 5	

ANNEX B: YEAR 3/QUARTER 11 - UPDATED WORK PLAN

This annex will be updated to reflect any changes in the approved OMT Project Work Plan – Year 3.

Annex B - OMT Project Work Plan Schedule, Detailed Year 3		2010		
		O	N	D
Tasks				
Project start-up				
Draft work plan and PMP				
Finalize work plan and PMP with USAID input				
Develop communications, marking, and branding strategy with USAID input				
Establish Steering Committee				
Component 1: Policy and regulatory environment strengthened to support standardized training and certification (PIR 1)				
Task 1.1: Knowledge/application of best practices for water/wastewater facilities O&M increased (KRA 1.1)				
1.1.1 Coordination meetings with GTZ TRM program partners *				
1.1.2 Assess standard O&M procedures (SOMP)*				
Collect current baseline data for W/WW plants, staff, training				
Evaluate SOMP/GTZ for coverage of W/WW plant requirements				
Determine SOMP gaps				
Collect set of internationally recognized SOMP to fill gaps				
1.1.3 Develop required standard O&M procedures				
Develop limited number of SOMP as required from gap analysis				
1.1.4 Validate and approve standard O&M procedures				
Validate new SOMP developed by OMT in the field				
Approval of new SOMP				
1.1.5 Analyze training needs from SOMP and Best Practices References				
Collect and review existing Best Practices references				
Determine Body of Knowledge/need-to-know criteria from SOMP and Best Practices				
1.1.6 Disseminate SOMP produced by GTZ/TRM and OMT*				
Coordination on design standards for facility manuals, procedures, and vendor training programs*				
Coordination with Ministry and GTZ to disseminate SOMP produced by GTZ/TRM and OMT				
Task 1.2: Improved policies/regulations establishing certification requirements (KRA 1.2)				
1.2.1 Strategy agreement *				
Identify stakeholders				
Establish Strategy Team incl. legal expertise and stakeholder representatives				
Develop Strategy and Engagement Approach with USAID input				
1.2.2 Design certification scheme for Jordan				
Review certification models - US and international				
Design certification scheme for Jordan;				
Conduct legal review				
1.2.3 Develop certification policy document for Jordan				
Draft policy document				
Present draft policy document to Steering Committee				
Present policy document to Center for Accreditation and Quality Assurance				
On-going policy revision and improvement as required				
1.2.4 Consolidate institutional structure for certification based on policy				

Annex B - OMT Project Work Plan Schedule, Detailed Year 3		2010		
		O	N	D
Identify independent Certification Body - Center for Accreditation and Quality Assurance				
Establish the W/WW Sector Board of Certification (BOC) & Advisory Committees				
Identify Program Administrator - Al-Balqa' Applied University				
Identify initial Training Providers - Miyahuna and Aqaba Water Companies (link to Component 2 - TOT)				
Identify Regional Training Marketer (RTM) - Al-Balqa' Applied University & ACWUA				
Enter into formal agreements with Program Administrator, Training Providers, RTM				
Task 1.3: Capacity of local institutions involved in certification program strengthened (KRA 1.3)				
1.3.1 Develop and Implement Capacity Building Action Plan for Institutional Partners				
Draft Capacity Building Action Plan for all institutional partners				
Implement Capacity Building Action Plan for all institutional partners				
Identify major certification systems/processes from policy document and certification standards				
Develop certification systems (application, security, admin, contracts, finance, QA/QC, enforcement, etc.)				
Develop certification procedures, forms, databases, etc.				
Develop org charts, job descriptions, resources for certification partner activities				
Approve certification systems, processes, procedures, org charts, etc.				
Develop capacity building training program for partners				
1.3.2 Train institutional partners in certification systems				
Conduct BOC workshops supporting policy, systems, program roll-out, enforcement				
Conduct OST - DTCC Certification Program Administration				
Conduct intensive capacity building training for Program Administrator				
Conduct Training Providers orientation conference and MOU (procedures; fees, etc.)				
Conduct intensive capacity building training for Regional Training Marketer - link to Component 3				
1.3.3 Establish fee structure for sustainability (link to Component 3)				
Conduct financial analysis to determine fee structure for sustainability				
Coordinate with partners to define needs and revenue streams				
Determine fee structure for sustainability (cover operating costs)				
Approve fee structure for sustainability				
Apply fee structure; collect revenues; report results				
1.3.4 Obtain International Certifications: ISO 17024, ABC				
Process to secure international certification(s) underway				
Certification process follow-up				
Component 2: Quality of training provided for the operation and maintenance of water and waste water facilities optimized (PIR 2)				
Task 2.1: Training materials improved to reflect best practices and certification requirements (KRA 2.1)				
2.1.1 Assess existing training programs				
Assess existing training materials				
Identify training materials needs and matches (link to need-to-know criteria)				
2.1.2 Design certification curricula (based on need to know criteria)				
Identify existing curricula				
Finalize Curricula/Course Outlines for each Certification Level				
2.1.3 Develop Master Training Plan & Schedule				
Define training procedures and material formats (trainer, trainee, aids)				
Develop master training schedule - test and course development; pilot training;				

Annex B - OMT Project Work Plan Schedule, Detailed Year 3		2010		
		O	N	D
roll-out to plants				
Develop links to Component 4 - Monitoring and Evaluation				
2.1.4 Develop certification training materials (as per Master Training Plan and Schedule)				
Select best existing training materials for adaptation and translation				
Develop training materials based on need to know criteria:				
Water Treatment Operator - Level 1				
Wastewater Treatment Operator - Level 1				
Management Orientation to Certification Program				
2.1.5 Develop Certification Tests				
Design/Implement procedures for test development, analysis and security (equipment/software)				
Develop certification tests (test item/question pool linked to need to know criteria):				
Water Treatment Operator - Level 1				
Wastewater Treatment Operator - Level 1				
2.1.6 Deliver Certification Pilots (link to TOT)				
Select initial certification level for pilot program (Level 1 materials will be piloted)				
Identify one water treatment plant and one wastewater treatment plant for the pilot (control groups)				
Conduct Management Orientation at pilot facilities (1 day)				
Select participants from a pilot water and a wastewater facility (control groups)				
Conduct pilot certification training courses by certified trainers (successful TOT graduates)				
Test pilot training participants				
2.1.7 Evaluate and revise pilot certification training courses and tests				
Collect and analyze feedback from trainees, trainers and training specialists (see Comp. 4 - M&E)				
Revise and finalize certification courses and tests				
Provide final materials to BOC for Roll-out (Plant-by-Plant) - Link to Capacity Building Plan				
2.1.8 Initiate formal certification program				
Regionally recognized certificate established				
Monitor the certification process - Link to Component 4 - M&E				
Assess, Report and Improve the certification process - Link to Component 4 - M&E				
Task 2.2: Training skills of trainers improved (KRA 2.2)				
2.2.1 Select local trainers				
Define criteria for selecting trainers for TOT program				
Call for candidates - Certified Operators from Miyahuna and Aqaba Water Company				
Select candidates for TOT program				
2.2.2 Deliver TOT program				
Prepare Methods of Instruction/Adult Learning TOT materials				
Conduct TOT courses and administer test				
2.2.3 Pilot training delivery				
Prepare lesson plans (by theTOT graduate trainers)				
Delivery of pilot training courses by selected trainers at pilot facilities				
2.2.4 Evaluate and revise TOT materials and methods				
Collect input and evaluate results from trainees, trainers and training specialists				
Revise materials and methods				
2.2.5 Evaluate trainers				
Design trainers evaluation criteria				
Evaluate trainers				

Annex B - OMT Project Work Plan Schedule, Detailed Year 3		2010		
		O	N	D
Certify trainers				
Task 2.3: Training skills of Training Specialists improved (KRA 2.2)				
2.3.1 Select local Training Specialists				
Define criteria for selecting trainers for Training Specialist program				
Call for candidates - Certified Operators from Miyahuna and Aqaba Water Company				
Select candidates for Training Specialist program				
2.3.2 Deliver Training Specialist program				
Prepare Training Specialist (ISD) materials				
Conduct Training Specialist courses				
2.3.3 Sample training course/test development				
Prepare sample training materials and tests questions				
2.3.4 Evaluate and revise Training Specialist materials and methods				
Collect input and evaluate results from trainers and training specialists				
Revise materials and methods				
2.3.5 Evaluate training specialists				
Design training specialist evaluation criteria				
Evaluate training specialists				
Certify training specialist				
2.3.6 Support sustainability of TOT and Training Specialist programs				
Document TOT and course/test development methodologies				
Conduct TOT and Training Specialist instructor program for selected certified trainers				
Oversee TOT and Training Specialist programs				
2.3.7 Regional training centers strengthened				
Assess equipment needs at Marka training center and commercialization				
Assess VTC centers capacity				
Create links with private sector vendors for equipment donations				
Oversee equipment installation				
Component 3: Water training sector strengthened to operate on commercial principles (PIR 3)				
Task 3.1: Expanded availability of high quality training programs (KRA 3.1)				
3.1.1 Promote Operator Certification and Jordanian Program				
Present paper or lead an operator certification workshop at Pan-Arab conferences and exhibitions				
Convene strategy session with USAID missions in the region to introduce operator certification				
3.1.2 Assess supply and demand of qualified operators, trainers and programs				
Work with BAU to develop content for market research effort				
Develop format and Excel model as the basis for the market research effort				
Conduct the market research with each country and assemble results in Excel model				
3.1.3 Develop marketing plans				
Coordinating with BAU to determine the key aspects of the marketing plan				
Task 3.2: Institutional capability for responding to local and regional training demand enhanced (KRA 3.2)				
3.2.1 Provide input and assistance to develop BAU business planning				
Coordinating with BAU to determine the key aspects of the marketing plan				
3.2.2 Provide Capacity Building support to the CBWG: Certification Capacity Building Program Development				
Continue to participate in ACWUA and CBWG meetings				
Work with ACWUA to build its capacity				
Component 4: Performance Impacts of Certification Program on Improved				

Annex B - OMT Project Work Plan Schedule, Detailed Year 3	2010		
	O	N	D
Operations and Maintenance Demonstrated (PIR 4)			
Task 4.1 Develop Performance Management System (PMS) Plan			
4.1.1 Design Performance Management System (PMS)			
Task 4.2 Develop and Implement PMS Plan			
4.2.1 Develop and Implement Certification PMS			
4.2.2 Report Performance Impacts on Operations and Maintenance			
Reporting			
Quarterly reports/PMP tracking			
Annual reports			
Participant training reporting			
Demobilization Plan			
Final report			

ANNEX C: PARTICIPANT TRAINING REPORT THROUGH QUARTER 10

Training Program Name	Field of Study	Start Date			End Date			Training Type	Trainee Information		
		M	D	Y	M	D	Y		Group Name	Males	Females
Training Specialist Program	Instructional Systems Design (ISD)	07	12	09	07	13	09	Workshop	Training Dev. Group	8	2
Certification Testing Program	Training Evaluation	07	15	09	07	15	09	Workshop	Course Test Dev. Group	9	1
TOT	Training of Trainers	05	03	10	05	05	10	Workshop	Training Dev. Group	3	1
WWTO Level1	Wastewater Treatment	05	30	10	06	17	10	Training Course	Aqaba WWTP Operators	6	1
WWTO Level1	Wastewater Treatment	06	20	10	07	8	10	Training Course	Aqaba WWTP Operators	8	1

Training Program Name	Field of Study	Training Type	Start Date	End Date	Training Provider Name and Address in U.S.	Trainee Information (Employer, Title, Address in U.S.)
Observational Study Tour (OST) for Operator Certification Familiarization	Certification	Study Tour	Oct. 19, 09	Oct. 23, 09	Delaware Technical & Community College, Jack F. Owens Campus, P.O.Box 610, Georgetown, Delaware 19947 Tel. +1-302-855-5904	<ul style="list-style-type: none"> - Mr. Ziad Taqash, Human Resource Development Director, Ministry of Water & Irrigation (MWI) - Mr. Samih Al Amad, Human Resources Director, Jordan Water Co. (Miyahuna) - Mr. (Mohammad Khair) Irshaid, Director of Center of Accreditation and Quality Assurance, Employment-Technical and Vocational Education and Training Council (E-TVET) - Mr. Riyadh Nassar, Production Manager, WMZM Operation & Maintenance - Dr. Ziad Abu-Hamatteh, Director of Consultations, Studies and Training Center, Al-Balqa' Applied University - Dr. Bassim Abbassi, Associate Professor, Dept. of Water Resources & Environmental Management, Al-Balqa' Applied University - Mr. Husni Olama, Program Director, Operations & Maintenance Training Project - Address in the U.S.: Boardwalk Plaza Hotel, 2 Olive Ave. Boardwalk, Rehoboth Beach, DE 19971, 800.33-BEACH, Tel. +1-302-227-7169

ANNEX D: OMT PROJECT COMMUNICATIONS

Al-Rai Newspaper

Monday, May 24, 2010



AL RAI DAILY NEWSPAPER MONDAY, MAY 24, 2010 NO 14470 VOL. 39 AMMAN - JORDAN الاثنين ١٠ جمادى الآخرة - ١٤٣١ هـ - الموافق ٢٤ أيار ٢٠١٠ م - العدد ١٤٤٧٠ السنة التاسعة والثلاثون - عمان - المملكة الأردنية الهاشمية

انطلاق فعاليات الفريق الوطني لخدمات المياه والصرف الصحي

عمان - بترا - أطلقت وزارة العمل امس الاحد فعاليات اعمال الفريق الوطني لقطاع خدمات المياه والصرف الصحي الممثل من جميع الجهات المعنية بقطاع خدمات المياه بهدف دراسة واعتماد مصفوفة الأعمال والتحليل المهني.

كما تتضمن اعمال الفريق الذي تم تشكيله من قبل وزير العمل الدكتور ابراهيم العموش المعايير المهنية للقطاع والذي كلف في المرحلة الأولى بدراسة ومتابعة تنفيذ برنامج تدريب ومنح شهادات مزاولة المهنة لمشغلي محطات المياه والصرف الصحي ضمن مشروع التدريب على الإدارة والصيانة والممول من الوكالة الأميركية للتنمية الدولية.

يشار الى أن مشروع التدريب على الإدارة والصيانة يعني بتدريب ومنح شهادات مزاولة المهنة لمشغلي محطات المياه والصرف الصحي في الأردن ضمن مشروع التدريب على الإدارة والصيانة.



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بدء أعمال الفريق الوطني لقطاع خدمات المياه والصرف الصحي

محمود الطراونة

mtarawneh@alghad.jo

عمان - أطلقت أمس فعاليات عمل الفريق الوطني لقطاع خدمات المياه والصرف الصحي، الممثل من جميع الجهات المعنية به، والذي شكله وزير العمل رئيس مجلس التشغيل والتدريب والتعليم المهني والتقني، مؤخراً. ويعنى عمل الفريق الذي أطلق فعالياته أمس مندوباً عن وزير العمل أمين عام الوزارة مازن عودة، بدراسة واعتماد مصفوفة الأعمال والتحليل المهني، بالإضافة إلى المعايير المهنية للقطاع. وكلف الفريق خلال المرحلة الأولى بدراسة ومتابعة تنفيذ برنامج تدريب ومنح شهادات مزاوله المهنة، لمشغلي محطات المياه والصرف الصحي، ضمن مشروع التدريب على الإدارة والصيانة (OMT) الممول من الوكالة الأميركية للتنمية الدولية (USAID). يشار إلى أن OMT يعنى بتدريب ومنح شهادات مزاوله المهنة لمشغلي محطات المياه والصرف الصحي في الأردن، ضمن مشروع التدريب على الإدارة والصيانة Operation and Maintenance Training project الممول من USAID.

Launching of the National Water and Wastewater Sector Services Team

Under the patronage of his Excellency the Secretary General of the Ministry of Labour, Mr. Mazen Odeh, the national water and wastewater sector services team was launched on Wednesday, May 19, 2010.

The team was formed by the H.E. the Minister of Labour and Chairman of the Employment-Technical and Vocational Education and Training (E-TVET) Council.

The team will study and accredit the job matrix and occupations profile in addition to occupational standards for the sector.

The team is delegated in the first phase to study and follow-up the implementation of the water and wastewater operator's certification and training program managed by the Operations and Maintenance Training (OMT) Project which is funded by the United States Agency for International Development (USAID).

ANNEX E: PROJECT PROPERTY

INVENTORY TRACKER (FOR ALL IT & Non-IT EQUIPMENT PURCHASED UNDER USAID-funded OMT Project)													
Operations and Maintenance Training Project/Jordan													
Project Property													
Note: US\$ @ 0.708													
Furniture													
S.#	Project ID #	Date	Type	Description	Location Rm #	Vendor	Serial #	Qty	Total in JD	Total in US\$	Purchase Order Number	Condition of item	Disposition type (this column is for use at the end of the project)
	001	4-Jun-08	Chair	Employee Chair - Mid Back	1	Orchid Furniture	N/A	1	JOD 28.00	\$39.55	1	New	
	002	4-Jun-08	Chair	Employee Chair - Mid Back	1	Orchid Furniture	N/A	1	JOD 28.00	\$39.55	1	New	
	003	4-Jun-08	Chair	Executive Chair - High Back	2	Orchid Furniture	N/A	1	JOD 33.00	\$46.61	1	New	
	004	4-Jun-08	Chair	Visitors Chair	2	Orchid Furniture	N/A	1	JOD 23.00	\$32.49	1	New	
	005	4-Jun-08	Chair	Visitors Chair - For the Round Table	2	Orchid Furniture	N/A	1	JOD 23.00	\$32.49	1	New	
	006	4-Jun-08	Chair	Visitors Chair - For the Round Table	2	Orchid Furniture	N/A	1	JOD 23.00	\$32.49	1	New	
	007	4-Jun-08	Cabinet	Filing Cabinet with Glass	2	Orchid Furniture	N/A	1	JOD 90.00	\$127.12	1	New	
	008	22-Jun-08	Cabinet	Filing Cabinet with 2 Drawers	2	Orchid Furniture	N/A	1	JOD 75.00	\$105.93	5	New	
	009	4-Jun-08	Desk	Executive Desk - 180 cm.	2	Orchid Furniture	N/A	1	JOD 125.00	\$176.55	1	New	
	010	4-Jun-08	Table	Round Table	2	Orchid Furniture	N/A	1	JOD 68.00	\$96.05	1	New	
	011	4-Jun-08	Desk Ext.	Desk Extension - Side Table - 75cm.	2	Orchid Furniture	N/A	1	JOD 35.00	\$49.44	1	New	
	012	4-Jun-08	Table	Small Guest Table	2	Orchid Furniture	N/A	1	JOD 19.00	\$26.84	1	New	
	013	4-Jun-08	Desk	Employee Desk - 140 cm.	3	Orchid Furniture	N/A	1	JOD 75.00	\$105.93	1	New	
	014	4-Jun-08	Desk Ext.	Desk Extension - Side Table - 75cm.	3	Orchid Furniture	N/A	1	JOD 35.00	\$49.44	1	New	
	015	28-Jul-08	Desk Ext.	Desk Extension - Side Table - 75cm.	3	Orchid Furniture	N/A	1	JOD 40.00	\$56.50	35	New	
	016	4-Jun-08	Desk	Employee Desk - 140 cm.	3	Orchid Furniture	N/A	1	JOD 75.00	\$105.93	1	New	
	017	4-Jun-08	Desk Ext.	Desk Extension - Side Table - 75cm.	3	Orchid Furniture	N/A	1	JOD 35.00	\$49.44	1	New	
	018	4-Jun-08	Table G.	Small Guest Table	3	Orchid Furniture	N/A	1	JOD 19.00	\$26.84	1	New	
	154	4-Jun-08	Table G.	Small Guest Table	3	Orchid Furniture	N/A	1	JOD 19.00	\$26.84	1	New	
	019	4-Jun-08	Chair	Visitors Chair	3	Orchid Furniture	N/A	1	JOD 23.00	\$32.49	1	New	
	020	4-Jun-08	Chair	Visitors Chair	3	Orchid Furniture	N/A	1	JOD 23.00	\$32.49	1	New	
	021	4-Jun-08	Chair	Employee Chair - Mid Back	3	Orchid Furniture	N/A	1	JOD 28.00	\$39.55	1	New	
	022	4-Jun-08	Chair	Employee Chair - Mid Back	3	Orchid Furniture	N/A	1	JOD 28.00	\$39.55	1	New	
	023	22-Jun-08	Cabinet	Filing Cabinet with 3 Drawers - Metal	3	Orchid Furniture	N/A	1	JOD 95.00	\$134.18	5	New	
	024	22-Jun-08	Cabinet	Filing Cabinet with 3 Drawers - Metal	3	Orchid Furniture	N/A	1	JOD 95.00	\$134.18	5	New	
	025	4-Jun-08	Desk	Employee Desk - 140 cm.	4	Orchid Furniture	N/A	1	JOD 75.00	\$105.93	1	New	
	026	4-Jun-08	Desk	Employee Desk - 140 cm.	4	Orchid Furniture	N/A	1	JOD 75.00	\$105.93	1	New	
	027	4-Jun-08	Desk	Employee Desk - 140 cm.	4	Orchid Furniture	N/A	1	JOD 75.00	\$105.93	1	New	
	028	4-Jun-08	Desk	Employee Desk - 140 cm.	4	Orchid Furniture	N/A	1	JOD 75.00	\$105.93	1	New	
	029	28-Jul-08	Desk Ext.	Desk Extension - Side Table - 75cm.	4	Orchid Furniture	N/A	1	JOD 40.00	\$56.50	35	New	
	030	28-Jul-08	Desk Ext.	Desk Extension - Side Table - 75cm.	4	Orchid Furniture	N/A	1	JOD 40.00	\$56.50	35	New	
	031	4-Jun-08	Chair	Visitors Chairs	4	Orchid Furniture	N/A	1	JOD 23.00	\$32.49	1	New	

	032	4-Jun-08	Chair	Visitors Chairs	4	Orchid Furniture	N/A	1	JOD 23.00	\$32.49	1	New	
	033	4-Jun-08	Chair	Visitors Chairs	4	Orchid Furniture	N/A	1	JOD 23.00	\$32.49	1	New	
	034	4-Jun-08	Chair	Visitors Chairs	4	Orchid Furniture	N/A	1	JOD 23.00	\$32.49	1	New	
	035	4-Jun-08	Chair	Employee Chair - Mid Back	2	Orchid Furniture	N/A	1	JOD 28.00	\$39.55	1	New	
	036	4-Jun-08	Chair	Employee Chair - Mid Back	4	Orchid Furniture	N/A	1	JOD 28.00	\$39.55	1	New	
	037	4-Jun-08	Chair	Employee Chair - Mid Back	4	Orchid Furniture	N/A	1	JOD 28.00	\$39.55	1	New	
	038	4-Jun-08	Chair	Employee Chair - Mid Back	4	Orchid Furniture	N/A	1	JOD 28.00	\$39.55	1	New	
	039	4-Jun-08	Cabinet	Filing Cabinet with Glass	4	Orchid Furniture	N/A	1	JOD 90.00	\$127.12	1	New	
	040	4-Jun-08	Cabinet	Filing Cabinet with Glass	4	Orchid Furniture	N/A	1	JOD 90.00	\$127.12	1	New	
	041	4-Jun-08	Table G.	Small Guest Table	3	Orchid Furniture	N/A	1	JOD 19.00	\$26.84	1	New	
									JOD 0.00	\$0.00			
									JOD 0.00	\$0.00			
Sub Total								Count Sub	42	JOD 1,943.00	\$ 2,744.35		
Computer Equipment													
	042	18-Jun-08	Computer Case	Dell Optiplex 755 Workstation	1	NovoTek	8HMQC3J	1	JOD 750.00	\$1,059.32	3	New	
	043	18-Jun-08	Monitor	Dell 17" LCD Monitor	1	NovoTek	CN-0HX874-64180-7B8-0YEL	1	JOD 0.00	\$0.00	3	New	
	044	18-Jun-08	Keyboard	Dell Keyboard	1	NovoTek	CN-0DJ335-71616-78k-0Gab	1	JOD 0.00	\$0.00	3	New	
	045	18-Jun-08	Mouse	Dell Mouse	1	NovoTek	J1500EJ7	1	JOD 0.00	\$0.00	3	New	
	046	13-Jul-08	Monitor	Dell 17" LCD Monitor	1	NovoTek	CN-0CN086-64180-83F-1FAS	1	JOD 155.00	\$218.93	31	New	
	047	13-Jul-08	Server	Dell Power Edge 1900 Server	1	NovoTek	BFXDB3J	1	JOD 2,155.00	\$3,043.79	31	New	
	048	31-Jul-08	Switch Box	Switch Box - 8 Ports	1	NovoTek	AVS709002507	1	JOD 12.00	\$16.95	58	New	
	049	18-Jun-08	UPS	OPTI-ESC 550V UPS	1	NovoTek	652362903731	1	JOD 90.00	\$127.12	3	New	
	050	18-Jun-08	UPS	OPTI-ESC 550V UPS	1	NovoTek	652362362903766	1	JOD 90.00	\$127.12	3	New	
	051	22-Jun-08	Laptop	HP 6510b Laptop	2	From HO	CNU8143CSV	1	JOD 1,195.81	\$1,689.00	HO	New	
	052	22-Jun-08	Docking Station	HP 6510b Docking Station	2	From HO	CNU816Y32Q	1	JOD 0.00	\$0.00	HO	New	
	053	10-Jul-08	Printer	HP Laser Jet P1005	2	NovoTek	VNC6N15519	1	JOD 82.00	\$115.82	25	New	
	054	18-Jun-08	Workstation	Dell Optiplex 755 Workstation	3	NovoTek	1MMQC3J	1	JOD 750.00	\$1,059.32	3	New	
	055	18-Jun-08	Monitor	Dell 17" LCD Monitor	3	NovoTek	CN-0HX874-641A07B8-0Z2L	1	JOD 0.00	\$0.00	3	New	
	056	18-Jun-08	Keyboard	Dell Keyboard	3	NovoTek	CN-0DJ335-71616-78K-0G96	1	JOD 0.00	\$0.00	3	New	
	057	18-Jun-08	Mouse	Dell Mouse	3	NovoTek	G1A00XJ5	1	JOD 0.00	\$0.00	3	New	
	058	18-Jun-08	Workstation	Dell Optiplex 755 Workstation	3	NovoTek	2GMQC3J	1	JOD 750.00	\$1,059.32	3	New	
	059	18-Jun-08	Monitor	Dell 17" LCD Monitor	3	NovoTek	CN-0HX874-64180-7B8-0YHL	1	JOD 0.00	\$0.00	3	New	
	060	18-Jun-08	Keyboard	Dell Keyboard	3	NovoTek	CN-0DJ335-71616-7AK-0EZO	1	JOD 0.00	\$0.00	3	New	
	061	18-Jun-08	Mouse	Dell Mouse	3	NovoTek	G1500EGZ	1	JOD 0.00	\$0.00	3	New	
	062	18-Jun-08	UPS	OPTI-ESC 550V UPS	3	NovoTek	652354108426	1	JOD 90.00	\$127.12	3	New	
	063	18-Jun-08	UPS	OPTI-ESC 550V UPS	3	NovoTek	652354108405	1	JOD 90.00	\$127.12	3	New	
	064	24-Jun-08	Flash Memory	Flash Memory - 8 GB	3	Raja' Stationary	N/A	1	JOD 27.00	\$38.14	10	New	
	065	10-Jul-08	Flash Memory	Flash Memory - 2 GB	3	Raja' Stationary	N/A	1	JOD 10.00	\$14.12	23	New	
	066	11-Aug-08	Monitor	Dell 17" LCD Monitor	3	Transferred from A USAID Project	MX-08R339-47605-3AA-E263		JOD 0.00	\$0.00	Transfer Letter	Used	
	067	11-Aug-08	Monitor	Dell 17" LCD Monitor	3	Transferred from A USAID Project	MX-08R339-47605-3AA-E265		JOD 0.00	\$0.00	Transfer Letter	Used	
	068	18-Jun-08	Workstation	Dell Optiplex 755 Workstation	4	NovoTek	HLMQC3J	1	JOD 750.00	\$1,059.32	3	New	
	069	18-Jun-08	Monitor	Dell 17" LCD Monitor	4	NovoTek	CN-0HX874-64180-7B8-08EL	1	JOD 0.00	\$0.00	3	New	
	070	18-Jun-08	Mouse	Dell Mouse	4	NovoTek	G1500FHF	1	JOD 0.00	\$0.00	3	New	
	071	18-Jun-08	Keyboard	Dell Keyboard	4	NovoTek	CN-0DJ335-71616-7AK-0F5O	1	JOD 0.00	\$0.00	3	New	
	072	18-Jun-08	UPS	OPTI-ESC 550V UPS	4	NovoTek	652362903733	1	JOD 90.00	\$127.12	3	New	
	073	22-Jun-08	Laptop	HP 6510b Laptop	4	From HO	CMU8143D1T	1	JOD 1,195.81	\$1,689.00	HO	New	
	074	22-Jun-08	Docking Station	HP 6510b Docking Station	4	From HO	CMU816Y32P	1	JOD 0.00	\$0.00	HO	New	
	075	11-Aug-08	Computer Case	Dell Optiplex GX270	4	Transferred from A USAID Project	1xpm41g	1	JOD 0.00	\$0.00	Transfer Letter	Used	
	076	11-Aug-08	Monitor	Dell 19" LCD Monitor	4	Transferred from A USAID Project	CN-04Y281-71618-441-B69	1	JOD 0.00	\$0.00	Transfer Letter	Used	
	077	11-Aug-08	Mouse	Dell Mouse	4	Transferred from A USAID Project	418014830	1	JOD 0.00	\$0.00	Transfer Letter	Used	

	078	11-Aug-08	Keyboard	Dell Keyboard	4	Transferred from A USAID Project	TH-04N454-37171-34U-F095	1	JOD 0.00	\$0.00	Transfer Letter	Used	
	079	11-Aug-08	UPS	Tripp-Lite UPS	4	Transferred from A USAID Project	9210AY0BC425000526	1	JOD 0.00	\$0.00	Transfer Letter	Used	
	080	11-Aug-08	Monitor	Dell 17" LCD Monitor	4	Transferred from A USAID Project	MX-08R339-47605-3AA-E30Z	1	JOD 0.00	\$0.00	Transfer Letter	Used	
	081	11-Aug-08	UPS	UPS 500	4	Transferred from A USAID Project	JB0306036918	1	JOD 0.00	\$0.00	Transfer Letter	Used	
	082	11-Aug-08	UPS	UPS 500	4	Transferred from A USAID Project	JB0306034874	1	JOD 0.00	\$0.00	Transfer Letter	Used	
	083	28-Jul-08	Router	Wireless Router Linksys WR54GS	Reception	Jabarin Info. Tech.	CGNB1H111122	1	JOD 75.00	\$105.93	39	New	
Sub Total							Count Sub	40	JOD 8,357.62	\$ 11,804.55			
Machinery & Equipment													
	084	10-Jul-08	Photocopier	Xerox Work center Photo Copier	1	Arabian Office Automation Co.	3312765011	1	JOD 3,250.00	\$4,590.40	27	New	
	085	10-Jul-08	Phone	GE Telephone - Single Line	1	Refa'at Al-Nabulsi	70064006	1	JOD 15.00	\$21.19	19	New	
	086	28-Jul-08	Switch Board	NEC Switchboard	1	Refa'at Al-Nabulsi	L283015S430795	1	JOD 255.00	\$360.17	42	New	
	087	28-Jul-08	Systems	Auto Answering & Voice Mail Box	1	Refa'at Al-Nabulsi	253587	1	JOD 350.00	\$494.35	42	New	
	088	28-Jul-08	Phone	NEC Telephone	2	Refa'at Al-Nabulsi	L263295S460099	1	JOD 48.00	\$67.80	42	New	
	089	10-Jul-08	Fax & Scanner	Xerox Phaser 3200 MFP	3	Arabian Office Automation Co.	3841087185	1	JOD 350.00	\$494.35	27	New	
	090	10-Jul-08	Phone	NEC Telephone	3	Refa'at Al-Nabulsi	L263315S267727	1	JOD 53.00	\$74.86	19	New	
	091	28-Jul-08	Phone	NEC Telephone	3	Refa'at Al-Nabulsi	L263295S460123	1	JOD 48.00	\$67.80	42	New	
	092	10-Jul-08	Phone	GE Telephone - Single Line	3	Refa'at Al-Nabulsi	70064003		JOD 15.00	\$21.19	19	New	
	093	10-Jul-08	Mobile	Mobile Set - Nokia 2626	3	Zain	359546011357208	1	JOD 4.00	\$5.65	26	New	
	094	10-Jul-08	Mobile	Mobile Set - Nokia 2626	3	Zain	359546011357562	1	JOD 4.00	\$5.65	26	New	
	095	10-Jul-08	Mobile	Mobile Set - Nokia 2626	3	Zain	359546011357299	1	JOD 4.00	\$5.65	26	New	
	096	10-Jul-08	Mobile	Mobile Set - Nokia 1650	3	Zain	352050023711327	1	JOD 4.00	\$5.65	26	New	
	097	10-Jul-08	Mobile	Mobile Set - Nokia 1650	3	Zain	354162028826469	1	JOD 4.00	\$5.65	26	New	
	161	22-Mar-10	Mobile	Mobile Set - Nokia 1208	3	Zain	353519021862612	1	JOD 0.00	\$0.00			
	098	11-Aug-08	Camera	Digital Camera - Sony DSC-H10	3	Smart Buy	SO1-2277143	1	JOD 267.24	\$377.46	57	New	
	099	11-Aug-08	Data Show	Panasonic LCD Projector	3	Transferred from A USAID Project	SA4140243	1	JOD 0.00	\$0.00	Transfer Letter	Used	
	100	11-Aug-08	GPS	GPS	3	Transferred from A USAID Project	84561164	1	JOD 0.00	\$0.00	Transfer Letter	Used	
								1					
	101	11-Aug-08	Printer	Xerox Phrase 4500 Printer	4	Transferred from A USAID Project	PMU327387	1	JOD 0.00	\$0.00	Transfer Letter	Used	
	102	10-Jul-08	Phone	GE Telephone - Single Line	4	Refa'at Al-Nabulsi	70064009	1	JOD 15.00	\$21.19	19	New	
	103	10-Jul-08	Phone	GE Telephone - Single Line	4	Refa'at Al-Nabulsi	70064004	1	JOD 15.00	\$21.19	19	New	
	104	10-Jul-08	Phone	GE Telephone - Single Line	4	Refa'at Al-Nabulsi	70064002	1	JOD 15.00	\$21.19	19	New	
	105	10-Jul-08	Phone	GE Telephone - Single Line	4	Refa'at Al-Nabulsi	70064007	1	JOD 15.00	\$21.19	19	New	
	106	10-Jul-08	Phone	GE Telephone - Single Line	Reception	Refa'at Al-Nabulsi	70053091	1	JOD 15.00	\$21.19	19	New	
	107	10-Jul-08	Rack	Switch 16 Port LG Rack	Reception	Techno Elements	N/A	1	JOD 37.00	\$52.26	24	New	
Sub Total							Count Sub	25	JOD 4,783.24	\$ 6,755.99			
Project Vehicles													
	108	13-Jul-08	Vehicle	Ford Explorer XLT - Model: 2008	3	The Commercial & Industrial Co.	1FMEU73E58UA76565	1	JOD 19,500.00	\$27,542.37	33	New	
	155	3-Aug-08	Fire Extinguisher	Fire Extinguisher - CO2 / 1Kg.	1	Al-Awael Co.	N/A	1	JOD 31.00	\$43.79	48	New	
Sub Total							Count Sub	2	JOD 19,531.00	\$ 27,586.16			

Miscellaneous													
	109	22-Jun-08	Binder	Binding Machine Rilegatrice	1	Raja' Stationary	227533504	1	JOD 350.00	\$494.35	6	New	
	110	26-Jun-08	Cutter	Paper Trimmer KW-trio 3911	1	Raja' Stationary	N/A	1	JOD 45.00	\$63.56	16	New	
	111	25-Jun-08	Puncher	Paper Puncher - Kangaro HDP-2150	1	Raja' Stationary	N/A	1	JOD 47.00	\$66.38	12	New	
	112	25-Jun-08	Trash Can	Trash Can	1	Raja' Stationary	N/A	1	JOD 4.50	\$6.36	12	New	
	113	3-Aug-08	Fire Extinguisher	Fire Extinguisher - CO2 / 2Kg.	1	Al-Awael Co.	N/A	1	JOD 31.00	\$43.79	48	New	
	153	11-Aug-08	Scanner	Canon Scan Lide 25	1	Transferred from A USAID Project	NKBHA60694	1	JOD 0.00	\$0.00	Transfer Letter	Used	
	114	23-Jun-08	W. Board	White Board	2	Raja' Stationary	N/A	1	JOD 25.00	\$35.31	7	New	
	115	23-Jun-08	B. Board	Bulletin Board - 90x120 cm.	2	Raja' Stationary	N/A	1	JOD 35.00	\$49.44	7	New	
	116	1-Jul-08	Head Set	Head Set	2	Jabarin Inf. Tech.	N/A	1	JOD 5.00	\$7.06	26	New	
	117	1-Jul-08	Speakers	Speakers	2	Jabarin Inf. Tech.	2MS0380B07121412710	1	JOD 8.00	\$11.30	26	New	
	118	25-Jun-08	Trash Can	Trash Can	2	Raja' Stationary	N/A	1	JOD 4.50	\$6.36	12	New	
	119	2-Jul-08	Hanger	Coat Hanger - Small Size	2	Infinity	N/A	1	JOD 0.90	\$1.27	26	New	
	120	3-Aug-08	Fire Extinguisher	Fire Extinguisher - CO2 / 2Kg.	2	Al-Awael Co.	N/A	1	JOD 31.00	\$43.79	48	New	
	121	28-Jul-08	W. Board	White Board	3	Raja' Stationary	N/A	1	JOD 58.00	\$81.92	38	New	
	122	23-Jun-08	B. Board	Bulletin Board - 40x60 cm.	3	Raja' Stationary	N/A	1	JOD 15.00	\$21.19	7	New	
	123	23-Jun-08	B. Board	Bulletin Board - 40x60 cm.	3	Raja' Stationary	N/A	1	JOD 15.00	\$21.19	7	New	
	124	25-Jun-08	Trash Can	Trash Can	3	Raja' Stationary	N/A	2	JOD 9.00	\$12.71	12	New	
	160	10-Jul-08	Cooler	Water cooler	3	Ishtar	7606084038	1	JOD 150.00	\$211.86	30	New	
	126	10-Jul-08	Bottles	Water bottles	3	Ishtar	N/A	1		\$0.00	30	New	
	127	11-Aug-08	Safe	Fire proof Safe - Model: Dia	3	The Business Technology Co.	ESD 104A	1	JOD 235.00	\$331.92	54	New	
	128	Jul-08	Ladder	Ladder - 5 Steps	3	Al-Mukhtar Stores	N/A	1	JOD 15.50	\$21.89	26	New	
	129	2-Jul-08	Hanger	Coat Hanger - Medium Size	3	Infinity	N/A	1	JOD 1.20	\$1.69	26	New	
	130	18-Jun-08	Software's	Recovery Software's - For Each of Dell Workstations	3	NovoTek	N/A	4	JOD 0.00	\$0.00	3	New	
	131	18-Jun-08	Software	MS Office 2007 Pro	3	NovoTek	1190	1	JOD 225.00	\$317.80	4	New	
	132	18-Jun-08	Software	MS Office 2007 Pro	3	NovoTek	1222	1	JOD 225.00	\$317.80	4	New	
	133	18-Jun-08	Software	MS Office 2007 Pro	3	NovoTek	1216	1	JOD 225.00	\$317.80	4	New	
	134	18-Jun-08	Software	MS Office 2007 Pro	3	NovoTek	1199	1	JOD 225.00	\$317.80	4	New	
	135	18-Jun-08	Software	PC Cillin Internet Security 2007	3	NovoTek	4030119006446	1	JOD 35.00	\$49.44	4	New	
	136	18-Jun-08	Software	PC Cillin Internet Security 2007	3	NovoTek	4030119006446	1	JOD 35.00	\$49.44	4	New	
	137	18-Jun-08	Software	PC Cillin Internet Security 2007	3	NovoTek	4030119006446	1	JOD 35.00	\$49.44	4	New	
	138	18-Jun-08	Software	PC Cillin Internet Security 2007	3	NovoTek	4030119006446	1	JOD 35.00	\$49.44	4	New	
	139	18-Jun-08	Software	PC Cillin Internet Security 2007	3	NovoTek	4030119006446	1	JOD 35.00	\$49.44	4	New	
	140	13-Jul-08	Software	Windows Server Std 2003 R2 w/SP2 English	3	NovoTek	660	1	JOD 520.00	\$734.46	31	New	
	141	13-Jul-08	Software/License	Windows Svr CAL 2003 English 5CLT User	3	NovoTek	39221184702	1	JOD 98.00	\$138.42	31	New	
	156	07-Apr-09	Software	MS Visio 2007	3	Convergence C&T		1	JOD 170.00	\$239.44	157	New	
	157	May, 2009	Software	Acrobat 9.0 Professional	3	Home Office		1		\$200.00		New	
	142	23-Jun-08	W. Board	White Board	4	Raja' Stationary	N/A	1	JOD 25.00	\$35.31	7	New	
	143	28-Jul-08	W. Board	White Board	4	Raja' Stationary	N/A	1	JOD 27.50	\$38.84	38	New	
	144	3-Aug-08	B. Board	Bulletin Board	4	Raja' Stationary	N/A	1	JOD 34.80	\$49.15	47	New	
	145	2-Jul-08	Hanger	Coat Hanger - Large Size	4	Infinity	N/A	1	JOD 1.55	\$2.19	26	New	
	146	25-Jun-08	Trash Can	Trash Can	4	Raja' Stationary	N/A	4	JOD 18.00	\$25.42	12	New	
	147	3-Aug-08	Fire Extinguisher	Fire Extinguisher - CO2 / 2Kg.	4	Al-Awael Co.	N/A	1	JOD 31.00	\$43.79	48	New	
	148	11-Aug-08	Speakers	Dell Speakers	4	Transferred from A USAID Project	CN-0W2737-69800-433-3696	1	JOD 0.00	\$0.00	Transfer Letter	Used	
	149	3-Aug-08	Smoke Detector	Smoke Detector	Kitchen	Al-Awael Co.	N/A	1	JOD 18.00	\$25.42	48	New	
	150	3-Aug-08	Fire Extinguisher	Fire Extinguisher - CO2 / 2Kg.	Kitchen	Al-Awael Co.	N/A	1	JOD 31.00	\$43.79	48	New	
	151	10-Aug-08	Flip Chart	Flip Chart Stand & Papers	Meeting Room	Raja' Stationary	N/A	1	JOD 84.75	\$119.70	53	New	

	152	10-Aug-08	Screen	White Screen for the Data Show	Meeting Room	Raja' Stationary	8030907454	1	JOD 150.00	\$211.86	55	New	
	154	Aug-09	Software	Kaspersky Business Space (10 users)	Electronic on Server	Digital Solutions Technology		1	JOD 305.30	\$431.21	239	New	
	156	Nov-09	Hardware	HDD External IDE to USB Cable	3	Zillion Technologies		1	JOD 10.00	\$14.12		New	
	158	Mar-10	Small Oven	Black & Decker Small Electric Oven	Kitchen			1		\$0.00			
	159	Mar-10	Coffee Maker	Black & Decker Coffee maker	Kitchen			1		\$0.00			
	162	Mar-10	Ground Fan	SONA Small Office Fan	1			1		\$0.00			
	163	Mar-10	Ground Fan	SONA Small Office Fan	Storage			1		\$0.00			
	164	Aug-10	VideoCamera	FlipVedio Camera	3	Home Office		1				New	
Sub Total							Count Sub	55	JOD 3,685.50	\$ 5,404.83			
Grand Total							Count Total	161	JOD 38,300.36	\$54,295.88			