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Job Creation and Employability in Jordan: Survey Methodology Design Support – Phase II: Questionnaire Revision

AMIR II Achievement of Market-Friendly Initiatives and Results

April 2006

This document was produced for review by the United States Agency for International Development. It was prepared by Chemonics International Inc.

JORDAN AMIR II

Achievement of Market-Friendly Initiatives and Results

Contract No. 278-C-00-02-00210-00

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.

Contract No. 278-C-00-02-00210-00

Contractor Name: Chemonics International, Inc.

USAID Cognizant Technical Office of Economic Opportunities
Office: USAID/Jordan

Date of Report: April 2006

Document Title: Job Creation and Employability in Jordan: Survey
Methodology Design Support – Phase II: Questionnaire
Revision

FINAL

Authors' Names: Arif Farazi/Chemonics

Activity Title and Number: Achievement of Market-Friendly Initiatives and Results
Program (AMIR Program)

PSPI Component, “Jordan Employment Methodology
Survey Design Support,” Task No. 580.01.03.

**Job Creation and Employability in Jordan:
Survey Methodology Design Support –
Phase II: Questionnaire Revision**

Final Report
April 2006

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Data Page

Name of Component:	Private Sector Policy Initiative
Authors:	Arif Farazi/Chemonics
Practice Area:	Democracy and Governance
Service Offering:	NA
List of Key Words Contained in Report:	Employment, poverty, labour force, gender equality, unemployment, immigration, statistics, indicators, data, jobs, surveys, questionnaire, household

Abstract

This is one of the two follow-up reports of an earlier review of labour force and employment estimation modalities in Jordan (carried out during February 2006) and builds on the recommendations emanated from that review. Following a brief introduction in Section 1, Section 2 concentrates on the forthcoming Employment/Unemployment Survey, particularly the questionnaire design and data collection issues in relation to the capture of respondents' work-histories. Preparations regarding the Workshop on Employment/ Job-creation Indicators are summarized in Section 3. Findings and recommendations are presented in Section 4. It may be worth noting that the Medium-term plans and the associated Project Document will be contained in the third report, along with Workshop report and recommendations, after that event (May 2006).

Abbreviations and Acronyms

AMIR	Achievement of Market-Friendly Initiatives and Results Program
CCA	Common Country Assessment
DOS	Department of Statistics
ESCWA	Economic and Social Commission for Western Asia
EU	European Union
FDI	Foreign Direct Investment
GDP	Gross Domestic Product
GEM	Gender Empowerment Measure
GOJ	Government of Jordan
HDI	Human Development Index
HDR	Human Development Report
HEIS	Household Expenditure and Income Survey
HKJ	Hashemite Kingdom of Jordan
IMF	International Monetary Fund
ILO	International Labour Organization
JD	Jordanian Dinar
JPAP	Jordan Poverty Alleviation Program
M&E	Monitoring and Evaluation
MDG	Millennium Development Goal
MIT	Ministry of Industry and Trade
MOL	Ministry of Labour
MOPIC	Ministry of Planning and International Cooperation
NEC	National Employment Centre
NGO	Non-governmental Organization
NSEP	National Social and Economic Plan
NSPA	National Strategy for Poverty Alleviation
PA	Poverty Alleviation
PAMD	Poverty Alleviation Through Municipal Development
PERG	Poverty Equivalent Growth Rate
PR	Poverty Reduction
SOW	Scope of work
SSC	Social Security Corporation
UNDP	United Nations Development Program
USAID	United States Agency for International Development
WHO	World Health Organization

Table of Contents

Data Page	ii
Abstract	iii
Abbreviations and Acronyms	iv
Table of Contents	v
Executive Summary	1
1. Introduction	2
2. Employment/Unemployment Household Survey	3
3. Workshop on Employment/ Job-creation Indicators	5
4. Findings and Recommendations	6
Annex A Draft Questionnaires.....	7
Annex B Workshop Preparations.....	21
Annex C Interviews.....	26
Annex D References.....	28

Executive Summary

As a follow-up to a recent review of labour force and employment estimation modalities in Jordan (carried out during February 2006), the corresponding Scope of Work catered for provision of assistance to MOPIC and DOS “*to plan and conduct a national workshop on employment indicators (selection and harmonization of employment and job-creation indicators, and establishment of sustainable related framework); and design of a questionnaire for Employment/Unemployment Survey*”.

As mentioned in the previous report, Employment/Unemployment Survey (with revised questionnaire and methodology) was identified among the existing surveys as the most viable short-term instrument to facilitate job-creation estimation. Revision of and amendments to the other major Employment survey (based upon returns from the establishments; and to provide a fuller picture must be utilized in tandem) were not considered at this stage. However, this instrument should also be modified, soon after the planned Establishment Census. Therefore, this report primarily concentrates on timely implementation of the revised Employment/Unemployment survey.

Other major element identified as part of the conceptual framework, relates to the corresponding indicators and provision of horizontal data-linkages through harmonization of info-structures. This must also be tackled in parallel in order to provide uniform understanding, data-sharing and comparisons between all partners and stakeholders. Indicators harmonization process will be initiated through a national workshop on Employment/ Job-creation Indicators (scheduled during May 2006). Preparations regarding this workshop (coordinated by DOS) are well under way through invitations to the appropriate stakeholders, with provisional Agenda and elaboration of the purpose of the Workshop.

1. Introduction

Over the recent past, eagerness of GOJ policy-makers and planners to learn about the magnitude of *job-creation and employability* in the Jordanian economy has been amply emphasized. In this regard, and pursuant to a recent mission (February 2006) by the consultant, at the request of GOJ, USAID/Jordan through its AMIR Program re-fielded the consultant to assist the Department of Statistics (DOS) and the Ministry of Planning and International Cooperation (MOPIC) “*to plan and conduct a national workshop on employment indicators (selection and harmonization of employment and job-creation indicators, and establishment of sustainable related framework); and design of a questionnaire for Employment/Unemployment Survey*”.

Due to the urgency expressed in implementation of the revised Employment/Unemployment Survey, the consultant, prior to arrival in Jordan prepared a draft questionnaire for the Survey, This draft served as basis for the Questionnaire Task Force deliberations at DOS. Implementation plan for the above survey was also revised in accordance with the questionnaire development and sample selection activities. Only planning and preparatory part of the terms of reference relating to the National Workshop was accomplished during this mission (as the Workshop is scheduled to be conducted from 8-9 May 2006), and the conduction of the Workshop will be facilitated by the consultant through a follow-up mission. As usual, the revised version of the Questionnaire, Workshop Agenda and other outputs/findings were discussed with and presented to MOPIC and DOS (as well as to USAID and AMIR Program staff).

This report, primarily stitches together all the outputs thus accomplished in the form of annexes. Section 2 provides details relating to the revised questionnaire for the Employment/Unemployment Survey as well as the summary plan relating to the initiation of this Survey. Preparation work for the Indicators Workshop is itemised under Section 3. Finally, recommendations are summarized under Section 3. Eight annexes: (A1-A3: Employment/Unemployment Survey Questionnaire, three parts; B1-B3: Indicators Workshop-Provisional Agenda, -List of Invitees, and -Invitation Letter; C: List of Interviews Conducted; and D: References) complete the report.

2. Employment/ Unemployment Household Survey

As background understanding and review, the consultant studied various Employment and Labour Force questionnaire designs, being utilized by major statistical centres, in addition to the relevant reference documents utilized during the previous mission.

2.1 Employment/Unemployment Survey- revision

This survey, being the main source of employment statistics, is based upon a sample of 12,000 households and is conducted on quarterly basis (data collected during February, May, August, and November each year). In accordance with the recommendations coming out of the previous mission, the Survey in its revised form (and based on a larger sample of 15,000 households) will be conducted twice yearly. In order to complete two rounds during 2006, the policy-makers have requested DOS to implement the first round during May/June. The success of the survey, very much depends upon data collection through appropriately modified questionnaire. Therefore, the questionnaire for the revised Survey was redesigned (with full involvement of the concerned survey experts at DOS) in accordance with the Task Force recommendations. The agreed draft (English version) of the new Questionnaire constituting three elements, is annexed to this report as (Annex A1-A3).

2.1.1 Household Questionnaire:

The information for the Household Questionnaire will be gathered, where possible from the head of the respective household and constitutes minimum information regarding the *structure* of the household (primarily to identify the eligible members—those aged 15 years or over—for the Individual interviews). This component will serve as a folder for all the individual questionnaires within the household.

2.1.2 Individual Questionnaire:

Structured interview with the identified individuals will be conducted through this questionnaire. This will provide information on participation status, economic activity and detailed job history (covering the entire reference period). Additional sheets, if required could also be added.

The information will be gathered directly from the concerned individual, and proxy sources will only be utilized after at least three (failed) contact attempts. This will imply increased number of visits by the interviewers, in order to meet all the eligible respondents.

2.1.3 Form for Collective Residences:

Although hotels and apartment/hotels do house short/medium-term foreign workers, it was considered difficult to gather employment details from these individuals. Also inmates at prisons and hospitals etc. will be excluded from the Survey. Therefore, the Collective-residence Form will be only administered at the

on-site workers' residences and summary information about each individual obtained from the appropriate administrative office.

2.2 Schedule of Activities

In order for the start of fully-fledged survey field operations, following major Activities need to be accomplished adequately. For a major questionnaire review, usually two pre-tests are recommended. However, due to time constraints only one pre-test has been scheduled in the Work-plan, below. Timely accomplishment of the Activities below will lead to a Mid-June start for the field operations (expected to last around 6 weeks). Mid-June start means that field operations will continue during July (and possibly August), giving exaggerated labour-force picture (due to seasonal jobs taken up by holidaying students). If the field-work cannot start before late May, it may be advisable to defer this survey round until after the school holidays. This will also enable second pre-test (so vital for the success of such operations).

- Revised Questionnaire (English); **already completed**..... April 01, 2006
- Revised Questionnaire (Arabic); **already completed**..... April 04, 2006
- Sample design and selection (DOS), completed by..... April 30, 2006
- Questionnaire instructions & printing of documents..... April 30, 2006
- Training of field-workers/ coders (1 week); by.....May 07, 2006
- Employment Indicators workshop..... May 8-9,2006
- DP preparations (data-capture & tabulations), 4 weeks; by...May 10, 2006
- Pre-test for the survey (250 households)..... May 08-14, 06
- Processing of the Pre-test (1 week), by.....May 19, 2006
- Evaluation of the Pre-test (fieldwork & results), 1 week; by...May 26, 2006
- Evaluation seminar (DOS+MOPIC; half day).....May 27, 2006
- Revision of data-capture/ tabulation designs (2 weeks); by...June 13, 2006
- Questionnaire revision (in the light of Pretest), 1 week; by....June 03, 2006
- Training of full team of fieldworkers/ coders (10 days); by....June 13, 2006
- Start of Survey fieldwork.....June 15, 2006

3. Workshop on Employment/ Job-creation Indicators

As mentioned earlier, in order to provide a country-wide and beyond understanding of the conceptual and indicators framework, parallel with the data compilation activities, a national workshop on Employment and Job-creation indicators is planned for 8-9 May 2006. Preparations for this participatory event were initiated through a Preparatory Committee at DOS, with participation from MOPIC. The consultant participated in the deliberations of this Committee and prepared a Provisional Workshop Agenda, and the draft Letter of Invitation and assisted in preparation of draft List of Invitees. The Preparatory Committee was entrusted with all the follow-up actions (through liaison with AMIR) regarding invitations and organization of the Workshop. These three documents are briefly described below (and are attached as Annexes B1-B3 of this report)

3.1 Provisional Workshop Agenda:

Under this Agenda, after the opening session of the Workshop, Conceptual Framework will be elaborated to provide a deeper understanding of issues, the related indicators and possible modalities to establish sustainable Framework. Related data-collection instruments (particularly Employment/Unemployment Survey) will be explained and limitations discussed. Selection of appropriate Indicators (to measure job-creation—possibly as a NET increase/decrease in the number of jobs during the reference period; with harmonized definitions; calculation method; data sources etc.). Through working-groups selection/ prioritization/ harmonization, also horizontal linkages between other directly related data/indicator holdings, such as investment, trade, employment etc. will be synthesized. Presentations by other data-producers/users and key stakeholders will serve as an experience-sharing platform. In addition to selection of priority list of Indicators, the Workshop will also result in key recommendations regarding infrastructure and development horizontal data-linkages. The Provisional Agenda is attached as Annex B1.

3.2 Draft Letter of Invitation:

The draft Invitation Letter (in two formats) is aimed at two types of participants: a) those departments/ institutions which are themselves actively involved in compilation of labour-related information (MOL, MIT, SSC, Tax Department, ILO etc.); and b) those agencies with good interest in labour/ job-creation issues. The letter very briefly explains the purpose of the workshop and solicits nomination of (between 1-3) appropriately qualified/experienced participants. Provisional Agenda will be attached to the Invitation Letter (Annex B2).

3.3 List of Invitees:

A “shorter” List of Invitees was extracted from the long contact list, kept by DOS. The Preparatory Committee selected this attached list. According to previous DOS experience, only around 30-40 percent of the invitees confirm their participation. With some of these departments sending more than one participants, this could result in around 60-70 participants turning up at the event. In case more than expected invitees express interest, the final participation could be restricted according to first-come basis.

4. Findings and Recommendations

It is strongly recommended that the agreed work-plan, regarding the questionnaire preparation and testing Activities is strictly adhered to facilitate earliest start for the Survey field-work. However, if it is not possible to start the Survey field-work by the late May, it is considered advisable to defer the start of the Survey after the school summer break.

It is recommended to explore modalities for capturing employment information from the residents of the small/medium-sized apartment-hotels.

It must be re-iterated that Employment Survey should serve as the main source of investment-related jobs information. Therefore, following the Establishment Census (and construction of National Business Register), the Employment Survey design and modality should also be modified to periodically follow-up on job histories at each establishment.

In the absence of a suitable employment (estimation/projections) model, survey results are being directly used as estimates (with inherent sampling pitfalls). In the long-run, therefore, the above two surveys (one catering for fine-tuning of sector-wise proportions and the other actual magnitude of jobs) will provide major inputs to the jobs-related econometric projections model. Work on development/adoption of such a model should immediately start, and further developed after the Establishment Census.

Selection and harmonization of key indicators related to jobs and employment are needed through a participatory national forum, and establishment of a working committee/network. Therefore, successful holding of the proposed Workshop, through participation by appropriate data-producers/users, experts and practitioners should be ensured by DOS and MOPIC.

It is recommended that an employment-indicators-related medium-term development plan to establish a long-term sustainable solution (to meet the expected data demands) is appraised, and its key modules (such as Investment, Trade and Employment) are linked through an appropriate indicators framework. Related data-holdings could be linked and shared in the form of a multi-sectoral database, possibly: Information System on Investment, Trade and Employment (Info SITE). It is recommended that such a system should form the nucleus of medium-term (2007-2010) programme related to employment and jobs.

Annex A Draft Questionnaires

A.1 Household Questionnaire:

The Hashemite Kingdom of Jordan
Statistics

Department of

Employment & Unemployment Survey – May/June 2006

Household Interview

Identification Information

Sample ID number:

--	--	--	--	--	--

101	Governorate			
102	District		
103	Sub – District		
104	Locality		
105	Area		
106	Neighbourhood		
107		
108		
109		
....	Visit No.	First visit <input type="checkbox"/>	Second visit <input type="checkbox"/>	Third visit <input type="checkbox"/>
....	Date:			
....	Outcome	Full interview.....1 Partial interview.....2 Non-contact3	Full interview.....1 Partial interview.....2 Non-contact3	Full interview.....1 Partial interview.....2 Non-contact3
....	Time	_ _ _ _ _	_ _ _ _ _	_ _ _ _ _

- 199 : Type of address : Residential (occupied)1
(H/H unit)
- Commercial & Residential ... 2
- Commercial (no residence)3
- Unoccupied / empty4
- Factory / institutional
Residences /camp5
- *Continue with Section A*
- *Record ineligible and close interview*
- *Append of complete institutional (blue) section only*

Section : **Household tenure**

A1. On what basis does your household occupy this accommodation?

- Own outright / buying with help of a loan1
- Rent from a private land lord2
- Rent from a public land lord (housing association etc.).....3
- Live here rent – free (including rent – free in relative/ friend’s house.....4
- Property provided rent – free by household member’s employer.....5
- Other (write in details) _____
_____ 6

Section : **Household Composition**

Bo.1 Including yourself, how many persons normally live in your household (please include everyone for whom this is their “main residence”).

Write in number {including the respondent}

Section B : **Household Composition**

B1 Questions regarding everyone in the household.

Enter main respondent's name in the first column below, before moving on to other household members (if there are more than 9 household members, complete the page overleaf as well).

Name of Household members Related details	01 Head of house hold	02 Person 2	03 Person 3	04 Person 4	05 Person 5	06 Person 6	07 Person 7	08 Person 8	09 Person 9
B1.1 What is’s relationship to NAME of PERSON # 1?									
1. Spouse		1	1	1	1	1	1	1	1
2. Brother / Sister		2	2	2	2	2	2	2	2
3. Son / Daughter		3	3	3	3	3	3	3	3
4. Mother / Father		4	4	4	4	4	4	4	4
5. Grand parent		5	5	5	5	5	5	5	5
6. Grand Child		6	6	6	6	6	6	6	6
7. Aunt / Uncle		7	7	7	7	7	7	7	7
8. Niece / Nephew		8	8	8	8	8	8	8	8
9. Cousin		9	9	9	9	9	9	9	9
10. Other related		10	10	10	10	10	10	10	10
11. Maid / servant		11	11	11	11	11	11	11	11
12. Other not related		12	12	12	12	12	12	12	12
B1.2 Code respondent's gender; for others in the households ask: what is’s gender?									
1. Male	1	1	1	1	1	1	1	1	1
2. Female	2	2	2	2	2	2	2	2	2
B1.3 What was your/ his/ her age last birthday? (if baby under 1 write 0, if over 100 write 99)									
Write in									

B1.4 Are there more than 9 household members?

Yes,1 →

Continue with **B2**, overleaf

No,2

Continue with **B1.5**, below

B1.5 Write in total number of household members aged 15 or over.

(Write in).....

and move to **BLUE** (**individual** Questionnaire)

Section B : **Household Composition (Continued)**

B2 Questions regarding everyone in the household

(questions B2.1 –B2.3 are repeated below for the rest of the household members).

Name of Household members Related details	10 Person 10	11 Person 11	12 Person 12	13 Person 13	14 Person 14	15 Person 15	16 Person 16	17 Person 17	18 Person 18
--	---------------------------------	---------------------------------	---------------------------------	---------------------------------	---------------------------------	---------------------------------	---------------------------------	---------------------------------	---------------------------------

B2.1 What is’s relationship to NAME of PERSON # 1?

1. Spouse.....	1	1	1	1	1	1	1	1	1
2. Brother / Sister	2	2	2	2	2	2	2	2	2
3. Son / Daughter.....	3	3	3	3	3	3	3	3	3
4. Mother / Father	4	4	4	4	4	4	4	4	4
5. Grand parant	5	5	5	5	5	5	5	5	5
6. Grand Child	6	6	6	6	6	6	6	6	6
7. Aunt / Uncle	7	7	7	7	7	7	7	7	7
8. Niece / Nephew.....	8	8	8	8	8	8	8	8	8
9. Cousin	9	9	9	9	9	9	9	9	9
10. Other related	10	10	10	10	10	10	10	10	10
11. Maid / servent	11	11	11	11	11	11	11	11	11
12. Other not related	12	12	12	12	12	12	12	12	12

B2.2 Code respondent’s gender; for others in the household, ask: what is’s gender?

1. Male	1	1	1	1	1	1	1	1	1
2. Female	2	2	2	2	2	2	2	2	2

B2.3 What is your/ his/ her age last birthday? (if baby under 1 write 0, if over 100 write 99)

Write in

--	--	--	--	--	--	--	--	--	--

B2.4 Are there more than 18 household members?

Yes,1 → Attach **GREEN** household member sheet (s) & continue

No,2 Continue with **B2.5**, below

B2.5 Write in total number of household members aged 15 or over.

(Write in).....

--	--

and move to **BLUE** (individual Questionnaire)

A.2 Collective Residence Form:

Institutional Household- Residence/ Camp

Sample ID number:

--	--	--	--	--

- V. Type of establishment
 Hotel, hospital, prison, other such collective residence.....1 **STOP interview**
 Factory/other commercial establishment (on- site residence).....2 **Continue with W1**

W1. Following information should be gathered from company HR/ personnel office.

- W1.1 *Company name:*
 W1.2 *Type of business (details):*
 W1.3 *Date/ year started operations in Jordan:*
 W1.4 *Total size of workforce:*
 W1.5 *Total number of Jordanian employed:*

-
-
-

W2. Please give details regarding the on-site resident work-force only, in the following table

Individual		Gender 1: male 2:female	Age (years)	Nationality (see codes)	Length of service (in months) with company in Jordan	Occupation (Job Title)	Education/ Qualification (highest level)
No.	Name (optional)						
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							

(add additional sheets, as necessary)

A.3 Individual Questionnaire:

**The Hashemite Kingdom of Jordan
Statistics**

Department of

Employment & unemployment survey May/June 2006

Individual Interview

(to be filled for respondents 15 years or over only)

Sample ID Number:									
--------------------------	--	--	--	--	--	--	--	--	--

<p>Respondent's Name:.....Person Number: _____</p> <p>questionnaire)..</p>	<p>(within household) (see section B, Household</p>
--	--

1	Visit	First Visit	Second Visit	Third Visit
	Outcome			
2	Date:	_ _ _ _	_ _ _ _	_ _ _ _
3	Time:	_ _ _ _	_ _ _ _	_ _ _ _

**Individual's Employment Status
(copy code from question No.....)**

Section E: Demographic and educational

- E1. Gender. Male.....1
Female.....2
- E2. Code respondent age: ask what was your age last birthday?
Age (write in)..... if under 15 → **stop** interview

- E2.1 If the respondent refuses, estimate age and code below:
Age under 15.....1 → **stop** interview
Between 15-30 years.....2
Between 30-45 years.....3
Between 45-60 years4
Over 60 years.....5

- E3. Marital status:
Never married.....1
Married.....2
Divorced.....3
Widowed.....4
Separated.....5

- E4. Current nationality:
Jordanian.....1
Egyptian2
Syrian.....3
Iraqi.....4
Other Arab.....5
Non- Arab.....6

- E5. Have you ever been to school?
Yes.....1
No.....2 → skip to **A5.2**

- E5.1 Number of years: (schooling successfully completed)
Write in : |_|_|

- E5.2 Educational Status (Highest level):
Illiterate.....1
Read and write only.....2
Elementary.....3
F
Preparatory4
Basic education.....5
Vocational apprenticeship..6
Secondary.....7
Intermediate.....8
BA/B.Sc.9
Higher Diploma.....10
M.A./M.Sc./M.Phil.....11
Ph.D./D.Phil.....12
- } → skip to section

- E5.3 Field of study (highest qualification)
Write in:..... |_|_|

Section F: Economic Activity

F1. Did you work during the 7 days prior to the interview (even for 1 hour)?
 (interviewr probe:- in any paid work? ----- in a business partially or completely owned by you?.. in a business owned by the household, without payment?, - any other business?)

Yes.....1 → continue with **F4**
 No.....2 → continue **below**

F2. Did you have some job, but didn't practice it (i.e. were temporarily absent) during the 7 days prior to the interview date?

Yes.....1 → continue with **F3**
 No.....2 → go to section **FA**

F3. You were absent from work due to?

- Illness.....1
- Vacation holiday.....2
- Travell.....3
- Reduction in economic activity (such as lack of customers /shortage of demand.....4
- Temporary breakdown in establishment (shutdown....., shortage of raw materials/ fuel).....5
- Other (specify).....6

F4. Total number of homes worked by you in all jobs during the seven days prior to the interview date.

Write in -----

--	--	--

F5. Did you want to change your job or practice another or additional job during the 4 weeks prior to the interview date?

Yes..... 1 → Continue **below**
 No..... 2 → Go to Section **FW**

F6. What was the reason that made you wanting to look for another or additional job?

- Insufficient earnings or meager incentives 1
- Does not suit the educational qualification 2
- Short hours 3
- Long hours 4
- Work conditions 5
- Place of work is far from residence 6
- Transportation difficulties 7
- Does not like the present job 8
- Other (specify) ----- 9

→ Skip to Section **FW**

Section FA : Non-workers/ Job-seekers

FA1. If a job was offered (during period), prepared to accept the job?

- Yes..... 1
 No. 2 → Skip to **FA6**

FA1a. Specify type of job prepared to accept (minimum of 3 choices).

1:	2:	3:
-----------	-----------	-----------

--	--	--

--	--	--

--	--	--

FA2. Last time actively searched for work was?

- | | | | |
|-----------------------------|---|---|--------------------------|
| Less than 1 week ago | 1 | } | Go to FA4 |
| Less than 2 weeks ago | 2 | | |
| Less than 3 weeks ago | 3 | | |
| Less than 4 weeks ago | 4 | | |
| Over 4 weeks ago | 5 | } | Continue with FA3 |
| Never searched | 6 | | |

FA3. Main reasons for not seeking work (during the past 4 weeks)?

- | | | | |
|--|---|---|--------------------------|
| Waiting to return to previous job | 1 | } | Continue with FA4 |
| Found a job (will join in seen future) | 2 | | |

- | | | |
|---------------------------|---|--------------------|
| No jobs are available | 3 | } Go to FA6 |
| | | |
| Tired of looking for work | 4 | |
| | | |
| Never searched | 5 | |
| | | |
| | 6 | |
| | 7 | |
| Other (specify) ----- | 8 | |

FA4. Main ways and means of job search (during the last 4 weeks)?

- | | |
|---|---|
| Read / watch & respond to ads in newspapers/ Tel..... | 1 |
| Visit establishments and work sites | 2 |
| | |
| Seek help from friends & relatives | 3 |
| | |
| Apply for work at NEC and MOL offices | 4 |
| | |
| | 5 |
| | 6 |
| Other (specify) ----- | 7 |
| --- | |

FA5. How long have you been looking for work up to now? For those responding **1 or 2** to **FA3**, how long have you been in this current situation? (**months**, write in):

--	--	--

Skip to FA7

FA6. Reasons for not seeking job/ not prepared to work?

- | | |
|--|---|
| Full-time student/ pupil | 1 |
| Home maker/ to look after family | 2 |
| Do not need to work/ with means..... | 3 |
| Disabled/ long-term illness..... | 4 |
| Retired | 5 |
| Other (specify) ----- | 6 |

FA7. Apart from casual or holiday work, have you been in full part-time work during the last 10 years?

Yes.....	1	→	Continue with section
		FW	
No.	2	→	Skip to FINISH

Section FW: Work History in reverse chronological order (starting with the current/ most recent job)

PROBE: Capture details relating to **all** jobs during the reference period (May 2005- interview date); For currently unemployed record **all previous** jobs held during the reference period (if **none** held during this period; record details regarding **only one** most recent job). Attach additional sheet(s) if necessary

<i>Job No.</i>	<i>Job Title</i>	<i>Job Description</i> (code occupation ; from Job Title & job description)	<i>Employer's Name & Address, location</i> (Registration ID, if known)	<i>How many people</i> <i>Employed</i> Code..1 .2 .3	<i>Start Date</i> (month, year)	<i>End Date</i> (month, year)	<i>Employment</i> <i>Status</i> Code.1 .2 .3 .4 .5	<i>Monthly Salary</i> Code.1 .2 .3 4 .5	<i>Social Security Status</i> Yes...1 No...2
<i>1. Current/ most recent</i>		Occupation: □□□	Industry Code: □□□□		□□□□ M M Y Y	□□□□ M M Y Y			
<i>2.</i>		Occupation: □□□	Industry Code: □□□□		□□□□ M M Y Y	□□□□ M M Y Y			

3.		Occupation: □□□	Industry Code: □□□□		□□□□ M M Y Y	□□□□ M M Y			
4.		Occupation: □□□	Industry Code: □□□□		□□□□ M M Y Y	□□□□ M M Y Y			
5.		Occupation: □□□	Industry Code: □□□□		□□□□ M M Y Y	□□□□ M M Y Y			

Annex B Workshop Preparations:

B 1: Workshop Provisional Agenda:

April 5, 2006

Workshop on Employment/ Job-creation Indicators
26-27 April 2006, Amman

Provisional Agenda:

<u>Day 1:</u>		
<u>Morning session</u>		
09:00-10:00	<i>Workshop opening (opening remark/ objectives)</i>	MOPIC; DOS; AMIR
10:00-10:30	<i>Coffee Break</i>	
10:30-11:30	<i>Employment/ Job-creation indicators—conceptual framework</i>	Consultant
11:30-12:30	<i>Employment/ unemployment survey & questionnaire</i>	DOS
12:30-13:30	<i>Lunch Break</i>	
<u>Afternoon session</u>		
13:30-15:30	<i>Presentations by employment-related data-producers and major stakeholders (DOS; Al-Manar; MOL; MIT; SSC....)</i>	DOS, MOL....
15:30-16:00	<i>Tea Break</i>	
16:00-17:30		

	<i>Presentations (continued)</i> (6-7 presentations—10-15 minutes each, followed by discussions)	
<u>Day 2:</u> <u>Morning session</u>		
09:00-10:00	<i>Working group preparations (TOR)</i>	DOS; MOPIC; Consultant
10:00-10:30	<i>Coffee Break</i>	
10:30-12:30	<i>Working group session (indicator selection)</i>	Facilitation by DOS; consultant
12:30-13:30	<i>Lunch Break</i>	
<u>Afternoon session</u>		
13:30-15:30	<i>Working group session (continued)</i>	Facilitation by DOS; consultant
15:30-16:00	<i>Coffee Break</i>	
16:00-17:30	<i>Presentations by Working groups (findings) Conclusions</i>	Facilitation by DOS; consultant
17:30-18:00	<i>Closing session</i>	MOPIC; DOS

B 2: Draft Workshop Letter of Invitation:

11 April 2006

Dear sir/ madam,

Subject: Workshop on Employment/ Job-creation Indicators

In recent years, Jordan has taken significant strides towards improvement in living standards and provision of social services, particularly education and health, resulting in better-qualified human capital. At the same time, extensive private-sector investment in the country has raised expectations regarding better employment opportunities. However, unemployment has remained stagnant above 12 percent mark during these years. Therefore, national planners and decision-makers are concerned to measure the impact of investment and job-creation efforts, through appropriate statistics and indicators.

In order to select and harmonize key indicators related to employment, investment, job-creation and other impacting variables, a two-day workshop jointly organized by DOS and MOPIC (and supported by AMIR Program, funded by USAID) is planned for 8-9 May 2006 atVENUE....., Amman. At the workshop, it is expected that conceptual framework, along with current surveys/methods will be elaborated through presentations and experience-sharing between the key practitioners in the field. It is hoped that the event will result in a coherent approach for compilation of the necessary information, and definitions, measurement methods, data sources etc. will be harmonized regarding a set of key Indicators.

Your department/organization being a key player in the workshop's core theme, DOS/MOPIC will be very grateful, if you can kindly nominate 2-3 experts to participate in the event and to make a brief presentation regarding employment-related data compilation practices at your organization. Your contribution in the workshop through presentation and experience-sharing by your nominee(s) will be highly appreciated.

.....OR.....

Participation of 1-2 experts on the subject from your department/ organization will be highly appreciated. Kindly confirm by providing names of the nominated participants to the workshop organizers at DOS as soon as possible, before 30 April 2006.

Yours sincerely,

Director-General, DOS

B 3: List of Workshop Invitees:

1.	Ministry of Interior
2.	Ministry of Health
3.	Ministry of Transport
4.	Ministry of Industry & Trade
5.	Ministry of Planning & International Cooperation
6.	Ministry of Labour
7.	Ministry of Agriculture
8.	Greater Amman Municipality
9.	Central Bank of Jordan
10.	The National Center for Human Resources Development
11.	Hashemite Charitable Organization
12.	Civil Status & Passport Department
13.	Income and Sales Tax Department
14.	Vocational Training Corporation
15.	Social Security Corporation
16.	Jordan Radio & Television Corporation
17.	Housing and Urban Development Corporation
18.	National Aid Fund
19.	Civil Service Bureau
20.	The Jordan Hashemite Fund for Human Development
21.	Jordan River Foundation
22.	Jordan Investment Board
23.	Development & Employment Fund
24.	Higher Youth Council
25.	Jordan Investment Corporation
26.	Investment Unit at the Social Security Corporation
27.	Jordan Enterprise Development Corporation
28.	Jordan Chamber of Commerce

29.	Amman Chamber of Commerce
30.	Amman Chamber of Industry
31.	Food and Agriculture Organization
32.	General Federation of the Jordan Trade Union
33.	Al-Manar Project
34.	United Nations Development Programme, Amman Office
35.	United Nations Social & Economic Committee for Western Asia
36.	Jordan Industrial Estates Corporation
37.	Poverty Strategy Project
38.	Physician Syndicate
39.	Advocates Syndicate
40.	Engineers Syndicate
41.	Dentists Syndicate
42.	Agricultural Engineers Syndicate
43.	Journalists Syndicate
44.	Investors Syndicate in the Housing Sector
45.	Jordanian Construction Syndicate
46.	Pharmacists Syndicate
47.	Agricultural Trades Syndicate
48.	Veterinarian Syndicate
49.	Printing Press & Cardboard Manufacturing Syndicate
50.	Food Staff Traders Syndicate
51.	Hair Dressing Association
52.	Jordan Artists Association
53.	National Training Center
54.	Jordan Broadcasting & TV Corporation
55.	Queen Zain Developing Center
56.	US Embassy / Economic Department
57.	USAID
58.	Euro- Jordanian Chamber of Commerce
59.	Boarders & Expatriates Department

Annex C Interviews

Name/Title	Contact Information	Organization
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Mr. Mohammad Assaf, Statistician, DOS		

Annex D: References

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