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**OPERATIONS AND MAINTENANCE
TRAINING PROJECT**

ANNUAL PROGRESS REPORT – YEAR 1

MAY 2008 - SEPTEMBER 2009

(QUARTERLY PROGRESS REPORT 6

JULY – SEPTEMBER 2009)

USAID OPERATIONS AND MAINTENANCE TRAINING PROJECT

REVISED FINAL VERSION – DECEMBER 2009

October 2009

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

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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 1 HIGHLIGHTS

OMT Project Secures Key Institutional Partnerships for Water and Wastewater Operator Certification Program in Jordan



The key capacity building objective of Year 1 goal 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 Year 1, 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 – Center for Accreditation and Quality Assurance
- Water Sector Board of Certification – Composition as defined in the Policy Framework; Formation and launch underway
- Program Administrator – Al Balqa’ Applied University
- Training Providers (pilot phase) – Miyahuna and Aqaba Water Companies
- Regional Training Marketer – ACWUA (Arab Countries’ Water Utilities Association)

At the end of Year 1, all institutional partners had “agreed in principle” or signed memoranda of understanding to actively commit to the successful and sustainable implementation of the operator certification program. Year 2 will emphasize the formation and launch of the board as well as completing formal agreements between institutional and sector partners, the board of certification, and the certification body.

A detailed Capacity Building Action Plan (CBAP) was completed in Quarter 6 to ensure the smooth development and transition of the overall Water and Wastewater Operator Certification Program in Jordan. The three-year CBAP is broken down by institution and identifies the integrated actions and schedules to build effective capabilities and efficient relationships among the partners.

In October 2009, the OMT project will conduct an Observational Study Tour (OST) for participants from each major partner institution. The OST will expose Jordanians to the fully operating certification and training program offered in Delaware.

Certification Policy for Operators in the Water and Wastewater Sector – Final

As a result of an extensive interactive development process initiated in Quarter 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 Ministry 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. 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.

Water and Wastewater Curricula Designs - Complete

During Year 1, training development activities ran concurrently with efforts on the policy and institutional track. Design of detailed curriculum outlines for all levels of pilot water and wastewater operator certification programs, including course objectives, content, and durations was the key outcome.

The 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 of experts like Dr. Ken Kerri and Ms. Debbie Horton. In addition, the project collected an extensive set of best practices/standard operations and maintenance procedures (SOMPs) and prepared a baseline survey of water and wastewater treatment processes and personnel at all Jordanian utilities to be used in training design and development.

Advisory committees of local Jordanian subject matter experts were directly engaged in determining the body of knowledge required by Jordanian operators and in designing the associated curriculum outlines. In Year 2, course development and pilot training will be implemented in support of these certification training program water and wastewater curriculum outlines.

KEY OMT PROJECT STAKEHOLDERS THROUGH QUARTER 6

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 Quarter 6 is shown below.

- OMT Project Steering Committee
- Ministry of Water and Irrigation
- Water Authority of Jordan
- Miyahuna (Amman) and Aqaba Water Companies; Northern Governorates Administration
- Ministry of Labour – Center for Accreditation and Quality Assurance (CAQA)
- Vocational Training Corporation (VTC)
- Board of Directors/Employment, Technical and Vocational Education and Training Council (E-TVET)
- Al-Balqa' Applied University
- Arab Countries Water Utilities Association (ACUWA)
- Wadi Ma'in Zara Mujib Treatment Plant /Miyahuna Water Company – Amman
- Aqaba Water Company (AWC)
- Samra Wastewater Treatment Plant
- National Institute for Training of Trainers
- Jordan Engineers Association (JEA)
- European Community (EU)
- GTZ/TRM Project
- IDARA Project
- Economic Opportunities for Jordanian Youth (INZAZ) Program
- California State University at Sacramento (CSUS)
- USAID

MAJOR MEETINGS – QUARTER 6 (JULY – SEPTEMBER 2009)

E-TVET Council

- OMT has become an active member of the committee formed under the auspices of the E-TVET Council to define occupations with the water sector. This activity associated with accreditation is considered related to the certification of operators in the water sector. These sessions cover National Qualification Framework (NQF) purpose and scope. During this quarter, OMT staff attended five NQF committee meetings under the E-TVET Council (23 July; 6, 13, 27 August; 10 September).

Center of Accreditation and Quality Assurance (CAQA)

- 14 July – OMT has entered into a very promising relationship with the new CAQA. This was the introductory meeting at which OMT presented the concept of operator certification in the water sector in Jordan; the scope and purpose of the project; and the draft Operator Certification Policy Framework for CAQA review. Meetings with the CAQA typically include Mohammad Khair Irshaid/CAQA Director General and Ahmad Badareen/E-TVET Secretariat as well as OMT project representatives.
- 21 and 27 July – Discussion of the Operator Certification Policy Framework continued and expanded into the requirement to create the Board of Certification.
- 3 August – CAQA comments on the Operator Certification Policy Framework were reviewed and work was initiated to draft a definition of the water sector identifying occupations. Discussion also included naming possible members for the Board of Certification.
- 11 August – Specific comments from the CAQA Director on the Operator Certification Policy Framework were reviewed as well as continued discussion of the water sector definition and the board members. The proposed CAQA regulations were also shared.
- 10 September – A draft concept paper describing the Board of Certification was presented with expectation that CAQA will approve the formation in Quarter 7.

Secretary General/Ministry of Water and Irrigation (MWI)

- 7 July – Husni Olama and Majed Alqtaishat met with Maysoon Al-Zoubi/Secretary General – MWI to discuss candidates for the planned OST in October 2009.

Aqaba Water Company (AWC)

- 6 August – A highly productive meeting was held in Aqaba with Imad Zurikat/AWC General Manager to finalize the use of the AWC wastewater treatment plant as the site for the pilot wastewater treatment operator certification training courses, and AWC approval to name Eng. Ziad Ta'ani,

the ABC Certified Wastewater Operator as a Trainer for the OMT pilot courses.

USAID

- 9 July – OMT representatives met with Kenana Amin/USAID to review the USAID process and requirements for Observational Study Tours (OST) in preparation for the OST planned by OMT to take place in October 2009.
- During this quarter, Dr. Aiman Bani Hani took over from Ross Hagan as COTR for the OMT project. Excellent communications have been established between Dr. Aiman and the OMT project including frequent coordination meetings often associated with other OMT activities being attended by Dr. Aiman. On September 29, 2009, a meeting was held at the OMT Office. The OMT Team presented to Dr. Aiman a brief on OMT progress, the planned OST, and background on the requested Amendment. The agenda for the coming mutual meeting with the Secretary General of ACWUA was finalized.

Arab Countries Water Utilities Association (ACWUA)

- 7 July - OMT staff visited Khaldon Khashman/Secretary General-ACWUA to discuss the availability of regional funding needed to cover training and development for ACWUA and the Capacity Building Working Group. This training would allow ACWUA to effectively participate in market demand assessment of operator certification training among member countries and in the delivery of on-going marketing of the Jordan certification and training program. Possible funding from the Blue Revolution Project/USAID was discussed.

Water Treatment Advisory Group

- 26 August; 2 September - OMT conducted working sessions with Dr. Aiman Bani Hani/USAID and subject matter experts (SME) to finalize the water treatment operator curriculum outline.

KEY ACTIVITIES PLANNED FOR QUARTER 7

OMT has summarized key activities for Quarter 7 below based on the OMT Project Work Plan – Year 2. 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 7 Activities:

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

- Continue coordination and follow-up review of certification policy document with the Center for Accreditation and Quality Assurance
- Establish Board of Certification to replace the OMT project steering committee
- Implement Capacity Building Action Plan for institutional partners with special emphasis on Al Balqa' Applied University/Program Administrator
- Conduct Observational Study Tour (OST) for institutional partners (USA/October 2009)
- Initiate financial analysis to determine the fee structure for the Operator Training and Certification Program and sustainability requirements
- Finalize Certification success story in conjunction with Zara Ma'in activity

Component 2 – Training Development

- Conclude MOU with Office of Water Programs/California State University Sacramento for translation and adaptation of operator training materials
- Conclude arrangements with Aqaba Water Company to act as the training provider during the pilot phase of the course development process
- Finalize the OMT Master Training Plan and Schedule
- Develop initial Wastewater Operator Certification Courses and Tests (Level 1) for pilot instruction in accordance with Master Training Plan and Schedule
- Conduct management and operator orientation at AWC to familiarize staff with the pilot Operator Training and Certification Program, the courses, tests and schedules.
- Identify AWC trainees to attend pilot Wastewater Operator/Level 1 courses
- Complete TOT coaching for ABC-certified operator from Aqaba Water Company to prepare for pilot program
- Implement pilot instruction of Wastewater Operator Certification Courses at AWC in accordance with Master Training Plan and Schedule
- Establish basic Training Management Information System
- Evaluate all aspects of pilot training (course, trainer, trainee, logistics, etc), report results and take any necessary actions to improve the pilot training

Component 3 – Commercialization, Regional Marketing and Sustainability

- Develop and initiate market research and data-collection approach for USAID missions in: Egypt, Iraq, West Bank/Gaza, Morocco, Lebanon and Yemen as well as representatives from the Capacity Building Working Group/ACWUA

Component 4 – Performance Impacts on Improved Operations and Maintenance

- Establish initial set of performance indicators at AWC to serve as baseline for assessing training impact and return on investment/cost benefit

Work Plan Year 2 - Update OMT Project Work Plan/Year 2 in accordance with scope and implementation schedule of approved amendment

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	\$3,000,000
Total Contract Amount	\$4,945, 691
Expenditures for July through September 2009*	\$428,531.00*
Cumulative Expenditures through September 2009*	\$2,002,093*
Remaining Unexpended Balance – Obligated Funds	\$997,907.00
Remaining Unexpended Balance – Contract Total	\$2,943,598

*September, 2009 figures are estimates

OMT PERFORMANCE MONITORING PLAN: RESULTS THROUGH QUARTER 6

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

*The OMT Project applies the Instructional Systems Development (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	<ul style="list-style-type: none"> • WTP* • WWTP* 	1	Submitted	Complete
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 SOMP were collected based on the ABC need-to-know criteria. These are available in hard-copy and electronic versions. Electronic versions will be provided to the Water Information Center/ WAJ library.	<ul style="list-style-type: none"> • WTP • WWTP 	1	TBD	Complete
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 (<i>OMT/USAID in conjunction with SOMP/GTZ</i>). Stated as a percentage of the total number of appropriate utilities	<ul style="list-style-type: none"> • WTP • WWTP 	1, 2	TBD	On-going

* 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 E-TVET Council for review	N.A.	1	Submitted	On-going
KRA 1.3: Capacity of local institutions involved in certification program strengthened					
Milestone 1.3.1: Board of certification created	PMT Steering Committee created as interim BOC; establishment of formal BOC pending E-TVET Council direction	N.A.	1	Submitted	On-going
Milestone 1.3.2: Certification standards, program, and tests developed and implemented	Curriculum outlines completed.	N.A.	2, 3	TBD	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 on pre and post tests (Pre/post testing administered using a statistically reliable sampling method)	<ul style="list-style-type: none"> • WTP • WWTP 	2 to 5	TBD	
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	<ul style="list-style-type: none"> • Gender • WTP • WWTP 	2 to 5	TBD	
KRA 2.1: Training materials improved to reflect best practices and certification requirements					
Indicator 2.1.1: Number of certification curricula/programs designed	Eight curricula/programs designed (four levels each for Water & Wastewater) based on identified training needs derived from SOMPs	<ul style="list-style-type: none"> • WTP • WWTP 	1, 2	W & WW Curriculum Outlines - 8 (Draft)	WW Outline – Complete W Outline – Complete
Indicator 2.1.2: Number of certification courses developed as per curricula designs	Number of certification courses for which training materials are developed	<ul style="list-style-type: none"> • WTP • WWTP 	2, 3	TBD	
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 stated as a percentage of the total number of trainers trained	<ul style="list-style-type: none"> • Gender • WTP • WWTP 	2, 3	TBD	

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	<ul style="list-style-type: none"> • WTP • WWTP 	3, 4, 5	TBD	
Indicator 3.2: Revenue collected by certification body	Total amount of certification fees collected by certification body stated as percentage of actual operating costs	<ul style="list-style-type: none"> • WTP • WWTP 	3, 4, 5	TBD	
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 • Gender • WTP • WWTP 	2 to 5	TBD	
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 • Jordan • Country • Training Provider 	2 to 5	TBD	
KRA 3.2: Institutional capability to respond to regional training demand enhanced					
Milestone 3.2.1: RTM organizational affiliations identified	ACWUA to assume RTM role.	N.A.	2	Submitted	Complete
Milestone 3.2.2: RTM established	The ACWUA Board of Directors has agreed to join the OMT Project as the RTM.	N.A.	3	Submitted	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) 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 • WWTP 	2 to 5	Submission	
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 final set of reliable transparent indicators to assess training impact on O&M performance such as: Accident Rates, Safety Actions, Quality Compliance Violations, Plant/Major Equipment Downtime, Preventive Maintenance Work Orders; Emergency Maintenance Work Orders, O&M Costs	<ul style="list-style-type: none"> • WTP • WWTP 	2 to 5	TBD	

SUMMARY OF PROJECT YEAR 1 ACTIVITIES THROUGH QUARTER 6 (MAY 2008 – SEPTEMBER 2009)

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)			
Activities, Tasks and Work Plan Schedule	Subtask/Descriptions	Status	Comments
Reporting			
1. Work Plan 2. PMP 3. Quarterly	Year 1; Year 2 Year 1; Year 2 Year 1	Complete Complete Complete	1. Submitted to USAID 2. Submitted to USAID 3. OMT QPR 1, 2, 3, 4
I. Policy and Regulator Environment Strengthened to Support Standardized Training and Certification (PIR 1)			
1.1.	<p>1. Knowledge/Application of Best Practices for Water/Wastewater O&M Increased (KRA 1.1)</p> <p>2. Assess standard O&M procedures</p> <p>3. Develop standard O&M procedures</p> <p>4. Validate and approve standard O&M</p>	<p>Underway</p> <p>Complete</p> <p>Underway</p> <p>N/A</p>	<p>1. Collection of appropriate SOMP was completed in Year 1. These are being used as the basis for the need-to-know assessment</p> <p>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.</p> <p>This activity has resulted in a comprehensive set of SOMP reference materials which will be made available to the Water Information Center/WAJ.</p> <p>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.</p> <p>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.</p>

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)				
Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
		procedures 5. Analyze training needs from standard O&M procedures	Complete	Analysis of training needs to design the W/WW curriculum outlines was completed
1.2.	Improved Policies/Regulations Establishing Certification Requirements (KRA 1.2)	1. Strategy Agreement* 2. Consolidate government structure for certification	Complete 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> <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> <p>MOUs to obtain the commitment of the E-TVET Council/Center for Accreditation and Quality Assurance; Al Balqa' Applied University; and, ACWUA have been concluded.</p>

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)			
Activities, Tasks and Work Plan Schedule	Subtask/Descriptions	Status	Comments
	<p>3. Design of certification scheme</p> <p>4. Develop certification policy document for approval</p>	<p>Complete</p> <p>Underway</p>	<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 Center for Accreditation and Quality Assurance (CAQA) 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 CAQA covering the policy framework, creation of the board, and, the CAQA regulation. CAQA agreement with the policy framework is expected in Quarter 7.</p>
1.3	Capacity of Local Institutions Involved in Certification Program Strengthened (KRA 1.3)	<p>1. Identification of an organization to serve as Certification Body and training of employees involved in O&M training.</p> <p>2. Build Board of Certification (BOC) capacity.</p>	<p>Complete</p> <p>Underway</p> <p>1. As shown in Illustration 1, the new Center for Accreditation and Quality Assurance 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 will serve as the BOC until a formal board can be established. It is</p>

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)

Activities, Tasks and Work Plan Schedule	Subtask/Descriptions	Status	Comments
		Underway	<p>anticipated that many of the members of the OMT steering committee will also serve on the BOC. This approach will allow 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 for Accreditation and Quality Assurance, the Board will be officially established in accordance with the final composition.</p> <p>During Quarter 6, numerous meetings were held with CAQA covering the policy framework, creation of the board, and, the CAQA regulation. CAQA agreement and direction to establish the board is expected in Quarter 7.</p> <p>During Quarter 6, OMT drafted an extensive 2-year Capacity Building Action Plan (CBAP) covering the development needs of all key institutional partners. The CBAP will be finalized and implemented in Quarter 7.</p> <p>In Quarter 6, OMT completed planning for an Observational Study Tour (OST) to be conducted in October 2009 for representatives from institutional partners to see a fully functioning certification and training program in Delaware.</p> <p>3. The legal review being implemented as part of the policy formulation process has determined that the W/WW Operator Certification Program will have</p>
	3. Build enforcement capacity.		

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)

Activities, Tasks and Work Plan Schedule	Subtask/Descriptions	Status	Comments
		Underway	<p>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 CAQA regarding enforcement authority which is currently under that legal umbrella of the VTC. CAQA and VTC will determine which organization takes responsibility for the enforcement of certification in the water sector.</p> <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. Application for ISO recognition will be initiated upon approval of the policy and CAQA program recognition/accreditation.</p>

Illustration 1 - Water/Wastewater Operator Certification Program - Institutional Framework/September 2009

<i>Structure</i>	
Organization	Function
<p>1 Center for Accreditation and Quality Assurance (MoL)</p> <pre> graph TD Sectors[Sectors] --- WWW[W/WW] Sectors --- BT[Building Trades] Sectors --- Energy[Energy] Sectors --- Other[Other] </pre>	<p>1 Certification Body</p> <ul style="list-style-type: none"> -- Accreditation - Criteria (ISO; ABC), Assessment, Award -- Certification - Issue Operator Certificates -- Quality Assurance - Evaluation of Materials/Tests; Inspection of Practices
<p>2 W/WW Sector Board of Certification (currently OMT Project Steering Committee)</p> <p>Specific BOC composition and member qualifications to be determined based on Certification Scheme/Policy</p>	<p>2 Certification Program Design (in accordance with Accreditation Criteria)</p> <ul style="list-style-type: none"> -- Program Scheme, Policies, Standards (Tests & Course Content) -- Regulations, Operating Instructions -- Affiliations - ABC; IWA
<p>3 Program Administrator - Al Balqa' Applied University</p> <p>OMT Project acting as Program Administrator for pilot training</p>	<p>3 Program Administration</p> <ul style="list-style-type: none"> -- 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
<p>4 Local Training Providers/Pilot: Aqaba & Miyahuna Water Companies</p> <ul style="list-style-type: none"> -- Private Companies: Miyahuna, AWC, NGWA; Engineering and Training firms -- Universities -- Public Institutions: WAJ, VTC, RSS, Other -- Associations: JEA/ETC, Other <p>Those providers meeting specific criteria will be certified to offer training.</p>	<p>4 Program Support Services</p> <ul style="list-style-type: none"> -- Course Development and Revision -- Test Development, Statistical Analysis -- Training of Trainers; Training of Training Specialists <p>Program Implementation (Separation of Instruction and Testing)</p> <ul style="list-style-type: none"> -- Conduct Instruction -- Test Administration
<p>5 Regional Training Marketer - Arab Countries Water Utility Association (ACWUA)</p>	<p>5 Certification Program Awareness, Promotion, Marketing</p> <ul style="list-style-type: none"> -- Arabic Language Countries -- Liaise among Program Administrator, Training Providers, Training Requestors

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 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.</p>

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)

Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
		4. Develop certification training materials. 5. Develop certification tests	Underway Underway	4, 5. Templates for course materials (Trainee Guides, Trainer Guides, Tests, and Slides) were also finalized.
		6. Deliver certification pilot program.	Underway	6. In Quarter 6, arrangements were finalized with the Aqaba Water Company (AWC) to use staff from the Aqaba Wastewater Treatment Plant for the pilot instruction of the WW courses. An orientation for AWC management and trainees will be conducted in Quarter 7 to prepare for the pilot.
		7. Evaluate and revise pilot certification tests and training courses	Underway	7. In Quarter 6, procedures and forms were finalized to collect trainee, trainer and evaluator feedback for use in course revision.
		8. Initiate formal certification program	Underway	8. The MTP includes a suggested schedule for the roll-out of the formal certification program by the Board in 2010.
2.2	Training Skills of Trainers Improved (KRA 2.2)	1. Select local trainers*	Underway	<p>Criteria for assessing local training providers and trainers were drafted to be shared with the Center for Accreditation and Quality Assurance. Discussions were conducted with GTZ/TRM to jointly develop a database of local training providers and apply the same selection criteria to assess providers and trainers.</p> <p>The Water Treatment Plant/Miyahuna and the Aqaba Water Company (AWC) already have a pool of ABC-certified operators who will be used as the initial group to receive TOT. During Quarter 5, OMT coordinated with AWC to use one of its wastewater treatment plants as a pilot training site. Assignment of an ABC-certified operator from AWC to complete TOT and serve as the</p>

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)

Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
2.3	Training Skills of Training Specialists Improved (KRA 2.2)	2. Deliver TOT program	Underway	<p>pilot trainer was approved in Quarter 6. This trainer will undergo one-on-one TOT coaching from OMT to prepare him to teach the pilot WW courses.</p> <p>In November 2008, contact was established with the National Institute for Training of Trainers. The formal TOT program will be developed and delivered periodically for potential W/WW trainers.</p>
		3. Pilot training delivery 4. Evaluate and revise materials and methods 5. Support sustainability of TOT program and course development 6. Strengthen regional training centers		
		1. Select local Training Specialists	Underway	1. Criteria for assessing local training specialists were drafted to be shared with the Center for Accreditation and Quality Assurance.
		2. Deliver Training Specialist program	Complete	<p>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, and analysis for the same group of potential Training Specialists. (see Annex D – Participant Training Report)</p> <p>Qualified developers have been identified and will begin development after Ramadan in Quarter 7. Dr. Abassi and Dr. Radeideh of Al Balqa' Applied University will</p>

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)				
Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
		3. Sample training course/test development 4. Evaluate and revise materials and methods 5. Evaluate Training Specialists 6. Support sustainability of TOT program and course development 7. Strengthen regional training centers		develop the first set of pilot WW courses and tests.

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)			
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 Quarter 6, 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. Application is planned for Quarter 7 including preliminary reporting of results.</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.	<p>Complete</p> <p>1. Activity continued to take advantage of opportunity to meet 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.</p>

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)				
Activities, Tasks and Work Plan Schedule		Subtask/Descriptions	Status	Comments
		2. Establish RTM.	Underway	<p>1. 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>2. Formal agreement with ACWUA was concluded in Quarter 5. An extensive certification marketing and capacity building plan is being prepared to develop ACWUA as an effective RTM.</p>

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)

Table 2: Summary of Project Year 1 Activities through Quarter 6 (May 2008 – September 2009)			
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 (KRA 4.1)	1. Design Performance Management System (PMS).	1. Planning for the PMS will be initiated in Quarter 7. An initial set of performance indicators will be applied at the Aqaba Wastewater Plant to determine the performance baseline against which the impact of certification training will be measured.
4.2	Develop and Implement PMS Plan (KRA 4.2)	1. Develop and Implement PMS 2. Report Performance Impacts on O&M	

*Tasks/steps where OMT will coordinate closely with the GTZ TRM project.

PROJECT ADMINISTRATION SUMMARY THROUGH QUARTER 6

Start-up

Chemonics Regional Senior Vice President Eric Reading, Home Office OMT director Kirk Ellis, Program Director Howard Sokoloff, and Home Office Manager Luanne Napoli attended the USAID post-award briefing May 15, 2008. Preferred communications for approvals and contract administration were established, and the OMT approvals matrix was submitted to the CO for approval. Branding and marking requirements were also discussed, and the branding and marking plan template was forwarded to the home office manager. The branding and marking plan was submitted and approved.

The home office manager successfully established office premises within 30 days of contract signature, and began procurement of the project vehicle, opened the local project bank account, hired the operations and program manager, Elham Musa, and accountant, Rania Hijazi, and procured office furniture and IT and telephone equipment. The Program Director and his family arrived in Jordan on June 13. The Program Director and accountant began full project operations at the OMT office on June 15, with the operations manager beginning work the following week. All administrative and support positions were filled during the first quarter.

Staffing

As shown in the organization chart below, the OMT team staffing plan is organized around four components: (1) certification/ standards development, (2) training development, (3) training commercialization and (4) monitoring and evaluation.

Mr. Howard Sokoloff was the first OMT program director serving from May 2008 through August 2009. As the OMT project shifted emphasis from planning and Year 1/Component 1 policy activities to Year 2/Component 2 Arabic training development and delivery, Mr. Sokoloff's role on OMT also changed. On 1 September 2009, Eng. Husni Olama took over as OMT program director from Mr. Sokoloff with responsibility for overall program management and results. Mr. Olama also directly oversees activities under Component 2. This change was closely coordinated with USAID and approved by Ross Hagan/OMT COTR and Charis Nastoff/CO in June 2009.

During Year 1, Mr. Sokoloff mentored Mr. Olama, OMT Component 2 Leader, a Jordanian, to assume the role of program director in Year 2. Once leadership of the program was transferred in September, Mr. Sokoloff began providing on-going short-term technical assistance (STTA) as the Component 4 Leader for the duration of the OMT project. Mr. Sokoloff will participate in preparing all major progress reports as well as annual revisions to the OMT project work plan.

In June 2009, Majed Alqtaishat joined the OMT Project as Capacity Building Specialist responsible for OMT Component 1, Task 1.3: Capacity of Local Institutions Involved in Certification Program Strengthened.

In June 2009, Dr. Aiman Bani-Hani left the OMT Project to pursue a new exciting career with the USAID/Amman. Since August 2009, the OMT project has continued to work closely with Dr. Aiman in his new role as COTR for the OMT Project.

In August 2009, Rasheed Khrais replaced Zaid Jabarin as administrative assistant for the OMT Project.

An internal Chemonics financial audit of the OMT Project was conducted in May 2009 by Rami Khyami. The project received an overall „Excellent’ assessment.

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

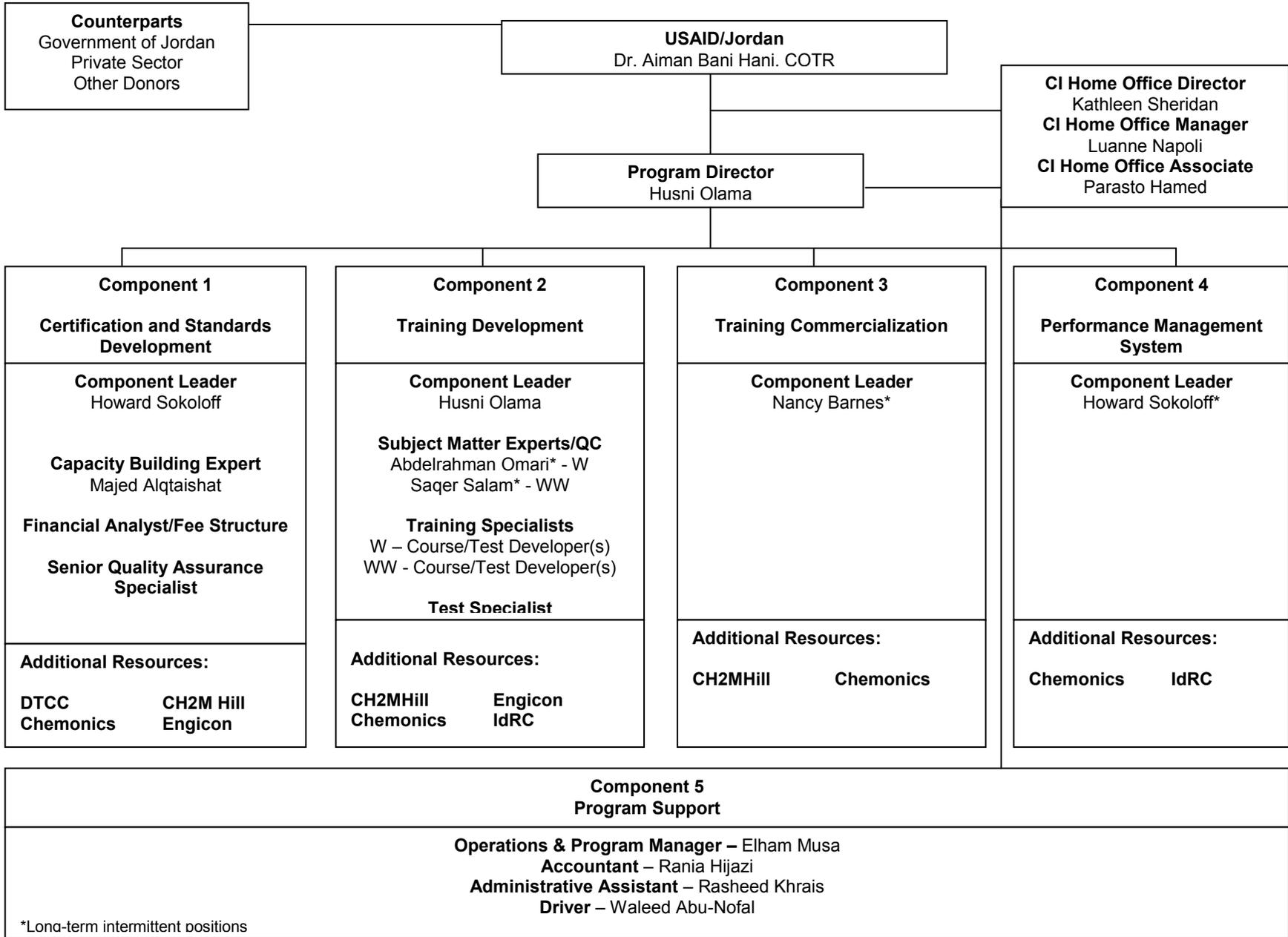
Long-Term Staffing

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

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	1. 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	2. 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

OMT Project Organization



Communications

At start-up, Chemonics home office immediately established a schedule of weekly tele-conferences with the field office to discuss progress, challenges, and needed support on administrative and technical issues. The office Emergency Action Plan (EAP), including systems for emergency communication, and the project's field policy manual were completed and project cell phones were purchased during the first quarter. The manual and the EAP were reviewed and updated in Quarter 4. The operations manager and home office team also established communication systems for fielding of short-term consultants, including the process for requesting country clearances and international travel authorization from USAID, and in-country logistics. These communications systems have facilitated home office-field office operations well through Quarter 6, especially in the areas of fielding consultants for short-term technical assistance and support for technical activities.

Following a year of effective stakeholder consensus building and project communication to launch and raise awareness of USAID's work through OMT, the project team also focused its communication planning to include the generation of success stories for submission to USAID. The Program Director and technical team worked with USAID to identify appropriate topics which led to the development and submission in August 2009 of a story entitled, Certified Jordanian Water Operators Deliver World-Class Results which was prepared jointly with the staff from the Wadi Ma'in Water Treatment plant.

OMT also explored other channels for wider sharing of project information. Dr. Ken Kerri led efforts to develop and submit the following two papers for international conferences as shown:

- Development and Implementation of Jordan's Operator Certification Program, ABC (Association of Boards of Certification) Annual Conference, Jacksonville, Florida, 26-29 January 2010.
- Jordan's Successful Training and Certification Program, IWA (International Water Association) World Water Congress, Montreal, Canada, 19-24 September 2010.

Office Security

At start-up, Chemonics conducted a review of office security to ensure staff safety and protection of equipment. Over the course of the project, the following security measures have been implemented:

- Front gate and parking area chained and locked
- Front door intercom installed with buzz-in access
- Window film installed throughout office
- Fire extinguishers installed and tested every six months
- Rear door unlocked for emergency exit during work hours
- Underway - Replacement of front door and access controller; Installation of digital video system and cameras, door and window alarms, and, night beams

On 28 July 2008, Sandra Rosenbaum, CI Security Manager, visited the OMT offices to review security and make recommendations. Chemonics will continue to check security and make upgrades as required.

Subcontracts

All Jordan/OMT subcontracts were successfully negotiated and executed during the initial year of the project for: CH2M Hill, Engicon, IdRC, and Delaware Technical and Community College (DTCC). The timely execution of these contracts enabled long-term staff from Engicon to quickly join the project and allowed DTCC to complete its three technical assistance assignments on schedule. The contributions of these subcontractors added greatly to OMT's momentum in Year 1 and set the stage for successful work plan development and implementation in Year 2.

Contract Amendment

During Quarter 6 in conjunction with preparation of the Work Plan/Year2, it was demonstrated that the current OMT Project budget was inadequate to complete the test and course development defined by the water and wastewater curriculum outlines. Additional funds would also be required for but not limited to the following:

- 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
- Public awareness and certification information activities
- Capacity building for the Regional Training Marketer; and
- KAP surveys to assess training impacts.

Under USAID direction, the project provided USAID with funding estimates to complete the intended OMT Project scope. During Quarter 6, Chemonics worked closely with USAID in Amman to finalize the technical and financial components of the amendment which was formally submitted for approval on 24 September 2009.

COMMODITIES REPORT – Annex C contains the Commodities Report cumulative through Quarter 6.

PARTICIPANT TRAINING REPORT

In Quarter 6, OMT conducted its first formal training activity and therefore triggered the need to report. The project consulted with USAID to ensure that this report complies with USAID reporting requirements for in-country and third country trainings. Annex D – Participant Training Report contains cumulative OMT training data through Quarter 6.

With the implementation of the pilot wastewater operator training courses set to begin in Quarter 7, this part of the OMT progress reports will grow quickly.

ISSUES AND CHALLENGES

The OMT Project did not encounter any significant issues or challenges through Quarter 6 that had major negative impact on performance or deliverables.

Completion of Task 1.1 was planned based on the receipt of SOMPs prepared by the GTZ/TRM Project. Early in Year 1, it became clear that these SOMPs would not be available from GTZ/TRM at the time required by OMT. With USAID approval, the OMT Project reallocated resources necessary to complete a comprehensive set of SOMPs within the required timeframe.

The OMT Project Work Plan – Year 2 contains many improvements in planning based on the pace of Year 1 activities and a better understanding of realities on the ground moving forward. The revised plan is far more comprehensive and detailed. The project submitted a request for approval to amend the OMT Project contract to match project requirements with appropriate resources in September 2009. The work plan will be finalized based on the results of the contract amendment.

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 (Steering Committee/Interim)	On-going
Independent certification body established (Ministry of Labour)	Complete
Regulation & Fees for certification services (draft)	On-going
Certification tests/exams	2, 3
Recognized certificates	4
Training providers willing to pay fees	3, 4
2. Link Standard Operating Procedures	
SOPs developed	Complete
Procedure linking SOPs to training material	Complete
3. Develop and present new courses	
New courses for certification levels	2 – 4
Local training provider(s) capable to present courses	2 - 4
Local training provider(s) capable to develop courses	3 - 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	On-going
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 Center for Accreditation and Quality Assurance for approval	On-going
Regulation mandating certification approved	2
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	
Work plan - Year 4 & 5 Detailed	
Performance Monitoring Plan (PMP)/Year 1	Submitted
Performance Monitoring Plan (PMP)/Year 2	Submitted
Communications Strategy (Branding)	Submitted
Participant Training Reports/Quarterly	Submitted
Progress Reports/Quarterly	Submitted
Annual Report - Year 1	Submitted
Annual Report - Year 2	
Annual Report - Year 3	
Annual Report - Year 4	
Demobilization Plan – Year 5	
Final Report – Year 5	

ANNEX B: YEAR2/QUARTER 7 - UPDATED WORK PLAN

This annex will be updated to reflect changes in the approved OMT Project Work Plan – Year 2. (Where O, N & D correspond to the months October, November and December)

OMT Project - Work Plan (Q6: July, August, and September 2009)	O	N	D
Component 1: Policy and regulatory environment strengthened to support standardized training and certification (PIR 1)			
Task 1.1: Knowledge of and application of best practices for water and 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 and 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			
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) - 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; roll-out to plants			
Develop links to Component 4 - Monitoring and Evaluation			
Implement Master Training Plan			
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			
Water Treatment Operator - Level 2			TBD
Water Treatment Operator - Level 3			TBD
Water Treatment Operator - Level 4			TBD
Wastewater Treatment Operator - Level 1			
Wastewater Treatment Operator - Level 2			TBD
Wastewater Treatment Operator - Level 3			TBD
Wastewater Treatment Operator - Level 4			TBD
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			
Water Treatment Operator - Level 2			TBD
Water Treatment Operator - Level 3			TBD
Water Treatment Operator - Level 4			TBD
Wastewater Treatment Operator - Level 1			
Wastewater Treatment Operator - Level 2			TBD
Wastewater Treatment Operator - Level 3			TBD
Wastewater Treatment Operator - Level 4			TBD
2.1.6 Deliver Certification Pilots (link to TOT)			
Select initial certification level for pilot program (All levels and 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			
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 Assist ACWUA/CBWG in creation of market demand for certification (workshop focus)			
Strategic Regional Certification Analysis Workshop to determine Interest and Need			
Certification Action Workshop			
3.1.2 Assess supply and demand of qualified operators, trainers and programs			
Develop specifications and templates for country information			
Gather country information from Strategic Analysis Workshop (operators, trainers, programs)			
Draft report on market supply and demand (operators, trainers, programs)			
3.1.3 Assist ACWUA/CBWG in certification marketing plans			
Strategic Planning with specific regard to certification promotion and communications			
Identify key stakeholders, their needs and priorities			
Develop messages to convey and promote key certification messages			
Develop communications plan for Operator Certification and capacity building			
Develop brochures and website resources to support certification communications plan			
Execute and Report Certification Communications Plan			
Task 3.2: Institutional capability for responding to local and regional training demand enhanced (KRA 3.2)			
3.2.1 Provide Capacity Building Support to the ACWUA: Certification Knowledge Management and Delivery			
Strategic Planning for capacity building and certification within the regional water sector			
Develop approach to Certification Knowledge Management			
Develop approach to Certification E-learning and testing capability			
3.2.2 Provide Capacity Building support to the CBWG: Certification Capacity Building Program Development			
Mission and Vision for Capacity Building Working Group (Certification delivery)			
Definition of Capacity Building in support of Certification			
Summary of certification training needs for the sector (From 3.1.1 and 3.1.2)			
Strategies for how ACWUA can serve the certification needs of the sector			
ACWUA Certification Training Plan, Program, Budget			
Coordination with Donors to support Certification Training program			
Implement Certification Services, Marketing and Revenue Generation for ACWUA and Jordan Program			
Component 4: Performance Impacts of Certification Program on Improved 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: COMMODITY REPORT THROUGH QUARTER 6

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	4	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	4	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	8HMOC3J	1	JOD 750.00	\$1,059.32	3	New		
043	18-Jun-	Monitor	Dell 17" LCD Monitor	1	NovoTek	CN-0HX874-64180-	1	JOD 0.00	\$0.00	3	New		

		08					7B8-0YEL						
044	18-Jun-08	Keyboard	Dell Keyboard	1	NovoTek	CN-ODJ335-71616-78k-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-OCN086-64180-83F-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-ODJ335-71616-78K-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-ODJ335-71616-7AK-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-0F50	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-04Y281-71618-44t-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	
	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-	70064004	1	JOD 15.00	\$21.19	19	New	

						Nabulsi								
	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	24	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
125	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/Licence	Windows Svr CAL 2003 English 5CLT User	3	NovoTek	39221184702	1	JOD 98.00	\$138.42	31	New	
	156	7-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	
	153	Aug-09	Software	Kaspersky Business Space (10 users)	Electronic on Server	Digital Solutions Technology		1	JOD 305.30	\$431.21	239	New	
								Count Sub	55	JOD 3,675.50	\$ 5,390.71		
								Count Total	160	JOD 38,290.36	\$54,281.75		

ANNEX D: PARTICIPANT TRAINING REPORT THROUGH QUARTER 6

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

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-Hamattah, 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