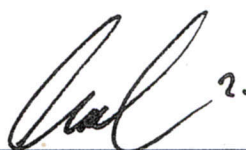


**RECORD OF DISCUSSIONS**  
**ON**  
**PROJECT OF ECONOMIC EMPOWERMENT AND SOCIAL**  
**PARTICIPATION OF PERSONS WITH DISABILITIES**  
**IN**  
**THE HASHEMITE KINGDOM OF JORDAN**  
**AGREED UPON BETWEEN**  
**THE MINISTRY OF LABOUR**  
**AND**  
**JAPAN INTERNATIONAL COOPERATION AGENCY**

Amman, Sep. 8, 2016



Mr. Shokichi Sakata  
Chief Representative  
Jordan Office  
Japan International Cooperation  
Agency



Mr. Haitham Khasawneh  
Assistant Secretary General for  
Technical Affairs  
Ministry of Labour of Jordan

Based on the minutes of meetings on the Detailed Planning Survey on the Project of Economic Empowerment and Social Participation of Persons with Disabilities (hereinafter referred to as "the Project") signed on August , 2016 between the Ministry of Labour (hereinafter referred to as "MOL") and the Japan International Cooperation Agency (hereinafter referred to as "JICA"), JICA held a series of discussions with MOL and relevant organizations to develop a detailed plan of the Project.

Both parties agreed the details of the Project and the main points discussed as described in the Appendix 1 and the Appendix 2 respectively.

Both parties also agreed that MOL, the counterpart to JICA, will be responsible for the implementation of the Project in cooperation with JICA, coordinate with other relevant organizations and ensure that the self-reliant operation of the Project is sustained during and after the implementation period in order to contribute toward social and economic development of the Hashemite Kingdom of Jordan (hereinafter referred to as "Jordan").

The Project will be implemented within the framework of the Agreement on Technical Cooperation signed on 16<sup>th</sup> July, 1985 (hereinafter referred to as "the Agreement") and the Note Verbales exchanged on 8<sup>th</sup> May 2016 between the Government of Japan (hereinafter referred to as "GOJ") and the Government of the Hashemite Kingdom of Jordan (hereinafter referred to as "GOHKJ").

The effectiveness of the record of discussions is subject to the approval of JICA.

Appendix 1: Project Description

Appendix 2: Minutes of Meetings on the Detailed Planning Survey

## PROJECT DESCRIPTION

### I. BACKGROUND

According to the census conducted in 2015, population of Jordanian national is approximately 6.6 million, and prevalence of any degree of functional disability accounts to about 11 percent of the population of 5 years old and above. Government of Hashemite Kingdom of Jordan (hereinafter referred to as "GOHKJ") recognizes support for Persons with Disabilities (PWDs) as one of the priority issues. GOHKJ ratified Convention on the Rights of Persons with Disabilities in 2008, and has been improving legislation to promote the rights of PWDs. On the other hand, social participation and economic empowerment of PWDs still needs to be addressed. Opportunity for PWDs to be employed is still limited due to various barriers, such as inaccessible environment, discrimination, lack of understanding by employers, limited opportunity for education and training and so forth. As a result, only 16 percent of working-age population of PWDs is employed. Although High Level Committee consists of MOL, the Higher Council for the Affairs of Persons with Disabilities (HCD) and Disabled People's Organizations (DPOs) was established in 2014 to promote social participation of PWDs, capacity development of these organizations and human resources is still needed.

JICA expert, "Advisor for Disability Affairs" has been deployed at Ministry of Labour (hereinafter referred to as "MOL"), and supporting MOL to promote employment of PWDs through providing advices for High Level Committee, training for human resources for accessibility audit, awareness raising among staff of MOL and Employment Offices as well as developing their capacity to raise awareness among employers. In 2015, Advisor for Disability Affairs had organized a Job Coach seminar inviting the resource persons from Malaysia who were trained in the JICA's project on Job Coach in that country (2005-2015). Job Coach Manual developed in that project in Malaysia had been modified to suit to the context of Jordan, and translated into Arabic language.

To further promote employment of PWDs, MOL had requested technical cooperation project. Through the cooperation up to now, skills are transferred to Jordanian counterparts in terms of accessibility audit and awareness raising. On the other hand, Job Coach Service in Jordan has not been very well structured yet. Some NGOs are providing Job Coach Service, but the scale is very limited, service level is varied among NGOs, and initiatives are scattered. Considering the current situation and the history of Jordanian efforts, institutionalization of Job Coach Service and strengthening of capacity of Job Coaches could be an effective approach to economically empower PWDs in Jordan.

### II. OUTLINE OF THE PROJECT

Details of the Project are described in the Project Design Matrix: PDM (Annex 1)

and the Plan of Operation (Annex 2).

1. Input

(1) Input by JICA

(a) Dispatch of Experts

JICA will dispatch the experts from Japan and Malaysia.

The number of experts, terms of reference, and duration of dispatch of each expert are to be determined in consideration of the budget to be allocated to the Project for each Japanese Fiscal Year (JFY: starts in April and ends in March)

- Chief Advisor (Job Coach)
- Coordinator/Empowerment
- Short term experts as necessary

(b) Training

Job Coach, Disability Equality Training (DET), Peer counseling and other trainings as necessary

Training will be held in Jordan, Japan, and the third country.

(c) Machinery and Equipment

Procurement of equipment necessary for implementation of the Project activities. The detailed contents, specifications and quantity of the equipment will be discussed in principle every year between the JICA experts and the Jordanian counterpart personnel, based on the annual plan of the Project within the allocated budget of the Japanese Fiscal Year.

In case of importation, the machinery, equipment and other materials will become the property of Jordan upon being delivered C.I.F (cost, insurance and freight) to the Jordanian authorities concerned at the ports and/or airports of disembarkation.

(2) Input by MOL

MOL will take necessary measures to provide at its own expense:

- (a) Services of MOL's counterpart personnel and administrative personnel as referred to in II-2(1);
- (b) Suitable office space with necessary equipment;
- (c) Supply or replacement of machinery, equipment, instruments, vehicles, tools, spare parts and any other materials necessary for the implementation of the Project other than the equipment provided by JICA;
- (d) Means of transport for the JICA experts for official travel within Jordan;
- (e) Information for obtaining medical service;
- (f) Credentials or identification cards;
- (g) Available data (including maps and photographs) and information related to the Project;
- (h) A part of running expenses necessary for the implementation of the Project;

- (i) Expenses necessary for transportation within Jordan of the equipment referred to in II-1 (c) as well as for the installation, operation and maintenance thereof; and
- (j) Necessary facilities to the JICA experts for the remittance as well as utilization of the funds introduced into Jordan from Japan in connection with the implementation of the Project

## 2. Implementation Structure

The project organization chart is given in the Annex 3. The roles and assignments of relevant organizations are as follows:

### (1) MOL

#### (a) Project Director

Assistant Secretary General for Technical Affairs of MOL, Project Director, will bear the primary responsibility for administration and implementation of the Project. The Project Director will also be in charge of convening, organizing and presiding over the Joint Coordinating Committee in collaboration with JICA Experts of the Project.

#### (b) Project Manager

Director of the Directorate of Employment of MOL, Project Manager, will bear the responsibility for management and technical matters of the Project. The Project Manager will assign the administrative personnel of the Project as the counterparts to ensure necessary coordination and monitoring among the related stakeholders according to the necessity.

#### (c) Deputy Project Manager

Head of the Department of Employment of Persons with Disabilities of MOL, Deputy Project Manager, will bear the responsibility for technical matters of the Project.

### (3) JICA Experts

JICA experts will give necessary technical guidance, advice and recommendations to MOL on any matters pertaining to the implementation of the Project.

### (4) Joint Coordinating Committee

Joint Coordinating Committee (hereinafter referred to as "JCC") will be established in order to facilitate inter-organizational coordination. JCC will be held at least twice a year and whenever deems it necessary. JCC will review the progress, revise the overall plan when necessary, approve an annual work plan, conduct evaluation of the Project, and exchange opinions on major issues that arise during the implementation of the Project. A list of proposed members of JCC is shown in the Annex 4.

## 3. Project Site(s) and Beneficiaries

### (1) Project Sites:

Project site will be in and around Amman.

### (2) Beneficiaries

#### (a) Direct Beneficiaries

- Directorate of Employment of MOL
- Organizations having Job Coaches
- (b) Indirect Beneficiaries
  - Job seekers and employees with disabilities
  - Employers of PWDs

#### 4. Duration

The duration of the project will be 3 years from the arrival of the first expert in 2017.

#### 5. Reports

MOL and JICA experts will jointly prepare the following reports in English.

- (1) Monitoring Sheet on semi-annual basis until the project completion
- (2) Project Completion Report at the time of project completion

#### 6. Environmental and Social Considerations

MOL will abide by 'JICA Guidelines for Environmental and Social Considerations' in order to ensure that appropriate considerations will be made for the environmental and social impacts of the Project.

### **III. UNDERTAKINGS OF MOL**

1. MOL will take necessary measures to:

- (1) ensure that the technologies and knowledge acquired by the Jordanian nationals as a result of Japanese technical cooperation contributes to the economic and social development of Jordan, and that the knowledge and experience acquired by the personnel of Jordan from technical training as well as the equipment provided by JICA will be utilized effectively in the implementation of the Project; and
- (2) grant privileges, exemptions and benefits to the JICA experts referred to in II-1 (1) (a) above and their families, which are no less favorable than those granted to experts and members of the missions and their families of third countries or international organizations performing similar missions in Jordan.

Other privileges, exemptions and benefits will be provided in accordance with the Agreement on Technical Cooperation signed on 16<sup>th</sup> July, 1985, between the GOJ and GOHKJ.

### **IV. MONITORING AND EVALUATION**

JICA and the MOL will jointly and regularly monitor the progress of the Project through the Monitoring Sheets based on the Project Design Matrix (PDM) and Plan of Operation (PO). The Monitoring Sheets will be reviewed every six (6) months.

Also, Project Completion Report will be drawn up one (1) month before the termination of the Project.




JICA will conduct the following evaluations and surveys to verify sustainability and impact of the Project and draw lessons. The MOL is required to provide necessary support for them.

1. Ex-post evaluation three (3) years after the project completion, in principle
2. Follow-up surveys on necessity basis

#### **V. PROMOTION OF PUBLIC SUPPORT**

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

#### **VI. MISCONDUCT**

If JICA receives information related to suspected corrupt or fraudulent practices in the implementation of the Project, MOL and relevant organizations will provide JICA with such information as JICA may reasonably request, including information related to any concerned official of the government and/or public organizations of the Jordan.

MOL and relevant organizations will not, unfairly or unfavorably treat the person and/or company which provided the information related to suspected corrupt or fraudulent practices in the implementation of the Project.

#### **VII. MUTUAL CONSULTATION**

JICA and MOL will consult each other whenever any major issues arise in the course of Project implementation.

#### **VIII. AMENDMENTS**

The record of discussions may be amended by the minutes of meetings between JICA and MOL. However, PO may be amended in the Monitoring Sheets.

The minutes of meetings will be signed by authorized persons of each side who may be different from the signers of the record of discussions.

- Annex 1 Project Design Matrix: PDM
- Annex 2 Tentative Plan of Operation
- Annex 3 Project Organization Chart
- Annex 4 A List of Proposed Members of Joint Coordinating Committee
- Annex 5 Scope of the Project
- Annex 6 Concept of Job Coach Service

## MAIN POINTS DISCUSSED

### 1. The System of Job Coach Service

MOL and JICA Survey Team discussed the system of Job Coach Service that MOL and JICA aim at developing by the Project. Tentative idea of the said system is charted as Annex 6.

Both sides agreed that Job Coach Service will be stipulated into the Annual Plan of Directorate of Employment once it is developed.

### 2. Roles of MOL at the Project

Both sides agreed that the role of MOL will be the administrator of the created system of Job Coach Service, while Job Coach will be from non-governmental organizations (NGO), companies and other relevant institutions.

Both sides also agreed that MOL will seek financial resources for the Job Coach Service (for instance, Employment, Technical and Vocational Education Training (E-TVET) Fund). MOL will also supervise the Job Coach Service.

### 3. Anticipated Target Area and Scale of Job Coach Service

The target area of the Job Coach Service will be in and around Amman. Anticipated number of Job Coaches is about 30 persons from 10 to 20 organizations.

Both sides confirmed that the Project aims at having a sustainable system and resources for the Job Coach Service in Jordan, rather than making a large number of employment of PWDs happened within the Project period.

### 4. Working Group for the Development of Job Coach Service

The members of the Working Group will be the representatives from Department of the Employment of PWDs, Job Coaches, NGOs, companies, other relevant organizations, and JICA experts.

Terms of Reference (TOR) of the Working Group are: a) to discuss the technical and practical matters on Job Coach Service, b) to identify the procedure in terms of its implementation, and c) to prepare a guideline of Job Coach Service.

### 5. MOL's Partnership with Private Sector and Civil Society

Both sides confirmed that the key strategy of the Project will be Public-Private Partnership.

### 6. Job Coach related information into National Employment Electronic System (NEES)

Both sides discussed that it would be useful if NEES has information about Job Coach Service so that the Department of the Employment of PWDs can compile a comprehensive statistics report on the employment of PWDs with Job Coach

Service. Both sides agreed that this will be further discussed during the Project period.

#### **7. Job Coach Service Flow**

The initial flows of Job Coach Service are as shown in Annex 6. However, an individual job seeker might contact MOL directly for Job Coach Service.

#### **8. Office Space for JICA Experts**

MOL will make the best effort to secure office space for JICA experts close to the members of Department of Employment of PWDs at MOL.

#### **9. Title of the Project**

MOL and JICA agreed to change the title of the Project from "Project of Economic Empowerment and Social Participation of Persons with Disabilities" to "Project for Economic Empowerment and Social Participation of Persons with Disabilities".

✓

bel