| **WORK PACKAGE** | **Activity** | **Responsability** | **Objective** | **Indicators****Products** | **Target** | **Schedule****/ Due date** | **Progress** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Leader** | **Co-leader** | **Implementation / Other partners involved** |
| Legend of Progress: A = Achieved; B = In Progress; C = To be initiated; D = No data available |
| WORK PACKAGE 1 | Networking and list of Stakeholder Members | JUST |  | AHU, GKM, MPWH, TTU, UJ, MU | Establish a significant network from companies and public sectors. | Each JO partner should add at least 20 stakeholders | Potential Jordanian employers of the public and/or private sectors | 15-06-2019 | B |
| Kick off meeting | JUST | MU | All partners | Publicize the Job-Jo project to the Jordanian community and give all partners representatives the opportunity to meet and set some ground rules | Meetings in AlKarak and Dead SeaMeeting minutes. | Jordanian communityAll partners | 24-26 of Feb-2019, the meetingsMarch-2019, the minutes | A |
| ISLA |  | All partners | Evaluation of meeting. | Quality questionnaire.Quality Report. | All partners | March-2019 | A |
| Questionnaire study including local community | JUST |  | AHU | Design and distribution of questionnaires to diagnose poverty in remote areas | 100 questionnaires | Jordanian community  | 30-04-2019 | B |
|  | UJ | Design and distribution of questionnaires to study unemployment in remote areas | 100 questionnaires | Unemployed people | B |
|  | TTU | Design and distribution of questionnaires to diagnose women key skills for employment | 100 questionnaires | Unemployed woman | B |
| Analysis the study | JUST |  |  | Analysis of questionnaire data and identification of the most relevant training needs. | Report(s) of the questionnaires. | All partners | 15-06-2019 | C |
| WORK PACKAGE 2 | Scoping and Market Needs Analysis | HTWK |  |  |  |  |  | 15-09-2019 |  |
| Purchasing equipment, Installation and preparation the Bureaus | HTWK | MU | AHU, TTU, UJ, JUST | Provide the BSNB with the adequate furniture and equipment to efficiently support the Job-Jo project | BSNB rooms in proper functioning | MU, AHU, TTU, UJ, JUST | 15-10-2019 | B |
| Study of European training practices (benchmarking) | HTWK | Int@E, MU, AHU | HTWK, UCY, ISLA | Qualify Jordanian trainers/staff in European methodologies and practices | Trainers/staff that received training in Europe | 5 from each Jordanian university30 staff members of BSNB | 15-11-2020 |  |
| Training of Trainers of the (BSNB)s | UCY |  | HTWK, Int@E, ISLA | Trainers qualified in European methodologies and practices, train local trainers/staff | Trainers/staff that received training in Jordanian Universities |  | ?? |  |
|  | Development of methodical base for training |  |  |  |  |  |  |  |  |
|  | Training activity | UCY | TTU, AHU, MU | AHU, TTU, UJ, JUST | Give the employed, the basic tools to search for, apply and retain a job  | Qtd de formaçõesQtd de empregos?? | Unemployed With or without high education, with a focus on women | 15-05-2021 | C |
|  | Creation and updating JOB-JO Web site and database | UCY | MU | All partners | Visibility of Job-Jo project. Has a public and a restricted area. In the public area should be visible the job vacancies, list of potential employers | Availability of the site | Jordanian community, with an emphasis in the unemployed | 14-11-2021 | B |
|  | Creation of network model | UCY | HTWK | JUST, MU, UJ, TTU, AHU, GKM, MPWH | Identification of potential Jordanian employers | Quantity of elements in the network | Potential employers | 30-06-2019 | A |
|  | UCY | HTWK |  | Development of a cooperation model regarding roles, functions, and responsibilities of each partner | Model operationality | BSNB |  |  |
|  | Quality Committee  | ISLA | UCY | ISLA,UCY | Design of quality control plan  | Quality Control Plan | All partners | 31-05-2019 | B |
|  |  | ISLA | UCY | ISLA | Design of meetings quality evaluation instruments, dissemination of the surveys, analysis of the data and elaboration of reports | Reports | All partners | Each management meetings | B |
|  |  | ISLA | UCY | ISLA | Recollection and analysis of the implementation and dissemination Job JO data and elaboration of reports | Reports | All partners | Each semester |  |
|  | Monitoring and Evaluation Plan | ISLA | UCY | MU, TTU, AHU, JUST, UJ | Control of work done in BSNB | Electronic reports | MU, TTU, AHU, JUST, UJ | Each trimester | C |
|  | Reports (of Monitoring Committee) | ISLA | UCY | All University partners | Monitoring Committee will verify the timely implementation of the BSNB’s work | 3 meetings during the project | BSNB | 14-11-2021 |  |
|  | External Evaluation | ISLA | UCY | MU | Constructively evaluate the Job JO project to, eventually, identify areas for improvement | Midterm reports taking in consideration the (a) relevance, (b) efficiency, (c) effectiveness, (d) first impact and (c) sustainability | All partners | End of 2019End of 202014-11-2021 | C |
|  | Dissemination of project activity and its results: presentations, workshops, events  | UJ | Int@E | JUST, GKM, MPWH, TTU, AHU, MU | JOB-JO will be disseminated in the workshops, seminars, conferences and journals | Presentations, Workshops, Events.Conference and info days | Jordanian community |  | B |
|  | Coordination meetings; Operative project management; Financial management | MU | JUST | All partners | Coordination of the overall operation, financial and administrative management, of the project. | Meeting minutes | All partners | Every 6 months | B |