

## **JRP 2017-19**

### **Project Summary Sheet (PSS) Guidelines**

#### **General guidelines**

The Project Summary Sheets (PSS) is a specific intervention aiming to meet an identified need/vulnerability within your sector. Each PSS contributes to achieving one sector specific objective only.

In order to facilitate project prioritization and resource mobilization, please do not include various diversified interventions within one single PSS. In particular:

- For infrastructure projects outside camps, please complete one PSS for each infrastructure built/rehabilitated (school, hospital, electricity or water network, wastewater system, etc.). Please make sure detailed location is provided for each infrastructure.
- For all other projects, please avoid big scale PSSs, unless fully justifiable.

Please do not modify the PSS format.

#### **Specific guidelines**

##### **Sector**

Main area of focus among the twelve sectors of the JRP. Only one sector per PSS can be selected.

##### **Line ministry**

Please include any line ministry or government institution having a direct stake in the PSS objective.

##### **Duration (n. of months)**

Cumulative project duration in number of months. Please make sure that it corresponds with the "Project Activities" timeframe.

##### **ID#**

Each PSS should be identified by one, unique, ID#. The ID# should specify if the PSS belongs to the (REF) refugee or (RES) resilience component and should be linked to the sector specific objective the PSS contributes to. For instance, resilience PSS contributing to a sector specific objective 2 should be labeled" RES 2.1. Any other subsequent resilience PSSs contributing to the same specific objective should be labeled RES 2.2, RES 2.3, and so on.

**Sub-sector**

Please add any relevant category that helps describe the content of the PSS. For instance, a project that aims to build one primary school might be described through the following categories: *infrastructure, primary education*. Another project that provides vocational training might be described through the following categories: *vocational training, employment, income generation*. Etc.

As per the above examples, please note that a project can have more than one sub-sector.

**Sector Overall Objective**

Each Task Force will review its JRP2016-18 Sector Overall Objectives (SOOs) addressing both the resilience and refugee needs identified for that sector. It is expected that the sector objective will stay the same for most sectors. Based on the recent developments, the sectors that might consider amending their sectors' objective and/or specific objectives are Livelihood, Food security and Education.

SOOs should be formulated using a positive verb in the infinitive (*to ensure, to provide, to build, to increase*) that expresses how the sector response will meet the needs arising from the Syria crisis while mitigating the impact on the affected population, e.g. - *To ensure sustained quality educational services for children and youth in areas impacted by the Syria crisis*.

**Sector Specific Objectives**

Each Task Force will review its JRP2016-18 Sector Specific Objectives (SSOs). The sector specific objectives should not differ from the JRP2016-18 ones. The sectors that might consider modifying their sectors' objective and/or specific objectives are Livelihood, Food security and education.

SSOs describe the intended changes that result from the interventions of the Government of Jordan and its partners. SSOs are short- to medium-term results that will be achieved through the completion of associated projects. They should ideally use a noun qualified by a verb expressed in the past tense describing positive change, such as 'improved', 'strengthened' or 'increased', in relation to the population in need or the concerned national or local institution, e.g. – *Increased capacity of educational facilities in communities affected by the crisis to ensure the continuous delivery of quality education services*.

**Project Title**

Project title must be clear and unambiguous. It conveys the purpose and content of the intervention, e.g. – *Building Secondary School for Boys*

**Project Objective**

The Project Objective describes the expected result of the PSS. It should be formulated by using a positive verb in the infinitive, e.g. – *To increase and improve access to formal education facilities for children and youth*

## Project Justification

Project justification explains why that specific PSS is needed to address the problem. It should explain the ways in which the PSS will consistently achieve the project objective.

## Direct Target Group/ Beneficiaries:

Target Groups: the groups/entities that will be directly and positively affected by the action.

Beneficiaries: organizations/persons who will benefit from the action in the short, medium or long term at the level of the society or sector at large.

## Activities

Activities identify the specific tasks/ actions/ products/ services need to be done/ executed in order to implement the PSS, e.g.- *Prepare school building designs and engineering requirements.*

## Indicators

SMART indicators need to be identified at the Sector Specific Objective and Project Objective levels. Indicators should be complemented with information about target baseline, means of verification, and source of verification.

SMART INDICATORS
<b>Specific:</b> Is the indicator specific enough to measure progress towards the results?
<b>Measurable:</b> Is the indicator a reliable and clear measure of results?
<b>Attainable:</b> Are the results in which the indicator seeks to chart progress realistic?
<b>Relevant:</b> Is the indicator relevant to the intended objectives/outputs?
<b>Time-bound:</b> Are data available at reasonable cost and effort?

FORMULATING INDICATORS	
<b>Sector Overall Objective</b> <i>E.g. - To ensure sustained quality educational services for children and youth impacted by the Syria crisis</i>	<b>Examples of Indicators</b> <ul style="list-style-type: none"><li>• Percentage of school age refugee &amp; host community children attending school</li><li>• Pass rates in standardized student tests among refugee &amp; host community children</li></ul>
<b>Sector Specific Objectives</b> <i>E.g. - Increased capacity of educational facilities in communities affected by the crisis to ensure the continuous delivery of quality education services</i>	<ul style="list-style-type: none"><li>• The number of places available in schools in communities affected by the crisis</li><li>• The number of trained teachers employed</li></ul>
<b>Project Objectives</b> <i>Objective, e.g.: To increase and improve access to formal education facilities for children and youth</i>	<ul style="list-style-type: none"><li>• Number of built and fully equipped class rooms</li><li>• Number of students (boys/girls) accessing formal education</li></ul>

**Means of verification**

How to acquire evidence that the objectives have been met, where to find proof which will provide the data/information required for each indicator.

**Source of Verification**

Verification sources have to be able to provide information - needed to measure an indicator- that is readily accessible, reliable and up-to-date.

**Frequency**

The rate of occurrence for collecting the information (annual, semi-annual, quarterly, monthly).

**Baseline**

Data which serves as a basis for comparison with the subsequently acquired data.

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