

Health Project Submission and Approval Process

Guide for Health Sector Working Group Members



وَنَارَةَ الصَّحْرِ

Goal: provide clear guide on project submission process for health sector group members, national and international organizations who plan to implement health activities in Jordan.

Purposes:

1. Facilitate application and follow up process
2. Expedite application and feedback steps
3. Avoid confusion and unnecessary steps
4. Decrease probability of major modifications or rejection of projects

Step By Step

submission phase

- 1- Submit project to MOPIC using standard form through **Jordan Response Information System for the Syria Crisis (JORISS)** <http://www.jrpsc.org/systemlogin>
- 2- Follow up directly with the Ministry of Health (MoH) through Planning Administration/ Health Economy Directorate immediately after the submission and acceptance of the application by the electronic website JORISS
- 3- Fill up the required documents for the ministry of health project review committee.
- 4- The Ministry of Health will send its recommendations within 2 weeks to the Ministry of Planning and International Cooperation (MoPIC)
- 5- The Ministry of Planning and International Cooperation (MoPIC) and/or the Prime Minister will share the final decision taken

Step By Step

Implementation phase

- In case of approval, the organization begins the implementation of the project in cooperation with the Ministry of Health (MoH)/ Planning Administration/ Health Economy Directorate
- The organization should coordinate with the relevant Health Directorate at the site of implementation and provide them with the approval document and the operational plan of the project.
- Organization should be committed in submitting quarterly, semi-annual and annual reports of their projects performance using the standardized Ministry of Health form (see Annex 2).
- The organizations should facilitate the field visits of MOH and Health directorate staff to the implementation sites.

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