**TERMS OF REFERENCE**

**COMMUNITY COLLEGE REPRESENTATIVES FOR IMPLEMENTATION OF
JORDAN NOW - NEW WORK OPPORTUNITIES FOR WOMEN PILOT PROGRAM**

The Jordan New Work Opportunities for Women (Jordan NOW) pilot program aims to increase employment amongst recent female community college graduates through two major interventions. The interventions to be piloted are i) job vouchers given to selected female graduates, which provide a short-term subsidy for firms to take a chance on hiring these new graduates; and ii) employability skills training which provides job seekers with interpersonal and professional skills that employers look for when hiring new graduates.

An important aspect of the Jordan NOW pilot is a strong information and communication strategy for graduates who are selected into the pilot program as well as to firms who are interested in participating in the pilot. To help implement this strategy, a representative from each of the 8 participating colleges in the program (community college representatives, or CCR) will be selected to proactively support the information and communication strategy as well as coordinate with interested firms in the following manner:

1. Graduates component:
2. As soon as representatives receive the final list of graduates who have been selected for the two components, the CCR will establish contact via phone with each graduate on the list and briefly inform them about their selection for the program and invite them to an information session at a predetermined time.
3. Next, the CCRs will conduct an information session with the selected graduates clearly explaining the following:
	1. A full description of the two components of the pilot- employability skills training and job vouchers. Note that some graduates will be selected to receive only training, others will receive only a job voucher, while the remaining will receive both training and the voucher.
	2. Selection process: The CCR will also explain to the graduates the fair and transparent process through which young women are selected into each of the three groups.
	3. For those who have been selected to receive training, the CCR will inform graduates about the start date and duration of the training program, the name of the training provider and essential information for graduates to be able to attend training.
	4. For those who have been selected to receive the job voucher, the CCR must describe the implementation modalities including the amount and duration of the voucher (JD150 per student for 6 months). The CCR must also clarify that there are more eligible graduates than vouchers and that the first 450 to find ‘credible’ employment will receive support, and that the vouchers expire in August 2011.
4. As part of the above activities, it is very important that the CCR motivate the young women to participate and clearly explain the potential benefits of participating in the program.
5. The CCR must submit the final list of participating students to the Project Coordinator by XX/XX/XXXX.
6. Jobs component:
7. The CCR for each college may be contacted by firms who are interested in participating in the pilot.
8. The CCR should provide the list of all graduating students who are seeking employment along with their specialties and CVs, and in the case of the young women participating in the pilot, clearly specify those who have received the training, those who have received the job voucher, and those who have received both.
9. The CCR must answer all queries the firms may have regarding this pilot program.
10. The CCR must proactively maintain a database of all firms that contacted them, along with any associated vacancies, and inform graduates about the firms that were interested in the pilot program and circulate information about any vacancies that the firms may have mentioned.
11. The CCR is encouraged to maintain an updated list of successful employment amongst all their graduates, especially for the young women participating in the pilot program. This database should be submitted monthly to the Project Coordinator.