USAID | JORDAN
FROM THE AMERICAN PEOPLE

USAID/Jordan Geographical Information System (GIS)

Guidance for Completing the GIS Template

Entry Fields	Data Required by Type of Support			Drop-down List Selection
	Training *(Only direct trainings should be reported, not trainings conducted through grants)*	**Grants** *(Trainings under grants should be listed under the notes section. Each grant should be reported separately)*	**Infrastructure**	
Reporting Quarter	Select reporting period for when the data was submitted	Select reporting period for when the data was submitted	Select the reporting period for when the data was submitted	
Activity	Select Activity Name	Select Activity Name	Select Activity Name	
Activity Short Name	Select Activity Acronym	Select Activity Acronym	Select Activity Acronym	
Sector	Select Activity sector	Select Activity sector	Select Activity sector	
Type of Support	Select "Training"	Select "Grant"	Select "Infrastructure"	Grant, Infrastructure, Training
Benefiting Entity *(The entity/individuals directly benefiting from the activity support)*	For Entities: Name of entity directly benefiting For Individuals: Training for Individuals should be grouped by the Municipality they came from (Do not list individuals, group them.)	Name of entity directly benefiting (Awardee)	Name of entity directly benefiting (i.e., School name, hospital name, .etc.).	
Contact	Address, Name, and Phone number of the point of contact at the benefiting entity.	Address, Name, and Phone number of the point of contact at the benefiting entity.	Address, Name, and Phone number of the point of contact at the benefiting entity.	

	Data Required by Type of Support			
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Type of Entity *(See Annex 1 for definitions)*	Select the entity type			Banks, CBOs, CSOs, DPOs, Educational Institutions, Government, Households, Monetary Financial Institutions, Others, Private Sector, Public Health Facilities, Unions and Professional Associations, Utilities, Vocational Training centres and Institutions
Governorate	Select where the benefiting entity is located.	Select where the benefiting entity is located.	Select where the benefiting entity is located.	

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Municipality *(This field helps the Mission to verify the exact location__GPS provided.)*	Select the municipality (if available) in which the entity is located. Using the municipality column is necessary *IF the exact location is not available* and cannot be collected due to feasibility i.e.: one time trainee.	Select the municipality (if available) in which the entity is located. Using the municipality column is necessary *IF the exact location is not available* and cannot be collected due to feasibility.	Select the municipality (if available) in which the entity is located. Using the municipality column is necessary *IF the exact location is not available* and cannot be collected due to feasibility.	
Y *(Benefiting entity location)*	Latitude (Y) in Universal Coordinate System (WGS 1984). In Decimal Degrees (ddd.ddd).	Latitude (Y) in Universal Coordinate System (WGS 1984). In Decimal Degrees (ddd.ddd).	Latitude (Y) in Universal Coordinate System (WGS 1984). In Decimal Degrees (ddd.ddd).	
X *(Benefiting entity location)*	Longitude (X) in Universal Coordinate System (WGS 1984). In Decimal Degrees (ddd.ddd).	Longitude (X) in Universal Coordinate System (WGS 1984). In Decimal Degrees (ddd.ddd).	Longitude (X) in Universal Coordinate System (WGS 1984). In Decimal Degrees (ddd.ddd).	
Beneficiary Location Type *(Applicable to Grants only)*	Select "Trainee"	Every Grant should have a "headquarter" listed, after which, any "implementation" should be listed in a subsequent row. Specify the "Location Type": *Headquarter* or *Implementation*.	Select "Implementation"	HQ, Implementation, Trainee
Precision	Not Applicable/Mission use			

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National No.	The National ID of the entity i.e.: NGOs, Schools. If not available, provide the registration ID. (If benefitting entity is a group of individuals, then no national ID is needed.)	The National ID of the entity i.e.: NGOs, Schools. If not available, provide the registration ID.	The National ID of the entity i.e.: NGOs, Schools. If not available, provide the registration ID.	
Infrastructure Type (Applicable to Infrastructure only)	Not Applicable	Not Applicable	Select type of construction	Construction, School, Tourism sites, Wastewater, Water, Wastewater Treatment
Intervention Description	A short summary of the intervention (2-3 sentences)	A short summary of the intervention (2-3 sentences)	A short summary of the intervention (2-3 sentences)	
Number of Beneficiaries	Total number of beneficiaries from the specified entity who attended.	Total/Estimated number of beneficiaries— Anyone who benefitted from the grant services.	Total/Estimated number of beneficiaries— i.e.: School staff and students, or people benefiting from water services, etc.	
Training Topic (Applicable to Trainings only)	The topic of the training i.e.: communication, Advocacy, soft skills, etc.	Not applicable	Not applicable	

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Data Required by Type of Support				
School Type	Select school gender (Boys, Girls, Mixed)		Select school gender (Boys, Girls, Mixed)	Boys, Girls, Mixed
School level	Pre-primary/ primary/ secondary		Pre-primary/ primary/ secondary	Pre-primary, Primary, Secondary, Comprehensive
School Shifts	Select (One shift/double shift)	Not applicable	Select (One shift/double shift)	Single shifts, Double shifts
No. Jordanian Students	# of Jordanian students		# of Jordanian students	
No. Syrian Students	# of Syrian students		# of Syrian students	
No. Male Students	# of male students		# of male students	
No. Female Students	# of female students		# of female students	
No. of Total Teachers	# of teachers		# of teachers	
No. of Trained Male Teachers	# of trained male teachers		Not Applicable	
No. of Trained Female Teachers	# of trained female teachers		Not Applicable	
Start Date	Training start date	The grant start date	The contract start date	
End Date	Training end date	The grant end date	The contract end date	
Intervention Status	This should be updated according to progress each quarter	This should be updated according to progress each quarter	This should be updated according to progress each quarter	Ongoing, Completed

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Total Budget USD	Estimated total cost of training per entity. For example: This cost should be calculated by the total cost divided by the number of entities.	The total budget for the grant per HQ in USD. If known, add the cost per implementation i.e. Installing equipment.	The total budget for construction in USD.	
Cost share amount USD	The project cost share amount from the contract if applicable.	The project cost share amount from the contract if applicable.	The project cost share amount from the contract if applicable.	
Cross Cutting Theme	Select USAID cross cutting theme	Select USAID cross cutting theme	Select USAID cross cutting theme	Gender, Youth, Refugees, Disabilities,
Note	Add any additional information related to the activity.	Add any additional information related to the activity.	Add any additional information related to the activity.	
Grant ID	Any other ID utilized to track the benefiting entity within the Activity.	The Grant ID (Award ID) for the benefitting entity.	Any other ID utilized to track the benefiting entity within the Activity.	
Work Track 2	Not Applicable/Mission use	Not Applicable/Mission use	Not Applicable/Mission use	

ANNEX I:

Entity Type and Definitions:

Banks:	A bank is a financial institution licensed to receive deposits and make loans. Banks may also provide financial services, such as wealth management, currency exchange and safe deposit boxes. Includes all Jordanian and non-Jordanian deposit money banks operating in the Kingdom. This definition does not include financial institutions
Governmental or semi-governmental organizations:	Entities that the Government of Jordan owns at least 50% share of, or entities that receive at least 50% of their financial support from the Government of Jordan.
Utilities:	Any organization, which provides services to the general public, although it may be privately owned. Public utilities include electric, gas, telephone, water, and television cable systems, as well as streetcar and bus lines. They are allowed certain monopoly rights due to the practical need to service entire geographic areas with one system, but they are regulated by state, county and/or city public utility commissions under state laws.
Private Sector:	Registered as a for-profit company with headquarters in Jordan
Civil society Organizations (CSO):	"Civil society" is defined broadly as "non-partisan and non-governmental organizations promoting an interest benefitting a common good." Civil society organizations are distinct from political parties in that they do not share the objective of striving for political office. CSOs operate at the governorate level or national-level.
Community Based Organization (CBO):	Registered as a non-profit society or non-profit company with headquarters based in Jordan; operates locally at the community level, municipal level or in one governorate, mainly membership and volunteer based with limited outreach
DPO:	Representative organizations or groups of persons with disabilities (PWDs), where PWDs constitute a majority of the overall staff, board, and volunteers are well represented in all levels of the organization. Where a primary aim of these organizations is empowerment and the growth of self-advocacy of persons with disabilities.
Unions and Professional Associations:	(Unions a group of workers joined in a specific type of organization for the purpose of improving their working conditions as well as to help in promoting the common interests of the group. // Professional Associations: A professional association is usually a nonprofit organization seeking to further a particular profession, the interests of individuals engaged in that profession, and the public interest
Educational Institutions:	An educational institution is a place where people of different ages gain an education, including preschools, child care, elementary schools, and universities. A research institute is an establishment endowed for doing research.

Households:	A household includes all the persons who occupy a housing unit. A housing unit is a house, an apartment, a mobile home, a group of rooms, or a single room that is occupied
Monetary Financial Institutions:	"Monetary financial institutions" (MFIs) are central banks, resident credit institutions as defined in Community law, and other resident financial institutions whose business is to receive deposits and/or close substitutes for deposits from entities other than MFIs and, for their own account (at least in economic terms), to grant credits and/or make investments in securities. Money market funds are also classified as MFIs.
Public Health Facilities:	A Health facility is, in general, any location where healthcare is provided. Health facilities range from small clinics and doctor's offices to urgent care centers and large hospitals with elaborate emergency rooms and trauma centers.
*Under Others:	
Informal/Non-Registered Group:	No registration; community or activist group pursuing a cause or common interest.
Coalitions:	A coalition is defined as two or more organizations (CSO, private organization, media or governmental organization) with at least one of the members being a civil society organization, working together for a common goal over either the long- or short-term.

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