TERMS OF REFERENCE (ToR)

Position: General Budget Economic Expert (“Consultant”)
Period of Performance: March – 30th June (2019) hereunder referred to as “Period of Performance”.

Terms of Reference:
The Consultant will undertake work in Amman, Jordan for Rasheed for Integrity and Transparency (Transparency International – Jordan).

The Consultant’s main point of contact will be the Project Coordinator of the Sharaka Project (the “Project”). The Consultant shall assume the following specific responsibilities for the length of the Period of Performance.

Introduction:
Rasheed for Integrity and Transparency (TI – JO) commenced work in Amman at the beginning of April 2014. It is the Jordanian chapter of Transparency International. Rasheed aims to reinforce the involvement of Jordanian citizens in anti-corruption activities, enhance accountability practices in the public sector, private sector, and non-government sector, enhance the efficiency and independence of control agencies specialized in the area of anti-corruption, and strengthen the integrity of the legislative and judicial authorities.

Background:
Rasheed (TI – JO) is launching a project aiming to involve civil society organizations in the process of planning and setting Jordanian financial policy, providing thorough knowledge of the Jordanian general budget law, and enhancing the principles of transparency and accountability systems in the management of public funds in Jordan.

Therefore, Rasheed (TI – JO) seeks to develop a civil society toolkit/guide to provide civil society organizations with the knowledge and tools in order to be able to read and understand the Jordanian General Budget, assess budget transparency, and provide recommendations to increase budget transparency.

Duties:
The Consultant is expected to carry out the following duties:

- Attend project meetings and trainings.
- Conduct interviews and meetings with relevant parties.
- Conduct desk research.
- Construct a civil society toolkit/guide on national budget transparency.
- Deliver a training session on the content of the toolkit to the civil society team. The training should focus on practice and include different training tools such as exercises, case studies, group work etc.
- The civil society guide/toolkit should:
  - Provide brief background information on public finance/national budget cycle and components.
o Build on the knowledge and training delivered by AMAN – TI – Palestine.
o Outline best practices of budget transparency standards and apply them to the context of the Jordanian national budget.
o Set clear steps and methodologies for analyzing and assessing budget transparency.

**Deliverables:**
The consultant is expected to provide a work plan with a timeline, in consultation and agreement with the hiring unit prior to signing the contract.

The Consultant will complete and submit the following deliverables, invoice, and timesheet prior to payment.
o Deliver the toolkit.
o Deliver a training for CSOs.

**Desired Qualifications**
The Consultant will meet the following qualification standards for the position:

- Masters degree in a relevant field, with extensive experience in financial analysis and economic analysis.
- Strong knowledge of Jordanian laws and regulations, especially financial laws.
- Strong knowledge of national economic and social issues.
- Distinguished ability to read and audit the Jordanian General Budget.
- Strong knowledge of Jordanian financial policy and General Budget preparation and approval processes and procedures.
- Knowledge in the field of transparency and anti-corruption.
- Experience in preparing guides and toolkits.
- Years of Experience: Minimum 10 years of experience.
- Language Skills: Fluent in Arabic and English.
- Other Skills: Analysis skills, Writing Skills, Communication Skills.

Interested candidates please send your CV and references to info@rasheedti.org. Cover Letters are highly encouraged.

*Rasheed For Integrity and Transparency provides equal opportunity as well as fair and equitable treatment in employment to all people without regard to race, color, religion, sex, origin, age, disability, political affiliation, marital status.*