Terms of Reference

for Local Governance Consultant

- **Type of contract:** Part-Time
- **Location:** Amman, with visits to other Governorates in Jordan

3. Background

Rasheed for Integrity and Transparency / (Transparency International – Jordan) was established at the end of 2013, as a non-profit civil society organization, through a group of activists in public work. Rasheed started its work through its headquarters in Amman in April 2014, representing Rasheed as the only official point of contact representing Transparency International in Jordan. It aims to improve the Jordanian citizen's involvement in anti-corruption activities, immunize public and private institutions and local government institutions against corruption, improve the effectiveness and independence of the supervisory and specialized institutions and departments in the field of combating corruption, and enhance the integrity of the two authorities. Legislative and judicial, to reach a cohesive Jordan with a national integrity system.

2. Objective of the Consultancy

The consultancy intends to assess the existence and effectiveness of procedures and mechanisms to promote transparency, accountability, and integrity in order to fight corruption at the local level, develop recommendations on areas for reform to be taken up by local government stakeholders, and develop a follow-up action plan for strengthening local integrity in collaboration with municipal employees.

3. Scope of the consultancy

The consultant is expected to work with all relevant stakeholders including municipalities to do the following:

- Review and update the methodology of the local Integrity System (LIS) prepared by Transparency International to fit the Jordanian local context.

- Modify the indicators for the Local Transparency Index (LTI) tool in accordance with the local Integrity System tool.

- Measure/assess the Local Transparency Index in the two selected municipalities through research and key informant interviews and draft a report that includes the results, findings, recommendations, and an executive summary.

- Develop a capacity-building plan based on the actual needs to be implemented at the municipalities according to the recommendations of the report.

- Prepare the training material as per the capacity-building plan.

- Conduct the capacity building for the two municipalities targeting the municipal employees (20 people) / municipality and develop a follow-up action plan for strengthening local integrity in collaboration with municipal employees.

4. Deliverables

The key deliverables for this consultancy include:

- Submission of the work plan
- Submission of the new methodology of the Local Transparency Index (LTI) tool along with the modified indicators.
- Submission of the assessment report for the Local Transparency Index (LTI) tool that includes the results, findings, recommendations, and an executive summary for feedback and comments;
- Submission of the plan for capacity building needs according to the recommendations of the report;
- Submission of training material on how to work on the said recommendations;
- Completion of the Capacity building for municipal employees (20 people) and submission of the developed follow-up action plan for strengthening local integrity in collaboration with municipal employees.
- Submission of final version report for Local Transparency Index (LTI) tool and executive summary.

5. Timelines and key outputs:

#	Outputs/ deliverables	Timeline
1	Inception meeting with Rasheed	0.5 day
2	Submission of the work plan	0.5 day
3	Drafting a new methodology of the Local Transparency Index (LTI) tool with the indicators.	6 days

4	Drafting of the report for the Local Transparency Index (LTI) tool and executive summary	10 days
5	Revised the report for the Local Transparency Index (LTI) tool and executive summary based on Rasheed's comments	1 day
6	Submission of the plan for capacity building needs according to the recommendations of the report	1 day
7	Submission training material	4 days
8	Preparation of 3 days of training	1 day
9	Completion of the Capacity building for municipal employees	3days
10	Submission of the training report including the analysis of pre and post-assessments and recommendations	I day
11	Submission of final version report for Local Transparency Index (LTI) tool and executive summary.	2 days
	Total working day	30 working days

6. Reporting

The consultant will work under the direct supervision of the Rasheed Project coordinator, with the overall guidance from the Project Manager. The consultant will ensure close consultation and collaboration with Rasheed's Project Coordinator and Project Manager in carrying out the assignment throughout the consultancy.

7. Qualifications and skills

- Background in political science, public administration, local governance or another

related social science;

- Minimum of 10 years experience conducting independent research;
- Proven expertise in political-institutional analysis, with particularly strong knowledge of

the country's local governance system;

- Excellent understanding of the legal framework and actual practice at the local level;

- Familiarity with transparency, accountability, and anti-corruption discourse;
- Ability to write succinctly and for a non-academic audience;
- Experience in practical policy reform and evidence-based advocacy in the field of anti-corruption and good governance;
- Experience in working with/applying quantitative indicators and rating methodologies;
- Experience in using participatory research techniques.

8. Application Instruction

- Send CV to the following e-mail: info@rasheedti.org, entitled Local Governance Consultant.
- Specific cover letter: a statement of how the applicant meets the qualifications, including methodology for work
- Submit Financial Proposal with a clear indication of the consultancy fee.

Rasheed for integrity and transparency (Transparency International - Jordan) provides equal and fair opportunities in employment for all people without regard to race, color, religion, gender, origin, age, political affiliation, or marital status.