

## Terms of Reference for Trainer

**Job title:** Trainer.

**Type of contract:** External consultant

**Location:** Amman

### 1. 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 Training

The project intends to build the capacity of the youth within the age group from 18 to 30 through a training program that extends for 6 days on the following topics: human rights, democracy, corruption, leadership, conflict resolution and management, in addition to participation and social accountability, and the management and planning of advocacy campaigns. At the end of the training, a social accountability issue will be chosen by the participants to work on, in coordination and follow-up by the trainer.

Note: The trainer and trainee's guide have been prepared in advance.

### 3. Scope of the consultancy

The Trainer is expected to provide 6 days of training on the topics mentioned above and specifically, the Trainer will undertake the following tasks:

- Conduct consultation with Rasheed and the project team to clarify objectives, processes, and expected outcomes.
- Review the existing trainer and trainee manual.
- Participation in a selection committee for participants.
- Preparing a detailed agenda for the training guide for 6 days of training.
- Prepare final exam covers all topics included in the training manual.
- Preparing an evaluation form that evaluates the participants during the training.
- Conduct the training over 6 days.

- Work and Follow up with participants to submit all templates and requirements required for the issue of social accountability.

#### 4. Deliverables

The key deliverables for this consultancy include:

- Submission of the work plan of the assignment;
- Submission of a detailed agenda ;
- Submission of the final exam;
- Submission of the evaluation form of the participants;
- Completion of 6 days of training for the targeting youth;
- Submission of the final training report which includes detailed pre and post-analysis, and recommendations;
- Submission of the analysis of the social accountability issue that was worked on and selected by the participants.
- **5. Timelines and key outputs:**

#	Outputs/ deliverables	Timeline
1	Submission of the work plan of the assignment,	0.5 day
2	Review the trainer and trainee manual, and submit a detailed agenda, final exam, and evaluation form of the participants.	1 day
3	Participate in a selection committee for participants	2 days
4	Conduct the training	6 days
5	Submission of the final training report which includes detailed pre and post-analysis, and recommendations.	1 day
6	Submission of the analysis of the social accountability issue that was worked on and selected by the participants.	0.5 day
	Total working day	11 days

#### 6. Reporting

The Trainer will work under the direct supervision of the Rasheed Project coordinator, with the overall guidance from the Project Manager. The Trainer 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

- University degree in, business administration or political science or another related field, with 5 years of experience in the field of youth and the topics of the training manual;

- 5-7 years of experience in the field of training, including proven track records of successful training programs for youth;
- Extensive knowledge of the topics of the training manual, especially in the context of Jordan;
- Excellent training skills;
- Excellent communication skills;
- Excellent written and spoken Arabic and English;
- Ability to work independently and produce high-quality outputs, and
- Ability to work under tight timeframes.

#### 8. Application Instruction

- Send CV to the following e-mail: [info@rasheedti.org](mailto:info@rasheedti.org), entitled Trainer.
- 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.*