

Terms of Reference

For Training Manual Development Consultancy – Promoting integrity and anti-corruption

- **Job title:** Training Manual Development Consultant.
- **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 at the beginning of 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 Manual

The project intends to develop a training manual that will provide a series of capacity-building programs for youth throughout the project period. Therefore, the training manual should include, but is not be limited to, the following key areas:

- Generic themes: What are Integrity and corruption? in terms of concept, types, causes, effects, and Concepts related to the Anti – Corruption.
- Deep understanding of the concept of anti-corruption and how to promote integrity in the public, private sectors, and civil society organizations.
- Analyzing the reality of anti-corruption in Jordan in line with international anti-corruption conventions.
- Providing examples of best practices for countries that have distinguished themselves for their success in anti-corruption.
- The role of Promoting integrity and anti-corruption in achieving sustainable development goals.
- The most important international anti-corruption indexes.

The detailed structure and content of the manual will be discussed and agreed upon with Rasheed at the beginning of the assignment.

3. Scope of the consultancy

The consultant is expected to develop the training manual accompanied by a trainee guide and provide training for the target group which is the youth whose ages are between 18 and 30 in Jordan.

Specifically, the consultant will undertake the following tasks:

- Conduct consultation with Rasheed and Project team to clarify objectives, process, and expected outcomes.
- Undertake desk review of documents provided by Rasheed including the existing training manuals and relevant documents to complete the consultancy process.
- Propose an outline of the contents of the training manual with different modules targeting youth, based on the result of the need assessment and consultation with Rasheed.
- Design the draft and final training manual accompanied by a trainees guide which includes: training objectives, content, methodologies, timing, guiding, tool, exercises, interactive agenda with a proposal to host public figures related to the topics that will be discussed during the training program to implement the training over 5 days, and case study to be used per module, by standard acceptable to Rasheed.
- Follow up and evaluate the participants in the training that will be asked to organize a session for their peers who are interested in the topic and provide them with a summary of the topic, in addition to filming this session in a video and sending it to us for evaluation.

4. Deliverables

The key deliverables for this consultancy include:

- Submission of the work plan of the assignment;
- Submission of a training needs assessment form for the target group;
- Submission of a detailed outline of the content of the manual and accompanying tools;
- Submission of the draft training manual with trainee guide for feedback and comments;
- Completion of 5 days of training for the targeting youth including pre and post-assessment and training report;

- Submission of final version training manual and trainee guide, with integrated feedback and comments from Rasheed and project team and changes following outcomes of 5 days of training.
- Submission of a report on the participants' evaluation of the sessions they delivered.

5. Timelines and key outputs:

#	Outputs/ deliverables	Timeline
1	Inception meeting with Rasheed	0.5 day
2	Submission of the work plan and training needs assessment form	0.5 day
3	Desk review	1 day
4	Submission of the outlines of the training manual.	1 day
5	Drafting the training manual including the trainee guide	15 days
6	Revised the training manual based on Rasheed's comments	1 day
7	Preparation of 5 days of training	1 days
8	Conduct the training	5 days
9	Submission of the training report including the analysis of pre and post-assessments and recommendations	2 day
10	Submission of final training manual and trainee guide	3 days
11	Follow up with the participants	2 days
12	Submission of a report on the participants' evaluation of the sessions they delivered	1 day
Total working day		33 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

- University degree in, business administration or political science or another related field, with 5 years of experience in the field of youth and manual development and favorably in the context of Promoting integrity and anti-corruption ;

- 5-7 years of experience in the field of training and manual development, including proven track records of successful developments of training manuals and training programs for youth;
- Extensive knowledge of anti-corruption processes, 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, entitled **Trainer for Promoting integrity and anti-corruption**.
- 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.