

**Position: Expert/ Access to Information Law**

**Period of Performance: 1 Month – Consultancy Contract**

**Terms of Reference:**

The expert will undertake work in Amman, Jordan for Rasheed for Integrity and Transparency (Transparency International - Jordan). The Expert main point of contact will be Rasheed for Integrity and Transparency (Transparency International - Jordan) through project coordinator .The Expert shall assume the following specific responsibilities for the length of the working.

**Our Organization:**

Rasheed (Transparency International - Jordan) is a non-profit company working to strengthen the pillars of good governance that are based on integrity, transparency, accountability, and rule of law in Jordanian institutions. Rasheed (TI – JO) is the national chapter of Transparency International in Jordan.

Rasheed (TI – JO) aims to reinforce the involvement of Jordanian citizens in anti-corruption activities, protect public, private and local governance institutions against corruption, 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.

**Duties:**

The Expert is expected to carry out the following duties:

- Develop and conduct an online survey to map the needs and concerns of citizens regarding access to information, and analyze the results.
- Develop a Citizen Guide on the Access to Information Law based on the previously conducted survey, which demonstrates the processes citizens and organizations must follow in order to request information from different entities as well as the follow up procedures.
- Submit a detailed comprehensive report after the completion of the guide; it should contain the methodology used for developing the survey and the guide, feedback challenges, recommendations, and lessons learned.

**Deliverables:**

The Expert will complete and submit the following deliverables, invoice, and timesheet prior to payment.

- Work plan with the time frame. (Prior to the commencement of activities)
- The online survey questions in Arabic language.
- The Citizen Guide on the Access to Information Law in Arabic language
- One comprehensive report in English language detailing the methodology, feedback, recommendations and lessons learned after completion of the tasks with all supporting documents and forms.

**Instructions:**

Please send your CV and a cover letter outlining why you are the ideal candidate for this position to [asahoury@rasheedti.org](mailto:asahoury@rasheedti.org) by September 22<sup>nd</sup>, 2022.

*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.*