

## Terms of Reference for Consultancy Developing Training Manual

- **Job title:** Training Manual Development Consultant.
- **Type of contract:** External consultant
- **Deadline for submitting applications:** 10.03.2024

### 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 main objective of this training manual is to increase awareness and comprehension of good governance concepts and their significance, as well as to provide the essential tools and knowledge to accomplish them in different aspects of national life. The manual aims to achieve this by focusing on the following key areas:

1. Clarifying the concept of good governance and analyzing its characteristics and benefits.
2. Exploring the importance of integrity, transparency, and accountability in personal and political contexts and elucidating how to achieve them.
3. Analyzing the current economic and social context and identifying the challenges facing public and private sector institutions in implementing governance concepts.
4. Providing assessment tools and developing key performance indicators to measure governance.
5. Building a suitable culture for good governance within institutions by enhancing participant's understanding of institutional culture and its role in improving good governance.

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

### 3. Scope of the consultancy

The consultant is required to create a comprehensive training manual along with a manual for trainees and conduct training sessions for the intended target group, which consists of youth aged between 18 and 25.

Specifically, the consultant will undertake the following tasks:

- Consult with Rasheed's team to clarify objectives, processes, 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 need assessment and consultation with Rasheed's team.
- Design the draft and final training manual accompanied by a trainee's guide which includes: training objectives, content, methodologies, timing, guiding, tools, exercises, and interactive agenda to implement the training over 4 days.

#### 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 the trainee manual for feedback and comments;
- Completion of 4 days of training for the targeting youth including pre- and post-assessment and training report;
- Submission of final version of training manual and trainee manual, with integrated feedback and comments from Rasheed team and changes following outcomes of 4 training days.
- Submission of a report on the participant's 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 and submission of the outlines of the training manual.	1 day
4	Drafting the training manual including the trainee manual.	10 days
5	Revised the training manual based on Rasheed's comments.	1 day
6	Preparation of 4 days of training.	1day
7	Conduct the training.	4 days
8	Submission of the training report including the analysis of pre-and post-assessments and recommendations.	1 day
9	Submission of final training manual and trainee manual.	1 day
Total working day		20 days

## 6. Reporting

The consultant will work under the direct supervision of the Rasheed Projects Manager, the consultant will ensure close consultation and collaboration with Rasheed's projects 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 Good Governance;
- 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 Good Governance processes;
- 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: [careers@rasheedti.org](mailto:careers@rasheedti.org) , entitled **Training Manual Development Consultant**.
- Submit a Financial Proposal with a clear indication of the consultancy fee per day.

*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.*