

## Terms of Reference for Trainer

- **Job title:** Trainer
- **Type of contract:** External consultant
- **Location:** Amman
- **Deadline for submitting applications:** 08.04.2024

### 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" is the only official point of contact representing Transparency International in Jordan. It aims to improve the Jordanian citizen's involvement in anti-corruption activities.

### 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 5 days about how to **Promoting Integrity and Anti-corruption.**

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

### 3. Scope of the consultancy

The Trainer is expected to provide 5 days of training on the topic mentioned above and specifically, the Trainer will undertake the following tasks:

- Consult with Rasheed and the project team to clarify objectives, processes, and expected outcomes.
- Review the existing trainer and trainee manuals.
- Preparing detailed agenda, pre-post assessment; and evaluation form of the participants a line with the training manual for 5 days of training.
- 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.
- Conduct the training over 5 days.

#### 4. Deliverables

The key deliverables for this consultancy include:

- Submission of the work plan of the assignment;
- Submission of a detailed agenda, pre-post assessment; and evaluation form of the participants;
- Completion of 5 days of training for the targeting youth;
- Submission of the final training report which includes detailed pre- and post-analysis, participant's evaluation of the sessions they delivered, and recommendations;

#### 5. Timelines and key outputs:

#	Outputs/ deliverables	Timeline
1	Submission of the work plan of the assignment,	0.5 day
2	Submission of a detailed agenda, pre-post assessment, and evaluation form for the participants.	0.5 day
	Preparation of training	1 day
4	Conduct the training	5 days
5	Submission of the final training report, which includes detailed pre- and post-analysis, participants' evaluation of the sessions they delivered, and recommendations.	1 day
	Total working day	8 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.
- 5-7 years of experience in the field of training, including proven track records of successful development of 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: [careers@rasheedti.org](mailto:careers@rasheedti.org), entitled **Trainer for Promoting Integrity and Anti-corruption**.
- Submit a 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.*