

## 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 Manual

The project intends to build the capacity of the youth aged 18 to 30 through a 5-day training program **on Conflict Management and Resolution to Build Societal Peace**.

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 a detailed agenda, pre-post assessment, and evaluation form of the participants by 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, participants' 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
3	Preparation of training	1 day
4	Conduct the 5 days 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 Rasheed Project coordinator's direct supervision, with the project manager's overall guidance. The consultant will ensure close consultation and collaboration with Rasheed's project coordinator and project manager to carry out the assignment throughout the consultancy.

## 7. Qualifications and skills

- University degree in business administration, 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 Conflict management and resolution to make peace and achieve stability in society, especially in the context of Jordan;
- Excellent training skills;
- Excellent communication skills;
- Excellent written and spoken Arabic and English;
- Ability to work independently, produce high-quality outputs, and work under tight timeframes.

## 8. Application Instruction

- Send CV to the following e-mail: [careers@rasheedti.org](mailto:careers@rasheedti.org), entitled **Trainer for Conflict Management and Resolution to Build Societal Peace**.
- 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.*