

Terms of Reference for Trainer

Job title: Trainer.

Type of contract: External consultant

Location: Amman

Deadline for submitting applications: 21.04.2024

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

This project aims to enhance the skills of young people aged between 18-30 through a 6-day training program. The training program covers the following topics: human rights, democracy, leadership, conflict resolution and management, as well as social accountability, and advocacy campaigns. Towards the end of the training, participants will choose a social accountability issue to work on, which will be coordinated and followed up by the trainer.

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

3. Scope of the consultancy

The Trainer is expected to provide 6 days of training on the topics 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 manual.
- Participation in a selection committee for participants.
- Preparing a detailed agenda for the training guide for 6 days of training.
- Prepare final exam covers all topics included in the training manual.

- Preparing an evaluation form that evaluates the participants during the training.
- Conduct the training over 6 days.
- Work and follow up with participants to submit all templates and requirements required for the issue of social accountability.

4. Deliverables

The key deliverables for this consultancy include:

- Submission of the work plan of the assignment;
- Submission of a detailed agenda, final exam, and evaluation form of the participants
- Completion of 6 days of training for the targeting youth;
- Submission of the final training report, which includes detailed pre- and post-analysis, and recommendations;
- Submission of the analysis of the social accountability issue that was worked on and selected by the participants.

5. Timelines and key outputs:

#	Outputs/ deliverables	Timeline
1	Submission of the work plan of the assignment,	0.5 day
2	Review the trainer and trainee manual and submit a detailed agenda, final exam, and evaluation form of the participants.	0.5 day
3	Participate in a selection committee for participants	2 days
4	Conduct the training	6 days
5	Submission of the final training report includes detailed pre- and post-analysis, and recommendations.	0.5 day
6	Submission of the analysis of the social accountability issue that was worked on and selected by the participants.	0.5 day
	Total working day	10 days

6. Reporting

The Trainer will work under the direct supervision of the Rasheed Project coordinator, with the overall guidance from the Project Manager. The Trainer 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 successfully implementing training programs for youth.
- Extensive knowledge of the topics mentioned above , 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 , entitled **Trainer**
- 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.