

## Terms of Reference

### for external consultant

- **Job title:** Public hearing Expert
- **Type of contract:** External consultant
- **Deadline for submitting applications:** 12 July 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. About "Nazaha" Project

Support to social accountability and empowering Civil Society for better governance"; is a project funded by the Spanish Development Agency (AECID) and its purpose is to strengthen the capacity and internal governance of CSOs and CBOs to contribute to the improvement of the effectiveness and transparency of the public sector towards the population.

The "Nazaha" program operates within three pillars outputs at enhancing the capabilities, skills and governance of civil society organizations in line with standards of governance, transparency and integrity, specifically:

1. Output 1: Social accountability is enhanced based on the establishment of a capacity-building scheme and standards of accountability addressing CSOs and CBOs.
2. Output 2: Enhanced social accountability targeting CSOs, CBOs, and youth through the training of their capacities and ability to feed information into policy-making processes.
3. Output 3: A participatory approach is tackled at all levels of the development processes to allow transparency and accountability towards youth.

Within its third output, the "Nazaha" project will develop training materials that comprise a set of modules\tools\mechanisms to support public participation in social accountability at the local and central levels.

### 3. Scope of the consultancy

The Expert is expected to provide **45 days** of training on the topics of **drafting of public hearing training material** and specifically, the Expert will undertake the following tasks:

- Consult with Rasheed and the project team to clarify objectives, processes, and expected outcomes.

- Review any existing **manuals and training materials**.
- Prepare and develop public hearing training manual.
- Prepare detailed agenda, pre-post assessment; and evaluation form for the participants in line with the training manual.
- Conduct training for the 10 targeted municipalities.
- Follow up and support in conducting 5 public hearing events in each municipality.

#### 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 during the training.
- Submission of the training manual.
- Completion of 1 day(s) of training for each targeted municipality.
- Follow up and support in coordinating public hearing events.
- Submission of the final training report which includes detailed pre- and post-analysis and recommendations.

#### 5. Timelines and key outputs:

#	Outputs/ deliverables	Timeline
1	Review existing manuals or training materials	2 days
1	Develop public hearing training manual	3 days
2	Preparation of training	2 days
3	Submission of a detailed agenda and pre-post assessment.	1 day
4	Submission of the work plan of the assignment	1 day
5	Conduct the training	10 days
6	Submission of the final training report, which includes detailed pre- and post-analysis, and recommendations.	2 days
7	Support in coordinating public hearing events	24 days
	<b>Total working days</b>	<b>45 days</b>

## 6. Reporting

The consultant will work under the direct supervision and overall guidance from Rasheed's Project Coordinator. The consultant will ensure close consultation and collaboration with Rasheed's Project Coordinator 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.
- Experience in civic engagement, proved track record of working with municipalities, CSOs and stakeholders.
- 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 **public hearing expert**.
- 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.*