

Terms of Reference

for Trainer

- **Job title:** Trainer
- **Type of contract:** External consultant
- **Location:** Amman
- **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.

Note: The draft of development plans and gender responsive budget manuals has been prepared in advance.

3. Scope of the consultancy

The Trainer is expected to provide **20 days** of training on the topics of **drafting of development plans & Gender responsive budget manuals** and specifically, the Trainer will undertake the following tasks:

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

- Review existing **developed manuals**.
- Preparing detailed agenda, pre-post assessment; and evaluation form of the participants a line with the training manual for 4 days of training.
- Develop criteria for selecting CSOs to participate in training.

4. Deliverables

The key deliverables for this consultancy include:

- Submission of the work plan of the assignment.
- Reaching out to CSOs based on the defined criteria.
- Submission of a detailed agenda, pre-post assessment; and evaluation form of the participants.
- Submission of the training manual.
- Completion of 4 days of training for the targeted audience.
- Submission of the final training report which includes detailed pre- and post-analysis, participants evaluation of the sessions they delivered, and recommendations.
- Participate in selecting 6 CSOs and municipalities to receive sub grants.

5. Timelines and key outputs:

#	Outputs/ deliverables	Timeline
1	Review the developed manual	2 days
2	Create CSO's selecting criteria to attend the training	1 day
3	Reaching out to CSOs to decide who will participate in the training.	4 days
4	Preparation of training manual	3 days
5	Submission of a detailed agenda, pre-post assessment, and evaluation form for the participants.	1 day
6	Submission of the work plan of the assignment	1 day
7	Conduct the training	4 days
8	Submission of the final training report, which includes detailed pre- and post-analysis, participants' evaluation of the sessions they delivered, and recommendations.	2 days
9	Taking part in the committee to choose 6 CSO's for subgrating phase	2 days
	Total working day	20 days

6. Reporting

The consultant will work under the direct supervision with the overall guidance from Rasheed 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 for youth.
- 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, entitled **Trainer for the developed manuals**.
- 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.