

Terms of Reference

Trainer for public hearing manual

- **Job title:** Trainer for public hearing manual
- **Type of contract:** External consultant
- **Location:** Amman
- **Deadline for submitting applications:** 22 October 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.

Note: A draft of the public hearing training manual is being prepared in advance.

3. Scope of the consultancy

The Trainer is expected to provide **30 days** of training and follow up with municipalities and CSO's on the topics of **public hearing** and specifically, the expert will also undertake the following tasks:

- Review the **public hearing manual**.
- Consult with "Rasheed "and the project team to clarify objectives, processes, and expected outcomes.
- Preparing detailed agenda, pre-post assessment; and evaluation form for the training participants
- Conduct training for the 10 targeted municipalities
- Coordinate with CSO's and municipalities to conduct and facilitate 25 public hearing sessions.
- Follow up with public hearing expert on each step during the consultancy period.

4. Deliverables

The key deliverables for this consultancy include:

- Submission of the work plan of the assignment.
- Reaching out to CSOs and municipalities to coordinate for the training.
- Submission of a detailed agenda, pre-post assessment; and evaluation form for the participants.
- Completion of 5 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 relevant recommendations.
- Participation in selecting themes for the next 25 public hearing event in coordination with targeted municipalities and CSOs.
- Coordination and facilitation for 25 public hearing session.
- Continuation follow up with the public hearing expert.

5. Timelines and key outputs:

#	Outputs/ deliverables	Timeline
1	Review the developed public hearing manual	2 days
2	Submission of a detailed agenda, pre-post assessment, and evaluation form for the participants.	1 day
3	Preparation for the training	1 day
4	Conducting the training in close follow up with the public hearing expert.	5 days
5	Submission of the final training report, which includes detailed pre- and post-analysis, and recommendations and share it with Rasheed and public hearing expert.	1 day
6	Follow up with CSO's and Municipalities on the citizen needs and decide on what themes can be conducted in each municipality	5 days
7	Submission of action plan for the 25 public hearing sessions	1 day
8	Support and facilitate 25 public hearing events in coordinating with targeted municipalities and CSO's and follow up from the public hearing expert	13 days
9	Submission of the final training report, which includes recommendations about public hearing events and submit the report for Rasheed and public hearing expert	1 day
	Total working day	30 days

6. Reporting

The consultant will work under the direct supervision with the overall guidance from of the 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.
- Proven at least 5 years of experience in the field of training, including proven track records of successful development of training for municipalities.
- 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 public hearing manual**.
- 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.