

Terms of Reference

for Trainer Expert

- **Job title:** Trainer Expert
- **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.

3. Scope of the consultancy

The expert is expected to provide **21 days** of following up with Municipalities and CSO's on subgrants phase were provided to achieve gender responsive budget 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 subgrants policies.
- Taking part in the committee to choose 6 CSO's for subgrating phase.
- Follow up with CSO's during the subgrating phase

4. Deliverables

The key deliverables for this consultancy include:

- Participate in selecting 6 CSOs and municipalities to receive sub grants.
- Subgrants for CSO's to achieve a gender responsive budget principle
- Follow up with CSO's and Municipalities in subgrants phase.

5. Timelines and key outputs:

#	Outputs/ deliverables	Timeline
1	Taking part in the committee to choose 6 CSO's for subgrating phase "In coordination with "Rasheed" and to review Rasheed's policy"	1 day
2	Follow up with CSO's during the subgrating phase "An assistant should be helping the expert to follow up in all CSOs process and to make sure they work within Rasheed's policy "	20 days
	Total working day	21 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.
- 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.