

Terms of Reference

Job title: Consultant to develop guidelines

Type of contract: External consultant

Location: Amman

Deadline for submitting applications: January 20, 2025

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 project:

This project aims to strength the civil society organizations (CSOs) coordination mechanism for sustainable development by contributing to an inclusive, participatory, empowered, and independent civil society in Jordan as well as an inclusive and open dialogue with and between CSOs..

3. Scope of the consultancy

The consultant is expected to collect best practices in coalition and partnership building from local and international contexts, develop guidelines for mechanisms for collaboration, coordination and coalition building between Jordanian CSOs within 20 days and consult with Rasheed team the main objective of the project, focusing on Joint mechanisms for collaboration established between Jordanian civil society coalitions.

Key responsibilities as following:

1. Research and Best Practices Collection:

- Conduct a detailed review of best practices in coalition and partnership building, focusing on both local and international contexts.
- Identify successful strategies, methodologies, and tools employed by CSOs, governmental bodies, and other stakeholders in coalition-building efforts.
- Analyze key challenges faced in coalition and partnership-building processes and identify solutions that have been effective in overcoming them.
- Review the existing relevant resources, manuals, and database of coalition partnership and guidelines created for CSOs that are appropriate and relevant to the Jordanian context.

- Review the current local legal framework concerning establishing legal entities / bodies compiling with applicable legislations in Jordan.

2. Stakeholder Mapping:

- Map key local and international stakeholders involved in coalition and partnership building (NGOs, governmental agencies, community groups, etc.).
- Assess their roles, challenges, and areas of collaboration with CSOs.

3. Development of Guidelines and Mechanisms:

- Develop practical and actionable guidelines for Jordanian CSOs to enhance collaboration and partnership-building efforts.
- Propose mechanisms for effective coordination, communication, and governance in coalition-building processes.
- Ensure the guidelines address both the strategic and operational aspects of building and sustaining partnerships.

4. Final Report:

- Prepare a comprehensive report summarizing the collected best practices, developed guidelines, and proposed mechanisms for collaboration and coalition building.
- Present the final report to relevant stakeholders, including CSOs, donors, and other organizations involved in the sector.

4. Deliverables

The key deliverables for this consultant include:

- Submission of the work plan of the consultancy.
- Submission of the final version of guidelines created for coalition best practices endorsed by civil society organization.

5. Timelines and key outputs:

#	Outputs / deliverables	Timeline
1	Submission of the work plan of the consultancy.	2 days
2	Submission of the final version of guidelines created for coalition best practices endorsed by civil society organization.	16 days
3	Final review of the guidelines created	2 days
Total working day		20 days

6. Reporting

The consultant will work under the direct supervision of the Rasheed project coordinator, with the overall guidance from the high management. The consultant will ensure close consultation and collaboration with Rasheed's project coordinator in carrying out the assignment throughout the consultancy.

7. Qualification and skills

- Background in political science, public administration, local governance or another related social science;
- Minimum of 10 years experience conducting independent research and consultancy;
- Proven expertise in political-institutional analysis, with particularly strong knowledge of the country's local governance system;
- Excellent understanding of the legal framework and actual practice at the local level;
- Familiarity with transparency, accountability, and anti-corruption discourse;
- Ability to write succinctly and for a non-academic audience;
- Experience in practical policy reform and evidence-based advocacy in the field of anti-corruption and good governance;
- Experience in working with/applying quantitative indicators and rating methodologies;
- Experience in using participatory research techniques.

Application Instruction

- Send CV to the e-mail: careers@rasheedti.org , entitled **consultant to develop guidelines**
- 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.