

Terms of Reference for Trainer

Job Title: Trainer – Conflict Management and Resolution Training Program

Type of contract: External consultant

Location: Amman

Deadline for submitting applications: 19.01.2025

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. Training Program Objective

The project aims to empower youth aged 18 to 30 by offering a 5-day training program focused on **Conflict Management and Resolution to Build Societal Peace.**

Note: Both the trainer's guide and the trainee's handbook have been pre-prepared.

3. Scope of the consultancy

The Trainer is expected to provide 5 days of training on the topic mentioned above, and specifically, the Trainer will undertake the following tasks:

- Consult with Rasheed and the project team to clarify objectives, processes, and expected outcomes.
- Collaborate with Rasheed and the project team to clarify the training objectives, processes, and desired outcomes.
- Review the pre-prepared trainer and trainee manuals.
- Develop a detailed agenda, pre-and-post assessments, and participant evaluation forms aligned with the training manual.
- Assess participants' performance during the training and guide them in organizing peer sessions for others interested in the topic, including providing a concise summary.

- Invite an expert in the training field to join a session, providing insights on the topic and sharing their expertise with participants.
- Conduct the training over 5 days.

4. Deliverables

The key deliverables for this consultancy include:

- Submission of a detailed work plan for the assignment.
- Submission of a comprehensive agenda, pre-and-post assessment tools, and participant evaluation forms.
- Successful delivery of the 5-days training program to the targeted youth.
- Submission of a final comprehensive training report, including a detailed pre-and-post analysis, participants' evaluations of the sessions they conducted, and actionable recommendations.

5. Timelines and key outputs:

#	Outputs/ deliverables	Timeline
1	Submission of a detailed work plan for the assignment.	0.5 day
2	Submission of a comprehensive agenda, pre-and-post assessment tools, and participant evaluation forms.	0.5 day
3	Preparation for the 5- days training	1 day
4	Conduct 5-days training program for the targeted youth.	5 days
5	Submission of a final comprehensive training report, including a detailed pre-and-post analysis, participants' evaluations of the sessions they conducted, and actionable recommendations.	1 day
	Total working day	8 days

6. Reporting

The consultant will work under the direct supervision of the Rasheed Project coordinator, with the overall guidance from the Project Manager. The consultant will ensure close consultation and collaboration with Rasheed's Project Coordinator and Project Manager 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 conduct of training programs for youth;
- Extensive knowledge of Conflict Management and Resolution processes, especially in the context of Jordan;
- Excellent training skills;
- Excellent communication skills;
- Excellent written and spoken Arabic and English;
- Ability to work independently, produce high-quality outputs, and work under tight timeframes.

8. Application Instruction

- Send your CV to the following e-mail: careers@rasheedti.org, with the subject line: **“Trainer for Conflict Management and Resolution”**.
- 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.