

Terms of Reference

Podcast Trainer

- **Job title:** Podcast Trainer
- **Type of contract:** Consultation contract
- **Location:** Amman
- **Deadline for submitting applications:** 06 March 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 Transparency International chapter in Jordan. It aims to improve the Jordanian citizen's involvement in anti-corruption activities.

2. About "Nazaha" Project

The "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 will undertake the following tasks:

- **Training program design:** prepare a comprehensive training program that covers the theoretical and practical aspects related to podcasts from preparation to execution.
- **Conduct the training:** To enhance participants' skills in preparing and executing podcasts using diverse education methodologies and participatory learning approaches.

4. Deliverables

The key deliverables for this consultancy include:

- Submission of Training program design "Training material, training action plan "
- Conduct the training.
- Training evaluation: prepare an evaluation tool and criteria to evaluate the participants' performance before and after the training.
- Draft a final report; that includes, but is not limited to, the training progress, the development of the participant's knowledge and skills, the outstanding participants who should participate in the actual podcasts as moderators, challenges faced by the participants, and recommendations for improving performance in the future.

5. Timelines:

#	Outputs/ deliverables	Timeline
1	Submission of Training program design & preparing the evaluation tool	3 days
2	Conduct the training.	2 days
3	Draft the final report	1 day
	Total working day	6 days

6. Reporting

The consultant will work under the direct supervision with the overall guidance of "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

- Requires at least five years of expertise in audiovisual media training, including podcasts, and training material development.
- Previous training experience with adolescents.

- Proven experience in preparing and moderating podcasts.
- Strong communication skills and ability to work with the target age group.
- Ability to develop interactive training sessions that are appropriate for adolescents.
- 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: nazaha@rasheedti.org, entitled **Podcast Trainer**
- 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.