

Terms of Reference For Trainer

Job Title: Trainer – Social Accountability and Advocacy Campaigns Training Program

Type of contract: External consultant

Location: Amman

Deadline for submitting applications: 20/03/2025

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 (TI - JO) 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 **Social Accountability and Advocacy Campaigns to Prevent Crises**.

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 participant's 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 an in-person 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 (TI-JO) Project coordinator, with overall guidance from the Project Manager. The consultant will ensure close consultation and collaboration with the Rasheed (TI-JO) Project Coordinator and Project Manager in carrying out the assignment throughout the consultancy.

7. Qualifications and skills

- University degree in Business Administration, 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 social accountability and advocacy campaign 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@rasheedi.org, with the subject line: **"Trainer for Social Accountability and Advocacy Campaigns to prevent crises"**.
- 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.