

Terms of Reference

Job title: Consultant to Develop CSOs Good Governance Guide

Type of contract: External consultant

Location: Amman

Deadline for submitting applications: 09-April-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 anticorruption activities.

2. Objective of the project:

This project aims to strengthen 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 create a civil society organizations' good governance guide through conducting desk research and a comparative comprehensive analysis on the national available relevant guides, tools, and principals as well as the most recent accredited international best practices, propose structure -outline of the guideline. Based on that, the consultant will draft a new good governance guide including implementation templates, and align it with the Jordanian context. The guide should include 3 scenarios taking into consideration 3 different sizes of CSOs. The consultant will work for 25 days.

Key responsibilities as following:

1. Research and Best Practices:

- Conduct a desk review of all existing CSOs' good governance guides in Jordan.
- Conduct a desk review of the latest accredited international best practices of CSOs' good governance guides.
- Align the guide with the current governing local legal framework for CSOs.
- Map and analyze key challenges faced by the current good governance mandate for CSOs and suggest solutions to overcome them.

- Identify successful strategies, methodologies, and tools employed by CSOs, governmental bodies, and other stakeholders (donors) in enhancing good governance principles in Jordan.
- Based on the above, draft a comprehensive good governance guide for CSOs, including best practices for 3 scenarios according to the size/ funding of the CSO.
- Align the suggested with the Jordanian legislative framework/ context.

2. Stakeholder Mapping:

- Map key local and international stakeholders involved in good governance practices (NGOs, governmental agencies, etc.).

3. Development of Guidelines and templates

- Develop practical and actionable guidelines for Jordanian CSOs to enhance the practices of good governance in Jordan in 3 forms according to the size of the CSO.
- Develop procedural tools for the implementation of the guideline including relevant templates, ..

4. Submission of a Final Report:

- Prepare a comprehensive report summarizing the collected best practices, developed guidelines, and proposed mechanisms and tools for implementing CSOs good governance.

4. Deliverables

The key deliverables for this consultant include:

- Desk review of existing Jordanian guides, manuals and other related documents related to CSO good governance, as well as internationally relevant accredited best practices.
- Proposed structure – outline of the guideline and suggested tools for each part to discuss with relevant stakeholders.
- Draft the guideline developed for good governance best practices within the Jordanian context in 3 different forms, whereby the first is comprehensive for the big sized CSOs, second is for medium sized, and third for small sized CSOs, including all relevant implementation tools for each form.
- Submission of the final version of the guideline and implementation tools.

5. Reporting and Duration of Consultancy

The consultant will ensure close consultation and collaboration with “Rasheed”'s project coordinator in carrying out the assignment throughout the 25-day consultancy period.

6. Qualification and skills

- Background in political science, public administration, good governance , law, or another related social science;
- Minimum of 10 years' experience conducting independent research and consultancy;
- Proven expertise in institutional analysis, with particularly strong knowledge of Jordan's governance system;
- Excellent understanding of the legal framework and actual practices of governance nationally;
- Ability to write succinctly and for a non-academic audience;
- Experience in using participatory research techniques.

7. Application Instruction

- Send CV to the e-mail: careers@rasheedti.org, entitled ***Consultant to Develop Good Governance 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.