

Terms of Reference

Job title: Consultant to Develop Jordanian Non-Profit Accounting Guide **Type of contract:**

External consultant

Location: Amman

Deadline for submitting applications: 15-June-2025 Extended until June 19 2025

1. Background

Rasheed for Integrity and Transparency / (Transparency International - Jordan) was established in 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. The execution of the project is in collaboration with Justic Centre for Legal Aid (JCLA) as a specialized organization in legal protection, through legal awareness and legal services.

3. Objective of the Consultancy:

Non for-profit organizations (NPOs), Civil Society Organizations (CSOs), play a key role in social and economic development toward the community and ensure the implication of operational and financial governance framework. The purpose of this assignment is to establish a standardized accounting and financial reporting framework tailored according to the international best practices and in accordance with the legal and operational environment of non-profit organizations in Jordan, ensuring compliance, transparency, and accountability.

The primary objective of this assignment is to:

- Develop a practical accounting guide/ manual tailored for NPOs/ CSOs in Jordan.
- Strengthen internal controls and financial reporting mechanisms.
- Ensure the applied financial system is in compliance with relevant international best practices and Jordanian legislation.

4. Scope of the Consultancy

4.1. Develop an accounting guidance

- Conduct a review of existing national and international accounting standards relevant to non-profits organizations (e.g., IFR4NPO)
- Consult key stakeholders (including NPO finance teams, auditors, and regulators, Ministry of Social Development- Association Registry, and Companies Control Department to identify common challenges and needs.
- Develop a practical accounting guide that includes:
 1. Chart of accounts' templates
 2. Policies and procedures for bookkeeping and financial reporting
 3. Revenue recognition, grants management, and reporting
 4. Internal control process
 5. Sample for financial statements and reporting formats
- Ensure the guidance aligns with local laws and international best practices.

5. Coordinate with the Association of Auditors, CSOs, Rasheed (Transparency International Jordan), and Justice center of legal aid.

6. Deliverables

The consultant/candidate is expected to provide:

7. Timelines and key outputs:

#	Outputs / deliverables	Timeline
1	Desk review research on existing NPO national accounting guidance and relevant international best practices	3
2	Draft and final versions of the NPO Accounting Guide Manual	15
3	All relevant templates for financial reports including but not exclusive to statement of financial position, activity, cash flow, etc.	3
Total working days		21

8. Reporting

The consultant will work under the direct supervision of the Rasheed Transparency International.

9. Qualification and skills

- A degree in Accounting, Finance, Auditing, or a related field.
- A professional certification (JCPA, CPA) is required.
- At least 7-10 years of experience in auditing in CSOs or non-profits organizations
- Strong knowledge of International Financial Reporting Standards (IFRS), International Standards on Auditing (ISA), and donor compliance requirements.

Application Instruction

- Send CV and cover letter to the e-mail: careers@rasheedti.org, entitled Accounting Guide.
- A technical proposal outlining the approach and methodology.
- A financial proposal indicating consultancy fees.

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.