

## Terms of Reference

**Job title:** Consultant to Develop Good Governance Training Manual

**Type of contract:** External consultant

**Location:** Amman

**Deadline for submitting applications:** April 4, 2026

### **1. Background**

Rasheed for Integrity and Transparency (Transparency International – Jordan) was established at the end of 2013 as a non-profit civil society organization by 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 citizens’ 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 open and inclusive dialogue among CSOs. The execution of the project is in collaboration with Justice Centre for Legal Aid (JCLA) as a specialized organization in legal protection, through legal awareness and legal services.

### **3. Objective of the consultancy**

The consultant is expected to transform the existing Good Governance Guide for civil society organizations into a practical, results-oriented training manual. The assignment includes developing structured training modules with clear learning objectives, trainer/facilitator notes, interactive exercises, case studies, and participant materials, ensuring that the content is engaging, accessible, and directly applicable to the day-to-day work of CSO staff.

The primary objectives are to:

- Convert the guide’s content into structured training modules;
- Develop participatory learning tools and practical exercises;
- Ensure that all materials are practical, results-oriented, and user-friendly;
- Produce comprehensive resources for trainers and participants, including guides, handouts, and supporting tools, to strengthen institutional capacity and promote good governance practices across civil society organizations.

#### 4. Scope of the Consultancy:

##### Develop the Good Governance Training Manual:

- Review the existing Good Governance Guide and identify content suitable for training.
- Develop structured training modules with clear learning objectives, case studies, and interactive exercises.
- Design and prepare pre- and post-training assessments to measure knowledge gain and learning outcomes.
- Prepare complete training materials, including trainer/facilitator guides, participant handouts, and practical tools.
- Ensure all materials are practical, engaging, and directly applicable for CSO staff.

#### 5. Deliverables

The key deliverables for this consultant include:

- Submission of the draft good governance training manual
- Submission of the trainer supporting materials.
- Submission of the final good governance training manual and training package.

#### 6. Timelines and key outputs:

#	Outputs / deliverables	Timeline
1	draft good governance training manual, including structured modules, learning objectives, case studies, interactive exercises, and pre- and post-training assessments	4 days
2	Complete trainer/facilitator guides, participant handouts, practical tools, and other supporting resources, aligned with the draft manual.	2 days
3	Finalized Good Governance Training Manual and training package, including all materials and feedback integration, ready for CSO capacity-building sessions.	1 days
Total working days		7 days

#### 7. Reporting and Duration of Consultancy

The consultant will work under the direct supervision of Rasheed for Integrity and Transparency (Transparency International – Jordan).

## 8. Qualification and skills

- Background in political science, public administration, good governance, law, or another related social science.
- Minimum of 10 years of experience in work, research, or consultancy, in governance and institutional development.
- Proven expertise in institutional analysis, with in-depth knowledge of Jordan's governance system.
- Strong understanding of both the legal framework and actual practices of governance in Jordan.
- Experience in developing training materials, manuals, and capacity-building programs.
- Demonstrated ability to design and deliver training workshops and capacity-building sessions effectively.
- Proven ability to manage, organize, and deliver training effectively.
- Ability to write clearly and concisely for a non-academic audience.
- Experience in applying participatory research techniques and interactive learning methodologies.
- Ability to adapt complex governance concepts into practical, hands-on learning exercises.

## 9. Application Instruction

- Send CV to the e-mail: [careers@rasheedti.org](mailto:careers@rasheedti.org), entitled Consultant to Develop Good Governance Training Manual.
- 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.*