

Terms of Reference

Job title: Trainer on the Good Governance Manual for CSOs

Type of contract: External Consultant

Location: Amman

Deadline for submitting applications: 31-May- 2026 **Extended: July 7, 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 an 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 trainer is expected to design and deliver training sessions for Civil Society Organizations (CSOs) on the developed Good Governance Training Manual, while strengthening participants’ capacity to effectively understand, utilize, and apply its tools, templates, and knowledge in their work. The trainer is expected to deliver a total of six (6) training days, divided into three (3) training sessions, with each session conducted over two (2) consecutive days, while providing practical guidance and interactive support to ensure the effective application of the manual by participating CSOs.

The primary objectives are to:

- Introduce and deliver training on the good governance training manual for CSOs.
- Strengthen the capacity of CSOs to understand and utilize the manual’s tools and templates effectively.
- Enhance participants’ practical knowledge and skills through interactive training sessions.
- Promote the effective application of the good governance training manual by CSOs in their work.

4. Scope of the Consultancy:

- Consult with the “Rasheed” ‘s team to clarify the objectives, processes, and expected outcomes.
- Review the existing good governance training manual to ensure clarity and suitability for effective training delivery.
- Review the developed training materials package, including assessments, case studies, handouts, and templates.
- Prepare a detailed agenda for the two days training sessions.
- Support the selection process of CSOs to participate in the training sessions.
- Conduct the training sessions over six (6) days.
- Follow up with participants to ensure submission of all templates and requirements related to training progress.

5. Deliverables

The key deliverables for this consultant include:

- Submission of the training plan and detailed agenda;
- Delivery of six (6 days) training sessions;
- Submission of pre- and post-training assessment results;
- Submission of the final training report;

6. Timelines and key outputs:

#	Outputs / deliverables	Timeline
1	Submission of the training plan and detailed agenda, with methodology and detailed agenda for the 3 training sessions (6 days).	0.5 day
2	Delivery of six (6) training days, with facilitation of all sessions using interactive and practical methods.	6 days
3	Submission and analysis of pre- and post-training assessment results.	0.5 day
4	Submission of the final training report, including recommendations, and brief follow-up notes.	1 day
Total working days		8 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

- University degree in Social Sciences, Business Administration, Public Administration, Development Studies, Law or another related field.
- 5–7 years of professional experience in training and capacity building, preferably with Civil Society Organizations (CSOs).
- Extensive knowledge of the topics of the good governance training manual, particularly in the Jordanian context.
- Strong technical knowledge of good governance principles, accountability, transparency, and CSO institutional strengthening.
- Strong facilitation, training delivery, and capacity-building skills.
- Strong communication and interpersonal skills.
- Ability to work independently, produce high-quality outputs, and work under tight timeframe.

9. Application Instruction

Send CV to the e-mail: careers@rasheedti.org, entitled Trainer on the Good Governance Manual for CSOs

- 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.