



Terms of Reference

Position Information
Job Title: Senior Political Parties Expert/Head of Component 3 Duty Station: Amman, Jordan Reports to: NIMD Programme Manager Starting date : ASAP
Organizational Context
<p>The Senior Political parties experts and Head of Component 3 will be recruited by the Netherlands Institute for Multiparty Democracy (NIMD), in the context of the JDID project (EU Support to Jordanian Democratic Institutions & Development), implemented by a Consortium led by the European Centre for Electoral Support (ECES, www.eces.eu).</p> <p>The Netherlands Institute for Multi-Party Democracy/ NIMD is a global organization promotes peaceful, just and inclusive politics worldwide. NIMD works with the entire political sector in a country from aspiring politicians to political leaders and from national to local level. Its approach is characterized by dialogue, aiming to bring parties together and encourage them to cooperate on political issues. For more information on NIMD and its programmes, please visit www.nimd.org.</p>
Project's context
<p>NIMD is part of a consortium led by the European Center for Electoral Support (ECES) and including: the Westminster Foundation for Democracy (WFD), the French Media Cooperation (CFI), and the European Partnership for Democracy (EPD), which has been awarded a grant by the EU for a four-year project entitled 'EU Support to Jordanian Democratic Institutions & Development' (JDID, www.democracy-support.eu/jordan).</p> <p>The project aims to support the reform process in Jordan by consolidating democracy and promoting inclusiveness of national policy and decision-making processes. The four-year project will support democratization stakeholders in the reform process, including the House of Representatives, the Independent Electoral Commission and the judiciary, political parties, the Ministry of Political and Parliamentary Affairs, women and youth, and media and journalists. It consists of three components: 1) parliamentary support, 2) electoral assistance and 3) support to the political party system. The overall objectives of the project are: an increased political awareness amongst the Jordan population, especially amongst women and youth; Intensified efforts amongst elected institutions in public outreach for more inclusive decision making processes; and improved service delivery by public demands.</p> <p>A Project Management Unit (PMU) is based in Amman and is intended to support the implementation of all project activities under the leadership of the Project Coordinator and is composed of representatives of the 3 project components. NIMD is the lead implementer for the 3rd component of the project: strengthening the capacities of political parties and of the Ministry of Political and Parliamentary Affairs (MoPPA). The other two components are led by ECES (electoral assistance) and WFD (parliamentary support). The Project Coordinator ensures the coordination between the components. He liaises with the EU Delegation, ECES HQs, and when necessary with consortium partners and beneficiaries.</p>
Functions / Key Results Expected
The senior political parties' expert is a resident consultant tasked with oversight and implementation of all

activities in the EU-JDID Component 3, this includes the following tasks and responsibilities:

Strategic Leadership and Program Direction:

- Provide strategic direction and oversight to all work related to EU-JDID Component 3
- Supervise and support a small team currently consist of two technical Advisors for all aspect of the project.
- Ensure the program coherence and quality implementation of all the activities in Component 3 according to agreed plans and budget
- Provide expert advice on issues related to political parties (dialogue, coalition building, financing etc.) to the Ministry of Parliamentary and Political Affairs /MoPPA and political parties
- In cooperation with the International Political Party Expert, identify MOPPA's priorities regarding the European Model of democracy and multi-party system and identify a number of missions to address those needs

Program Management:

- Ensure compliance of EU regulations in the implementation of activities for Component 3
- Contribute to project narrative and financial reporting and administration and insure timely delivery to PMU
- Support monitoring and evaluation process using relevant M & E tool with support from PMU
- Organize quarterly monitoring meetings with MOPPS to assess achievements and agree on ways forward.
- Engage with the team to provide problem-solving support, and facilitate decision-making and consensus building as part of a team

Coordination and Cooperation:

- Work closely with the EU _JDID Project Coordinator.
- Closely cooperate with the International Political Party expert assigned for this component
- Maintain regular and constructive relationships with the Ministry of Parliamentary and Political Affairs/MOPPA
- Establish open and direct relationship with the political parties
- Ensure consistent and efficient relationship with PMU staff and with ECES
- Cooperate with the other two components in the project namely; ECES (electoral assistance) and WFD (parliamentary support).

Representation and Communications:

- Provide briefings on the political development in the country as needed and actively contribute to the project's website and NIMD website.
- ensure regular communications with MOPPA's focal point and the steering committee assigned for this project
- Represent Component 3 and NIMD within the PMU and other entities such as in management meetings among others as needed.
- Maintain consistent contact with network of experts and trainers relevant for the project

Reporting: the Head of Component 3 will work under the supervision of NIMD Program Manager for the Middle East and North Africa and will report directly to her/him. The EU- JDID Program Coordinator will closely work with the contractor in order to maintain oversight of the Political Party component for the project. The contractor will therefore have a responsibility to keep all parties (i.e. ECES, JDID Leadership and NIMD) informed on the progress of the deliverables.

VALUES	
<ul style="list-style-type: none"> Subscribe to the five guiding principles of NIMD: impartiality, inclusiveness, diversity, local ownership and long-term commitment 	
Recruitment Qualifications	
Education:	University (MA) degree in a relevant field (international relations, development, political science, public administration, law or related field) with relevant professional experience in international development and political party development
Experience:	<p>Essential:</p> <ul style="list-style-type: none"> At least 10 years of experience in the field of political party support and development including knowledge of political party systems in Jordan (Coalition building, dialogue, financing, registry etc.) and political party internal organization Substantial working experience within Jordan and robust knowledge about the political dynamics including political parties, parliament, ministries and the broader governance and organizational framework in Jordan. Experience in the field of democracy support in regional and/or an international, comparative context is an advantage. Strong network and access to key stakeholders in Jordan Experience in international cooperation, programme management, monitoring & evaluation Proven experience in team management and leadership Experience in managing EU-funded projects and knowledge of EU procedures Excellent writing/reporting skills both in Arabic and English Strong leadership skills and public speaking skills Pro-active and able to work effectively as part of a multi-national project team Cultural and political awareness, diplomatic skills, ability to adapt to unique operational circumstances
Language Requirements:	<ul style="list-style-type: none"> Excellent writing and communication skills both in Arabic and English (ability to edit, revise and draft reports and proposals)
How to Apply	<p>Qualified and motivated candidates should send:</p> <ol style="list-style-type: none"> A motivation letter indicating why they are ideally qualified for the position CV Contact information for two referees <p>Applications should be sent no later than 5 November 2018 to recruitment@nimd.org, indicating the subject line “Senior Political Parties Expert/Head of Component 3 / Jordan”. Additional information can be obtained by contacting Ms. Reem Judeh at + 31(0)70 311 50 36</p> <p>P.S. Only short- listed candidates will be contacted.</p>