Terms of Reference

Position Information

Job Title: Senior political parties expert & head of component 3 (international position)
Duty Station: Amman, Jordan
Reports to: Project Director, Administration and finance manager, Programme manager NIMD
Duration: 40 months
Period: Starting August 2017

Organizational Context

The Netherlands Institute for Multiparty Democracy (NIMD) is a democracy assistance organization that supports political parties in developing democracies. Our approach is characterized by dialogue: we bring parties together and encourage them to cooperate on political issues. This is crucial to establish the right environment for a country's democratic development. We also work directly with political parties to strengthen their organizational and programmatic capacities. Furthermore, we set up democracy schools to provide political education programmes for (potential) politicians.

Currently, NIMD runs programmes in more than 20 countries in Africa, Latin America, Southeast Asia, the Middle East, and Eastern Europe. All these programmes are implemented together with a local partner organization or one of the seven NIMD country offices. They are funded by a range of donors including the Netherlands Ministry of Foreign Affairs and the EU. For more information on NIMD and its programmes, please visit www.nimd.org.

Project's context

NIMD is part of a consortium of the European Partnership for Democracy (EPD) which has been awarded a grant by the EU for a four-year project entitled 'Enhanced Support to Democratic Governance in Jordan.' The consortium is led by the European Center for Electoral Support (ECES) and also includes the Westminster Foundation for Democracy (WFD), the French Media Cooperation (CFI), EPD and NIMD.

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 also improved service delivery by public demands.

A Project Management Unit (PMU) will be established in Jordan to support the implementation of all project activities under the leadership of the Project Director and will be composed of representatives of the 3 project components. NIMD will lead on provision of support to the third component: strengthening the capacities of political parties and of the Ministry of Political and Parliamentary Affairs (MoPPA). The other two components will be led by ECES (electoral assistance) and WFD (parliamentary support).

Functions / Key Results Expected
Under the daily guidance of the Project Director, the senior political parties expert will be in charge of all activities in component 3 for the full duration of the project. This includes the following tasks and responsibilities:

- Providing overall direction and overseeing the implementation of all activities for component 3
- Supervising the technical coherence and quality of all the activities in component 3
- Providing expert advice on issues related to political parties (legal framework, registry, financing etc.) to MoPPA
- Ensuring compliance of EU regulations in the implementation of activities for component 3
- Ensuring that all activities are implemented according to budget
- Proposing programme and budget adjustments if necessary
- Contribute to project narrative and financial reporting and administration
- Monitoring & evaluation of programme activities, with support from the PMU
- Representing component 3 and NIMD within the PMU and coordinating with other component leads to ensure coherence with their activities
- Act as liaison with MoPPA and other beneficiaries of component 3. There will be a liaison office at MoPPA for this purpose.
- Drafting Terms of Reference for short-term experts to be contracted
- Support the project director with external representation of component 3 when needed
- Reporting back to NIMD HQ (through NIMD programme manager) and coordinating technical support from NIMD

VALUES

- 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 (political science, public administration, law or related field) or equivalent relevant professional experience
Experience:	Essential:

- At least 10 years of experience in the field of political party support/systems, ideally working at a public institution with a mandate to deal with political parties
- Proven knowledge of political party systems (legal framework, financing, registry etc.) and political party internal organization
- Experience in the field of democracy support in an international, comparative context
- Experience in international cooperation, programme management, monitoring & evaluation
- Proven experience in team management and leadership
- Excellent writing/reporting skills (English and ideally Arabic)
- Ability to work independently and take responsibility for delivering results
- Ability to work in a team and supervise the work of other staff members
- Cultural and political awareness, diplomatic skills, ability to adapt

Desirable:
- Experience in managing EU-funded projects and knowledge of EU procedures
- Deep knowledge of the political context in Jordan and network among the relevant institutions in Jordan

	• PhD in political science, public administration or a related field
Language Requirements:	• Full working knowledge of English (ability to draft reports and proposals) • Knowledge of Arabic (ability to liaise with stakeholders) will be considered an asset