

## REQUEST FOR APPLICATIONS

### DIGITAL RESEARCH TRAINER AND MENTOR

|                                                |                                                                                     |                                |                                                                      |
|------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------|
| <b>Role</b>                                    | Digital Research Trainer and Mentor                                                 |                                |                                                                      |
| <b>Reports to</b>                              | Senior Manager, Jordan                                                              | <b>Direct reports</b>          | None                                                                 |
| <b>Budgetary responsibility</b>                | None                                                                                | <b>Resource responsibility</b> | None                                                                 |
| <b>Safeguarding</b>                            | Support manager and wider team with safeguarding of staff across all global offices | <b>Key relationships</b>       | ISD Jordan Staff, 12 fellows                                         |
| <b>Fees</b>                                    | JOD 4,500 for a period not exceeding 15 days over 6 months                          | <b>Location</b>                | Jordan                                                               |
| <b>Consultancy duration</b>                    | 6 months (November 2025 to April 2026)                                              | <b>Contract start date</b>     | November 2025                                                        |
| <b>Deadline for submission of applications</b> | 25 <sup>th</sup> October 2025                                                       | <b>Language requirement</b>    | Very good English proficiency and native-level proficiency in Arabic |

#### About ISD

ISD is a global think and do tank dedicated to safeguarding democracy and human rights, and delivering solutions to weaponized hate, polarization, disinformation and extremism around the world. Combining research and analysis with government advisory work and the design and delivery of international training, education and communications programs, ISD works to implement real-world, evidence-based responses to these challenges. ISD has teams in London, Amman, Berlin, Nairobi, Paris and Washington DC.

#### Role Purpose

ISD Jordan is seeking a Trainer & Mentor to deliver a 5-day training program and provide ongoing mentorship to 12 fellows participating in the Digital and Media Literacy Research Fellowship Program. The consultant will design and facilitate interactive sessions covering research methodologies, open-source intelligence (OSINT), digital forensics, fact-checking and verification techniques, as well as data collection and analysis approaches and ethical considerations. Beyond training delivery, the Trainer & Mentor will guide fellows through the development of their individual research projects, offering regular feedback and support to strengthen research design, analysis, and writing. The role also includes reporting on training delivery, mentorship progress, and final outcomes, ensuring fellows are equipped with the knowledge, skills, and confidence to produce high-quality research and contribute to Jordan's resilience against digital and media challenges.

The role involves:

- Designing and delivering practical, interactive training modules.

- Providing continuous mentorship, feedback, and guidance to fellows on methodology, data collection, analysis, and academic writing.
- Supporting fellows in preparing for final research presentations.
- Submitting reports on training delivery, mentorship progress, and final outcomes.

## **Key Responsibilities**

### **Training Delivery (40%)**

- Develop and deliver a 5-day training program covering:
  - Research methodologies for social/digital media.
  - Developing Data Sets.
  - Ethical and contextual considerations in Jordan.
  - OSINT Framework and Digital Forensics.
  - Advanced search strategies on social media and online platforms; use of selected online tools and fact-checking resources to trace and analyse content and verify claims.
- Facilitate group activities, case studies, and practical exercises.
- Help in choosing research topics for fellows.
- Prepare and share training materials (slides, handouts, resources).

### **Mentorship (40%)**

- Conduct initial mentorship sessions to refine fellows' research topics and questions.
- Provide bi-weekly check-ins (virtual/in-person) to support methodology, data collection, and analysis.
- Review and provide feedback on fellows' research paper drafts.
- Support fellows in preparing final presentations for ISD and stakeholders.

### **Reporting (20%)**

- Submit a training report summarizing delivery, participation, and outcomes.
- Provide mentorship progress reports outlining fellows' development and challenges.
- Submit a final report capturing lessons learned, recommendations, and overall fellowship outcomes.

### **Outcomes (Success Indicators)**

- Fellows gain strong methodological and analytical skills.
- Fellows produce high-quality research papers with mentor feedback integrated.
- Fellows demonstrate improved capacity in presenting findings.
- Fellows demonstrate improved capacity in OSINT and Digital Forensics.
- ISD receives comprehensive training and mentorship reports with actionable recommendations.

## **PERSON SPECIFICATION**

### **Expectations**

We expect all staff, consultants and volunteers to:

- Commit to ISD's vision, mission and [Guiding Principles](#)

- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD's policies and procedures
- Adhere to risk management and security instructions at all times

### Our commitment to Equality, Diversity and Inclusion

We endeavor to recruit a range of candidates into ISD, to strengthen our team and contribute to our inclusive organizational culture. We particularly welcome applications from candidates currently underrepresented across ISD. We try to make our recruitment as accessible as possible, but please let us know if you have any access requirements that you would like us to be aware of during this process.

### Competencies

These reflect ISD's [Guiding Principles](#) which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD's Performance Review Process.

| Guiding Principles | Competencies                                                                                                |
|--------------------|-------------------------------------------------------------------------------------------------------------|
| Integrity          | <ul style="list-style-type: none"> <li>• Personal integrity</li> <li>• Focus on quality</li> </ul>          |
| Collaboration      | <ul style="list-style-type: none"> <li>• Respect for others</li> <li>• Commitment to the team</li> </ul>    |
| Agility            | <ul style="list-style-type: none"> <li>• Efficiency and effectiveness</li> <li>• Problem Solving</li> </ul> |
| Courage            | <ul style="list-style-type: none"> <li>• Strategic thinking</li> <li>• Growth Mindset</li> </ul>            |

### Specific Requirements

|                                                | Essential                                                                                                                                                                                                                                                                                                                                                                                                                             | Desirable                                                                                                                                                                                                                                                                           |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Knowledge, Training, and Qualifications</b> | <ul style="list-style-type: none"> <li>• Proficiency with social listening and digital research tools.</li> <li>• Proficiency with OSINT frameworks and open-source investigation methods.</li> <li>• Strong facilitation and public speaking skills in both English and Arabic.</li> </ul>                                                                                                                                           | <ul style="list-style-type: none"> <li>• Master's degree or equivalent professional experience in a relevant field (e.g., political science, digital forensics, or data analysis).</li> <li>• Subject-matter familiarity with disinformation, extremism, or hate speech.</li> </ul> |
| <b>Experience</b>                              | <ul style="list-style-type: none"> <li>• Minimum 8 years of experience in training and mentorship on research, digital/media literacy, or related areas.</li> <li>• Demonstrated experience conducting qualitative and quantitative analysis of online discourse to explore societal issues and public sentiment.</li> <li>• Proven expertise in OSINT, digital forensics, or verification of online content (e.g., social</li> </ul> | <ul style="list-style-type: none"> <li>• Familiarity with Jordan's digital and socio-political landscape.</li> <li>• Experience working with early-career researchers or youth-focused programs.</li> </ul>                                                                         |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                               |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | <p>media investigations, network tracing, fact-checking).</p> <ul style="list-style-type: none"> <li>• Experience researching and analysing online information flows, narratives, and digital trends related to social, political, or societal issues.</li> <li>• Experience providing academic or research mentorship.</li> <li>• Strong understanding of analytical tools and approaches, including network mapping, data analysis, or OSINT-based methodologies.</li> <li>• Expertise in misinformation/disinformation analysis, media monitoring, or social media research.</li> </ul> |                                                                                                                                                                               |
| <b>Skills</b> | <ul style="list-style-type: none"> <li>• Exceptional written and spoken English and Arabic.</li> <li>• Excellent networking and presentation skills.</li> <li>• Outstanding attention to detail.</li> <li>• Highly organized with the ability to multitask, adapt, and respond proactively in fast-paced environments.</li> <li>• Ability to work effectively both independently and as part of a team.</li> </ul>                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Data visualization skills (e.g., Tableau, Google Data Studio).</li> <li>• Strong data analysis and interpretation skills.</li> </ul> |

## Applications Submission Requirements

All applications must be submitted electronically in English language by 23:59, Amman time on 25<sup>th</sup> October 2025 and include the following documents.

1. A CV and a cover letter explaining your suitability and motivation for applying for this consultancy.
2. Examples of similar consultancy projects, with at least two examples.

## Application Process:

- An interview with shortlisted applicants will take place between 27<sup>th</sup> October and 28<sup>th</sup> October 2025.
- Final selection and offer: This will take place in the first half of November.