

REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES

Date:	11/27/2019
Campus:	Beirut
Title:	Labor Market Survey
Reference Number:	
Project:	Higher Education Scholarships
Award Number:	72026818CA00001
Sponsoring Agency	USAID

Dear Sir/Madam,

The Lebanese American University (LAU) invites you to participate in the tender for the provision of professional services as detailed in the attached document.

Kindly submit your bid as per detailed instructions and within the set deadline. Only bids submitted in conformity with the requirements of this tender will be considered.

LAU reserves the right to accept or reject all or any part of the quotation submitted.

This tender includes two sections: Section A detailing the solicited services, and Section B detailing the proposal submission method.

For inquiries or regrets, please respond back to the provided email address within the set period for clarifications. LAU reserves the right to amend or cancel this tender at any time.

Respectfully,

Rita Kansou

Lead Procurement Specialist

Section A – Solicited Services

A1. Organizational Information

The Lebanese American University (LAU) is an American institution of higher education that has been operating in Lebanon since 1924, with initial roots as the first school for girls in the Ottoman Empire. Committed to serving Lebanon, the Arab world and beyond, LAU offers diverse academic opportunities in the fields of arts and sciences, business, engineering, architecture and design, pharmacy, medicine and nursing. The university is accredited by the New England Commission of Higher Education (NECHE) and many of its academic programs have received accreditation from field specific organizations. LAU operates in two campuses, one in Beirut and another in Byblos.

A2. Project Synopsis

The University Scholarship Program (USP) offers university-bound students a unique opportunity to pursue quality higher education. The program aims to provide undergraduate scholarships to promising public and private high school students and technical school graduates from all governorates of Lebanon

A3. Project Objective

The consultant(s) will be required to present a comprehensive plan to conduct a targeted labor market survey in specific fields of study, and plans to hold discussions with professional orders with the aim of providing information to LAU that helps the University revisit as needed its list of majors offered under the University Scholarship Program component.

A4. Scope of Required Services

The consultant(s) should conduct a survey that addresses employability, soft skill needs and alumni/employer feedback concerning employment opportunities and challenges including discussions with the relevant professional orders and associations in Lebanon. The study is supposed to inform LAU on prospects of employment for the next five to ten years

This request includes annexes.

Annex 1 - List of LAU departments

Annex 2 - Preliminary list of organizations to contact

Annex 3 - Preliminary list of syndicates and orders to contact

Annex 4 – Questionnaire for LAU Alumni

Annex 5 – Semi-structured Interview for Syndicates and Orders

Annex 6 – Questionnaire for Employer

A5. Expected Deliverables

This solicitation is looking possibly at up to three consultants to conduct the survey in line with the following:

- Consultant 1: Manages the project and conducts the field work
- Consultant 2: Analyze the results collected
- Consultant 3: Writes the report reflecting the results collected

Task	Deliverable	Terms and Conditions	Delivery Schedule	Quantity
Prepare questions for the meeting with faculty representatives of schools and student support units. Questions related to graduate employment	Questions to be shared with LAU community	Consultant 1 to formulate questions in coordination with LAU focal point from Department of Institutional Research and Assessment (DIRA)	November 18-22	Responses to formulated questions to include those of faculty representatives of schools and support units

Arrange and conduct meetings with faculty representatives of schools and student support units in Beirut and Jbeil to discuss issues related to graduate employment	Reporting the meetings conducted with faculty representatives of schools and student support units	Consultant 1 gets support from LAU focal point in DIRA to meet with the faculty and staff	November 18-22	Reports from each school and support unit
Prepare Alumni Survey after soliciting feedback from schools and building on existing surveys. Determining the target alumni population and sample.	Alumni Survey in final format to be shared with LAU alumni	Consultant 1 collaborates with the DIRA	December 3-6	Alumni Survey to be disseminated to recent graduates (2015-2018)
Disseminate the Alumni Survey	Feedback from LAU alumni gathered from the survey	Consultant 1 collaborates with DIRA in the data collection phase (2 Graduate assistants needed to contact alumni)	December 9-13	Ensure data collected allows for a 5% confidence interval and a 95% confidence interval. In this specific case n=370
Meeting with Career Guidance and Development	Address issues related to employers of LAU graduates – Lists, contact details, topics to be addressed,...	Consultant 1 gets support from DIRA to arrange for the meeting	December 16-20	Report identifying sample and setting the action plan for semi-structured interview to be conducted with CEOs employing LAU and Non-LAU graduates
Develop questions for semi-structured interview to be conducted with key CEOs after obtaining feedback from various LAU constituents.	Semi-structured interview in final format	Consultant 1 obtains feedback from LAU constituents and DIRA on the interview questions.	December 16-20	A semi-structured interview instrument
Develop questions for Employer Survey to be disseminated to employers of LAU graduates after obtaining feedback from various LAU constituents and building on existing institutional surveys. Determine	Employer survey in final format	Consultant 1 obtains feedback from LAU constituents and DIRA on the survey questions.	December 16-20	An Employer Questionnaire

population and sample.				
Connect with companies that recruit LAU graduates	Meet with the CEOs of the companies and document the meeting	Consultant 1 gets support from DIRA to arrange for the meetings (if needed)	December 16-20	5 to 8 CEOs interview
Connect with NGOs	Meet with NGOs working with LAU graduates	Consultant 1 gets support from DIRA to get in touch with the NGOs (if needed)	January 7-11	5 Interviews
Connect with Syndicates and Orders	Meet with the Syndicates and Orders	Consultant 1 gets support from DIRA to secure the meetings (if needed)	January 13-17	5 to 8 interviews
Connect with leading Organizations	Meet with key individuals (HR or CEO)	Consultant 1 gets support from DIRA to secure the meetings (if needed)	January 20-24	5 interviews
Collection of results obtained through the semi-structures interviews	Summary of results from all interview instruments into one report	Consultant 1 works closely with DIRA to share the results collected	January 27-31	Collection of results in one report
Results Analysis of results obtained across all instruments	Analysis of the gathered data through surveys and semi-structured interviews	Consultant 2 works closely with consultant 1 and DIRA to develop to analyze the analysis results obtained across all instruments	February 1-14	Draft Analysis of results
Report writing	Report written and submitted	Consultant 3 to write up the draft report in collaboration with DIRA	February 14-28	Draft report
Final Report	Report modified based on feedback received	Consultant 3 to write up the final report in collaboration with DIRA after sharing with AVP of Enrollment Management	March 1-20	Final Report

A6. Period of Performance

The selected offeror will perform the services starting possibly third week of November to be completed no later than 3/20/2010

Work may only start after LAU issues a purchase order.

A7. Location of Performance

All services must be completed in Lebanon.

Section B – Proposal Submission

B1. Deadline for Submission and Schedule

Proposals, as per set requirements henceforth, are required no later than 12/9/2019, 15:00hrs (Beirut time).

When proposals are due by email, the system-generated timestamp will be considered the time of submission.

B2. Changes to this Tender

LAU reserves the right to cancel this tender at any time.

Such cancellation may be made by through a notice at the same site where the tender was released.

Furthermore, LAU reserves the right to modify this tender at any time prior to the submission deadline. A public notice will be released to that effect as well and LAU may consider, up to the discretion of the University, an extension of the deadline for the proposals submission.

B3. Eligibility of Applicants

Applicants to this request for proposals may be:

- Individuals;
- Single organization;
- Consortium of organizations;
- Group of individuals.

All bidders must ensure that at the time of the submission of their proposal they are not bankrupt, suspended, debarred, sanctioned, and/or subject to legal proceedings that may affect their course of business or their insolvency. Offerors/bidders with proven conflict of interest will be disqualified.

Individual applicants (if individual application is allowed) must clearly indicate their Ministry of Finance (MOF) Tax ID number and provide a copy of their registration at the MOF, specify their full street address, phone number and submit a copy of their ID. Firms must present a copy of their commercial registration, commercial circular and VAT certificate as applicable.

Organizations must present a copy of their commercial registration and VAT certificate as applicable.

Other documents are not required.

B4. Required Qualifications

LAU is looking for qualified eligible applicants who demonstrate the following experience:

Consultant 1: The consultant should have a bachelor degree with relevant specialization in Education, Business Management or the Social Sciences. The minimum years of work experience needed is 3 with some experience in field research. The consultant should have advanced communication skills, the ability to exercise sound independent judgement and maintain confidentiality and discreetness in addition to strong organizational skills with respect to meeting deadlines.

Consultant 2: The consultant should have a bachelor degree with relevant specialization in Education or the Social Sciences. The minimum years of work experience needed is 3, preferably with experience in writing research articles and reports. The consultant should have advanced written and oral communication skills and the ability to exercise sound independent judgement. The consultant should maintain confidentiality and discreetness in addition to strong organizational skills with respect to meeting deadlines.

Consultant 3: A background in Education or the Social Sciences is essential. The consultant should have extensive experience in conducting and supervising research studies, with relevant research in the field being a plus. Excellent data analytic skills with the capability of analyzing both qualitative and quantitative data is important for the position.

B5. Proposal Requirements, Submission & Language

The offeror is expected to present the technical and financial electronically in a single email. The technical proposal must **not** contain any budgetary or financial information. The financial proposal must be put on official letterhead of the offeror and duly signed and stamped. The financial proposal must include all information confirming the eligibility of the offeror including the Ministry of Finance Tax Number, VAT Number, registration number and date and any other documents listed under B3 as applicable. The financial proposal must clearly show costs distinctly and clearly related to Taxes, VAT, overheads, etc.

Only one offer may be submitted by a single offeror.

All proposals must be developed in English unless otherwise clearly specified under particular sections.

The proposals must be sent electronically by email as per instructions under B6 and B7.

B6. Technical Proposal Requirements

The technical proposal must include at least the following documents, properly paged, with a cover page placed on official letterhead:

- CV of offeror (if individual applicant(s))
- Detailed technical proposal covering the following areas:
 - Background
 - Proposed Implementation Methodology
 - Monitoring and Evaluation
 - Timeline
 - Overview of Deliverables
 - Company Profile
 - Team Qualifications
 - Organizational Chart reflecting team working on the project
 - Overview of Relevant and Demonstrated Past Experience
 - Risks and Contingency Plans
 - Other requirements as specified here:
- Sample work completed with at least three other clients;
- Three independent references including names, contacts (phone and email), position, organization name, and summary of work completed for each reference.

- Copy of the MOF registration;
- Copy of the commercial registration (firms);
- Copy of the commercial circular (firms);
- Copy of the VAT registration (firms).

B7. Financial Proposal Requirements

The financial proposal must include at least t

he following documents, properly paged, with a cover page placed on official letterhead:

- Bio-data sheet for individual(s) consultant as per required form
- Detailed financial proposal with breakdown of costs per unit, reflecting clearly and distinctly any applicable taxes;

Submission instructions of the technical and financial proposal in a single email electronically:

- 1- The technical proposal should be combined in a PDF file must be named: Technical Proposal – Company Name – Reference Number (as per cover page of this RFP).
- 2- The financial proposal must be bound into a single PDF file with a cover page on official letterhead, duly signed and stamped on the cover page by an authorized signatory.
- 3- The financial offer must clearly indicate the validity of the offer as per terms of this request for proposal;
- 4- The PDF file of the financial proposal must be named: Financial Proposal – Company Name – Reference Number (as per cover page of this RFP).

B8. Costing

All costs must be presented in United States Dollars (USD). As reflected earlier, offerors who are subject to VAT should clearly and separately reflect the VAT in their financial proposal.

Errors in the budget are the sole responsibility of the bidder and may result in disqualifications. Alterations to the bid after submission are not allowable. LAU reserves the right to request clarifications as needed.

All costs must be reasonable, realistic, allowable and allocable to the work being undertaken and based on demonstrated daily rates as proven through a record of salary history/past performance (bio-data sheet).

If the offeror intends to offer any discount or special price, such offers must be clearly made at the proposal stage in the closed envelope containing the financial proposal only.

LAU will not cover the cost of any pre-award costs related to the preparation of proposals under this bid and therefore any offeror presenting a financial offer requesting the coverage of pre-award costs will be rejected.

Technical elements that are not costed in the financial proposal will be considered as free of charge. LAU reserves the right to reject the offer. The financial offer must clearly reflect and detail each deliverable distinctly and separately.

B9. Evaluation Criteria

Proposals will be evaluated as follows:

- 1- Administratively for compliance and eligibility, and completeness of the overall offer, and reference checks as appropriate and applicable. Offerors who are not deemed eligible will not be given the chance to proceed to the technical and/or financial evaluation;
- 2- Technically for merit, completeness of all tasks and deliverables, feasibility of approach (if required), timeline, and meeting the required qualifications and capacity;
- 3- Financially for completeness, allowability, reasonableness, comparison to other eligible and qualified bidders, comparison to LAU's financial expectation.

LAU will make the final award based on:

- Best value for money combining demonstrated and proven technical merit with cost effectiveness. LAU reserves the right to award to the offeror that does not have the lower bid if there is proven higher benefit to LAU;
- Lowest Price.

B10. Questions and Clarifications

For inquiries or regrets, you may reach out to the following:

: purchasing.beirut@lau.edu.lb;

No offeror shall communicate directly with LAU staff concerning this request for proposal. All communications must be in writing, within the open period for questions, and to the specified email only.

LAU will not hold a pre-bid meeting

All questions must be received by 02-12-2019 at 12:00pm. Questions sent after the deadline will not be addressed.

Answers to the questions will be shared with all bidders if there is any additional and relevant information.

B11. Proposal Validity and Withdrawals

Proposals must be valid for at least: 30 days.

Offerors may withdraw their bids at any time after submission by submitting a written notice to the address specified under section B10. Nonetheless, offerors may not change or edit their proposal after submission even if the proposal is submitted way earlier than the deadline.

B12. Late Submissions

Proposals submitted after the official deadline as set in this document will not be considered and will be deemed ineligible and rejected.

B11. Award

LAU may award one or multiple offerors. LAU also reserves the right to break down the deliverables and make a partial award to an offeror based on a partial list of services. Accordingly, financial offers must clearly reflect each deliverable separately by presenting a clear breakdown of costs in the financial proposal for each deliverable distinctly. Only shortlisted/selected offerors will be contacted. LAU will make an award in writing only. LAU expects to make an award within the validity period. Additional documents may be required prior to award to demonstrate proof of eligibility.

B12. Terms and Conditions

LAU will apply the specific terms and conditions to any resulting service agreement out of this tender based on the sponsoring agency requirements and regulations.

It is worth noting that the service provider has no direct communication with the sponsoring agency during implementation and LAU is considered the source of direction, guidance and decisions only.

All information submitted by offerors under this tender is considered confidential as per LAU's applicable policies and procedures and will not be released publicly.

Any interference by an offeror in the tender process at any stage whether to influence or alter a decision making process will result in immediate disqualification of the offeror.

LAU performs business related to this tender in writing only and therefore, any communication related to this tender, received proposals, and resulting decisions are communicated solely in writing.

Specific terms and conditions applicable by USAID will be applicable to these services and will be included in the prospective service agreement with the winning offeror(s).