

Consultant Expression of Interest (EOI)

Section A Background

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 Commission on Institutions of Higher Education (CIHE) of the New England Association of Schools and Colleges (NEASC), 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.

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. This ambitious and generous program is made possible with the support of the American people through the United States Agency for International Development (USAID)

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.

Overall Objective(s)

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.

LAU might consider looking at the external market rather than the Lebanese one, illustratively and in particular the Gulf Cooperation Council (GCC), to explore prospects of employment in GCC. Accordingly, LAU might ask consultants to conduct a desk review of available opportunities and categorize them by major, field of study and relevance to USP such as reviewing opportunities posted online by select job ad sites.

Moreover, the consultant(s) may be required to hold interviews with syndicates and orders in Lebanon to follow up on skills needed by graduates.

Duration of the Work

The entire assignment, if commissioned prospectively through a distinct request for proposal (RFP), is to be completed by November 2020, subject to a final determination by LAU.

The selected consultant(s) will perform the services starting possibly as of March/April 2020 to be completed no later than end of July 2020.

Additional details will be communicated in a subsequent RFP. The current expression of interest does not commit the consultant(s) nor LAU. It is used to identify potential consultants interested and capable to complete the tasks so they may apply to a subsequent RFP.

Expected Assignment, Activities and Deliverables

This solicitation is looking possibly at one or more consultants to conduct the survey in line with the following:

To manage the project and conduct the field work, to analyze the results collected and to write the report reflecting the results collected. In addition to this, the consultant(s) would need to: prepare questions for the meeting with faculty representatives of schools and student support units, prepare questions related to graduate employment, arrange and conduct meetings with faculty representatives of schools and student support units in Beirut and Jbeil to discuss issues related to graduate employment, prepare Alumni Survey after soliciting feedback from schools and building on existing surveys, meet with Career Guidance and Development, connect with companies that recruit LAU graduates, connect with NGOs, etc....

Geographical Focus and Targeted Area(s)

All services must be completed in Lebanon.

Eligibility and Desired Qualifications

Applicants to this request for proposals may be:

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

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 Individual applicants are also requested to fill and sign a printout of the attached “Nationality Declaration Form”.

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.

LAU is looking for qualified eligible applicant(s) who demonstrate the following experience:

- At least a bachelor degree with relevant specialization in Education, Business Management or the Social Sciences.
- At least six years of relevant experience including three in field research.
- 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.
- Extensive experience in conducting and supervising research studies, with relevant research in the field being a plus.
- Excellent data analytical skills with the capability of analyzing both qualitative and quantitative data is important for the position.
- A background in Education or the Social Sciences is preferred.
- Excellent writing skills and ability to generate well-structured and edited professional reports.

To send your CVs, the attached documents duly filled and any other supportive documents, you may reach out to the following:

Vacancy.proc@lau.edu.lb by February 28, 2020.

In the subject line of the email, please write the following: Consultant EOI-LMS.

Section B

Please provide information about the proposed consultant. Fill as many sheets as necessary when proposing more than one consultant. When a project has multiple components and/or assignments, please specify which components/assignment the consultant is applying for.

A. PERSONAL INFORMATION				
1. Name (First, Middle, Family Name):				
2. Date of Birth: _____ ;		3. Gender: _____		
4. ID Number: (passport, or national ID number):				
5. Contact details of consultant including address, telephone number and email address:				
6. Tax Number of Consultant:				
7. Proposed Daily Rate for the assignment:				
8. Which component/assignment will the consultant support:				
9. Nationality(ies) – list them all here:				
B. EDUCATION (include all college or university degrees)				
Name And Location Of Institution	Degree and Major	Date Degree Awarded		
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C. LANGUAGE PROFICIENCY (fair, good, excellent, native)				
Language	Proficiency Speaking	Proficiency Reading		
D. WORK EXPERIENCE (most recent to the oldest)				
Total number of years of experience:				
Total number of years of relevant work experience to this assignment:				
Position Title	Employer’s Name , Address, Phone Number	Dates Of Employment		
		From	To	
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E. RELEVANT CONSULTANCY EXPERIENCE (Last 3 experiences)				
Donor Name	Project Name	Project Start Date	Project End Date	Daily Rate in USD
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		Click or tap to enter a date.	Click or tap to enter a date.	
		Click or tap to enter a date.	Click or tap to enter a date.	

