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Lebanese
University

Faculty of Economics
& Business Administration

TERMS OF REFERENCE

Call for an External Quality Expert/Evaluator - Erasmus+ SE.TC project

1. Background of the project

In a period of unprecedented crisis that affects the economic, political, governmental and social sectors in Lebanon, our project: Social Entrepreneurship in time of crisis (EC.TC), aims to improve the economic situation in Lebanon's north, Bekaa and south region. Our teachers-trainers as well our students, enrolled in a higher education system, will receive trainings and coaching services to cultivate an entrepreneurial spirit and culture. Consequently, they will share their acquired skills by engaging in community building activities among vulnerable groups.

The key aim of the project is to provide a way for active development of human capital, practical encouragement of social entrepreneurial activities and establishment of effective pathways to youth employment in strategic cooperation with different stakeholders, in vulnerable communities. It is about building the capacities of trainers and youth students-trainers in the process of creating a supportive entrepreneurial environment in their communities which is in line with the Erasmus+ program in the capacity building in higher education.

As Business Schools, we believe that empowerment through acquiring entrepreneurial skills is a solution to unemployment, with a special focus on social entrepreneurship.

Dedicated to serving the common good, our main objective aims to empower teachers-trainers and students and enhance their innovative pedagogical approaches for the growth of social entrepreneurship, micro-businesses, and early-stage start-ups in rural regions in Lebanon.

As for the indirect effect, it will encourage local suppliers, empower customers, enhance competition, and create job opportunities which will reflect a better employment, an improvement of the economic, social and environmental sustainability.

The project is carried out by:

1. Université Saint-Joseph (Coordinator)
 2. Mediterranean Universities Union
 3. Università telematica internazionale Uninettuno
 4. Lebanese University
 5. La Sagesse University
 6. AZM University
 7. Technological University of the Shannon: Midlands Midwest
- Project duration: 3 years, from December 2023 till December 2026

2. Objectives and Key Principles of the Evaluation

The aim of the external monitoring and evaluation is to ensure that the monitoring of the project is performed adequately and accurately. It identifies procedures, criteria and resources for monitoring the project. It also deals with the evaluation of the progress of the project, risk and issue management and with the evaluation of the results in comparison with the needs of the target group(s) and sector(s). The External Evaluator(s) is also asked to assess the quality of the scientific contents elaborated in the framework of the project, as well as the pertinence and added value produced by the activities performed, which is why the external evaluator(s) need to be an expert on migration.

The External Evaluator(s) must evaluate the work carried out by the policy hub and the observatory, including the resulting data collection and production of policy recommendations.



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In addition to that, the External Evaluator(s) monitor(s) the trainings addressed to higher education institutions' through well established training evaluation methodologies, in particular ex-ante and ex-post verification of the trainees' skills and evaluation surveys to participants. The external evaluator(s) assesses the inherence and relevance of the chosen modules with regard to the context's needs according to his/her knowledge in the context in the country.

The external monitoring and evaluation includes the evaluation of:

- Partnership performance (quality of the management and WP leaderships, effectiveness of communication, meeting deadlines, etc.).
- Progress toward the contractual outcomes and respect of the work plan.
- Quality and relevance of the project outcomes in reaching the set objectives. Furthermore, the partners will identify key areas of concern for additional evaluation.
- Pertinence of the scientific contents and added value of the activities performed.
- Quality of the data collection and policy recommendations realized by the policy hub and the observatory.
- Quality of the trainings carried out, including the inherence and relevance of the workshops
- Impact of the activities performed on the target groups, but also on the broader context at local, national and international level.

In the framework of SE.TC, the External Quality Expert(s) will:

- monitor the effectiveness and impact of management activities and partnership performance;
- monitor the progress toward the contractual outcomes and respect of the contractual work plan;
- contribute to the definition of monitoring procedures;
- design tools to evaluate the project plenary meetings and the overall management;
- assess the pertinence of the scientific contents and added value of the activities performed.
- analyze the data collected and the methodology used;
- assess the quality and appropriateness of the project actions and results, in particular the data collection and the policy recommendations realized by the policy hub and the observatory;
- evaluate the inherence and relevance of the trainings' modules and the workshops;
- Impact of the activities performed on the target groups, but also on the broader context at local, national and international level;
- take part in 1 in-presence meeting;
- take part in all the online meetings, upon availability;
- cooperate with the Management Committee and integrate the results derived from the internal evaluations with the results of the external evaluations;
- elaborate evaluation reports;

The results of the evaluation will be shared and discussed within the partnership. On the basis of recommendations from Evaluators and feedback from partners, corrective actions will be taken if necessary.



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3. Content of the Evaluation and documents to be produced

Deliverable	Delivery Date
<p>Monitoring, Evaluation and Quality plan - External part D5.1 Quality Assurance Plan (Data Management Plan – DMP). At the outset of her/his activities, the External Quality Expert will provide a contribution (external part) of the project Quality Plan. The document, prepared by the Leaders of the WP1 at the beginning of the project, defines the methods for the project quality and evaluation. The External Quality Expert(s) will contribute to the document with an indication of the evaluation procedures, the roles that the various Partners have in the quality control of the project and the criteria and the quality indicators that have to be used for the inspection. The document should contain a series of evaluation schemes and checklists in order to standardize as much as possible the monitoring process.</p>	<p>DMP on 30/05/2024</p>
<p>Quality mid-term report and final report D5.2 and D5.3 Monitoring and evaluation of the events (2 phases). These documents report the results of the quality control on the different activities of the project and include recommendations to be taken into consideration to fix inadequate situations. In addition to an evaluation of the partnership performance and the effective implementation of the project, the External Evaluator(s) assess the quality of the scientific contents elaborated in the framework of the project, as well as the pertinence and added value produced by the activities performed, among others the data collection, policy recommendations, and trainings.</p>	<ol style="list-style-type: none">1. Document/Report on 30/05/20252. Document/Report on 30/11/2026

4. Contract Period

The contract will be carried out from 1st March 2024 till the end of the project (mainly on 31 December 2026). In case of an extension to the eligibility period of the project, the contract period is intended to be extended accordingly.

Starting date of the assignment: 20th June 2024

Finishing date of the assignment: End of the project

5. Form of Contract

The Terms and Conditions are to be approved by the contractor which is Lebanese University.

6. Budget

The total value of the contract (including any taxes and contributions) shall not exceed 7.000 EUR.

The provider (Evaluator) is responsible for VAT payment and other taxes. Providers based outside Lebanon must refer to the national legislation and indicate the applicable law.

Any travel costs incurred while carrying out assignment(s) are covered directly by the provider.

The provider will be paid as per the below:

30% in June 2024, 30% in June 2025, 40% upon closing



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7. Application procedure

Offers should include:

- CV;
- a concept note with a rough indication of the anticipated methodology of max 2 pages;
- statement of availability;
- detailed financial offer for the implementation of the tasks.

Deadline for receipt of offers: **23/02/2024**

Applications must be sent in English to mekdessi@ul.edu.lb

8. Selection Criteria

The contract will be awarded to the bid offering best value for money (best price-quality ratio). The criteria for the selection of applications are:

- 30% price;
- 30% professional experience and expertise in migration issues; knowledge of the entrepreneurship context in Lebanon will be considered an asset.
- 40% compliance with the Terms of Reference.

9. The Debriefing

Both successful and unsuccessful contractors who wish to have the opportunity of debriefing should contact Prof. Selim Mekdessi after award of the contract.

10. Contact

Prof. Selim Mekdessi, Dean

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