



### TERMS OF REFERENCE (TORs)

## **Job & Placement Guidance Expert YEP MED**

<b>Project Title (Acronym)</b>	YEP MED
<b>Reference</b>	B_A.3.1_0197
<b>Programme</b>	ENI CBC MED
<b>Contracting authority</b>	Chamber of Commerce, Industry and Agriculture of Beirut & Mount Lebanon (CCIA-BML) – Partner 3
<b>Location of the contract</b>	Lebanon
<b>Subject</b>	Job and Placement Guidance Expert
<b>Budget</b>	60.000 euros (breakdown below of 3 modules packages)
<b>Contractual conditions</b>	May 26, 2023-September 8 <sup>th</sup> , 2023

### Background

The Chamber of Commerce, Industry and Agriculture of Beirut and Mount-Lebanon (CCIA-BML) is a partner in YEP MED project, which aims to *increase and upgrade local employment opportunities through upscaling skills of youth In port logistics and maritime transport in the Mediterranean region*. YEP MED is CO-financed by the European Union through the ENI CBC-MED programme.



## **1. The project in brief**

Ports connected to international trade, environment and sustainability, digitalisation, port logistics and transport networks are currently one of the main focuses of job creation in the so-called Blue Economy. Additionally, the ports ecosystem has a high concentration of companies that are usually bigger than in other sectors, allowing a bigger investment and jobs absorption capacity. This potential can influence dual technical and vocational education and training (TVET) with job-oriented placement schemes to decrease NEET rates in the Mediterranean region. Facing this challenge, YEP MED proposes to impact TVET offers by targeting three areas with skills shortages: foreign trade, environment and sustainability, digitalisation and port logistic operations. It will develop port-logistics TVET resources adapted to the sector needs, launch learning programmes with job placements and set-up partnerships between key stakeholders in the 7 countries represented in the project.

YEP MED will adapt training curricula to the real needs of the productive sectors in each partner country, introduce personalized monitoring to students and create controlling systems and training courses that address environmental issues.

## **2. Specific objectives**

To better match the labour market skills needs and dual technical and vocational offers in the Mediterranean port communities' sector in order to contribute to jobs creation and facilitate productive economic growth. With a particular focus on the benefits for youth, and especially NEETs(not in employment, education or training) and women's opportunities, YEP MED will increase and upgrade local employment opportunities through the strengthening of the skills sought for by SMEs and create further job opportunities in logistics sector.

The Chamber of Beirut and Mount Lebanon is a key partner in YEP MED project. The Chamber will analyse the skills needs in port logistics sector in Lebanon. The Chamber will implement: dual trainings programs in vocational and occupational jobs based on gap skills survey, design the related curricula material, and ensure successful apprenticeship and mentorship programs within port logistic companies.



### 3. Expert Tasks

The purpose of the expert assignment is to provide support to the Lebanese yep med graduates to facilitate their placement in the port logistics enterprises. This include the following main 3 activities to within the following Modules:

**1-Module A:** Provide training and coaching scheduled sessions for the YPE MED Lebanese graduates who enrolled YEP MED trainings and are seeking for job. This session should cover enhancing trainees' soft skills, access to jobs platforms, build resumes, interviews tips, access to digital job platforms, relevant offline training curricula, etc.

KPIs: 150 graduates participants.

*Deadline for final report Modu;e A: August 21, 2023*

**2-Modules B:** Organize 4 job fairs (1 full day each job fair) to facilitate matching between YPE MED Lebanese graduates and Lebanese logistics companies in order to cover all geographical area in Lebanon, namely:

*1 day job fair in Beirut, 1 day job fair in Saida, 1 day job fair in Zahle, 1 Day job fair in Tripoli. Related logistics, registrations, invitations, teams in charge, layout and branding of venue, reporting are on the charge of the Expert. Deadline for final report Module B: july 20, 2023*

KPIs: 30 participants port logistics and international trade companies in each of the 4 job fairs

50 young yep med graduates participant in each of the 4 job fairs



**3-Module C:** Conduct a PR campaign on various communication channels, direct phone campaign , outreach and lobbying, and social media to promote the placement of the YEP MED Lebanese graduates. This implicates also Follow up with port Logistics SMEs on placing the YEP MED graduates on internships program or job vacancies. KPIs : Minimum 50 placement

This module implicates also assisting the chamber in organizing the YEP MED final event in June 26<sup>th</sup>, 2023-Logistics and confirmations. *Deadline for Module C final report, August 21, 2023*

***\*Estimated Timeline of the four modules activities is requested to be presented along with the proposal.***

***\*Progressive short reports about each Module activity and Final report for each Module.***

#### **4- Period of implementation of the activities:**

The task starts on May 17, 2023 2021 and will finish on August 31, 2023.

#### Qualifications and skills

- University Degree in HR, PR, Education disciplines or equivalent.
- Deep knowledge in dual training methodologies precisely in port logistics sector
- Networking relations with key stakeholders of port community
- Project Management skills
- Organizational, analytical and communication skills

#### Professional experience

- Proven previous experience within EU projects
- Proven experience in organising Job fairs, career guidance activities
- Multi-years proven experience in complex projects with multi tasks and ontime deliverables.



**Budget:**

Maximum budget available € 60,000 Consider that the ammount should be all inclusive.

Budget Breakdown As follows:

Module A (20.000 EUROS); Module B: 25.000 EUROS); Module C: 15.000 Euros), all inclusive.

**Evaluation:**

CCIA-BML will evaluate applicants on the basis of proposal to be presented in response the TOR with a key focus on:

- Proposal Concept for each Module and related timeline
- Suitability for the assignment: education, training, outreach to the sector and other information relevant to the particular assignment.
- Experience of having undertaken similar assignments in the past.

All submissions (curriculum vitae, motivation letter and other materials useful for the evaluation) must be consistent with the TOR and should arrive no later than 12 pm, on May 25, 2023 by email to:

[accounting@ccib.org.lb](mailto:accounting@ccib.org.lb) : [hr@ccib.org.lb](mailto:hr@ccib.org.lb)