University Scholarship Programs Final Report:

Recommended Consultant Profile
Final Report Narration Guidance

Recommended Consultant Profile

The consultant needs to have the below personal profile and qualifications:

1. Extensive experience in managing educational settings
2. Previous experience in teaching students and academically monitoring their achievements
3. Knowledgeable in conducting students’ interviews and focus groups and reporting on their results
4. Familiar with cost savings analysis and their anticipated allocations as per Award requirements
5. Highly proficient in English and Arabic with emphasis on writing skills
6. Knowledgeable with Microsoft Office applications (computer literacy)

The consultant needs to execute the following tasks:

1. Reporting on program’s outputs and outcomes through the existing monitoring and evaluation plan
2. Reporting on each cohort’s collected data through descriptive statistics and analytical interpretation concerning academic, civic and career components of the Award
3. Reporting on shortfalls and challenges encountered on the program including remedies
4. Reporting on lessons learned
5. Reporting on students’ academic and civic engagement success stories regularly
6. Reporting on Program success stories and achievements

Final Report Narration Guidance

A full comprehensive narrative report covering all years of implementation is required no later than 90 days post award completion (31st December 2016). The report must include at least (MS word format for the report, annexes may be on MS word, PDF or excel for charts):

- Cover page including required information for the DEC submission
- Table of contents
- List of acronyms
- Executive summary
- Detailed narrative of achievements and activities per component including:
- Labor market surveys (for USP (7) Award only);
- Program dissemination and selection and the use of cost-savings;
- Academic support;
- Leadership and civic engagement;
- Career counseling.
- Shortfalls and challenges encountered including remedies;
- Lessons learned and best practices;
- Success stories of the program (not students)
- Results achievements including:
  - Achieved results versus expected ones;
  - Post-graduation follow-up;
  - Alumni;
  - A detailed comprehensive analysis of the baseline comparison to actual achievements;
  - A detailed comprehensive analysis of the control group comparison (for USP (7) Award only);
  - A detailed analysis reflecting on attribution, based on the above analyses, and addressing the four hypotheses.
- A brief reflection how parts of the exit plan, particularly post-graduation follow-up and support to students who did not graduate, were fulfilled during these 90 days;
- All supportive annexes including:
  - Final scholars template
  - Comprehensive PMP including year one indicators
  - Detailed and comprehensive lists of all leadership workshops offered by the program (i.e. the specific USP workshops completed)
  - Detailed and comprehensive list of all career preparation workshops (specific to USP, including name of workshop, date of completion, location and number of participants);
  - A compilation of all project material throughout the project lifetime;
  - Any other documentation that USAID will deem appropriate in due time.