JOB VACANCY FORM

X Full-time (Consultancy Up to 100 Days)    □ Part-time
□ Summer-Job   □ Internship

Job Title: INTAJ Organizational Development Consultant

Application Deadline: 17 January 2016

Reference Number: 091115-7

Company Description

NAME OF FIRM/INSTITUTION: Mercy Corps

TYPE: □ Local    □ Regional    X Multinational

INDUSTRIAL SECTOR: INGO

BRIEF FIRM PROFILE/DESCRIPTION:
Mercy Corps exists to alleviate suffering, poverty, and oppression by helping people build secure, productive, and just communities. The agency pursues its mission through emergency relief services, sustainable community development, civil society and economic development initiatives. Mercy Corps has been present in the Middle East since the 1980s and currently has offices in Yemen, Lebanon, Palestine, Jordan, Syria, Iraq, Egypt and Libya. Working in Lebanon since 1993, Mercy Corps is running community development programs focused on promoting economic development and increased opportunity for disadvantaged communities, while responding to emergencies as they have emerged. Until recently Mercy Corps’ focus had been on programs aiming to bolster civil society and give voice to under-represented groups through the empowerment of young leaders. Recently, the program portfolio has expanded in response to the massive refugee influx from Syria. The emergency response component of the portfolio will be an increasing focus and driver of programming in Lebanon.

FIRM WEBSITE:
http://www.mercycorps.org/
Purpose / Project Description: With funding from the UK’s Department for International Development (DFID), Mercy Corps has initiated INTAJ (Improved Networks, Training and Jobs), a program to support vulnerable communities in the Beqaa and the North governorates in addressing their economic needs.

Mercy Corps has identified crosscutting constraints to jobs growth in Lebanon that affect market actors at the individual, business and market levels of economic production. In order to stimulate sustainable jobs growth, INTAJ will address these constraints through a series of activities during a 6-month pilot phase to identify successful intervention strategies that are potentially scalable and transferrable.

Interventions at the business level will include a significant portfolio of sub-grants and technical assistance to an expected 20 small and medium enterprise (SME) business beneficiaries, in order to reduce risk and strengthen the ability of beneficiaries to grow their workforce. Technical assistance will be geared towards improving management and operations, enhancing competitiveness and assisting companies to access new markets, and/or market segments, with the ultimate aim of creating more jobs. INTAJ business beneficiaries are expected to vary in size and by industry, ranging from small service sector companies to larger industrial firms.

Mercy Corps has identified a lack of effective organizational management as a major factor in SME performance in Lebanon. Mercy Corps is seeking qualified professionals to assess the management and organizational development practices of selected INTAJ business beneficiaries, and recommend specific improvements to existing practices where appropriate.

Consultant Objectives:
The objective of the consultancy is to support the INTAJ program team in assessing the management needs of relevant business beneficiaries, and developing an appropriate strategy to help beneficiaries adopt improved practices that can improve management and production. **The consultant will assess a range of businesses for up to 100 days Level of Effort between 1 November 2015 to 16 March 2016.** The consultant may be asked to travel throughout Lebanon, including but not limited to Beqaa, South, and/or North Lebanon. The level of effort needed per business is expected to vary on a case by case basis, to be discussed and coordinated with the program team.

For each selected SME, the Consultant will:

- Assess the internal operating environment based on field visits, including consideration of organizational structure, human resource management, workforce development, and other internal operations and processes including supply chain management and quality assurance.
- Identify gaps or deficiencies in existing management practices and provide recommendations on improvements and attainable change management approaches.
- Assess and identify training needs and develop training plan or hiring requirements where appropriate.
- Work collaboratively with the INTAJ program team to ensure that the technical assistance provided to SMEs supports the overall objectives of the program.

Consultant Deliverables:
The Consultant will complete:

- A brief report (a standard template will be provided) for each business beneficiary assessed, describing existing management practices, and identifying constraints and gaps.
- A separate report (a standard template will be provided) detailing a specific strategy, based on rigorous additional research where necessary, providing an actionable roadmap for improvements to management practices, including any detailed specifications required for subsequent procurement of goods and services.
The consultant will provide/share all types of reports to the Technical Adviser(s) of INTAJ Project

**The Consultant will work closely with:** INTAJ Program Manager, project managers, field coordinators, and Economic and Market Development Sector Lead.

**Submission guidelines:** Applicants are requested to submit the following documents by email to reception@lb.mercycorps.org. Please mention the title “INTAJ Organizational Development Consultant” in the subject of the email.

1) Consultant’s CV
2) List of consultancies conducted in the last three years. Please include:
   a. Client name
   b. Brief description of services performed
   c. Client phone number and email
   d. Number of days worked
   e. Substantiated daily consulting rate
   f. A scan/copy of applicant’s registration at the Ministry of Finance. In case applicant cannot provide this document, and is selected for this consultancy, Mercy Corps will deduct the 7.5% services tax imposed by the Ministry from submitted invoices.

N.B: Interested firms are also encouraged to apply. Applicants firms are requested to submit the following documents by email to reception@lb.mercycorps.org. Please mention the title "INTAJ Organizational Development Consultancy Firm” in the subject of the email.

1. 2 References
2. A scan/copy of the firm’s registration at the Ministry of Finance. In case the firm cannot provide this document, and is selected for this consultancy, Mercy Corps will deduct the 7.5% services tax imposed by the Ministry from submitted invoices.

**Payment:** In bank checks or wire transfer, after the successful delivery of the service based on monthly invoices and timesheets submitted (to include work days and hours. 8 hours = full day and 4 hours = half a day), with an approved consultant deliverable report.

Incidentals, including transportation, per diems and communications costs, will not be covered separately by Mercy Corps, as they should be included in the consultant’s daily rate.

**Other Considerations:** Mercy Corps reserves the right to hire multiple consultants under this scope of work, or none at all. INTAJ will review applications on a rolling basis, so applicants are encouraged to submit applications at any time. Only those applications found most promising will be contacted by INTAJ. Target response time will be one week from the date of submission.

**JOB LOCATION(S):**  
**City:** Ashrafieh – With travel to the Field  
**Country:** Lebanon

**DEGREE:**

- [X] Bachelor  
- [ ] Master  
- [ ] Doctoral Degree  
- [ ] Undergraduate Student/ Degree not Necessary  
- [ ] Teaching Diploma

**MAJOR/ EMPHASIS:**

- Business, Economics, Any Relevant Field

**WORK EXPERIENCE:**

- BA/BS (MBA preferred) in business, economics or related field
- Minimum of 5 years of relevant experience in private sector development or management consultancy
• Strong conceptual and analytical skills
• Experience in organizational development assessment and strategy development, including capacity building
• Ability and willingness to travel to the field
• Strong interpersonal skills and ability to work in a multi-disciplinary team
• Excellent verbal and written communication and presentational skills
• Fluent Arabic speaking and writing skills. Strong English writing skills preferred.

SKILLS:
Languages Skills: X English  X Arabic  □ French  Other:
Computer Skills:
Other Skills:

SALARY
Basic Salary Range:
Other benefits include:
 □ Accommodation  □ Health Insurance  □ Return Ticket  □ Bonus
 □ Laptop  □ Mobile Phone  □ Children’s Education  □ Transportation
 □ Lebanese NSSF  □ None

WORKING DAYS:

WORKING HOURS:

How to Apply

Interested candidates may send their resumes to reception@lb.mercycorps.org specifying the Job Title.

If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink:
http://tinyurl.com/CPSunsubscribe and fill the necessary information.

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

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The job vacancies are for AUB students and alumni ONLY.