

“Company Brochure”

Profile, History

&

Corporate Capability Statement



Falak Tayyeb for Training & Development



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Falak Tayyeb has hands-on experience in providing business **training/consulting/mentoring services** in a variety of fields to clients across different sectors. Over the years, we have implemented built and strengthened our profile in the fields of **career guidance and counseling**. Falak Tayyeb have excellent experience in **developing career essential curricula to support youths' and womens' skills building**, and in **producing online career essential curricula through a learning management system (LMS)**. Moreover, Falak Tayyeb has also a cutting-edge experience in **establishing career counseling centres (CCC)**. We have also helped individual youth and organizations – micro, small and medium, private and public – to achieve superior results, matching our competencies and industry expertise with the specific needs of our clients. We successfully use training, mentoring and business coaching to transfer knowledge and experience as well as best practices to help improve management and personnel performance. We develop their skills to be more productive at managing business, planning, organizing, and coordinating resources.

Falak Tayyeb has intensive and relevant knowledge, tools, solutions and programs that were designed and customized by Falak Tayyeb staff and experts to suit the needs of the final beneficiaries (i.e., youth and organizations). Falak Tayyeb adopts a phase-gated project management approach where a strict quality assurance and control procedures are followed and applied to make sure that the outcomes of each phase conform or even outperform the required deliverable and milestones of the projects. Falak Tayyeb services and project management activities follow the ISO standard operational procedure (SOPs) for providing high quality consulting/training/coaching services from the early stage of pre-sale going through proposal preparation, contracting and scoping, team mobilization, project planning, service and product procurement, project implementation, monitoring, evaluation and learning (ME&L), until project auditing and closing. The quality control and outcomes' monitoring and evaluation reports are prepared periodically by the units' project managers and raised to the CCO for final review and approval before the next phase is launched. All of these planning and operational procedures are documented, controlled and archived using a comprehensive cloud-based management information system and database that is fully-secured and accessible to our team members anytime anywhere to ensure full commitment to provide accurate and timely outcomes.

Falak Tayyeb has intensive and relevant knowledge, tools, solutions and programs that were designed and customized by Falak Tayyeb staff and experts to suit the needs of the final beneficiaries. The “**career counseling, training, capacity building, economic growth and business sustainability**” capabilities of Falak Tayyeb could be expressed as follows:

- **Developing career essential curricula to support youths' and womens' skills building program** by developing the **smart and interactive training program** to cater for the needs of the different levels of the volunteers starting from a basic level then intermediate and advanced level.
- **Producing online career essential curricula to support youths' and womens' skills building program** through a **learning management system (LMS)** that provide high flexibility in the management of the training process



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- **Establishing career counseling centres in selected locations in Jordan through defining the process for the operations.** This included providing operating manual, defining job descriptions and performance evaluation mechanism for the staff, providing a comprehensive database of available jobs in Jordan that was tapped into by job seekers, and recruiting the team representing the CCC and be responsible of their contracts and operational cost
- **Composing, preparing, adapting and customizing different types of training materials** according to the final beneficiaries' needs and requirements (i.e., business startups, entrepreneurship, business growth, and export capacity building programs).
- Dealing with **business owners issues including cultural and gender issues** (e.g., women Home-based businesses (HBBs) and MSEs in the local communities) through **well-designed and customized capacity building programs** (i.e., training, coaching and mentoring).
- Conducting complete **development programs** of home-based businesses (HBBs), micro-, small and medium (MSMEs) in all **growth-oriented aspects** including business, administration, technical and soft skills.
- **Supporting and capacity building of refugees and locals entrepreneurs and startups** in Jordan through focused training and mentoring stages until developing **viable and bankable business plans.**
- Designing, building and implementing **sustainable support facilities** for different business sectors in Jordan. These support facilities are designed and constructed to help and support certain business sector and/or business size to grow and be **self-sustainable through implementing sustainable and technical activities** along all of their **value chain components.**
- Provide **market access, build market linkages, and link the MSMEs with sector technical/marketing experts** for achieving proper market intelligence and knowledge. This is in fact one of the most important activities for **building sustainable business for these MSMEs.**
- Performing complete **business diagnosis** and developing **growth action plans** and **customized capacity building/training/coaching programs** for MSMEs in different trade, service and manufacturing sectors.
- Performing **complete entrepreneurship assessment, training, and business plans preparation** for local and refugees entrepreneurs and start-ups to support them start and expand their businesses.
- Building and diversifying **pool/network of experts/consultants/trainers to be ready for delivering different types of services** and at all **local and external locations**



through providing **focused training the trainers sessions** to get them ready for the tasks.

- Conducting **Train-the-Trainer (TTT) capacity program on local growth development** including the following activities: program design, selection of participants, preparation of training materials, delivery of training
- Designing and implementing **customized business growth-oriented diagnosis tools** for evaluating the MSMEs business pillars and identifying the growth opportunities and market directions.
- Adopting and customizing **business needs assessment (BNA) and audit tools** for evaluating the local growth and development readiness tailored to the micro, small and medium companies.

Managerial Capability:

Falak Tayyeb has a **flat HR structure with efficient and fast communications** among the managerial layers. The company is led by **the founder/director** who has more than 30 years of experience in training and development. The operations are directed by **the chief consulting officer (CCO)** who has 15 years of experience as a management and industrial consultant and trainer. The CCO has also a long experience in managing a wide spectrum of projects ranging from small projects with private sectors to big projects in economic development with the international donors. The CCO manages, monitors and controls a **matrix-type project organization** in which a high flexibility could be achieved for driving the tasks to success. This **matrix organization has project management units** directed by **project management offices (PMOs)** and **project managers and coordinators** who are highly-qualified in managing different types of projects. Falak Tayyeb project management units have also project **backstopping teams** who provide supportive and logistical services to these project units in order to assure efficient and timely outcomes.

Falak Tayyeb adopts a **phase-gated project management approach** where a strict **quality assurance and control procedures** are followed and applied to make sure that the outcomes of each phase conform or outperform the required deliverable and milestones of the projects. The quality control and outcomes' monitoring and evaluation reports are prepared periodically by the units' project managers and raised to the CCO for final review and approval before the next phase is launched.

Falak Tayyeb has **4 people as full-time employees** in its flat matrix organization structure (i.e., the director, the CCO, 2 project managers (PMs) with an **accumulated years of experience** of more than 25 years in consulting, training and coaching. Falak Tayyeb has its **own spacious premises that are equipped with all types of consulting and training tools and systems**, with a modern and professionally equipped training room and consultancy aids that facilitate any



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type of training and consulting inside the premises including **distant training and learning tasks**.

A pool and network of consultant, trainers and business coaches and mentors was created by Falak Tayyeb during the last 4 years. Falak Tayyeb has been creating a **permanent list of accredited consultants/trainers who normally sign “Associate Consulting/Training” agreements** with Falak Tayyeb. These associate consultants/trainers are now 50 highly-qualified persons (HQPs).

Years of Experience:

Falak Tayyeb has been working in its core business **since 2016 (4 years of experience)**. The **cumulative years of experience of Falak Tayyeb key staff** in management consulting/training/mentoring is **more than 25 years**. The director of Falak Tayyeb has 30 years of experience in training and development, and the chief consulting officer has 15 years of experience in management and industrial consulting and project management directed more towards MSMEs economic development.

Examples of Past Performance – Lead by the Company’s Founder

- ***Reforming the Examination and Certification System at the Technical and Vocational Skills Development Commission (TVSDC) – GIZ – In Progress***

Role: Local Consultant

The project was funded by the GIZ to support the **Technical and Vocational Skills Development Commission (TVSDC)** in order to reform their examination and certification system and procedure. This includes designing and piloting different examination and certification components (i.e., certified examiners, examination boards, accredited test centers, practical examination and questions’ banks). The work is done in collaboration with an International expert in **TVET examination and certification best practices**.

- ***Conduct Baseline and End-line for the “Enhancing Women Participation in the Solid Waste Management Sector in Jordan” – UNDP***

To **conduct a baseline to measure the impact of the project activities on improving attitudes on women economic participation** including development of **quantitative and qualitative data collection tools** for baseline assessment, test and conduct baseline assessment and submission of a baseline comprehensive report, containing clear strategy to analyze the socio-economic empowerment, well-being, and stability of rural women in **Northern Jordan**, with a specific focus on the **Solid Waste Management (SWM) and green business sectors**. The second phase involves **conducting an end-line assessment to measure the impact of activities on improving attitudes on**



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women economic participation including reviewing data collection tool and questionnaire in response to the outcomes of the base-line assessments and corrective actions are taken if needed based on lessons learnt, testing and conducting end-line assessment and submission of the End-line Comprehensive Report, and conducting descriptive and analytical comparison and establish recommendations and programmatic entry points for UNDP, and conducting a validation workshop.

- ***Improve Employment Opportunities (IEO) in Jordan - Taqaddam Project. Ministry of Foreign Affairs - Netherland / Jordan – SPARK***

Role: Technical Lead, Concept Designer and Curriculum Development Expert

This project was performed through three main phases, Outreach and reach of 2000 micro and small enterprises MSEs and VSEs in different governorate in Jordan including Syrian refugees-owned enterprises, selection and diagnosing of the MSEs based on the eligibility and suitability criteria, building action plan for the selected 300 MSEs , training of these 300 MSEs on 8 different business growth modules. Each VSE and MSE provided with a detailed action plan for growing its business including training, business coaching, consulting and technical assistance services and a detailed access to finance list for linking them with potential donors and financing institutions that provide suitable and creative financial solutions.

- ***Job creation for youth and women through improvement of business environment and MSMEs competitiveness – UNIDO***

Role: Concept and project architecture designer/Technical Lead

Value chain analysis (VCAs) towards improving of business environment of women and youth in the micro and small competitive sectors in Jordan (i.e., garment, cosmetics, and medicinal & aromatic plants) of the garment sector; study of market potentials, decision making and program design tool, identification of the bottlenecks and gaps in reaching potential customers and financial assistance organizations in Jordan.

- ***Building Strategic Plan, Business Model, Procedures' Manual and Marketing Plan for the Contractors' Training Center (CTC) of the Jordan Contractors and Construction Association (JCCA) – GIZ***

Role: Lead Consultant

The project was funded by the GIZ to support the **JCCA contractors training center (CTC)** in order to develop and expand their business through constructing a five-year strategic plan, 2-year implementation plan, a sustainable business model, procedures' manual and a sound and profitable marketing plan, **taking into consideration the relationship with international and local organizations including the technical and vocational skills development commission (TVSDC) and other vocational training (TVET) providers.**

- ***Economic Inclusion of Youth and Local Populations through Inclusive Procurement Measures - Training Service Provider in Jordan – EBRD***



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Role: Technical Lead & Inclusion Consultant

The project will provide training opportunities within the construction industry (water stations) for **200 unemployed young people**, across the two water investment projects (i.e., Ain Ghazal and West Irbid Projects). The technical approach is tailored to suit the required specific objectives of this project; confirm the training curriculum and schedule; screen and selection of candidates for training; deliver classroom-based training (pre-site sessions); examine and certify the trained candidates; coordinate with and assist (1) the Contractors with the transition of trained and certified candidates “from classroom to the site” and (2) other Stakeholders; and update on the impact of the inclusion initiative.

- ***A Baseline Study for the Garment Sector in Jordan – EBRD***

Role: Proposal Developer, Technical Lead and MSMEs economic growth expert

To establish a comprehensive baseline study for the garment industrial sector in Jordan . To conduct detailed desk and field research of the industrial micro-, small, medium and large garment firms in Jordan in order to establish a comprehensive standard baseline study for the sector in Jordan that is useful for drawing the future development directions and strategies for this sector.

- ***Assessment of COVID-19 Impact on Women-owned Businesses – Center for International Private Businesses (CIPE)***

Role: Technical Lead

The project was to assess the economic impact of the COVID-19 pandemic on **women-owned registered enterprises (Micro, small and medium, MSMEs)** in Jordan. During this project, CMC conducted a detailed impact assessment of COVID-19 pandemic on **women’s formal MSMEs in Jordan and on the ecosystem in which they exist**, analyze the alignment of on-going and planned economic response in the public and private sectors to the unique needs of women-owned businesses, and Informed CIPE’s programming and the advocacy efforts of JFBPW on the prioritized set of recommendations.

- ***Consultancy services for the delivery Branding and marketing design – ACTED in collaboration with Jordan Packaging Center (Jopack)***

Role: Technical Lead

The project was set out to conduct In-house strategy workshop in order to identify sales strategy and understand main points of sales, target customers and marketing tools needed for **7 cooperatives working with microenterprises and HBBs in the food processing sector** in order to conduct in-house workshop to identify marketing barriers and gaps (Strategic environmental analysis & identify the marketing barriers and gaps), and will develop and deliver marketing plans for each cooperative and will finally conduct refresher and coaching sessions for each cooperative where needed in order to provide guidance and support for them to implement the marketing plans successfully.



- ***Diagnostic Study on Enhancing Value-Added Production and Export in Jordan's Manufacturing Sector – EBRD***

Role: Concept and project architecture designer/Technical Lead and VCA expert

Develop two comprehensive diagnostic studies of the value chains for the selected manufacturing value chains/subsectors (i.e., **Cosmetic and food sectors**). To conduct comprehensive diagnostic studies with primary and secondary research tools, to perform comparative and competitive analysis of these sectors, to produce complete SWOT analysis and forecast scenarios, benchmarking, growth capacity, mapping, export destinations' identification, and draw recommendations and action plans for these sectors to grow their exports.

- ***Home-based businesses Sustainability - HBBs Support Facility and Social Enterprise USAID LENS***

Role: Concept Designer and Technical Lead and Project Director

Building self-sustaining self-financing support facility for the women home-based businesses in Jordan which will be a hub for all women HBBs all over the country. This support facility was designed and implemented by Princess Taghreed Institute (PTI) in order to establish a technical and sustainable hub for the HBBs in Jordan. This support facility will provide complete technical and sustainable services for the women HBBs in Jordan. More importantly, this support facility will ensure more equitable and safer working environment for the women HBBs and entrepreneurs. This facility adopts a creative sustainable mechanism for enabling environment and enforcement of laws and regulations to support the women HBBs in front of the public and private sectors and organizations. This facility will also serve as the main market linkage and channel for these HBBs by utilizing different creative market systems (i.e., flagship stores, convenience markets shelves, online shops, agreement with malls,.....etc). The facility will also empower these women HBBs by providing advocacy for women's rights in Jordan.

- ***Development of Women Home-based Businesses in the Host Communities - Locals and Syrian Refugees – USAID LENS***

Role: Technical Lead and Project Manager

Food Processing Home-based Businesses (HBBs) Development in the Host Communities - Northern Governorates. Training on cooking skills, Packaging and labelling concepts, marketing and digital marketplace tools. Classify and map out the selected food and non-food based HBBs, Identify the final list of HBBs based on type of supply, Conduct training on cooking skills and product design for HBBs to develop new products and the digital marketplace tools, Increase HBBs awareness of food safety standards and ISO 22000 and HACCP standards, and packaging & branding, Identify an array of packaging options and assess their feasibility Work with HBBs on managing the packaging requirements, upgrading their ability to manage packaging sustainably, provide innovative transportation solutions and test and certify the food products of these HBBs in order to help them legalize their businesses.



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- ***Development of Women HBBs and Women Exporters in Amman - Central Governorates – USAID LENS***

Role: Technical /Export Development Expert, and Project Manager

Supporting Women HBBs and MSEs in Amman. Classify and map out the selected HBBs, and assess the potential new end market for these HBBs and women-based MSEs to grow locally and externally, Identify the final list of HBBs based on type of supply, Conduct training on packaging, branding and export management for women HBBs and MSEs to expand their businesses, perform visits of HBBs/women-owned food processing facilities and to other successful food processing HBBs and small food factories, Identify an array of packaging options and assess their feasibility Work with HBBs on managing the packaging requirements, upgrading their ability to manage packaging sustainably, provide innovative transportation solutions and create linkages to the new end markets in the food value chain, test and certify their products, and support them in the legalization process.

- ***Process Mapping and Business Process Reengineering for the Supply Chain Functions at The Jordan Bromine Company (JBC) – Ghor Safi – Jordan***

Role: Lead Consultant

The project was funded by the JBC for **evaluating and redesigning their supply chain functions** according to the **international best practices in supply chain management** in order to be able to upgrade their ERP system to an international enterprise application solution. The project included reviewing the current (As Is) procedures and building the As Is process maps then improving the whole supply chain functions and building the To Be SOPs and their corresponding process maps to be approved and accredited by the top and middle management for real implementation. This work involved **long interviews with the key business owners and managers** in order to understand the current situation and them to get their feedback on the proposed improved process maps.

- ***Business Process Reengineering for main operational functions at Jamil Al-Qudsi and Al-Rudaini Co.***

Role: Process Mapping Expert

This project aimed at assessing the **trade and supply chain functions** at (Dr. Jamil AL-Qudsi) and (Al-Rudaini Trading Co.) for medicinal oils. The work included building **As Is and To be SOPs and process maps** in order to solve **the sales, marketing, warehousing, and customer service** problems at the company in order to qualify them **for granting franchise in the Arab World**.



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- **Assessment and Improvement of operations for implementing the ERP Solution at Bahrani Group**

Role: Business Process Reengineering Expert

The project involved **evaluating and developing the whole trade and logistics and operations procedures for five different companies under Bahrani Group** (trade, assembly and manufacturing). The work included **understanding, redesigning and implementing the new proposed SOPs and process maps** to make sure that all the procedures are up to the new international ERP system.

- **Refugee Entrepreneurship Program (REP) - Dutch Charity Lottery / Jordan – SPARK**

Role: Proposal Developer, Concept Designer, Technical Lead and Curriculum Development Expert

As part of the Entrepreneurship and Business Development Activity (EBDA), 140 MSMEs from Jordan and Syrian refugee community were supported through assessment, training, business plan competition, and access to finance components of the activity. This project was performed to support 140 entrepreneurs and existing businesses from local citizens and Syrian refugees in Jordan. The project includes four different phases: Reach and assessment, training (material preparation, introductory training, business training, and business planning training), business plan competition (BPC), and pitching, networking and access to finance.

- **Food Processing Home-based Businesses (HBBs) Development in Karak -Southern Governorates – USAID LENS**

Role: Technical Lead, Project Manager and Curriculum Development Expert

Training on cooking skills, Packaging and labelling concepts, create linkages - Southern Governorates. Classify and map out the selected HBBs, and assess the potential new end market for these HBBs to grow, Identify the final list of HBBs based on type of supply, Conduct training on cooking skills and product design for HBBs to develop new products, Increase HBBs awareness of food safety standards and ISO 22000 and HACCP standards, and packaging & branding, Perform visits of HBBs to other successful food processing HBBs and small food factories in Karak, Identify an array of packaging options and assess their feasibility Work with HBBs on managing the packaging requirements, upgrading their ability to manage to formalize and legalize their businesses, Provide innovative transportation solutions and create linkages to the new end markets in the food value chain, and support them in the legalization process.

- **Local Restaurant Capacity Upgrading – Tourists’ Food Destination - USAID LENS**

Role: Technical Lead, Project Manager and concept designer

This project aimed at selecting, assessing and designing a complete touristic food destination in Naur area – Al-Adaseyeh district. A very detailed destination assessment was conducted (i.e., location,



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layout, structural, architectural, and technical) for the targeted tourists' destination. Depending on the assessment results, A complete and comprehensive designs were performed for the food destination (i.e., Destination Al-Adaseyeh), taking into consideration to achieve the most efficient and effective tourist-friendly concept along with introducing innovative recreation, food products and customer servicing ideas. The outcome of this project was a full assessment document of the targeted touristic area, complete (Destination – Al-Adeseveh) designs, and complete upgrade plan for the destination and the individual restaurants to be an attractive touristic destination.

- ***Restaurants' Capacity Building – USAID LENS***

Role: Technical Lead, Project Manager and Curriculum Development Expert

This project was a continuation of the previous project (Tourists' Food Destination). This project aimed to increase support the individual local restaurants to upgrade to a level where they can attract the tourists and visitors. A detailed capacity building program was conducted for these restaurants towards enhancing their internal and external layouts and decorations, list of items in their menus, food health and safety, sales techniques, customer servicing and communications skills in order to be able to provide and promote their restaurants to tourists and visitors as appropriate. Different innovative tools, skills, products, packaging solutions, and layout upgrades were proposed, designed and implemented in order to achieve the ultimate objective of rendering these restaurants to be tourists-destination. Moreover, a complete technical assessment was conducted for these restaurants' equipment and tools that are necessary for them to upgrade to this touristic level, and then provided the USAID LENS with comprehensive list of detailed equipment to be purchased and delivered to these restaurants. Other goals of this project were to revenue to restaurants, create job opportunities for local residents, promote restaurants' products, foster linkages between different economic actors, and deliver essential food-related skills and other soft skills to about 100 trainees from restaurants.

- ***Development of Strategic Plan for Year 2015 - 2020 for National Tourism Development (NTD)***

Role: Strategic Planning Consultant

Building a five-year strategic plan for the National Company for Tourism Development. Building mission, vision, values, strategic objectives, operational objectives, initiative, KPIs, and action plan for all the activities of the NTD in order to develop a complete national strategy and strategic plan for the tourism in Jordan



- ***Designing and Developing M&E System for JEDCO Programs in Jordan – EU JEDCO***

Role: Operational Standards Expert

Consultancy Services for Developing a Result-Based Monitoring and Evaluation System for JEDCO's Programs in Jordan. This project is designed to provide the capability and capacity of JEDCO to monitor and evaluate the strategic implementation, progress, and performance of the different EU-funded projects under JEDCO's responsibility in terms of both technical and financial aspects and reporting.

- ***Firm Level Assistance to Export to the EU (FLA1 + FLA2) – USAID JCP – DAI***

Role: Project manager and export development consultant

Conduct outreach/reach for the most competitive industries in the food, cosmetic, chemicals, plastic, packaging, and engineering industries sectors in Jordan, and perform detailed assessment and audit to all 42 companies interested to export to EU, develop a list of recommended interventions per company for the companies, lead communication and coordination with Market/Sector consultant/Subcontractor located in the EU and share information to match between the market audit and company export audit to select the build market entry strategies and tools to each potential exporter, and conduct detailed coaching and mentoring for these enterprises to secure real export opportunities in the EU

- ***Business Associations Capacity Building Implementation Support: Export Readiness Assessment and Training of the ICT Sector – JADE/Int@J***

Role: Export development and compliance expert/trainer

To conduct assessment of the ICT enterprises' barriers and export readiness to International markets with a focus on the EU markets. To perform data analysis and produce findings and recommendations report. To develop an export readiness training material to include the main export readiness matters. To provide a training workshop for (Int@j) members and staff on the main export development subjects and the export assessment findings, and the ability to measure the effectiveness of the material on the targeted firms.



Examples of Past Performance – Falak Tayyeb

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment & Reference	Approx. Contract value (in US\$ or EURO)	Role on the Assignment
Nov 2017 – Feb 2018	<p>Developing Career Essentials Curricula to Support UNICEF’s Skills Building Program:</p> <p><u>-Development of the volunteering interactive training curricula:</u> The targeted volunteers were able to gain a thorough understanding of the volunteer work aspects, and how they will participate effectively and leverage their knowledge and skills level to hold their tasks effectively. This came true through developing the smart and interactive training program to cater for the needs of the different levels of the volunteers starting from a basic level then intermediate and advanced level.</p> <p><u>-Development of the career essentials interactive training curricula:</u> The targeted young people were able to gain a thorough understanding of the career essentials including career guidance and career counselling. They were equipped with concrete skills that supported them to search and find jobs in Jordan. This came true through developing the smart and interactive training program to cater for the needs of the different levels of the young people starting from a basic level, then intermediate and advanced level.</p>	<p>UNICEF – JORDAN, Jordan</p> <p>(Robert Jenkins – UNICEF Representative – UNICEF Jordan Office)</p>	50,000 US\$	Lead Partner
Feb 2018 – Feb 2019	<p>Production of Online Career Essentials Curricula to Support UNICEF’s Skills Building Program:</p> <p><u>-Development and hosting of the online version of the volunteering training program:</u> The targeted volunteers were able to access the program online</p>	<p>UNICEF – JORDAN, Jordan</p> <p>(Robert Jenkins – UNICEF Representative –</p>	50,000 US\$	Lead Partner



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Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment & Reference	Approx. Contract value (in US\$ or EURO)	Role on the Assignment
	<p>through PCs, smart phones, and smart devices. The online version was managed through a learning management system (LMS) that provide high flexibility in the management of the training process, and provide the trainees with the convenience to hold their training at their convenient time. In addition, to provide the training manager with the reporting tools and the ability to issue an electronic certificate at the end of the training period.</p> <p><u>- Development and hosting of the online version of the youth career essentials interactive training curricula:</u> The targeted youth were able to access the program online through PCs, smart phones, and smart devices. The online version was managed through a learning management system (LMS) that provide high flexibility in the management of the training process, and provide the youth trainees with the convenience to hold their training at their convenient time. In addition, to provide the training manager with the reporting tools and the ability to issue an electronic certificate at the end of the training period.</p>	<p>UNICEF Jordan Office)</p>		



Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment & Reference	Approx. Contract value (in US\$ or EURO)	Role on the Assignment
Oct 2017 – Mar 2018	<p>Conducting Outreach, Reach, Data Collection Analysis and Coaching of 900 Industrial Firms in the Qualified Industrial Zones (QIZ) in Jordan:</p> <p>900 companies in the 18 QIZ were provided with relevant information related to the opportunities to export to EU under the new trade agreement</p> <p>A sector specific Skills Gap analysis was implemented that identify skills requirements for export both for management level and workers;</p> <p>Coaching by technical specialists was delivered on quality standards for export to EU to 300 targeted factories;</p> <p>An investment map was designed to chart the various investment possibilities and pro-active investment campaign was conducted with the Jordan Investment Committee;</p> <p>Marketing and advertising materials were developed for 25 selected companies benefitting under the EU-Jordan agreement.</p>	<p>International Labor Office (ILO) in collaboration with the Jordan Chamber of Industry (JCI)</p> <p>(Dr. Maher Mahrouq)</p> <p>m.mahrouq@ejabi.org.jo</p>	66,850 US\$	Subcontractor with the Jordan Chamber of Industry (JIC) – Industrial Innovation
May 2017 – May 2018	<p>Establishing Career Counseling Centres in Selected Locations in Jordan</p> <p>-Setting up the infrastructure related to the CCC. This included advising on design, space requirements, infrastructure, etc.</p> <p>-Defining the process for the operations. This included providing operating</p>	<p>LAFARGE – Jordan</p> <p>(Amro Reda – CEO – LAFARGE Jordan)</p>	71,500 US\$	Lead Partner



Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment & Reference	Approx. Contract value (in US\$ or EURO)	Role on the Assignment
	<p>manual, defining job descriptions and performance evaluation mechanism for the staff. The job descriptions had clearly defined roles, responsibilities and KPI's of each staff member.</p> <p>-Providing a comprehensive database of available jobs in Jordan that was tapped into by job seekers.</p> <p>-Recruiting the team representing the CCC and be responsible of their contracts and operational cost</p>			



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