

CURRICULUM VITAE

1. **Proposed role in the project:** Legal & Governance Expert
2. **Family name:** El Khoury
3. **First names:** Hadia
4. **Date of birth:** November 11, 1970
5. **Nationality:** Lebanese
6. **Place of Residence:** Lebanon
7. **Education:**

Institution [Date from - Date to]	Degree(s) or Diploma(s) obtained:
ESA Beirut [Date from 2004 –to 2006]	EMBA
ESA Beirut [Date from 2020 –to 2024]	BDA

8. Language skills - Indicate competence on a scale from C2 to A1 (C2 - advanced; A1 - beginner):

Language	Reading	Speaking	Writing
English	C2	C2	C2
Arabic	C2	C2	C2
French	C2	C2	C2

9. Membership of professional bodies:

- SMDC - Society of Management and Development Consultants
- LISA - Levant Institute for Strategic Affairs
- RAJA Association
- BBA – Beirut Bar Association

10. Other skills: Fully computer-literate.

11. Present position: Project Expert- Contract

12. Years within the firm: 13 years

13. Key qualifications (Relevant to the assignment):

- More than 7 years of professional experience in the field of economic development.
- More than 5 years in years of professional experience as a business advisor in the field of SME promotion
- 3 years of experience in project management
- 5 years of experience in DC projects
- Legal Structure and Taxation
- Contracts for Non-lawyers
- Labor laws and NSSF
- Business Plan essentials
- SMEs business environment (challenges and opportunities)
- Building Policies and Procedures for Companies
- Intellectual Property rights
- Coordinates with experts managing the contract and experts implementing the services to MSMEs on monitoring and reporting requirements.
- Support the experts in designing and measuring the baseline indicators and in the data compilation.
- 5 years of professional experience in project activities monitoring, evaluation, and learning (MEL), with a proven ability to design and implement robust MEL frameworks.

14. Specific experience in the region:

Country	Date from - Date to
Lebanon – Regional Office	Since 2010

15. Professional experience:

No.	Date from-to	Location	Company & reference person	Position	Description
1	2010 - present	Lebanon	Business Unlimited	Project Expert- Contract	<ul style="list-style-type: none"> Assisting client companies and entrepreneurs to optimize their performance by recognizing and adopting best-known and innovative practices. Leading and hands-on coaching teams in management, legal, and strategic management. Draft Requests for Proposals, Terms of Reference, and other relevant documents Draft the literature review for research studies and documents. Propose the methodology for the research studies and documents. Propose interview guides and surveys to conduct in research studies. Conduct the interviews based on the interview guide. Draft the reports, policy briefs, and other related documents. Conduct baseline studies for Lebanese SMEs Organize roundtables on economic subjects. Provide consultancies in legal, labor law, HR management, and processes. Develop processes, procedures, and employee handbooks for SMEs. Create and provide support to legal clinics. Provide training and webinars on legal matters, HR, human rights and general management. <p>Specific Professional Experience:</p> <ul style="list-style-type: none"> Hands on work experience in delivering enterprise-level advisory/consultancy support. Hands on work experience in conducting management staff training for industries/SMEs In-depth knowledge of business trends and expertise in market research and market analysis. Managed all program staff (including a team of BDS Specialists in Accra and several regional offices throughout Ghana); provided as-needed technical assistance to BDS service providers. Provided a diagnostic assessment of individual Enterprises/Service providers, followed by business planning advice that meets their needs, incorporating business continuity and marketing plans. Collected data regularly to measure achievements against targets. Conducted field visits to monitor program implementation and verification of data provided. Developed and finalized work plans in association with the team following program activities, data requirements, and timeframes as relevant; Monitoring, evaluation, and learning (MEL), with a proven ability to design and implement robust MEL frameworks. Conducted periodic reviews of monitoring and reporting mechanism. Assisted teams in data collection, analysis, survey, and studies; Developed findings and documents for best practices to facilitate evidence-based planning, learning, and decision-making. <p>Examples of the short-term missions:</p> <ul style="list-style-type: none"> Develop the business strategy and franchising opportunities for: Everyday Restaurant, Hospitality Services, Kidzmondo, Pralino, Leila Obeid Beauty Center, Mike Sport, Soda Fresh, Al Baba Sweets, SEA event, ACMAS, Calorie Control, Loft by Aspucos, Pellini, Tomatomatic, Cacao 70, Hamasni Nuts, Hawa Chicken, Pizza Napoli, Hayat Doner Al Turki, Melt n Dip, PFC consulting firm, Al Kazzi Nuts, Bluemehz Catering, M2amara, Tamarat, Midnight Munchies, Mobili Concept, White Line.

- USAID Grant 03 LED aims to standardize the Management & Development Consultants Industry by developing policies, procedures, outreach strategies, training modules, and workshops.
- In partnership with SMDC, develop BDS provider database, catalog, and referral system.
- Undertake projects, analyze situations, and provide expert advice to address various needs for the following clients:
 - Lebanese Parliament- AIPU - Lebanese Army- ILO - International Labour Organization- Kafalat Lebanon- Chamber of Commerce, Industry & Agriculture of Beirut & Mount Lebanon-B IRI - Industrial Research Institute-- LFA - Lebanese Franchise Association- ELCIM - The Euro Lebanese Centre for Industrial Modernisation- AMIDEAST- - WFD - Westminster Foundation for Democracy- TWCC - The Westminster Consortium- UNDP - United Nations Development Programme- Indevco- Leila Obeid - Beauty Clinic- KidzMondo- Soda Fresh- Doculand- Mike Sport- APAVE Liban- Hospitality Services- La Maison Du Cafe Najjar- Unipak- Patchi - Classic Burger Joint- La Constructa- Pralino La Maison du Chocolat- Abdel Rahman Hallab- nutopia- Al Kazzi Nuts- Salmontini- Carla's Good Food- Maliks- Aviator Style- Al Baba Sweets- Mc Donalds Lebanon- Mayrig- - Siom Orfevres- Abed Tahan & Sons- Rectangle Jaune- Accor- Amcor- Al-Balad- Al-Waleed Bin Talal Humanitarian Foundation- Alcatel- AgroTech- Al-Bayan- Al-Habtoor-Alig- All Media- Al-Iktissad Wal –Aamal- Al-Murakeb El Inmaii- Al-Rifai Roastery- An Naar- Aquamarina- Au Vieux Quartier- - Credit Libanais- Dar el-Handasa- Econosto- Energy Intl- FCR- Artimoda Insurance Group- Fix It- Wonder Eight- Fuji Lifts- Future TV- G.D.S- Germani Jewellery- GISCO- Glassline- 5 Index- Gulf Investment Corp.- Hire Lebanese- Info Bank- IAA- In Media- A to Z Services- Inter Catering- InterFood- Iqarat Lubnan- ITEC- Liban Cables- Lebanon Opportunities- Logistica- Mabani- STALQ- Marine and wild life Museum- Meccanica- Medco- Mediphar Laboratories- Metco- Metropolis- Jacques Dessange- - Morgan Intl.- Pak-Arab- Philka- Plastypipes- Promosolutions- Radisson SAS- Lebanese Red Cross- Results Incubator- Right Angle- Rimal- Sakhet Est- Silicon Computer System- Siemens- Simplus- Snob- Fitness- Sword- Talabat- Tanmia- Tannourine- Les Soeur Missionnaire- Futuroscope- Union Bank- Vogue- Odyssey- World Trade Center Lebanon & Regional Office- Floris- Koudourat- All Plastics- Sales Force- RAFIK EL-KHOURY & Partners- Cre8mania- Berytech- Ipsos- LACPA - The Lebanese Association of Certified Public Accountants- LAU- OMSAR - Office of the Minister of State for Administrative Reform and Development- Pizza Napoli- Hawa Chicken- Chickys- Genius Map- Jackies Delights- JOZ Lebanese Diner- Bébé Calin Garderie- Semsom- Shrimpy- M2amara- Hayat Doner- Al-Turki- Melt n Dip- Chickee
- Develop the business strategy and franchising opportunities for: Everyday Restaurant, Hospitality Services, Kidzmondo, Pralino, Leila Obeid Beauty Center, Mike Sport, Soda Fresh, Al Baba Sweets, SEA event, ACMAS, Calorie Control, Loft by Aspupes, Pellini, Tomatomatic, Cacao 70, Hamasni Nuts, Hawa Chicken, Pizza Napoli, Hayat Doner Al Turki, Melt n Dip, PFC consulting firm, Al Kazzi Nuts, Bluemex Catering, M2amara, Tamarat, Midnight Munchies, Mobili Concept, White Line.
- Project Coordinator- GIZ EPL project:

Supports the TL in the management and coordination of the activities in the field of action. With a focus on planning, preparation, and implementation of activities related to all work packages, in particular:

 - Oversees the contract implementation and addresses all issues.
 - Contributes to the design of work and time plan of the intervention.
 - Established and maintained contact and productive working relationships with the experts, beneficiary MSMEs as related to BDS.
 - Facilitates communication between BDS experts and beneficiary MSMEs.
 - Provides feedback to GIZ/EPL in coordination with the TL when needed.
 - Ensures the collection, archiving, and sharing of knowledge, tools, and resources generated (beneficiary lists, registration forms, experts' reports) and ensures data entry and centralization of all information gathered for reporting.

					<ul style="list-style-type: none"> - Monitoring, evaluation, and learning (MEL), with a proven ability to design and implement robust MEL frameworks. - Conducted periodic reviews of monitoring and reporting mechanism - Contributed to the final report. - Contributed to key communication content developed by GIZ/EPL in relation to this contract, upon GIZ request. - Organized meetings, workshops, and events. - Participates in steering meetings as per the contract requirements. - Participated in internal and external (team) meetings, including writing minutes, as needed. - Ensures all program activities and team behaviors comply with GIZ policies. - Coordinates with the EPL M&E specialist to ensure reporting is in line with GIZ requirements. - Conducts regular monitoring visits and activity oversight/verification during BDS implementation. - Assessed more than 20 beneficiaries: through phone interviews, collection & analyzing data, following up, conducting business assessments, and field visits in order to finalize the agreed recommendations.
2	2017 - present	Lebanon	Levant International Limited	In-house Legal Counsel	<p>Responsible for the Legal and Compliance Department, including:</p> <ul style="list-style-type: none"> - Drafting and revising all agreements and contracts - Handling all companies' compliance with legal and financial requirements - Conducting due diligence - Drafting reports and processes, and procedures - Negotiating deals and terms and conditions - Proposing restructuring and structuring processes
3	2010 - present	Lebanon	Odyssey Legal and Consult	Owner	<p>Law firm specialized in corporate and business laws and transactions, building efficient legal structures with a singular personality to cater to women in business, mainly entrepreneurs.</p>
4	2012 - present	Lebanon	Society of Management & Development Consultants (SMDC)	Vice President as of 2023	<p>Organization regrouping experts, consultants, and advisors belonging to diversified industries to communicate with each other under one forum, share their expertise, and, most importantly, raise the standards of the consulting and advisory field. SMDC joined the International Council of Management Consulting Institutes – ICMCI – and built an alliance with the British IC to secure the training and certification for the CMC (Certified Management Consultant) designation.</p>
5	2015 – 2018	Lebanon	Levant Institute for Strategic Affaires (LISA)	Founder and Secretary General	<p>LISA is a Beirut-based think tank that promotes ideas for social and economic reforms, best practices, and good governance principles. Responsibility included:</p> <ul style="list-style-type: none"> - Organizing the roundtables every month - Defining the subject and contacting the relevant stakeholders - Ensure the presence of all stakeholders at the roundtable. - Draft and send the invites. - Draft the report and policy briefs. - Prepare the newsletter. - Prepare the press release.

16. Other relevant information (e.g. Publications):