CRS Egypt

MEAL Volunteer

SOW

Background

Catholic Relief Services (CRS) works in a wide variety of areas within the humanitarian and development fields, regardless of race, creed, religion, or gender, to advance our mission to assist the poor and vulnerable. Our team reflects this diversity. The CRS Egypt country program began in 1956 at the invitation of Egyptian president Nasser by providing relief assistance to the victims of the Suez War. Over the following few decades, CRS Egypt moved from large-scale food relief to long-term poverty alleviation and development programs.

Currently, CRS Egypt programs in these main areas: education, livelihoods, social cohesion, and emergency response. CRS focuses on safeguarding and working with local partners across its portfolio. Projects under these programs range from providing technical assistance and capacity building to partners; promoting cohesion and tolerance among different groups; offering educational grants and education services for refugees; advancing child protection and safeguarding; and delivering technical support, start-up funding, and vocational training for refugees and vulnerable Egyptian entrepreneurs.

Summary

Volunteers will provide support to the day-to-day delivery of responsive, effective, and efficient projects' activities in support of CRS's mission to serve targeted beneficiaries. Volunteers will provide consistent and high-quality service and contribute to the proper stewardship of project resources that help ensure operational effectiveness in support of high-quality programming.

Assignments

The exact tasks assigned will be oriented by the supervisor as below and unlimited to:

- Conduct surveys, focus group discussions, key informant interviews, and observation visits at project sites in **Cairo, Aswan, Alexandria, and/or Sohag** with potential travel to other locations.
- Administer data collection tools using Commcare or KoboToolbox or paper-based forms.
- Follow informed consent procedures and data protection guidelines at all times
- Assist in data verification and quality spot checks and report data quality issues or field observations to the supervising MEAL officer/field officer.
- Enter and clean field data in project databases and data collection platforms including KoboToolbox, CommCare, or Excel

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- Support the organization in archiving means of verification including attendance sheets, registration lists, and assessment records
- Assist in preparing data for reporting by organizing and summarizing datasets as directed
- Support in quantitative and qualitative data analysis and data visualizations as directed by MEAL officer/field officer.
- Support the preparation and logistics of field missions, data collection training sessions, and reflection events
- Assist with translation or note-taking during qualitative data collection and learning activities in Arabic and/or English
- Support any other MEAL activities assigned by the supervising MEAL officer/field officer.

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Requirements

- Undergraduates, a bachelor's degree is preferred
- Experience with word processing, data entry into online databases and forms, and working with various office equipment.
- Experience in the MS Office package (Excel, Word, PowerPoint) and information management systems; proficient in Word
- Prior experience in data collection, fieldwork, or community engagement is desirable.

Language

1. Arabic: Understanding, Speaking, and Writing
2. English: Understanding and writing – Speaking is preferably

Safeguarding Policy

CRS is committed to safeguarding program participants from exploitation and abuse. Service providers are expected to attend a safeguarding orientation and then sign and adhere to the CRS Safeguarding Policy and Code of Conduct and attend an orientation on safeguarding. This will form part of the contract.

Place of Performance

Volunteers are expected to operate in CRS main office along with different other locations in greater Cairo, Aswan, Alexandria, Damietta, Sohag, Arish, and/or Miniya according to work requirements.

Period of Performance

Standard working days/hours 7:00-9:00 to 3:00-5:00 from Sunday through Thursday, with the potential of working extra hours and/or on weekends based on work need (with previous coordination and alignment).

Financial Conditions

Volunteers will receive transportation reimbursement after submitting a timecard with the number of working days monthly that is reviewed and approved by the supervisor and the budget manager. Payment is typically transferred 15 days after the required deliverables are completed.

Agency REDI Competencies (For all CRS Staff/Volunteers)

Agency competencies clarify expected behaviors and attitudes for all staff. When demonstrated, they create an engaging workplace, help staff achieve their best, and help CRS achieve agency goals. These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Personal Accountability – Consistently takes responsibility for one's own actions.
- Acts with Integrity - Consistently models values aligned with CRS Guiding Principles and mission. Is considered honest.
- Builds and Maintains Trust - Shows consistency between words and actions.
- Collaborates with Others – Works effectively in intercultural and diverse teams.
- Open to Learn – Seeks out experiences that may change perspective or provide an opportunity to learn new things.

Our Catholic identity is at the heart of our mission and operations. Catholic Relief Services carries out the commitment of the Bishops of the United States to assist the poor and vulnerable overseas. We welcome as a part of our staff people of all faiths and secular traditions who share our values and our commitment to serving those in need. CRS' processes and policies reflect our commitment to protecting children and

vulnerable adults from abuse and exploitation.

CRS's talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. CRS prioritizes candidates who are citizens/ permanent residents of the countries where we have CRS offices. CRS is an Equal Opportunity Employer