

Attachment (1)
مرفق رقم (1)
Scope of Service
المهام المطلوبة من مقدم الخدمة

PURPOSE

Support the UNHCR enrollment and grants team in their field operations.

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 on working with local partners across its portfolio. Projects under these programs range from the provision of technical assistance and capacity building to partners, promoting gender transformative behaviors and cohesion and toce across groups, educational grants for refugees and assistance to refugee community schools, promoting protection and safeguarding of children, and technical support, start-up funds, and vocational training for refugee and vulnerable Egyptian entrepreneurs.

OBJECTIVES

Provide in-person and/or remote support to Maadi Field Office Education Program team for eight months on education grant disbursements and verification activities, require full- time staff members as well as consultants who assist in project implementation periodically throughout the year. Consultants are specifically required to assist in achieving the following objectives:

- Assit in disbursing the education grant for refugee and asylum seeker students.
- Ensure efficient operation flow.
- Assist in the verification process of the education grants.
- Support UNHCR units with interpretation, co-facilitation, mobilization, and logistics of UNHCR units sessions and activities.
- Develop other skills such as interpretation, reading, and writing in Arabic and English and computer skills.
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ACTIVITIES

The selected consultant shall complete the following to achieve the above objective(s):

- Mobilize and follow up with refugees eligible for the grant.
- Assist in receiving refugees at the office's front desk.
- Assist in updating participants' registration data daily.
- Conduct advising and mentorship interviews.
- Work directly with community members and Community leaders.
- Conduct the required data for each applicant through the grant in the office.
- Verify the documents submitted by applicants, whether soft copy or hard copy, during the interview. For example: school enrollment documents, UNHCR identification documents, etc.
- Assist with filing submitted documents.
- Translate documents related to the training or announcements,
- Support in other Education activities in office/ in field as relevant in terms of workshop co-facilitation and interpretation.
- Act as a liaison between the community (beneficiaries) and UNHCR units' staff through the reliable and precise constant interpretation and communication.
- Help in providing accountable feedback and lessons learned for activities, and participate in the creation of new activities, initiatives, and events.
- Prepare monthly report on updates related.
- Any other tasks assigned by the Project Officer.

DELIVERABLES/OUTCOMES

- The Consultant shall provide CRS with the below deliverables:
- Monthly timesheets signed by consultant and supervisor.
- Monthly Completion of Service certificates prepared and signed by the consultant's supervisor.

SAFEGUARDING POLICY

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

PLACE OF PERFORMANCE

Maadi office

PERIOD OF PERFORMANCE

Six months from date of counter signature and until 31st July 2026.

CONDITIONS

As applicable CRS issues payments to service providers only if an electronic invoice reflecting the implemented activities is submitted by the service provider to CRS.

CONTACT PERSON

The technical supervisor for this activity will **Kerolos Ezzat** all questions related to the completion of activities and deliverables should be directed to this person.

PRICING SCHEDULE

Note: All items in the deliverables should match the items in the pricing schedule.

Item No	Deliverable	Quantity	Unit of Measure	Unit Price	Total Price
1	Monthly timesheet	6	Month/ 24 days per month* 600 EGP per day	14,400 EGP	86,400 EGP
Total Price					86,400 EGP