

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

Facilitator SoW

PURPOSE

To engage qualified facilitators to deliver structured Positive Parenting and Water, Sanitation, and Hygiene (WASH) sessions and support related implementation activities in alignment with CRS-approved curricula and project objectives.

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 tolerance 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

- Deliver structured Positive Parenting and WASH sessions to refugees, migrants, and asylum seekers.
- Ensure high-quality, participatory, and culturally appropriate facilitation in line with CRS-approved curricula.
- Support mobilization, coordination, documentation, and monitoring of project activities.
- Ensure compliance with CRS safeguarding standards and procedures.

ACTIVITIES

The Facilitator will be responsible for implementation and facilitation tasks, including but not limited to:

- Deliver structured Positive Parenting and WASH sessions in accordance with CRS-approved curricula and facilitation guidelines.

- Conduct mobilization and follow-up calls with beneficiaries to support participation and engagement.
- Maintain day-to-day interaction with beneficiaries from diverse backgrounds and refer cases when needed in adherence with CRS policies and procedures.
- Participate in required Trainings of Trainers (TOT), refresher trainings, and safeguarding orientations.
- Assist in tracking beneficiaries' participation and progress.
- Support logistical arrangements related to sessions and activities.
- Conduct data collection and data entry to strengthen monitoring and evaluation systems.
- Complete and file required documentation related to delivered sessions and activities.
- Report any suspicious or confirmed safeguarding incidents through appropriate CRS reporting mechanisms.
- Perform any other relevant facilitation and implementation tasks assigned by the supervisor.

DELIVERABLES/OUTCOMES

- Delivery of facilitation services for the five-month period.
- Submission of completed attendance sheets and session reports for all sessions delivered.
- Submission of approved monthly timesheets reflecting actual working days.
- Participation in mandatory trainings, including TOT and safeguarding orientation

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

The Facilitator will operate in Alexandria with potential travel to Cairo based on project needs.

PERIOD OF PERFORMANCE

The period of performance shall be five (5) months from the date of contract signature, not to exceed 110 working days in total.

Standard working days/hours will be from Sunday through Thursday, between 7:00–9:00 AM and 3:00–5:00 PM, with the potential of working extra hours and/or weekends based on project needs and prior coordination and alignment with the supervisor.

CONDITIONS

Facilitators will receive transportation reimbursement after submitting a monthly timesheet reflecting the number of working days, reviewed and approved by the supervisor and budget manager.

CRS issues payments to consultants upon submission of the approved monthly timesheet. Payment is typically transferred within 15 days after submission and approval of the required deliverables, in accordance with CRS financial procedures.