**Attachment (1)**

**Scope of Work**

* Provide cleaning and hygiene services at CRS premises and where CRS requests in office and Guesthouse. Take care of the promises by providing them with clean and hygienic services **with details below**:
* Mop and sweep office/guesthouse building and outside areas.
* Collect trash and take it out of the compound.
* Wipe down all counters and surface areas with soap and water.
* Clean under desks, chairs, bed, and other furniture.
* Clean the latrines and ensure that toilet paper is regularly stocked.
* Clean the bathroom/shower room every day and remove left over/used soap when the user leaves the Guest House.
* At GH part of cleaners work is washing and ironing all bed sheets, cushion dressed and iron them.
* Keep one backet full of water in the bathroom for an emergency use in case of water off
* Ensure that enough quantity of water is always being put in the refrigerator and kept in store.
* Clean dust from the windows.
* Prepare rooms when visitor is coming with new bedsheets, pillows, blankets, and towel, bath soap, hand liquid soap. Replace bedsheet, bed cover, pillow cover every two (2) days
* Demonstrate good stewardship when using CRS resources, soap, water, and cleaning supplies.
* Record the items brought in or taken out of store.
* Inform the supervisor when there is damage, or something broken at the compound that is in need of repair.
* Inform supervisor when stock is getting low for items needed.
* Proof of Good health condition
* Wash the dishes and utensils used each day before leaving the shift
* Keep the kitchen area clean and hygienic
* Keep the common eating area clean and hygienic
* Dispose of all spoiled food by taking it outside of the compound
* Assist with tea preparation for workshops conducted in the offices
* sectors under the supervision of the Warehouse Responsible.
* Loading off all dispatching items from warehouse to project side.
* Loading of items from warehouse to the office under the supervision of the Warehouse Responsible.
* Garbage sacks collection from office and guesthouses in one place on daily basis prior to disposal at main city garbage disposal area which is twice per week.
* Loading garbage sacks from office and guesthouses and offloading them at main city garbage disposal point.
* Perform any other duties requested by CRS related to the cleaning functions for as one cleaning Camping Day in a month.

Locations: Khartoum:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Location  | Description | No. Cleaners  | No. Supervisors  |
| 1 | Khartoum | Khartoum Office  | 4 | 1 |
| 2 | Khartoum | Khartoum Guesthouse  | 2 |  |
|  | Total |  | 6 | 1 |

Locations: East Darfur – Edaein Town :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Location  | Description | No. Cleaners  | No. Supervisors  |
| 1 | Edaein  |  Office  | 2 |  |
| 2 | Edaein  | Guesthouse  | 2 |  |
|  | Total |  | 4 |  |

Khartoum Financial Offer:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Location  | Description | Number of staff  | Month Cost  |  12 months  | Total USD  |
| 1 | Khartoum | Cleaners  | 6 |  | 12 |  |
| 2 | Khartoum | Cleaner Supervisor  | 1 |  | 12 |  |
|  | Total |  |  |  |  |  |

East Darfur Financial Offer:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Location  | Description | Number of staff  | Month Cost  |  12 months  | Total USD  |
| 1 | East Darfur | Cleaners  | 4 |  | 12 |  |
|  | Total |  |  |  |  |  |