**Attachment (1)**

**Scope of Work**

* Provide cleaning and hygiene services at CRS premises and where CRS requests. **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.
* Ensure that sufficient quantity of water is being put in the refrigerator and kept in store at all times.
* Clean dust from the windows.
* If working at the guesthouse, wash all clothes given by residents and/or visitors and iron them.
* Prepare rooms when visitor is coming with new bedsheets, pillows, blankets, and towel.
* 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
* **Equipment:**
* To be determined and agreed with CRS
* Initial Deployment plan in below table subject to ongoing risk assessment carried jointly with CRS .

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **REF** | **Location** | **State** | **Premise description** | **Number of premises** | Number of Cleaners | Numbers of cook /cleaners | Numbers of warehouse helpers |
| 1 | El Geneina | WD | Office large compound | 1 | 4 | 0 | 1 |
| 2 | El Geneina | WD | Guesthouse 5 | 1 | 1 | 0 | 0 |
| 3 | El Geneina | WD | Guesthouse 4 | 1 | 1 | 1 | 0 |
| 4 | Mornei | WD | Office & guesthouse within one large compound | 1 | 1 | 0 | 0 |
| 5 | Mornei | WD | Warehouse | 1 | 2 | 0 | 0 |
| 6 | Habila | WD | Office & guesthouse within one large compound | 1 | 2 | 0 | 0 |
| 7 | Habila | WD | Warehouse | 1 | 1 | 0 | 0 |
| 8 | Forbaranga | WD | Office & guesthouse | 1 | 1 | 0 | 0 |
| 9 | Forbaranga | WD | Warehouse | 1 | 1 | 0 | 0 |
| 10 | Zalingei | WD | Office & guesthouse within one large compound | 1 | 2 | 0 | 1 |
| 11 | Zalingei | WD | National guesthouse | 1 | 1 | 1 | 0 |
| 12 | Golo | WD | Office & guesthouse | 1 | 1 | 0 | 0 |
| 13 | Rokero | CD | Warehouse | 1 | 1 | 0 | 0 |
| 14 | Mukjar | CD | Office & guesthouse within one large compound | 1 | 2 | 0 | 0 |
| 15 | Bindisi | CD | OTP Centre | 1 | 1 | 0 | 0 |
| 16 | Bindisi | CD | Warehouse | 1 | 1 | 0 | 0 |
| 17 | Um Dukhun | CD | Office & guesthouse | 1 | 1 | 0 | 0 |
| 18 | Um Dukhun | CD | Warehouse | 1 | 1 | 0 | 0 |
| **Totals** | | | | | **25** | **2** | **2** |
| **Grand total** | | | | | **29** | | |