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Catholic Response for Emergencies (CR4E)

SOLICITATION FOR A

Program Assistant

May 2026

RFP_ICMCHQ_CY26_11L

Background

The Catholic Response for Emergencies (CR4E) Alliance was established in October 2025 as a collaborative platform bringing together Catholic-inspired organizations and institutions addressing global emergencies through humanitarian and pastoral care programs. Hosted within the International Catholic Migration Commission (ICMC), the Alliance works to strengthen collaboration and maximize impact by amplifying Local Church voices in response strategies, strengthening data collection and advocacy, optimizing coordination and information sharing, building synergies between humanitarian and pastoral responses, and improving emergency-related capacity sharing at the local level.

The CR4E Alliance is seeking a highly organized and proactive Program Assistant to support the Alliance's work. The selected consultant will contribute to the smooth functioning of Alliance communications, stakeholder engagement, events and meetings, branding materials, contact management, travel coordination, and more. The consultancy is for the period July 1, 2026, to October 31, 2026, with the possibility of extension.

Scope of Work

The Program Assistant will provide operational and administrative support to the General Coordinator of the CR4E Alliance, in close coordination with the ICMC Operations Team and relevant Alliance members.

Key objectives and deliverables for this role include the following:

#	Objective	Key Deliverables	Timeline
1	Effective Alliance Communications and Stakeholder Engagement	<ul style="list-style-type: none"> • A maintained communications calendar with regular, timely outreach to CR4E members and key external stakeholders. • Newsletters, meeting summaries, action point trackers, and thematic updates drafted and disseminated on schedule. • Briefing notes, talking points, and correspondence prepared in support of the General Coordinator's engagement with partners and forums. • Incoming communications monitored and priority items routed to the General Coordinator in a timely manner. • Routine inquiries from Alliance members and external stakeholders responded to as directed. • A comprehensive contact database built and maintained, encompassing Alliance members, technical focal points, and external partners. 	These will be ongoing activities throughout the duration of the consultancy.

		<ul style="list-style-type: none"> • Contact lists and distribution groups generated on demand to support targeted communications and outreach. 	
2 Well-Organized Alliance Events and Meetings		<ul style="list-style-type: none"> • Logistics coordinated for all Alliance-hosted events, including Steering Committee meetings, technical working group sessions, workshops, and external forums. • Agendas, background documents, presentation materials, and participant lists prepared and circulated in advance of each event. • On-site or virtual logistical support provided during events, covering registration, room set-up, technical requirements, and participant liaison. • Meeting minutes produced and distributed, with action points tracked and timely reminders issued to responsible parties. 	Delivery of outputs will be ongoing throughout the duration of the consultancy and aligned with events, workshops, and other panels to be scheduled.
3 Consistent Alliance Branding and Identity Materials		<ul style="list-style-type: none"> • A standardized suite of communication templates developed and maintained (email templates, report covers, presentation decks, letterheads, and social media assets). • CR4E Alliance branding guidelines implemented and upheld consistently across all materials and communication channels. • Identity and outreach materials produced or coordinated (factsheets, infographics, event promotional content). • An organized, accessible library of approved branding assets and templates maintained for use by Alliance members. 	Branding and Identity Materials should be developed within the first month of the consultancy.
4 Travel Logistics		<ul style="list-style-type: none"> • Pre-travel briefing packages prepared for each mission, including contact lists, meeting schedules, background documents, and relevant contextual information. • Travel authorizations and expense documentation processed in coordination with ICMC administrative and finance staff, in compliance with applicable travel policies. 	As needed. Travel is anticipated in July, and again in October, when most of these outputs would take place.

<p>5 Effective Administrative and Operational Support to the Alliance</p>	<ul style="list-style-type: none"> • Calendar management and meeting scheduling maintained for the General Coordinator. • Progress reports, situation briefs, and other programmatic documents assisted and prepared as directed. • Alliance documentation, filing systems, and shared digital workspaces maintained in an organized and accessible manner. • Procurement of goods and services related to Alliance activities supported in coordination with ICMC support staff. • Other duties performed as assigned by the General Coordinator in support of the Alliance's mission. 	<p>Delivery of outputs will be ongoing throughout the duration of the consultancy and aligned with reporting periods, procurement schedules, and other events.</p>
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Minimum Qualifications

Education

- University degree in Communications, International Relations, Business Administration, Humanitarian Affairs, or a related field. Equivalent professional experience will be considered.

Experience

- Minimum three to five years of relevant professional experience in program support, communications, or administration within an international organization, NGO, or intergovernmental setting.
- Demonstrated experience coordinating events or meetings in an international or multicultural environment.
- Experience producing communications materials, including templates, reports, presentations, and visual content.
- Experience managing contact databases or CRM systems.
- Familiarity with the Catholic Church's structure, Catholic humanitarian actors, or faith-based organizations is an asset.
- Prior experience supporting field travel logistics is desirable.

Languages

- Full professional proficiency in English and Italian is required.
- Working knowledge of French or Spanish is a strong asset.

All applicants must be:

- Legally qualified to live in Italy and able to work in a Rome office
- Willing to sign both a [non-disclosure agreement \(NDA\)](#) and a copy of the [ICMC Supplier Code of Conduct](#) if successful.

Submission of Applications

1. Content of applications:

- Curriculum Vitae (CV) / Resume (maximum 2 pages)
 - Financial Proposal including daily or monthly rate, any other relevant cost assumptions
 - Writing Samples (2)
 - Draft an email inviting CR4E members to convene for an Annual Summit to discuss the overall performance of the CR4E Program; include key and succinct information. Lay out critical information about the 2-day event.
 - Draft an email reminding key members of the CR4E Alliance of their necessary inputs on a key strategic decision of which over half of the members have failed to respond on time. We are two weeks over the deadline, and this is the second reminder.
 - Contact details for two professional references.
2. Mechanics of application: Applications must be submitted by email with PDF attachments. All mails must have as a subject line “Solicitation_ICMCHQ_CY26_11L-Application- [Last name]”. Mails must be sent to procurement@icmc.net. Submissions must be in English and received by June 15th, 2026, at 17:00 UTC+2 (Geneva time). Late applications will not be considered.
 3. All information submitted in response to this Solicitation will be held in strict confidence.

Review Process and Standards

1. Factors that ICMC’s Evaluation Panel will consider in evaluating each application, and the weight that will be assigned to them, include:
 - Demonstrated understanding of the proposed Scope of Work and responsiveness to it (50%)
 - Quality and relevance of written samples (30%)
 - Quality of references and organizational “fit” (20%)
2. ICMC reserves the right to reject all submissions when in the interest of the Commission.
3. Shortlisted applicants can expect to be contacted by June 18, 2026. Unfortunately, due to the volume of applications, only candidates who are shortlisted will be notified.

ICMC is committed to a Zero-Tolerance Policy toward sexual exploitation, abuse and all forms of unlawful harassment, including but not limited to sexual harassment. ICMC is a member of the Inter-Agency Misconduct Disclosure Scheme (<https://www.schr.info/the-misconduct-disclosure-scheme>). In line with this Scheme, we will also request information from consultant’s previous employers and consulting referees about any findings of sexual exploitation, sexual abuse and/or sexual harassment during engagement, or incidents under investigation when the engagement ended. By submitting your application, you declare your consent for ICMC to request, and your former employers and referees to disclose, details concerning misconduct.

ICMC upholds the highest ethical standards, including management of fraud and bribery violations. Known violations of these standards which are related to this RFP should be reported to staffcomplaints@icmc.net.