

Terms of Reference

Child Protection Sub Sector Working Group – Country-level Ukraine Response in Poland

1 April 2022

Background

By mid-March 2022, some 2 million refugees have arrived in Poland. The vast majority are Ukrainian refugees who are in need of international protection and assistance. An estimated 50% of all refugees arriving to Poland from Ukraine are children and the vast majority of arrivals include women and children. The majority of families have experienced concerns with regards to family separation as men remain in Ukraine.

To respond to this emergency, in March 2022, UNHCR and partners launched the Regional Refugee Response Plan (RRP) to promote and implement a comprehensive response to support efforts by neighbouring countries to protect and assist refugees coming from Ukraine, including Ukrainian refugees and third country nationals who have been granted refugee status or have filed asylum claims in Ukraine. UNHCR leads and coordinates the implementation of the RRP in line with the Refugee Coordination Model (RCM) and in close collaboration and consultation with relevant government counterparts, and with the support of inter-agency partners and other stakeholders.

Purpose and objective

Child protection risks, including trafficking in persons and sexual exploitation and abuse, are of particular concern in situations of emergency and displacement as children may face challenges including family separation, limited access to services and breakdown of social networks. This requires a coordinated and comprehensive response to provide refugee children with protection services in support of the existing services provided by the Government of Poland.

The Child Protection Sub Sector Working Group (CPSWG) in Warsaw, Poland has been established to support the coordination of child protection prevention and response activities by the different humanitarian and development actors as well as volunteers in Poland and in different service points. It also aims at harmonizing the country-wide response for refugee children, and to ensure that all children of concern receive appropriate support in line with the national child protection systems and guidelines, [UNHCR's Framework for the Protection of Children](#), UNICEF's [Core Commitments for Children in Humanitarian Action](#) and [Child Protection Strategy \(2021-2030\)](#), SPHERE/[Child Protection Minimum Standard in Humanitarian Action](#). Specific focus is placed on the identification, registration and support (as much as possible through national systems) to unaccompanied or separated children arriving to Poland in need of alternative care.

The CPSWG is guided by the 1951 Convention Relating to the Status of Refugees on all matters relating to asylum-seeking, refugee or stateless children, and will promote core humanitarian and protection principles that ensure neutral, impartial, accountable and transparent delivery of humanitarian assistance. This includes oversight and guidance for CPSWG at field level and close engagement with relevant government counterparts on district level coordination for child protection.

Guiding Principles and Definitions

The following main global Child Protection Guiding Principles are upheld by the CPSWG:

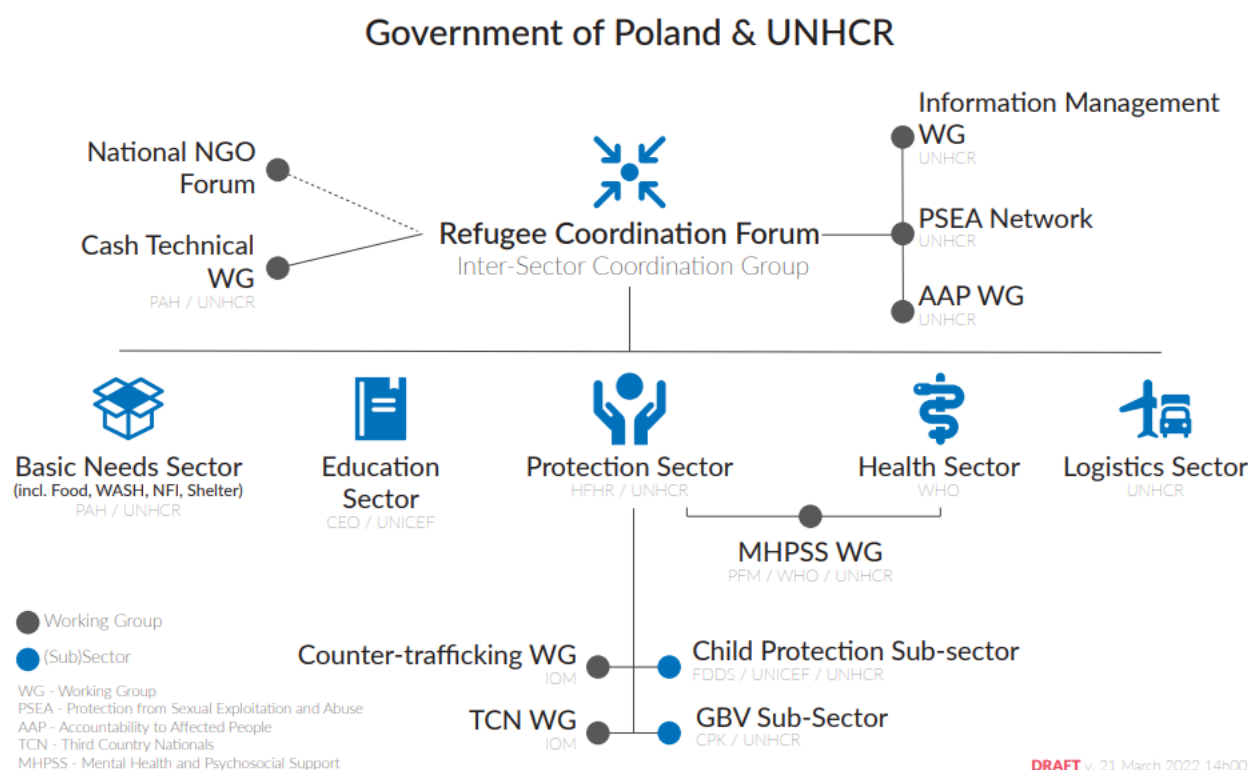
- State responsibility to Child Protection
- Non-Discrimination and Respect for Diversity
- Do No Harm and enhance children's safety and dignity
- Urgency
- Survival and Development
- Child Participation
- Best Interest of the Child
- Partnership and Cooperation
- Accountability
- Impartiality

Structure of the Refugee CPSWG

The CPSWG at national level takes place in Warsaw (currently through online MS Teams facilitation) and functions as the overall coordinating body to ensure child protection activities for refugee children are implemented. The CPSWG is co-led by FDDS, UNHCR and UNICEF with a view to gradually ensure national leadership and involvement of the Ministry of Family, Labour and Social Policy. At the border, child protection actors will be coordinated through a field-based CPSWG in Rzeszow. Sub-national Child Protection Sub Sector Working groups will be established based on needs and actors on the ground.

In line with the RRP strategy, further integration, synergies as well as linkages should be developed with the national child protection framework under the responsibility of the Ministry of Family, Labour and Social Policy. Under the RRP Interagency coordination structure, the CPSWG is a sub sector working group to the overall national Protection Sector Working Group co-chaired by UNHCR and the Helsinki Foundation with weekly reporting requirements.

REFUGEE COORDINATION ARCHITECTURE IN POLAND



The CPSWG will meet every Wednesday from 14:00-15:00. The meeting will take place virtually through MS teams until physical meetings can be resumed in a safe manner. Extraordinary meetings may be held, and task forces may be created by the co-chairs and at the request of members of the SWG, or as per urgency and prioritisation of interventions on a national and sub-national level as they arise. These ad-hoc Task Forces report to the national CPSWG.

Accountabilities

Consistent with the overall objectives, priorities and targets in the RRP, the SWG is accountable for:

- Development of a sector strategy in line with the RRP, in accordance with the Inter-Sector Coordination Group (ISCG) and the relevant government procedures and response plans;
- Oversight and support for effective and inclusive Child Protection Sub-sector coordination at sub-national and field level;
- Promote effective inter-agency programme implementation, supported by common needs assessments/gaps and capacities analysis, programme design, to maximize impact, prevent overlap and minimize gaps;

- Contribute to common advocacy and resource mobilization platforms; and monitor progress against key indicators and targets as set out in the RRP.

Membership

The CPSWG is open to all actors implementing child protection programmes for refugees and host communities, be they Government, UN/inter-governmental organisations, or non-governmental organisations (both national, sub-national and international). The CPSWG co-chairs hold the responsibility to brief interested agencies on the ToRs, work plan and the CPSWG strategy, in addition the roles and responsibilities of the members. All members of the CPSWG commit to adhere to the [Minimum Standards for Child Protection in Humanitarian Action](#).

Leadership

The CPSWG sector is co-led by FDDS (Empowerment of the Child Foundation), UNHCR and UNICEF at national level (Warsaw) with gradual alignment and integration of the Ministry of Family, Labour and Social Policy.

The co-leads shall have the responsibility of:

- Facilitate weekly sector coordination meetings and enable meaningful participation of all members;
- Coordinate activities of partners in the CPSWG, in an inclusive and transparent manner, respecting their mandates and programme priorities, to achieve the objectives set out in the RRP;
- Develop strategies and monitor progress towards RRP targets;
- At national and field level, ensure monitoring of child protection risks and policies;
- Share information about needs/gaps analysis to guarantee a common understanding by all partners of the sector's needs, to ensure that the strategy's objectives and targets are met;
- Encourage the use of common needs assessment and monitoring tools, and ensure timely and accurate reporting by all partners;
- Provide relevant inputs to the RRP, contingency planning and other processes;
- Provide technical support on child protection to partners;
- Participate in all inter-agency (IA) coordination meetings and other relevant IA processes to ensure that appropriate linkages are made with other sector's objectives and strategies;
- Compile relevant information on policies relating to the protection of children, including on unaccompanied or separated children;
- Develop communication strategies towards refugee children on information on access and services in a child-friendly way.

Field – National Coordination

The field-based CPSWGs report to the Warsaw-based CPSWG and provide relevant information on the situation and development of child protection concerns at border crossing points, reception facilities/ and centres. Coordinators are responsible to create, maintain and strengthen linkages between the field-based SWGs and the national SWGs.

Revisions of ToRs

Due to the rapidly evolving situation of the Ukraine crisis and the high influx of refugees to Poland, the ToRs are revised on a regular basis and updated as required.

Key Responsibilities and Accountability of the CPSWG

Consistent with the overall objectives, priorities and targets in the Refugee Response Plan (RRP):

1. Ensure and support the leadership of the Government of Poland in the protection of children and inclusion of refugee children within the national child protection system
 - Facilitate regular meetings with the relevant government counterparts
 - Update members on relevant information on government policies
 - Frequently liaise with the relevant Ministry of Family, Labour and Social Policy on refugee related matters and ensure inclusion of refugee children into relevant policy documents (including the Child Guarantee)
 - Ensure refugee Child Protection responses are aligned to the national and district Child Protection system and in line with national and global standards
 - Facilitate the relationship with relevant Government counterparts and identify common advocacy messages.
2. Ensure the coordination of objectives under the RRP
 - Review standards relevant to the sector
 - Develop sector specific needs assessment and guidance to achieve the sector goals
 - Contribute to needs assessments with the IA coordination group
 - Develop sector specific implementation plans to meet identified needs
 - Agree on priority indicators; prepare regular indicator reports in line with standard agreed at the inter-agency coordination group.
3. Provide a strategic framework for CPSWG in line with the national child protection system
 - Develop a strategy and a work plan and revise them once a year or when needed and share the work plan with members as well as the Inter Sector Working Group;
 - Ensure that activities and programmes of the respective agency are in line with the identified needs and to avoid duplication, including geographical and programmatic gaps;
 - Ensure close coordination between field and national SWGs;
4. Strengthen child protection information/ data/ case management
 - As needed support / develop harmonized data collection tools to ensure timely and safe tracking of children at risk and those unaccompanied or separated (UASCs);
 - Develop functioning child protection referral pathways to ensure timely and appropriate access to national and existing case management actors and other service providers;
 - Set-up and maintain an up-to-date common platform for compiling and sharing key tools amongst all members of the CPSWG;
 - Share information about needs/gaps analysis to guarantee a common understanding by all partners of the sector's needs, to ensure that the strategy's objectives and targets are met;
 - Conduct regular mapping of the key areas related to child protection prevention and response.
5. Reporting and resource allocation
 - Report timely on CPSWG activities in accordance with the RRP and through the ISWG;
 - Contribute to common advocacy and resource mobilization platforms through regular distribution of consistent reports to all stakeholders to keep them informed about the nature and extent of CP issues, activities undertaken, and results achieved;
 - Develop inter-agency fundraising appeals and represent the CPSWG in donor fora and inter-agency funding mechanisms;
 - Brief donors and relevant stakeholders on child protection concerns and prevention and response activities.
6. Strengthen Child Protection capacity and ensure harmonized response
 - Strengthen development and sharing of knowledge and skills, and use of standardised tools, procedures, and protocols to harmonize child protection responses;

- Develop sectoral SOPs specifically on the support to UASCs in line with governmental guidelines and procedures;
 - Develop sector guidance on community-based interventions and cash-based interventions in child protection in line with governmental/ national guidelines;
 - Promote capacity building of relevant national and international standards, e.g. national protocols, existing policy guidance, global Child Protection Guidelines;
 - Support training and capacity development on the Best Interests Procedures for refugee children;
 - Develop and coordinate the provision of training material and/or workshops for CPSWG members as well other actors on the ground.
7. Child Protection mainstreaming into other sectors of the RRP in Poland
- Participate in all inter-sector coordination meetings and other relevant processes to ensure that appropriate linkages are made with other sector’s objectives and strategies;
 - Represent child protection concerns in other sector coordination meetings
 - Provide relevant trainings on CP mainstreaming to SWG members and other humanitarian sectors
 - Enhance the participation of other sectors in the CP working group
 - Ensuring mainstreaming of child protection in other sectors by providing child protection mainstreaming to selected, relevant sectors.
8. Awareness and advocacy on Child Protection risks
- Support community mobilization, behavior change activities and develop\revise materials in close collaboration with relevant national stakeholders;
 - Develop and promote joint messaging on UASC crossing the border and requiring access to protection and care;
 - Develop joint advocacy messages in coordination with other sectors on cross-cutting issues.

Contacts of co-chairs and other relevant information:

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For further information, please visit:

[Working Group: Poland Child-Protection Sub-Sector \(unhcr.org\)](#)

[Situation Ukraine Refugee Situation \(unhcr.org\)](#)

[UNHCR Poland - Help for refugees and asylum-seekers](#)

[UNICEF – Ukraine Situation Reports](#)