



Generic Term of Reference for Local Refugee Coordination Forum

Background

Between 24 February and 31 August, 670,159 individuals arrived in Moldova from Ukraine, including 541,479 Ukrainian Refugees and 50,504 Third Country Nationals (TCNs). Out of this total, over 95,728 refugees remain in the country with more arriving each day, representing around 4 per cent of Moldova's Population. Of those who stay in Moldova, 85 per cent are female, elderly persons and/or children.

To support the Government of Moldova on its leading role regarding the Refugee Response, the Government of the Republic of Moldova and UNHCR established an inter-agency Refugee Coordination Forum (RCF) to ensure coordination between stakeholders at all stages of the refugee response and to widen the support base for refugees and affected host communities, in line with the Global Compact for Refugees (GCR) and with the Refugee Coordination Model.

The RCF is the platform for articulation and coordination of the multi-sector response to the needs of refugees coming from Ukraine. The RCF is formed of Government institutions, UN Agencies, national and international non-governmental organizations, the red cross movement, religious organizations, community-based organizations, academia, embassies, donors, and financial institutions. The objective of the RCF in Moldova is to support national arrangements for the coordination of a comprehensive refugee response.

Objective and Activities

To improve the localization of the refugee response in Moldova and promote greater responsiveness to the needs and challenges at the local level, UNHCR is working with Local Public Authorities, Local CSOs and representatives of refugee and host communities to implement an area-based approach to coordination through the establishment of Local Refugee Coordination Forum (LRCF) in Palanca bus station. LRCF is not intended to reproduce the national coordination structure at the local level, but rather to address needs with a more holistic and people-centred approach to humanitarian coordination and in a multi-sectoral and multi-disciplinary way. Moreover, it seeks to strengthen local actors' ownership of the refugee response and strengthen engagement with affected communities.

To achieve this goal, the LRCF carries out the following activities:

- Facilitate communication and joint planning among organizations that are operational within its area of geographical coverage.
- Promote complementarity and synergy among partners, supporting a coherent and consistent approach through the development of local work plans.
- Support systematized and standardized information sharing on key operational issues, situation analysis and activities.
- Support and/or facilitate capacity building activities.



- Bolster linkages with established Sector Coordination mechanisms at national level.
- Promote coordination and humanitarian standards and quality assurance.
- Promote the use of standardized IM tools and datasets in line with the Refugee Data Management System (e.g. Activity Info, Services Advisory, 5W, etc.)
- Implement referral pathways by adapting them to the geographical area.
- Promote regular consultations and engagement with refugees and affected host communities.
- Monitor activities to ensure that assistance is in line with humanitarian standards, timely and not duplicated.
- Support emergency preparedness at the local level in coordination with partners.

Geographical Coverage

The LRCF in Palanca is focused on Stefan Voda region, covers targeted geographical areas hosting refugees. This coordination space has been in place since the beginning of the emergency but from the end of last year it is responding also to the needs of the raion.

Additional LRCF may be established according to identified needs, in close consultation with Public Local Authorities and local stakeholders. (IGSU/ IGM/ Palanca Mayor/ border police)

Mobile team presence in the raion.

Each LRCF is a forum for information sharing, operational coordination and open discussion on issues of relevance to the humanitarian response for refugees from Ukraine in Moldova limited to its area of geographical coverage.

Principles

The LRCF are coordination forums established to complement and support the government-led refugee response at the local level, and are underpinned by the principles of partnership, inclusivity, predictability, and transparency.

Chairing Arrangements

The LRCF is chaired by the Local Government responsible for specific geographical locations and co-chaired by UNHCR. Additionally, UNHCR will provide secretariat support including but not limited to provision of translation services, drafting of minutes of meeting, and maintaining a participant mailing list.

Membership

Membership of the LRCF is open to all stakeholders with operational presence in the geographical area covered by the respective LRCF, and which are providing humanitarian response to Ukrainian refugees and/or host communities in line with humanitarian principles. (*Members are the partners active at the bus station and on the area of coverage-Concordia*)

Stakeholders interested on becoming a member of a LRCF must submit an expression of interest to the RCF Inter-Agency Coordination Team via e-mail (mdachrcf@unhcr.org), presenting itself, providing a brief description of its operational presence and indicating one or two focal points to attend the



meetings. Once membership is confirmed, the organization will be referred to the chair and co-chair of the LRCF for their formal inclusion in communication and meetings.

Organizations that do not have an operational presence in a given location but are interested in receiving relevant communications may request to be included on relevant mailing lists and will be considered observers.

Meetings

The LRCF plenary will meet every Wednesday at 2 p.m. and will hold *ad hoc* meetings whenever necessary. In this case, an invitation must be shared with partners with a minimum of 24 hours' notice. Meetings will be convened by the UNHCR via e-mail, and the agenda will be developed in consultation with partners and will be shared ahead of meetings. Additional discussions, coordination and information sharing will take place through the LRCF mailing list or any other relevant mean as agreed by members.

Validity of the terms of reference

These terms of reference will be reviewed whenever necessary to ensure compliance with the objectives and functions that justified their creation.

