

COUNTRY-LEVEL INTER-AGENCY REFUGEE COORDINATION FORUM (RCF) - HUNGARY TERMS OF REFERENCE

Background & Scope

After the large-scale refugee outflow from Ukraine in neighboring countries, a **Regional Refugee Response Plan (RRP) was developed at the regional level** to establish a joint planning and coordination platform and tool to respond in a coordinated manner to the emergency. The regional RRP contributes to and results from the application of the Refugee Coordination Model (RCM) designed to ensure accountable, inclusive, predictable, and transparent coordination in responding to refugee situations.

At regional level, the coordination of the regional RRP is chaired by UNHCR Regional Bureau for Europe, aiming at ensuring a coherent and complementary response provided by all inter-agency partners involved at regional and country level.

At country level, the **Inter-agency Refugee Coordination Forum (RCF)** is established to ensure the development and implementation of the regional RRP Country Chapters reflecting the coordination systems in countries impacted by the refugee influx from Ukraine. The RCF is chaired by the Senior Interagency Coordination Officer and works with all partners, including sector-level working coordination groups, to ensure a coordinated multi-sectoral response to the refugee situation.

Objectives

While the host Government is the primary duty-bearer in the refugee situation in the country, the regional RRP partners, and thus, the RCF partners support Government's efforts in leading and coordinating the response. In particular, the RCF ensures the inclusiveness of all partners in view of:

1. Facilitating information sharing;
2. Implementing coordinated need assessment to identify the most critical needs of refugees and persons of concern;
3. Defining country-level objectives and priorities for the response, in line with the need assessments key findings;
4. Supporting the delivery of a targeted response informed by a continuous needs analysis and monitoring in a coordinated manner.
5. Promoting the centrality of protection and mainstreaming of cross-cutting issues, such as Protection, age gender, and diversity approaches, risk mitigation measures (GBV and child protection), Accountability to Affected Populations, and Protection for Sexual Abuse and Exploitation.

The RCF seeks to bring together all partners present at the country level and having the capacity to participate in the inter-agency refugee response provided that they have access and sufficient capacities to do so.

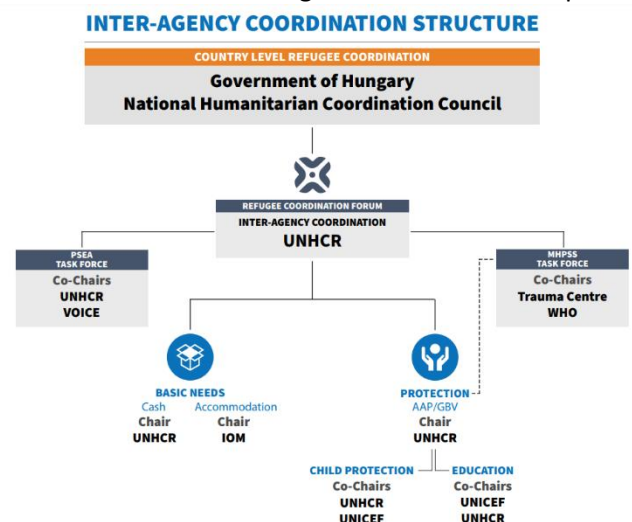
In support to / cooperation with the host country Government, the RCF partners include representatives of organizations involved in the planning and implementation of the response activities (including, but not limited to agencies of the United Nations system, international and national non-governmental organizations, refugee-led-organizations, women-led organizations, faith-based charities and the civil society) and is chaired by UNHCR.

Working together, RCF partners intend to:

1. Ensure effective inter-agency coordination, collaboration and implementation of the multi-sectorial refugee response to the influx of Ukrainian refugees and other vulnerable individuals.
2. Ensure information sharing and coordinate, identify, and discuss relevant operational as well as policy issues, including based on needs assessments, to better inform response activities and fulfill response monitoring obligations;
3. Liaise, advocate with and provide support to the host Government and other relevant actors, including the donor community, on issues related to the refugee response;
4. Support and provide necessary information for effective system-wide inter-agency resource mobilization efforts.

Operational Modalities

1. Under the leadership of the Senior Interagency Coordination Officer, the RCF is convened to help establish priorities and country-level objectives, in line with the strategic objectives of the regional RRP. The RCF is the main RRP coordination body at country level and represents a wide range of agencies, to ensure that all sectors integrate cross-cutting protection priorities and align their plans accordingly.
2. The RCF is composed of representatives of operational partners involved in the response, and of sector working group leads and other stakeholders. As appropriate, the host government should also participate.
3. The RCF focuses on a comprehensive multi-sectorial response, as per each partner's expertise, ensuring the inclusion of refugee issues in all sectorial response plans. The RCF promotes the alignment of the inter-agency RRP refugee response activities with those of respective individual partner agencies.
4. The RCF will follow the roadmap and the timelines for the development and implementation of the regional RRP, shared by the regional RRP coordination team in the UNHCR Regional Bureau for Europe.
5. Working Group chairs share regular updates with the RCF members on all relevant information and issues, particularly regarding common advocacy and ensuring that field issues are addressed in strategic planning initiatives. Partners are sharing regular updates and need assessments, as per their area of expertise and sectoral engagement.
6. The RCF will meet monthly, on the first Friday of the month, and on an ad-hoc basis as required by operational developments. RCF meeting minutes will be shared with the regional RRP coordination team in the UNHCR Regional Bureau for Europe, and respective teams of partner agencies.
7. The RCF will maintain a contact list of those involved, including at the technical level, and produce regular mapping and inter-agency reporting material, that will be shared with the regional RRP coordination team in the UNHCR Regional Bureau for Europe, and respective teams of partner agencies. The RCF online portal for Hungary is accessible [here](#).



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