

Cash and Voucher assistance Consultant /Terms of Reference	
Country / Region	Poland
Start date	15/07/2022
Duration	20 days
Source of funding	Sudop
Author(s)	Cash Programming HQ Advisor

1. INTRODUCTION

PUI is a non-governmental, non-profit, non-political and non-religious international aid organization. PUI teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. PUI aims to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency.

PUI relies on 30 years of field experience in 50 countries in crisis, as well as on the complementarity of its medical and non-medical expertise, to adapt its programs to each context and to the real needs of the most vulnerable populations.

The association leads in average 200 projects by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 6 million people in 22 countries – in Africa, Asia, Middle East, Caucasus, Europe and Latin America.

2. Operational presence of PUI in zone

The large-scale attacks launched by Russia on February 24, 2022, triggered an unprecedented humanitarian crisis in Ukraine and neighboring countries. The United Nations estimates 18 million people to be affected in Ukraine and nearby countries. By the beginning of April 2022, more than 4 million people had already fled the country, 2,5 million of them crossed the Polish border.

Poland is now the country that receives the most refugees from Ukraine through about eight border crossings in the southeast of the country. Greeted and taken care of in dedicated reception centers, these refugees, mostly women and children, suffer from the fatigue caused by the journey and the psychological consequences of war and exile.

PUI is currently operating in the surrounding of Premysl a city close from the Ukrainian border. The current actions of PUI are mainly focusing on Mental health and psychosocial support as well as protection activities.

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While expected return rates are still unclear, it seems that a large part of the current refugee population will settle for a longer time in Poland and therefore need assistance to sustain themselves on the long run and integrate in the local communities.

The humanitarian community identified CVA assistance as the preferred modality of intervention in the country as it seems that all conditions are there for this type of modality to be implemented in the country.

An active Cash working group is in Place in Poland since few months but the country never had to deal with a humanitarian crisis before and therefore a lot of information regarding CVA still need to be produced at a country level.

3. Objectives of the consultancy

The general objective is to assess needs of the refugees in order to feed the analysis of CVA intervention in Poland.

The consultancy will have four specific objectives:

- 1) Understand the needs of the refugees population in areas of intervention (Ukrainian border) as well as in cities (Warsaw – Crakow) and give practical guidance on potential humanitarian responses

The refugees PUI is assisting currently are in collective shelters in the border, but it expected that a huge part of Ukrainian refugees might settle in big cities. This is why the consultancy should take into account needs of the refugees currently in shelter as well as refugees settle in on a long term in Varsaw and/or Cracow.

- 2) Give practical guidance on potential humanitarian responses

It is expected that the livelihood sector should be a way to look forward, but this will be put in perspective according to the results of this consultancy.

- 3) Realising a literature review of the current social protection schemes in Poland

Governemental social services already have programs targeting refugees. There is need to understand what is currently done and how to link it to a potential humanitarian response. The consultant will have to find gaps in the government, NGO and UN response.

- 4) Calculate a MEB for both Premysl as well as Varsaw

4. Deliverables

Deliverables will consist of :

- A comprehensive report to be use internally by PUI teams. It is expected that the content of this report covers all objectives specified above. It is also expected that the consultant provide to PUI suggestion for potential humanitarian response

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- A four pager documents to be shared to the CwG and the humanitarian community

5. Methodology and schedule

The consultancy is expected to last for one month. Timing of the consultant will be shared as followed

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- 3 days for literature review to be done remotely : the consultant can use any available data online. PUI will gather prior to the consultancy as much as information possible in order for the consultant to focus on the analysis. During these days it is expected to get an understanding of the current social protection scheme in place in Poland and pre-identify gaps that can't be covered by the Polish government.
- 12 days on the ground for assessment. Ground assessment will be done via organization of focus groups in different areas as well as interviews of key informants. The consultant will need to integrate a protection approach especially when designing tools for focus group and interviews
- 5 days for analysis and production of the deliverables

6. Key documents

The consultant will rely on a set of key documents to conduct the various activities, including:

- Existing PUI framework documents: existing policies, existing intervention framework and in particular the health intervention framework, SERA framework
- Project and project monitoring documents from the Polish mission
- Documentation given by the Cash working group

7. Organisation of the consultancy

The consultant will be expected to spend 12 days in country and 8 days remotely. He will need to share his progress regularly with the HQ Cash Programming advisor as well as with the country director of Poland. When deployed on field, he will have to follow the rules implemented in the mission by the Head of mission, especially safety rules.

In Poland He/She can rely on the logistic team of the mission in order to organize trips in between Warsaw and areas of intervention. The consultant will however be responsible for organizing his/her trip to Poland.

8. Budget

The budget will be proposed by the consultant as part of the financial proposal/quote.

9. Profile of the consultant

For this piece of work, PUI is looking for the following expertise :

- Demonstrated knowledge of CVA programming
- Previous consultancy experience
- Proven research analysis and writing skills
- Fluency in English, French is an advantage

10. Application

Interested parties should submit in French or English:

- A technical proposal presenting:
 - A technical proposal presenting the methodology proposed as well as an understanding of the challenges of the proposed Terms of Reference (ToR)
 - A financial offer including a detailed budget by headings (fees, travel, other costs)
 - The timeline presenting the details for the realization of each phase of the consultancy.
 - A financial offer including a detailed budget by headings (fees, travel, other costs)
 - An updated CV
 - Exemple of deliverable from previous assignment
 - Professional references

Applicants should send all documentation in electronic format to *Marion Charpentier*: mcharpentier@premiere-urgence.org Cc: Tinou-paï Blanc: tpblanc@premiere-urgence.org

The deadline for submissions will be 10 of July