

Call for Expression of Interest - 2023

Title	Emergency Preparedness and Contingency Planning
Eligible Applicants	Registered independent local/national NGOs/CBOs
Deadline for EOI	27 th November 2023
Country	Poland

Background:

The escalation of the war on Ukraine on 24th February 2022 has caused an unprecedented scale of forced displacement, the largest in Europe since World War Two. Currently, there are almost one million refugees from Ukraine in Poland, majority women, children, and elderly, with heightened protection needs.¹ Unpredictability of the conflict in Ukraine and other crises in the region and their possible escalation may trigger new arrivals to Poland and increase needs in terms of access to essential services. Save the Children Poland (SCI) plans to work with local actors present in the border area to enhance their emergency preparedness and to respond appropriately to humanitarian crisis.

SCI invites civil society organizations (CSOs) and non-governmental organizations (NGOs) registered in Poland to participate in a call for expression of interest for joint Emergency Preparedness and Contingency Planning. The aim is to support partners operational capacity to provide swift response in case of rapid increase of new arrivals to Poland.

Objectives of the project:

1. SCI plans to support partners active in the Podkarpackie and Lubelskie Voivodship's boarder area in Emergency Preparedness and Contingency Planning and maintaining operational and technical capacity in case of emergency.
2. SCI plans to pre-identify partners that could potentially support its Humanitarian Emergency response in case of newly emerging emergencies.

Emergency Preparedness and Contingency Planning activities that partners are expected to cover within the scope of the project:

1. Remain operational in the area and be ready to scale up in case of emergency – key staff and resources maintained.
2. Monitor the humanitarian situation in the area and participate in coordination mechanism – provision of monthly updates from the field coordination groups that would contribute to joint Emergency Preparedness Plan.
3. Take part in tailored capacity sharing and technical support based on training needs analysis that can include:
 - Rapid needs assessment training + joint development and testing of tools
 - Creation of Emergency Preparedness Plan
 - Child Protection & MHPSS (Mental Health and Psychosocial Support Services) Core skills trainings
 - Safe Identification and Referral training
 - Sphere Standards Training

¹ [Situation Ukraine Refugee Situation \(unhcr.org\)](https://www.unhcr.org/situations/ukraine/)

- Humanitarian Operations Program and/or FIELD (by Humanitarian Leadership Academy)
- Humanitarian architecture and coordination
- Anti human trafficking
- Support in revision/development of procedures (i.e. Procurement/ Emergency Procurement)
- Child Safeguarding trainings/consultancies
- Introduction to Kaya e-learning portal and responselearninghub.org

In case of future emergency, the preselected partner might be considered for joint delivery of Humanitarian Emergency activities. These activities would be covered by additional project and source of funding, and could include:

- Conduct Rapid Needs Assessment
- Emergency cash assistance – multipurpose cash assistance, cash for protection
- Psychological First Aid
- Distribution of basic Non-Food Items and Food
- Establishment of Child Friendly Spaces
- Safe Identification and Referral
- Anti human trafficking awareness raising and referral
- Trainings for local level administration on Safeguarding, Emergency Response, Anti-trafficking, CP (Child Protection) in Emergency

Key target population:

- refugees from Ukraine in Poland
- third country nationals arriving from Ukraine
- host community
- local level administration workers, social workers, response workers, and volunteers engaged in providing direct services to refugees from Ukraine

Locations:

Poland: Lubelskie Voivodeship, Podkarpackie Voivodeship

Maximum budget:

Up to 100.000 USD

Examples of costs that can covered within funding:

- Salaries of key staff responsible for emergency activities and emergency preparedness enabling partners to maintain operational capacity
- Operational costs e.g. office rent, warehouse rent, maintain stock, fleet management
- Training costs – e.g. training for volunteers – kindly note all training costs listed in *Emergency Preparedness and Contingency Planning activities that partners are expected to cover within the scope of the project* should not be included in the budget and will be covered by SCI PL

Duration of the project:

January 2024 – December 2024

Expression of Interest Guidelines:

1. Only one project per organization can be awarded
2. Partners cannot submit EoIs in consortia

3. Expression of Interest must include:

- a) Concept Note – Annex A
- b) Partner Budget – Annex B

4. Applications should be submitted:

TO: scipolandresponse@savethechildren.org

CC: aleksandra.zablocka@savethechildren.org; maja.opieczynska@savethechildren.org;

Title: SCI_PL_EPP_EoI_organizationsname

5. Timeline:

The deadline for submission of EOIs: November 27, 2023

Notification results: December 15, 2023

Project start: January 29, 2024

Evaluation Criteria:

A panel of Save the Children staff will evaluate each EOI based on:

Formal Criteria (mandatory):

- a. Applicant must be a registered independent local/national NGO – KRS (national court registration) – number must be provided
- b. Applicant must be based and active in at least one of the project locations: 1) partner is registered in one of the project locations and 2) is an active member of humanitarian coordination groups in one of the project locations

Technical Criteria and scoring value:

- a. Presence in the border region within current humanitarian response and delivering activities to refugees/migrants – max. score: 20%
- b. Expertise in one or more sectors: Child Protection, Mental Health and Psychosocial Support (MHPSS), Education, Cash and Voucher Assistance, Distribution of basic items – max. 30%
- c. Proven capacity to scale up in case of emergency - 20%
- d. Effectiveness and feasibility of programme activities/approaches - 10%
- e. Community involvement – 10%
- f. Cost breakdown – 10%

Attachments to the Call for Expression of Interest:

- 1) Narrative Concept Note
- 2) Partner Budget

Any agreement between Save the Children and organization will be contingent on the following aspects:

- Secured funding from the donor
- Organization must pass the vetting and Partner Assessment processes after the preselection – applicant will be requested to provide data for Partner Vetting (name, date of birth and place of birth of key management staff) after being preselected
- Organization must take part in an organizational capacity assessment process facilitated by Save the Children
- Operational and technical approval of the final proposal by Save the Children developed jointly with the partner

Should you have any questions, please do not hesitate to contact:
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