

TERMS OF REFERENCE

POLAND SHELTER / HOUSING / ACCOMODATION SECTOR

The Poland Shelter/housing/accommodation working group (SWG) coordinate the shelter humanitarian response for the Ukraine operation. It chairs meetings on every other **Wednesday at 2 PM Warsaw time**. Invited to these meetings are all the humanitarian organisations, National, Provincial and Municipal authorities, civil society, faith-based organisations, private donors, and companies interested in humanitarian work in the shelter sector within the Ukraine response.

The Shelter/housing/accommodation group objectives are the followings:

1. Support service delivery

- To establish a standardized coordination mechanism among partners (national and international) working on shelter/housing/accommodation for refugees within the Ukraine response in Poland, aiming to strength the capacity of authorities responding to the refugee influx.
- To be spokesperson with Polish government (national and local) on behalf of the WG partners and monitor the humanitarian response is aligned with the government shelter strategy
- To organize and chair meetings on a biweekly bases or with the frequency needed, which will be reviewed every two months.
- To convene ad hoc working groups as needed
- To coordinate with other sectorial working groups in country and Shelter Cluster in Ukraine, by ensuring effective communication and coordination.

2. Informing Strategic Decision Making

- To map partners presence in country
- To assess and share with WG partner's needs, gaps and response priorities aiming to have a common understanding of the operation conditions.

3. Planning and Strategy Development

- To develop and endorse a SWG strategy aligned with the government shelter strategy covering all the shelter/accommodation options for this response.
- To create, endorse and disseminate technical documentation, standards, guidelines, etc.
- To develop a contingency plan with stocks in country

4. Advocacy

- To prepare advocacy notes on the sector needs/issues to donors, media, other working groups, etc.

5. Monitoring and reporting

- To collect and disseminate data regularly through the "5W activity info" tool and present outputs and recommendations to WG partners on how the situation changes with respect to needs, risk and gaps.

6. Building national capacity

- To contribute to a better prepared country for future disasters and crisis management.

7. Promote accountability to affected population

- To promote the involvement and ownership of the response of those that have been affected and to make efforts to include the opinions and viewpoints of the families that are being assisted