**Expression of Interest (EOI) Form**

**Call:** Supporting Belarusian Migrants and Refugees in Poland
**Issued by:** International Rescue Committee (IRC) Poland
**Date of Call:** September 23rd , 2025
**Submission Email:** partnership.1POL@rescue.org
**Email Subject Line:** EOI – Belarusian NGOs in Poland
**Deadline:** October 17th , 2025 (23:59 CET)

**Instructions:** Please complete all relevant sections. Keep responses concise and evidence‑based. Where applicable, attach supporting documents (registration, statutes, policies, sample materials, links to visibility/communications, etc.). Submit the completed form in **PDF or DOCX** format to the email above.

**1) Organization Profile**

*(Required)*

**1.1 Official Organization Name:**

**1.2 Registered Name (if different):**

**1.3 Registration Details:**

* Legal Status: ☐ NGO ☐ Foundation ☐ Association ☐ Other: \_\_\_\_
* KRS / Registration No.:
* Date of Registration:
* Tax ID (NIP):

**1.4 Headquarters Address:**
Street, City, Voivodeship, Postal Code, Country

**1.5 Operational Presence in Poland (cities/regions):**

**1.6 Website & Social Media:**

* Website:
* Facebook:
* LinkedIn:
* X/Twitter:
* Other:

**1.7 Focal Point for this EOI:**

* Name & Position:
* Email:
* Phone/WhatsApp/Telegram:
* Language(s):

**1.8 Organization Size:**

* Full‑time staff #:
* Part‑time staff #:
* Volunteers #:
* Office(s) / Hubs:

**1.9 Financial Snapshot (most recent FY):**

* Annual Budget (PLN/EUR):
* Top 3 Funding Sources:
* Financial Management System / Accounting Software:

**1.10 Mission & Target Groups:**
Briefly state your mission and primary constituencies. Indicate specific focus on **Belarusian migrants and refugees**.

**2) Thematic & Programmatic Focus**

*(Tick all that apply and describe)*

**2.1 Sectors / Services:**

* ☐ Protection & Rule of Law (incl. case management)
* ☐ Legal Aid / Information & Counseling
* ☐ Livelihoods / Employment / Entrepreneurship Support
* ☐ Education / Non‑formal Learning / Language
* ☐ Women’s Protection & Empowerment / GBV
* ☐ Child Protection / Youth
* ☐ Basic Needs / Cash or In‑kind
* ☐ Mental Health & Psychosocial Support (MHPSS)
* ☐ Community Integration / Inter‑cultural Events
* ☐ Other: \_\_\_\_

**2.2 Priority Populations:**

* ☐ Belarusian migrants
* ☐ Belarusian refugees
* ☐ Women
* ☐ Men
* ☐ Children & Adolescents
* ☐ Elderly
* ☐ People with Disabilities
* ☐ LGBTQI+
* ☐ Other: \_\_\_\_

**2.3 Languages of Service Delivery:**

* ☐ Belarusian ☐ Russian ☐ Polish ☐ English ☐ Other: \_\_\_\_

**2.4 Geographic Coverage in Poland:**
List cities/voivodeships and describe community outreach methods.

**3) Experience with Belarusian Communities**

*(Please give concrete, verifiable examples; add links/annexes where possible)*

**3.1 Summary Narrative (max. 300 words):**
Describe your organization’s history working with Belarusian migrants/refugees in Poland and trust within the community.

**3.2 Projects/Activities Table (past 24–36 months):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Project/Activity Title** | **Sector(s)** | **Location(s)** | **Timeframe** | **Donor/Funder** | **Scale/Outreach (e.g., # participants)** | **Key Results & Evidence (links/visibility)** |
|  |  |  |  |  |  |  |

**3.3 Integration & Inter‑cultural Events (examples):**

**3.4 Legal Aid / Case Management (scope & modality):**

**3.5 Entrepreneurship/Livelihoods Support (approach):**

**4) Partnerships & Coordination**

**4.1 Current Partners/Networks:**
Polish NGOs, Belarusian CSOs, municipalities, service providers, UN/INGOs, private sector.

**4.2 Coordination Mechanisms:**
Working groups, clusters, municipal platforms, referral pathways.

**4.3 Advocacy & Strategic Aims:**
Key messages, campaigns, policy engagement relevant to Belarusian community.

**5) Organizational Capacity & Compliance**

**5.1 Governance & Management:**

* Board / Supervisory Body in place: ☐ Yes ☐ No
* Key Policies (attach if available): Safeguarding/Child Protection, PSEA, Anti‑Fraud/Anti‑Corruption, Code of Conduct, Data Protection (GDPR), Conflict of Interest, Whistleblowing, Complaints & Feedback.

**5.2 Duty of Care & Safeguarding:**
Training frequency, reporting mechanisms, survivor‑centered approach.

**5.3 MEAL (Monitoring, Evaluation, Accountability & Learning):**
Data collection tools, indicators, feedback mechanisms, consent management, disaggregation.

**5.4 Finance & Procurement:**
Internal controls, procurement thresholds, vendor due diligence, audit history (year & auditor), bank account(s) in Poland/EU.

**5.5 Risk Management:**
Top risks and mitigation measures; security considerations for staff/clients.

**5.6 Data Protection & Privacy:**
GDPR compliance, data retention, secure storage, DPIA status (if any).

**6) Proposed Areas for Collaboration with IRC**

*(Non‑binding; helps us understand fit and complementarity)*

**6.1 Priority Outcomes & Target Groups:**

**6.2 Proposed Activities (bullets):**

**6.3 Indicative Locations:**

**6.4 Indicative Timeline (months):**

**6.5 High‑Level Budget Range (if known):**

* ☐ < 100,000 PLN
* ☐ 100,000–300,000 PLN
* ☐ 300,000–600,000 PLN
* ☐ > 600,000 PLN

**7) References & Evidence**

Provide up to **5** links/attachments (web, social media, reports, media coverage, videos, brochures) that demonstrate results or visibility of work with Belarusian communities.
1)
2)
3)
4)
5)

**8) Eligibility Checklist**

*(All must be ticked to be eligible)*

* ☐ Registered as a non‑governmental, non‑profit organization in Poland.
* ☐ Strong presence and trust within the Belarusian diaspora in Poland.
* ☐ Clear focus on serving Belarusian migrants and/or refugees.
* ☐ Experience delivering humanitarian and/or integration programs (e.g., legal info/support, inter‑cultural events, business support, education).
* ☐ Ability to collaborate with IRC Poland and comply with Polish legal requirements and humanitarian principles.

**9) Declarations**

**9.1 Conflict of Interest:**
Our organization declares that there is **no** actual or perceived conflict of interest related to this EOI. If any exists, please describe:

**9.2 Accuracy & Consent:**
We confirm that the information provided is accurate and that we consent to IRC Poland processing the data for due diligence and partnership assessment purposes in line with applicable data protection laws.

**9.3 Authorized Signatory:**

* Name & Position:
* Signature:
* Date & Place:
* Organizational Stamp (if applicable):

**Annex A – Organizational Policies (tick and attach if available)**

* ☐ Safeguarding / Child Protection
* ☐ PSEA (Protection from Sexual Exploitation and Abuse)
* ☐ Code of Conduct / Ethics
* ☐ Anti‑Fraud & Anti‑Corruption
* ☐ Complaints & Feedback Mechanism
* ☐ Data Protection / GDPR
* ☐ Conflict of Interest
* ☐ Whistleblowing
* ☐ Security / Safety
* ☐ Procurement Policy

**Annex B – Organizational Documents (tick and attach)**

* ☐ Registration Certificate (KRS extract)
* ☐ Statutes / Articles of Association
* ☐ Most Recent Audit Report / Management Letter
* ☐ Most Recent Annual Report / Financial Statements
* ☐ Organizational Chart / Key Staff CVs
* ☐ Sample Tools (intake forms, referral pathways, SOPs)

**Submission:** Email the completed form and annexes to **partnership.1POL@rescue.org** with subject **“EOI – Belarusian NGOs in Poland”** by **October 17th , 2025 (23:59 CET)**.
**Next Steps:** IRC Poland may request clarifications (Stage 1), invite full proposals (Stage 2), and enter into partnership agreements (Stage 3) with selected organizations. For questions, contact **partnership.1POL@rescue.org**.