

Operational and Technical Cash Working Group Borno Terms of Reference October 2019

Introduction

Cash Transfer Programming (CTP) has been used in the response to the worsening humanitarian crisis in north-east Nigeria since 2013. A range of humanitarian actors, as well as national authorities and development partners, are currently either considering or planning to significantly scale up such programmes as a way to ensure households have access to basic needs, while also reinforcing choice, dignity and accountability for those affected. Cash transfers are also increasingly being used to leverage the potential for addressing recovery needs and for bridging the divide between humanitarian and development programming.

While initial steps to support a coordinated approach to CTP among humanitarian actors were taken over the past year, capacity constraints have hindered consistent coordination across sectors from taking place. As a result, and following a CALP-organized workshop in November 2016, CWG members agreed on the need to review the Terms of Reference of the Borno CWG. The aim was to achieve greater clarity on the division of labour vis-à-vis the Abuja CWG by aligning the roles to a more operational and technical perspective, leaving the Abuja CWG to focus on strategic and advocacy issues at national level. In light of the significant amount of technical priorities to be addressed by the group, it was also agreed that a dedicated technical capacity would be established to support the strategic level coordination responsibilities of the chair of the Borno CWG. Finally, following consultations with partners at the end of March 2017, it was recommended by the CWG members that the geographical coverage reflect those of the Inter-Sector Working Group (ISWG) – thereby covering the three affected states in the north-east: Borno, Adamawa and Yobe. These TORs seek to reflect such an arrangement.

Objective of the Cash Working Group

The CWG is established to provide an enabling environment for common learning, operational and technical collaboration, and to ultimately promote appropriate timely and quality cash and voucher programming and implementation during humanitarian response and preparedness activities across all sectors.

Secretariat

OCHA will act as de facto Secretariat, and will establish and maintain a list of active member focal points, ensure collaborative and strategic agenda setting, and the development, dissemination and record keeping of meeting minutes.

Chairmanship - Roles and Responsibilities

Chair

The CWG is chaired by the State Emergency Management Agency {SEMA}.

- Link the CWG with the government response.
- Ensure two-way communication between the government and humanitarian cash and voucher assistance.
- Advocate for improved operational environment for the implementation of cash and voucher assistance in the state.

Co-lead

OCHA will drive and coordinate the group's strategic level activities and, through its role as chair of the ISWG, support the relevant engagement of sector leads through that group. Depending on priorities set by the group, this may include the following:

- Institutionalize the role of the CWG as the inclusive platform for coordination and learning related to multi-sector CTP;
- As part of the regular collection, mapping and dissemination of operational information relating to the humanitarian response, provide appropriate information management support on cash interventions;
- Promote transparency and (two-way) information sharing between CWG Members and national actors and authorities at all levels;

- Ensure relevant cash-related information and activities are consistently tabled within the appropriate coordination fora – including the Humanitarian Country Team, the Inter-Sector Working Group, the Humanitarian Forum and the State Coordination Forum – at both state and national levels.
- Support the establishment of a common understanding of cash feasibility and facilitate the collective consideration and use of cash feasibility related information in inter-agency strategic preparedness and response discussions;
- Facilitate a common approach to the reflection of multi-purpose cash within the HRP.
- Work closely with relevant security stakeholders including INSO and partner agencies to develop and maintain systems that ensure the safety and security of operating teams when implementing CTP

Technical co-lead

The co-chair drives collective progress and provides technical expertise for jointly agreed priorities established by the cash working group, taking into account their collective views and seeking to achieve consensus and collaboration by the group as a whole. In line with member expertise and interest, other agencies may be designated to lead on particular activities. Depending on the collective agreement by the CWG members, activities may include the following:

Strategy & Vision

- Promote and give guidance on the centrality of cash transfer programming in the context of the humanitarian response. [SEP]
- Work with relevant sector working groups to address cash based initiatives to address basic needs, [SEP] food assistance, shelter support, WASH, and early economic recovery to develop strategies that [SEP] can integrate and address the harmonization of cash transfer programming. [SEP]
- Develop strategies with the INGO Forum member agencies and sector leads to ensure that CTP best practices are systematically implemented and up-dated in the humanitarian response interventions. [SEP]
- Contribute to country-wide strategy development and promoting the centrality of CTP.

Technical Oversight

- Master CTP modalities and apply knowledge for innovative programming as the core methodology of the collective humanitarian response. [SEP]
- Coordinate the harmonization of tools and approaches within the humanitarian community through co-leadership of the Cash Working Group in country. [SEP]
- Collaborate with the INGO Forum members program teams and the Monitoring and Evaluation teams to conduct relevant assessments, present evidence on effectiveness of CTP and advise on practices around programming for further expansion. [SEP]
- Identify various partners (local NGOs, financial institutions, private companies and government) necessary for successful CTP implementation. [SEP]
- Lead on determining the most appropriate “cashing out” modality/modalities for the context. [SEP]
- Develop the capacity of in-country staff working on CTP interventions. [SEP]
- Infuse market interventions into existing programs to make emergency response programs more responsive to local markets and more beneficial to general coping capacities.

Composition and Membership

The CWG is an inclusive platform for humanitarian actors responding to the situation in Borno, Adamawa and Yobe states. The group is open to international and national NGOs, the Red Cross Movement, UN Agencies, donor technical officers, community based organizations, financial service providers and relevant government agencies involved in the humanitarian response. Other interested agencies are welcome to join as observers or share experiences. There is no limit on the number of members and all organizations involved. Consistency of representation for each participating member is appreciated. An updated list of members will be maintained by the Secretariat.

Meeting Frequency, Location and Modus Operandi

The CWG for the north-east is based in Maiduguri, supporting cash coordination in Borno. The co-chairs will travel between the three states – organizing meetings of the CWG members in the respective locations while also ensuring local priorities and concerns are taken into account by the group’s overall prioritization of activities. The venue for meetings will be the OCHA Conference Room and the group will meet on a monthly basis. The CWG will endeavor to take all decisions by consensus. Members commit to consider the recommendations of the CWG and follow the agreed upon recommendations, where possible.

Interface with other coordination mechanisms

The CWG for the north-east is established as a sub-group of, and reporting to, the Borno ISWG. The CWG is multi-sectorial and will coordinate and share information with all relevant sectors operating in Borno, Adamawa and Yobe, to ensure synergies, learning and to avoid overlap and creation of parallel structures. The group will directly interlink with the Abuja CWG through the co-chairs, through the regular sharing of meeting minutes and referral of action items and advocacy points. A standing invitation exists for representatives from CWG Abuja to attend the CWG for the north-east.

Agendas, Records, Action Points & Information Management

The Secretariat will consult with members to agree on a draft agenda for meetings at least three days in advance. Draft minutes of meetings will be prepared by the Secretariat and circulated within five working days of the meeting and circulated to the membership within 5 days after the meeting. The Secretariat has standing authority to publish a summary of the meeting for public dissemination.

The Secretariat will track all action points generated by the meetings in an Action Point Tracking Matrix. The Action Points agreed at the meeting will indicate deadlines and the agency or individual responsible for implementation. Action Points will be reviewed at the start of each meeting.

CWG members will contribute resources to the CWG Nigeria knowledge sharing platform on the humanitarian response website. Materials for upload will be submitted to the Secretariat for review and uploading.

Based on inputs from the sectors, the Secretariat will provide monthly updates of operational cash information related to the three states.

Three months after adoption, these terms of reference can be reviewed or amended, if the members deem necessary or helpful.