

**Terms of Reference
Abuja Cash Working Group
February 2019**

I. Introduction

In 2013, OCHA brought together players to strategize on introduction of Cash Transfer Programming (CTP) for the response in the north-east. Due to OCHA's transition from the Humanitarian Support Unit to a full-fledged country office, the Caritas Foundation with support from the Catholic Relief Services provided cash coordination support through 2014 and 2015.

Following the appointment of a Cash focal point for OCHA and an INGO cash technical coordinator in 2017, and coupled with growing need for better collaboration among the cash partners in response to the needs of the affected population in the north-east, the CWG has repositioned and revitalized to achieve its objectives. The CWG has become fully operational in the north east with the decentralization and activation of the CWG in Borno, Yobe and Adamawa states.

The Abuja CWG TOR is being revised to reflect more roles on strategic and advocacy issues. The members agree to align with the localization agency which will see the government partners playing a more leading/coordinating role in order to ensure ownership. The partners also see the need to play a strategic role in humanitarian development and social protection nexus, resource mobilization and advocacy and influencing of decisions by the HCT, donors and government to strengthen CTP programming in the north east.

II. Objective of the Abuja Cash Working Group

The Abuja CWG will provide an enabling environment for strategic engagement with other actors, learning and interaction among Cash Transfer Programming partners in Nigeria. The CWG aims to strategically position CTP and approaches on humanitarian response and advocating for a quality CTP response in Nigeria.

III. Composition and Membership

The CWG is an inclusive platform for humanitarian actors responding to the situation in the North East. The group is open to the Cash Community of Practice (CoP) which includes, but not limited to, International and National NGOs, UN Agencies, community based organizations, Donors and relevant government agencies who are involved in the humanitarian response. Other interested agencies are welcome to join as observers or share experiences.

IV. Roles and Responsibilities

The CWG Abuja will be responsible for the following:

1) Advocacy: Develop and promote shared positions on cash and voucher transfer programming through advocacy efforts. Where opportunities exist, leverage respective government agencies and private sector for the advancement of CTP implementation.

2) Coordination: Promote the use of cash and voucher delivery mechanisms when feasible and appropriate depending on context, through coordination and information sharing, including

representation at the Inter-Sector Working Group (ISWG) and actively supporting the State level Cash Working Groups, where needed.

3) Mobilize resources: Based on shared learnings from CWGs in other States, as well as regionally, develop standards and common approaches to support harmonization in cash and voucher transfer programming. collaborate on joint assessments, planning, targeting and monitoring, centralization of decisions made at State level; etc. when necessary.

4) Guidance/best practice: Support clusters/sectors in selecting, designing and utilizing appropriate cash/voucher options for response to populations affected by conflict (displaced, returnees, host communities, etc.); engagement with other sectors to support and contribute to the development of MEB that would enhance the implementation of MPCG where feasible.

5) Emergency Preparedness: Support investments in collaborative emergency preparedness activities. Activate appropriate sub national working groups, when needed during an escalated emergency response and or rapid on set emergencies.

6) advocacy, lobbying and influencing key stakeholders and policy formulation: Joint advocacy with donors, government bodies, and other stakeholders for common positions on cash and voucher transfer programming and where appropriate, to influence policies on cash and voucher transfer programming. Highlight cash and voucher transfer intervention that are most likely to be effective in each situation, drawing upon lessons learned and examples of good practice for rapid and appropriate response. Encourage combined negotiations by humanitarian organizations with service providers at the national level, i.e. financial, cell phone and insurance providers for effective cash and voucher program delivery.

7) Mobilize resources: Based on joint needs and approaches in the north east, the Abuja CWG will mobilize resources to support researches, assessments and studies that will strengthen CBI programming in the north east.

Exit strategy

Support linkages between cash-based responses in humanitarian programming and social safety nets/development programming/protection systems/other forms of assistance, where appropriate.

Interface with other coordination mechanisms

The Abuja CWG is multi-sectorial and multiagency platform. It will coordinate and share information with all relevant actors at the national and sub national levels to ensure synergies and to avoid overlap and creation of parallel structures. The group will directly interlink with the CWG in the north east through the co-chairs, through the regular sharing of meeting minutes and action items. A standing invitation exists for representatives from the CWG in the north east and sectors at the national level to attend the Abuja CWG.

Frequency of Meetings and Decision Making Procedures:

- The CWG shall have its regular meeting as frequently as determined by the whole CWG, minimum once a month. Meetings may last for not more than 2 hours.
- The CWG may call for a special meeting at the initiative of any member organization and may take place in person or via video-conferencing or other media as available, as needed. Request for special meeting shall be sent to OCHA for circulation and scheduling with other members.
- In order to determine a quorum, 50% plus 1 attendance (in person or through videoconferencing) is set. In cases of voting, majority vote is determined at 2/3 of the attendees (in person or through video-conferencing), excluding those who abstained.

Chair and Secretariat Roles:

- A relevant government representative (preferably an agency of the government with responsibility for humanitarian/emergency response) shall chair the cash working group meeting.
- OCHA will provide coordination oversight and Secretariat support to the chair. OCHA will send out notice of meetings, information or announcements on behalf of the CWG and will be the repository/administrator of documentation and resource materials.
- The Cash Technical Coordinator will

Knowledge-sharing Platform

- Leveraging OCHA's role in information management, consolidation of 3/4Ws, and its strategic mapping capacity, OCHA will host a knowledge sharing platform for the CWG through a dedicated cash web page in the humanitarian response website.
- This cash-specific link will also host relevant resources and materials including, but not limited to meeting minutes, resource documents, tools, and other materials.
- Material for upload will be submitted to OCHA for uploading. usefulness of the material for uploading to the CWG page.