

## Cameroon Cash Working Group Terms of Reference

Updated February 2018

The overall aim of the Cash Working Group (CWG) is to support a 'why not cash' approach across the humanitarian – development nexus by promoting the use of cash based assistance where appropriate. The CWG aims to streamline the design, development and implementation of cash based interventions. In 2018, the CWG will continue to focus on improving operational efficiency and effectiveness through collaborative planning and coordination.

The CWG is specifically part of a broader effort to coordinate the humanitarian response and early recovery for refugees, Internally Displaced Persons (IDPs) and host populations in Cameroon. The CWG will function as a sub-group of the Intersector Group. The CWG will collaborate with the Humanitarian Country Team, the Intersector group and the sector groups to reinforce knowledge and skills to develop cash based interventions where appropriate. The CWG will strengthen collaboration with Government initiatives such as the Social Safety Net project.

### Background

The need for this CWG, as an action-oriented forum based in Yaoundé with a country-wide focus, accompanied by a representation at sub-national level (Far North, Adamaoua and East regions), was identified by CBA actors following a joint CALP-OCHA mission to Cameroon in November 2016. With regards to its geographical focus, the CWG will aim to address the needs of the most vulnerable refugees (e.g. from CAR and Nigeria), IDPs and host populations inside Cameroon with a particular focus on the Far North and eastern border regions in line with existing and planned assistance to the most vulnerable. The CWG is open to all CBA actors operating in the humanitarian and development sectors and will operate at two levels: at national level in Yaoundé and at sub-national level.

The CWG at Yaoundé level will perform a strategic role by ensuring harmonisation of cash-based programming approaches, including multipurpose cash, setting quality standards and advocating for cash where it is an appropriate response modality. The CWG at sub-national level will coordinate the operationalization of the country wide CBA strategy and action plan at a sub-national level. Coordination of partners and activities and addressing operational issues arising from CBA implementation in the specific local context are included in the remit of the sub-national group. The CWG at sub-national level will report to and communicate with the sub-national Intersector Group where it exists and the Yaoundé level national CWG, to ensure coherence in implementation approaches and in decision-making.

In 2017, the CWG was successfully established in Yaoundé and the Far North of Cameroon. In 2018 steps will be taken to establish a sub-national group for the CAR refugee response. The CWG at sub-national level will develop a full ToR taking into account the above mentioned elements.

### Specific objectives:

Establish a national platform in support of the Intersector Group for coordination, information sharing, learning, advocacy and support to program assessment, design and implementation of cash transfer programming in Cameroon.

### Results:

- 1) Improved information exchange and coordination at the national and sub-national level including better understanding of which actors are carrying out which programs and where (supported by a 4Ws shared with all sectors), harmonization of program approaches (including assessment methodologies and geographical coverage, programme design, targeting and vulnerability criteria, transfer values, transfer mechanisms and selected financial service providers, etc.), CBA methodologies and tools to the extent possible and appropriate

This result will be measured through:

- The sustained conduct of regular, well-attended meetings in Yaoundé and sub-national level which are judged to be effective by all members.
  - Meeting minutes will be shared with the membership within one week of the meeting
  - 4Ws updated and disseminated at least quarterly
  - Availability of harmonized tools and approaches to programming
- 2) Development of a community of practitioners around Cash Based Assistance (CBA) in Cameroon. The CWG will support all members to build their skills and capacity to develop a good knowledge of the basic principles of CBA and improve their capacity to assess, design and implement cash-based programmes.

This will be measured through:

- The number of training sessions organized, attendance at these sessions and feedback from participants.
  - Funding level dedicated to cash-based programs by Donors
- 3) Strengthened partnerships of CBA actors with donors and the Government of Cameroon

This will be measured through:

- Active participation of donors and the government in the working group meetings
  - Funding level dedicated to cash based programs by donors
  - Engagement of Government representatives in trainings
  - Increased communications and specifically advocacy initiatives to ensure understanding and acceptance of cash modalities
- 4) Ensuring all CBA interventions are planned in close coordination with all relevant sectors and in line with the overall response strategy for refugees, IDPs and host communities and longer term development strategies.



This will be measured through

- Harmonization of contextual conditionalities, size of assistance and well-informed and coordinated geographical targeting
- 5) Ensuring all CBA interventions are designed and implemented in a manner that takes into account gender considerations and specific protection risks that beneficiaries may face and their assessed needs, as well as their capacities. All CBA must be anchored in the priorities such as spelled out in the Protection Strategy and will reflect a needs-based approach. They will be furthermore implemented consistently with relevant standards on the protection of personal data of people of concern.

This will be measured through

- Adherence to protection and needs-based approach standards of CBA projects.
- 6) The CWG will work with sectoral groups to establish a minimum expenditure basket, updated at a minimum 6 monthly interval or in response to changes in the context
- This will be measured through:
- Existence of MEB in the Far North, updated as a minimum every 6 months
  - Development of an MEB for the CAR refugee crisis
- 7) The CWG will endeavor to reinforce and harmonise the system of market monitoring and ensure that regular market monitoring is conducted by participants or by members in areas of intervention. Market monitoring and market functionality assessments will be shared with the CWG membership and the HCT to support overall response planning.
- This will be measured by the establishment of a harmonized system and regular sharing of monthly market monitoring reports.
- 8) Support investments in collaborative emergency preparedness activities. Where cash is feasible, agree on factors to be considered in given areas to determine the type of transfer (conditional, restricted or multi-purpose etc.) most appropriate to meet these needs.
- This will be measured through the establishment of an emergency preparedness plan.

### **Roles and Responsibilities of the CWG**

At an operational and technical level, the CWG will undertake a range of activities to achieve the proposed objectives identified above. All these efforts will be conducted on a needs basis and upon request from relevant Sector Leads.

- 1) Through the organization of coordination meeting, facilitating the sharing (between different actors and sectors) of experiences, evidence and lessons learned on cash-based programming relevant to Cameroon (including on the most appropriate modalities (cash, vouchers, cash for work or assets, etc.) and mechanisms for delivery of cash programming), facilitating the debate and identifying needs/areas for improvement and innovation in the delivery of cash-based programming in Cameroon;

- 2) Produce regular information products to inform the broader response including a cash 4W, cash country profile and other deliverables as required.
- 3) Collaborating on the development of a broader policy framework for the use of cash and vouchers, in line with Government policy and, if possible, ensuring links between humanitarian cash transfers and longer-term social protection interventions;
- 4) Develop and agree on a collective risk management framework and, where appropriate, take collective action to address risks
- 5) Supporting actors to ensure that cash based assistance is gender and conflict sensitive (with reference to the do no-harm framework);
- 6) Delivery of technical support, advocacy and communication with Donors and Government, as appropriate;
- 7) Providing orientations and technical support to humanitarian and development actors that are new to cash-based interventions
- 8) Identifying and organizing opportunities for research, development and learning and in particular targeted capacity strengthening for key agencies and their staff involved in the delivery of cash based programming;
- 9) Responding to both technical and policy issues of CWG members and providing guidance and direction to address these requests or needs;
- 10) Advocating for the integration of multi-purpose cash transfers into the Humanitarian Response Plan as well as in operational actors' own plans, and calculation of a Minimum Basket Expenditure (MEB) at sub-national level to guide analysis and programme design, particularly regarding the setting of transfer values;
- 11) Development of guidelines on common practices within the context of providing assistance through the use of cash-based programming; identifying and making available appropriate and high quality guidance, tools and resources to further support assessment, design, implementation and monitoring of cash-based programming as appropriate;
- 12) Liaise with private sector partners to map financial service providers and their capacity, and ensure CBA actors understand the range of options for programme delivery.

## Coordination

The CWG will coordinate with all sector leads on matters related to CBA, including identifying needs and sharing 4W information on ongoing CBA.

For CBA interventions targeting refugee populations, the CWG ensures that all interventions in different sectors and by different actors are implemented in support of the overall protection and solutions strategy for refugees in collaboration with the UNHCR-led Multi-Sector Operations Team for the Refugee Response in Yaoundé, which provides the overall framework for planning coordinating and delivering protection and assistance for all refugees and their hosts in Cameroon.

For CBA interventions targeting IDPs and other vulnerable persons, the CWG ensures that all interventions in different sectors and by different actors are implemented in support of the overall response strategy, and reports to the OCHA-Led Intersector Group in Yaoundé, which provides the overall framework for planning coordinating and delivering non-refugee related humanitarian assistance.



The Co-Leads will ensure representation of the CWG at the inter-sector meetings at national and sub-national levels, keeping these two coordination forums abreast on all operational developments.

The CWG will capitalize on existing cash and voucher-based programming efforts from Government actors, UN agencies and NGOs in order to ensure a more coordinated and effective response, with minimal gaps and duplications, and increased quality and accountability of programming. The CWG will continue collecting 4Ws (Who, What, Where and When) for all cash-based interventions and will refer to and use this data in support of programming wherever relevant. All issues relating to CBA will be reported to the Intersector Group

#### **Facilitation:**

The World Food Programme (WFP) and the International Rescue Committee (IRC) have been chosen by the humanitarian community to continue to be the respective Lead and the Co-Lead of the Cash Working Group in Cameroon. These agency roles will be replicated in the sub-national level Cash Working Group. The leadership will continue in 2018 for a 6-month mandate after which a review of the coordination will be conducted by the CWG in order to elect new leads for the next mandate.

The main role of the Lead and Co-lead is to ensure the coordination of the working group sessions and activities and to work alongside UNOCHA for information management. The co-leads will represent the CWG at the inter-sector national level meetings and act as a liaison between the CWG and the Intersector Group.

#### **Membership:**

Membership of the national and sub-national Cash Working Groups is open to all humanitarian and development partners including international and local NGOs, concerned government departments, UN agencies and donors. All sectors are actively encouraged to participate. Participating agencies are encouraged to send technical/programmatic representatives in order to contribute to the greatest possible extent. All Sector Leads are also encouraged to attend these meetings and to conduct further analysis as relevant for their sector. All actors planning or implementing cash-based interventions in Cameroon (in support of refugee, IDPs or host populations) are strongly encouraged to attend the Cash Working Group and to share information on a consistent, predictable and regular basis. Consistency of representation for each participating agency is strongly encouraged.

#### **Frequency and venue of coordination meeting:**

The CWG meets every first Wednesday of the month, rotating between agencies.