

## TERMS OF REFERENCE (TOR)

Final (27<sup>th</sup> February 2017)

### i. INTRODUCTION

The Libya Cash & Markets Working Group (CMWG) was established in August 2016 to support the humanitarian sector operations to all affected populations in Libya<sup>1</sup>. It is a community of practice of humanitarian actors (CMWG Members) that operates from the CaLP approach to cash coordination. It includes both technical functions that focus on process (such as sharing lessons learnt, harmonizing approaches to delivering cash, developing guidelines) and strategic or functions that focus more on results and impact (such as avoiding gaps and duplications, advocacy to promote appropriate cash based interventions and influence policy).

### ii. OUTCOMES & OUTPUTS

#### 1. Informing HC/HCT decision making

To promote coordination of sustainable CBI for multi-sectoral and/or multi-purpose responses to address the needs of the most vulnerable households.

- Identify opportunities, technical challenges, risks and strengths for undertaking cash-based responses for sudden-onset emergency response, such as potential large-scale population movements within/into Libya;
- Work to ensure that interventions do not overlap or in any way negatively impact one against the other;
- Advocating for the appropriate use of CBI in emergency situations with authorities, donors and sectors; Where possible, negotiate with service providers to harmonize (taking into account different levels of service provided) and minimize the cost of transaction when partnering with humanitarian organizations in CBI and improve service provision to affected populations;
- Ensuring predictable resources for delivery and coordination of cash based interventions;
- Contribute to capacity and advocating for the appropriate use of cash based interventions at global and regional levels;
- Promote transparency and (two-way) information sharing between CMWG Members and national actors and authorities at all levels;
- Encourage implementation of the Steering Committee recommendations.

#### 2. Supporting sector operations

Ensure participation and information sharing with other sectors in which CMWG Members participate and assist sector working groups to more efficiently and effectively incorporate CBI into their operational planning.

- In consultation with the government, donors, UN and NGO partners and others, develop context-specific guidelines and share best practices/academic research on cash-based interventions;
- Conducting response analysis and make coordinated decisions on providing cash or in-kind assistance;
- Identify opportunities for possible new approaches to cash-based programming in Libya;
- Produce regular updates on the CMWG achievements / challenges;
- Ensure sharing of available data on price monitoring and useful learning from other monitoring activities.

#### 3. Evidence and guidance

To provide technical guidance and support increased appropriate harmonization of approaches, accountability and quality of CBI programming in Libya.

- Review and agree to minimum standards of data collection and monitoring processes to inform evidence-based improvements to programming;
- Developing technical guidance and standardize tools and delivery mechanisms;
- Adaptation and implementation of best practices and/or harmonized approaches developed;

<sup>1</sup> Including IDPs (displaced and recently returned), host communities, refugees and migrants.

- Producing research and evaluations;
- Promote gender-specific and protection-specific considerations and strategies for mitigating risks in cash programming with due consideration of the principles of inclusion and Accountability to Affected Populations;
- Explore opportunities for new and improved approaches to CBI, researching and developing tools (including through emerging technologies) that will enhance the appropriateness and quality of delivery mechanisms.

## 4. Capacity building

Promote knowledge management and learning amongst CMWG Members;

- Promoting knowledge management, learning and capacity building;
- Promote cash capacity building efforts at national and local level (including for staff of CMWG Members), e.g. through the use of Global Tools, such as the NORCAP CashCap Roster, etc.;
- Capitalize on capacity building opportunities or resources which are available through CMWG Members at regional/global level;
- Facilitating learning across from other emergency contexts;
- Ensure adequate training opportunities and tools are provided to CMWG Members in order to enable high quality implementation of tools, guidelines and minimum standards developed by CMWG Taskforces.

## 5. Monitoring and sustainability

Contribute to and provide technical capacity towards a transition towards longer-term sustainable options;

- Sharing information and lessons learned among humanitarian organizations to identify gaps and avoid duplications;
- Conducting coordinated or joint assessments and monitoring for direct and indirect cash based interventions;
- Develop minimum standards/guidelines for accountability in cash-based interventions and encourage adoption of these by members of the CMWG;
- Facilitate regular discussion on successes and challenges.

## iii. COMPOSITION & RESPONSIBILITIES

### Membership

The CMWG is an inclusive platform for humanitarian actors responding to the situation in Libya. The group is open to the cash Community of Practice, which includes, but not limited to, International and National NGOs, the Red Cross Movement, UN Agencies, community based organizations, financial service providers and relevant government agencies that are involved in the humanitarian response. Other interested entities, such as donors, will be invited to join as observers or to 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 primary and secondary members will be maintained by the Secretariat.

### Values

CMWG members are organisations with diverse and differing mandates, priorities and structures. To ensure a common understanding for the CMWG as a 'community of practice', the following values have been agreed:

Values	Details
i. Multi-sectorial	Modality approach (not sector) that is integrated across sectors, hence cross cutting and focused on all vulnerable groups (IDPs, host, refugees, migrants)
ii. Forward leaning	Preparing for future opportunities, based on forecasts and analysis, then influencing wider humanitarian policy
iii. Systems Approach	Delivering assistance directly to households while analysing market systems and institutions for indirect responses based on best practices and technical knowledge

iv. Accountability	Agreed transparent decision making processes, strive to do no/less harm and clear technical guidelines that are evidence based and acknowledge lessons learnt
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## Lead and Co-Lead

UNHCR as Lead of the CMWG is responsible for:

- Capitalize on Member expertise when providing technical inputs into CBI Taskforce outputs;
- Provide strategic and technical support and direction to all of the CMWG priorities;
- Maintain appropriate links and dialogue with all sectors and ISG;
- In rotation with the Co-Lead, chair the Steering Committee;
- Ensure that this terms of reference of the CMWG are reviewed.

ACTED as Co-Lead of the CMWG is responsible for:

- Provide technical inputs on Member CBI programmes and participate in briefing/orientation activities for new Members in collaboration with the Chair;
- Establish regular technical exchange with CMWG Members with a view to promoting an inclusive and transparent decision-making process;
- Link with sector co-chairs to understand specific technical issues and facilitate increased learning;
- Contribute to the production of CMWG documents (policies, strategies, work plans, advocacy briefs, newsletter) on behalf of the NGO community;
- Act as chair of the Steering Committee on behalf of the chair as necessary.

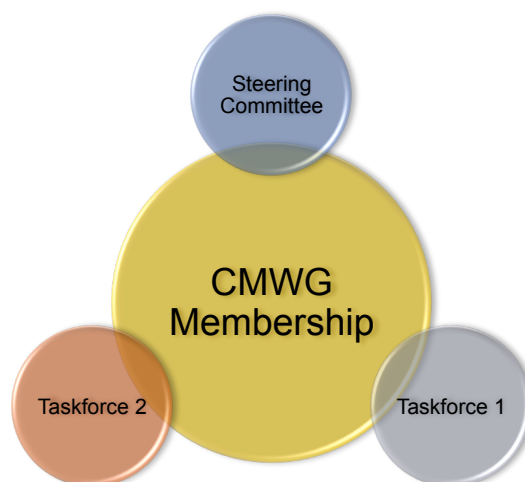
## Coordinator<sup>2</sup>

The sustainability of the CMWG is hinged on having a dedicated Coordinator that prioritises all Members equally. The Coordinator is responsible for many of the activities and outcomes of the Strategic Framework and responsible for representing the CMWG at humanitarian and other forums. UNHCR as Lead is responsible for continuity of the Coordinator function throughout 2017 and will be supported by Steering Committee as needed.

## Steering Committee & Taskforces

To structure the workload, utilise member capacities and as the CMWG meetings attract a larger number of participants, the CMWG will utilise the following structures:

- Main WG Membership
  - Open to national and international organisations or individuals involved in humanitarian cash responses
    - Specific events will be held regularly for donors and authorities
  - Primary aim is to share information and support sectors with actions in the 2017 Workplan
- Steering Committee<sup>3</sup>
  - On-going group, convened by the CMWG Coordinator
  - Smaller forum of approximately five representatives who are nominated by their organisations in accordance with ToR criteria
  - Tasked with making recommendations and decisions of a strategic nature to the CMWG
- Taskforces<sup>4</sup>
  - Established as needed, with a set timeframe, in accordance with a specific ToR



<sup>2</sup> See Coordinator ToR

<sup>3</sup> See Steering Committee ToR

<sup>4</sup> See Taskforce ToR template

- Smaller forum of interested members that are determined by the Taskforce purpose and outputs
- Tasked with making recommendations to the wider WG on topics that call for specialist knowledge, technical expertise, experience, guidance and standards.
- When Taskforce recommendations have been agreed to, the Steering Committee endorses them, and they are shared with WG members and other stakeholders.

## **Interface with other coordination mechanisms**

Lead will ensure the linkage with the Inter-Sector Group (ISG) and Humanitarian Country Team (HCT). Through regular sharing of meeting minutes, referral of action items, contribution to policy development and other similar actions. A standing invitation exists for ISG Chair to attend the CMWG.

The CMWG is multi-sectorial and will coordinate and share information with all relevant sectors operating in Libya, to ensure synergies and to avoid overlap and creation of parallel structures. A standing invitation exists for sector lead and co-lead coordinators to attend the CMWG.

## **iv. MODUS OPERANDI**

The CMWG Coordinator will be the de facto Secretariat and Chair of the CMWG, and will activate a communication protocol with CMWG Members and other relevant stakeholders.

Meetings are strategic in purpose, focused on clear objectives, action-oriented, and produce reality-based decisions that are followed up.

The CMWG will endeavor to take all decisions by consensus. In instances where there is no consensus, the Chair or Chair a.i., will decide taking into consideration the position of the majority. All decisions will be taken in full respect of the mandates of individual Members and Standing Invitees

## **Definitions**

CMWG Members have their own organisation specific terminology and definitions. To ensure one common understanding, the members have agreed to use the CaLP working definitions of key terms in CMWG documentation and forums. Of particular importance is the term 'Cash Based Interventions (CBI)' which will be used as the generic term for cash assistance<sup>5</sup>.

## **Frequency & Locations of Meetings**

The CMWG should operate from Libya (or Tunis while under evacuation mode) therefore Member organisations will be represented by persons focused on delivering CBI in Libya. The venue for meetings will usually be the conference rooms of the Lead or Co-Lead.

The CMWG will meet as frequently as determined by the Steering Committee, minimum once a month. Meetings will last for a maximum of 2 hours.

## **Agendas, Records, Action Points & Information Management**

Secretariat will consult with Members and Standing Invitee 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 5 working days of 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 organisation or individual responsible for implementation. Action Points will be reviewed during each meeting.

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

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

<sup>5</sup> The full CaLP Glossary is available here <http://www.cashlearning.org/resources/glossary#CBT>