

## **Terms of Reference**

### **The Ethiopia Cash Working Group**

#### **November 2017<sup>1</sup>**

The **Ethiopia Cash Working Group (ECWG)** is a forum of stakeholders dedicated to improving the use and delivery of cash and voucher transfer programming in Ethiopia

The **overall objective** of the group is to strengthen the coherence and quality of cash based interventions (CBIs) in Ethiopia through strengthened coordination, information sharing and advocacy. The group will strive to improve programs and their ability to benefit vulnerable and disaster affected populations. CBIs are another modality of humanitarian assistance and therefore the ECWG seeks to add value to the discussions while avoiding duplicating existing systems. CBIs will continue to be coordinated through existing mechanisms (e.g. clusters and inter-cluster). The ECWG will work as a sub-group of the Inter-Cluster to drive coherence on key issues related to the implementation of quality CBI operations as well as support the ICCG with multi-sectoral or multi-purpose cash considerations.

**The specific objectives of the Ethiopia Cash Working Group are to:**

***Objective 1: Consolidate, harmonize and promote the use of more appropriate and efficient CBI mechanisms through coordination, information sharing and dissemination.***

- Enhance collaboration and create consensus among humanitarian and development actors regarding CBI to support the continued linkage with development actors.
- Support a coherent approach to the use of CBI, including a common understanding of cash feasibility nationally.
- Exchange cash and voucher transfer programming information, needs assessment, market analysis, methodologies and best practices, building on the technical expertise of the different organizations in Ethiopia and in the region.
- Support cross-sectorial coordination in line with the ICCG for CBIs and standardize information collection within clusters for cash information (including linkages with refugee contexts).
- Geographically map cash and voucher programming based on cluster information and CWG collected data
- Ensure linkages with other cash coordination mechanisms including sub-national cash working groups (via their relevant inter-cluster fora) and refugee coordination model (RCM).

***Objective 2: Establish standards and common approaches to ensure effective and complementary approaches in CBIs***

- Provide inputs and review best practices for cash/voucher transfer implementation, accountability, protection and disseminate these best practices in Ethiopia including linkages with development actors where possible (e.g. PSNP).
- Explore the possibility of enhancing the efficiency and effectiveness of cash based interventions through mapping e-payment mechanisms.
- Provide technical inputs /feedback on cash and voucher response technical materials like training manuals, guidelines and standards.

---

<sup>1</sup> The Cash Working Group ToR, first drafted in August 2016, were revised and endorsed by the Cash Working Group and Steering Committee on 28 November 2017.

- Identify capacity and training needs on cash and voucher transfer programming in Ethiopia in coordination with the CaLP East Africa Regional Office.
- Support the development of monitoring and evaluation tools that can be used for cash and voucher response programs.

***Objective 3: Develop shared positions on CBI including improved linkages to the PSNP, increased use multi-purpose cash (MPC) and cash preparedness activities through advocacy, lobbying and influencing key stakeholders and policy formulation.***

- Develop joint advocacy with donors, government bodies, and other stakeholders for common positions on cash and voucher transfer programming including coherence of humanitarian cash transfers and opportunities to link with the PSNP.
- Highlight cash and voucher transfer interventions that are most likely to be effective based on improved needs assessment and feasibility studies, drawing upon lessons learned and examples of good practice. Develop these learnings further to support improved preparedness for rapid and appropriate response.
- Convene technical task teams as needed.
- 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.

**Based on these objectives, the specific deliverables of the ECWG will include:**

- 1) Cash standard operational procedures (terminology etc)
- 2) Cash Feasibility
  - a. Markets
  - b. Acceptance and preferences
  - c. Financial Service Delivery Capacity (including existing delivery systems such as PSNP)
  - d. Operational Capacity (including identification of training needs and opportunities for partners – linked to CaLP)
- 3) Linking Feasibility to Preparedness Activities and Planning
- 4) Information Management
  - a. Support to Clusters IM tools and the consolidation of collected data
  - b. Ad hoc IM support on behalf of the inter-cluster for Multi-Sectoral interventions
- 5) Joint monitoring including impact and protection
- 6) MEB development and MPC Support

**Participation, Structure and Leadership**

- The ECWG will report to the Inter-Cluster as a sub-group. The secretariat/co-chair of the CWG will represent the group at regular ICCG meetings
- The co-chairs of the CWG will attend as many relevant cluster meetings as possible (upon agreement with the cluster coordinators) to ensure linkages and support. The ECWG will also support active engagement and participation from the clusters in working groups meetings.
- To be representative and to have appropriate leverage, the CWG’s membership includes a diverse range of members with experience in CBIs. Membership is open to UN agencies, cluster coordinators, NGOs, government representatives, donors, private service providers, independent experts and other involved actors.

## **Governance Structure**

- The CWG is composed of two governing structures:
  1. Steering Committee (Strategic level)
  2. Cash Working Group (Technical level)
- While the Steering Committee will provide guidance and support, the CWG will play a technical advisory role by providing cross-sectional representation, support the substantive work of CWG, and ensure that high standards and field linkages are maintained.
- The frequency of the CWG meetings will be on a monthly basis or ad-hoc when required.
- Secretariat support of the CWG will be provided by OCHA.
- Technical co-chairing arrangements will be reviewed on a regular basis and must include at minimum one technical co-chair at any given time<sup>2</sup>.
- Technical co-chairs will be nominated and voted for by the broader CWG. Technical co-chair will be elected on an annual basis and the co-chairmanship will be dependent on the individual rather than organization. If there is a change of representation or an individual steps down, a new technical co-chair can be nominated by the working group if the organization of the individual stepping down is unable to nominate a suitable substitute.
- Co-chairs must be ready to dedicate 15 per cent of their time (approx. 3.5 days/month) to fulfilling this inter-agency role and must lead the working group and steering committees in coordination with the other co-chair or secretariat.

---

<sup>2</sup> Depending on interest, time requirements and scale of the group, a maximum of two co-chairs can be elected with the support of the secretariat/ICCG representative.