

Somalia Cash Working Group
Terms of Reference
March 2019

Background

The inter-agency Cash Working Group (CWG) was reactivated in February 2017, on the backdrop of the increase of agencies using Cash based interventions (CBI) to respond to the drought. The CWG convened on a basis to provide a forum for agencies implementing cash and vouchers assistance in Somalia to engage, share learning and coordinate activities. During the 2017 drought response, the CWG was primarily focused on tracking cash and information sharing for the humanitarian drought response. In 2018, the focus of the response has slowly shifted to also include recovery and resilience activities, alongside a collective push for longer-term planning in areas where cash based assistance can play a crucial role. Many of the lessons learned during the 2017-2018 drought response will create a foundation for benchmarking the support CWG provides to the community of practice, and evaluating what areas need more adjustments in 2019. The CWG will continue to have a humanitarian focus, but will increasingly seek out linkages to longer-term recovery and resilience cash based programming, while continuing to bring together multiple actors from across the field of cash based assistance.

Main Goal

The main goal of the cash working group is to lead an effective inter-sectoral cash coordination mechanism. The CWG aims at improving the coordination of cash assistance, quality of implementation of cash assistance and Monitoring, Evaluation & Learning, as well as ensuring a systematic and evidence based cash and market programming for Humanitarian and longer term planning for the Somalia Response.

Objectives of the CWG

- 1. Integrate and strengthen Cash and Market Coordination within the existing humanitarian coordination architecture in Somalia**
 - Ensure inter sectoral coordination of cash and market based interventions across sectors by coordinating with Clusters to incorporate sector CBIs in to their strategic, technical and operational planning (eg. mapping of cash assistance where necessary etc.).
 - Ensure the effective integration of cash and market based approaches into all coordination platforms (inter sectoral and sectoral) of the response, including government- led humanitarian coordination platforms.
 - Ensure close collaboration with the field/ district Cash Working Group/s by regularly sharing information and by ensuring their operational challenges are discussed in the national CWG meetings.
 - CWG co-chairs to attend ICCG meetings.

- 2. Provide evidence on cash and market interventions feasibility and scalability across the operation (IDP camps, refugees, returnees and other population in need).**
 - Building on the existing Minimum Expenditure Basket (MEB), establish the cost of a MEB adapted to the Somalia response and facilitate harmonized cash transfer values, in close collaboration with the Clusters.
 - Provide guidelines on harmonised transfer values (including social safety nets) in collaboration with ICCG, which can include both transfer values for humanitarian response or for other types of cash based programming.
 - Promote best practices for cash based programming and provide a space for dialogue on lessons learned, enabling inter-agency learning and sharing, including on topics such as protection, accountability to affected populations and gender in relation to cash based programming.

- 3. To provide technical guidance and support appropriate approaches, accountability and quality of cash and market programming in the response.**
 - Review and agree to minimum standards for implementation of cash and market interventions to ensure quality and accountability.

- Developing technical guidance and standardize tools: Generic Standard Operating Plans for Multipurpose Cash Grants and support and collaborate with Cluster Coordinators for sector specific cash assistance.
- Promote gender-specific and protection-specific considerations and strategies for mitigating risks in cash programming with consideration of the principles of inclusion, Accountability to Affected Populations, protection mainstreaming and centrality of protection.
- Explore opportunities for new and best practices to cash and market programming and develop tools for harmonised approaches (including through emerging technologies) that will enhance the appropriateness and quality of delivery mechanisms.

4. Advocate for cash and market interventions where appropriate.

- Advocate for an effective humanitarian response which is informed by appropriate analysis, meets diverse and time bound needs and recognizes vulnerable communities affected by crises as agents of their own recovery.
- Advocate for i) a coordinated, evidence based cash and market programming (ii) a strong protection lens on cash and market based programming (iii) for acceptance, collaboration and coordination of cash and market based programming with local authorities.
- Provide information regularly to donors and Communication with community WG, (where consensus points are agreed with Cluster partners, CWG advocate in press conferences, interviews, etc) ensuring messaging is coordinated across clusters regarding to cash.
- Explore opportunities and constraints associated with cash transfer programming across Clusters, and thus promote the consideration of cash transfers as part of a response option analysis process.
- Contribute to an internal operational environment in which the full range of assistance modalities can be discussed on their merits and their contextual suitability.
- Identify blockers to the institutionalization of cash in the response; and enablers for cash and market interventions, draft and disseminate key messages through quarterly updates for ICCG and HCT to influence change.
- Participate in the Humanitarian programme cycle (HRP/ HNO) to leverage cash and vouchers agenda.

5. Capacity building and learning

- Promote knowledge management, learning and capacity building.
- Facilitate cash capacity building efforts at a level for staff of CWG Members and specifically to local authorities and local NGOs.
- Facilitate, when appropriate, flexible expert's deployment (NORCAPs/ other Rosters, Cashcap, Cash champions, etc.), training (CaLP training, ad hoc-training etc.), and knowledge (workshops, events, etc.) to ensure a smooth and harmonized cash and market intervention.
- Suggest and commission reviews and research of topics of joint interest where applicable and feasible.
- Investigate linkages between cash-based responses in humanitarian programming and social safety nets/development programming/protection systems/other forms of assistance, when appropriate.

6. Monitoring and evaluation

Ensure cash and market based interventions are monitored, based on minimum standards of accountability used by ICCG.

- Conduct coordinated (or joint monitoring) for direct and indirect cash based interventions, feeding learning back into the CWG on an ongoing basis and reporting on the results of the process to all stakeholders.
- Develop minimum standards/guidelines for accountability and protection mainstreaming in cash-based interventions and encourage adoption of these by members of the CWG.
- Facilitate regular discussion on successes and challenges in the CWG meetings.
- Work closely with ICCG to ensure monitoring of modalities performance, appropriateness and feasibility linked to Clusters objectives and activities providing adequate, and if possible harmonized tools.
- Promote evidence-based data across the response; and to inform the decision-making of cash and market intervention within Multi Sector's strategies (including multipurpose cash assistance).
- Ensure cash for work rates and technical standards are in line with good practices of cash programming.
- Monitor, evaluate and synthesize information on monitoring reports related to objectives of programmes linked to modality performances with close look to (market functions, price monitoring, delivery mechanism, etc.) thus supporting an overall picture of how market and cash assistance is performing and where to apply corrective measures.

- Ensure operationally relevant information management products are produced on a regular basis, and that information on cash assistance is fed into response-wide information management products.
- Ensure the monitoring and evaluation of relevant markets (beyond FSL)- through a dedicated technical work stream(s):
 - o suggest monitoring indicators; minimum standards for cash based assistance and to the extent feasible provide regular meta-analysis of post-distribution monitoring reports from participating agencies. Due consideration should be given to aspects of protection, accountability to affected populations and gender.
 - o provide market analysis relevant to decision making for cash based programming, using market and supply chain data as availed by the participating agencies.
 - o Harmonize transfer values across sectors and work closely with sectors to have harmonized sector specific assistance. Provide technical support to calculate the final MEB.

Composition and Responsibilities

Membership

The CWG is an inclusive platform for partners responding to the protracted crisis in Somalia. The group is open to the Community of Practice, which includes, but is not limited to: International and National NGOs, the Red Cross Movement, UN Agencies, and community based organizations that are involved in the humanitarian response. Other interested entities will be invited to join on a need basis for a session packaged to suit their agendas and interests. A consensual approach will be adopted, with decisions and agreements reached through discussion and dialogue. There is no limit on the number of members and all organizations involved. However, consistency of representation for each participating member is appreciated. An updated list of members should be maintained by the Cash working group co-chairs.

Responsibilities of participating agencies:

- Actively contribute to the CWG agenda and participate in CWG meetings and initiatives.
- Share information on cash-based assistance activities (PDMs), including 3W data analysis.

Promote an inclusive, collaborative environment (such as sharing of best practices), involving other members in discussions and activities where appropriate.

Values

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

Values	Details
i. Inter and Multi sectorial	Modality approach that is integrated across sectors, hence cross cutting and focused on all vulnerable groups (Refugees, IDPs and vulnerable communities).
ii. Participatory	Ensuring all members have the scope to inform decision making process, participate in technical groups and access to information.
iii. Field Coordination	Ensure cash coordination is close to cash operations, to implementation and beneficiaries.
iv. Accountability	Agreed transparent decision-making processes, strive to do no harm and clear technical guidelines that are evidence based and acknowledge lessons learnt.

Cash Working Group Leads

The Cash working group is led by a UN agency (Co-Chair) and an NGO (Co-chair¹) whenever possible to support localization. The UN Co-chair² supports on a full time basis dedicating 100% of their time to fulfilling this inter agency role and is the main lead in the CWG coordination together with the NGO Co-chair. The UN Co-chair supports an effective inter-sectoral cash coordination structure. The sustainability of the CWG is hinged on having a dedicated UN Co-chair that prioritizes all Members equally. The UN Co-chair is responsible for many of the activities and outcomes of the work plan³ and is responsible for representing the CWG at the humanitarian coordination mechanism such as (HCT, ICCG meetings) and other forums. The NGO Co-chair on the other hand dedicates 20% of their time (1 day per week) and supports the CWG coordination.

The CWG leadership (UN and NGO co-chairs) will be rotational with a term of one year after which the leadership will be open to change.

General Responsibilities of the Co-chairs

- Capitalize on Member expertise when providing technical inputs into CBI Taskforce outputs.
- Provide strategic, technical and operational support and direction to all of the CWG priorities.
- Maintain appropriate links and dialogue with all clusters, ICCG and the HCT.

Chair technical meetings; Ensure that this term of reference of the CWG are reviewed annually; Maintain an up-to-date list of CWG participating agencies; Help the establishment of work streams/ taskforce as relevant to take forward agreed initiatives and agendas; Maintain and disseminate of relevant information related to cash based assistance, including research and guidance materials, assessment reports and mapping information.

Frequency & Locations of Meetings

- The CWG will meet monthly, on the third Thursday of the month unless otherwise agreed.
- The technical work streams (WS) will agree on a meeting frequency as per work stream needs, (details will be shared in the WS TORs).
- Based on needs and interests, other activities and events, including training and learning activities, may be organised on an ad hoc basis.

Documentation and information sharing

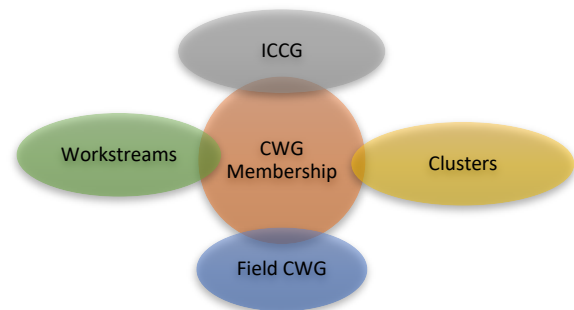
- Minutes will be compiled and circulated with the CWG members for comments before finalization.
- Minutes, as well as all other published documentation for the CWG, will be made available to all CWG members and stakeholders through the CaLP website, sub-site for Somalia.

Due to the range of terminologies used surrounding cash transfer types, for the purpose of common understanding, terms and definitions as defined in the CaLP glossary will be those followed by the CWG. This should not impact on the internal use of terms within organizations.

Work streams

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

- Main WG Membership.
- Primary aim of the ICCG to share information, updates, assessments, participate actively, and contribute to ensure quality standards and the objective of the CWG.
- Clusters Cluster coordinators and members to participate in meetings and work streams to share expertise.



¹ Co-lead arrangement to be set up by end April, 2019 (NGO co-chair)

² To be linked with CwG Co-Chair ToR- Supported by WFP

³ CWG 2019 work plan to be shared with the CWG TOR

- Work stream⁴ established as needed, with a set timeframe, in accordance with a specific ToR. When work streams/ Taskforce recommendations have been agreed upon, the CWG Co-chairs will ensure communication, validation and endorsement by the ICCG then share with WG members and other stakeholders. Strong process of collaboration with the field level CWG to support synergies.
- Field CWG is composed of members of the CWG that are based at the regions. The field CWG leadership process is guided by the CWG leadership selection process. The field CWG leads support on coordination and on the delivery of outputs. The field CWG are tasked with making recommendations to the national WG on topics that call for specialist knowledge, technical expertise, experience, guidance, and standards.

Interface with other coordination mechanisms

CWG Leads will ensure the linkage with the Inter-Cluster Coordination Group (ICCG), as well as the linkage with Cluster coordinators and Cluster's technical working group. Through regular sharing of meeting minutes, referral of action items, contribution to strategy documents, advocacy papers, and other similar actions. A standing invitation exists for ICCG Chair to attend the CWG meeting and the CWG Leads to attend the ICCG meeting. The CWG is inter sectoral and will coordinate and share information with all relevant clusters operating in Somalia, to ensure synergies and to avoid overlap and creation of parallel structures. A standing invitation exists for Cluster leads and cluster members to attend the CWG and to be part of the work streams to share their expertise.

Way of working

- Meetings are strategic in purpose, focused on clear objectives, action-oriented.
- The CWG will endeavour to take all decisions by consensus. In instances where there is no consensus, the Chair will decide to take into consideration the position of the majority. All decisions will be taken in full respect of the mandates of individual Members and Standing Invitees.
- Agenda - Members are welcome to contact the CWG for building the meeting's agenda.
- Records - Draft minutes of meetings will be prepared by the CWG and circulated within 5 working days of the meeting. The CWG has standing authority to publish a summary of the meeting for public dissemination.
- Action points - The Action Points agreed at the meeting will indicate deadlines and the organization or individual responsible for implementation. Action Points will be reviewed during each meeting.
- Information management - CWG 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.
- Every 6 months, the CWG will ensure its work plan is reviewed, output and outcomes measures, and reporting of the performance of the coordination mechanism shared. A reflection workshop is organized.

Twelve months from adoption, these terms of reference can be reviewed or amended, if the members deem necessary.

⁴ Current Work Stream ((Markets, M&E, FSPs and Risk Management) ToRs to be revised and validated.