**Global Cash Advisory Group (gCAG)**

**Cash Working Group (CWG) Co-Chair Terms of Reference (TOR)**

**DRAFT Version**

*Disclaimer: This TOR outlines the responsibilities of programmatic and non-programmatic (applicable in IASC and mixed settings) co-chairs. It can be contextualized and adapted to the specific response and used as a job description (JD) to facilitate recruitment. Programmatic co-chairs are selected for their operational presence and technical expertise; non-programmatic co-chairs (not applicable in refugee contexts) bring coordination experience. Only IASC and mixed contexts will have both. National and local co-chairs should be prioritized, whenever possible, though this TOR may not apply to government co-chairs.*

1. **Position Title**

Cash Working Group (CWG) Non-Programmatic Co-Chair and/ or Programmatic Co-Chair(s).

1. **Location and Operational Context**

Location of CWG (e.g. country, region, response) and affected people’s needs, use of cash assistance.

1. **Objective**

Co-chairs enable predictable, effective[[1]](#footnote-1) and accountable cash coordination. They support coordination, engage actors delivering (or interested to deliver) cash assistance, facilitate technical and operational discussions, enable agreement and encourage the harmonization of approaches, where needed. They are impartial, unbiased, objective and neutral to promote programmatic and operational priorities that are commonly identified and jointly agreed by CWG members in the response and ensure those are integrated in the wider response. This should be done by taking respectful consideration of different views, concerns, mandates and capacities, seeking to achieve common grounds for a collective cash response, while contributing technical as well as coordination expertise. CWG co-chairs are guided by the needs of affected people, operational cash actor’s requirements and Inter-Cluster Coordination or Inter-Sector Working Group (ICCG/ ISWG) guidance.

1. **Reporting Line**
* Co-chairs report to the ICCG/ ISWG coordinators.
* Co-chairs are primarily responsible to their constituents i.e. CWG members/ operational cash actors in-country. Operational cash actors should express what services they require.
* Co-chairs ensure links with and information exchange between cluster and sector working group co-chairs, who should be CWG members responsible for sectoral cash.
* Although co-chairs do not report to the global Cash Advisory Group (gCAG), they may seek its support, even if their agencies are not represented in this group.
1. **Exceptional circumstances**
* In contexts without ICCG or ISWG, co-chairs report to the Humanitarian Country Team (HCT).
* In IASC or mixed settings without an OCHA office, and in non-IASC, mixed or refugee contexts, the Development and Resident Coordination Office (DCO/ RCO) should be consulted to endorse co-chairing arrangements.
* In refugee settings where UNHCR does not co-chair CWGs, programmatic co-chairs will be decided at the country level and accountability will remain with UNHCR.
* In all contexts, local/ national actors should be systematically prioritized and resourced to co-chair whenever possible[[2]](#footnote-2) to leverage local knowledge and expertise.
1. **Responsibilities**

Co-chairs help develop and support the implementation of [CWG TORs](https://calpnetworkorg-my.sharepoint.com/%3Aw%3A/g/personal/lynn_yoshikawa_calpnetwork_org/EYT3RGmL4s1KkOWY3W8-nAQBUEUkFsh5MOwts0jpYFlxVA?rtime=cVC-SW4a20g). Below is an exhaustive list of possible co-chair’s responsibilities, which should be adapted to reflect the response context based on the collective agreement by the CWG members, and defined by the needs on the ground and the requirements of the ICCG/ ISWG. Co-chair responsibilities fall under the areas of coordination and facilitation of technical discussion, and reporting, knowledge and information management of cash assistance. Select the boxes that apply to your context and feel free to add context-specific tasks:

1. Enable Cash Coordination and Facilitate Technical Discussion
* Develop a CWG TOR and a work plan that reflects key priorities identified by CWG members.
* Prepare, circulate agendas, send invites and organize regular meetings in a timely manner.
* Facilitate meetings and enable technical discussions in an inclusive manner, take notes, circulate minutes with action points and ensure action points from meetings are followed.
* Maintain a mailing list of interested and operational cash actors in a transparent manner.
* Facilitate technical and operational discussions between members and support sub-national CWGs or technical Task Teams develop TORs, establish membership and endorse outputs.
* Engage diverse international, local and national actors and ensure discussions can be held in local languages by offering translation services to international actors (and vice versa).
* Support multiple/ diverse approaches, respecting CWG members’ mandates and capacities.
* Promote and advocate for coherent, comprehensive and/ or harmonized approaches like common mechanisms, joint, collaborative or complementary approaches[[3]](#footnote-3) .
* Facilitate the development of standard and easy-to-use tools and guidance[[4]](#footnote-4).
* Liaise with clusters/ sector working groups to ensure complementarity and avoid overlaps between sector cash assistance and multi-purpose cash assistance (MPCA).
* Engage stakeholders including donors, international financial institutions (IFIs), government, humanitarian and development actors to enable coherence and contextualization of cash response, links between humanitarian and development action and nexus approaches.
* Engage with any kind of social protection coordination structure that allow and enable alignment (e.g. Social Protection Working Groups (SPWGs) to ensure cash assistance complements[[5]](#footnote-5), supports or strengthens, rather than duplicates, government support.
* Provide inputs to humanitarian or refugee response cycle planning frameworks[[6]](#footnote-6).
1. Ensure Reporting, Knowledge and Information Management
* Ensure reporting and information management services are provided to CWG members.
* Request reporting of activities from operational cash actors with practical easy-to-use tools.
* Map and provide regular analysis on the delivery of cash assistance across the response.
* Promote coverage of cash assistance through information sharing and gap analysis[[7]](#footnote-7).
* Enable a community of practice to document evidence-based practices and lessons learned.
* Compile evidence to inform interventions and contribute to regional/ global learning.
* Support capacity and knowledge needs of members, clusters, local and national actors.
* Establish connections with global and regional fora e.g. [gCAG](https://interagencystandingcommittee.org/global-cash-advisory-group), [CALP network](https://www.calpnetwork.org/), [SPIAC-B](https://socialprotection.org/connect/communities/social-protection-crisis-contexts/spiac-b-working-group-linking-humanitarian).
1. **Actions outside the Co-Chair Responsibilities**

Actions outside the remit of CWG co-chairs include:

* Take decisions around humanitarian needs. CWG co-chairs can support multi-sectoral assessments; however those should be conducted by agencies, sectors/clusters and IS/ICCG.
* Dictate, restrict or limit different cash responses or approaches[[8]](#footnote-8) and obstruct technical or operational discussions required to address key issues to meet assessed needs[[9]](#footnote-9).
* Decide on funding allocations for cash assistance. CWG co-chairs may be invited to participate as technical experts alongside others in reviews but avoid conflicts of interest.
* Have access to personal data of cash assistance beneficiaries or details of cash transfers.
* Represent CWG members to Government on issues members are mandated to speak on.
* Represent their agency and/ or supervisor, which is in conflict with CWG member’s views.
* Exclude actors interested with technical capacity to contribute to discussions or Task Teams.
1. **Skills and Core Competencies**

CWG co-chairs should have the following skills, capacities and abilities:

* Experience of coordinating either CWGs or other humanitarian and development working groups, clusters and sectors in the country or in other contexts with emergency response.
* Demonstrated technical understanding of operational cash issues, challenges and concerns.
* Years of experience and/ or understanding of sectoral and multi-sectoral use of cash.
* In-depth knowledge of country context and particular humanitarian response.
* Awareness of government, local or development social assistance, programmes, systems and/ or policies and social protection working groups.
* Ability to remain impartial, uphold humanitarian principles, maintain integrity and avoid pursuing organizational or personal agendas when coordinating/ facilitating discussions.
* Strong interpersonal, communication (verbal/ written) and presentation skills.
* Ability to work and plan at both operational and strategic level.
* Experience of liaising technical and senior humanitarian, development actors and donors.
* Demonstrated ability to facilitate discussions, negotiate compromise and reach agreements.
* Ability to respectfully engage, broker and/ or facilitate conflict resolution between multiple actors with different approaches, mandates, experiences, backgrounds, nationalities, cultures, sectors, interests and seniority levels with diverging views and opinions.
* Working knowledge of English and ideally the language spoken in country.
* Understanding of humanitarian response architecture, including coordination mechanisms, humanitarian reform and action, and funding mechanisms (e.g. Humanitarian Programme Cycle - HPC, Central Emergency Response Fund and Flash Appeals, Pooled funds).
* Ability to work under pressure and adapt to an evolving and complex humanitarian context.
1. Effective cash coordination supports and enables different and multiple ways of working within the group, while striving for complementary, coherent, comprehensive, and where possible harmonized, cash assistance rather than one single approach. [↑](#footnote-ref-1)
2. When standards (i.e. humanitarian principles of impartiality, neutrality and independence, as well as resources and capacities) are met. This can be agreed with CWG members and if needed with ICCG/ ISWG or HCT/RCO/DCO support. [↑](#footnote-ref-2)
3. Where operationally feasible and desirable to cash recipients. [↑](#footnote-ref-3)
4. Guidance and tools for e.g. joint response analysis, market assessment, emergency Minimum Expenditure Basket (MEB), MPCA transfer value (TV), price or Post-Distribution Monitoring (PDM), feedback and complaints mechanisms, as relevant. [↑](#footnote-ref-4)
5. Helping CWG members consider vertical (top-ups) and/ or horizontal expansion of shock-responsive social benefits. [↑](#footnote-ref-5)
6. With ICCG/ ISWG and individual clusters and sector working group coordinators. [↑](#footnote-ref-6)
7. This should be done with inputs from CWG members and in liaison with cluster/ sector working group coordinators. [↑](#footnote-ref-7)
8. It is not a co-chair’s role to decide whether no other form of cash assistance can be provided beyond MPCA in a response. Decisions must be taken jointly with cash actors/ CWG members as well as sector WGs/ clusters and the ICCG. [↑](#footnote-ref-8)
9. Response analysis, needs and market assessments across sectors and by CWG members should provide the basis for cash and market-based response modalities and approaches not CWG co-chairs. [↑](#footnote-ref-9)