

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

Updated Version: August 2023

1. Position Title

Cash Working Group (CWG) Co-Chair(s).

- Co-Chair: UNHCR, Gokalp Arslan arslanm@unhcr.org
- Co-Chair: PCPM, Agnieszka Nosowska anosowska@pcpm.org.pl

2. Location and Operational Context

Poland National Cash Working Group

3. Objective

Co-chairs enable predictable, effective¹ and accountable cash coordination. They support coordination, engage actors delivering (or interested in delivering) cash assistance, facilitate technical and operational discussions, enable agreement and encourage the harmonization of approaches. They are impartial, unbiased, objective and neutral to promote that programmatic and operational priorities are commonly identified and agreed upon by CWG members in the response and are integrated into the wider response. This should be done by taking respectful consideration of different views and concerns, mandates and capacities, seeking to achieve common ground 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) coordinator's guidance.

4. Reporting Line

- Co-chairs report to the ICCG/ ISWG coordinators, who is the ISCG coordinator in Poland.
- 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.
- 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.

5. Exceptional circumstances

- Local/ national actors should be systematically prioritized and resourced to co-chair where possible² to leverage local knowledge and expertise.

6. Responsibilities

Co-chairs help develop and support the implementation of the CWG TORs. Co-chair responsibilities fall under the main areas of coordination and facilitation of technical discussion, reporting, knowledge and information management of cash assistance. Below is the list of co-chair's responsibilities:

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.

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.

A. 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 and manage access to 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 to 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).
- Promote and advocate for coherent, comprehensive and/ or harmonized approaches like common mechanisms, joint, collaborative or complementary approaches³.
- Facilitate the development of standard and easy-to-use tools and guidance⁴.
- 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 Social Protection Working Groups (SPWGs) and/or social protection coordination structures co-chairs to ensure cash assistance complements⁵ or strengthens, rather than duplicates, existing government support.
- Provide inputs to humanitarian or refugee response cycle planning frameworks⁶.
- Conduct regular surveys to the CWG members on the quality of the CWG, activities, and their satisfaction, and present their results with the CWG

B. 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 analysis⁷.
- 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](#), [CALP network](#), [SPIAC-B](#).
- Ensure the existence and functioning of the deduplication activities through CWG's deduplication platform, RAIS (UNHCR Refugee Assistance Information System).

7. 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

³ Where operationally feasible and desirable to cash recipients.

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.

⁵ Helping CWG members consider vertical (top-ups) and/ or horizontal expansion of shock-responsive social benefits.

⁶ With ICCG/ ISWG and individual clusters and sector working group coordinators.

⁷ This should be done with inputs from CWG members and in liaison with cluster/ sector working group coordinators.

assessments; however, they should be conducted by agencies, sectors/ clusters and IS/ICCG.

- Dictate, restrict or limit different cash responses or approaches and obstruct technical or operational discussions required to address key issues to meet assessed needs⁸.
- 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.
- Exclude actors interested with technical capacity to contribute to discussions or Task Teams.

8. Capacities and Skills

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.
- Breadth 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 the integrity and avoid pursuing organizational or personal agendas when coordinating/ facilitating discussions.
- Strong interpersonal, communication (verbal/ written) and presentation skills.
- Experience of liaising with 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.

⁸ 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.