**Syrian Refugee Coordination in Turkey**

**Cash-Based Interventions Technical Working Group**

**Terms of Reference**

**(***Draft and live copy that will be updated frequently, last updated on 15 November 2016*

**Introduction to Cash Based Interventions**

Cash and Vouchers are means of transferring resources to an individual or household during and after a humanitarian crisis, in times of economic shock, or through social assistance programmes across a range of different sectors and are increasingly being seen by affected populations, as well as the humanitarian and donor community as a viable response option over commodity-based assistance.

**About the Cash-Based Interventions Technical Working Group (CBI TWG)**

The Cash-Based Interventions Technical Working Group is part of a broader effort to coordinate the humanitarian response for refugees in Turkey. The need for this TWG, as an action-oriented forum based in Gaziantep, Turkey but with a country-wide focus (to be confirmed by STF) was identified by CBI actors in November 2015. With regards to its geographical focus, the CBI TWG will aim to address the needs of the most vulnerable refugees inside all of Turkey, with a focus on both camps and non-camp communities.

The CBI TWG, at an operational and technical level, is intended to be a mechanism for providing guidance on the following key issues:

* Targeted information sharing;
* Appropriate harmonization of approaches;
* Providing technical advisory support to Sector Leads on modality decision-making procedures;
* Determining and coordinating technical support to advocacy;
* Agreeing relevant minimum standards and planning to improve targeting of the most vulnerable households and increase their resilience to future shocks and stresses.

All these efforts will be conducted on a needs basis and upon request from relevant Sector Leads.

The CBI-TWG will capitalize on existing cash and voucher-based programming efforts from Government actors, the Turkish Red Crescent (TRC) , UN and NGOs in order to ensure a more coordinated and effective response with minimal gaps and duplications and increased quality and accountability of programming. The CBI-TWG will continue collecting 4Ws for all cash-based interventions and will refer this data to the Sector Leads for further analysis. Any programmatic issues on the Emergency Social Safety Net will be referred to TRC and WFP. All issues relating to other multi-purpose cash grants will be reported to the Basic Needs Sector.

Membership into CBI TWG is open to all humanitarian partners including international and local NGOs, Red Cross and Red Crescent Societies, concerned government departments, UN agencies and donors within the Refugee Coordination Response in Turkey; primarily organizations with previous/current experience in cash or voucher-based interventions, and those planning to implement such interventions in future. Participating agencies are encouraged to send technical/programmatic representatives in order to contribute to the greatest possible extent. All Sector Leads are also encouraged to attend these meetings and to conduct further analysis as relevant for their sector. All actors planning or implementing cash-based interventions in Turkey (in support of refugee populations) are strongly encouraged to attend the Working Group and share information regularly. Consistency of representation for each participating agency is appreciated.

Donors will continue to receive Meeting Minutes, Reports and Presentations on a monthly basis. Their presence will however be limited to specific sessions where donor insight is deemed appropriate and adds value for the rest of the group.

**Overarching Outcomes of the CBI TWG**

1. To provide technical support to sectors on sector-specific, cross-cutting or multi-sector cash-based interventions, upon request of Sector Leads.
2. To provide technical guidance, capacity development and support increased appropriate harmonization of approaches, accountability and quality of CBI programming in Turkey;
3. Contribute to and provide technical capacity towards a transition towards longer-term sustainable options;
4. Promote knowledge management and learning amongst CBI actors;
5. Ensure participation and information-sharing with other sectors in which CBI actors participate; assist sector working groups to more efficiently and effectively incorporate CBI into their coordination mechanism.

**Expected Outputs of the CBI TWG**

These outputs will be undertaken upon request of Sector Leads and in coordination with the relevant technical experts. All outputs will first be endorsed by the CBI-TWG, followed by the Inter-Sector Working Group (ISWG) and the Syria Task Force(STF). For issues of national significance, endorsement will take place directly at STF level.

*Information Sharing and knowledge management:*

* 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;
* Provide 4Ws to Sector Ledas so that they may conduct further sector-specific analysis on CBIs.
* Work to ensure that interventions do not overlap or in any way negatively impact one against the other;
* Continue to update the CaLP-hosted Turkey CBI-TWG web-page on a weekly basis and as needed;
* Facilitate regular discussion on successes and challenges;
* Strengthen links with other coordination bodies at central level (i.e. Working Groups in Ankara) to ensure that they are kept abreast of important technical developments such as the Minimum Expenditure Basket (MEB) study;
* Involve the donor community in specific sessions of the CBI-TWG,upon agreement with the group;
* Identify opportunities for possible new approaches to cash-based programming in Turkey;
* 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 Turkey.
* Produce quarterly updates on the CBI TWG achievements / challenges.
* Ensure sharing of available data on price monitoring and useful learning from other monitoring activities.
* Foster linkages and complementarities between activities in CBI-TWG and the Inter-Sector Working Group (ISWG).
* Ensure regular communication and linkages with the other Cash TWGs in the region.
* Ensure regular communication and linkages with the XB CBR-TWG.

*Programme Quality and Cross-Cutting Issues*

* Review and agree to minimum standards of data collection and monitoring processes to inform evidence-based improvements to programming;
* Adaptation and implementation of best practices and/or harmonised approaches developed;
* 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;
* Promote consideration and adaptation of new modalities and tools for CBI, including through emerging technologies;
* Develop minimum standards/guidelines for accountability in cash-based interventions and encourage adoption of these by members of the CBI TWG;

*Capacity Development*

* Promote cash capacity building efforts (including for staff of WG participants), e.g. through the use of Global Tools, free of charge, such as the NORCAP sponsored CashCap Roster;
* Capitalize on capacity building opportunities or resources which are available through participating agencies at regional/global level;
* Ensure adequate training opportunities and tools are provided to participating agencies in order to enable high quality implementation of tools, guidelines and minimum standards developed by the CBI TWG.
* Promote regional trainings and capacity building activities for CBI-TWG partners by strengthening links with other CBI-TWGs in the region (i.e. Amman, Lebanon, Iraq).

*Technical Support to Advocacy*

* Where possible, advocate with service providers upon request of Working Group members.
* Promote transparency and (two-way) information sharing between participating agencies and national actors and authorities at all levels;
* Promote minimum technical quality standards;
* 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.

**Roles and Responsibilities**

The Co-Coordinator of the CBI TWIG will be WFP and UNHCR. The Technical Advisor will rotate on a yearly basis. NGOs will be invited to send in their nominations and present their candidacy in November of each year. The roles and responsibilities of the Co-Coordinators are as follows:

* Capitalize on WFP’s food security expertise, UNHCR’s refugee coordination experience and the varied, multi-sectoral technical and programmatic experience of participating agencies, when providing technical inputs into CBI TWG outputs;
* UNHCR and WFP to alternate event hosting and minute taking every month as well as regularly updating the CBI-TWG contact list.
* Promote greater awareness raising of CBI-TWG roles and responsibilities in SET with the ISWG and at central level with the STF.
* Provide technical support and direction to all of the Working Group priorities;
* Maintain appropriate links and dialogue with technical actors;
* Ensure review of terms of reference and Work-Plan at least every six months

The roles and responsibilities of the **Technical Advisor** are as follows:

* Provide technical inputs on partners’ cash based programmes and participate in briefing/orientation activities for new group members in collaboration with the Chairs;
* Establish regular technical exchange with NNGOs and INGOs mechanisms with a view to promoting an inclusive and transparent decision-making process;
* Link with regional NGO Technical Advisors to understand specific technical regional issues and facilitate increased learning;
* Contribute to the production of working group documents (policies, strategies, work plans, advocacy briefs, newsletter) on behalf of the NGO community;
* Act as Co-Chair whenever Co-Coordinators are not present.

**Modality and Frequency of Meetings**

The CBI TWIG will meet the **last Tuesday of every month.** The modality of the meetings will generally be face-to-faceeither in Gaziantep (at UNHCR or WFP) or in other areas in Turkey, as the need arises.

**Cash-based interventions coordination structure - draft**

**Cash-based Interventions Technical Working Group (CBI TWIG)**

Co-Coordinators: WFP & UNHCR

Technical Advisor: To be nominated

Meeting frequency: Once per month all year

Focus: Coordination of CBIs and technical programmatic development / knowledge sharing etc.