



Inter-Agency
Coordination
Türkiye

Terms of Reference (ToR) for Cash and Voucher Assistance (CVA) Technical Advisory Group (TAG)

Introduction:

This document outlines the Terms of Reference (ToR) for the establishment and operation of a Technical Advisory Group (TAG) comprising Cash and Voucher Assistance (CVA) Experts from member organizations of the Cash-Based Interventions Technical Working Group (CBI TWG) Türkiye. The CBI TWG, formed in November 2015, serves as a Technical and Operational working group chaired by UNHCR and TRC, with the goal of coordinating the delivery of CVA in humanitarian responses within Türkiye.

Objectives of CVA TAG: The primary objectives of the CVA TAG are as follows:

- **Support CBI TWG Strategy and Direction:** Assist in designing the CBI TWG strategy and setting strategic directions.
- **Technical Guidance:** Address technical needs of the CBI TWG and provide guidance.
- **Review and Support:** Review proposed decisions and support thematic work across the CBI TWG.
- **Document Review:** Review key technical documents and policy outputs from CBI TWG members, ensuring alignment with related initiatives.
- **Advocacy and Key Messages:** Identify key issues for collective action and support creating key messages for advocacy to scale CVA.
- **Networking and Engagement:** Facilitate connections among members, disseminate CBI TWG's work, and create opportunities for engagement.

Composition: The TAG will consist of 5 representatives selected from CBI TWG member organizations based on the following criteria:

- Staff member of a CBI TWG member organization with a history of implementing CVA in Türkiye.
- Member organization willing to nominate a maximum of one senior-level CVA expert.
- TAG representative must possess technical expertise in Cash and Voucher Assistance.
- Strong personal motivation and willingness to dedicate time to contribute to the group.

Responsibilities of TAG Representatives: TAG representatives will be responsible for the following:

- Contribute to the development of CBI TWG Strategy, Workplan, and other strategic documents.
- Attend regular and ad-hoc CBI TWG meetings.
- Attend regular TAG meetings and any task related meetings.
- At least attend one meeting of hub level CBI TWG meeting in a year.
- Review and provide feedback on key strategic and technical products.
- Provide advice on key decisions and processes.
- Support and provide guidance on key thematic areas to the CBI TWG.

Term and Termination:

- TAG Representative's term is one year, with the option for renewal.
- Representatives can withdraw by notifying the CBI TWG Chair.
- Non-compliance with responsibilities may lead to a request for adherence or withdrawal.
- Leaving the CBI TWG member organization automatically ends TAG Representation.
- TAG Representation is not transferrable between outgoing and incoming role successors.

This ToR will be subject to regular review with input from members and the Cash Coordination Team of CBI TWG.