

Terms of Reference Cash Working Group Bulgaria

With the increase of refugees and other vulnerable people coming from Ukraine and various humanitarian actors on the ground, a Cash Working Group (CWG) has been set up under the Refugee Coordination Model in Bulgaria. The group will work to ensure the humanitarian response is linked with the government and local response.

Governance and Leadership: The CWG in Bulgaria will be co-chaired by UNHCR and a representative from the Ministry of Labour and Social Policy.

Membership: Only operational agencies providing cash assistance or planning to provide cash assistance in Bulgaria may be members of the CWG.

Objectives of the Cash Working Group

The CWG would be responsible for ensuring that the following functions are provided:

1. Promote alignment with Government's social protection schemes across the cash response.
2. Promote inclusion of refugees in the social protection system, including healthcare, education and other social services.
3. Ensure the overall cash response is coherent, avoids duplication, and finds opportunities to increase effectiveness.
4. Promote the use of joint approaches, standards, and tools (when possible) approved by the CWG for harmonized programming:
 - Coordinate discussions on eligibility and setting transfer values, that are aligned with the national social protection system.
 - Promote a coherent and secure approach to data management, data sharing, and digitalization.
5. Promote effective information management on the delivery of cash assistance across the response to avoid duplication.
6. Work jointly on cash programming with humanitarian cash actors which may include, risk assessments, vulnerability assessments, financial service provider mapping, coordinated monitoring, and accountability mechanisms such as:
 - Support coordinated or joint monitoring and evaluation where appropriate.
 - Ensure accountability to affected people through joint feedback mechanisms (when possible).

- Ensure cash transfers are delivered in a way that maximizes protection dividends and minimizes protection risks.
- Reinforce Protection from Sexual Exploitation and Abuse (PSEA) through core prevention and response measures.

7. Develop a mechanism to discuss and resolve urgent operational challenges arising.

Timeframe: The CWG in Bulgaria is established for an initial period of 6 months, and will be extended based on needs. This country specific CWG is meant to be temporary in view of the inclusion of refugees in the national system.

Representation in the Cash Working Group: The agencies should nominate colleagues for joining the CWG, who would be able to add value to the CBI-related discussion and coordination between agencies.

Meetings and Periodicity: The CWG in Bulgaria will convene, virtually/in-person, on a monthly basis, the date and time will be scheduled upon a discussion within the group. A regular meeting schedule can be established. Minutes of the meetings will be circulated among all members in a timely manner. A shared folder will be created where all the minutes and related documents will be uploaded for members to access.

Revision of the Terms of Reference: The Terms of Reference guiding the structure and activities of the CWG will be reviewed based on immediate needs as agreed by the members.