

TERMS OF REFERENCE (TOR)

1 August 2019

INTRODUCTION

The Uganda Cash Technical Working Group (CTWG) was established in December 2016 to support the humanitarian community in Uganda to support affected refugee population. It is a community of practice of humanitarian actors (CTWG Members) that operates from the Humanitarian approach to cash coordination. It includes both technical functions that focus on process (such as sharing lessons learnt, harmonizing approaches to delivering cash, developing guidelines) and strategic or functions that focus more on results and impact (such as avoiding gaps and duplications, advocacy to promote appropriate cash and voucher assistance and influence policy).

STRATEGIC OBJECTIVES

Strategic Objective 1: Strengthen Cash Coordination within the existing humanitarian coordination architecture in Uganda

- Promote coordination of sustainable CVA for multi-purpose/multi-sectorial and sectorial responses to address the needs of the most vulnerable households
- Ensure participation and information sharing with other sectors in which CTWG Members participate and assist sector working groups to more efficiently and effectively incorporate CVA into their operational planning.
- Establish solid linkages with Government to ensure participation, coherence and inclusion of Social Protection and relevant GoU policies in CVA
- Identify opportunities, technical challenges, risks and strengths for undertaking CVA responses for refugee and host population in Uganda
- Promote transparency and (two-way) information sharing between CTWG Members and national actors and authorities at all levels
- Encourage implementation of the CTWG recommendations.
- Conducting country response analysis profile to support delivery strategies
- Produce regular updates on the CTWG achievements / challenges;
- Ensure sharing of available data on price monitoring and useful learning from other monitoring activities.
- Collaborate to create and strengthen common CVA platforms/ approaches
- Sharing information and lessons learned among humanitarian organizations to identify gaps and avoid duplications;
- Conducting coordinated or joint assessments and monitoring

Strategic Objective 2: Harmonize tools and standards in cash programming

- Provide technical guidance and support increased appropriate harmonization of approaches, accountability and quality of CVA in Uganda
- Review and agree to minimum standards of data collection and monitoring processes to inform evidence-based improvements to programming;
- Developing technical guidance and standardize tools and delivery mechanisms;
- Adaptation and implementation of best practices and/or harmonized 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;

Strategic Objective 3: Promote advocacy and evidence on cash feasibility and scalability

- Advocating for the appropriate use of CVA with authorities, donors and sectors
- Where possible, negotiate with service providers to harmonize and minimize the cost of transaction and improve service provision to affected populations;
- Contribute to capacity and advocating for the appropriate use of cash and voucher assistance at national and regional levels

Strategic Objective 4: Strengthen the capacity of the CWG partners

- Promote knowledge management and learning amongst CTWG Members;
- Promote cash capacity building efforts at national and local level (including for staff of CTWG Members), e.g. through the use of Global CVA Tools
- Capitalize on capacity building opportunities or resources which are available through CTWG Members at regional/global level;
- Ensure adequate training opportunities and tools are provided to CTWG Members in order to enable high quality implementation of tools, guidelines and minimum standards developed

COMPOSITION and RESPONSIBILITIES

The CTWG is an inclusive platform for humanitarian actors responding to the situation in Uganda. The group is open to the cash Community of Practice, which includes, but not limited to, International and National NGOs, UN Agencies, donors, community based organizations, financial service providers and relevant government agencies that are involved in the humanitarian response.

There is no limit on the number of members and all organizations involved. Consistency of representation for each participating member is appreciated. An updated list of members will be maintained by the Coordinator/Secretariat/Standing committee

Coordination and Co-Chairs

CashCap will ensure the coordination of the CTWG for a period of one year (from May 2019), with the objective to facilitate a transition to a permanent structure adopted by relevant agencies operating in Uganda. CashCap will ensure also support through a technical advisor to facilitate and deliver technical products to CTWG. Both roles, coordinator and technical advisor will be supported by Steering Committee/Task forces leads, as needed.

CashCap as coordinator and technical support role is responsible for:

- Capitalize on Member expertise when providing technical inputs into CVA Taskforce outputs;
- Provide strategic and technical support and direction to all of the CTWG priorities;
- Maintain appropriate links and dialogue with all sectors and coordination leads
- Ensure that this terms of reference of the CMWG are reviewed.
- Contribute to the production of CTWG documents (policies, strategies, work plans, advocacy briefs, newsletter) on behalf of the NGO community

UNHCR as co-chair of the CTWG is responsible for:

- Actively participate and facilitate-support coordination of the CTWG
- In coordination with WFP and other partners, co-chair eventual Steering Committee
- Represent CTWG and to be aligned with it as needed, especially in absence of the CTWG coordinator
- When required, facilitate links with sector leads
- Ensure/facilitate transition from CashCap to Uganda-based agency lead coordination

WFP as co-chair of the CTWG is responsible for:

- Actively participate and facilitate-support coordination of the CTWG
- In coordination with UNHCR and other partners, co-chair eventual Steering Committee
- Represent CTWG and to be aligned with it as needed, especially in absence of the CTWG coordinator
- When required, facilitate links with sector leads
- Ensure/facilitate transition from CashCap to Uganda-based agency lead coordination

Eventual Steering Committee & Taskforces

To structure the workload, CTWG can utilise member capacities and can utilise the following structures:

- Steering Committee
 - On-going group, convened by the CTWG Coordinator
 - Tasked with making recommendations and decisions of a strategic nature to the CTWG
- Taskforces
 - Established as needed, with a set timeframe, in accordance with a specific ToR
 - Interested members that are determined by the Taskforce purpose and outputs
 - Tasked with making recommendations to the wider WG on topics that call for specialist knowledge, technical expertise, experience, guidance and standards.
 - When Taskforce recommendations have been agreed to, the Steering Committee endorses them, and they are shared with WG members and other stakeholders.

Frequency and Locations of Meeting Meetings

The CTWG will operate from Kampala, Uganda and Member organizations will be represented by persons focused on delivering CVA in Uganda. The venue for meetings will be announced in advance, and will be usually the conference rooms of the co-chair Agencies.

The CMWG will meet on a monthly basis

Agendas, Records, Action Points & Information Management

Coordinator will consult with co-chair Members to agree on a draft agenda for meetings at least three days in advance and the agenda will be circulated to CTWG members previously to the meeting

Draft minutes of meetings will be prepared and circulated within 5 working days of the meeting.

The minutes will contain all action points generated by the meetings. The Action Points agreed at the meeting can indicate deadlines and the organization or individual responsible for implementation. Action Points will be reviewed during each meeting.

Six months after adoption, these terms of reference can be reviewed or amended, if the members deem necessary or helpful
