

Turkey Cash-Based Interventions Technical Working Group

Terms of Reference

1. Introduction to Cash Based Interventions

Cash Based Interventions as terminology covers all cash and voucher form of assistance, which are used to transfer 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. Cash Based Interventions are being considered as a viable response option over commodity-based (in-kind) assistance by affected populations, as well as the humanitarian and donor community.

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

The Cash-Based Interventions Technical Working Group aims to support the broader effort to coordinate the humanitarian response for refugees in Turkey through the provision of cash-based assistance.

Considering the need to ensure coherence with overall humanitarian policy and coordination at national level, large geographical coverage and participation of new actors, the CBI TWG acts as a national technical working group based in Ankara; and convened with a hybrid approach both in-person, and online/virtual.

The CBI TWG is an intersectoral platform which serves all working groups in Turkey, across the sectors, to meet the basic and specific needs of the persons of concern through cash and voucher based assistance programmes. CBI TWG reports to Syria Task Force (STF), established linkages of the working group, its products and activities through active participation of CBI TWG Chair.

The CBI TWG operates by addressing issues including efficiency of the systems for delivery; effectiveness of CBIs against the programmatic and sectoral objectives; harmonization of monitoring and evaluation frameworks in line with 3RP; technical aspects of the definition of the MEB and the transfer value against the market analysis and trends; overlap and duplication of programmes and beneficiaries.

The CBI TWG, at an operational and technical level, is intended to be a mechanism of information sharing, appropriate harmonization of approaches, sharing and collating good practices and lessons learnt, determining and coordinating joint advocacy efforts, agreeing relevant minimum standards and planning to improve targeting of the most vulnerable households, and increase their resilience to future shocks and stresses.

Its aims to harmonize, and capitalize on, existing cash and voucher based programming efforts from Government actors, UN, NGOs, the Turkish Red Crescent, the International Federation of the Red Cross and Red Crescent Societies and any other relevant actors, 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 also liaises at regional level with relevant actors, including the Cash Learning Platform (CaLP).

Participation into CBI TWG is open to all humanitarian partners including international and local NGOs, the Turkish Red Crescent, the International Federation of the Red Cross and Red Crescent Societies, concerned government departments, UN agencies, donors within the 3RP Response in Turkey and any other relevant actors; the participation is primarily envisaged for those organizations with previous/current experience in cash or voucher-based interventions in Turkey or worldwide, and then to those planning to implement interventions in future.

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Participating agencies are encouraged to send technical/programmatic representatives in order to contribute to the greatest possible extent, enhancing the quality of the discussions and ensuring sound technical support and advice to sectoral working groups. 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.

Sector leads and co-leads are expected to participate in the CBI TWG regularly and remain abreast of the cash programming in Turkey.

3. Overarching Outcomes of the CBI TWG

To **coordinate and promote participation** of humanitarian actors in Turkey towards efficient and effective cash based interventions for multi-sectoral and/or multi-purpose responses to address the needs of the most vulnerable refugee households.

1. To provide technical **guidance, advice, and support** to enhance the harmonization of approaches, the accountability, and the quality of CBI programming in Turkey;
2. Contribute to and provide technical **capacity development** to humanitarian community in Turkey in the domain of CBI.
3. Promote **information sharing, knowledge management, and learning** amongst CBI actors and across sectors;
4. **Assist and advocate** to sector working groups to incorporate CBI into their coordination mechanism more efficiently and effectively.

4. Expected Outputs of the CBI TWG

Information Sharing, knowledge management, and learning:

- Map existing CBIs in Turkey to identify trends, gaps and potential areas of collaboration and harmonization, and advise accordingly to the partners, sectors, STF and other actors as appropriate;
- In consultation with its partners, and in line with government regulations, develop context-specific guidelines,
- Facilitate regular discussion on successes, challenges, lessons learnt and best practices;
- Identify opportunities for new approaches to cash-based programming in Turkey;
- Ensure sharing of available data on price monitoring, market bulletin, economic updates etc.

Guidance, advice and support

- Review implementation modalities, promote existing best practices and guide partners and sectors in adopting existing harmonised approaches when possible;
- Review and advise on minimum standards of data collection and monitoring processes to inform evidence-based improvements to programming;
- Promote gender-specific and protection-mainstreamed 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 partners of the CBI TWG;

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- Promote discussion and exchange around technical subjects related to cash transfers in Turkey, including delivery mechanisms and platforms, Know-Your-Customer restrictions and data protection, payment and sweepback processes, etc.

Capacity Development

- Promote cash capacity building efforts at national and provincial level, including for staff of WG participants and NGOs, civil society and other relevant actors, through the use of Global Tools, free of charge, such as e.g. the NORCAP sponsored CashCap Roster, CaLP;
- 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.

Technical assistance and advocacy

- Where possible (depending on programming and taking into account different levels of services provided) promote harmonization of the standards for delivery mechanisms to improve the quality and the accountability of service provision to affected populations;
- Promote transparency and two-way information sharing between relevant stakeholders.
- Promote opportunities for collaboration for 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;
- Enhance the coordination with CBI coordination platforms at regional and global levels.

5. Roles and Responsibilities

The **chair** of the CBI TWG is UNHCR with a Rotating Technical NGO **Co-Chair**. The NGO Co-Chair will rotate on a yearly basis, if feasible. NGOs will be invited to send in their nominations and present their candidature. These roles will be supported by an **Information Management officer**.

The roles and responsibilities of the **Chair** are as follows:

- Ensure CBI TWG meetings, workshops and other events are organized to respond coordination and information needs around CBIs in Turkey.
- Ensure that NGO Technical Advisor, partners of the platform and other relevant actors are continuously encouraged and supported to share program updates, best practices, post-distribution findings, assessments and analysis related with CBIs in Turkey.
- Ensure appropriate linkages for sharing of technical expertise between partners.
- Develop and follow the work plan; ensure that focus of the platform and its deliverables are updated and relevant to the context, reflecting TWG priorities and the development of the discussions around CBI within the platform and across relevant sectors;
- Maintain links and dialogue with technical actors at national, regional and global level to support cash coordination in Turkey;
- Strengthen linkages with relevant sectoral working groups at national and sub-national levels and the STF;



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- Ensure that this document of terms of reference is reviewed at least bi-annually;
- Ensure that mapping of CBIs in Turkey is revived annually.

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

- Provide technical advice to the Chair on the content of CBI TWG meetings and workshops and other CBI related events.
- Share best practices, technical advice and evidence-based guidance to programming of CBI TWG partners in collaboration with the Chair.
- Provide continuous technical input to development of the work plan and deliverables (policies, strategies, advocacy briefs, analysis).
- Support establishing and strengthening linkages with relevant sectoral working groups at national and sub-national levels;
- Establish regular technical exchange with I/NGOs to support inclusive and transparent decision-making process through the technical working group;
- Support create and strengthen the links and dialogue with technical actors at national, regional and global level to support cash coordination in Turkey;

The roles and responsibilities of the **Information Management Officer** are as follows:

- Ensure smooth data collection and analysis in CBI Mapping process.
- Produce CBI TWG dashboards and relevant analysis, and share with the partners of the platform;
- Identify relevant information requirements of the platform and partners, and encourage information sharing among all stakeholders;
- Support partners to update their cash-based interventions on Services Advisor continuously.

6. Modality and Frequency of Meetings

The CBI TWG will meet every two months on the fourth Tuesday of the month, unless decided otherwise with reference to inter-agency calendar and partners' needs. Depending on needs and opportunities ad-hoc meetings can be scheduled out of the bi-monthly schedule.

Meetings will be convened with a hybrid approach both in-person, and online/virtual. In-person meetings will be held in Ankara, Gaziantep and other locations (e.g. Istanbul and Izmir) on rotational basis to gather larger participation from local actors. Partners from other cities will always be provided with options for participating virtually. Depending on the needs, platform can meet entirely on virtual platform.

Ad hoc workshops will be organized to discuss on specific topics, with participation of all relevant actors and if available, consultants. CBI TWG will assess the needs of partners and provide trainings when applicable.

The CBI TWG chair, NGO Technical Advisor and IM will participate to other IA WG meetings to promote issues discussed during the CBI TWG meetings that are relevant for the TWG, when necessary.