

CASH WORKING GROUP – JORDAN

TERMS OF REFERENCE

Background

Since March 2011, Syrians have been fleeing to Jordan as a result of the on-going conflict. By August 2013, UNHCR reported about 515,000 persons of concern in Jordan, whereas the Government of Jordan had registered about 600,000¹. The Cash Working Group (CWG) was set up in mid-2012 when a number of humanitarian partners launched cash-based interventions (CBIs) to support Syrian refugees in Jordan. It quickly became an important platform for coordination and information management concerned from the outset with targeting, mitigation against duplication of assistance and harmonization of interventions.

Objectives

- To work towards a harmonized approach to provide a well coordinated emergency response to Syrian refugees most in need. This includes harmonization of (1) vulnerability criteria, (2) sizing and duration of assistance, (3) modalities of payment, (4) assessment and (5) monitoring activities;
- To mitigate against duplication and identify ways of continuously improving complementarity; also vis-à-vis assistance provided by other working groups;
- To develop evidence-based tools that help inform appeal formulation, project design and prioritization to best assist the affected population.

Working Modalities

- The Cash Working Group (CWG) is co-led by UNHCR and CARE International. The division of labour is to be defined by the co-chairs and clearly communicated to members of the working group
- There is no limit on the number of members and all organizations involved in CBIs in Jordan are encouraged to participate. An updated list of members will be produced by the co-chairs.
- Decision-making is based on consensus among all partners with running CBIs
- The regular meeting of the CWG will take place monthly (Mondays at 15:00). Additional meetings can be scheduled as needed.
- The CWG has two task forces:
 - (a) Technical Task Force in charge of reviewing secondary data feeding with the objective of suggesting ways of every growing harmonization. The CWG tasks the task force with the

¹ These figures refer to holders (or applicants) of UNHCR registration documentation and holders of the MoI card plus the population in Zaatari respectively.

technical review of a particular issue requesting a proposal for endorsement at an upcoming meeting of the CWG.

(b) Appeals Task Force which reviews proposals prior to submission to donors. This task force convenes when proposals are submitted to the CWG co-chairs. The task force should count at least four members, none of which is supposed to be affiliated with any of the submitting organizations. The review of proposals should result in a joint statement on the adherence of a proposal to existing CWG standards.

- An agenda of the meeting will be shared on the Thursday prior to the CWG meeting. Minutes will be made available within one week of the meeting.
- The CWG will continuously update (but at least every 6 months) a 3W matrix, RRP updates, baseline data for the cash sector and an overview of standards and policies.
- The CWG will elaborate and revise a CBI strategy for Jordan. The strategy will be finalized by Dec 2013 and cover interventions in 2014.
- Based on needs and interest, learning exercises and training activities will be facilitated by the CWG.

Main responsibilities of Cash Working Group Participants

- Proactively share information on on-going and planned activities, including assessments and analysis;
- Operate in an inclusive manner and involve other partners whenever possible in surveys and assessments;
- Report without delay changes to activities as recorded in the 3W matrix;
- Respond within 72 hours to queries on duplication;
- Ensure that participants are able to represent and take decisions on behalf of their organizations;

Annexes:

- 1.) ToR for sector co-chairs and division of labour
- 2.) SOPs for checking against duplication and list of focal points
- 3.) Vulnerability criteria and categories / scoring system
- 4.) ToR for gender focal point