

Poland Cash Working Group TOR

CONTEXT

Since February 24, 2022, over 14.85 million people crossed the border from Ukraine into neighboring countries (data) while relief agencies have recently reported an estimated 7.35 million have crossed into Ukraine, a flow that remains at about 30.000 per day. Of those who fled and have registered as refugees across the EU, 4,460,847 are registered in various national protection schemes.

The Cash Working Group in Poland, co-chaired by UNHCR and PCPM, was created in March 2022, to facilitate the coordination of a rapid Cash-Based Intervention (CBI) providing immediate emergency relief to cover the basic needs of those who fled conflict in Ukraine and arrived in Poland.

PURPOSE

The purpose of the CWG is to effectively coordinate the delivery of cash and voucher assistance (CVA) from multiple actors across the response to maximize resources, avoid duplications, address unmet needs, increase effectiveness, and enable programmatic coherence. The CWG will also strive to advocate for social protection by the government, including the refugees into the existing social protection schemes.

The CWG is also responsible for systematically integrating CVA, particularly Multipurpose Cash Assistance (MPCA), into humanitarian responses and preparedness plans – wherever feasible and appropriate – to ensure coherence and avoid duplication of efforts and ultimately ensure that all opportunities for cash response are adequately explored, as appropriate. Specifically, the CWG is responsible for ensuring that the following functions are provided:

1. Compile and guide the analysis by CWG members on existing assessments and monitoring around the feasibility of cash, including affected people's preference for cash assistance, as part of overall response analysis and specifically:¹
 - a. Coordinate joint cash feasibility assessments if required within and across sectors to systematically integrate cash and particularly MPCA in humanitarian preparedness and response, planning, monitoring and reporting, avoiding duplication of efforts.
 - b. Provide technical support to coordinated (intersectoral) needs assessments and technical support and leadership to multisectoral response analysis in the CVA/MPCA analysis, to ensure adequate consideration on the appropriateness, feasibility and relevance of MPC as part of the overall response analysis and highlight preferences of affected populations where relevant.
2. Ensure the overall cash response is coherent,² avoids duplication, and finds opportunities to increase effectiveness, coordinating with the clusters/sectors to ensure coherence.

¹ The operational coordination of sector-specific CVA continues to be led by relevant cluster/sector(s). The CWG ensures coherence of CVA across the response.

² Coherence in this instance means that planned CVA interventions are logical and complementary between clusters and modalities.

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- a. Represent the CWG to engage and advocate with relevant entities outside the humanitarian system – social protection (see point 3 below), Financial Service Providers (FSPs), and development actors - to ensure humanitarian cash is well coordinated with and complementary to other financial flows to people in need.
3. Provide a clear and predictable entry point for linkages to social protection in Poland to the extent appropriate for the response and/or preparedness efforts. This may include:
 - a. Promote understanding of government policies related to CVA amongst cash actors;
 - b. Systematically identify the entry point for social protection linkages;
 - c. Participate in and/or liaise with relevant coordination mechanisms, wherever appropriate, such as National Disaster Management Mechanisms, and/or Social Protection bodies(s).
4. Ensure that the cash assistance is targeted at the most vulnerable people with a harmonized approach by cash actors in Poland, in line with the do no harm principle.
5. Maintain closer and effective coordination with local NGOs and promote strengthening the institutional capacity of CWG members and local actors.
6. Provide effective information management on CVA delivery across the response, in close collaboration with clusters/and their information management officers (IMOs) for sector-specific use of CVA. This should include accurate and up-to-date 5Ws.
7. Promote the use of common mechanisms, standards, and tools across partners for harmonized, quality and accountable programming.
 - a. Coordinate and lead discussions to develop common tools related to assessments, post-distribution monitoring, market monitoring, deduplication of assistance and analysis
 - b. Coordinate and lead discussions on setting transfer values and frequencies based on evidence (including but not limited to MEB, gap analysis etc.).
 - c. Ensure cross-cutting issues such as gender, disability, inclusion, and protection are mainstreamed in the cash response.
 - d. Where appropriate and relevant, promote digitalization, systems interoperability, and data sharing between cash actors including governments, where relevant, while promoting data privacy, standards, and protection.
8. Provide common services to cash partners as relevant which may include supporting joint/ shared market analysis, risk assessments, financial service provider mapping, mapping of government social assistance, where relevant and if this is not done by other working groups, and programmes to identify entry points for linking, coordinated monitoring and feedback mechanisms.
 - a. Support to coordinated or joint monitoring and evaluation where appropriate.
 - b. Advocate for strengthening accountability to affected people, such as through joint and independent feedback mechanisms on cash. Make recommendations to implementing actors on course corrective measures as appropriate.
 - c. Identify and mitigate key risks.

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9. Review and support the capacity strengthening requirements and requests of CWG members, clusters, local and national actors (LNAs) and government partners and develop strategies for addressing gaps in skills and knowledge through engagement with the CAG and with capacity building networks and existing entities (e.g., CALP, CashCap).
10. Facilitate and enable inter-agency lessons learnt sessions.

ACCOUNTABILITIES

In 2022, the IASC formalized the inter-sector/inter-cluster coordination (IS/ISCG) group's responsibility for overall cash coordination, with day-to-day tasks delegated to a linked and formalized CWG. The CWG is accountable to the ISCG.

INFORMATION MANAGEMENT

The information on the CWG is uploaded and stored in a shared folder in PCPM's SharePoint.

MEMBERSHIP AND COMPOSITION

The Poland CWG aims to prioritize participation, inclusion, and representation of all actors in the response – a principle enshrined in the cash coordination model. CWGs will strive to include a wide representation of actors including representatives of clusters/sectors, national and international non-governmental organizations, the Red Cross/Red Crescent Movement, UN agencies, national and sub-national authorities as the members, and donors and financial service providers as the participants and observers, where appropriate.

As required, the CWG will establish task forces and sub-working groups on the technical issues (deduplication, social protection, targeting approach, transfer values, others as applicable) with the aim of keeping the CWG lean and agile.

GOVERNANCE

The governance is shared between two co-chairs by UNHCR and PCPM until the end of 2023 (unless any change occurs). UNHCR is the permanent co-chair whereas PCPM is the rotating chair.

The co-chairs are responsible for leading and coordinating the CWG and are members of the ISCG. They are responsible to their constituents e.g., CWG members and operational cash-delivering actors in the country and report to ISCG.

Ideally and as applicable, the co-chair will be selected by CWG members through elections, which should be held in a staggered timeframe to ensure continuity and institutional memory are preserved. Rotation of the co-chairs is good practice and encouraged. The decision on the approach and the frequency should be informed by the context and agreed upon by CWG members.

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The current Poland CWG chairs and contact details are as follows:

- Gokalp Arslan, UNHCR arslanm@unhcr.org
- Agnieszka Nosowska, PCPM anosowska@pcpm.org.pl

ROLES AND RESPONSIBILITIES

Annex 1 outlines the responsibilities of co-chairs.

Focal Points and Sub Working Group co-chairs:

Focal Points help leverage the technical expertise more widely available across the CWG, especially to address cross-cutting themes, such as child protection, or for technical guidance required from other clusters that can inform, support, and further strengthen CWG decision-making.

In addition to the co-chairs from UNHCR and PCPM, there are volunteers within the CWG in Poland who provide additional support for cross-cutting themes and technical sub-working groups as the need emerges. It is also recognized that the focal points may change due to turnover during the response.

An Information Management Focal Point reporting to the chair(s) will support the CWG by developing information products which enable CWG and ISCG members to make informed, evidence-based and strategic decisions. Activities may include:

- Enabling CWG member inputs to information products,
- Establishing and maintaining a CWG page on relevant information management sites [Reliefweb, UNHCR's data portal] and uploading all relevant documents, including meeting minutes and actions,
- Accurately reporting the delivery of humanitarian cash assistance across the response.

CWG members should attend the CWG meetings regularly. Expectations include:

- Sharing relevant operational delivery data (such as cash delivered, beneficiaries assisted etc).
- Contributing technical inputs, learning, and programmatic information, as requested, and contributing to a common cash approach, where relevant.
- Providing inputs to set the strategic direction of the CWG, through reviewing TORs and identifying key gaps in response-specific tools, standards and learning.
- Leading, as well as contributing to sub-working groups.

MEETING FREQUENCY/ SCHEDULE

The CWG meets monthly in English, on the third Wednesday of each month at 3 pm. Depending on needs, interest, and availability, ad-hoc meetings can be scheduled out of the regular meeting schedule. Meetings will be convened with a hybrid approach both in-person, and online/virtual. In-person meetings can be hosted by partner entities/organizations.

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