Terms of reference (ToR) - CVA Technical Working Group (TWG)

|  |  |
| --- | --- |
| **Function: CVA Technical Working Group** | **Condition:** |
| **Department/Section:**  *The TWG will contain representatives from all relevant NS departments engaged in CVA, with Movement partners invited as appropriate. The presence from regional/provincial or field is recommended as necessary.* | **Reports to:** |
| **Location:** NS HQ | **Covers areas:** Nationwide |
| **Duration:** *Minimum 24 months, preferably 36 months* | **Start date:** To establish immediately following development of CVAP PoA |
| **Time requirements:**  *Fortnightly at the onset of an emergency; monthly or as needed during other times* | |
| **Funding source:** | |

### Background

*Description of the humanitarian context and when the TWG was formed.*

**Rationale of TWG**

*The CVA TWG should be established early on as a central point of discussion and engagement to define, coordinate, support, advocate for and improve the quality of mainstreamed cash and voucher assistance (CVA).*

*The TWG also works closely together with the NS CVA Focal Point to support the NS in CVA implementation and preparedness. Both the TWG and the CVA Focal Point are essential functions required to facilitate the NS to achieve its vision to deliver timely and appropriate CVA to people in need.*

*The TWG comprises a group of primarily NS stakeholders (and Movement partners, as required) who will meet regularly as peers to collaborate on encouraging and equipping the NS to embrace and increase its institutional capacities in CVA. The TWG can also create sub-working groups, formed and tasked based on specific objectives as required, which will sit under and report to the TWG.*

*The TWG will help to identify the main challenges faced during the development and implementation stage of CVAP work within the NS and to propose corrective measures when relevant. It will propose solutions proactively to such problems: e.g., the revision of the CVAP PoA.*

**Objectives of the TWG**

Overall objectives:

The main objective of the CVA TWG is to coordinate and provide technical advice for the NS delivery cash and voucher assistance.

The TWG will also serve as the primary coordinating mechanism in capturing learning and sharing of experiences contributing to the improvement of CVA within the NS. The TWG is also the appropriate mechanism to initiate discussions and advocacy around CVA in the NS

Specifically, the CVA TWG will:

* Support the development, implementation and monitoring of the CVAP PoA and represent the CVA Focal Point and technical areas / departments in this process
* Support the mainstreaming of CVA into NS processes, guidance and trainings
* To serve as a peer group for technical discussions sharing of plans and learning
* Where wider Movement partners are involved, promote a one Movement approach to CVA, in a harmonized and coordinated manner.
* Encourage strategic agreements and advocate with government and non-governmental organizations, relevant UN agencies and external stakeholders for a common approach to implementation.

**Key responsibilities**

The main responsibilities of the TWG are to:

* Map out the NS plans, systems, procedures, capacities, tools, communication, and response mechanisms that are involved in CVA preparedness and emergency response. Identify where there is a need to:
  + Support the integration and mainstreaming of CVA considerations into existing NS systems, plans or tools
  + Develop CVA-specific procedures, capacities, plans or tools (adapted from the CiE toolkit)
* Rank CVA preparedness priority objectives based on the recommendations from CVA workshops, NS priorities, resources and commitments. Alternatively, at a minimum, participate in CVA workshops, particularly the initial and iterative assessments.
* Develop a CVA Preparedness Plan of Action (PoA) that is aligned with the five areas of the CVAP guidance:
  + Leadership commitment
  + Processes, systems and tools
  + Financial and human resources and capacities
  + Community engagement and accountability (CEA), coordination and partnership
  + Test, learn and improve
* Define the criteria and selection process for deciding which Branches will participate in the implementation of the key CVAP activities (self-assessment and visioning, PoA, market mapping and assessment, mapping FSPs, transfer values for different relief and recovery outcomes etc.).
* Implement and monitor the activities and outputs of the CVAP PoA and oversee a final evaluation of the PoA.
* Develop and roll out SOPs for CVA at NHQ and Branch level and conduct a roles and responsibilities/RACI exercise, where appropriate.
* Develop a meetings calendar and participate in regular internal meetings to share and monitor progress and identify bottlenecks and corrective actions needed in relation to the CVAP PoA implementation.
* Engage with external CVA meetings when relevant, such as the Cash Working Group and any clusters (through the CVA focal point or other TWG deputy representative)
* Be CVA champions and advocate within the NS and the Movement in the country.

Each member will have particular outputs assigned to them in the CVAP PoA and will be responsible for monitoring progress and reporting on behalf of their department.

**Membership and specific roles**

The TWG will typically and ideally be composed of the following NS departments, with staff who are, or will be, involved in CVA implementation. This can be from either NHQ or branches, depending on NS capacity and experience.

Staff of in-country Movement partners (IFRC, ICRC and partner NS) may also be invited if they meet the following criteria:

* Expressed commitment to support technical discussion and development of CVA in the NS
* Actively involved or will be involved (directly or indirectly) in implementing CVA with the NS

In some contexts, a few select external participants with relevant experience may additionally be invited to join the TWG.

|  |  |
| --- | --- |
| **NS Department/Sector** | **Role/function** |
| CVA Focal Point - 1 | Secretariat (Chair) |
| Disaster Management – 1 (minimum) | Secretariat (Co-chair) |
| Finance – 1 | Member |
| Logistics – 1 | Member |
| Procurement – 1 | Member |
| Information Management / Technology – 1 | Member |
| M&E – 1 | Member |
| Communication – 1 | Member |
| OD – 1 | Member |
| Programmes that have a clear link to CVA (e.g. FSL, Health, WASH, DRR) – as necessary | Member |
| Training – 1 (as necessary) | Member |
| Youth – 1 (as necessary) | Member |
| Volunteer representative/department – 1 (as necessary) | Member |

All the members of the TWG should have either relevant CVA experience or exposure, or should receive basic CVA training or awareness raising, which can be refreshed over time through further training or experience.

Each TWG member must commit realistic working time to support the work of the group, to ensure comprehensive CVAP progress can be made across the Society. Not all members may need to commit the same amount of time, depending on their roles.

If members cannot participate in a meeting, alternative representatives should be sought.

Membership is subject to review and amendment by the TWG as necessary and approved by NS management.

For NS with a large disaster management profile, it could be considered to include all DM managers at HQ and from relevant branches as automatic members.

Members of the TWG may also be requested to lead on a certain piece within CVAP (e.g. mainstreaming of CVA into an existing training curriculum, carrying out FSP procurement processes, establishing IM systems within the NS, development of case studies, etc.)

The CVA TWG will be led by the CVA focal point and co-chaired by the Head of DM

**Frequency of meetings**

The TWG will meet at least monthly for the first six months of its establishment. This may vary based on whether it is during an emergency or non-emergency. However, the TWG should not duplicate the work of the NS Emergency Task Force.

* The TWG will meet fortnightly, or more frequently, during the initial onset of an emergency, dropping down monthly once the response is underway.
* Needs during non-emergencies will be agreed and reviewed by the NS. Once CVAP is underway, suggested frequency will be every two months or quarterly, or as specified by the CVAP monitoring and reporting tools.
* While movement restrictions, (including Covid) are in place, remote Skype meetings can be held as an option, depending on the urgency of the agenda.
* Funding may also limit the frequency of face-to-face meetings.

**Reporting**

All TWG meetings must be documented, and minutes made available for attendees, and wider Movement audiences at HQ, the Branches and within the Movement, when necessary.

The CVA focal point is responsible for ensuring that accurate minutes are taken and disseminated.

The CVA focal point will ensure an up-to-date log of decisions, risk register and CVAP planning tracker is kept.