South Sudan Cash Working Group – Terms of Reference

Introduction
The South Sudan Cash Working Group (CWG) is established under the Inter Cluster Working Group (ICWG) to ensure cash-based assistance, both sector-specific and multi-purpose, is well-coordinated and follows a consistent rationale and approach. Cash-based assistance uses local markets and services to meet the needs of people affected by crises, incorporating a variety of forms including vouchers and unconditional or conditional cash transfers. The CWG builds upon, and expands to other sectors, the work of the former Cash Transfer and Markets Working Group under the Food Security and Livelihoods cluster - which is folded into the CWG. The CWG reports to the Humanitarian Country Team (HCT) through the Chair of the ICWG.

Purpose
To promote quality and effectiveness of cash based assistance across the humanitarian response by:
- ensuring a coherent approach to cash based assistance within the different clusters; and
- coordinating multi-purpose cash based assistance, which transcends any individual cluster and therefore requires a dedicated coordination forum

Objectives
1. Advocacy
   - Develop and promote shared positions on cash based assistance, formulating policies and influencing stakeholders through lobbying and advocacy
2. Coordination
   - Coordinate and promote appropriate and efficient cash based assistance across the humanitarian response, including multi-purpose cash assistance
   - Ensure linkages and representation at the ICWG, and support to sub-national Cash Working Groups as may be established
   - Establish, and promote the application of, standards and harmonised approaches to ensure effective and complementary cash based assistance initiatives
3. Market monitoring
   - Ensure data on market functioning is analysed and shared regularly to support planning and response across sectors
4. Information management
   - Establish standards for information management, including 3/4Ws, Activity Info, post distribution monitoring, and other regular CWG products (maps, dashboards, situation reports etc.)
5. Humanitarian Planning
   - Ensure that cash and markets are considered in the Humanitarian Needs Overview (HNO) and Humanitarian Response Plan (HRP). Develop a cash strategy in the HRP; advise stakeholders on inclusion of cash in humanitarian pooled fund processes, including the Central Emergency Response Fund (CERF) and the South Sudan Humanitarian Fund (SSHF)
6. Guidance/best practice
   - Support clusters in selecting, designing and implementing appropriate programming options; develop and update guidance on cash based assistance, including multi-purpose cash assistance
7. Exit strategy
   - Investigate linkages between cash-based responses in humanitarian programming and social safety nets/development programming/protection systems/other forms of assistance, when appropriate

Membership
- Membership is open to national and international NGOs and UN Agencies implementing or planning cash-based assistance, all being encouraged to participate. The number of members is not limited.
- Other actors including donors, finance institutions and private sector entities may be invited to participate in particular CWG meetings or initiatives as appropriate
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**Working modalities**
- The CWG is initially co-chaired by WFP and DanChurchAid. One or both of the co-chairs may be changed or rotated on agreement by the CWG membership
- OCHA will provide secretariat support to the CWG and ensure linkages to the ICWG and HCT
- Regular CWG meetings will normally take place on a monthly basis. Additional ad-hoc meetings may be scheduled where necessary. Agendas and supporting papers, including previous meeting minutes, will be shared at least three working days prior to each meeting
- A consensual approach will be adopted, with decisions and agreements reached through dialogue. Disagreement of particular partners on specific issues may be noted in minutes as appropriate
- Based on needs and interests, other activities and events, including training activities, may be organised

**Responsibilities**

**Co-chairs**
The Co-chairs are responsible for effective, action-oriented facilitation of the CWG, encouraging wide participation from humanitarian actors across all relevant sectors. Main responsibilities include:
- convening regular and ad hoc CWG meetings as required to take forward the work of the CWG
- ensuring meetings are relevant and add value to the humanitarian response, establishing agenda items for discussion and priority actions arising, tracking progress and holding members accountable for follow up
- establishing sub-groups or specific task groups as relevant, to take forward agreed initiatives
- maintaining strong linkages with the ICWG and HCT, representing the CWG and providing relevant input in processes related to the humanitarian programme cycle, including the HNO, HRP and the use of humanitarian pooled funds
- promoting active dialogue with authorities, private sector actors and other relevant stakeholders
- coordinating multi-purpose cash assistance
- ensuring the availability and dissemination to the humanitarian community of relevant information related to cash based assistance, including research and guidance materials, assessment reports, mapping information, contact details and any other pertinent information
- maintaining up to date CWG contact list, 3/4Ws and other CWG products

**Members**
Members of the CWG are responsible for providing support to other members and humanitarian actors, actively engaging in CWG meetings and efforts to develop guidance, recommendations, standards, and harmonised and coherent approaches to cash based assistance. Members commit to consider and adopt the recommendations of the CWG where possible. Members agree to:
- actively contribute to the CWG agenda and participate in CWG meetings and initiatives, including sub-groups of specific task groups that may be established
- share information on cash-based assistance activities, including assessments and analysis;
- promote an inclusive, collaborative environment, involving other members in activities where appropriate
- promote standards, approaches and best practices agreed by the CWG in their own projects and programmes, including in relation to protection issues and accountability towards affected populations

**OCHA**
OCHA will provide secretariat support to the CWG and ensure linkages to the ICWG and HCT
- support the Co-Chairs to convene and conduct regular CWG meetings, ensuring participation of relevant clusters implementing cash based assistance and linkages with/representation in the ICWG and HCT
- provide policy guidance as appropriate
- ensure that information on cash based assistance is reflected in the humanitarian programme cycle, including the HNO, HRP, humanitarian pooled funds and other relevant ICWG and HCT products