**CASHCAP REQUEST FORM & TERMS OF REFERENCE**

Please, complete the below form using the CashCap guide to requests and deployments as a reference. Please, note that apart from the scope of work you will define below, the deployed expert will also be reporting to CashCap Management Unit and may be requested to undertake activities (such as reporting and attendance at learning and professional skills development) for CashCap. These activities are normally limited to a maximum of 10% of expert’s time for country-based placements.

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| **Date of request (dd/mm/yyyy)** | | **Person completing this form:**  **Name and surname**    **Title**    **E-mail** |
| **Title of requested CashCap expert**  *Suggestions for title (based on previous deployments data):*   * *Inter-Agency Cash program coordinator or adviser* * *Cash Working Group Technical Advisor, co-coordinator, co-lead, co-chair…* * *Regional CWG coordinator* * *Cash and Markets expert to (agency-led) clusters* | | * *CCD Global platform collaboration lead, facilitator, advisor…* * *Regional/global/country cash for (sector) expert* * *Government/national actor CVA Advisor,* | |
|  | | | |
| **Type of deployment**  Please select what type of deployment this request is for | **Type of CVA Coordination platform**  (Government, IASC, IOM or UNHCR)-led, OCHA-led) | | |
| Choose an item. |  | | |
| **Response phase (if applicable):**  Choose an item. | **Name of the Coordination group**  (e.g. CWG, Cluster, Social Protection, CCD) | | |
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| **Country** | **Duty Station** | | |
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| **Security phase/situation in country** | **Security phase/situation in duty station** | | |
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| **Desired start date of deployment** | **Requested length of deployment (months)** | | |
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| **Hosting Agency** | **Email of Hosting Agency focal point** | | |
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| **Agency 2 who is requesting this deployment** | **Email of requesting agency 2 focal point** | | |
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| **Agency 3 who is requesting this deployment** | **Email of requesting agency 3 focal point** | | |
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| **Agency 4 who is requesting this deployment** | **Email of requesting agency 4 focal point** | | |
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| **Inter-agency group this deployment will be supporting (CWG, CCD, Cluster, Inter-Cluster, HCT, SP, Government-based platform…)** | **Funding source**  **(please specify how this position will be financed)** | | |
|  | 100% funded by requesting agencies – specify donor sources:  Partially-funded (specify donor source and % to be funded by CashCap): donor source       % to be funded by CashCap  100% funded by CashCap | | |
| **ToR endorsed by** | **If other, please specify** | | |
| Choose an item. |  | | |

**Head of Office/Country Representative of Hosting Agency**

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| **Name** | **E-mail** | **Phone** |
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**Hosting agency focal point for deployment scope and ToR**

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| **Name** | **E-mail** | **Phone** |
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**Hosting agency focal point for admin (visa, logistics)**

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| **Name** | **E-mail** | **Phone** |
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**Hosting agency security focal point**

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| **Name** | **E-mail** | **Phone** |
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**Current humanitarian/development situation in the country concerned**

Please give a **short** description (only relevant to the position) of the humanitarian/development situation in country/region of deployment.

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**CVA Coordination Capacity**

Please give a short description of the requesting platform (CWG, CCD, etc) capacity within the country of placement. In particular, please provide answers to the following: What is the current state of cash coordination platform in this context? (include short historical background if relevant); Is there a Cash Working Group? What role does it have in the response? How is the CWG currently performing in its day-to-day work? Who is currently chairing the CWG? Is it linked to the broader coordination system in country and how?

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What is the Government position on the use of CVA? How involved the government actors are in CVA coordination and leadership?

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How involved are other local actors in CVA coordination and delivery?

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Identify current and upcoming humanitarian/nexus/development planning or other strategic processes and their timelines, and explain what role the CashCap Expert is expected to play to support the integration of CVA and multi-sector programming, if applicable

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**Terms of Reference**

The below terms of reference will be refined during the initial weeks after the deployment to ensure that a realistic work plan can be developed.

**Please give an overview of the needs and primary outcomes the CashCap expert is expected to fulfil**

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**Please indicate the key stakeholders the expert would be most accountable to?**

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Considering the multi-stakeholder nature of CashCap, (as outlined in the CashCap Request and Deployment Guide) please summarise the proposed reporting arrangements for the expert and the process in which the experts work plan will be approved for this deployment. Please note that apart from the scope of work you will define below, the deployed expert will also be reporting to CashCap Management Unit and may be requested to undertake CashCap specific activities (i.e. reporting, attending learning and professional skills development initiatives, contributing to CashCap knowledge sharing, etc.). These activities are normally limited to a maximum of 10% of expert’s time for country-based placements.

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**Areas of support**

Please review the main Areas of Support and identify key tasks/activities under each of them to help approximate time allocation (total add up to 100%). In column 2, indicate the percentage of time that the CashCap expert should allocate for each area of support. In column 3, indicate priority level of each area of support.

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|  | **2** | **3** |
| Areas of Support | % of time for this ToRs | Prioritization |
| Advocacy | Choose an item. | Choose an item. |
| Capacity Building | Choose an item. | Choose an item. |
| Coordination | Choose an item. | Choose an item. |
| Technical support | Choose an item. | Choose an item. |
| Cluster/Inter-agency/CCD/Government/ other platform support | Choose an item. | Choose an item. |
| CashCap specific activities | 10% |  |
|  | Total: 100% |  |

**Activities included in the ToR**

For a better understanding of the request, the activity can be formulated as the type of action (Options: 1. Update; 2. Create/set up (from scratch); 3. Support/facilitate/guide).

1. **Advocacy**

*Suggested activities: Analyse trends of the Market environment, Raise awareness of CVA and MBP, Advocate for CVA and MBP, Organize Donor briefings on CVA, advocate for space for and leadership by national entities and local organizations, ensure support and rotation of leadership of the CWG including local representation.*

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1. **Capacity Building**

*Suggested activities: Assess Capacity Building requirements of CWG, clusters, local actors, government partners, and develop strategies for addressing gaps in skills and knowledge; transfer CVA coordination and advocacy skills to national/local counterparts through mentorship- and apprenticeship-type activities; lead capacity building activities (trainings, learning events, workshops, webinars etc) for: 1. CWG, 2. Cluster leads/stakeholders 3. Financial institutions 4. Social protection actors 5. Strategic decision makers 6. Government institutions…*

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1. **Coordination**

*Suggested activities: Coordination of CWG or other inter-agency cash platforms; Set minimum standards, common mechanisms and tools across partners; Establish MEB and transfer values with critical inputs from relevant sectors ; Ensure routine inclusion and consideration of CVA and markets in multi-sector needs assessments including consolidating and/or collecting cross-sectoral market analysis; Systematically integrate CVA (and particularly MPC) in humanitarian response planning, monitoring and reporting; Facilitate government relations to provide an enabling environment for CVA respectful of humanitarian principles, including on KYC and financial regulation; Support and/or lead collaborative approaches in market assessments, FSP and contracting, feedback mechanisms and monitoring; Engage with clusters and other relevant actors and advocate for quality CVA and accountability to aid recipients (CEA, AAP…); Identify key challenges for the CVA response, including key risks and regulatory and legal issues; Engage with relevant entities (Governments, ICCG, HCT, FSP, development actors, CCD, SP) to ensure coordination and complementarity; Facilitate Capacity building gaps analysis.*

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1. **Technical support**

*Suggested activities: Support to CWG or other inter-agency cash platforms to develop specific tools to improve quality in CVA; SOP for implementation of CVA; Situation/Response analysis; needs assessments and analysis; Risk analysis and mitigation measures; MEB and transfer value guidance; CVA best practices and recommendations; Stakeholder/FSP mapping; CfW guidance; Market Based Programming; Community Engagement and Accountability; feedback mechanisms; vulnerability analysis; Capacity assessments; Common delivery mechanism; digital identity and common beneficiary database; Multi-sector and sector specific market assessments.*

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1. **Cluster/Inter-agency/CCD/Government/other platform support**

*Suggested activities, are based on technical support or support to coordination,* ***to the platforms metioned*** *in the title (****not the CWG****): Support to undertake multi-sector/risks/feasibility assessments; Risk analysis and mitigation measures; CVA best practices and recommendations to mentioned platforms; CfW guidance; Market Based Programming; Community Engagement and Accountability; feedback mechanisms; vulnerability analysis; Capacity assessments; Common delivery mechanism; digital identity and common beneficiary database; Multi-sector and sector specific market assessments; support to coordination/harmonization of CVA with sectors/other platforms; links between humanitarian and national or Social Protection actors.*

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**Localization**

CashCap is committed to the localization agenda of the Grand Bargain. Please describe how this placement will support local actors, national NGOs/ and/or national authorities.

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Please tick the box if a national/local counterpart has been identified to work alongside with the CashCap expert

Please tick the box if a national/local counterpart has been identified to receive the handover before the end of the CashCap mission

**Exit strategy/sustainability**

CashCap is not able to provide permanent support to a country; however, the need for support to coordination, advocacy and support to strategic decision makers is likely to be ongoing after the end of this deployment.

Please specify:

* why a CashCap expert is being requested for the specific length of time?

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* what the exit strategy is for this deployment in terms of sustainability and handover?

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* Is the requested duration of deployment adequate for the CashCap expert to support the development of an exit strategy for the sustainability of the role?

Yes  No  Don't know

Please indicate which types of follow-up activities for exit strategy/sustainability are feasible in the context? (you can select multiple options)

Develop exit strategy with actionable recommendations

Strengthen CWG governance structure (e.g. develop ToR for elected strategic advisory group to the CWG, or hosting and localisation policies and procedures)

Nationalise CWG leadership roles and mobilise resources in collaboration with donors and key stakeholders

Handover to identified national counterpart/cash focal point

Other (please specify)

**Approval**

Country representative of host agency (printed name)

Has the ToR being endorsed by the 3 other requesting agencies?

Yes

No

Signature

Date:

Please be aware that this is a pre-deployment ToR. The CashCap expert will validate the priorities with stakeholders on the ground and develop a realistic work plan and timeframe based on the TOR.

All requests from agencies need to be channelled through internal agency mechanism for requesting Standby Partner Personnel (SBPP) (If relevant).

Once completed the signed copy of this form should be sent to: [request.norcap@nrc.no](mailto:request.norcap@nrc.no)

Please include your electronic signature and send the document. If unable to include electronic signature, then print, sign, scan and set the document to CashCap along with the soft copy of the TOR and the approval letter.

Decisions about deployment are made by the CashCap Programme Management Unit (PMU) and will depend on need and availability.

Information about the responsibilities of the hosting agency can be obtained from the CashCap team.