

Please complete the below form using the CashCap guide to requests and deployments as a reference. *Please note that apart from the procedure you will define below, the deployed expert will also report to the CashCap project manager, who may request the expert to undertake activities for the wider CashCap project. These activities are normally limited and would at maximum take up 10% of the expert's time.* To complete this form as a soft copy please use Adobe Acrobat Reader DC available at <https://get.adobe.com/reader/>

Date of Request	Name of Person completing this form	Title of person completing this form
<input type="text"/>	<input type="text"/>	<input type="text"/>

Title of requested CashCap expert	Nature of response www.acaps.org/countries
<input type="text"/>	<input type="text"/>

Please select what type of deployment this request is for

Country	Duty Station
<input type="text"/>	<input type="text"/>

Security phase/situation in country	Security phase/situation in duty station
<input type="text"/>	<input type="text"/>

Desired start date of deployment	Requested length of deployment
<input type="text"/>	<input type="text"/>

Agency that will be hosting the deployment	Email of Hosting Agency focal point
<input type="text"/>	<input type="text"/>

Agency 2 who is requesting this deployment	Email of Hosting Agency 2 focal point
<input type="text"/>	<input type="text"/>

Agency 3 who is requesting this deployment	Email of Hosting Agency 3 focal point
<input type="text"/>	<input type="text"/>

Agency 4 who is requesting this deployment	Email of Hosting Agency 4 focal point
<input type="text"/>	<input type="text"/>

Inter-agency group this deployment will be supporting

TOR Endorsed by

If other please provide details

Please attach a letter of endorsement from the selected body, with this form when it is submitted.

HoO/Country Representative of host agency

Name	E-mail	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Official standby partner focal point in host agency

Name	E-mail	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Hosting agency contact point in duty station

Name	E-mail	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide background information on the context

Current humanitarian situation in the country concerned

Please give a short description of the humanitarian situation in country/region of deployment.

Current internal Cash and Markets capacity and strategic opportunities for Cash and Markets programming

Please give a short description of the current Cash and Markets capacity within the country of deployment, for example: is there a Cash Working Group? What role does it have in the response? How is it linked to the coordination system? Who is currently chairing the CWG? What is the Government position/participation on CVA?

Please identify current and upcoming humanitarian planning or other strategic processes and their timeliness, and explain what role the CashCap Expert is expected to play to support the integration of CVA and multi-sector programming.

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 why the CashCap expert is being requested and what overall outcomes will be expected from this deployment.

CashCap experts can support developments in five areas, that is Advocacy, Capacity building, Coordination, Cash and Market Working Group, and Technical. Please rank by priority which areas the CashCap expert should focus their time.

Advocacy:	<input type="text"/>
Capacity building:	<input type="text"/>
Coordination:	<input type="text"/>
Cash & Market Working Group:	<input type="text"/>
Technical:	<input type="text"/>

Considering the Inter-agency nature of CashCap, (as outlined in the CashCap Request and Deployment Guide) could you please outline 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 procedure you will define below, the deployed expert will also report to the CashCap project manager, who may request the expert to undertake activities for the wider CashCap project. These activities are normally limited and would at maximum take up 10% of the expert's time.

Activities: Advocacy

Please select one or more of the below standard activities undertaken for advocacy or propose another.

The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>

Please add an activity, if not listed in the drop-down options.

Activities: Capacity building

Please select one or more of the below standard activities undertaken for capacity building or propose another.

The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>

Please add an activity, if not listed in the drop-down options.

Activities: Coordination

Please select one or more of the below standard activities undertaken for coordination or propose another.

The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>

Please add an activity, if not listed in the drop-down options.

Activities: Cash and Market Working Group

Please select one or more of the below standard activities undertaken for CMWG or propose another.

The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>

Please add an activity, if not listed in the drop-down options.

Activities: Technical

Please select one or more of the below standard activities undertaken for technical or propose another.

The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>
The CashCap expert will	<input type="text"/>	<input type="text"/>

Please add an activity, if not listed in the drop-down options.

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 outline the proposed strategy of the humanitarian / development community to continue these activities at the end of the deployment.

CashCap is committed to the localization agenda of the grand bargain. Please identify how this deployment will participate with and support national NGOs/ and/or the national authorities.

Approval

Country representative of host agency (printed name)

Signature

Date:

The CashCap expert is to prioritise the activities that will be outlined together with the actors and develop a realistic work plan 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

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 CashCap management and will depend on need and availability.

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