



Subject: **Terms of Reference for the Cash & Voucher Working Group**

To: Heads of Units

From (Country Director): Michael Dunford

Background

1. The establishment of the Cash and Voucher Working Group (C&V WG) is consistent with the corporate Cash Based Transfer (CBT) Business Process Model issued on 28 September 2014, which promotes an integrated and cross-functional approach across technical units.
2. The C&V WG is intended to convene on a regular basis, and in particular during critical moments of the needs assessment and response analysis phase, the intervention set-up phase, the distribution cycle phase and the intervention closure phase.

Membership

3. Given the different complementary functional responsibilities of the units involved in the CBT business process, the **core group** will comprise of the following membership¹:

Unit/Function	Primary	Alternate
Chair (DCD)	Wendy Bigham	Tiziana Zoccheddu
Secretariat	Semanga Ngosingosi	
Cash & Vouchers	Diksha Rana	Semanga Ngosingosi
Programme	Tiziana Zoccheddu	Diksha Rana
Finance	Hamid Aboudou	Rosemary Max
Supply Chain	Riaz Lodhi	Mahamud Mabuyu; Evelyn Mkanda
IT	John Msocha	Daudi Kabalika
VAM	Elyse Battistella	Mdathiru Abubakar

¹ Note: When the designed person cannot attend, they will send an alternate to represent them. If interested, both persons could also attend. The above mentioned membership supersedes that mentioned in any previous documents.

Security	Hamid Aboudou	
Sub-Office(s)	Brian Wei Ibrahim Siraji	Saidi Johari; Michael Bisama

4. **Optional members:** Other key units (so-called enabling functions) will be invited according to the relevance of the agenda

Role of the Working Group

5. The C&V WG coordinates the planning, design, set-up and implementation of cash and voucher based responses in the CO.
6. Under the coordination of the programme unit, and taking into consideration findings of the sectorial assessments the C&V WG and the cost-efficiency and effectiveness analysis, the C&V WG recommends selection of transfer modality/modalities and delivery mechanism to the CO management.
7. In general, the C&V WG provides unit-specific technical recommendations regarding CBT programming to management.
8. The C&V WG shall inform management of any issues affecting programme implementation and propose remedial or preventive measures.
9. The C&V WG is responsible for ensuring the use of corporate tools and guidance materials throughout all the phases of cash and voucher operations, needs assessment and response analysis stage, set-up, implementation and closure.
10. The C&V WG is responsible for conducting a monthly price review to ensure that CBT transfer value provided to beneficiaries is not beyond cut-offs limit set by the Programme Unit of the CO¹.
11. The C&V WG ensures that CBT emergency preparedness and response actions are integrated to the CO Emergency Preparedness and Response Plan.
12. The C&V WG provides reviews lessons learned for cash and voucher programming, documents and disseminates best practices.
13. The C&V WG ensures sharing of relevant information across units, promoting a coordinated mode of collaboration.

Organization

14. The meeting of the C&V WG will take place on a **monthly basis**, and on an ***ad hoc*** basis as needed.

¹ Beyond the monthly price review within the C&V WG, Programme and VAM are to revert to the C&V working group on ad-hoc basis should the food market prices fluctuate beyond a 15 percent range (minus/plus), as this would necessitate an adjustment of the transfer value.

15. The agenda will be established by the Chair of the C&V WG with inputs from the Group.
16. After each meeting, NFRs will be produced by the Secretariat and shared with all participants as well as with all Head of Units, with follow-up actions as appropriate.