

# Transfers Working Group (TWG) Cox's Bazar

## Co-Chair to the Transfers Working Group Terms of Reference and Action Procedures, January 2022

### I. INTRODUCTION

#### A. Background: Country Experience in Cash Transfer Programming

The Transfers Working Group (former Cash and Market Working Group or CMWG) of Cox's Bazar have been supporting the implementation of cash and market-based programming through various humanitarian agencies for the Rohingya Crisis Response. As such, its focus is to create an enabling environment for strategic, technical, and operational engagement of stakeholders in cash transfer programming in the Rohingya Crisis Response.

#### B. Need for a co-chair for the Transfers WG in Cox's Bazar: The Rationale

The Transfers WG has been recognized as a necessary platform where important context-based input from stakeholders can be captured, shared with the community of Cash Based Intervention (CBI) practitioners, and fed into cash transfer programming. At present, the working group is hosted within the Inter Sector Coordination Group (ISCG). To gradually promote more ownership within the Transfers WG members, this working group would like to assign a co-chair with the aim to assist in bringing the voices of other key stakeholders into discussions, such as the government and the private sector, in the form of financial service providers (FSPs).

### II. MAIN OBJECTIVES OF CO-CHAIR POSITION

To support the CMWG in facilitating liaison with humanitarian and development actors delivering assistance through cash-based interventions by:

- Assisting the Transfers WG to enable the working group to support ultimately harmonized design and delivery of CBI and to provide timely, effective, and measurable support and coordination in meeting the needs of the vulnerable Rohingya community; and is accountable to the protection of their rights.
- Actively supporting (directly or indirectly) member agencies in the implementation of CBIs in the Rohingya response.
- Chairing the Transfers WG and 'cash-related' task-forces meetings and ensuring representation in inter-sectoral meetings in the absence of the Transfers WG focal, (or upon request).

#### C. Key selection criteria:

Institutions which are committed to achieving above objectives and are interested in co-chairing the Transfers WG are required to accomplish the following:

This is not a paid position. Interested partners need to ensure that the nominated staff/s is willing and able to dedicate at least 5 hours of his/her time to the Transfers WG on a weekly basis through submission of a Letter of Commitment to Transfers WG/ISCG.

The Letter of Commitment must be signed by the Head of the Office or Country Director of the institution, and must include the following:

- a) The names of the designated focal person and his/her alternate.
- b) Authorization for the focal person/alternate to render time and service in performing the aforementioned tasks and functions.
- c) Authorization for the allocation of resources, (if needed) to support Transfers WG activities (e.g., hosting events, designing, and reviewing materials, co-coordinating studies).
- d) Commitment to share information that would benefit the entire community of practice, e.g. (CBI lessons learnt, experiences, the 3/4Ws of CBI projects and innovative CBI activities).

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### D. Nominate a focal person and an alternate

The focal person and his/her alternate will be tasked to represent the member-institutions in the Transfers WG forum. For the purposes of this forum, the representative must meet the following qualifications<sup>1</sup>:

- a) Be deployed to Cox's Bazar Rohingya refugee crisis on a fixed term or (at least until December 2022).
- b) Staff<sup>2</sup> of the institution s/he represents as described above.
- c) Be operational CBI staff with experience in previous emergencies (preferable); and
- d) Be committed to playing an active role and participating regularly in Transfers Working Group meetings and task force discussions

### III. CO-CHAIR ROLES AND RESPONSIBILITIES

#### E. Promote, facilitate information and knowledge-sharing, including innovations

- Promote information/knowledge sharing, including lessons learnt, good practices, common tools, and strategic coordination.
- Help the Transfers WG to validate common processes and build consensus around key activities related to CBIs in humanitarian responses and development, such as programmatic considerations (emergency preparedness planning and response), vulnerability criteria, markets and needs assessments, monitoring, data collection and information management, and support/facilitate/share CBI innovations, cross-sector/multi-sector learning; facilitate capacity building of Transfers WG members.

#### F. Decision-making process

The Co-chair appointment i.e., tasks, roles, and responsibilities within the Transfers WG does not need to be discussed or approved by the Transfers WG members. The Co-chair will work directly under the supervision of the Transfers WG Coordinator. The co-chair is, however, accountable to the following and reports to them on its activities and working results as needed:

- Transfers WG general membership and the CBI community of practice; Formal humanitarian system, primarily through the ISCG.
- In the event of changes or additional tasks required from Co-chair, the Transfers WG Coordinator will provide an amended TOR which will be discussed and approved by Transfers WG members.

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<sup>1</sup> Apply only to co-chair intends to promote ownership, sustainability, and leadership of the Transfers WG. Operational agencies with CBI knowledge in Bangladesh (CXB in particular) are encouraged to view this co-chair opportunity as a staff development opportunity for their national cash and market based focal points. General membership to the Transfers WG is open to all actors (national or expat) with interest in cash transfer, and other relevant stakeholders

<sup>2</sup> "Staff" refers to either a fixed-term employee or a long-term Consultant.