The Cash Learning Partnership (CaLP)

Terms of Reference (ToR)

TECHNICAL ADVISORY GROUP (TAG)

Version 2: updated March 2017

This document is to be read alongside the 2 CaLP membership documents: 'CaLP Membership Terms' and 'CaLP Board Operational Documentation'. Acceptance of TAG membership implies agreement to the roles, responsibilities, expectations and ways of working set out in these ToR.

I.   Background

The Strategic Review of CaLP (2014) confirmed that, in order to be more representative and to have greater leverage and influence, CaLP should expand its membership to include a diverse range of members with experience in Cash Transfer Programming (CTP). The Review confirmed the decision to modify the governing structures of CaLP – to divide the functions of the previous CaLP Steering Committee into two distinct bodies: a high-level Board of Directors (Board) and a Technical Advisory Group (TAG).

This document introduces the Terms of Reference (ToR) for the TAG and constitutes the framework under which TAG Representatives will be selected, as well as the guiding roles, responsibilities and expectations of TAG Representatives. The ToR will be reviewed on an annual basis, with inputs from the TAG.

II.   Vision and Composition

A.   Vision

The TAG is dedicated to supporting the technical direction of CaLP and joining CaLP in providing guidance and technical leadership to the wider Community of Practice.

The TAG provides expert technical advice and contributes to the implementation of the substantive work of CaLP, and ensures coordination and harmonisation of initiatives, the maintenance of high technical standards and field linkages where possible and appropriate. The TAG is consulted on key outputs linked to CaLP's strategic priorities, is actively engaged in shaping CaLP's strategic work-streams and is provided with opportunities to shape CaLP's regional priorities.

The TAG operates both as a collaborative group and through Working Groups (WGs), which the TAG itself is responsible for setting up and co-chairing (together with the CaLP Secretariat). Some WGs have been established since the inception of the TAG, and others are established a more short-term basis, linked to specific outputs. WGs can be established around CaLP's priority technical themes[1], or other emerging priorities. Some WGs work together towards specific outputs, whereas other groups may primarily have a coordination function.

The TAG is coordinated overall by the CaLP Technical Coordinator, with TAG Representatives either co-chairing or taking part in Working Groups within their areas of expertise.

As a matter of principle, the TAG should complement and not duplicate other existing sectoral initiatives. The TAG will also establish formal linkages with specific initiatives (e.g. ELAN) as they relate to working groups. The specific working relationships with these initiatives will differ, but aspects of collaboration will include:
- Chairing of the working group by a representative of the initiative
- The use of CaLP's communication platforms and the TAG as a repository for technical information and opportunity to disseminate outputs from the existing initiatives
- Seeking funding and/or technical support to develop new guidelines and approaches (outside of the immediate work plans of these initiatives). This would not preclude the initiative from seeking its own funding separately from CaLP

B. Composition

The TAG is comprised of between 20 and 30 individual representatives selected from a diverse array of CaLP member organisations, including United Nations humanitarian agencies, international and local NGOs, academia, think tanks, private sector and the donor community, and independent experts. The final composition of the TAG is based on the quality and diversity of applications received (see the CaLP Membership Application Pack).

 It is expected that TAG Representatives will facilitate the engagement of the range of expertise within their organisations and networks, and include that expertise in the relevant WGs. In addition, a limited number of external experts may be asked to participate in the TAG at the discretion of CaLP and/or the Working Group lead.

III. Roles, Responsibilities, and Expectations

---

[1] Themes in 2017 include Multi-sector CTP, CTP & Risk. Markets, Social Protection & CTP, Digital Payments and Operational delivery of CTP.

A.   Role of the CaLP Secretariat

The CaLP Secretariat:
- Is responsible for the overall work plan for the TAG.
- Ensures that technical tasks referred to the TAG from the CaLP Global Programmes Team or Board of Directors are attended to.
- Is responsible for ensuring that the TAG calendar and workplan are up to date, and will liaise with Working Group leads to do so.
- Commits CaLP regional representatives to attend all TAG meetings to ensure coherence between global and regional technical priorities.
- Manages the overall engagement of the TAG and opens TAG applications to existing and new CaLP members when appropriate.
- Organises an annual face-to-face meeting of the TAG, linked to the global membership event, as well as ad-hoc face-to-face meetings.
- Organises quarterly webinars. The quarterly webinars will take place circa 2 weeks prior to each CaLP Board meeting, so that the TAG briefing can be prepared for Board.
- Coordinates and sends a quarterly technical update on behalf of the TAG, for the Board and CaLP's wider membership
- Provides direction, facilitation, and funding (where possible) to support work around identified technical themes (reflected in WGs).
- Co-chairs the WGs, supports Working Group leads in the organisation and administration of webinars/ meetings as needed and engages external resources to support the technical facilitation of some Working Groups.

B.   *Responsibilities of TAG Representatives*

TAG Representatives commit ½ day a month to undertaking work for the TAG and Working Groups. If individuals cannot commit this time, they will be asked to step down from the TAG. During this time TAG Representatives:
- Support the definition of technical priorities where necessary and / or appropriate
- Support the definition of technical standards for the sector where needed and appropriate
- Facilitate coordination and harmonisation of technical initiatives, in line with CaLP's Global Framework for Action.
- Contribute resources and expertise to the development of content of CaLP's training modules
- Peer review a defined number of technical products developed by or in partnership with CaLP
- Support compliance with relevant sector standards and ways of working, including supporting technical linkages with other relevant network and standardization bodies.

- Support CaLP's technical research through participation in Working Groups and ensure that the Working Groups are strategically managed.
- Input into the quarterly technical update on behalf of the TAG, for the Board and CaLP's wider membership.
- Facilitate engagement between regional colleagues and the CaLP regional reps.

C. *Expectations of Technical Advisory Group (TAG) member agencies*

CaLP expects that TAG member agencies will:
- Propose WGs
- Lead WGs
- Engage in WGs established
- In agreement with CaLP, represent the CaLP in strategic meetings and fora where CaLP team members are not present
- Provide access to technical resources within their organisations
- Provide access to other relevant technical networks and potential funding sources

D. *Expectations of Working Group leads:*

Each WG will be co-led by a TAG Representative and the CaLP Secretariat. A self-nomination process will determine the lead of each WG

The role and responsibilities of the WG leads will include the following:
- Co-develop the overall technical direction for that area of work
- Develop a work plan for group, with clear timelines
- Request nominations from TAG member agencies, and CaLP's broader membership to join the group, on basis of individual interests and organisational added-value
- Establish clear linkages with other related sector initiatives (e.g. IASC coordination mechanisms)
- Organise regular meetings with group to review progress
- Communicate progress updates with the CaLP Secretariat and other TAG Representatives, including by contributing to a quarterly technical update.
- Organise forums for dissemination of WG outputs (e.g. by organising webinars through CaLP). WGs are encouraged to share thematic developments with the CaLP D-groups.

IV. Benefits of Technical Advisory Group Membership

- A voice in identifying and prioritising CaLP's technical direction and activities

- An opportunity to stay abreast of the latest technical developments in cash transfer programming and exchange learning and experiences with other sector specialists on a periodic basis
- An opportunity to leverage the expertise of other CaLP member organisations to contribute to members' respective organisations' technical capacity
- Depending on availability and in agreement with CaLP, attendance to CaLP learning events or similar fora to present and host discussions.

V. Criteria for Technical Advisory Group Membership

For the purposes of the Technical Advisory Group selection process, CaLP places emphasis on the specific characteristics of both the organisation (member agency) and the individual (TAG Representative). The descriptions below represent the selection criteria necessary for selection at each level. Independent TAG applicants (i.e. Independent consultants who are members of CaLP) will be assessed on the basis of the individual level criteria.

A. Organisational Level Criteria

The CaLP TAG will be filled by representatives of organisations with the following characteristics. The selection process will favour organisations and individuals able to demonstrate and leverage a broad range of expertise.
- Alignment with CaLP's global mission and vision.
- Demonstrated commitment to humanitarian principles, transparency, coordination, accountability, quality and improving performance.
- Organisational expertise in one or more of the following areas: WASH, Shelter, Nutrition, Food Security and Livelihoods, Education, Health, Nutrition, Protection, Advocacy, Training, Research, Markets, Logistics, Finance, etc.
- Organisational expertise within one or more of the following programming phases: Conflict, Post-Conflict, Rapid Onset, Slow Onset, Recovery / Rehabilitation, etc.
- Ability to identify and appoint a senior level technical representative to serve as the organisation's representative on the TAG (*see below for individual level criteria*), and to effectively leverage expertise from other senior technical colleagues.

B. Individual Level Criteria

In addition to those organisational-level selection criteria listed above, CaLP seeks the following characteristics among those individuals nominated by their organisation to be TAG Representatives:
- Ability to generate technical buy-in among senior colleagues within their organisation.
- Ability to ensure that CaLP's work is spread and shared within technical levels and beyond of their organisation.

- Demonstrated commitment to and experience in supporting the identification and cultivation of technical and funding work streams advancing cash transfer programming
- Extensive technical specialist experience in one or more of the following areas: WASH, Shelter, Nutrition, Food Security and Livelihoods, Education, Health, Nutrition, Protection, Advocacy, Training, Research, Markets, Logistics, Finance, etc.
- Broad range of technical field work across different geographical regions, or equivalent comparable experience, preferably in humanitarian contexts.
- Demonstrated commitment to humanitarian principles, transparency, coordination, accountability, quality and improving performance.
- Willing to participate in at least one face-to-face meeting per year, quarterly webinars, and ad-hoc conference calls and face-to-face meetings.
- Willing to co-chair Working Groups on a defined topic within area of expertise.
- Overall, on the basis of the above, willing to contribute an estimated ½ day of work per month to the TAG.

VI.   Other Information on ways of working

The following section contains proposals on ways of working for the TAG.

A.   Technical Advisory Group Membership Review and Termination of Membership

- TAG membership will be reviewed (and approved) every 2 years. TAG Representatives can withdraw from CaLP in writing, by communicating with the CaLP Membership Officer
- Opportunities to join the TAG within this 2 year period will be provided and communicated by the CaLP Secretariat to the CaLP membership.
- TAG Representatives who do not comply with their full responsibilities and commitments may be requested to adhere to their responsibilities in the future or withdraw their membership in order to allow for new space on the TAG to be opened up for others.
- If the appointed TAG Representative is temporarily (e.g. parental leave) not able to commit to their responsibilities they should initially suggest an alternative colleague, to be approved by the CaLP Technical Coordinator.
- If the appointed TAG Representative leaves the member agency they will not automatically be replaced by another colleague, instead a colleague from the member agency can re-apply to the TAG
- If a TAG Representative moves to another member agency with a TAG Representative, the member agency can decide which individual continues as the TAG Representative.

B.   Frequency of Meetings

The TAG will hold at least one face-to-face meeting per year and quarterly webinars.

TAG Representatives are expected to attend all meetings. In exceptional circumstances, the appointment of a temporary TAG Representative or distant participation may be considered.

C. Coverage of Costs

All TAG related travel and accommodation expenses are expected to be self-paid, covered by the member agency. Any exceptions to this policy, i.e. for non-CaLP member Working Group members, will be assessed on a case by case basis.