



The Cash Learning Partnership (CaLP)

TECHNICAL ADVISORY GROUP Terms of Reference (ToR)

I. Background

The Strategic Review of the 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 also confirmed the decision to modify the governing structures of CaLP - 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). While the Board will provide leadership at a strategic level, ensuring organisational buy-in, commitment from members, and external influence, the TAG will provide cross-sectional representation, support the substantive work of CaLP, and ensure that high standards and field linkages are maintained.

This document introduces the ToR for the Technical Advisory Group and constitutes the framework under which members will be identified and selected, as well as the guiding roles, responsibilities and expectations of Technical Advisory Group members.

II. Composition

The CaLP Technical Advisory Group (TAG) is the technical advisory body of the CaLP and is dedicated to provide input and guidance to CaLP on technical matters and developments. CaLP envisions that the technical advisory group will be comprised of up to 20 members selected from a diverse array of organisations, including United Nations humanitarian agencies, international and local NGOs, academia, think tanks, private sector and the donor community, and independent experts. However, the final composition of the Technical Advisory Group will be based on the quality and diversity of applications received during the membership application phase ([see the related CaLP Membership Application Pack](#)). In addition, a limited number of External Experts may be asked to participate in the TAG at the discretion of CaLP, especially for specific working groups/task forces requiring a particular set of experience and expertise.

The TAG is overall coordinated by the CaLP Technical Coordinator, with individual TAG members leading or co-leading specific working groups or task forces within their area of expertise¹. In the event that a TAG member is unable to fulfil their role, a new TAG member will be selected as a replacement (*for further information, see Section VI.A. Membership Review and Termination of Membership*).

TAG members liaise directly with the CaLP Technical Coordinator who will lead and facilitate the TAG in carrying out their assigned roles and responsibilities (*as set out in Section III. Roles, Responsibilities, and Expectations*). The CaLP Technical Coordinator will ensure that technical tasks referred to the TAG from the CaLP Global Programmes Team or Board of Directors are attended to, that there is an effective flow of information to and among the TAG and that the work of the TAG is linked into operations within the CaLP as appropriate.

¹ Independent TAG members or External experts may also occasionally lead on specific working groups/task forces, linked to the TAG if appropriate.

III. Roles, Responsibilities, and Expectations

A. Role of the Technical Advisory Group (TAG)

The role of the CaLP Technical Advisory Group is to provide expert technical advice to the implementation of substantive work of CaLP, by ensuring cross-sectional representation, and ensure that high standards and field linkages are maintained.

B. Specific Responsibilities of the Technical Advisory Group (TAG)

Based on the role of the Technical Advisory Group as delineated above, the group will have the following set of defined responsibilities:

1. Provide input and guidance to the CaLP team on technical matters and developments.
2. Support the definition of technical priorities where needed and appropriate.
3. Support CaLP technical research and policy development activities through working group or individual contributions.
4. Peer review technical products periodically developed by the CaLP, i.e. research and policy documents.
5. Provide inputs to CaLP's Board of Director on the technical competency and integrity of the CaLP, technical short and long term priorities and a steer of the technical resources needed to accomplish the objectives.
6. Ensure that the CaLP technical working groups and task forces are strategically managed and considering current and longer term challenges of the humanitarian sector.
7. Support compliance with relevant sector standards and ways of working, including supporting technical linkages with other relevant network and standardization bodies.

C. Expectations of Technical Advisory Group (TAG) Members

In addition to the above set of specific responsibilities, CaLP also envisions that individual Technical Advisory Group Members will:

- Promote and actively engage in cash transfer advocacy, including generating awareness and practical, technical guidance regarding the appropriate/effective implementation of cash transfers.
- Promote CaLP as appropriate in forums at national, regional and global level, including within their own organisations as applicable.
- In agreement with CaLP, represent the CaLP in strategic meetings and fora where CaLP team members are not present.

IV. Benefits of Technical Advisory Group Membership

- A voice in identifying and prioritizing 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.
- 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 and the individual, as applicable. The descriptions below represent the selection criteria necessary for selection at each level. Independent TAG applicants will be assessed on the basis of the individual level criteria, as applicable.

A. Organisational Level Criteria

The CaLP Technical Advisory Group (TAG) will be filled by representatives of organisations with the following characteristics:

- 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*).

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 Technical Advisory Group representatives:

- Able to generate technical buy-in among senior colleagues within their organisation.
- Able 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 technical advisory group face-to-face meeting per year and ad-hoc conference calls.
- Willing to chair / co-chair technical working groups / task forces on a defined topic within area of expertise.
- Willing to provide detailed inputs related to individual's area of technical expertise and assist to identify and cultivate technical work streams in CaLP within area of expertise, equivalent to a work effort of 1 day per calendar month.

VI. Other Information

A. Technical Advisory Group Membership Review and Termination of Membership

Technical Advisory Group membership will be reviewed (and approved) every 2 years. Members can withdraw from CaLP by writing in the months of March or September each year, by the last calendar day. Members who do not comply with their full responsibilities and commitments as part of the Technical Advisory Group may be requested to adhere to their responsibilities in the future or withdraw their membership in order to allow for new space on the Technical Advisory Group to be opened up for others. Failure to meet the full responsibilities and commitments of a Technical Advisory Group member includes, but is not limited to: failure to show representation at two consecutive annual meetings, consecutive failure to provide work effort of 1 day per calendar month to CaLP related projects, consecutive failure to chair / co-chair technical working groups and task forces within individual's area of expertise.

B. Frequency of Meetings

The Technical Advisory Group will be holding at least one face-to-face meeting per year. Technical Advisory Group members are normally expected to attend all meetings. In exceptional circumstances where the Technical Advisory Group Representative is unable to attend the meetings, the appointment of a duly temporary Technical Advisory Group representative or distant participation may be considered.

C. Coverage of Costs

All Technical Advisory Group meeting related travel and accommodation expenses are expected to be self-paid, covered by the organisation belonging to the Technical Advisory Group. Any exceptions to this policy, i.e. for non-affiliated TAG members, will be assessed on a case by case basis.