

STEERING COMMITTEE TERMS OF REFERENCE

1) INTRODUCTION

In order to become more representative and to gain greater leverage and influence, the CWG is increasingly expanding its membership to include a diverse range of members with experience and/or interest in MPCA and in cash programming across other sectors. Currently the Cash Working Group coordination capacity is made up of a dedicated Coordinator and Co-coordinator and a part-time Information Management Officer.

There is a need to have a smaller dedicated group that will support the coordinators in defining the strategic direction of the CWG and in providing a peer review capacity for strategic, coordination and administrative tasks required for an active and relevant CWG. This will ensure CWG regular meetings and communications are focused on operational topics of a higher priority and interest to the wider CWG membership. This document introduces the ToR for the Steering Committee (SC) and constitutes the framework under which members will be identified and selected, as well as the guiding roles, responsibilities and expectations of SC members.

2) ROLES & RESPONSIBILITIES

The SC will have the following defined responsibilities:

- Peer review products and resources produced by the coordinators and CWG members;
- Develop and apply a list of 'quick performance checks' to monitor monthly progress towards the CWG Strategic Framework and 2019 workplan;
- Identify the need and establish technical Taskforces (TF) as required and hold such groups accountable to the ToRs agreed by the SC;
- Ensure proper representation within such groups; ensure timely output; ensure transparent reporting; and close such groups;
- Formulate and agree on advocacy positions on behalf of the CWG members;
- Represent the CWG with donors and other stakeholders in a position to influence the cash agenda in Iraq;
- Ensure Iraq specific technical standards are agreed upon and consistently applied by CWG members;
- Support compliance with relevant global standards and ways of working, including supporting technical linkages with other relevant coordination bodies;
- Provide strategic oversight on integration of cross-sector planning and inclusion of cross-cutting issues;
- Develop resource mobilisation strategies for the sustainability of the CWG;
- Ensure dedicated CWG Coordinator, Co-Coordinator and IMO are in place;
- Any other activities needed to support the CWG.

Expectations of SC members

In addition to the above set of specific responsibilities, CWG also envisions that individual SC members will:

- Promote and actively engage in MPCA advocacy, including generating awareness and strategic guidance regarding the appropriate/effective implementation of cash transfers.
- Promote and actively engage in advocacy in favour of various types of sectoral and cross-sectoral cash interventions.
- Promote the CWG as appropriate in forums at national, regional and global levels, including within their own organisations as applicable.
- Where necessary, represent the CWG in strategic meetings and fora where the Coordinators are not present.

3) COMPOSITION

For the purposes of the SC selection process, the CWG 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.

The SC will be composed from organisations with the following characteristics:

- Alignment with the CWG Strategic Framework.
- Demonstrated commitment to humanitarian principles, transparency, coordination, accountability, quality and improving performance.
- Organisational expertise in one or more of the following areas: MPCA; cash programming in shelter/NFI, WASH, education, livelihoods, GBV, and other sectors; advocacy, training, research, markets, etc..
- Ability to identify and appoint a senior level strategic representative to serve as the organisation's representative on the SC (see below for individual level criteria).

In addition to the organisational-level selection criteria listed above, the SC seeks the following characteristics among those individuals nominated by their organisation to be SC representatives:

- Able to ensure that the CWG work is spread and shared within strategic levels and beyond of their organisation.
- Demonstrated commitment to and experience in supporting the identification and cultivation of strategic and funding work streams advancing MPCA and other forms of cash programming.
- Extensive strategic experience in one or more of the following areas: advocacy, training, research, markets, etc..
- Broad range of strategic expertise in the Iraqi operation, 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 SC face-to-face meeting per month and ad-hoc meetings and conference calls.
- Committed to the Iraqi operation for at least six months.
- Willing to provide detailed inputs related to his/her area of expertise and assist in identifying and cultivating strategic opportunities within the individual's area of expertise, equivalent to a work effort of one day per calendar month.

Membership

- The SC will be initially limited to five member organisations, with no more than one representative per organisation.
- Consortium of several organization, for the purposes of the SC, is considered as one member.
- An organization operating in a consortium can have only one sit.
- One sit will be reserved for national NGOs.
- An updated list of members will be maintained by the Secretariat.

Benefits of SC membership

- A voice in identifying and prioritizing the CWG strategic direction;
- An opportunity to stay abreast of the latest developments in MPCA and other types of cash programming in Iraq and exchange of learning and experiences with other strategic specialists; and
- Depending on availability of opportunities, attendance of learning events or similar fora to represent the CWG.

Membership Review and Termination of Membership

- SC membership will be reviewed (and approved) every six months. Members can withdraw from the SC by writing directly to the CWG coordinators.

- Members who do not comply with their full responsibilities and commitments as part of the SC may be requested to adhere to their responsibilities in the future or withdraw their membership in order to allow for the space on the SC to be opened up for others.
- Failure to meet the full responsibilities and commitments of a SC member includes, but is not limited to: failure to show representation at two consecutive meetings without reason provided and consecutive failure to provide work effort of one day per calendar month to the SC-related projects.

4) MODUS OPERANDI

- The CWG lead and co-lead organisations will jointly ensure the operation of the SC and will be automatic members of the SC.
- The chair of the SC will be rotated between the CWG lead and co-lead representatives.
- The CWG Coordinator will undertake the secretariat function in the absence of an alternative possibility.
- Meetings will be strategic in purpose, focused on clear objectives, action-oriented, and produce reality-based decisions that are followed up.
- The SC will endeavour to make all decisions by consensus. In instances where there is no consensus, the Chair or Chair a.i., will make a decision, taking into consideration the position of the majority. All decisions will be taken in full respect of the mandates of individual members.
- The SC will meet as frequently as determined by the Chair, minimum once a month. Meetings will last for a maximum of two hours.
- The SC will directly interlink with the CWG. This will be done through regular updates of SC activities at the regular CWG meetings, sharing of SC meeting minutes, referral of action items, contribution to policy development and other similar actions.

Agenda, records, action points and information management

Secretariat will consult with the SC members to agree on a draft agenda for meetings at least three days in advance. Draft minutes of meetings will be prepared by the Secretariat and circulated within 5 working days of the meeting. The Secretariat has a standing authority to publish a summary of the meeting to the wider CWG. The Secretariat will track all action points generated by the meetings in an Action Point Tracking Matrix. The Action points agreed at the meeting will indicate deadlines and the organisation or individual responsible for implementation. Action points will be reviewed at the start of each meeting. Six months after adoption, these terms of reference can be reviewed or amended, if the SC members deem necessary or helpful.