

STEERING COMMITTEE (SC) TERMS OF REFERENCE

Final (27th February 2017)

1) INTRODUCTION

In order to be more representative and to have greater leverage and influence, the Cash & Markets WG is increasingly expanding its membership to include a diverse range of members with experience and/or interest in CBI. Currently the Cash & Markets Working Group (WG) coordination capacity is made up of just a dedicated Coordinator.

There is a need to have a smaller dedicated group that will support the Coordinator in defining the strategic direction of the Cash & Markets WG and in providing a peer review capacity for strategic, coordination and administrative tasks required for an active and relevant Cash & Markets WG. This will ensure Cash & Markets WG regular meetings and communications are focused on operational topics of a higher priority and interest to the wider Cash & Markets WG 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 Coordinator and Cash & Markets WG Members;
- Develop and apply a list of 'quick performance checks' to monitor progress monthly towards the Cash & Markets WG Strategic Framework and 2017 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 Cash & Markets WG Members;
- Represent the Cash & Markets WG with donors and other stakeholders in a position to influence the cash 'agenda' in Libya;
- Ensure Libya specific technical standards are agreed and consistently applied by Cash & Markets WG 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 Cash & Markets WG;
- Ensure a dedicated Cash & Markets WG Coordinator is in place with agreed upon ToR;
- Ensure Cash & Markets WG Members are harmonized with Libyan authority policies, legislation and plans;
- Any other activities needed to support the Cash & Markets WG.

Expectations of SC members

In addition to the above set of specific responsibilities, Cash & Markets WG also envisions that individual SC Members will:

- Promote and actively engage in CBI advocacy, including generating awareness and strategic guidance regarding the appropriate/effective implementation of cash transfers.
- Promote the Cash & Markets WG as appropriate in forums at national, regional and global level, including within their own organisations as applicable.
- Where necessary, represent the Cash & Markets WG in strategic meetings and fora where the Coordinator is not present.

3) COMPOSITION

For the purposes of the SC selection process, the Cash & Markets WG 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 filled by organisations with the following characteristics:

- Alignment with the Cash & Markets WG Strategic Framework.
- Demonstrated commitment to humanitarian principles, transparency, coordination, accountability, quality and improving performance.
- Organisational expertise in one or more of the following areas: CBI, 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 those organisational-level selection criteria listed above, SC seeks the following characteristics among those individuals nominated by their organisation to be SC representatives:

- Able to generate strategic buy-in among senior colleagues within their organisation.
- Able to ensure that the Cash & Markets WG 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 CBI.
- Extensive strategic specialist experience in one or more of the following areas: Advocacy, Training, Research, Markets, etc.
- Broad range of strategic expertise in the Libya 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 Libya operation for at least six months.
- Willing to provide detailed inputs related to individual's area of expertise and assist to identify and cultivate strategic opportunities within individuals area of expertise, equivalent to a work effort of 1 day per calendar month.

Benefits of SC membership

- A voice in identifying and prioritizing the Cash & Markets WG strategic direction;
- An opportunity to stay abreast of the latest developments in CBI in Libya and exchange learning and experiences with other strategic specialists; and
- Depending on availability, attendance to learning events or similar fora to represent the Cash & Markets WG.

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 Cash & Markets WG Coordinator.
- 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 new 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 1 day per calendar month to the SC related projects.

4) MODUS OPERANDI

- The Cash & Markets WG 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 Cash & Markets WG lead and co-lead representatives.

- The Cash & Markets WG Coordinator will undertake the secretariat function in the absence of an alternative possibility.
- Meetings are strategic in purpose, focused on clear objectives, action-oriented, and produce reality-based decisions that are followed up.
- The SC will endeavor to take all decisions by consensus. In instances where there is no consensus, the Chair or Chair a.i., will decide 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 be initially limited to five member organisations, with no more than one representative per organisation.
- An updated list of members will be maintained by the Secretariat (see Annex 1).
- The SC will meet as frequently as determined by Chair, minimum once a month. Meetings will last for a maximum of 2 hours.
- The SC will directly interlink with the Cash & Markets WG. Through regular updates of SC activities at the regular Cash & Markets WG 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 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 standing authority to publish a summary of the meeting to the wider Cash & Markets WG.

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.