**Collaborative Cash Delivery
Technical Working Groups - Terms of Reference**

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1. **Background**
	1. **CCD Country’s Background**

15 NGOs felt the duty to create an inclusive and efficient way to serve people affected by crises by creating a positive disruption based on the idea of collective impact. These organisations formed the Collaborative Cash Delivery (CCD) Network and came up with a vision to deliver aid that allows multiple actors to assemble themselves in ways that are tailored to the needs of response, which would avoid duplication, capitalize on local knowledge and global expertise, and create comprehensive programmes tackling rapidly changing needs. Our collective cash programming will be adapted to the local context and ensure a community-focused approach. The CCD acknowledges that the unique strengths and strategic priorities of each organization are mutually beneficial for collaboration in humanitarian actions.

In Country, the CCD Network members participating in the collaboration include [Name of the organizations ]. This collaboration hereafter is called the Country ***CCD Network***.

Other NGOs that are not part of the Global CCD might be included in the Country CCD Network after consideration of their application and following the established integration protocol.

* 1. **CCD** Country**’s Structure**

The Country CCD Network is made of 3 dimensions: Strategic, Technical and Operations.

The Technical dimension is materialized by the “CCD Collaboration Unit”, and designed to support the CCD membership and wider stakeholders working in cash programming in Country.

The CCD Collaboration Unit is made of # workstreams: [Name the workstreams here]

1. **Overall Aim and Objectives of the Technical Working Groups and responsibilities**
	1. **Overall objective**

The Technical Working Groups (TWGs) will lead the technical development of the CCD Country Network. The TWGs are expected to be ad hoc, dependent on the needs of the membership. Each group will support a different area of expansion and innovation (e.g. shared operating procedures, MEB analysis, data sharing etc…) and will be led by a technical expert from a CCD member. These technical areas will be directly linked with the on-going or planned implementations of the CCD members, and will be operational.

Objectives:

* Ensure harmonization of approaches between collaboration members throughout the different components of each members’ operation by developing CCD endorsed set of tools and/or guidelines on the topic (using best practices from CCD members)
* Provide technical advice and support to the planned or ongoing CCD Country Responses (Operational dimension) to promote a harmonized approach within the CCD membership (including the methodology, SOPs, key operational tools, M&E structure)
* Plan and participate in the monitoring, evaluation, review and course alignment of the CCD Country Responses (Operational dimension) to ensure efficiency, effectiveness, and relevance in line with its design expectations
* Train CCD members on the CCD endorsed tools to promote their use within the Membership
* Share or present technical resources, including tools, MEAL framework, assessment/evaluation findings, best practices and other learnings with external audiences including, but not limited to, the Cash Working Group, donors, and the humanitarian community in Country
* Provide recommendations to the Steering Committee on technical/programmatic approaches as needed

There could also be the following objectives:

* Organize and facilitate review meetings for collaboration members, including government counterparts and other key stakeholders as identified;
	1. **Responsibilities of the Collaboration Manager**

The Collaboration Manager is the Coordinator of the Collaboration Unit under which the TWGs fall. In this regard, s/he has the following responsibilities:

* Establish the TWGs according to the priorities identified by members (proactively consult members)
* Identifying a TWG lead for each topic selected (consultation with members, facilitate consensus making or vote if no consensus is found)
* Identifying relevant persons within the organizations to be part of the TWG
* Identify clear goals (deliverables) and timeline for the TWG with the TWG Lead
* Ensure that technical resources are appropriately allocated in line with the workplan, or in relation to emerging programme needs
* Follow progress of the TWGs against the established goals and timeline
* Present to the Steering Committee the outcomes of the TWG for endorsement (could be done with the TWG Lead).
	1. **Responsibilities of the Technical Working Group Lead**

Each TWG will be led by a Technical Expert from one member of the CCD, who can be from the local, national or regional level.

The technical expert of each TWG will have a responsibility to:

* Identify clear goals (deliverables) and timeline (including frequency of meetings) for the TWG with the Collaboration Manager.
* Prepares reports of meetings, performance and progress for the Collaboration Manager to share with the Steering Committee.
* Encourage broad participation from members in the topic, by calling on relevant persons within the organization
* Organizes meetings or workshop sessions whenever necessary (sets the agenda for each meeting; ensures that agendas and supporting materials are delivered to members in advance of meetings; makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting; clarifies and summarizes what is happening throughout each meeting; keeps the meeting moving by putting time limits on each agenda items: shares outcomes of each meetings with a summary of decisions and assignments to the participants and the Collaboration Manage)
* Facilitate consensus and decision making around harmonized tools and guidelines and finalize their development according to the group’s inputs
* Present justification to the Collaboration Manager (or directly the Steering Committee) for potential funding needs identified by the TWG (ex: for assessment, for a consultant etc…)
* Present tools or approaches to the Steering Committee for the endorsement

* 1. **Responsibilities of TWG Members**

Each CCD collaboration member will appoint a minimum of one technical advisor to represent its needs and interests and to participate in the Technical Working Groups.

Technical Advisors participating in the Technical Working Group have the following responsibilities:

* Understand the goals, objectives, and desired outcomes of the TWG
* Check that the decisions are aligned with the organizational strategy as well as policies
* Actively participate in the objective of the TWG through sharing of existing material (tools, approaches, guidelines etc…), participation in meetings and workshops, review of minutes, review of documents developed by the TWG.
* Support open discussion and debate, and encourage fellow Steering Committee members to voice their insights.
* Understand and represent the interests of project stakeholders as a whole (and not those of their own organization)
* Take a genuine interest in the CCD’s outcomes and overall success.
* Act on opportunities to communicate positively about the CCD.
1. **General**
	1. **Membership**

The TWGs should be composed of :

* 1 TWG lead (or the technical manager if one)
* A minimum of 2 technical persons from 2 different CCD member organization.
	1. **Development and Endorsement of new technical material**

TWGs are free to organize themselves as they like.

They are encouraged to utilize the idea of ‘Innovation sprints’[[1]](#footnote-0), which are short bursts of collaborative activity (usually in a form of a workshop) centred on a challenge/problem and/or opportunity. Funding can be obtained for Innovation sprints, which is likely to increase member buy-in and the efforts of the TWGs.

 Decision-making within the TWGs will be based on consensus. When it is not possible to reach consensus, the decision will go to the steering committee and be subject to the Steering Committee’s decision-making rules.

The technical outcomes will be fed up to the Collaboration Manager for them to present it to the Steering Committee for endorsement (could also presented directly by the TWG Lead if they prefer).

The TWG lead and the Collaboration Manager are then responsible for the dissemination of the outputs within the Country CCD Network and the broader cash community if relevant, namely the CWG (either through email or organization of workshop).

1. https://medium.com/outware/what-is-an-innovation-sprint-and-why-should-your-company-be-running-them-4d3f63c9b1ab [↑](#footnote-ref-0)