

## **I. SAMPLE JD AND CVA TEAM MEMBER**

Job Descriptions will need to be context specific and adapted to the seniority level expected for the position you are trying to fill. The Job Description below is based on the ToR for Cash Based Programming from CashCap.

### **Background**

Cash Transfer Programming is a driver of change and is pushing the UN, NGOs, the private sector and donors to develop and support timelier at scale cash-based responses. Rather than delivering physical goods, aid agencies are engaging with more with local economies, banks and mobile companies to deliver cash; helping link beneficiaries to longer-term development projects, all during an emergency response. As such, the move to cash and market-based programming signifies a significant shift in the way aid works by uniting multiple actors to meet multiple objectives.

The significant growth in cash transfers in emergencies in the past decade has presented several challenges for policy-makers and practitioners in the humanitarian sector. As cash transfer programming is now an accepted tool in almost every emergency response and across different sectors there have been significant capacity gaps.

### **Mission**

Cash-Cap mission is to facilitate and strengthen capacity of the humanitarian sector to undertake and promote quality cash transfer programs in different contexts, and to ensure greater technical expertise on Cash Transfer Programming in emergencies. This includes assessment, design, implementation, coordination, capacity building and monitoring of cash and market programming. It will also address needs to ensure that mainstreaming of gender, protection and do no harm principles are incorporated into CVA and multi sector cash programming at global, regional and country levels.

### **Job description**

The Cash and Market Adviser will be responsible for assessing, planning, implementing, monitoring and evaluating a sectorial and/or multi-sectorial cash transfer programming in accordance with specific sector specific guidance and humanitarian standards and principles (like SPHERE). S/he will provide technical support to market and service assessments using available tools like EMMA, RAM and Traders Survey.

The Cash and Market Adviser will provide technical and/ or coordination support to Cash and Market Working Groups and will provide support and/or lead initiatives related to coordination, advocacy, multi stakeholder engagement and work towards creating a holistic approach to cash and market interventions and approaches to multi sector cash transfer programming. He/she will be working within pre-existing interagency cooperation structures or be tasked to establish such structures following humanitarian disasters; with for example Cash Working Group's or be positioned.

These terms of reference are not comprehensive; and an inter-agency deployment will require the Cash and Market Adviser to select priorities, based on her/his initial assessment of support needs identified in discussion with hosting agency and inter-agency structures, if relevant. An agreed set of deliverables will

be negotiated to help guide the Technical Cash and Market Adviser in accordance with the expectations of the inter-agency cash and markets coordination initiative.

The Cash and Market Adviser can also be tasked to provide strategic level technical input, capacity building and knowledge transfer to relevant national and regional stakeholder engagements and can provide support on policy development with ministries within national governments as well.

The aim of the Cash and Market Adviser is to support sustainable mechanisms and strengthen capacity to continue and replicate her/his work after the deployment has ended. All activities should be undertaken in a manner that supports this aim. Mentoring of national staff is strongly encouraged, identifying potential cash and markets advocates and working closely to nurture their development.

### **Major tasks**

Provide leadership and support on Cash Transfer Programming to humanitarian actors, including NGOs, UN partners, national governments, cash working groups, cluster leads and national governments, enabling them to fulfil commitments and ensure that cash and market-based programming are adequately addressed, implemented and monitored at a multisector level, to ensure that people affected by crisis are empowered and receive dignified assistance in line with their needs and do no harm principles.

### **Main areas of work**

#### **1. Information and Analysis**

- 1.1 Enable NGOs, UN partners, governments, cash working groups, cluster/sectors and/or Humanitarian Country Team and other humanitarian actors to use cash and market analysis to ensure that all aspects of humanitarian action consider market systems including to prevent that humanitarian programs have a negative impact on livelihoods, jobs and businesses upon which people's long-term security depends.
- 1.2 Enhance UN's, NGO's and government's understanding of how cash and market analysis can be used to address the different needs of women, girls, boys and men of all ages, and enable design of Cash Transfer Program that is informed by need and market systems assessment and analysis.

#### **2. Program Support and Advice**

- 2.1 Enable humanitarian actors to make strategic planning, program development and project implementation that take into consideration cash transfer programming and advice on different forms of cash transfer modalities that might be adopted in response to the specific humanitarian context and based on results from market assessment and analysis.
- 2.2 Provide strategic advice during major planning and funding processes including CAP and pooled funds, e.g. support ensuring that all humanitarian actors properly analyse the merits of implementing multi sector cash transfer programming and market assessment/analysis.

#### **3. Program and Monitoring Support**

- 3.1. Enable humanitarian actors to utilise market assessments as a way of informing strategic planning, program development and project implementation.
- 3.1 Conduct and/or participate in field monitoring missions to assess if project implementation considers the needs and capacities of most vulnerable groups including women, girls, boys and men of all ages

in their cash transfer programming. Findings and lessons learned from such monitoring missions should be shared with cash working groups, project designers, clusters/sectors and organizations concerned, to strengthen projects designers' capacity to incorporate gender analysis in cash transfer programming.

- 3.2 Promote the use of tools including MIRA, EMMA, RAM, checklists, and SPHERE standards and other resources in project planning, design, implementation, and M&E, including in the CAP and pooled fund processes.

#### **4. Coordination**

- 4.1 Technical assistance to the different clusters/sectors in analysing the potential needs, benefits and merits of using cash transfer modalities in their current programs/activities; to identify gaps and challenges; and use this information in collaboration with partners to develop strategies for addressing CVA gaps in each cluster/working group/sector.
- 4.2 Provide advice on how to strengthen cash and market coordination in discussions with Cash Working Groups and/or Humanitarian Country Team, and in engagement with national governments on specific interventions, if required.
- 4.3 Support the establishment/strengthening and sustainability of existing cash and market coordination mechanisms at the national, regional and local levels.
- 4.4 Build strategic alliances with other key actors internally and externally to advocate for cash transfer programming and ensure continuity of advocacy efforts, as and when required.

#### **5 Capacity building- engagement with national government and private sector**

- 5.1 Identify potential cash and market/safety net or social protection advocates, national talent, and work closely with them to guide and mentor on cash and market policy, advocacy and leadership.
- 5.2 Cash-Cap expert placed with host government to guide policy or provide strategic level technical support on Cash and Market Assessments and Programming at a national level.

#### **6. Advocacy**

- 6.1 Assist cash working groups, clusters/sectors in strengthening cash transfer programming across multiple sectors, and advice on ways in which the humanitarian community can better capture data and monitor results/impact of multi sector cash transfer programming intervention, this incl. indicator development and mentoring of monitoring staff as this can be used as an advocacy tool to validate the overall impact of CVA.
- 6.2 Provide technical support and advice to UN or NGO partner (s) on humanitarian preparedness and response, and how this can include multi sector cash and market considerations as well.
- 6.3 Identify opportunities to promote the issues, concerns, and ideas raised by affected women, girls, boys and men of all ages and background for both preparedness and CVA response.

#### **7. Reporting and Knowledge Management**

Collect and promote good practices and lessons learned, contributing to a collection of replicable good practices for cash transfer programming and way forward on coordinating multi sector responses.