

CASH FOR RENT TECHNICAL WORKING GROUP – NATIONAL

TERMS OF REFERENCE (TOR)

I. BACKGROUND

Technical Working Groups are established and provided with Terms of Reference to address specific issues on an ad-hoc basis. The Cluster Coordinator appoints a designated Focal Point to facilitate the work of the group. Such groups have a limited lifespan since they disband once the outputs delineated in the TORs have been achieved.

Yemen is a complex and protracted crisis after the conflict broke out in 2015. Therefore, emergency response still a key part of shelter cluster response for the past number of years. Supporting IDPs with rental subsidies through cash assistance is considered one of our core short to mid term shelter responses.

This working group is being established with the aim to provide technical support for the review and improvement of cash for rent activities (mechanism, follow up tools and means of verification for such cash activities) to ensure all necessary technical aspects are well defined as well as conditionality of the rental cash, ensuring it is utilised for its shelter purpose and not for other purposes.

II. OBJECTIVE

The key objective of the TWiG is to review existing YSC rental guidelines, update and improve where needed. The process will involve analysis of areas of strength, weaknesses, and improvements taking into consideration the partners' experience and beneficiaries' feedback. In this TWiG, the shelter cluster intends to produce an updated Cluster Technical guidelines for cash for rent interventions in Yemen. This will ensure promoting more adequate rental activities. Moreover, the TWiG's outcomes will promote more sustainable and quality interventions and overcome previous shortcomings and challenges specifically in terms of conditionality of cash assistance.

The TWiG is aiming to achieve the following:

- **CASH FOR RENTAL SUBSIDIES**

- Review and revise existing cluster guidelines related to cash for rental subsidies taking into consideration best practices and experiences of operations with similar contexts.
- Review current cash for rental programs in terms of mechanism, required documents for verification, monitoring tools etc.
- Update the cluster guidelines and address the agreed changes to ensure better impact of shelter rental programs and conditionality of cash assistance.

Key Outcomes:

- Develop an updated cash for rental guidelines for Yemen shelter cluster.

III. TIMEFRAME

- **Stage 1: Development of work plan (Meeting 1)**
 - Review of the TOR to identify any concerns or suggestions for amendment.
 - Discuss existing guideline, strength and weakness points.
 - Discuss current rental programs, challenges, conditionality and how all of this can be addressed in the new guidelines.
 - Agree on a working plan and divide tasks between TWiG members.
- **Stage 2 : Deep discussion on findings (Meeting 2)**
 - View TWiG members findings and outputs.
 - Set a plan to compile the new outputs and update the cash for rent guidelines.
- **Stage 3 : Compiling members work (Meeting 3)**
 - Present the new draft of the guidelines with the added annexes if there.
 - Discuss and agree on the stuck points.
 - Agree on a time line for final review and share with the SAG.

IV. REPORTING

- The establishment of new TWiGs should be communicated to the SAG, including regular updates on the progress of implementing its desired objectives.
- Final products will be submitted to the SAG for final approval and circulated to Shelter Cluster partners through email, and uploaded to the website.
- Consider presentation of the new guidance to the Yemen shelter community (perhaps at a focused national shelter cluster meeting)

V. FREQUENCY OF MEETINGS

- Due to the complexity and the increased demand for dedication to these issues, it is planned to hold a Bi-Weekly meeting during the TWiG timeline (tentatively 2 months).
- Ad-hoc meetings can be scheduled based on needs.
- Meeting agendas and minutes should be short and concise. Meetings should be practical and clearly indicates action points that would be achieved in the period between meetings.

Call for Expression of Interest

Cash for Rent TWiG Membership

The Shelter Cluster Technical Team is looking for establishing a cash for rent technical working group TWiG consists of a number of members. This working group will be responsible for improving and updating guidelines and tools related to cash for rent interventions according to the TWiG TOR.

Membership Requirements

The TWiG is a technical and participatory forum that includes UN agencies, and international and national non-governmental organizations working on humanitarian, and development across the country.

TWiG participants are expected to allocate time and effort in order to fulfill the TWiG objectives within the planned timeline. Mainly they should be committed to the following:

- Relevant expertise and experience in cash for rental subsidies (or CBI expertise generally) programming. Each member agency should nominate one regular representative that will attend the meetings. These representatives should be the **focal points** for the agency cash for rent activities during the previous two years. By participating in the TWiG, each representative commits to work towards the realization of its objectives to make time and human resources available to carry out tasks agreed by the TWiG.
- Demonstrated capacity to contribute strategically and provide operational support, including assessing needs, and developing plans, policies, and guidelines.
- Regularly participate in the cash for rent TWiG meetings. Moreover, during the time between regular meetings, there will be some technical tasks and responsibilities to be implemented by the TWiG members upon an agreed timeline. Members should commit a minimum of eight working hours per month including for meetings, office tasks, field visits, and assessments.

TWiG Members Selection Criteria, Minimum Commitments, and Replacement Pool

- Priority of selection will be based on recent technical experience in the cash for rental subsidies activities in different areas.
- After the call of expression of interest (CEI), 8 to 12 members will be selected based on the above criteria to represent the core membership of the TWiG. A steering committee will be established and composed of the cluster coordination team and sub-national cluster coordinators to support the TWiG core membership when needed and endorse the TWiG products.

How: Please submit your expression of interest through the link shared by email by **COB Thursday (22nd of September 2022)**.

ANNEX 1

PARTNER FORM

AGENCY OPERATIONS & EXPERTIES	
Agency Name	
Organizations Technical Expertise (Years, Area of expertise – Specifically in Yemen).	
Scale and Capacity of Shelter Programs in Yemen (i.e. Geographical coverage, size of operation, capacity, access and demonstrate your ability to think strategically in a practical useful way linking this with your understanding of humanitarian Shelter issues)	
Cash for Rental Activities Implemented Highlight the cash for rent activities implemented during the previous two years. What was the target and in which locations.	
Commitment express how you would be able to allocate time and efforts to participate in the TWiG meetings and contribute to the planned TWiG outputs.	
Why your organization should be selected to join the cash for rent TWiG membership?	

PRIMARY REPRESENTATIVE	
Full Name	
Position/Work Title	
Mobile No	
Email	
Is The Representative Available in Sana'a	Yes / No