



SETTING UP A CCD NETWORK IN YOUR COUNTRY

A HOW TO GUIDE



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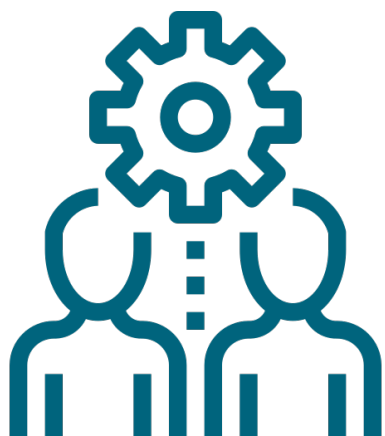
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WHAT TO EXPECT

The in-country CCD network model is an overarching structure that enables faster implementation of joint activities, which leads to:

- improved programming and the ability to better serve affected populations as a result of being able to quickly set up consortiums or other types of collaborative efforts (operations)
- no more duplicative efforts and maximise resources (operations)
- technical challenges addressed more quickly (technical)
- NGOs' voices strengthened (strategic).



The CCD model connects members and facilitates information, resource and operation sharing. It also provides services based on the country's context and priorities (e.g. in one country, members may prioritise a common information management (IM) protocol and access to monitoring, evaluation, accountability, and learning (MEAL) expertise, while another country may decide that they would benefit more from a technical cash expert and joint financial service provider (FSP) contracts).



OBJECTIVES

Members agree on a set of governance rules (e.g. when establishing consortiums or other types of collaborative models) to ensure trust and transparency in order to maintain a sustainable collaboration model.

However, the point of a national CCD is not to say that all members must always respond together as a unit, but instead the network aims to determine the best combination of actors to act during a particular response.

The country-level CCD platform supports the formation of collaborative operations, exchanges, and harmonisation efforts that are the best fit for the national CCD members' operations – this could be a consortium, alliance, or something else even. Activities can also be undertaken as the full network (e.g. advocacy or determining common approaches) or by a sub-group of members (e.g. a consortium gathering of just a few of the country's membership).

The network's scope of work is established by taking into account the existing coordinating structures (i.e. the local cash working group (CWG)), and CCD is there to strengthen the CWG and does not duplicate any of its efforts.



NEXT STEPS

STAGE 1: IDENTIFICATION

- Humanitarian actors working in the cash value chain can explore whether there is an interest by other organisations and agencies in the country to set up a CCD.
- The global CCD network or its members raise an interest in establishing a network between their national offices and other actors and agencies.
- A donor requests a collaborative operational model between organisations in a country via a member of the global CCD network or by connecting directly with the CCD.



STAGE 2: SCOPING



A CCD member organisation is identified as a focal point and anchor in the target country to start explaining the concept to other humanitarian actors and non-governmental organisations (NGOs) operating in the sector as part of an in-depth outreach and socialisation to gauge interest levels and identify priority issues.

STAGE 3: START UP

Once the in-country focal point identifies a core group of NGOs and agencies who are interested in setting up a national network to work collaboratively, there are several activities for the group to undertake to formalise the partnership, either consecutively or simultaneously.



- Each organisation or agency maps their capacities along the cash value chain and their geographic footprint.
- Together, the group formalises the national network. This may include:
 - identification of priority areas
 - drafting a memorandum of understanding (MoU)
 - preparing a governance framework.
- Members start looking for opportunities to work collaboratively. Some ways to do this include:
 - writing proposals cooperatively
 - conducting joint assessments and analysis
 - coordinating donor asks
 - setting up a consortium
 - agreeing on common approaches
 - FSP mapping, contracting, etc.



GOVERNANCE

There are no lead agencies in the CCD model. Instead, it is a flat hierarchy of collaboration roles played by different individuals as the CCD throughout the establishment stages. Their roles are to coordinate and support initiatives. Once the CCD is formalised, decisions are adopted by a steering committee.

ROLES

Anchor

An anchor is the CCD member organisation acting as a focal point in country. Their role is to explain the value add of CCD's model to cash programming operationally, technically, and strategically and mobilise interested NGOs and humanitarian actors to establish a national network. Most of the work done by this role is during the scoping stage.

The anchor agency may host the incoming Collaboration Facilitator during the start up phase, but it is not a given. Once a Collaboration Facilitator arrives in country, the role of the anchor is finished. However, they may continue to play a support role at times if there is a gap between the scoping and start-up stages and there is no one in the Collaboration Facilitator position yet.



Collaboration Facilitator

The Collaboration Facilitator position is a temporary role (usually between two to six weeks) meant to help the new CCD members kickstart operations. However, in-country networks may have a few Collaboration Facilitators deployed before a permanent Collaboration Manager is put in place.



This role can be filled by a CCD core team member, any CCD member's global focal point, or a deployee. Collaboration Facilitators are remotely supported by the global CCD team. Depending on the context, the facilitator will organise a design workshop. Topics may include:

- the governance structure
- a proposal submission process
- guidance on how to set up consortiums (e.g. capacity matrix, establishing rules, defining roles, etc.).
- finalisation and signing of a MoU.

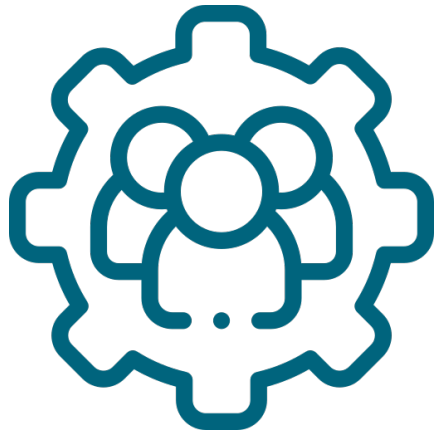


Collaboration Manager

Collaboration Manager is a permanent in-country position that takes over operations once the Collaboration Facilitator's function is complete. This role can be filled by a deployee and/or can be recruited by local CCD members. Collaboration managers are supported remotely by the global CCD team.



Steering Committee



National CCD networks are encouraged to elect a steering committee comprised of a few representatives to make decisions, represent the CCD in country, establish priorities for the local network, etc. They act as the voice of CCD's national members. A template terms of reference (ToR) for steering committees is available, but each CCD network is encouraged to review and adapt it to its context.