

Purpose

1. The purpose of the OCHA Country-based Pooled Fund (CBPF)-NGO Dialogue Platform (hereafter, the Platform) is to facilitate an open and inclusive forum for regular dialogue between OCHA and the NGO community to inform the strategic direction and management of CBPFs.¹
2. The Platform was established in response to the need identified by NGO partners for a strong partnership with OCHA vis-à-vis CBPFs, and to complement the dialogue between OCHA and NGOs that takes place at the country level.

Background

3. The CBPFs are a key financing mechanism in today's humanitarian architecture, and a pillar of OCHA's humanitarian financing mandate. Since piloting the first Fund in Angola in 1997 the number of Funds has risen - and now includes a Regional Humanitarian Fund in West and Central Africa - supported by increasing contributions from a diverse range of donors. Local, national and international NGOs are critical partners of CBPFs, which address humanitarian needs as the primary goal while recognizing localization as a secondary aim.
4. Recognizing the expansion of the CBPFs and the important partnership with NGOs, OCHA's Pooled Fund Management Branch (PFMB) and the NGO community have identified opportunities for promoting mutual understanding and technical collaboration to optimize impact. CBPFs are seen as a humanitarian financing mechanism able to ensure independence and impartiality in decision-making, and to increase the predictability, timeliness and flexibility of funding for humanitarian responses.
5. Whilst the lead role in establishing partnerships with NGOs and other stakeholders at country level is played by the respective Humanitarian Coordinator (HC), Advisory Board, coordination bodies including clusters/sectors and the OCHA Country Office, the Platform provides a space at the global level to consider policy, operational, and advocacy issues that affect all CBPFs.
6. The Platform contributes to the deliberations of the Pooled Fund Working Group (PFWG), the global advisory body for CBPFs, and feeds into the work of other interagency bodies as deemed relevant.

Scope and Objectives

7. The Platform is a consultative forum that provides input, feedback and suggestions on policy, operational and advocacy issues, to advance the relevance, reach and effectiveness of the CBPFs and inform best practices. It draws on NGOs' knowledge and engagement with CBPFs and facilitates and coordinates the sharing of experiences and ideas with OCHA. The Platform is also a space for OCHA to consult with NGOs, disseminate information, and gather suggestions for improvement.
8. The Platform has three main objectives:
 - i. Policy: strengthening CBPF global policy to ensure that it is reflective of the views of a broad range of stakeholders, including national and international NGOs
 - ii. Operations and management: improving the effectiveness, accountability and transparency of CBPF management through enhanced practice, based on sharing of best practices and open discussion of challenges with NGO partners
 - iii. Advocacy: developing joint advocacy between OCHA and national and international NGOs in support of CBPFs, where appropriate

Governance of the Platform

9. The Platform is permanently co-chaired by OCHA, and by a local/national or international NGO (or a partnership composed of one national NGO and one international NGO) on a two-year rotational basis. The NGO co-chair is proposed by the wider NGO membership of the Platform. The NGO co-chair manages

¹ The Platform will also cover dialogue related to Regional Funds.

communication and consultation with members, playing a liaison role between OCHA and the NGOs for effective dialogue.

10. Before the end of the tenure of the NGO co-chair, the NGO co-chair and OCHA will initiate a process to identify the next NGO co-chair, calling for expressions of interest. Following review and recommendation by members of the Platform Advisory Group² supported by a selection of NGOs from the Consultative Group (e.g., 3 INGOs and 3 local/national NGOs), the NGO co-chair is appointed by OCHA and the outgoing NGO co-chair for a period of two years.
11. In the case of a national NGO, the initial commitment for the normal two-year period can be extended by one additional year. In that case, the national NGO will have to communicate this in writing to OCHA between 3 to 6 months prior to the end of the 2-year term.
12. The following criteria³ will be used to inform the selection process of the NGO co-chair:
 - i. Partnership with CBPFs:
 - a. For international NGOs - number of countries with active CBPF grants.
 - b. For local/national NGOs - must have received funding from at least one CBPF allocation in the two years prior to the call for expressions of interest.
 - c. For both - membership of one or more CBPF Advisory Boards, currently or within the previous two years.
 - ii. Commitment for the full two-year period⁴. While the NGO co-chair role is organizational, expressions of interest should include the explicit intention to assign a named individual to the role throughout the period of tenure, to ensure continuity and consistency.
 - iii. Experience and participation in CBPF-related forums, such as the PFWG and OCHA CBPF-NGO Dialogue Platform, but not excluding other types of relevant interaction.
 - iv. Expressions of interest from local/national NGOs, including women's organizations and organizations of persons with disabilities (OPDs) will be encouraged.
13. Secretariat functions will be shared by OCHA and the NGO co-chair by mutual agreement.
14. The NGO co-chair will be responsible for liaising with the NGO community in order to:
 - i. Facilitate the development of meeting agendas.
 - ii. Manage communication and consultation with the NGO community through country and regional hubs, national and regional NGO networks, and other formal and informal channels as relevant.
 - iii. Play a liaison role, as needed, between NGOs and OCHA on policy or advocacy initiatives, such as the implementation of the CBPF Global Guidelines.
 - iv. Represent the voices and interests of NGOs.
 - v. Foster synergies with other NGO initiatives and related working groups (e.g., Grand Bargain, IASC, NGO networks).
 - vi. Co-organize and co-chair Platform meetings.
15. OCHA will be responsible for:
 - i. Facilitating the NGO co-chair's access to up-to-date contact lists, e.g., Advisory Board members, users registered in the online Grant Management System (OneGMS).
 - ii. Meaningful and proactive engagement with NGOs, including consulting the Platform when revising global guidelines and developing other policy or advocacy initiatives.
 - iii. Co-organizing and co-chairing Platform meetings.

² Current members of the PAG that have expressed interest in the position of NGO co-chair will not participate in the review and recommendation process.

³ The same criteria will apply in case of partnership between a local/national NGO and an international NGO. In case of an NGO network, the network should have proven expertise in humanitarian policy; and/or direct experience with CBPFs, for example as a member of Advisory Boards; and/or has members that are registered with CBPFs or have implemented projects as sub-partners.

⁴ See paragraph 11.

16. OCHA and the NGO co-chair of the Platform will agree on a calendar of meetings, including quarterly meetings with OCHA, as the standing PFWG co-chair; biannual meetings with the Platform Advisory Group (PAG) (typically preceding the bi-annual PFWG meetings); and other ad hoc, topic specific meetings as relevant. Regular working level meetings will be scheduled as needed for ongoing coordination.

Membership structure

17. Membership of the Platform is open to all local/national and international NGOs interested in working with CBPFs. The participation of local/national NGOs with direct experience of working with CBPFs is highly encouraged. NGOs interested in the topics on the agendas of different meetings and are expected to identify participants with relevant expertise to contribute to discussions. Inclusiveness and diversity will be promoted through ongoing dialogue and communication with the NGO community in between meetings.
18. Due to the increasing number of NGOs partnering or wishing to partner with CBPFs, a three-tier membership arrangement allows for effective representation and constructive dialogue among NGO members and with OCHA:

Tier	Objective	Membership	Functioning	Meetings
Informational level <i>(About 6,000 members)</i>	Two-way information sharing	Includes all NGOs registered in the GMS at any given moment, at both the country and global level, as well as other interested NGOs that register with the Platform directly. Most of the members of this group have limited interaction with each other at the global level.	The Platform uses a global mailing list to share new guidance, policies, and documents that have a global reach with this group. Likewise, the Platform can reach out to members of this group to gather feedback on specific initiatives and issues, for example through online surveys.	This group meets virtually on an ad-hoc basis when OCHA and the NGO co-chair of the Platform believes it is important to present new policies, guidance and initiatives to a large global NGO audience. Members of this group can contact OCHA and the NGO co-chair the Platform at any given time through existing channels, including to suggest topics for meetings.
Consultative level <i>(Over 120 members)⁵</i>	For the Platform co-chairs to engage in consultations with NGOs	Includes both INGO and NNGO members of Advisory Boards (ABs) across CBPFs, as well as representatives from country level NGO forums where such forums do not sit on the AB. Members of the Platform Advisory Group (see below) are also invited to join meetings of this group, combining country experience with global perspectives.	OCHA and the NGO co-chair of the Platform can request this group, or a subgroup, to organize consultations on specific topics of interest across all CBPFs, or to discuss specific regional or thematic issues.	Due to its geographic spread, this group also meets virtually. There is no regular schedule for meetings, which are organized on an ad hoc basis as needed.

⁵ NGO members of the ABs are automatically part of this group. When a meeting of the group, or of a subgroup of it, is called, members are invited to actively participate

<p>Platform Advisory Group <i>(Chaired by the NGO co-chair of the Platform, the PAG has six members)</i></p>	<p>To organize and solicit input from the Platform members and contribute to OCHA’s initiatives on behalf of NGO partners</p>	<p>Comprises a group of six NGOs/NGO networks with significant operational and policy experience. In addition, the previous NGO co-chair will be invited to join the meetings of the PAG as an observer for a period of one year following completion of its term, for continuity. Other NGO representatives can be invited on an ad-hoc basis, depending on the theme and scope of the consultation.</p>	<p>The Platform co-chairs engage with this group to discuss specific policy or operational issues where guidance is required.</p>	<p>The PAG meets regularly. OCHA and the NGO co-chair of the Platform will meet with the PAG at least twice a year, typically preceding the bi-annual PFWG meetings. Other ad hoc meetings focused on specific topics may be conducted.</p>
---	---	---	---	---

19. Engagement between the three levels of the Platform happens throughout the year, aligned with discussions of the PFWG where possible.
20. At each level, the intention is that discussion during meetings is open, frank and constructive, aimed at producing concrete inputs that OCHA can consider informing CBPF policy. Minutes of meetings are circulated whenever relevant.
21. Ongoing communication between meetings is ensured through emails and conference calls.