

Call for Expression of Interest

Membership of the Platform Advisory Group and NGO co-chair of the CBPF-NGO Dialogue Platform

19 June 2023

OCHA and Save the Children, the co-chairs of the CBPF-NGO Dialogue Platform, are happy to announce the launch of a call for expression of interest for the selection of a new round of members of the Platform Advisory Group (PAG), as well as a new NGO co-chair of the CBPF-NGO Dialogue Platform, to assume their positions in September 2023.

Platform Advisory Group (PAG)

The PAG provides advice to OCHA and the NGO co-chair of the CBPF-NGO Dialogue Platform in support of its overarching goal of facilitating an open and inclusive forum for regular dialogue between OCHA and NGOs to guide the strategic direction and management of Country-based Pooled Funds (CBPFs). Members of the PAG are also the designated representatives of the NGO constituency in the Pooled Fund Working Group (PFWG), the main advisory body to support OCHA in its leadership and management of the CBPFs.

We are looking to fill the following vacancies:

- Two representatives of international NGOs
- Two representatives of NGO networks (one of them a network of local and/or national NGOs) with experience in humanitarian financing and/or CBPFs

The national/local NGO representatives in the PAG will rotate in 2024.

The following criteria will be used to assess the expressions of interest:

- For international NGOs, the organization shall:
 - have received funding from several CBPFs in the two-year period prior to the call for expressions of interest; and/or
 - have participated as a member of more than one CBPF Advisory Board in the two-year period previous to the call for expressions of interest;
 - be able to nominate an individual to participate actively and consistently for the full term (two years);
 - have previous/active experience and participation in humanitarian financing forums.
- For NGO networks, the organization shall:
 - have proven expertise in humanitarian financing policy; and/or
 - have direct experience in engagement with matters related to CBPFs, for example as a member of Advisory Boards; and/or
 - have members that are registered with CBPFs as eligible for funding, or have participated in CBPF projects as sub-partners; and
 - be able to nominate an individual to participate actively and consistently for the full term (two years).

Membership of the PAG is for a period of two years, starting in September 2023. Please find the terms of reference and selection criteria [here](#).

INGOs can apply by filling in the online form [here](#).

NGO networks can apply by filling in the online form [here](#).

The deadline for expression of interest is **Wednesday 5 July, 23:59 UCT.**

NGO Co-chair of the CBPF-NGO Dialogue Platform

The CBPF-NGO Dialogue Platform is permanently co-chaired by OCHA and a local/national/international NGO (or a partnership composed of one national NGO and one international NGO) on a two-year rotational basis. The NGO co-chair plays a liaison role between OCHA and the NGOs for effective dialogue, leads and coordinates all PAG meetings, and manages effective communication and consultation with members.

The following criteria will be used in the selection process of the NGO co-chair:

- Partnership with CBPFs:
 - For international NGOs - number of countries with active CBPF grants.
 - 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.
 - For both - membership of one or more CBPF Advisory Boards, currently or within the previous two years.
- Commitment for the full two-year period¹. 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.
- 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.
- Expressions of interest from local/national NGOs, including women-led/women's rights organizations and organizations of persons with disabilities (OPDs) are encouraged.

This position will start in September 2023. Please find the terms of reference and selection criteria [here](#). Financial support for national NGOs taking on the role of NGO co-chair may become available in due course.

Applications can be submitted by filling in the online form [here](#).

The deadline for expression of interest is **Wednesday 5 July, 23:59 UCT.**

¹ 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.