

PLATFORM ADVISORY GROUP (PAG)
OCHA POOLED FUNDS-NGO DIALOGUE PLATFORM

Terms of Reference

October 2025

Purpose

1. The purpose of the Platform Advisory Group (PAG) is to provide advice to OCHA and the NGO co-chair(s) of the OCHA Pooled Funds-NGO Dialogue Platform (hereafter ‘the Platform’), in support of its overarching goal of facilitating an open and inclusive forum for regular dialogue between OCHA and NGOs to inform the strategic direction and management of Country and Regional Funds.
2. Members of the PAG will also support the NGO co-chairs in their role in enhancing communication with the Pooled Fund Working Group (PFWG), particularly with its donor co-chair. Members of the PAG are also the designated representatives of the NGO community in the PFWG, alongside representatives of donors and UN agencies, which is the main advisory body to support OCHA in its leadership and management of the Country and Regional Funds.

Scope and Objectives

3. OCHA Pooled Fund Branch (PFB) and the NGO co-chair(s) will meet with the PAG on a quarterly basis (typically preceding the bi-annual PFWG meetings), as well as during other ad hoc, topic-specific meetings as relevant. Regular working level meetings will be scheduled as needed for ongoing coordination. The PAG and NGO co-chair(s) can also meet with the PFWG donor co-chairs as required.
4. The main objectives of the PAG are to:
 - i. Provide strategic advice to OCHA and the NGO co-chair(s) on the direction, priorities, and activities of the Platform.
 - ii. Support the NGO co-chair(s) in reaching out to Platform members in follow-up to actions agreed at meetings of the Platform and/or the PFWG.
 - iii. Facilitate consultation and communication between OCHA and NGOs on matters related to strategic directions, policies and overall management of the Country and Regional Funds.
 - iv. Support NGO co-chair(s) in their discussion with the PFWG donor co-chair, as needed.
 - v. Assist the NGO co-chair(s) in organizing Platform meetings and related activities.
 - vi. Provide guidance and strategic advice regarding the operations and activities of the Pooled Funds Resource Facility.¹
 - vii. Ensure NGO representation in the PFWG, including proposing agenda items, preparing key messages, and developing common NGO positions.
 - viii. Undertake other tasks as required to advance the Platform’s objectives.

Membership

5. The PAG is chaired by the NGO co-chair(s) of the Platform and, in addition, comprises eight rotational members, ensuring diversity, equity, and inclusion within their constituencies:
 - i. Four representatives of local/national NGOs, with at least one women’s organization (WLO) and one organization of persons with disabilities (OPD), where possible.
 - ii. Two representatives of international NGOs.
 - iii. Two representatives of NGO networks (at least one of which should be a national NGO network with humanitarian financing and/or Funds’ experience)
6. Upon rotation of the NGO co-chair(s) of the Platform, the outgoing co-chair(s) will be invited to participate as observer members of the PAG for an additional year, to ensure continuity and provide ad hoc support to the incoming co-chair(s).

¹ The Pooled Funds Resource Facility, established by the PFWG in June 2023 with donor support, aims to strengthen the meaningful participation of local and national NGO representatives in the governance of Country and Regional Pooled Funds. This includes engagement in Funds’ Advisory Boards and the PFWG itself. The Facility supports participants through learning opportunities, mentoring, and peer-to-peer exchange, and covers costs related to attending select meetings. NGO co-chair(s) and, at least, two PAG members are part of the Resource Facility’ Steering Committee.

7. Membership is on an organizational, voluntary basis. Individuals are nominated by their respective organizations. PAG members do not represent the interests of their own organizations but rather their constituencies. Membership requires consistent participation in meetings, online discussions, and other Platform initiatives.
8. The NGO co-chair(s) represent the entire NGO community of INGOs and local/national NGOs in their engagement with OCHA.
9. INGOs and NGO networks serve two-year terms. Local and national NGOs serve two-year terms, with the option to extend by one additional year ("2+1" term) upon written request, subject to mutual agreement by the Platform membership and OCHA.

Selection Process

10. Before the end of each membership term, OCHA and the NGO co-chair(s) will launch a call for expressions of interest to identify new members. Following review and recommendation by PAG members, supported by a limited group of NGOs selected from the Consultative Group,² new members will be appointed by OCHA and the outgoing NGO co-chair(s) for a period of two years.

Eligibility Criteria

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

- a. Local/national NGOs must:

- i. Have received funding from at least one Fund's allocation in the two years prior to the call for expressions of interest, and/or
- ii. Have participated as a member of a Fund's Advisory Board in the two-year period prior to the call for expressions of interest,
- iii. Be able to nominate an individual to actively and consistently participate for the full term (two-year period, with the option to extend by one year), and
- iv. Nominate an individual who is a citizen of the country where the nominating local/national NGO is registered.
- v. Expressions of interest from local/national women's organizations and organizations of persons with disabilities (OPDs) are strongly encouraged.

- b. International NGOs must:

- i. Have received funding from several Funds in the two years prior to the call for expressions of interest, and/or
- ii. Have participated as a member of more than one Fund's Advisory Board in the two years prior to the call for expressions of interest,
- iii. Be able to nominate an individual to actively and consistently participate for the full term (two years), and
- iv. Have active experience in humanitarian financing forums.

- c. NGO networks (only networks, not individual NGOs) must:

- i. Have proven expertise in humanitarian financing policy, and/or
- ii. Have direct experience in engagement with Fund-related matters (e.g., serving as a Fund's Advisory Board member), and/or
- iii. Have members that are Fund-eligible partners, or have participated in Funds' projects as sub-partners,
- iv. Be able to nominate an individual to actively and consistently participate for the full term (two years).

Rotation rules

12. Consecutive terms are not permitted to ensure rotation and wider participation.

² The selection from the Consultative Group will prioritize local and national NGOs, with at least 60 per cent of representation vs INGOs, such as four local/national NGOs and two INGOs, with a maximum of six selected NGOs.

13. Calls for expressions of interest will be launched at the end of each two-year term to ensure regular rotation and encourage broader participation in the Platform. A staggered rotation process will be established to prevent the simultaneous replacement of all PAG members from the same constituency (e.g., local/national NGOs, INGOs, NGO networks).
14. In exceptional cases, an L/NGO may request renewal for a maximum of one additional year beyond the normal two-year tenure upon written request, subject to mutual agreement by the Platform membership and OCHA.
15. If a nominated individual leaves their organization, or if an organization wishes to change its representative, it must inform OCHA and the NGO co-chair(s) in writing before the new representative assumes their duties. The organization must confirm that the new nominee has the appropriate experience and profile.
16. If a member organization consistently fails to attend or contribute meaningfully to meetings, OCHA and the NGO co-chair(s) may agree to terminate its membership and initiate its replacement through an extraordinary call for expressions of interest.