

## CBPF Resource Facility Terms and Conditions

### Purpose of the CBPF Resource Facility

National NGOs working in humanitarian contexts are key stakeholders in the OCHA CBPFs mechanisms. To ensure their voices are heard, interested donors, the Pooled Fund Working Group (PFWG), the CBPF NGO Dialogue Platform Advisory Group (PAG), and ICVA have together launched the **CBPF Resource Facility** in January 2024.

The Resource Facility ensures local and national NGOs (L/NNGOs) can effectively engage in CBPF governance mechanisms, participate as members of Country-Based Pooled Fund Advisory Boards, attend PFWG meetings globally, and field trips. Through this collaboration, we strive to amplify the voices of L/NNGOs, acknowledging their vital contributions to humanitarian efforts.

### Access to the Resource Facility

The CBPF Resource Facility is open to:

- NGOs representatives and co-chair on the PAG;
- NGOs selected by the PAG to attend meetings/field trips;
- NGOs nominated to serve on country-level CBPF Advisory Boards.

### Activities

#### 1. Country Level Stipends

An annual stipend of up to USD 1'000 is available to each L/NNGO serving on a CBPF Advisory Board (AB). The stipend is to cover costs associated with the attendance of AB meetings, including for example travel costs, background consultations or research, or compensation for any form of salary loss due to the participation in the AB.

Please note that stipends are disbursed directly to the L/NNGO, not to any individual representative, because membership to CBPF Advisory Boards is organizational rather than personal.

To access the stipend NNGOs must apply to the Resource Facility as per the following [link 2024 Annual Stipend Application](#).

The stipends are provided on a basis of trust. Proof of its use such as receipts or invoices will not be asked, however it is expected that all L/NNGO recipients provide some proof of attendance at AB meetings, on the utility of the funding and their experience at the AB meetings. Reporting templates will be provided. This feedback is essential for the accountability of the Resource Facility and its continued effectiveness.

## 2. Coverage of Global Travel Costs

The Facility will cover the international travel costs of NNGOs invited to attend the Pooled Fund Working Group (PFWG) meetings and any organized field trips. These costs include travel, per diem, hotel, and any visa costs, as per ICVA policies. The Facility will cover hotel accommodation for the day before and after each meeting as needed to enable in-person meetings of the PAG.

NNGOs looking to benefit from this coverage must contact the Resource Facility Secretariat at [cbpf.resource.facility@icvanetwork.org](mailto:cbpf.resource.facility@icvanetwork.org). All travel bookings will be managed by ICVA, except if agreed otherwise with the traveller. Private travel bookings will only be re-imbursed, if agreed in advance with ICVA.

## 3. NNGO PAG co-chair stipends

When the PAG co-chairmanship held by a L/NNGO, a monthly stipend of USD 1'000 will be provided to the to cover all costs associated with effectively co-chairing the PAG and providing leadership within the CBPF-NGO Dialogue Platform and the PFWG.

Please note that stipends are disbursed directly to the L/NNGO, not to any individual representative, because membership and co-chairmanship of the PAG is organizational rather than personal.

The stipends are provided on a basis of trust. Proof of its use such as receipts or invoices will not be asked, however it is expected that recipients provide some proof of attendance at PAG meetings, on the utility of the funding and their experience at PAG and PFWG meetings. Reporting templates will be provided. This feedback is essential for the accountability of the Resource Facility and its continued effectiveness.

## 4. Learning programme

The Resource Facility will implement a learning program specifically tailored to the needs of L/NNGO representatives. This program will offer three online or in-person learning events designed to enhance the knowledge, skills, and confidence of participants, thereby enabling more effective participation in CBPF governance.

The learning program aims to achieve the following objectives:

- **Enhanced knowledge and capacity:** Provide participants with a comprehensive understanding of CBPF mechanisms, best practices in localization, and essential skills for effective participation in governance structures.
- **Increased confidence:** Empower L/NNGO representatives to confidently promote and defend their interests in CBPF discussions and decision-making processes.

- **Stronger networks:** Facilitate the building of stronger networks among L/NNGO representatives and foster a culture of peer learning and support.

Sessions will be held online accessible in English, Spanish and French. Participation in this learning programme is voluntary, but highly encouraged. For more information on the learning programme please reach out to Resource Facility Secretariat at [cbpf.resource.facility@icvanetwork.org](mailto:cbpf.resource.facility@icvanetwork.org).

## 5. Mentorship programme

Each year, the Resource Facility will run a mentorship program for all L/NNGOs covered by the Facility. The primary objective of the mentorship program is to provide structured support to L/NNGO representatives on CBPF Advisory Boards, both at the country and global levels.

The program seeks to:

- Enhance the knowledge and confidence of L/NNGO representatives in their roles.
- Facilitate meaningful participation in CBPF governance mechanisms.
- Foster peer learning and experience sharing among L/NNGO representatives.
- Provide personalized support tailored to the individual needs of L/NNGO representatives.

Sessions will be held online accessible in English, Spanish and French. Participation in this mentorship programme is voluntary, but highly encouraged. For more information on the mentorship programme please reach out to Resource Facility Secretariat at [cbpf.resource.facility@icvanetwork.org](mailto:cbpf.resource.facility@icvanetwork.org).