

## 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 these NGOs can effectively engage in CBPF governance mechanisms, participate as members of Country-Based Pooled Fund Advisory Boards, and attend PFWG meetings globally. Through this collaboration, we strive to amplify the voices of L/NGOs, acknowledging their vital contributions to humanitarian efforts.

To learn more on the initiative and access resources, you can visit the [public webpage](#) of the CBPF Resource Facility, including a visual overview of the Resource Facility's objectives, beneficiaries, activities.

#### Eligibility to access the Resource Facility

The CBPF Resource Facility is open to:

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

#### Activities

##### 1. Support for PFWG meetings and field trips

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

In close coordination with the PAG, ICVA will manage the travel bookings and provide visa support letters as needed. All bookings will be managed by ICVA, except if explicitly agreed otherwise with the PAG and the traveller. Private bookings will only be reimbursed if agreed in advance with ICVA.

## 2. CBPF Advisory Board national-level stipends

An annual stipend of up to USD 1'000 is available to each L/NGO serving on a CBPF Advisory Board (AB). The stipend should 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/NGO serving on a CBPF Advisory Board, not to any individual representative, as membership to CBPF AB is organisational rather than personal.

L/NGOs serving on CBPF Advisory Boards must complete this [2025 CBPF L/NGO Advisory Board 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/NGO 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.

## 3. PAG L/NGO co-chair stipend

When the PAG co-chairmanship held by a L/NGO, 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/NGO PAG co-chair, not to any individual representative, because membership and co-chairmanship of the PAG is organisational 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 program

The Resource Facility has launched its learning program in January 2025 to:

1. Equip participants with a deeper understanding of governance structures, fund allocation mechanisms, and proposal grading processes.
2. Develop participants' skills in negotiation, evidence-based advocacy, and stakeholder communication to amplify L/NGOs' voices in governance forums.

3. Empower participants to integrate gender mainstreaming, youth participation, and disability-responsive programming into CBPF governance.
4. Equip participants with practical strategies to foster localization agendas
5. Empower participants to navigate governance dynamics and lead discussions with clarity and influence.
6. Create opportunities for cross-context knowledge sharing to enable participants to exchange insights and co-create solutions.



These objectives are delivered through three core modules, providing a comprehensive framework that integrates technical knowledge, advocacy skills, and inclusion practices. Each module is designed to build capacity progressively, equipping participants to engage meaningfully in CBPF governance and foster equitable, localized solutions in their contexts.

- (1) CBPF Governance Fundamentals to equip participants with the technical and operational knowledge needed for effective CBPF engagement.
- (2) Strategic Advocacy and Leadership to build the skills necessary to represent L/NGOs effectively, advocate for priorities and lead in governance contexts.
- (3) Inclusion and Localisation to operationalise equitable governance and partnerships while addressing exclusionary barriers.

The sessions in each module are delivered monthly in English, with live closed caption transcription in Spanish, French and Arabic. Participation in this learning program is voluntary but highly encouraged. For more information on the learning program please reach out to Learning and Mentoring Programs Secretariat at [cbpf.learning.mentoring@icvanetwork.org](mailto:cbpf.learning.mentoring@icvanetwork.org).

## 5. Mentoring program

The Resource Facility has launched a mentoring program in April 2025 to provide structured support to L/NGO representatives on CBPF Advisory Boards, both at the country and global level. It will assist in boosting their confidence and facilitate their meaningful participation in CBPF governance mechanisms. This includes their participation in CBPF Advisory Boards at country level and when they attend global level meetings. It will also ensure that there is peer to peer learning and experience sharing between local advisory board members.

The program is building a network of mentors who can accompany and empower mentees (L/NGO representatives on CBPF Advisory Boards) at country level and global level.

Participation in the mentoring program is voluntary but highly encouraged. For more information on the mentoring program please reach out to Learning and Mentoring Programs Secretariat at [cbpf.learning.mentoring@icvanetwork.org](mailto:cbpf.learning.mentoring@icvanetwork.org).