



## Learning Programme of the CBPF Resource Facility for Local and National NGOs Tender Call

### 1. Introduction

The International Council of Voluntary Agencies (ICVA) is soliciting proposals from qualified organizations or consultants to design and implement a targeted learning program for Local and National NGOs (L/NNGOs) participating in the governance of Country-Based Pooled Funds (CBPF). This initiative is part of the broader CBPF Resource Facility, which aims to strengthen the capacity, participation, and influence of L/NNGOs within CBPF governance structures at both global and national levels.

### 2. Background

The CBPF Resource Facility was established to address the challenges faced by L/NNGOs, particularly limited resourcing for advocacy, policy work, and participation in international meetings. Despite the inclusion of L/NNGO representatives in the CBPF NGO Dialogue Platform Advisory Group (PAG) for several years, these actors have often lacked the necessary support to attend bi-annual meetings and country-level review visits.

The Facility, hosted by ICVA, aims to bridge this gap by providing the necessary resources, mentorship, and compensation to L/NNGOs for their time investment in CBPF governance mechanisms at global and national levels. You can find [here the terms and conditions](#) for the CBPF Resource Facility in English, French, Spanish and Arabic.

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

### 3. Objectives of the Mentorship Programme

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.

### 4. Scope of Work

The selected organization or consultant will be responsible for designing and delivering a learning program that includes the following components:

1. Design and delivery of learning events
  - Organize three learning events (online or in-person) based on topics selected by the L/NNGO Advisory Board (AB) members in coordination with the PAG and ICVA.



These events will focus on key areas of interest identified by the participants, including:

- Detailed breakdown of CBPF Global Guidelines and insights on how they are adapted by Fund Managers.
- Best practices in localization by pooled funds, including up-to-date information from CBPFs and other pooled funds to advance localization goals.
- Effective negotiation skills, communication skills, and managing conflicts of interest.
- Representing aggregate interests convincingly and fostering a dynamic of peer learning and mentoring among AB members.

## 2. Content development

- Develop comprehensive training materials, resources, and tools for each learning event. The content should convey key information and share relevant resources, such as learning opportunities, to ensure participants are well-informed and up-to-date on the latest developments in CBPF governance.
- Prioritize low-cost or free methods and tools for effective data gathering, analysis, and learning, ensuring accessibility for all participants.

## 3. Facilitation and engagement

- Facilitate interactive sessions that encourage active participation, discussion, and exchange of ideas among participants.
- Implement methods to foster peer learning and mentoring, ensuring that participants can learn from each other's experiences and insights.

## 4. Monitoring and Evaluation

- Establish mechanisms to evaluate the effectiveness of the learning program, including feedback from participants.
- Provide recommendations for future learning initiatives and potential areas of improvement.

## 5. **Duration and Deliverables**

The learning program is to be implemented within the current quarter. Key deliverables include:

- A detailed learning program plan, including the design and schedule of learning events.
- Development of all training materials and resources.
- Successful delivery of three learning events.
- A final report including participant feedback, lessons learned, and recommendations for future programs.

## 6. **Submission Requirements**

Interested organizations or consultants are requested to submit the following:

- A detailed proposal outlining the approach and methodology for designing and implementing the learning program.
- A timeline for the completion of the project, including proposed dates for learning events.
- A budget breakdown, including all costs associated with the delivery of the program.
- Relevant experience and qualifications of the team members involved.
- Examples/references from previous similar projects.



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## 7. Submission Deadline

If you have the required expertise and skills, please apply by sending your CV, any examples of relevant previous work, a short proposal (approx. 2-3 pages), including how you meet the criteria for the consultancy, outline of proposed approach and methodology, and requested day rate.

Please mention “**Learning Program**” in the subject line.

All proposals must be submitted by **13 September 2024 COB** to [resource.facility.cbpf@icvanetwork.org](mailto:resource.facility.cbpf@icvanetwork.org). Late submissions will not be considered.

Applicants from all countries are encouraged to apply and teams of consultants are welcomed.

ICVA promotes diversity in its recruitment process.

ICVA’s selection process includes rigorous background checks and reflects our organisational integrity and commitment to make humanitarian action more principled and effective.