A GLOBAL NGO NETWORK FOR PRINCIPLED AND EFFECTIVE HUMANITARIAN ACTION

CBPF Resource Facility for Local and National NGOs
Tender Call: 2026 Learning and Mentoring Programme

1. Introduction

The International Council of Voluntary Agencies (ICVA) is soliciting proposals from qualified organisations or consultants to **design and implement an integrated Learning and Mentoring Programme for Local and National NGOs** (L/NNGOs) participating in the governance of Country-Based Pooled Funds (CBPF). This initiative sits within the CBPF Resource Facility, which strengthens the capacity, participation, and influence and L/NNGOs within CBPF governance at global and country levels.

2. Background

The CBPF Resource Facility was jointly established in 2024 by the Pooled Fund Working Group (PFWG), the CBPF NGO Dialogue Platform Advisory Group (PAG), ICVA, and interested donors. Its purpose is to address persistent barriers faced by L/NNGOs, including limited resourcing for advocacy, policy engagement, and participation in international fora. The Resource Facility provides targeted support for L/NNGOs in CBPF governance mechanisms to strengthen L/NNGO voice, capacity, and influence through four components: learning and mentoring, global travel support, country-level, and PAG cochair stipends.

A key component of the Resource Facility is its Learning and Mentoring Programme. The programme seeks to provide comprehensive knowledge and skills building support to L/NNGOs on the country-level CBPF Advisory Boards and global governance mechanisms, through a structured group learning programme, as well as one on one mentorship with peers and experts.

For more information on the Resource Facility, visit https://www.icvanetwork.org/cbpf-resource-facility-webpage/ and read the Terms and Conditions available in English, French, Spanish, and Arabic.

3. Programme Objectives

The 2026 Learning and Mentoring Programme aims to deliver measurable improvements in the quality, confidence, and influence of L/NNGO participation in CBPF governance. The programme will pursue the following objectives:
1. **Establish a single, coherent participation pathway**: present the Resource Facility as an integrated pathway, introduced during OCHA-led onboarding of new Advisory board members, with learning as the core entry point and structured referral to mentoring, stipends, and travel support based on participant needs.
2. **Continue and deepen the Learning Programme** (building on the 2025 Learning Programme) to improve knowledge of CBPF mechanisms, localisation practice, and governance participation and influence skills.
3. **Deliver a two-track learning structure**:
    a. **Induction track**: support new Advisory Board members with core concepts, roles, and CBPF architecture, aligned with OCHA onboarding processes.

b. **Advanced track**: support experienced AB members to strengthen strategic engagement, leadership for influence, and understanding system-wide developments in pooled funds.

4. **Strengthen applied and peer-based learning**: prioritise interactive formats, practical case work, cross-regional exchange, and small peer groups/learning groups that continue between sessions.

5. **Position mentoring as coaching and leadership support** (e.g. strategic reflection, preparation for governance roles, and navigation of sensitive issues).

6. **Integrate learning and mentoring through clear referral pathways**: ensure participants can seamlessly access one-to-one mentoring following learning modules when additional or tailored support is requested.

7. **Generate evidence for learning and improvement**: implement robust monitoring, feedback, and learning loops to inform iterative improvements and future cycles.

4. Scope of Work

The selected provider will design and deliver an integrated programme that includes the following components:

(1) Design and delivery of learning events
- **Two-Track Structure**
  - **Induction Track**: 2-3 short modules covering CBPF architecture, AB roles/responsibilities, and core governance processes; scheduled to align with OCHA's official onboarding windows.
  - **Advanced Track**: 3-4 deeper-dive modules on strategic engagement, leadership for influence, conflict-of-interest navigation, representing aggregate interests, and system-wide developments in pooled funds.
- **Formats**: Blend of online and (if budget allows) in-person sessions; prioritise interactive methods (case clinics, simulations, role plays and peer consults) and cross-regional exchange.
- **Topics (indicative)**:
  - CBPF Global Guidelines and how Fund Managers adapt them in practice.
  - Best practices in localisation across CBPFs and other pooled funds.
  - Negotiation and communication skills; managing conflicts of interest; representing aggregate interests.

(2) Content development
- Produce concise, practical training materials, tools, and resource packs for each module, and curate up-to-date guidance and learning opportunities relevant to CBPF governance.
- Prioritise low-cost/free tools for data gathering, analysis, and learning to ensure accessibility for all participants.

(3) Facilitation, mentoring and peer learning
- Provide **expert facilitation** that fosters active participation and peer exchange across regions.
- Establish **referral pathways** for learning modules to **one-to-one mentoring** for participants who request deeper support on specific topics.
- Recruit and manage a **diverse mentor pool** with language coverage and contextual/regional experience; include qualified individuals with international policy/governance expertise who

understand CBPFs; and consider PAG members and alumni with clear role definitions and mentor preparations.

- **Peer learning circles**: form small, self-organising groups with light prompts and optional facilitation to maintain engagement between sessions.

(4) Monitoring, evaluation and learning (MEL)
- Co-design simple, proportionate MEL tools (e.g. pre/post confidence checks, pulse polls, short reflective logs) to assess learning outcomes, application to practice, and mentoring value.
- Maintain confidentiality with anonymized documentation focused on themes and learning points rather than individual cases.
- Produce iterative recommendations for continuous improvement and future programme design.

5. Duration and Deliverables

The programme will be implemented in 2026 starting in Q1 and is expected to produce the following deliverables:
1. **Integrated programme plan** outline: two-track learning curriculum, alignment with OCHA onboarding, language coverage plan, and referral pathways to mentoring.
2. **Module materials and toolkits** for all learning sessions (induction and advanced tracks).
3. **Mentor pool setup** including ToR, briefings, matching/referral process, and confidentiality protocol (light documentation templates).
4. **Delivery of learning and mentoring**:
   a. Induction track (2-3 modules) + advanced track (3-4 modules) per quarter, with at least three learning events delivered as milestone markers.
   b. On-demand mentoring sessions for referred participants.
   c. 3-5 active peer learning circles.
5. **MEL outputs**: dashboard/briefs summarizing participation, learning outcomes, mentoring themes (anonymized), and improvement recommendations.
6. **Final report** with participant feedback, lessons learned, and recommendations for future cycles.

6. Ethical considerations and Safeguards

- **Confidentiality**: Mentoring remains a confidential space, documentation is minimal and anonymized.
- **Do no harm and safeguarding**: Clear protocols for handling sensitive issues raised in mentoring or peer spaces, with referral to appropriate support when needed.
- **Data protection**: Compliance with relevant data protection standards for all participant information.

7. Eligibility and Qualifications

Applicants should demonstrate:
- Proven expertise in adult learning design and virtual/in-person facilitation for governance and policy engagement.
- Experience supporting L/NNGOs (preferably in CBPF or pooled fund contexts), and mentoring/coaching for leadership and governance roles.

- Capacity to deliver multilingual support and to mobilise mentors with regional/context expertise.
- Strong MEL practice.

8. Submission Requirements

Interested providers are requested to submit:
- A 2-3 pages technical proposal detailing approach and methodology for the two-track learning design, mentoring integration, peer learning and MEL.
- A timeline for completion, with proposed dates for learning events (induction and advanced).
- A budget breakdown, include all programme costs (learning delivery, mentor recruitment/management, language coverage, MEL).
- Team qualifications and relevant experience, and examples/references from similar projects.

9. How to apply

If you have the required expertise and skills, please apply by sending your CV(s), examples of relevant work and the short proposal including your requested day rate.

Please mention **"2026 Learning and Mentoring Programme"** in the subject line and submit by **16 February 2026 COB** to resource.facility.cbpf@icvanetwork.org. Late submissions will not be considered.

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

ICVA promotes diversity in its recruitment process and upholds rigorous background checks reflecting our commitment to principled and effective humanitarian action.