

## CBPF Resource Facility Terms and Conditions

### 1. 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**. The Resource Facility supports NNGOs' effective participation in CBPF country and global governance processes, through both supporting participant costs to attend meetings and providing mentorship to boost the impact of their voices.

### 2. Access to the Resource Facility

The Resource Facility is open to:

- NNGOs Co-chairs and representatives on the PAG;
- NNGOs selected by the PAG to attend meetings/field trips;
- NNGOs nominated to serve on country level CBPFs advisory boards.

### 3. Country Level Stipends

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

Please note that stipends are disbursed directly to the NNGO, not to any individual representative, because membership on the CBPF Advisory Board 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 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.

### 4. 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.

## 5. Mentorship

Each year, the Resource Facility will run a mentorship program for all NNGOs covered by the Facility. Participation in this mentorship program is voluntary, but highly encouraged. Sessions will be held online accessible in English, Spanish and French, and the presentation will be accessible in Arabic as well. For more information on the mentorship program please reach out to Resource Facility Secretariat at [cbpf.resource.facility@icvanetwork.org](mailto:cbpf.resource.facility@icvanetwork.org).