



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

1. Introduction

The International Council of Voluntary Agencies (ICVA) invites tenders from qualified organizations or consultants to design and implement a comprehensive mentorship program as part of the CBPF Resource Facility. The CBPF Resource Facility aims to empower local and national NGOs (L/NNGOs) by enhancing their participation in OCHA Country-Based Pooled Funds (CBPF) governance structures at both global and national levels. The mentorship program is a key component of this initiative, designed to support L/NNGO representatives in their roles within the CBPF Advisory Boards, ensuring meaningful and confident engagement.

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.

3. Objectives of the Mentorship Programme

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.
- Establish clear objectives, a code of ethics, and accountability mechanisms for the mentorship process.

4. Scope of Work

The selected organization or consultant will be responsible for designing and implementing the mentorship program, including the following tasks:

1. Design the mentorship programme and process
 - Develop a structured mentorship framework with clear objectives and expected outcomes.
 - Define the roles and responsibilities of mentors and mentees, including a code of ethics and ways of working.



- Establish accountability and monitoring mechanisms to capture learning and areas for improvement.
- 2. Identify L/NNGO mentees and their needs
 - Work closely with L/NNGOs to identify representatives who would benefit from mentorship.
 - Assess the specific needs and challenges faced by these representatives in their roles.
- 3. Identification and onboarding of mentors
 - Identify experienced mentors from global, regional, or national levels with knowledge of CBPF and the challenges faced by L/NNGOs.
 - Provide training and resources to mentors to ensure effective mentorship.
- 4. Matching mentors with mentees
 - Implement a matching process that aligns mentors' expertise with mentees' needs.
 - Facilitate initial meetings and establish clear expectations for the mentorship relationship.
- 5. Launch the mentorship programme
 - Organize an official launch event to introduce the mentorship program and its objectives.
 - Ensure new mentors are accompanied and supported during the initial phase of the program.
- 6. Facilitate peer-learning sessions
 - Organize regular peer learning sessions where mentors and mentees can share experiences and insights.
 - Encourage ongoing dialogue and collaboration among participants.
- 7. Reporting
 - Report regularly on progress made against the agreed M&E framework, suggest lessons learned and areas for improvement.

5. Duration and Deliverables

The mentorship program will be piloted in selected regions over a period of 12 months. Key deliverables include:

- A detailed mentorship program design and framework to be approved by ICVA.
- A comprehensive list of identified mentees and mentors.
- A report on the launch and initial implementation of the program.
- Regular monitoring and evaluation reports against agreed objectives
- A final report with lessons learned and recommendations for future phases.

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 mentorship program.
- A timeline for the completion of the project.
- A budget breakdown, including all costs associated with the delivery of the program.



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- Relevant experience and qualifications of the team members involved.
- Examples/references from previous similar projects.

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 **“Mentorship Program”** in the subject line.

All proposals must be submitted by **13 September 2024 COB** to 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.