

# CDLF Capacity Development Learning Facility



**2022**  
Guideline

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## What is CDLF?

Through CDLF activities, Regional Offices and Field Units can apply for funds and benefit from expertise and support needed to run country, cross-border or regional learning activities for serving UN Volunteers in line with host entity priorities.







## How do UN Volunteers benefit?

When their learning needs for professional skill development are met by local or regional CDLF activities, UN Volunteers are able to gain;



### Knowledge & Skills

By acquiring in-demand skills in line with host entity priorities, they can enhance their performance during assignment and better serve their Host Entity. They also become aware of best practices or UN-wide themes at a country, cross-border or regional level.



### Networks

By developing and maintaining connections with other volunteers, host entity and community experts and information, they can interact and communicate in such a way so as to support one another's learning and development.



### Empowerment

By gaining skills, networks and applying these at the workplace, UN Volunteers feel empowered to act as change agents in their host agencies, and to plan their career transition and increase employability beyond their assignment with the UN.



### Motivation

By gaining access to more learning opportunities to develop their professional skills, UN Volunteers feel greater satisfaction with their assignment. It is one of their intrinsic motivations.

### Group learning initiatives at a country, cross-border or regional level also:



### Enable

peer-learning and knowledge sharing across organisational, thematic and geographic boundaries.



### Contribute

to UN efforts towards marginalised and discriminated groups (ref. disability, gender, LGBTQ+, refugees, IDPs, etc.).



### Raise awareness

of cross-cutting issues and promote volunteerism while on assignment and in local communities.



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## Who else benefits from CDLF learning activities?

- UN Host Entities
- ROs and FUs
- UNV
- Local communities



### UN Host Entities

get skilled UN Volunteers who are well-equipped to help them accelerate the achievement of the SDGs per the 2030 Agenda; and CDLF learning initiatives help volunteers serving with them develop the skills the entity needs most.



### ROs and FUs

strengthen your efforts to develop UN partnerships at a regional or field level through CDLF activities; and it's easier to communicate UNV's value-added to partners and host agencies, as CDLF connects UNV Strategic Framework<sup>1</sup> outcomes 1 and 3.



### UNV

Local and onsite training activities complement our global and online learning programmes; CDLF initiatives strengthen our partnership with host agencies, creating a shared sense of ownership and responsibility for volunteer learning; plus, UN Volunteers are seen as global advocates for UNV and promoters of volunteerism.



### Local communities

UN Volunteers can be trained to deliver capacity development activities and transfer knowledge to other volunteers and local communities.

<sup>1</sup>[UNV Strategic Framework 2022-2025](#)



## Which categories of UN Volunteers are eligible for CDLF?

Only the UN Volunteers for whom UNV collects 'individual learning charge' through monthly proforma collection<sup>2</sup> can participate. Other volunteers may be considered if their participation doesn't incur additional costs to UNV.



<sup>2</sup>Individual learning charges are collected for Expert, Specialist, Youth and University category of UN Volunteers.





## What are some suggested topics for CDLF?

The types of skills and topics that your CDLF activity could focus on are deliberately broad, so that your UNV office can be innovative in your approach to learning and meeting the needs of UN partners and your volunteers.



Diversity & Inclusion



Volunteerism & Community Engagement



Leadership & Management – standardized module available, ask HRS!



Get inspired by [past CDLF activities on the SharePoint](#)



Career Development – standardized module available, ask HRS!



Change, Innovation & Digital Skills



The 2030 Agenda & Sustainable Development Goals



Productivity Skills - standardized module available, ask HRS!



Remember to consult your host entities on their business priorities!!



## Who is responsible for the delivery of CDLF activities?

The HRS Capacity Development team has overall accountability for CDLF scheme and use of funds. The roles and responsibilities for delivery of CDLF activities are as follows:



### **HRS**

- Maintain global oversight and provide advisory support.
- Feedback on draft proposals and submissions.
- Suggest suitable learning approaches and solutions.
- Support CDLF delivery as appropriate.
- Develop standardized modules for replication across regions.
- Approve CDLF proposals including authorization for usage of CDLF funds.
- Maintain CDLF knowledge portal.
- Maintain a pool of facilitators/trainers.



### **RO**

- Coordinate and prioritize CDLF proposals to be submitted.
- Identify opportunities with host entities to co-deliver CDLF activities.
- Provide feedback to FUs and HRS on proposals.
- Promote results and impact of CDLF activities to partners and volunteers.



### **FU (or multiple FUs)**

- Accountable and lead the delivery of an approved CDLF activity.
- Identify learning / business needs and resources with HE and UN Volunteers.
- Negotiate cost sharing contribution with stakeholders.
- Coordinate, monitor, and deliver activities as per set milestones.
- Ensure inclusive participation and distribution of benefits.
- Ensure CDLF goals are delivered on time and on budget.
- Collect data for analysis and report on results.





## How are CDLF activities funded?

Volunteer learning funds is authorized by HRS upon approval of a CDLF proposal and budget.

### CDLF 2022 budget covers up to:

**\$600,000**

(US) for the entire financial year 2022 <sup>3</sup>

**\$25,000**

(US) for single-country proposals

**\$50,000**

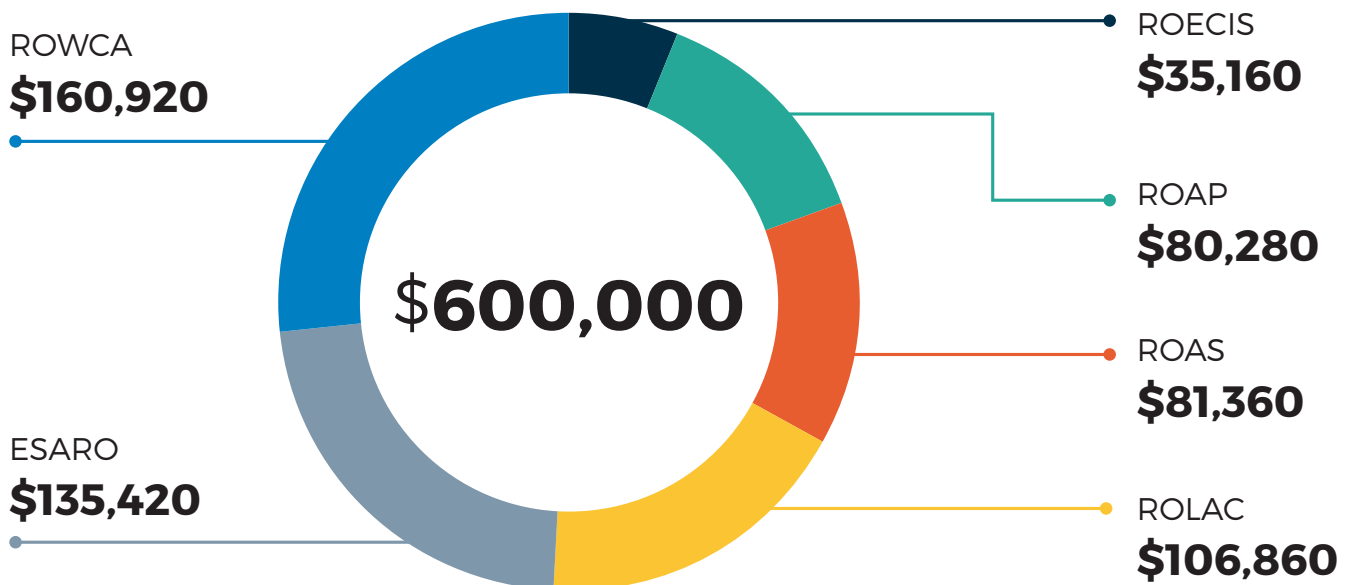
(US) for multi-country proposals

You could spend up to

**\$500**

(US) for each CDLF participant

### The 2022 CDLF regional thresholds (USD)<sup>4</sup>



<sup>3</sup>Funds will remain in the UNV Volunteer Learning Fund (00101696) and authorization will be provided to the implementing RO or FU.

<sup>4</sup>Thresholds based on 2021 UN Volunteer headcount per BI Report excluding UN Community Volunteers.



## What activities are covered by CDLF funds?

CDLF funds must, of course, be used cost-efficiently. While there are no strict prescriptions on the types of activities that can be funded, here are some sample descriptions of appropriate expenses. Costs related to the other activities is considered out of scope and will not be funded.



### Appropriate expenses

- Renting a workshop or training facility
- Transportation and accommodation for residential workshops
- Reduced DSA in line with UNDP POPP
- Hiring a trainer, facilitator or consultant –from HRS’ pool of qualified professionals (saves time and expense)
- Learning materials and resources
- IT hardware, connectivity and technical services
- Support or service for CDLF delivery
- Licenses for online learning apps and tools



### Costs that won't be funded

- Conference fees
- Charity or community events
- IVD celebration
- Meetings with partners
- Hospitality (as defined in UNDP POPP) or volunteer retreats
- Monitoring travel, DSA and terminal expenses
- Staff costs
- Advocacy materials (except for CDLF participants)
- Equipment purchase



Please note: Although international travel for classroom and face to face training is possible, it's the costliest approach. You're strongly encouraged to create:

### Innovative learning approaches

that can be repeated to larger audiences and therefore benefit more UN Volunteers.

### Local solutions

These arrangements lead to better Host Entity partnership and contribution, while lowering environmental impacts and travel expenses.

### Virtual (or blended) learning activities

there is evidence that virtual learning can be more effective in a number of ways, [see infographic](#).



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## What is the application process for CDLF activities?

### Have an idea for a learning activity?

If it's innovative, creative and purpose-driven, your idea could be authorised and funded in just 4 weeks. Here's the process and criteria for submitting your proposal:

#### Week 01 01 **Discovering**

- As a FU, consult with your RO on CDLF priorities for the region.
- Determine your host entity priorities, partnership opportunities and thematic focus
- Identify the learning needs with the UN Volunteers and your host entity.

#### Week 02 02 **Drafting**

- Complete the [CDLF proposal template](#). Here's what your proposal needs to describe:

* Background	* Learning approach	* Partnership benefits
* Timeframe	* Methodology	* Expected results
* Objectives	* Content - What actions and knowledge products do you have planned?	

- Also fill in the [CDLF budget template](#)<sup>6</sup>.

#### Week 03 03 **Finalising**

- Consult with RO, HRS for feedback on your CDLF proposal via SharePoint.
- And finalize your CDLF proposal for submission.

#### Week 04 04 **Submit for approval**

- Submit your CDLF proposal to HRS via SharePoint.
- Applications are accepted from ROs and FUs on an ongoing basis.

<sup>6</sup>Include full break down of costs - any resource mobilisations agreed with UN partner agencies and other cost-sharing elements, such as contributions that the FUs have negotiated from Host Entity stakeholders.





## What happens next?

### 01. HRS authorise how volunteer learning funds are used

This happens when the CDLF proposal and budget are approved. HRS is accountable for the CDLF scheme overall and can support its delivery, as appropriate. Their global oversight maximises results by ensuring quality, compliance and the sharing of good practices across regions.

### 02. It's the FU or RO's responsibility to lead and deliver the approved CDLF activity

You'll coordinate, monitor and deliver activities per set milestones. While delivering the CDLF goals on time and budget, you'll also ensure inclusive participation and distribution of benefits. And collect data pre and post workshop analysis and report on results – ask HRS to share standard survey.

### 03. Up to 4 weeks after the CDLF activity is completed, its results is evaluated

Data would've been collected for the CDLF [report template](#) by the FU or RO (the implementing team) and submitted to HRS via SharePoint. Also ensure that the outcomes are reported per the Kirkpatrick Model<sup>7</sup> and shared with partners and UN Volunteers:

● ● ● **Level 01 – Reaction:**

Quality, relevance and participant engagement is surveyed

● ● ● **Level 02 – Learning**

What participants learnt and didn't is surveyed

● ● ● **Level 03 – Behaviour and Impact:**

Host Entity is surveyed, shares opinions on the transfer of knowledge, and sees the CDLF activity's results.

### 04. Up to 5 weeks after the CDLF activity is completed, draft an article and submit to HRS and Communications with photographs

to highlight your CDLF activity and results on the website and newsletter. collect data pre and post workshop analysis and report on results – ask HRS to share standard survey.

<sup>7</sup>Ref. <https://www.mindtools.com/pages/article/kirkpatrick.htm>



**Would you like  
to know more  
about CDLF?**

Explore the [CDLF SharePoint](#) and be inspired by past activities. And feel free to get in touch with HRS at [shubh.chakraborty@unv.org](mailto:shubh.chakraborty@unv.org).

