Humanitarian Partnership Platform (HPP) 2.0

CALL FOR APPLICATIONS
HPP 2.0 Membership

1. Introduction
The Philippines faces increasingly complex humanitarian challenges driven by climate change, disasters, conflict, displacement, public health emergencies, and economic shocks. Strengthening preparedness, improving coordination, enabling rapid response, and advancing locally led humanitarian action require sustained collaboration among civil society organizations, government institutions, community organizations, the private sector, financial service providers, and academic and technical institutions.

The Humanitarian Partnership Platform (HPP) was established in 2013 as a collaborative platform to strengthen partnerships for disaster preparedness, humanitarian response, recovery, and resilience-building in the Philippines. Since its establishment, HPP has supported coordination, capacity strengthening, information sharing, and partnership development across multiple humanitarian and disaster contexts.

HPP is now transitioning to HPP 2.0—an expanded multi-stakeholder partnership platform designed to strengthen locally led humanitarian action, deepen collaboration across sectors, and build a more inclusive and responsive humanitarian ecosystem. HPP brings together organizations with complementary mandates, expertise, resources, and operational capacities to collectively improve preparedness, anticipatory action, emergency response, recovery, and resilience outcomes.

Through this Call for Membership, CARE Philippines invites new organizations to apply to join HPP. Existing HPP members are not required to apply or submit a new application — their membership continues under HPP, and this Call is open to organizations that are not yet members.

2. Purpose of this Call
This Call for Membership aims to expand the membership base of HPP by admitting new organizations that strengthen collective humanitarian preparedness, coordination, response, recovery, and resilience-building across the Philippines. HPP seeks to build a partnership platform that is diverse, locally grounded, and operationally relevant, capable of supporting coordinated action before, during, and after emergencies. Membership is voluntary and non-competitive; organizations that meet the eligibility requirements and complete the review process may be admitted as members.

Specifically, the Call seeks to:
- admit qualified new organizations that can contribute complementary capacities, expertise, resources, and networks to HPP;
- strengthen locally led humanitarian action by expanding the participation of local and community-based actors;
- foster stronger collaboration across humanitarian and development actors;

For member organizations, HPP membership offers:
- standing access to HPP coordination, preparedness, and response mechanisms;
- recognition as a vetted partner within a shared humanitarian network;
- opportunities for peer learning, information-sharing, and joint capacity-strengthening; and
- a structured channel into collaborative planning ahead of and during emergencies, rather than engagement on an ad hoc basis.

3. Who Can Apply
HPP is open to any organization or institution in the Philippines that can contribute meaningfully to humanitarian preparedness, response, recovery, and resilience. The application form simply asks applicants to describe the type of organization or institution they are, for reference only — it does not determine eligibility or limit how an organization may ultimately contribute.

4. Eligibility Requirements

HPP seeks organizations that can contribute meaningfully to humanitarian preparedness, response, recovery, and resilience. The requirements below are kept simple and apply to all applicants, regardless of the type of organization or institution.

All applicants must demonstrate: (1) legal or institutional standing, (2) a mandate or track record relevant to humanitarian action, disaster risk reduction, resilience, or related work, (3) a designated focal point for coordination with HPP, and (4) commitment to humanitarian principles and HPP's safeguarding standards.

5. Documentary Requirements

Applicants submit the following documents with their application. The list is kept to the minimum needed to confirm identity, mandate, and good standing; the Secretariat will request any further document only where genuinely relevant to a specific applicant.

Required Documents

- Completed HPP Membership Application Form
- Proof of legal or institutional registration
- Organizational profile or brochure
- Designated HPP Focal Point (name, position, contact details)
- Signed declaration

6. Member Commitments

Membership in HPP is based on partnership, collaboration, and shared responsibility. Members are expected to contribute to the objectives of the platform in ways that are appropriate to their mandate, capacity, and role.

All HPP members commit to:

- uphold humanitarian principles and relevant humanitarian standards;
- respect the principles of humanity, neutrality, impartiality, and independence in humanitarian action;
- maintain safeguarding and protection from sexual exploitation, abuse, and harassment (PSEAH) standards and comply with applicable safeguarding requirements;
- participate in HPP coordination, preparedness, learning, and response activities relevant to their role;
- contribute information, expertise, resources, or operational support that strengthens collective humanitarian action;
- engage in good faith collaboration with other HPP members and partners;
- practice responsible information sharing and respect confidentiality where required;
- maintain professional, ethical, and accountable conduct; and
- support the objectives, governance arrangements, and partnership principles of HPP.

The level and nature of participation may vary by organization. HPP recognizes that members contribute in different ways, including operational response, technical expertise, community mobilization, research, innovation, logistics, financial services, advocacy, and resource support.

Membership in HPP does not create an entitlement to funding, grants, procurement opportunities, project allocations, or contractual engagements. Any collaboration involving financial or operational arrangements will be governed by separate agreements and applicable organizational policies.

7. Application Process

Applications for HPP membership go through a simple screening and review process. Further due diligence is carried out only for applicants who are selected to move forward, not for every applicant upfront.

HPP Secretariat
The HPP Secretariat (from CARE Philippines) carries out the screening, review, and coordination of HPP applications. The application process consists of the following steps:

Step	Process
Step 1	Complete the HPP Membership Application Form.
Step 2	Submit the required supporting documents.
Step 3	The HPP Secretariat checks completeness and eligibility. Incomplete applications may be returned for clarification or additional documents.
Step 4	Eligible applications undergo a simple organizational assessment based on the criteria in Section 4.
Step 5	Applicants selected to move forward undergo proportionate due diligence before a final membership decision. Due diligence is not applied to applicants who are not selected.
Step 6	Applicants are informed of the membership decision. Successful applicants receive a confirmation letter to advance to the next steps.

The Secretariat may request additional information or clarification during the review process. Submission of an application does not automatically confer membership. HPP aims to process applications in a timely and transparent manner. Applicants will be notified of the outcome of their application upon completion of the review process.

8. Assessment Process

HPP seeks to build a membership base that is credible, diverse, collaborative, and capable of contributing meaningfully to humanitarian preparedness, response, recovery, and resilience. Applications are assessed through a simple two-stage review, with due diligence applied only to selected applicants before membership is confirmed.

Stage 1 – Eligibility Screening

The HPP Secretariat will verify that the applicant:

- meets the minimum eligibility requirements set out in Section 4;
- has submitted the required documentary requirements; and
- falls within the scope and objectives of HPP.

Applications that do not meet the minimum eligibility requirements will not proceed further.

Stage 2 – Organizational Assessment

Eligible applications will be assessed based on the following considerations:

Assessment Area	What this looks like
Strategic Alignment	Alignment with the objectives of HPP and relevance to humanitarian action, disaster risk reduction, preparedness, recovery, resilience, or related fields
Organizational Capacity	Technical expertise, operational capability, community engagement, institutional systems, or other capacities relevant to HPP
Complementarity	The extent to which the organization contributes expertise, geographic reach, networks, services, resources, or capabilities that strengthen the platform
Geographic and Community Relevance	Presence in disaster-prone, conflict-affected, underserved, or strategically important areas, and connection with local communities
Institutional Commitment	Commitment to humanitarian principles, safeguarding, collaboration, participation, and responsible partnership

The assessment recognizes that organizations contribute in different ways. Applicants are not expected to demonstrate equal capacity across all assessment areas.

Due Diligence (Selected Applicants Only)

Once an applicant is selected to move forward from Stages 1–2, the HPP Secretariat will conduct proportionate due diligence before confirming membership, covering:

- legal registration and organizational standing;
- safeguarding and PSEAH policies or arrangements;
- governance and accountability mechanisms;
- conflicts of interest;
- integrity and reputational considerations; and
- compliance with applicable laws and regulatory requirements.

Additional information or clarification may be requested during this stage. Due diligence is applied only to applicants who have been selected to move forward — not to every applicant at the point of submission.

9. Submission

Organizations interested in joining HPP — other than existing HPP members, who do not need to apply — may submit their application through either of the following channels:

- **Online:** Complete the HPP Membership Application Form through the official online form: https://bit.ly/hpp2apply. Required supporting documents may be uploaded directly in the form.
- **Email:** Complete the Membership Application Form in this document and email it, together with the required supporting documents, to secretariat.hpp@gmail.com.

Both channels are treated equally and follow the same review process. Applicants should use whichever channel is more accessible to their organization. **Applications must be submitted on or before: 15 November 2026**

Applications will be reviewed on a rolling basis following the submission deadline. Applicants may be contacted by the HPP Secretariat should additional information, clarification, or supporting documents be required during the review process. The HPP Secretariat will notify applicants of the outcome of their application and provide onboarding information to organizations approved for membership.

For questions regarding the application process, eligibility requirements, or other concerns interested organizations may contact the email mentioned above.