Step by Step Instructions on How to Submit a Pledge
Date of this file: October 17, 2023

This video is a tutorial on how to submit a pledge through the new pledge submission form.

First, you will have to access the Global Compact on Refugees Digital Platform, at https://globalcompactrefugees.org/

At the top of the page, click on the "Submit a pledge" button.

This will take you to the dedicated pledge submission and pledge update webpage.

Please scroll down to the "Forms" section on this page.
This section consists of two subsections. The first subsection contains the "submit or match a pledge" form. The second subsection is for submitting a pledge progress update.

When you click on "submit or match a pledge," you will open the pledge submission form.

**Submit or match a pledge**

For convenience to support internal planning and feedback, a PDF document containing the questions on the form is available for download. Please be aware that **pledges must be submitted using the online form** provided. Pledges received by email cannot be processed.

**Page 1: Contact details**

**Pledging entity**

States and other stakeholders may use this form to submit individual pledges, including those in support of multi-stakeholder pledges, towards the Global Compact on Refugees (GCR). These pledges will be featured on the [Pledges Dashboard](#).
This form can be used for individual pledge submissions, including those which are part of a multistakeholder pledge.

The initial section of the pledge submission form asks for information about the submitting entity.

If the name of the submitting entity is not found in the dedicated field, you can type a new name here.

The fields marked with a red star are mandatory.
Once you have provided the physical address of the submitting entity, you will also need to provide a general email address for your institution or department.

You can then indicate the office type (headquarters or branch office), and the type of institution.

The second part of the first page collects the contact details of the person submitting the pledge. These contact details are used for future communication on pledges between the GCR Coordination Team and the pledging entity.

Contact Information

Salutation: Mr.
First name: Radu
Last name: BARZA
Position: A-IMO
Email: barza@unhcr.org
Work phone: +33333333333

9 characters left.

Next Page
Once you have completed all the required fields on the first page, you can click "Next."

The second page allows pledging entities to indicate if their pledge is in support of a multi-stakeholder pledge.

If the pledge is an individual pledge, please select "No" and proceed to the next page.

If the current pledge is in support of a multistakeholder pledge, you would answer “Yes”.

A list will then display all multistakeholder pledges grouped by theme, as they appear on the Digital Platform's dedicated multistakeholder pledge page.
You can choose one or several multistakeholder pledges from the list. If the multistakeholder pledge to which your pledge contributes to is not listed, you can choose “other” and then fill in the name of your multistakeholder pledge. Please ensure that you align your submission with other stakeholders and use the same name for the multistakeholder pledge when submitting your individual contribution, to ensure consistency.
The next page allows you the opportunity to provide details on the pledge you are submitting.

You will need to input the name of the pledge (maximum 120 characters).

Then, you can fill in the specific description of your pledge. This text has a character limit of 30,000.
As part of this step, please ensure that you follow UNHCR’s pledge guidance on what constitutes a high-quality pledge.

You will then be requested to summarize the expected impact of the pledge in one sentence.

If the pledge is in support of a host country policy commitment, please provide information related to the targeted population, expected number of beneficiaries, the timeline of implementation, and when you would like the pledge to be made public.
The final section of the third page is dedicated to the receiving entity, if determined and applicable.

Finally, you will need to check the box to verify your identify, before submitting the pledge.
You can then review the submission, print a copy, or submit the pledge.

A confirmation email will then be sent to the email address provided in the contact details on the first page.