

Overview of 3RP Guidance & Templates

The following materials are designed as generic regional guidance to be tailored at the country level in line with specific needs and circumstances in each country. The guidance notes provide specific guidance on different topics and aspects of 3RP Plan development. They are designed to assist Sector and Inter-sector Coordinators to complete the necessary templates and formats that make up their 3RP Plan Submission.

The materials were developed by the 3RP Regional Drafting Committee and have been endorsed by the 3RP Regional Technical Committee, both of which are comprised of representatives of UN Agencies and INGOs.

1. Guidance Note on Developing Country Chapters & Sector Work Plans

Provides overall general guidance to Inter-sector and Sector Coordinators to help them manage and coordinate the development of their 3RP Response Plans, and to complete the submission formats, templates and matrices which will make up their country chapter of the 3RP.

2. Guidance Note on the Refugee & Resilience Components of the 3RP

Provides information on the goals of the Refugee and Resilience components of the 3RP, along with guidance and examples to help Sector Working Groups decide into which of the two components a particular output/activity should be classified.

3. Guidance Note on Defining the Population in Need (PIN), Targeting and Gap Analysis

Provides guidance on how to define the Population in Need (PIN), the targeted population, and the remaining gap of PIN not targeted, which need to be recorded (broken down by age and gender where possible) at country and sector level in the Country Chapter Format.

4. Guidance Note on Setting Objectives, Outputs & Indicators at the Sector Level

The framework of the 3RP provides for Sector Working Group Responses that contain Objectives with indicators to measure progress toward those objectives, underneath which are Outputs with their associated indicators to measure output performance. This guidance note provides information on results-based language as well as examples of good practice in developing objectives, outputs and indicators.

5. Guidance Note on the Gender Marker

Each Sector Working Group Response will have a Gender Marker code recorded in the 3RP Country Chapter Format. This guidance note will help to ensure that gender codes are accurate, and that they are used as a tool to ensure Plans are well designed to address the needs and realities of women/girls and men/boys.

6. Guidance Note on Protection Mainstreaming

Guidance to assist Sectors to incorporate the key protection principles throughout the programme cycle, including assessment, design, implementation, monitoring and evaluation. It includes principles such as adhering to the Principle of “Do No Harm”, Engaging Refugees and Communities for their Own Protection, Delivering Protection and Assistance in Safety and with Dignity, and Improving Access to Assistance and Services without Discrimination:

7. Guidance Note on 3RP Style and Terminology

Tips on style, grammar, spelling and acronyms of participating agencies to assist in the presentational harmonization of Country Chapter narratives.

8. Country Chapter Format

This is the format/template for the submission of the country and sector-level narratives which go to make up the Country Chapter of the 3RP. It outlines the sections to be included (ie: introduction; context; needs, vulnerabilities and capacities; strategic overview and response plan; partnerships and coordination) at each level, along with guidance on word limits, content, and ensuring coherence between the refugee and resilience components.

9. Sector and Agency Response Matrices

Each Sector Working Group should complete and return one Sector Response using this Matrix, which includes cells for entering Objectives, Outputs, Targeted Population, Partners, Location, Budget, and Indicator/Targets. A second Matrix (Agency Response) is included to assist Sector Coordinators to assist in the collection of agency level submissions in those countries which do not use an automated system (ie: ActivityInfo).