

RMRP 2021

Planning Instructions

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## INTRODUCTION

The Regional Refugee and Migrant Response Plan (RMRP) aims at addressing the humanitarian, protection and integration needs of both refugees and migrants from Venezuela, as well as host communities through accompanying, complementing and strengthening national and regional responses of governments, international organisations and civil society actors consistent with the principles outlined in the New York Declaration for Refugees and Migrants.

The new RMRP will cover the immediate support by the national and international community for existing and estimated needs for 2021. It does not constitute a long-term development framework, nor does it substitute governments' national response plans. Activities under the RMRP bridge immediate response activities and longer-term development endeavours.

While the lead role and strategies of hosting governments shall be noted and recognized, governments' financial requirements will not be reflected, unless they fall under the implementation strategy of one of the appealing organization's in this Plan and are explicitly related to the needs of refugees and migrants from Venezuela.

The RMRP is a strategic response plan and an advocacy tool for the Regional Inter-Agency Coordination Platform (R4V) to support country and sub-regional operations and to ensure the most pressing needs of refugees and migrants from Venezuela, as well as those of host communities, are met. It seeks to do so, in coordination with, and through the provision of technical support to host governments and regional responses/initiatives, including the Quito Process.

The eight country and sub-regional chapters of this RMRP are the strategic, operational and coordination tools falling within the realm of corresponding National and Sub-Regional Inter-Agency Coordination Platforms.

The Plan's geographic scope is limited to countries in Latin America and the Caribbean receiving refugees and migrants from Venezuela. It does not include activities inside Venezuela. These are subject to a separate country plan. The temporal coverage of this Plan is the calendar year of 2021. Reflective of the dynamics of the region, this Plan can be revised and/or updated wherever circumstances fundamentally change, requiring a revised focus and response by the international community.

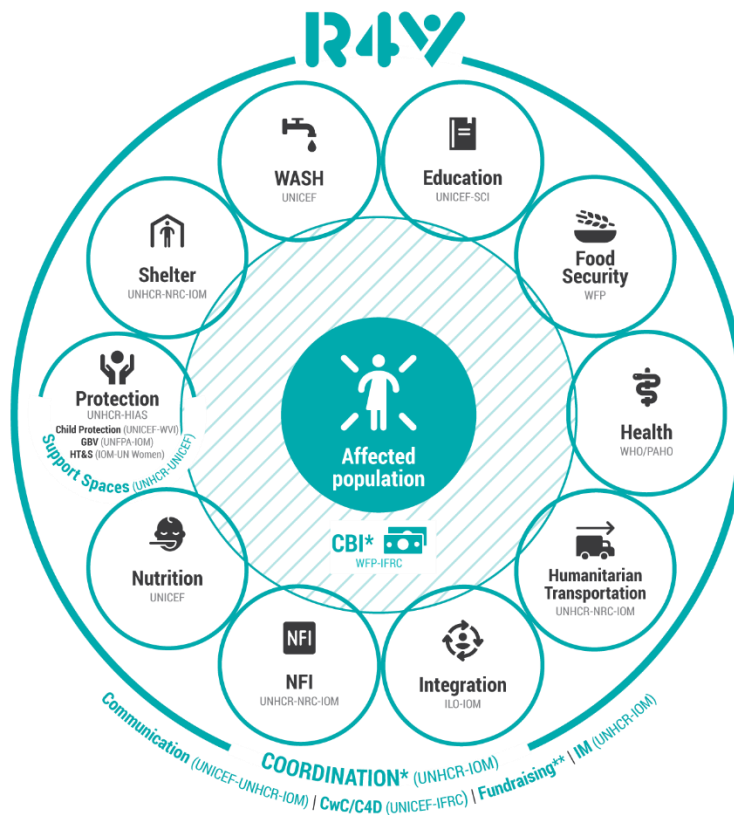
As well as being a strategic document, the RMRP is an appeal for funds. However, it should be noted that the Plan is not itself a fund and having activities in the RMRP is therefore not a guarantee of funding. As such, organizations with activities in the RMRP (appealing organizations<sup>1</sup>) also need to fundraise bilaterally. The advantage of having activities in the RMRP is that donors favor these, as they feel assured that these activities are well coordinated and part of a single comprehensive strategic response plan.

Based on the above understanding, this document is intended to provide practical, step-by-step guidance on the various steps necessary for the structuring, planning and drafting of the different components of the RMRP 2021.

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<sup>1</sup> Appealing organizations are entities whose projects and activities are submitted under the RMRP for funding and which will be monitored through the RMRP's monitoring framework. An entity that is contracted by such an appealing organization in order to implement that organization's activity, shall not submit this to the RMRP (and needs not report it under the RMRP's monitoring framework).

## STRUCTURE AND SECTORS



NOTE: These are all of the active sectors under the RMRP. Sector lead organizations only represent regional-level leadership. \*CBI and Coordination are cross-cutting in nature. \*\*Fundraising leadership to be confirmed.

### The RMRP for 2021 will be structured based on:

- 10 thematic Sectors (**Education, Food Security, Health, Humanitarian Transportation, Integration, NFI, Nutrition, Protection, Shelter and WASH**).
- 3 sub-Sectors under the purview of the Protection Sector (**Child Protection, Gender-Based Violence (GBV), and Human Trafficking and Smuggling**).
- 6 thematic and cross-cutting Working Groups: **Support Spaces, Cash-Based Interventions (CBI), Communication with Communities / Communication for Development (CwC/C4D), Communication, Fundraising, Information Management (IM)**. Each focus on a range of activities in support of the response for refugees and migrants from Venezuela, as well as host communities.
- **Focal Points for Gender, Environment and Prevention of Sexual Exploitation and Abuse (PSEA)** are integrated in the regional coordination mechanism. They contribute to the work of the regional Sectors and working groups to promote the mainstreaming of their respective transversal matters; further the commitments under the concept of centrality of protection; ensure that any interventions that seek to support refugees and migrants from Venezuela, as well as host communities, are designed with the meaningful participation of the affected populations; and to promote the safety, dignity and wellbeing of communities, and upholding their rights and dignity, in line with the principle of “Do No Harm”.

This structure is the result of a broad and participatory consultation process involving both the Regional Platform, including the various sector/sub-sector and working group leads, as well as National and Sub-Regional Coordination Platforms. The resulting structure maintains the dual focus of the regional response: to include both, the provision of immediate humanitarian needs, as well as longer-term development objectives, to ensure a sustainable and integrative response benefitting refugees and migrants from Venezuela and host communities.

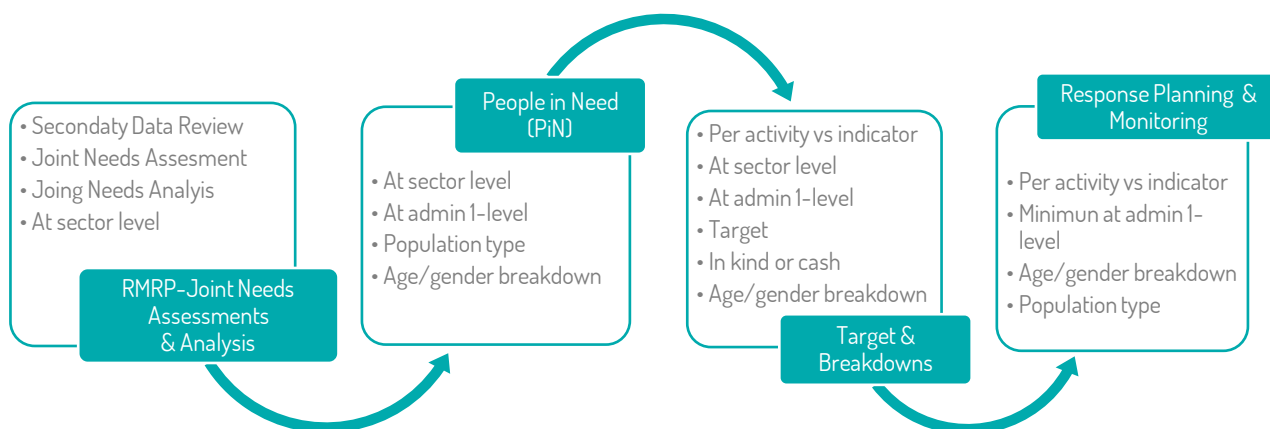
**Sector / Working Group Lead:** this is an agency or organization that has been agreed as sector or working group lead agency for a particular thematic sector or working group at the regional level, following consultations with the leads of the Regional Inter-Agency Coordination Platform. A Sector or working group lead agency at the regional level need not necessarily be the same agency/organization as national-level lead agency for that sector or working group. A sector/working group lead should always be complemented by a sector/working group co-lead, whereby the co-lead arrangement should, wherever possible, be balanced between UN and NGOs / Civil Society Organizations (CSOs).

**Sector /Working Group Coordinator:** this is a person who has been designated as sector / working group coordinator by the sector /working group lead agency. This person is responsible for the day-to-day coordination and facilitation of the work of the Sector/working group. The sector/working group coordinator should be complemented by a co-coordinator with equal standing to share the workload in an agreed manner.

## PROCESS OVERVIEW

The graph below outlines the various steps to ensure an evidence-based and results-oriented collective regional response. It specifically aims to enhance the quality and usefulness of needs analysis to inform planning assumptions, including target groups and figures disaggregated by sex and age, and to support outcome-oriented and gender-sensitive response planning.

Figure 1- RMRP 2021 Process overview



## NEEDS ASSESSMENT AND ANALYSIS IN THE CONTEXT OF THE RMRP

Assessing the needs of refugees and migrants and the other population groups of interest is a key requirement for each country/sub-regional chapter of the RMRP. For the purposes of the RMRP 2021, this document gives guidance and provides specific resources on how to define information needs and collect the required information, to later analyze the resulting information during joint analysis sessions with RMRP partners.

### Defining information needs - The analytical framework

Information needs can be detailed and structured in different manners; a common method is to use an analytical framework. This method helps to track which data needs to be collected and how to analyze it. The figure below shows the analytical framework used by the R4V Platform. This inter-sectoral framework is a regional adaptation of the IASC-endorsed MIRA framework, and complements sector-specific analytical frameworks.

Figure 2 - Analytical framework

|   |   |                          |                                 |                             |                                   |                  |
|---|---|--------------------------|---------------------------------|-----------------------------|-----------------------------------|------------------|
| CONTEXT   |   |                          |                                 |                             |                                   |                  |
| Environment   | Security                                    | Socio-Cultural           | Economic                        | Legal Framework             | Politic                           | Demographic      |
| EVENT/CRISIS  |   |                          |                                 |                             |                                   |                  |
| Type and characteristics  |   | Aggravating factors      |                                 |                             | Pre-existing vulnerabilities      |                  |
| DISPLACEMENT/MIGRATION  |   |                          |                                 |                             |                                   |                  |
| Displacement/ migration profiles  |   | Push factors             |                                 |                             | Intentions                        |                  |
| HUMANITARIAN ACCESS   |   |                          |                                 |                             |                                   |                  |
| Beneficiary assistance  |   | Assistance beneficiaries |                                 |                             | Physical restriction              |                  |
| SUSTAINABLE SOLUTIONS   |   |                          |                                 |                             |                                   |                  |
| SECTORS   |   |                          |                                 |                             |                                   |                  |
| Education, Food Security, Health, Humanitarian Transportation, Integration, NFI, Nutrition, Protection, Shelter, WASH |   |                          |                                 |                             |                                   |                  |
| HUMANITARIAN CONDITIONS   |   | RESPONSE AND CAPACITY    |                                 |                             |                                   |                  |
| Access to basic services and goods  | Physical and mental wellbeing               | Coping mechanisms        | Affected population perspective | Local / national government | Local / international cooperation | Host communities |
| Groups with Specific needs  | Risks and new or aggravated vulnerabilities |                          |                                 |                             |                                   |                  |

Resources with examples on how to identify information needs:

- [Example of tool to jointly map information needs, information available and main gaps](#)
- [Joint Needs Assessment Manual \(in Spanish\)](#)
- [Guidance for assessments in protracted crises](#)
- [UNHCR Information Management Toolkit \(Minimum Sector data on environment\)](#)

Resources on how to integrate gender aspects in joint needs assessment:

- [Guidance Note How to promote gender equality through impartial and joint needs assessments \(English\)](#)
- [Guide on gender in rapid needs assessments \(Spanish\)](#)
- [Ten key points on gender in rapid needs assessment \(Spanish and English\)](#)

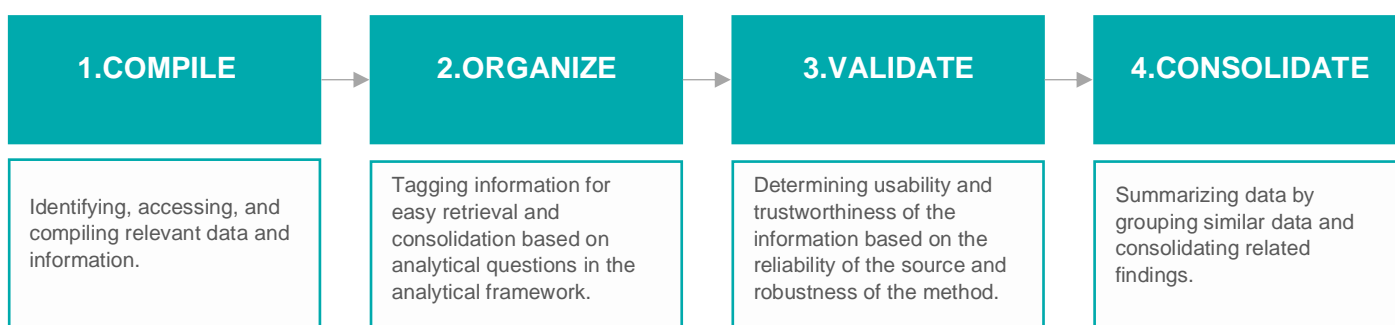
## Secondary Data Review (SDR)

Secondary data is defined as information that has been collected, sometimes analyzed, and disseminated by different actors. This information could originate from humanitarian and development partners, governments, academia, media outlets and the private sector. Reviewing this information is an essential component of all data collection exercises as it avoids duplication of efforts, saves time and resources, and improves impartial and harmonized data. It can provide information that cannot be collected firsthand and facilitates a much broader understanding than what primary data collection may be able to provide.

Sources can vary and can include situation reports, needs assessment reports, media and official statements. Among others, one of the primary outputs of the secondary data review can be an estimate of the number of people in need per sector, in a geographic location.

At the country level, a continuously updated assessment registry improves the coordination of response actors, avoiding duplication of efforts, increasing the efficiency of resource allocation, and informing secondary and primary data collection activities. As such, an assessment registry is an essential tool of any coordination forum.

Figure 3 - SDR Steps



### Step 1. Compile

Compile secondary data sources<sup>2</sup> such as organizational reports, government reports, media articles, academic articles etc., related to the situation of refugees and migrants from Venezuela and host communities for all the different sectors and all geographical locations where these refugees and migrants are located, where possible. An [assessment registry](#) should provide a list of data collection exercises which are context-specific.

### Step 2. Organize

The next step is to identify and organize the most relevant content from all data sources collected. It is recommended to complement the existing regional assessment registry using a systematized way of labelling pieces of information and storing these in a tagging database (see below example).

<sup>2</sup> To assess relevant environmental issues in a geographic area, consider using the “environmental sensitivity” module of the NEAT+ assessment tool. Environmental issues in geographic area can inform the viability of proposed interventions, their possible environmental impact and the social stresses due to the competition for ecosystem services or environmental resources in a given area. This may also point to areas where an intervention may generate environmental benefits and therefore facilitate integration of refugees and migrants and peaceful coexistence. Relevant baseline data may include reports on environmental degradation, local livelihoods strategies used by the local population or refugees and migrants, water quality data and sanitation data, etc.

| Source             | Date          | Geographic area              | Narrative  | Sector | Sub-theme                | Reliability | Confidentiality |
|--------------------|---------------|------------------------------|--|--------|--------------------------|-------------|-----------------|
| Ministry of Health | November 2019 | Arauca department (Colombia) | In 2019, 348 refugees and migrants (52% men and 48% women) received primary health care. | Health | Primary health<br>Gender | Reliable    | Open            |

However, more user-friendly platforms have emerged in recent years. The [DEEP](#) is a free, open source software for collaborative secondary data review and for managing unstructured data. DEEP is available for use by all National/Sub-Regional Platforms to facilitate their SDRs. For more information please contact: Carmen Asenjo at [asenjo@unhcr.org](mailto:asenjo@unhcr.org) .

### Step 3. Validate

After all information has been systematized, select the information that is most useable and trustworthy using the following questions:

- Relevancy: Does the information cover the geographic area, topic, population group, time period of interest?
- Granularity: Does the information provide the level of detail required?
- Comparability: Does the information allow for comparison with other datasets important to your review?
- Reliability: Looking at the source of the information and the method used to collect the information, is the information reliable? Be wary of including data that comes without a detailed description of the methodology and questionnaire.

| Reliability level   | Track record accuracy | Expertise | Motivation for bias |
|---------------------|-----------------------|-----------|---------------------|
| 1 Reliable          | Yes                   | Yes       | No                  |
| 2 Fairly reliable   | Yes                   | No        | No                  |
| 3 Fairly unreliable | No                    | No        | Possible            |
| 4 Unreliable        | No                    | No        | Yes                 |
| 0 Cannot be judged  |                       |           |                     |

### Step 4. Consolidate

Once all relevant information is tagged, structured, and stored, the selected quantitative and qualitative data shall be synthesized.

- Consolidate the information by summarizing findings by geographical area, population groups of interest, and/or topics.



### Tip:

- **Start with** describing the largest, most reliable datasets, by providing an overview of the general situation. Afterwards look for more detail.
- **In case of** inconsistent or conflicting information, there are two options:
  - a) Only include the most reliable and useful information
  - b) Include all information and explain possible reasons for the divergence between findings.

- **Provide** comparisons, using the pre-defined categories of analysis. How do the findings for instance differ between sites, population groups or over time?
- **Use common emergency standards** (e.g. Sphere standards, WASH Standards, Gender Standards, etc.), to put findings into perspective.

### Tip:

In case of absence of gender information and/or underrepresentation of certain gender groups, consider:

- a) Consult national and local gender and women´s affairs mechanisms, observatories, and women and LGBTIQ+ organizations.
- b) Identify gender information gaps.

For more information on how to conduct secondary data reviews:

- [UNHCR, Secondary Data Review Guidance](#)
- [R4V, Manual de Evaluación de necesidades](#)
- [Example Secondary Data Analysis Perú](#)
- [Guidance Note How to promote gender equality through impartial and joint needs assessments \(English\)](#)
- [Guide on gender in rapid needs assessments \(Tool 2. Reference Guide for gender secondary data; Spanish\).](#)

## Primary data collection

Where the secondary data review identifies large information gaps in specific thematic or geographic areas, a joint primary data collection is required to fill priority information gaps and to capture the perspectives on the priorities as expressed by the different population groups.

Primary data collection should only be undertaken if enough resources, including time and expertise, are available to create reliable and useful estimates of the population of interest.

### Tip:

In primary data collection, consider assigning a specific role to a member of the assessment team to ensure that the cross-cutting themes – gender, PSEA, centrality of protection and environment – are addressed in assessment tools, consultations, and data collection.

For more information on how to conduct a joint needs assessment:

- [R4V. Manual de Evaluación de necesidades](#)
- [ACAPS – ECB: The Good Enough Guide for Needs Assessments](#)
- [REACH SOPs for Data Collection during COVID-19](#)
- [Example Remote Household Survey: Ecuador](#)
- [Example Remote Household Survey: Colombia](#)
- [Nexus Environmental Assessment Tool](#)
- [CARE. Gender in Emergencies Guidance Note: Using the Rapid Gender Analysis Assessment Tools](#)
- [IASC. Gender Analysis. The Gender Handbook for Humanitarian Action \(Guideline\).](#)

## Joint Needs Analysis

Once all data has been consolidated, analyze the available data by:

- Explaining relationships between concerns/needs of the population groups of concern, looking at possible cause-and-effect and underlying factors;<sup>3</sup>
- Interpreting the findings by prioritizing geographical areas, gender and age groups, and needs based on an assessment of severity or scope.
- Anticipating what might happen next by looking at the likely evolution over time.

Analysis is better done in groups. A joint analysis session with subject-matter experts from different backgrounds and representatives of the affected population is an effective way to review the findings, select what is surprising and draw main conclusions.

**NOTE:** Owing to the subject matters, it is recommended that needs analysis are conducted within the established sector structures.

The process consists of three main phases and should be conducted by each thematic country-level Sector (or a combination of Sectors):

Phase 1: Preparation

- **Select facilitator/s.**
- **Design the session** (see [here](#) for an example of the agenda).
- **Select and invite participants** ensuring adequate representation from organizations forming part of the thematic Sector concerned, including UN, NGO, faith-based and other organizations as deemed appropriate. To the extent possible, ensure equal participation of different gender and age groups as well as inclusion of women and LGBTIQ+ organizations.

Phase 2: Conduct the workshop

- **Ensure the objectives and key outcomes are understood** by all participants.
- **Discuss the initial analysis and explain the findings.**
- **Prepare different sessions and allow time for sub-groups to discuss and report back to the plenary.**
- **Establish key decision points on the needs that should be reflected in the RMRP country/Sector chapter.**

Phase 3: After the session

- **Disseminate the workshop report among members of the National /Sub-regional Platform.**

For more information on how to conduct joint analysis sessions:

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<sup>3</sup> Including environmental factors potentially worsening humanitarian needs. In the present case, the main issues are likely to include: a) how the mass movement of people affects the environment and, as a consequence, resilience and peaceful coexistence; b) how coping strategies adopted can positively or negatively affect the environment (and therefore future resilience, integration and peaceful coexistence); c) the environmental impacts of the response and how these may affect resilience and peaceful coexistence.

- [UNHCR, Practical Guidance Joint Analysis](#)
- [Example agenda for Joint Analysis Session](#)
- [Example Joint Needs Analysis questionnaire](#)
- [Example Guidance for carrying out focal groups with adults and young women \(Guide on gender in rapid needs assessments; Spanish\)](#)
- [R4V. Joint Needs Assessment and Gender Analysis.](#)

## Lessons learnt: Remote Joint Analysis in times of COVID-19

Due to COVID-19, all joint analysis workshops will need to be conducted remotely. Taking that into account, the table below offers some lessons learnt on joint remote sessions and alternative solutions.

| Challenges  | Solutions   |
|---|---|
| ONLY SELECTED FEW ACTIVELY PARTICIPATE  | <ul style="list-style-type: none"> <li>• Encourage use of the chat</li> <li>• Ask participants to fill out “Joint Analysis Questionnaire”</li> <li>• Share information <b>before and after session, encourage people to provide feedback by e-mail</b></li> <li>• Online polls (e.g. Mentimeter)</li> <li>• <b>Directly invite the quieter participants to contribute – they may be disorientated by the process if they are not experienced humanitarian actors.</b></li> </ul>  |
| LIMITED DISCUSSION  | <ul style="list-style-type: none"> <li>• <b>Max. 15 people per group (different age and gender groups)</b></li> <li>• <b>Break up in small working groups with small sessions at the start and end of the process.</b></li> <li>• Delphi: <b>Several rounds of questionnaires:</b> <ul style="list-style-type: none"> <li>✓ Send around first questionnaire</li> <li>✓ Send around results of questionnaire for feedback</li> <li>✓ Send around results of results of results of questionnaire for feedback etc.</li> </ul> </li> </ul> |
| DIFFICULT TO KEEP TRACK OF DISCUSSIONS  | <ul style="list-style-type: none"> <li>• Separate roles: <b>one person facilitates the session and a second person manages the conversation in the chat</b></li> <li>• Record <b>the session and transcript of chat.</b></li> </ul>   |
| UNDERREPRESENTATION OF CERTAIN POPULATION GROUPS AND THEMES<br><i>(e.g. rural, women, ethnic, persons with disabilities, LGBTIQ+ persons, etc.)</i> | <ul style="list-style-type: none"> <li>• <b>Ensure balance different ages and gender.</b></li> <li>• <b>Provide technical support to facilitate access to the session.</b></li> <li>• <b>Encourage participation of local organizations, including women, LGBTIQ+, ethnic organizations.</b></li> <li>• <b>Include specific tools and activities which allow the session to identify differentiated needs by sex, age, ethnic.</b></li> </ul>   |

## POPULATION PROJECTIONS

Projecting the total number of refugees and migrants from Venezuela until December 2021 is a key requirement for each country/sub-regional chapter of the RMRP. This crucial baseline data informs the estimation of the number of people in need (PiN).

Given the geographic scope and numerical scale of the outflow from Venezuela and the related political dynamics, a single/common registration system is not available to provide more accurate figures or trends of arrivals in the 17 host countries subject to this response plan.

Similar to the RMRP 2020, the below steps outline the minimum methodological considerations to be followed by national/sub-regional Platforms when estimating the total number of refugees and migrants by December 2021. While recognizing that host States have scaled-up their respective national responses, some with new registration systems, other quantifiable factors may be incorporated in the formula to lead to a more accurate estimation. Prior to the onset of the COVID-19 pandemic, most countries in the region appeared to be on target to meet the projections made using this method during the RMRP 2020 planning. Some adjustments are needed taking in consideration the COVID-19 situation and relating movement restrictions put in place by host governments to curb the spread of the pandemic.

Common agreement on the overall planning assumptions is a prerequisite. For the purposes of population projections some of these could include:

- Increases or decreases in entries and/or exits after a certain time period.
- Changes to return movements from a certain future date.
- Increase in re-entries of previously returned Venezuelans.
- Increase or decrease in pendular movements.
- Entries and exits will continue at a continuous rate until a certain time period.

**NOTE:** Since most new entries in countries are from overland routes from populations in-transit, close collaboration with neighboring Platforms is essential to ensure cohesion between overall projections.

In previous years, the migratory balance<sup>4</sup> over a certain time period (normally one to three months) was multiplied out to December of the planning year, e.g.: migratory balance of Jul – Sep multiplied by five (Oct-Dec and four quarters in the following year). This can still serve as the core methodology and the percentage increase or decrease values based on the planning assumptions can be used to adjust the result.

Country X

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$$18,900 \times 5 = 94,500$$

Migratory balance (Jul-Sep 2020)      Proj. migratory balance (Oct-Dec 2020 + Jan-Dec 2021)      Proj. cumulative migratory balance (Oct 2020 to Dec 2021)

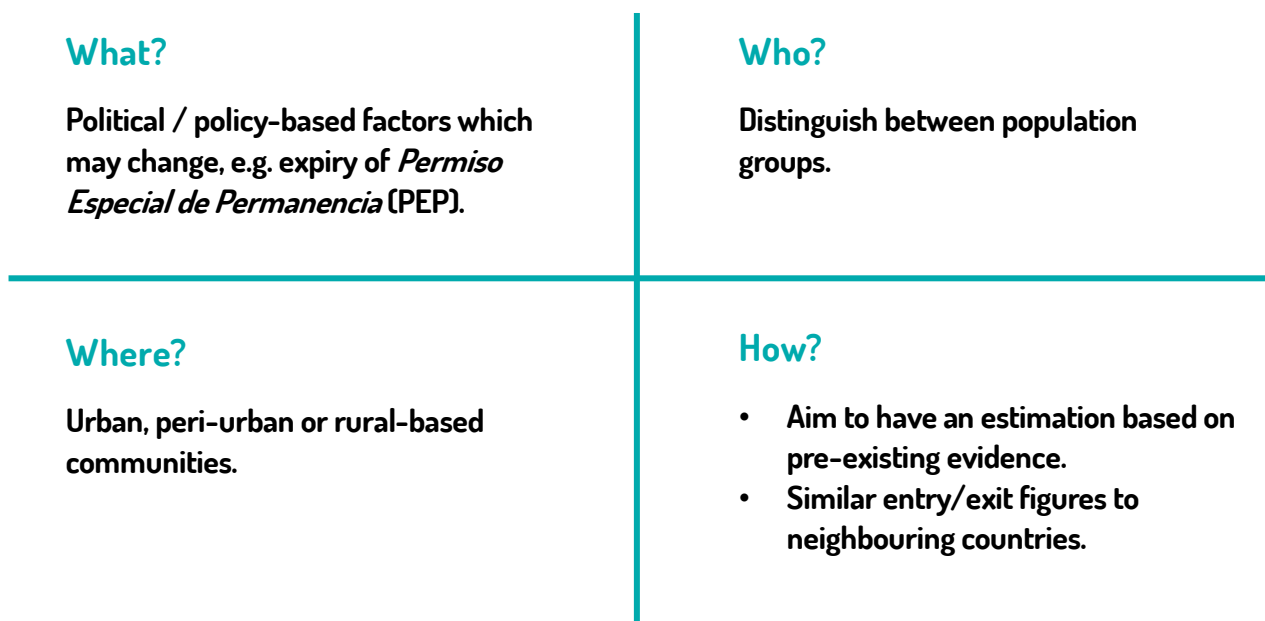
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<sup>4</sup> Migratory balance is calculated by subtracting the number of exits from entries.

Population projections are by nature a sensitive matter and therefore must be discussed with the competent authorities in the host government. The development of national population projections, including the methodology used shall be documented by each National/Sub-Regional Platform.

Platforms shall obtain a sex-age disaggregation of their national population projections. This should be based on the aggregation of sex-age disaggregated data (SADD) from registration systems e.g. people with residencies, asylum-seekers and other visa types. Sex-age disaggregated data from flow movements (entries and exits) should be avoided. Such data does not adequately represent the in-destination population settled in a certain country.

Figure 4 - Planning figures assumptions



### Population groups subject to this RMRP

Like in previous years, all national and sub-regional platforms shall collect and report the following population groups:

Refugees and migrants from Venezuela: **migrants, refugees, stateless persons, third-country nationals, and returnees from Venezuela, irrespective of their asylum or migratory status in the respective host country.** As such, in addition to those in a country of destination, also included in this group are those engaged in pendular movements, those in transit, without distinction and without discrimination. This figure should be calculated avoiding the duplication that one or more of these subgroups can generate at regional level.

- **Pendular: temporary and usually repeated population movements, which may represent a movement pattern between Venezuela and another neighbouring country.**

- **Transit:** individuals who have left Venezuela and are transiting through a country prior to entering their intended country of destination.  
**NOTE:** To avoid duplications, the figures for in transit population will be used only at national level and not at the regional level. Once these populations reach their destination and are no longer in transit, please include them in the “in destination” statistics.
- **In destination:** Individuals who have left their usual place of residence with the intention to remain in a host country.
- **Returnees:** individuals who have left Venezuela and returned to their country of origin.

Host Communities: **National population affected by the arrival of refugees and migrants from Venezuela.**

The needs of the different population groups, where present in a country, should be reflected in the country/sub-regional chapter of the RMRP. This should consist of a narrative and, wherever possible, quantification and related evidence of the needs of the respective groups in the country/ sub-regional chapters (see “RMRP 2021 Layout” section).

### Gender and age disaggregation subject to this RMRP

For the RMRP 2021 it is required to have gender and age disaggregation for all the planning steps (population projections, PiN, people targeted). This disaggregation will be done based on estimations of available data at country level. In case a country does not have available data, it is recommended to use demographic assumptions of regional figures based on the average male-female estimation of the countries that do have them.

**NOTE:** The minimum requirements for gender and age disaggregation will be: female children below 18; male children below 18; female equal or above 18; and male equal or above 18.

### Population projections: Overall steps

- Present the projections, methodology and criteria to the partners in the National/Sub-regional for consultation and validation.
- Aim to achieve agreement with national authorities on the projected population estimates. Where national authorities have their own projections consider how to reflect them in the relevant RMRP chapter.
- A review of the various assumptions and priorities for the RMRP (including those of the host authorities) will assist in identifying any other criteria which may alter population projections for the remainder of 2020 and 2021 (e.g. the availability of a COVID-19 vaccination and subsequently increased population flows).
- Through consultation at the sub-regional levels, as well as with other Platforms in neighboring countries, ensure agreement on regional scenarios that will connect/impact different countries and corresponding population flows.
- In some instances, RMRP partners and/or authorities may wish to see other/additional criteria reflected in the projections to account for sudden increases or decreases in population fluctuations resulting from local or sub-regional policy or operational developments (e.g. measures impacting the flow of people from one country to another). This can be incorporated if/where resources are available to work on the models and provide the data and analysis.

- To the extent possible, use only data from official sources i.e. the data on entries and exits. Where no official data is available, a narrative is required to detail the criteria used to project the total estimate for refugees and migrants from Venezuela in-country by December 2021.

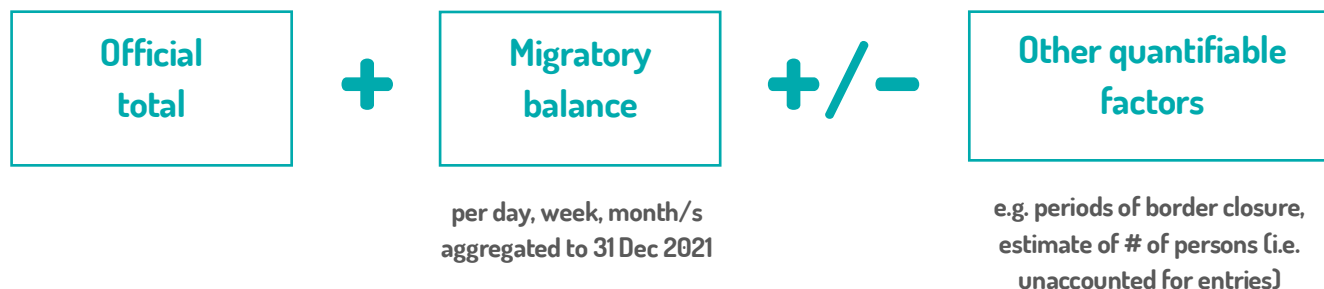
**NOTE:** It is imperative to document all the steps and the decision-making process, as well as its outcomes.

## Population projections: Methodology

The suggested methodology requires using the official total (stock) figures and the data on population flows. This is the same methodology used for the RMRP 2020 and, to date, largely aligns with the current figures. The steps involved are:

- Use of the official total of refugees and migrants from Venezuela (stock) at the most recent specific date.
- Migratory balance: the difference between entries and exits.
- Calculate the migratory balance for a specific time period depending on what data is available. Because of the current Covid-19 situation, it is advisable that each country identifies a cut-off date prior to the Covid-19 breakout that more accurately reflects the unfolding situation. Mid-year adjustments may be necessary as the scenario changes.
- Use the most-recently available timeframe (ideally not older than the previous four months). This approach is suggested as the most recent entry and exit trends are the most likely to continue – at least until a cure/vaccination against COVID-19 is available and unless clear evidence speaks to a notable policy change having a tangible effect on population trends. In this case, the use of a different calculation formula shall be used and explained. If data on the migratory balance is available for older timeframes, the relevant National Platforms will need to work with this data. Each country/Sub-Regional Platform is at liberty to consider and to take into account local contextual factors such as border closures, policy developments (e.g. new documentary requirements) as well as the impact from developments in neighbouring states on their own influx/outflow.

**NOTE:** Irregular entries should be included, wherever such data is available and can be sourced. A proper documentation of how the data was gathered and validated will be required. In some cases, authorities may have their own estimation of people in an irregular situation. For the purposes of the RMRP planning process, people in an irregular situation are considered as those having entered a country without presenting themselves formally to national authorities, or those whose regular stay permits have expired (overstay).



## Key roles and responsibilities

| Activity  | Actor                 | Deadline  |
|---|-----------------------|-----------|
| Planning Scenarios                              | NPs <sup>5</sup>      | 21 August |
| National Consultations<br>(Sectors, government) | NPs                   | 21 August |
| National Population<br>Projections              | NPs                   | 21 August |
| Regional Population<br>Projections              | RP <sup>6</sup> + NPs | 28 August |

## PEOPLE IN NEED (PIN)

PiN include those whose wellbeing and dignified living standards are threatened or disrupted, and who cannot re-establish minimal and dignified living conditions without additional assistance. More specifically, people in need are those who suffer the consequences of a given crisis, natural or man-made, identified during the joint inter-sectoral analysis. The estimation of the number of people in need shall be disaggregated by relevant population groups and geographic areas.

Host Communities PiN: The PiN figure for host communities applies the same definition as PiN, but the needs of the host communities are defined by the arrival of - or as a consequence of - refugees and migrants from Venezuela.

## Definitions and Terminology

The below mentioned figure shows the relationship between the different levels and breakdowns of population within a certain territory. In the same way as with an onion, peeling each layer leads to a new subset of the population and allows us to better understand the backbone of humanitarian crisis population analysis.

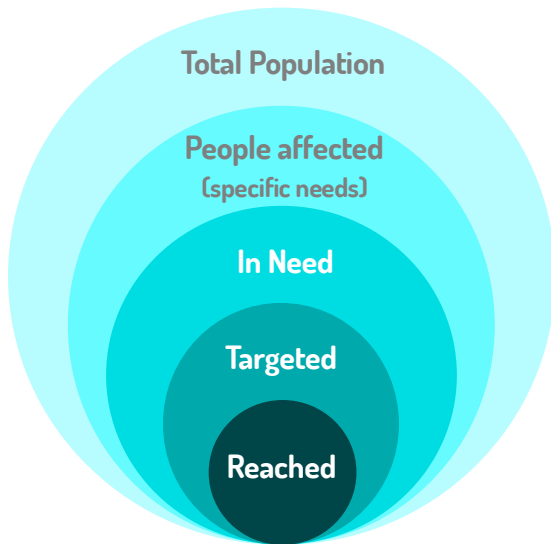
The terminology is defined as follows:

**Total Population** includes everyone living within a specific territory, which might be defined at the national or sub-national level. However, a humanitarian crisis might not affect people inside this specific territory in the same way, which is when the term people affected becomes relevant.

<sup>5</sup> National Platforms (NPs).

<sup>6</sup> Regional Platform (RP).





People Affected refers only to those who have been directly impacted by the crisis and whose lives and livelihoods have been impacted by it. The people affected might be determined on the basis of their location (proximity to the crisis) as well as the type and level of the consequences they face (emotional, physical, economical, etc.). They represent people with needs, but they are not necessarily people in need of humanitarian assistance.

People in Need is a sub-set of the people affected and refers to people whose physical security, basic rights, dignity, living conditions or livelihoods are threatened or have been disrupted and whose current access to basic services, safety, social protection and goods is not sufficient to guarantee and re-establish the level of standard living conditions relevant to their location and means without additional assistance. The

concept refers to those with extreme needs: need of humanitarian aid, of shelter, of development aid, of protection, etc.

People Targeted refers to the portion of the people in need to which the humanitarian response plan aims to assist. Normally this number is smaller than the PiN because humanitarian actors might not have the resources or capabilities to cater to all of them or because not all the PiN are accessible to them. Furthermore, local and national governments also play a leading role in providing assistance to these populations.

Finally, People Reached/Assisted denotes the number of people who are accessible and are receiving assistance.

## Calculating the inter-sector country-level PiN while avoiding double counting

The number of people in need of assistance helps to define the magnitude of a crisis and the overall operational and financial requirements of the response; it is a prerequisite for strategic planning and response monitoring. PiN population figures are produced at three disaggregated levels:

1. Per geographical location (at least admin level 1);
2. Per sector (Health, Protection, Integration etc.); and
3. Per population group (as per the above description, including migrants and refugees, and host communities)

## Calculating PiN for refugees and migrants

- Estimate the number of PiN for each sector based on the secondary data review and joint analysis at the lowest administrative division possible. E.g. estimate number of people in need of shelter assistance in each district in Peru and repeat for every other sector and sub-sector.
- If information or data is only available at the national (admin level 0), then this should be clarified when specifying the limitations of planning in the respective country.
- In contexts where no data is available, please refer to the Delphi method in the Annex 1 of this document.
- This estimate should be based on statistically representative data and presented to partners. If no reliable data is available, consultations with partners need to be undertaken to collectively decide on an estimate of the PiN.

## Overall steps

1. Identify the sector with the highest number of people in need in each administrative area. E.g. compare all the sectoral PiNs in district A and see which sector has the highest PiN in this district. Then repeat for district B, district C and so on.
2. Aggregate the highest sector PiN identified in step 1 across all administrative areas of the country where refugees and migrants from Venezuela are present. E.g. calculate the sum of each of the highest sectoral PiNs for all districts in Peru. If the highest in district A is Shelter Sector, and the highest in district B is Nutrition Sector, aggregate these two numbers and continue for all districts.
3. If confirmed by available evidence and/or consultations with partners that one sector's PiN is completely distinct from another sector's PiN in the same administrative area, these may be aggregated towards the PiN of that given administrative area. E.g. in district A in Peru, the PiN of health services is different from the PiN of livelihoods support because they are a different type of affected group and have different needs. In that case, the Health Sector PiN is the highest in the district of all the sectors, but as established from available evidence, health does not overlap with livelihoods, therefore health and livelihoods are added to form the total PiN for district A. Other sector PiNs which do not overlap with the same PiN may be aggregated.
4. Once the PiN for each administrative area where refugees and migrants from Venezuela are present is established, they will all be added to form the overall country PiN.  
E.g. once you have the PiN for districts A, B, C etc., sum them up to form the overall PiN for Peru.

## Overall approach to calculating PiN for host communities

The PiN for host communities in the same administrative areas where refugees and migrants are present should also be based on statistically representative data. We apply the same definition as PiN but the needs of the host communities are defined by the arrival or as a direct consequence of the refugees and migrants from Venezuela.

Following a review of available data, a collective decision will be needed at National Platform level on what criteria are used to establish the host community PiN. This could vary from access to services, or indicators on absolute poverty. E.g. according to the last census, district A in Peru has an absolute poverty level of X%. From this finding, the host community population in need is estimated as a % of the total host community population on that district.

## Estimation of PiN for other population groups

In some countries it may be possible to estimate a PiN for groups such as population in-transit. This is welcome, however, for the purposes of this RMRP, the primary PiN estimation to be considered is that of in-destination in different host countries. PiN estimations for other groups may be included in the chapter narrative. While recognizing that assistance will be provided to those in-transit, this population will eventually form part of the in-destination population of their intended country.

### Tip:

- ✓ It is not possible to simply add up all the individual sectors' PiNs. This would lead to significant double or multiple counting of the same individual/s in need of different types of assistance.
- ✓ The number of PiN in one sector, in a given country, cannot be higher than the total number of PiN in that country.
- ✓ Document how sectoral and country-level PiN estimates were produced. Explain the steps taken for your context, the assumptions used, as well as any limitations and uncertainties, and where figures have been approximated.
- ✓ The estimation of PiN for host communities and refugees and migrants (incl. sub-groups) should be presented separately in the country chapters.

## Severity scale

While this is not a mandatory step in the RMRP response planning, the severity scale approach can help identify patterns of severity/deprivation and illustrate how they vary between different geographical areas and population groups. As such, it can be used to inform the response analysis and formulation of the response options.

A severity or deprivation scale is normally applied after the calculation of PiN figures associated with inter-sectoral needs and is useful as a way to establish response priorities according to the scope and intensity of need.

A severity scale will act as a heat map, reflecting a multi-layered approach that takes projected affected caseloads, overlaid with sector-specific severity rankings based on specific indicators, whereas a deprivation index will be binary and thus simplify the approach.

Please see Annex 1 on the Delphi method for specific tips on severity scales calculations.

## Key roles and responsibilities

| Activity      | Actor                | Deadline  |
|---------------|----------------------|-----------|
| SDR           | NP + NS <sup>7</sup> | 24 July   |
| JNA           | NP + NS              | 14 August |
| Sector PiNs   | NP + NS              | 21 August |
| Regional PiNs | RP + NP              | 28 August |

<sup>7</sup> National Sectors (NS).

## RESPONSE PLANNING

The response analysis follows the review, validation and analysis of the needs and requires an analysis of the causes of the problem, in order to decide on an appropriate response. Using the problem tree analogy, the response analysis has its “roots” in the needs analysis and its “fruits” in the identification of feasible and appropriate response options.

Objectives:

- Set the direction and Strategic Objectives of the response and explain how these are planned to be fulfilled.
- Define what Sectors and appealing organizations will do to contribute to achieving the Strategic Objectives, clarifying Sector objectives, indicators, and associated targets.

### Main tasks and roles



\*Implies support/consultation/coordination with National/Sub-regional Platforms and/or National Sectors.

\*\* Exceptionally, national level indicators can be developed by the national sector leads in consultation with the corresponding Regional Sector lead. National/Sub-Regional Platforms will support and advise National Sectors on how to best ensure harmonization and linkages with RCI while still capturing the needed information nationally. Additional indicators - and related definitions - will be assessed against agreed quality criteria and validated by Sector lead/ National/Sub-Regional Platforms and IM to ensure that these are compatible and in line with the RCIs.

## STEP 1: Identify and analyse response options<sup>8</sup>

Review of Needs Analysis results (see also p.10 of this document). Summarize and/or strengthen the analysis:

- Identify which factors are directly/indirectly causing the humanitarian and integration problems/ consequences highlighted by the joint inter-sectoral needs analysis (e.g. infectious diseases aggravating malnutrition in children and pregnant women). Factors directly causing humanitarian or integration issues, or having an aggravating impact, should inform discussions on which response activities should be continued (from RMRP 2020), initiated or scaled-up.
- Identify which factors are the most likely to result in improvements of the humanitarian and development needs of the population groups of concern in the timeframe of the RMRP and should therefore be targeted as part of the response.
- Review the vulnerabilities of prioritized population groups/sub-groups, and how they can be decreased by the response by for instance:
  - Limiting their exposure to risks (e.g. risks of GBV for women and girls)
  - Avoiding their exposure to inequalities, xenophobia, and discrimination
  - Increasing their capacities (e.g. supporting positive coping mechanisms or removing factors or interventions which incentivise damaging coping mechanisms)
  - Improving their access to humanitarian response.

Review the achievements of the concerted response actions under the RMRP to date, and lessons learned. (E.g.: response-related products, including agencies and sectors' own response monitoring, evaluation results, etc.).

- Are current responses adequate and sufficient to address the prioritized humanitarian and integration needs for the prioritized affected people in the selected geographic locations?
- What is the feedback (if available) from the affected population on the appropriateness and effectiveness of response activities?
- Has the relationship between those responses and unintended risks been assessed and addressed (e.g. heightened GBV exposure including sexual exploitation and abuse)?
- Which adjustments are required to current responses (if any) in terms of targeting, coverage, inter-sectional approaches, etc.?
- Have all prioritized sub-groups adequate access to the response? Are there specific barriers? Are adjustments needed to improve access?

## STEP 2: Formulate response approaches and Sector Objectives

[WHO: Regional Sectors and Regional Platform, in consultation with National Platforms and Sectors].

The accumulated evidence from STEP 1 described above will facilitate the identification of response options that are relevant to the Strategic Objectives (3 max), defined at the Regional Platform Level.

- Based on the evidence around the feasibility and appropriateness of different response options, determine how the response should be carried out using different response modalities such as

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<sup>8</sup> Adapted from: [https://reliefweb.int/sites/reliefweb.int/files/resources/hpc-stepbystep\\_v31.pdf](https://reliefweb.int/sites/reliefweb.int/files/resources/hpc-stepbystep_v31.pdf)

cash/in kind, conditional/unconditional etc., sectoral and multi-sectoral. Identify how those response modalities can generate protection and environmental benefits or how potential protection risks or environmental impacts of that response modality can be mitigated.

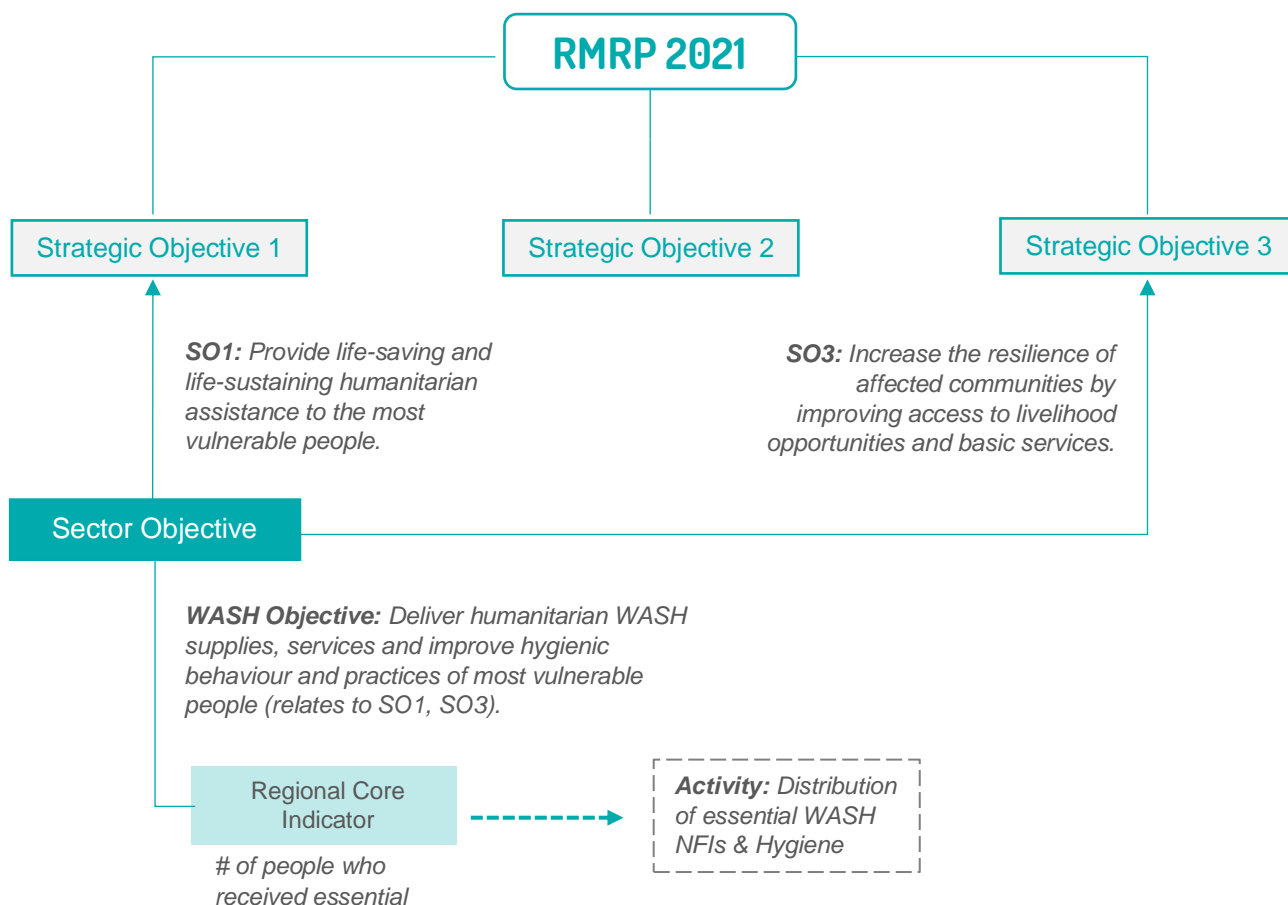
- Identify a limited number of Sector Objectives (max 3) required to achieve the RMRP’s Strategic Objectives. Each Sector Objective can be linked to one or more Strategic Objectives.

### STEP 3 – Formulate Regional Core Indicators (RCI)

For the purpose of maintaining the RMRP’s monitoring framework, all sectors are to report on the progress in achieving the Sectors’ Objectives. Therefore, each sector shall develop corresponding sectoral RCIs which are applicable for all national /sectoral chapters of the RMRP, provided that a relevant sector is operational in that country/sub-region.

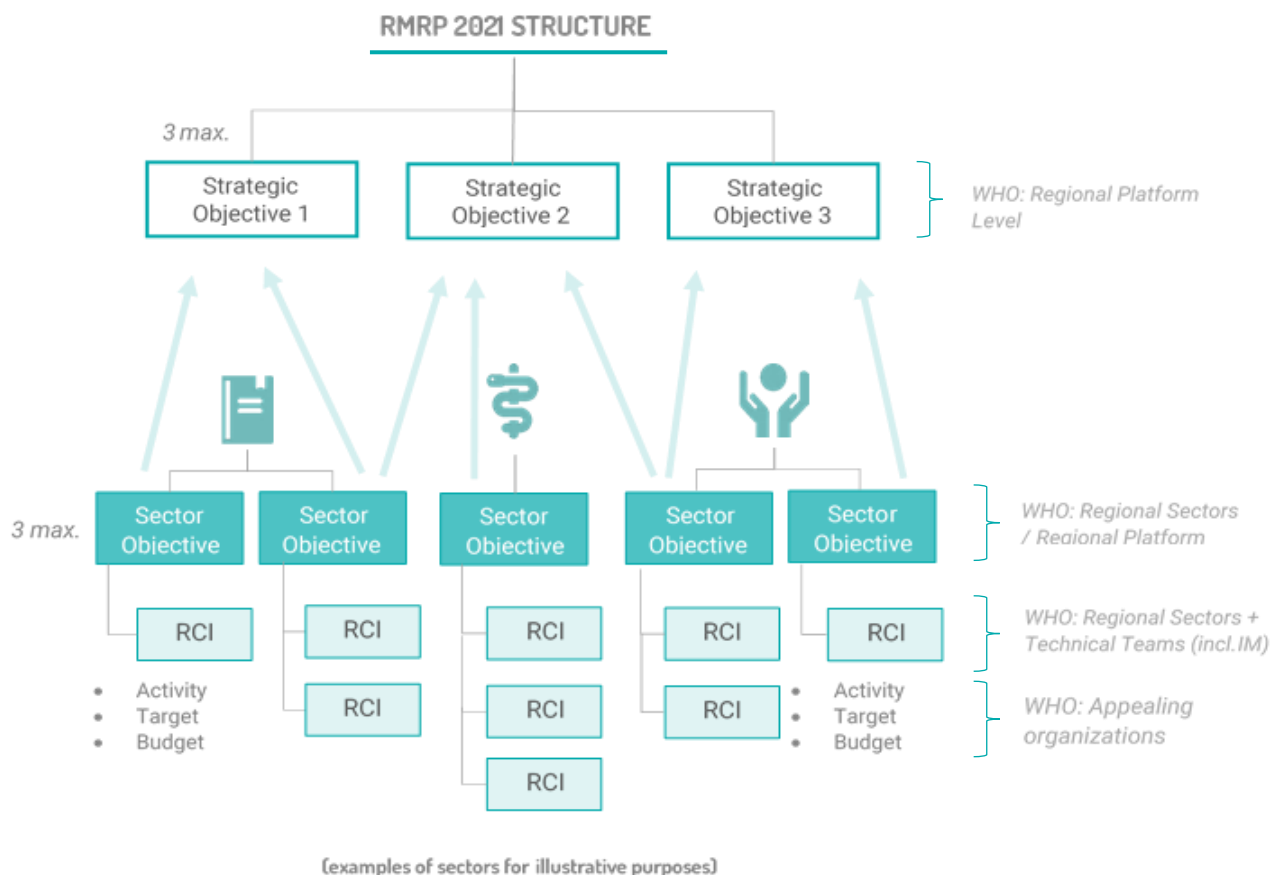
In close consultation with national Sectors and National/Sub-Regional Platforms, Regional Sectors will lead the formulation of a limited number of ‘SMART’ (specific, measurable, attainable, relevant, and time-bound) sectoral indicators to be measured. Regional Sectors will also coordinate the process with technical teams – including IM – to ensure consistency across indicators.

Technical advice will be provided by the environment, gender and PSEA focal points to ensure that the sector objectives and related indicators take into account these transversal themes, wherever feasible.



**NOTE:** If necessary, and on an exceptional basis, national level indicators can be developed by the National Sector Leads in consultation with the corresponding Regional Sector Lead. National/Sub-Regional Platforms will support and advise National Sectors on how to best ensure harmonization and linkages with RCI while still capturing the needed information nationally. Additional indicators – and related definitions – will be assessed against agreed quality criteria and validated by Sector lead, National/Sub-Regional Platforms and IM, to ensure that these are compatible and in line with the RCIs.

**NOTE:** Recalling the monthly reporting cycle of RMRP activities to National / Sub-regional Platforms, during the submission phase, appealing organizations will be required to select, for each activity the corresponding indicator (see “Submissions to the Response Plan” section).



## More is not necessarily better! – How to identify ‘adequate’ indicators?

### General Recommendations:

- ✓ Relevant: **Make sure that the indicator is closely related to the areas of improvement expressed in the objectives.**
- ✓ **Make sure it is written in a way that promotes an accurate assessment of progress.**
- ✓ Understandable: **It should be worded simply and clearly and should be clear about its purpose.**
- ✓ Technically feasible: **It should be capable of being assessed or ‘measured’.**

- ✓ Doable: Consider the feasibility of data collection, who will measure the indicator, how, how often and with what resources. Ask yourself if there are easily accessible and reliable sources of information for indicators. Are you able to collect the data?
- ✓ Easily communicated: when possible, based on common standards (e.g. Sphere).
- ✓ Realistic: With the given resources the target values of the indicator are achievable in the defined time frame.
- ✓ Specify exactly what is being measured and the appropriate level of disaggregation.

**NOTE:** Wherever the indicator is a number of people, the values shall be disaggregated for population groups of concerns (i.e. (i) Refugees/Migrants and (ii) Host community members) and age and gender as a minimum. Note that indicators that are measured at higher population categories (e.g. household or community) are discouraged as they will not allow to understand the distinct situation of affected female and male population and how their needs are being met.

**NOTE:** Additional levels of disaggregation, focusing on sub-groups of the population (e.g. persons with disabilities, LGBTIQ+ persons, indigenous) that might be distinctly impacted by the situation, or have particular difficulties in accessing assistance, are recommended to the extent possible.

**NOTE:** Oftentimes, needs assessments and their resulting indicators directly contribute to the definition of specific interventions. Indicators from needs assessments that signal a problem, could be the basis to show what steps are being taken to resolve that problem. Whenever possible, the indicator should be the same as (or reflect) the indicator that was originally used to assess the needs (see example below).

| Situation-Needs  |  | Response  | Example: Nutrition                   |                                  |        |
|--|--|---|--------------------------------------|----------------------------------|--------|
| Findings   | Needs Indicator                                      | Response Indicator (RCIs)   | Activity                             | In Need                          | Target |
| SMART survey finds 16% of children under five with global acute malnutrition | # of children under 5 with Global Acute Malnutrition | # of acute malnourished children under 5 admitted to nutritional therapeutic treatment programmes | Treat Severely Malnourished Children | 8,000 children under 5 years old | 5,000  |

**Tip:**

To the extent feasible, sectors are encouraged to try to work the cross-cutting themes into the core objectives and indicators that each sector intends to address.

**Tip:**

The online [humanitarian indicator registry \(https://ir.hpc.tools/\)](https://ir.hpc.tools/) provides a menu of commonly used indicators developed by the Global Clusters, which correspond to most humanitarian activities, including standard definitions, explanations, and applications for each one.



## National Indicators – Quality assessment criteria

(in addition to the general recommendations for formulating ‘adequate’ indicators)

- ✓ Is this information available from other indicators? – Review the list of RCIs to make sure that there are no indicators that could be associated to the concerned activity.
- ✓ Make sure that the suggested national indicator is coherent with, and logically associated to, the concerned activity it is intended to measure.
- ✓ Check that it is aligned with (i.e. can contribute to the achievement of) the Sector Objective.
- ✓ Make sure it does not duplicate with other national indicators across sectors.
- ✓ Is this indicator harmonized with other indicators?

## Indicators - Glossary<sup>9</sup>

| ELEMENT                         | DEFINITION   | EXAMPLE   |
|---------------------------------|--|---|
| Indicator Code                  | A unique identifier for the indicator.   | The initials of Sector, sequential number, etc. E.g.: WA1 (for WASH, RCI1); NU2 (for Nutrition RCI2, etc.).<br>For national indicators, please use the same coding, adding the country ISO code at the beginning. E.g. for Protection in Ecuador EC+PR+01 |
| Indicator Title                 | Title text of indicator.   |   |
| Indicator description/rationale | What the indicator tracks, describes the rationale behind the indicator and how the indicator tracks the planned outputs as defined. | Number of children on the move who receive protective services.   |
| Type of Indicator               | Describes the character of the indicator: Is it based on quantitative (=numeric) data or qualitative judgements?                     | Quantitative indicator (#of children).  |
| Unit of measurement             | Describes how the indicator is counted. Unit: person, household, community, etc. Description: number.                                | Number [=Description] of emergency affected children and youth (5–18 yrs old) [=Unit] attending learning spaces/school in affected areas.   |
| Collection method               | How data is collected  | Household surveys; observations.  |

<sup>9</sup> Adapted from:

<https://www.unicef.org/media/55526/file/UNICEF%20Strategic%20Plan%20Goal%20Area%203%20Indicator%20Manual%20Ver.%201.7.pdf>; and <https://www.humanitarianresponse.info/sites/www.humanitarianresponse.info/files/Guidance%20Humanitarian%20Indicator%20Registry%2008.13.pdf>

## Definitions

**'Children on the move':** These include refugees, asylum seekers and international migrants – those who are currently transiting/moving, and those in protracted displacement.  
**'Protective services':** These include psycho-social support, legal aid, referral to child protection case management and reintegration services for children who have been returned to their home country.

|   |   |   |
|---|---|---|
| Means of Verification<br><b>(Data source)</b> | Describes where the data for the indicator originates. It captures the immediate data sources for this indicator.   | Government policies, Sector reports, registries, etc.   |
| Disaggregation                                | Describes how the indicator data must be broken down by subgroups.  | By age, gender, disability, geography, etc.   |
| Data limitations                              | <ul style="list-style-type: none"> <li>Indicates key limitations on the use of the indicator to keep in mind when interpreting data and trends over time, especially where an indicator indirectly measures a result (= 'proxy indicators').</li> <li>Ideally, provides explicit instruction on what an indicator does and does not measure.</li> </ul> | The indicator includes children who have received protection services including PSS, case management and reintegration, which are captured by other indicators. Given that a child on the move may be provided with multiple services, there is a risk of repeated double-counting. |
| Time<br><b>(Frequency)</b>                    | Determines how often data are collected.  | Monthly   |
| Target value                                  | The expected value by the end of the RMRP in 2021/by the end of the project/phase.  |   |

## Indicator guidance and registry

The full list of all Regional Core Indicators (RCI), by Sector and Sector Objective, will be available through an online indicator registry and guidance dashboard.<sup>10</sup> The weblink will be shared upon completion and following Regional Sector leads validation of their Sector indicators.

<sup>10</sup> The indicator registry will reflect the changes occurred during the Covid-19 revision of the plan as well as a thorough revision of the RMRP 2020 indicators by the Regional Sector Leads.

## SUBMISSIONS TO THE RESPONSE PLAN

### Activities<sup>11</sup>, indicators, targets and budget

[WHO: Appealing organizations elaborate and submit their planned activities by selecting the most appropriate indicator from the Regional Core Indicators list established by the Regional Sectors. National/Sub-regional Sectors and Platforms will support and provide advice to appealing organizations in the selection of the most applicable indicators to ensure their compliance with the activity and the Sector Objectives].

For the purposes of RMRP planning and monitoring, partner submissions are composed of all activities that an appealing organization plans per country/sub-region under the RMRP. This facilitates better disaggregation of data in terms of people targeted and funding for specific activities in specific locations. This focus on activities provides more detailed data on “who and where”, as well as data to feed the indicators in the monitoring phase.

Appealing organizations need to select the pertinent Regional Core Indicator (RCI) from the list that is pre-loaded in the submission form (see “Indicators” section above). On an exceptional basis, if the appealing organization considers that none of these indicators are relevant to the activity, the indicator field should be left in blank and will be addressed individually with the National Sector Leads in coordination with the corresponding Regional Sector Lead and the National/Sub-Regional Platform Coordination teams.

For 2021 RMRP planning purposes, each appealing organization shall submit its activity(ies) by filling in an Excel form template **NOTE:** one activity per line (open field). The completed form will then be submitted as an attachment using a link that will be provided.

The form for activity submission will contain the following attributes:

**Appealing Organization:** Name of the appealing organization submitting the activity. The name of the organization should follow the standards established by the Regional Platform. In the case of a joint activity (two or more organizations), please add the name of the main appealing organization only.

**Sector:** Name of the thematic sector whereunder the activity will be implemented. National and Sub-regional platforms should follow regional coordination architecture. In case the activity belongs to a sub-sector or working group, the required option should be selected.

**Indicator:** Indicator where the activity belongs. This is a mandatory field. If necessary, and on an exceptional basis, national level indicators can be developed by the National Sector Leads in consultation with the corresponding Regional Sector Lead. National/Sub-Regional Platforms will support and advise National Sectors on how to best ensure harmonization and linkages with RCI while still capturing the needed information nationally. (See “Indicators” section above).

**Activity Name:** Short description or name of the activity.

**Activity description:** Description of the activity.

**COVID-19:** Does this activity respond to particular Covid-19-related needs? (Yes/No)

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<sup>11</sup> For the purposes of RMRP planning and monitoring, individual activities are collected in the submission form. For some organizations, an activity may correspond to an individual project while others might have different activities within a project.

Country: **Country where the activity will be implemented.**

Admin-1: **Location where the activity will be implemented. The Admin-1 level corresponds to the largest sub-national division of a country (e.g. “department”, “province”, “canton” or “region” as per country; Admin-0 level = country-level, for the Caribbean, Admin level 0 is sufficient). NOTE: Where an activity is planned to be carried out in multiple locations, for each location, a separate activity-line shall be completed.**

Modality In kind (USD): **Estimated in kind value in USD of the activity.**

Modality CBI (USD): **Estimated value in USD of the cash-based intervention.**

Total Budget requirement: **Total value in USD of the activity. This should be equal to Modality In kind (USD) + Modality CBI (USD). NOTE: Any admin/operational costs, logistics etc. shall be included per activity budget and cover the activity for the entire year of 2021 (validity of the 2021 RMRP).**

Other Target: **When the activity is not focused on individuals, please enter the number you are targeting for the unit of the indicator. Example, the unit here can be, products, schools, rooms, meetings etc.**

Total Target: **Total number of people targeted in this activity; this figure should be the total of Target in destination + Target in transit + Target pendular + Target returnees + Target Host communities, including the total of Girls (<18) + Boys (<18) + Women (>=18) + Men (>=18).**

**NOTE: Please make sure to validate the Total Target against the PiN as the beneficiaries targeted by a given activity cannot exceed the PiN in the same location (admin 1). The same apply for the disaggregated targets.**

Target in destination: **Total refugees and migrants from Venezuela in destination targeted by this activity.**

Target in transit: **Total refugees and migrants from Venezuela in transit targeted by this activity.**

Target pendular: **Total refugees and migrants from Venezuela in pendular movement targeted by this activity.**

Target returnees: **Total returnees from Venezuela targeted by this activity.**

Target Host communities: **Total host community members (individuals) targeted by this activity.**

Girls (<18): **Total girls under 18 targeted by this activity (please note, this is a mandatory field).**

Boys (<18): **Total boys under 18 targeted by this activity (please note, this is a mandatory field).**

Women (>=18): **Total women of 18 an above targeted by this activity (please note, this is a mandatory field).**

Men (>=18): **Total men of 18 an above targeted by this activity (please note, this is a mandatory field).**

**Tip:**

- ✓ **Be explicit about the approximate proportion of men, women, boys and girls who will benefit from each activity. This sets a basis for demonstrating that an activity will address the identified needs of different groups.**

**NOTE: The monitoring of indirect beneficiaries (e.g. government personnel trained with capacity-strengthening activities) is discouraged in the RMRP. Where nonetheless activities target indirect beneficiaries, please use the**

target category “Total target”, disaggregated by age and gender. These beneficiaries will not be considered for the calculation of targets under the RMRP’s monitoring framework.

**NOTE:** In order to ensure the transparency of the RMRP’s monitoring framework and the accountability towards populations of concern, host governments and donors, appealing organizations shall report activities to the applicable National/Sub-regional/Regional Platforms through the monthly reporting cycle.

See below example:



WASH Objective 2: **Deliver humanitarian WASH supplies, services and improve hygienic behavior and practices of most vulnerable people** – *Relates to Strategic Objective 1 and Strategic Objective 3*

| Indicator (RCI)                               | Collection method(s) | Org.(s) responsible for data submission | Org.(s) responsible for data collection       | Time (Frequency) |
|---|----------------------|---|---|------------------|
| # of people who received essential WASH NFIs. | Data observation     | Appealing organization(s)               | National Sector leads (e.g. UNICEF and Oxfam) | Monthly          |

*(examples of Sector/Org. for illustrative purposes)*

## Gender with Age Marker (GAM)

The Gender with Age Marker (GAM) looks at the extent to which essential programming actions address gender-and age-related differences in humanitarian response. In the current RMRP, each appealing organization will respond to the provided questions reflective of how the activities are to assist different age and gender groups and are tailored to their distinct needs. This will be completed once per submission, not per activity. GAM General Code and the reference number should be submitted as part of the submission form. More information on how to use the GAM in the RMRP 2021 Planning Phase will be shared in English, Spanish and Portuguese.

## Environment Marker

Each submission should identify its potential impact on the local environment and address it in a manner which is tailored to the specific country. In the current RMRP, each appealing organization will respond to the provided questions reflective of how environmental concerns were taken into account. This will be completed once per submission, not per activity.

## Accountability to Affected Populations

How are the activities (collectively) accountable to the affected population? This will be completed once per submission, not per activity. In responding to this question, mark all the options that apply to the project from the provided selection which include:

- Activities include consultations<sup>12</sup> with affected people?
- Activities include provision of information to beneficiaries?

<sup>12</sup> Consider whether the methodologies used to conduct these consultations allow all affected groups to voice their needs and opinions, through gender, age, ethnicity, and diversity lenses.

- Activities include designing and implementing with affected populations to deliver the protection response?
- Activities include a focus on protection from sexual exploitation and abuse?
- Feedback / complaint mechanism integrated in the submissions?

## Centrality of Protection

How do the activities (collectively) address centrality of protection? This will be completed once per submission, not per activity.

In responding to this question, mark all the options that apply to the submission from the provided selection which include:

- The activities address existing barriers to access of assistance and enjoyment of rights?
- The activities address protection threats?
- The activities enhance the coordination with protection stakeholders including affected populations?
- The activities' monitoring measures the safety of beneficiaries?
- The activities' monitoring measures the dignity of beneficiaries?

Template of online submission form:

|                                    | Example   | Parameter                       |
|------------------------------------|---|---------------------------------|
| Country/Sub-Region:                | Chile   | Dropdown                        |
| Appealing organization:            | UNDP  | Dropdown                        |
| Focal Point:                       |   | Name and Email                  |
| Activity name                      | Provision of livelihoods support  | Open Field                      |
| Activity description (word limit): | Apoyo a emprendedores venezolanos/as en Santiago de Chile                       | Open Field                      |
| Sector:                            | Integration   | Dropdown                        |
| Sub Sector (where applicable)      |   | Dropdown                        |
| Indicator:                         | RCI2.2  | Dropdown                        |
| Budget requirement:                | 35,000 (sum of below)   | In USD                          |
| Modality                           | 20,000 in kind      15,000 in Cash  | In kind or Cash when applicable |
| Geographical scope:                | Admin 1-level   | Dropdown based on Country       |
| Population target                  | # Refugees and migrants from Venezuela in transit      # Host community members | Unit                            |
|                                    | # Refugees and migrants from Venezuela in destination                           |                                 |

Markers to be completed per submission sheet

## VALIDATION OF ACTIVITIES

Sector leads at the level of each National / Sub-Regional Platform have the responsibility to ensure that only valid and relevant activities are included in the country/sub-regional chapter of the RMRP, following a review and validation process. This process should be conducted by national / sub-regional Validation Panels that should ensure that submitted activities do not allow for duplication of aid and that they address existing gaps.

To make the process faster and to divide the workload, activities will be validated by the relevant sectors. It is recommended that each sector operational in the country/sub-region forms a Validation Panel composed of up to three individuals, including two relevant National/Sub-regional Sector Leads and/or agreed thematic experts. To avoid any conflict of interest (or perception thereof), no member should be involved in the review of a submission from an appealing organization in whose employ s/he is<sup>13</sup>.

Each submission should fulfil a minimum of 6 out of 7 of the agreed criteria in order to be included in the country/sub-regional chapter of the RMRP. For transparency, the panels will use a clear set of criteria, including those indicated below, in addition to any sector-specific criteria that the panel agrees upon in advance.

The Validation Panel can then recommend the activity's inclusion or adjustments based on discussions with the submitting organization on how the identified needs/gaps can be addressed.

Minutes or other records of the decision-making process should be kept for reference and may be requested.

### ACTIVITY

| # | Validation criteria   | Yes<br>(√) | No<br>(x)              | Comments |
|---|---|------------|------------------------|----------|
| 1 | Does the activity contribute to the sector objective(s)?  |            |                        |          |
| 2 | Can the activity expected results be achieved within the one-year timeframe (2021)?   |            |                        |          |
| 3 | Is there any duplication with other activities?<br><i>(If yes, the submitting organization and the Validation Committee should agree on necessary changes to avoid duplication)</i> |            |                        |          |
| 4 | Is the submitting organization part of the relevant national/sub-regional/regional platform?<br><i>(Not an exclusion criterion)</i>   |            |                        |          |
| 5 | Does the activity have realistic funding requirements (budget)?   |            |                        |          |
| 6 | Is the target within the sectoral PiN?  |            |                        |          |
| 7 | Sector-specific validation criteria, if applicable  |            |                        |          |
|   | Validation outcome  | Include    | Pending further review |          |

<sup>13</sup> The Regional Platform may be called upon where a National / Sub-Regional Platform does not have the capacity to conduct the entire or part of the vetting process. In that case, the Regional Platform coordination team may provide support either in person or remotely.

**GAM and Environment Marker review:**

Submissions will be reviewed by Gender focal point(s) and by the Environment focal point(s). Where such gender/environment focal points are unavailable at the national/sub-regional level, the corresponding focal points at the Regional Platform shall conduct the review and share their feedback with the concerned appealing organization and National / Sub-Regional Platform.

**Finalization of Target Populations:**

After the submission of activities by appealing organizations, the targeted population per sector can be identified and compared with the respective sector PiN. As part of the validation process, the sector leads are to confirm that the targeted population is in line with the agreed sector PiN. Where the overall target exceeds the PiN, in discussion with the appealing organization, the submissions shall be amended.

## PEOPLE TARGETED

While the PiNs are calculated from the analysis of secondary data reviews or joint needs assessments, establishing a target depends on the submission, consolidation and validation of partner activities. It is important to distinguish these two processes and recognize that they originate from different sources of information. Nonetheless, the methodology for calculating the overall targeted population to avoid double counting follows the same logic as the one described for the PiNs:

1. For every sector at geographical admin 1 level, sum up all the individuals targeted by the multiple partners (including host community) for every sector.
2. Identify the sector with the highest number of people in need in each administrative area (bold green text).
3. Aggregate the highest Targeted population identified in step 2 across all administrative areas of the country and we reach total national target.

| Admin Level 1              | Sector 1             | Sector 2            | Sector 3            | Total target admin level 1 | Total target at national level |
|----------------------------|----------------------|---------------------|---------------------|----------------------------|--------------------------------|
| Admin level 1.1 <b>1</b>   | 2,000 ind partner 1  | 300 ind partner 1   | 1,200 ind partner 1 | 12,000                     | <b>3</b><br>61,900             |
|                            | 10,000 ind partner 2 | 400 ind partner 2   | 300 ind partner 2   |                            |                                |
| Total Admin level 1.1      | 12,000               | <b>2</b> 700        | 1,500               |                            |                                |
| Admin level 1.2            | 1000 ind partner 1   | 500 ind partner 1   | 400 ind partner 1   | 16,400                     |                                |
|                            | 4000 ind partner 2   | 1000 ind partner 2  | 16000 ind partner 2 |                            |                                |
| Total Admin level 1.2      | 5,000                | 1,500               | 16,400              |                            |                                |
| Admin level 1.3            | 300 ind partner 1    | 1200 ind partner 1  | 32000 ind partner 1 | 33,500                     |                                |
|                            | 1,000 ind partner 2  | 20000 ind partner 2 | 1500 ind partner 2  |                            |                                |
| Total Admin level 1.3      | 1,300                | 21,200              | 33,500              |                            |                                |
| <b>Total sector target</b> | 18,300               | 23,400              | 51,400              |                            |                                |



Note that, if confirmed by available evidence and/or consultations with partners that one sector’s population targeted is completely distinct from another sector’s population targeted in the same administrative area, these may be aggregated towards the total population targeted of the given administrative area.

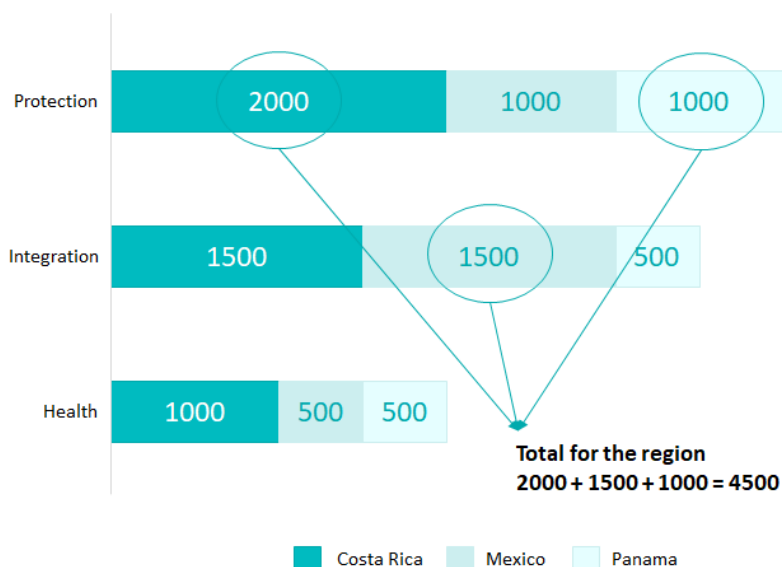
### Sub-Regional contexts

The same process per country should be applied accordingly (as above). However, when deriving the targeted population for a sub-region the following steps shall be followed:

To get the overall targeted population for a Sub-Region, use the sector highest targeted population for every country and sum up all countries.

Eg: Sub-region of Central America and Mexico.

Total Targeted Population = Protection Sector total targeted population for Panama + Integration Sector total targeted population for Mexico + Protection Sector total targeted population for Costa Rica.



### TIPs:

- ✓ Age and sex breakdowns shall be established and take into consideration the PiN disaggregation.

| Sector target | Total   | Female<18 | Male<18 | Female>=18 | Male>=18 |
|---------------|---------|-----------|---------|------------|----------|
|               | 159,654 | 43,106    | 36,721  | 55,789     | 23,948   |

- ✓ It is also important to keep in mind the capacity of the partners to respond. Depending on if their response is limited or not on the group, a specific target might require the inclusion of specific institutional strengthening strategies that could progressively improve partners’ capacities and their abilities to respond.
- ✓ Activities related to indicators that are not targeting individual refugee and migrant or host community beneficiaries should receive special attention since the targets that are not related to individual refugee and migrant or host community beneficiaries should not be taken into account.

Example: # of actors (that are not refugees and migrants) trained on PSEA (incl. violence prevention, mitigation and response), # of communication products published, # of educational institutions supported with supplies, constructed, established or rehabilitated.

Example: Training a governmental official on GBV and discrimination. This person is the individual receiving the training; however, he is not a Person in Need. He is not part of PiN, but he will impact the people in need since he is the person who will put in place policies that can influence their life.

- ✓ In transit population Target: the in-transit population targeted will not be considered in the calculation to avoid double counting (populations in transit will eventually be in destination and accounted for in another country's target population). This population should be highlighted in the narrative per sector and the introductory sections of each country or sub-regional chapter.

## Required information for RMRP 2021 at country/sub-region level

When calculating the PiN take into account refugees and migrants from Venezuela (including pendular, transit, in-destination and returnees) and affected host population as well the respective age and gender breakdown.

| Country   | XXXXXXXX                           |   |                            |
|---|------------------------------------|---|----------------------------|
|   | Total                              | Refugees and migrants from Venezuela  | Member of host communities |
| Total population<br>(based on population projections)                   | Including age and gender breakdown | Please add the total as well the individual figures for in destination, in transit, pendular and returnees) |                            |
| People in need (PIN)  | Including age and gender breakdown | Please add the total as well the individual figures for in destination, in transit, pendular and returnees) |                            |
| Population targeted<br>(Based on partner submissions for 2021 planning) | Including age and gender breakdown | Please add the total as well the individual figures for in destination, in transit, pendular and returnees) |                            |
| Sector  | XXXXXXXXXX                         |   |                            |
| People in need (PIN)  | Including age and gender breakdown | Please add the total as well the individual figures for in destination, in transit, pendular and returnees) |                            |
| Population targeted<br>(Based on partner submissions for 2021 planning) | Including age and gender breakdown | Please add the total as well the individual figures for in destination, in transit, pendular and returnees) |                            |

[Template can be found here](#)

## Key roles and responsibilities

| Activity               | Actor           | Deadline                    |
|------------------------|-----------------|-----------------------------|
| Strategic objectives   | RP              | 14 August                   |
| Sector objectives      | RS              | 14 August                   |
| Sector indicators      | RS              | 14 August                   |
| Activity submissions   | Appealing Orgs. | 28 August –<br>18 September |
| Activity consolidation | RS              | 25 September                |
| Activity validation    | RS              | 2 October                   |
| Definition of Targets  | RS + NS         | 2 October                   |

## RMRP 2021 LAYOUT

Sector sub-chapter structure:

**NOTE:** Noting the three different language zones covered by the RMRP, the submissions shall be in English.

Example of chapter structure:

1. Brazil
  - a. Country summary (see below)
  - b. Good programming/collective accountability
- c. Country sectors
  - i. Education
  - ii. Food Security
  - iii. Health
  - iv. Humanitarian Transportation
  - v. Integration
  - vi. NFI
  - vii. Etc...

Country/Sub-region<sup>[1]</sup> Chapter– Layout: **(max 3 pages – approx. 1,500 words in Calibri 11)**

1. **Visual representation of key information:**
  - a. Map of country/sub-region with population flow dynamics.
  - b. Number and financial requirements by organization type
  - c. Key data: population projections, PiN and target for refugees and migrants and host community.
  - d. Population in need and target, financial requirements and number of partners by sector
2. **Country/Sub-regional Overview: Summary findings of joint needs assessment and analysis (1 page/ 500 words)**
3. **Country-level/Sub-regional response strategy (2 pages / 1,000 words)**
  - a. Country-specific planning scenario
  - b. Scope of the response and priorities
  - c. Response principles (AAP, PSEA, environment, centrality of protection, gender)

Explain how the sector integrates protection and gender across its programmes. Describe how the sector has engaged with people and will continue to do it and has taken their feedback into account in the design and implementation of humanitarian assistance.

<sup>[1]</sup> Sub-regions can, if necessary, expand their chapter by adding up to 250 words.

Sector and sub-chapter structure:

**MAX 1-2 PAGES PER SECTOR PER COUNTRY AND AT REGIONAL LEVEL**

Please make sure the operational plan includes ALL population groups

Priority Needs (**200 words**)

**This paragraph should briefly summarize the three main priority needs for the sector. It should be one short paragraph.**

Response Strategy (**400 words**)

**This paragraph should outline the response strategy for the sector. It should include:**

1. *Scope of the sector response:* **explain the programmatic and geographical focus of the response, i.e. focus on addressing acute/severe needs (only). Explain the methodology to define people targeted (PT). Criteria to be used for determining PT are: capacity, access, people reached in 2020, changes to the context/operations (e.g. planned scale-up). Be realistic in the calculation. PT should be lower than PiN. If PT are considerable higher than people reached in 2020, it should be thoroughly explained.**
2. *Response priorities:* **outline the top three response priorities for the sector. Mention specific interventions (what activities, where, for whom).**
3. *Integrated response approaches:* **outline inter-sectoral complementarity, joint programming, or other response interventions that are planned in an integrated manner with other sectors to improve cost-efficiency and impact. (e.g. safe drinking water supply in medical centres/schools).**
4. *Response modalities:* **explain what overall response modalities will be used by the sector to deliver assistance, e.g. in-kind, cash, public service support, capacity development.**
5. **Good programming/collective accountability considerations**

*Please do not include funding requirements for the moment. They will be added later on, after submission and approval of activities.*

## ANNEX 1: DELPHI METHOD (PEOPLE IN NEED)

### PEOPLE IN NEED - Methodology

#### *Severity (Delphi) Methodology (context discussion)*

In countries where there is a lack of data (baselines and assessments) as well as to concerns about data accuracy, PIN estimates can be developed through the “severity ranking methodology” in consultation with partners.

This is a rough methodology for prioritization of targeting based on expert knowledge and group consensus against defined criteria, using magnitude (size of the concerned population = No. and % of people affected) and intensity assessment (attribution of the severity of needs /vulnerability - through a standard 0-7 severity scale) of a given population group. [A visual representation of this scale is presented below.]

The method can be applied to two main population groups: 1) Refugees/Migrants; and 2) host communities, taking into consideration the following contextual challenges and opportunities specific to the country.

This method is applied by assessing the population against the 4 criteria on the X axis (**Intensity = Degree of something harmful, harsh, stern, irreversible or not desirable**) against the population size (**magnitude = No. of people affected; or depth = % of people affected**) on the Y axis. **The** intersecting severity is then assigned per criteria **and** the resulting severities are summarized and grouped into Severe Needs (5-7) and Moderate Needs (2-4).

#### *Severity ranking and Assumptions - Contextual opportunities that may be present in a country*

- **Access to emergency health services**
- **Access to primary education**
- **Organized Venezuelan groups**
- **No language barrier**
- **Cultural similarity/historic links**
- **Access to formal labour market**
- **Informal labour market.**

#### *Ranking and Assumptions - Contextual challenges in a country*

- **Access to territory**
- **Major limitations in accessing the asylum system**
- **Strict immigration laws**
- **No regular status for Venezuelans**
- **Limited access to services and labour market**
- **Trafficking, GBV**
- **Detention, deportation, refoulement.**

**Tip:**

- ✓ Beginning by picking up on the needs assessments and identifying the various types of needs of the population (physical, mental, living standards, recovery and resilience, safety, discrimination, legal constraints, family separation, etc) and the contexts they live in;
- ✓ Distinguishing between urgent needs that put in jeopardy safety, dignity and physical and mental wellbeing and medium-term needs related to sustenance and livelihoods;
- ✓ If possible, picking-up on which needs are perceived to be of utmost importance to the affected group itself;
- ✓ Gathering information and indicator data that informs on scales and thresholds for measuring vulnerability/living standards/insecurity/etc of the affected populations;
- ✓ Determining the weight to give to each of the indicators based on a clear rationale that reflects the nature of the crisis;
- ✓ Thinking of the expected evolution of the situation.

## SEVERITY SCALE LOGIC

