



Planning Guide RMRP 2020

1. 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 Regional RMRP covers the immediate support by the national and international multilateral community for existing and estimated needs for 2020. It does not constitute a long-term development framework, nor does it substitute Government's 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.

The Regional RMRP is a strategic response plan and an advocacy tool for the Regional Inter-Agency Coordination Platform 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 8 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 2020. 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.

Based on the above understanding, this guidance 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 2020.

2. Structure and sectors

The RMRP for 2020 will be structured based on thematic sectors, each focussing on a range of responses to the situation of refugees and migrants from Venezuela, as well as host communities. These sectors are the result of a broad and participatory consultation process involving both the Regional Platform and its participants (including donor entities), as well as national coordination platforms. The resulting sectoral 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 Venezuelan and host communities.

The structure of the RMRP will be based on the below thematic sectors and additional *common technical support services* (including coordination, communication, resource mobilization and information management). Below on the left are all the sectors; using these, national coordination platforms may choose to structure their working arrangements as suits their particular context. On the right is the structure through which the Regional Platform will form sectoral working groups at the regional level.

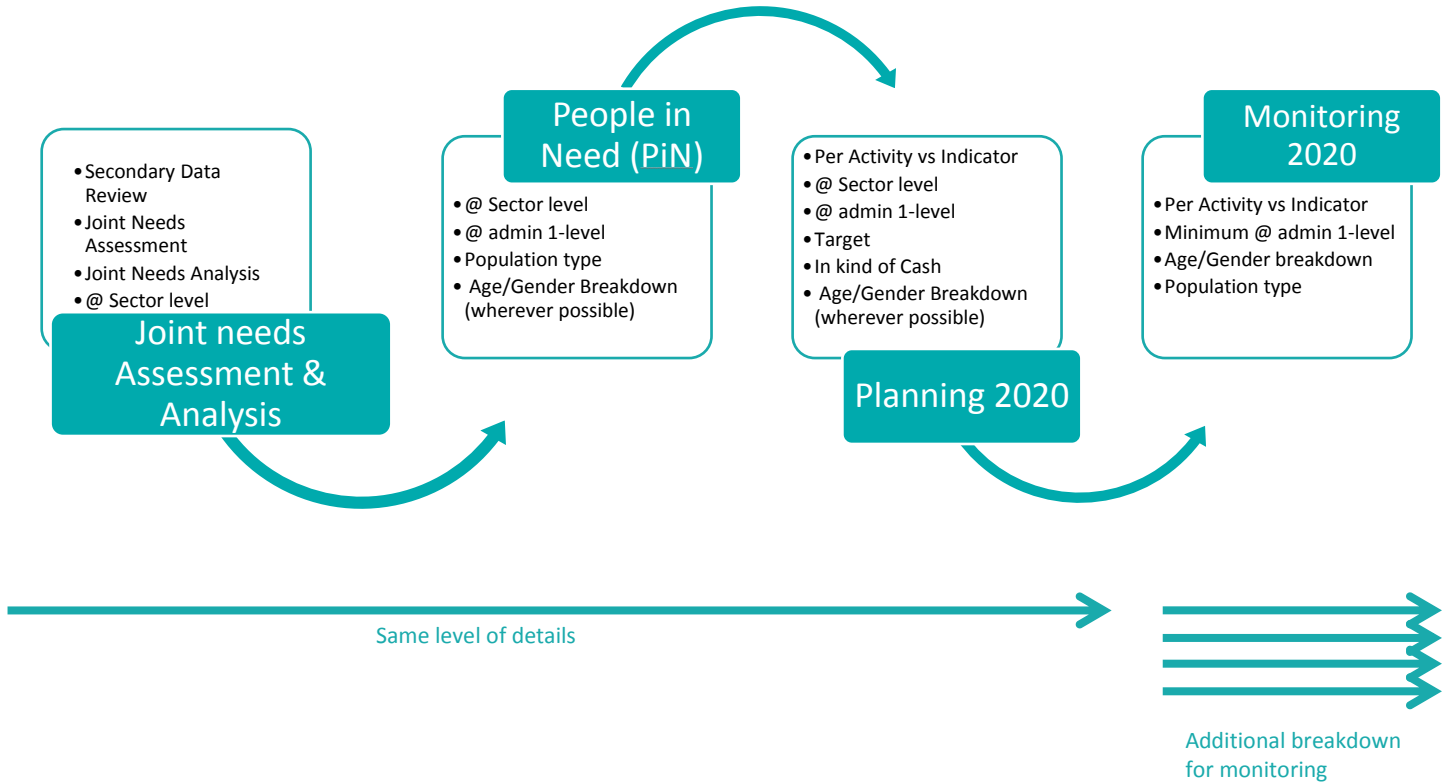
SECTORS and sub-sectors	Sub-Sectors:
Shelter	
NFI	
Humanitarian transportation	
Food Security	
Nutrition	
WASH	
Health (incl. sexual and reproductive health)	
Education	
Protection	Child Protection
	GBV
	Human Trafficking & Smuggling
Integration (incl. livelihoods, financial inclusion and social cohesion)	
Multipurpose CBI*	
Common Technical Support Services (incl. IM, Coordination, Fundraising, Communication) *	

* The indicated sectors are cross-cutting in nature.

Regional Sector Groups:
Shelter/NFI/Humanitarian Transportation
Food Security/Nutrition/WASH
Health
Education
Protection Child Protection Sub-Sector GBV Sub-Sector Human Trafficking & Smuggling Sub-Sector
Integration
Multipurpose CBI
Inter-Sector Coordination Group Information Management Working Group Communication WG Fundraising WG

3. Process Overview

The 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), and to support outcome-oriented response planning.



4. Joint Needs Assessment & Analysis

Assessing the needs of refugees and migrants is a key requirement for each country/sub-regional chapter of the RMRP. For the purposes of this RMRP 2020, the below guidance focuses on how to consolidate available information and data (Secondary Data Review) and how to conduct joint analysis with RMRP partners wherever relevant information gaps exist. The Regional Platform will also host a Webinar for those who wish to receive further support on these exercises.

More regular joint analysis and needs assessments may be planned for in different countries and further guidance on this can be provided by the Regional Platform.

Secondary data review

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 a duplication of efforts and saves time and resources. It can provide information that cannot be collected first hand, for instance on the situation before the crisis and it 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 particular geographic location.

At the country level a continuously updated assessment registry can improve the coordination of humanitarian actors, avoids duplication of efforts, increases the efficiency of resource allocation, assists ongoing SDR activities and is seen as an essential tool when leading within a crisis to organize operational data.

Steps to Secondary Data Review (SDR)

- Collect secondary data sources such as organizational reports, government reports, media articles, academic articles etc. related to the situation of migrants and refugees from Venezuela and host communities for all the different sectors and all geographical locations where these migrants and refugees are located, where possible.
- Having collated the various sources, structuring the information in a matrix is key to the next step. An example of a matrix can be found in [here](#).
- Identify the needs and gaps in information. From the SDR and the structured information, summarize the key needs and vulnerable population groups as well as the information gaps in terms of locations and specific population groups. Do this in for each of the key sectors to help facilitate joint analysis.

Joint Needs Analysis

Joint needs analysis involves a collective review of the available information to adequately understand a situation in a particular location, resulting in clear priorities of needs, a better understanding of the population and any gaps in information that would need to be addressed.

This is done by collating all available data (incl. arising from the SDR and any primary data collection / needs assessments,) and expertise from engaged organizations and/or experts and analyzing the evolution of the needs and associated responses. Analysis of the situation by a group of experts with a diverse background generates richer results and can create additional buy-in and ownership of the findings and eventually the

content of the response plan. Following a pre-established methodology and structure, the joint analysis should go beyond just sharing information – it complements the available data through interaction, discussion and analysis. Good joint analysis will result in clear priorities of needs, a better understanding of the population and any gaps in information that would need to be addressed.

The process of joint analysis is almost as important as the outcome, especially if buy-in from participants for the output is one of the objectives. The following example process is specifically relevant to joint analysis sessions, during which participants come together to discuss a certain theme. The process consists of three main phases:

Phase 1: Preparation

- Select facilitator/s.
- Design the session (using the draft agenda [here](#)).
- Select and invite participants ensuring adequate representation from NGOs, faith-based organizations and other organizations as deemed appropriate.

Phase 2: Conduct the workshop

- Ensure the objectives and key outcomes are understood by all participants.
- Discuss the initial analysis and explain the SDR 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 chapter.

Phase 3: After the session

- Disseminate the workshop report.

The workshop (or session) format seeks to build the trust and capacity of participants to understand and engage with the findings, enable the participants to lead a more in-depth and context-specific discussion around the content, and help demonstrate how the evidence connects with recommendations (or considerations) that eventually inform operational decision making.

During the workshop a problem tree analysis can be a useful visual aid to collectively map and simplify the causes, effects and results of the current needs.

The problem tree exercise can be integrated into the analysis workshop in three steps:

Step 1: Discuss in a group (divided by sectors) the various issues that have been identified.

Step 2: Identify and agree on the core problem(s) to be addressed.

Step 3: Identify and analyse the causes and effects of the core problem(s).

Prior to the workshop, the SDR should be disseminated to ensure all information is captured and help organize the sub-groups in which the participants will work. This overall method, combined with expert inputs, prioritization methods and sufficient time will provide a higher quality and collaborative joint analysis at the sector and inter-sectoral level.

5. Population Projections

Projecting the total number of refugees and migrants from Venezuela until December 2020 is a key requirement for each country 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 2019, the below steps outline the minimum methodological considerations to estimating the total number of refugees and migrants by December 2020. While recognizing that host states have scaled-up their respective national responses, some with new registration systems (as well as discussions to establish a regional registration mechanism pursuant to the Quito Process), other quantifiable factors may be incorporated in the formula to lead to a more accurate estimation. As of July 2019, most countries in the region appear to be on target to meet the projections made using this method during the RMRP 2019 planning.

Population groups subject to this RMRP

Like in 2019, this RMRP serves to collate the comprehensive response to all migrants, refugees¹, stateless persons, third-country nationals, and returnees from Venezuela, irrespective of their asylum or migratory status in the respective host country. As such, it addresses the needs of those engaged in pendular movements, those in transit, as well as those in a country of destination, without distinction and without discrimination. In addition, the RMRP shall also address the needs of host populations in the relevant host countries. 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.

Population projections: Overall steps

- Present the projections, methodology and criteria to the partners 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 2019 and 2020.
- 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.
- It is imperative to document all the steps and the decision-making process, as well as its outcomes.
- Use data from official sources i.e. the data on entries and exits. Where no official data is available, a narrative should detail the criteria used to project the total estimate for refugees and migrants from Venezuela in-country by December 2020.

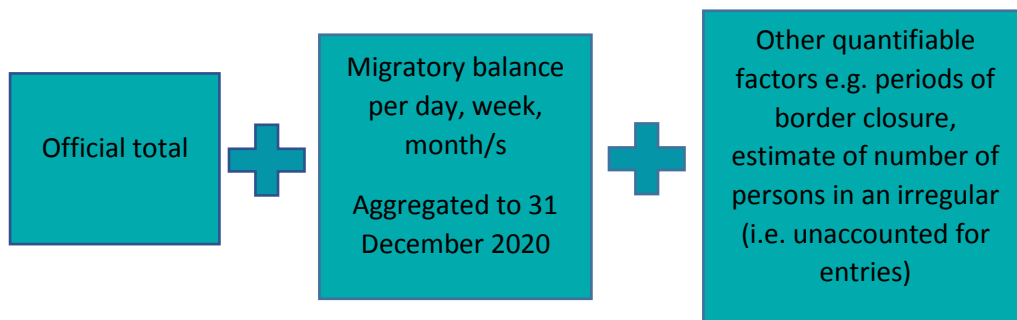
Population projections: Methodology

¹ For the purposes of this document, any reference to “refugees” shall be read to include asylum-seekers.

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 2019 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 (e.g. the previous three months) depending on what data is available.
- Use the most-recently available timeframe (ideally not older than the previous 4 months). This approach is suggested, as the most recent entry and exit trends are the most likely to continue (unless clear evidence speaks to a notable policy change having a tangible effect on population trends, in which 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.

Irregular entries should be included, wherever such data is available. 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).



6. People in need (PiN)

People in need (PiN) include those whose wellbeing and dignified living standards are threatened or disrupted, and who cannot re-establish minimal and dignified living conditions with their available means in a timeframe which will not force them to resort to negative coping mechanisms 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 should be disaggregated by relevant population groups and geographic areas.

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. Please find below a step-by-step guide for the calculation of the overall PiN at the country level for the purposes of this RMRP.

Humanitarian population figures may be generally available at three disaggregated levels:

- Per geographical location (district A, B, C etc.)
- Per sector (incl. Health, Protection, Integration etc.)
- Per population groups (as per the above description, including migrants and refugees, and host communities)

Overall steps to calculating PiN for Refugees and Migrants:

1. Estimate number of people in need 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 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.
 - 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.
2. 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.
3. Aggregate the highest sector PiN identified in step 2 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, and the highest in district B is Nutrition, aggregate these two numbers, and continue for all districts.

4. If confirmed by available evidence and/or consultations with partners that one sector's population in need is completely different from another sector's population in need in the same administrative area, these may be aggregated towards the PiN of the given administrative area
 - e.g. in district A in Peru, the population in need of health services is different from the population in need of livelihoods support because they are a different type of affected group and have different needs. The Health PiN is the highest in the district of all the sectors, but as established from available evidence, health does not overlap with livelihoods, health and livelihoods are added to form the total PiN for district A. Other sector PiNs which do not overlap with the same people in need may be aggregated.
5. 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. calculate the sum of all of these 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. Following a review of available data, a collective decision will be needed 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.

Remember:

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

Required information for RMRP 2020 at country/sub-region level

When calculating the PiN take account Refugees and Migrants from Venezuela and affected host population

Country:	XXXXX		
	Total	Venezuelans	Members of host communities
Total population ² (Based on Population Projections)			
Population in need (PIN)			
Population targeted (Based on partner submissions for 2020 planning)			
Sector 1	Shelter		
Population in need			
Population targeted (Based on partner submissions for 2020 planning)			
Sector 2	Food Security		
Population in need			
Population targeted (Based on partner submissions for 2020 planning)			

[Template can be found here](#)

² Total population in the context of the RMRP 2020 will be the number of refugees and migrants from Venezuela, plus the number of host community population in locations where refugees and migrants are present in the country.

7. Indicators

All sectors are coupled with corresponding Regional Core Indicators (RCI) which are applicable for all national chapters of the RMRP, provided that a relevant sector is operational in that country/sub-region. If a partner wishes to select an additional indicator at the national level, they can do so in the submission form. These national-level indicators need to be developed by the national sector leads in consultation with the corresponding regional sector lead.

Indicator guidance and registry

The full list of all Regional Core Indicators (RCI) can, once finalized, be accessed through the online indicator registry and guidance dashboard below³ and will be distributed upon completion. Link will be distributed upon validation with the Regional Sector leads (due end August 2019).

2020 RMRP Indicator registry and guidance V1 - Draft

Sector: All **Sub-Sector:** All **Core Indicator:** Yes

Search Indicator by keyword:

Sector	Core Indicator	Indicator Name
Health / Nutrition / WASH	Yes	# of Venezuelan children, pregnant and breastfeeding women receiving micronutrient supplementation
Integration (including decent work, livelihoods, financial inclusion, access to housing)	Yes	# of communities where antixenophobia and discrimination activities are implemented
Education	Yes	# of educational institutions improved/set up
Integration (including decent work, livelihoods, financial inclusion, access to housing)	Yes	# of host community members benefited from integration activities
Education	Yes	# of persons served through the improved/set up educational institutions (migrants, refugees, host community members)
Protection (including CWC, GBV, Child Protection, TIP and smuggling)	Yes	# of Venezuelan boys and girls provided with psychosocial support including access to Child Friendly Spaces (CFS)
Protection (including CWC, GBV, Child Protection, TIP and smuggling)	Yes	# of Venezuelan GBV survivors receiving assistance in less than 72 hours
Education	Yes	# of Venezuelan migrants and refugees accessing emergency education
Health / Nutrition / WASH	Yes	# of Venezuelan migrants and refugees having regular access to services to meet hygiene needs
Protection (including CWC, GBV, Child Protection, TIP and smuggling)	Yes	# of Venezuelan migrants and refugees in vulnerable conditions who received protection services
Shelter / CCCM / NFI	Yes	# of Venezuelan migrants and refugees provided access to basic, safe and dignified shelters solutions
Shelter / CCCM / NFI	Yes	# of Venezuelan migrants and refugees provided with community-based camp management
Integration (including decent work, livelihoods, financial inclusion, access to housing)	Yes	# of Venezuelan migrants and refugees provided with integration assistance

Indicator Details:

- Objective:**
- Numerator:** xxxx
- Disaggregation:** Eg: Age Gender
- Guidance:** Explanation on the use of the indicators

³ A weblink will be shared once Regional Sector leads validate their sector indicators.

8. Partner submission to the Response Plan

As well as being a strategic document, the RMRP is an appeal for funds. It is not itself a fund, and having activities in the RMRP is not a guarantee of funding. However, it can help to increase visibility with prospective donors. As such, organizations with activities in the RMRP (appealing organizations⁴) 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.

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 at the monitoring phase.

Appealing organizations need to select a single Regional Core Indicator (RCI) which are pre-loaded in the submission form. If an organization decides 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/sub-regional platform coordination team.

For 2020 RMRP planning purposes, each appealing organization shall enter its activity(ies) using an online or offline Excel form, and shall submit each activity using a separate line (open field). This document will be called the submission.

Please find below some tips to develop the RMRP activities in each submission:

Country/Sub-Region	Select the country/sub-region in which your organization plans to implement the activities. For submissions to sub-regional RMRP chapters (Caribbean, Southern Cone, Central America), one submission should be made while indicating the relevant country of each activity.
Activity ⁵ description:	Through bullet points, outlining the main activities.
Indicator:	Each activity in the submission shall respond to a distinct applicable indicator. Using the overview of indicators, select the <i>one</i> Regional Core indicator that is most appropriate for the particular activity and through which the activity is to be monitored. In addition to a Regional Core Indicator, a partner may choose an additional national indicator from a predefined list.
Sector:	Select the Sector that applies to the particular activity.

⁴ 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).

⁵ 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 in a project.

Budget requirement:	This budgetary requirement needed to cover the activity for the entire year of 2020 (validity of the 2020 RMRP) Please note that any admin/operational costs (overheads), logistics etc. shall be included per activity budget.
Modality:	Select the applicable modality through which this activity will be implemented (cash / in-kind). If the activity includes both, i.e. a mix of in-kind and cash, please reflect the cash portion and the in-kind portion as per the relevant amounts planned per modality within the same activity line.
Geographical scope:	Select the coverage of each activity at the Admin-1 level. The Admin-1 level corresponds to the largest sub-national division of a country (e.g. "department", "province" or "region" as per country; Admin-0 level = country-level, for the Caribbean, Admin level 0 is sufficient). Where an activity is planned to be carried out in multiple locations, for each location, a separate activity-line shall be completed.
Population targets:	<p>Targets for planning purpose will include the estimated number of individuals per population types (refugees & migrants in transit / refugees & migrants in destination / host population) targeted through this activity.</p> <p>Wherever possible, a breakdown by age and gender will be included in the planning phase.</p>
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 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.
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:	<p>How are the activities (collectively) accountable to the affected population? This will be completed once per submission, not per activity.</p> <p>In responding to this question, mark all the options that apply to the project from the provided selection which include:</p> <ul style="list-style-type: none"> ○ Activities include consultations with affected people? ○ Activities include provision of information to beneficiaries? ○ 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 project?

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 project 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:

	<i>Example</i>	<i>Parameter</i>
<i>Country/Sub-Region:</i>	Chile	Dropdown
<i>Appealing organization:</i>	UNDP	Dropdown
<i>Focal Point:</i>		Name and Email
<i>Activity name</i>	Find and example	Open Field
<i>Activity description (word limit):</i>	Apoyo a emprendedores venezolanos/as en Santiago de Chile	Open Field
<i>Sector:</i>	Integration	Dropdown
<i>Sub Sector (where applicable)</i>		Dropdown
<i>Indicator:</i>	RCI2.2	Dropdown
<i>Budget requirement:</i>	35,000 (sum of below)	In USD
<i>Modality</i>	20,000 in kind 15,000 in Cash	In kind or Cash when applicable
<i>Geographical scope:</i>	Admin 1-level	Dropdown based on Country
<i>Population target</i>	# Refugees and migrants from Venezuela in transit # Refugees and migrants from Venezuela in destination	# Host community members Unit
Markers to be completed per submission sheet		
<i>Gender with Age Marker (GAM)</i>		
<i>Environment marker</i>		
<i>AAP</i>	<i>How are the activities (collectively) accountable to the affected population?</i>	(Select from options)

Centrality of Protection | *How do the activities (collectively) address centrality of protection?* (Select from options)

All the above fields need to be filled per activity except for the GAM, Environment Marker, AAP and Centrality of Protection, which will be for the entire submission.

The following guidance documents shall inform appealing organizations on:

- a) Environment Marker ([Annex 2](#))
- b) Accountability to Affected Populations – AAP ([Annex 3](#))
- c) Centrality of Protection ([Annex 4](#) + [video](#))

→ [Access the Excel template for batch submission](#)

9. 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 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 project from an appealing organization in whose employ s/he is⁶.

Each submission should fulfil a minimum of 7 out of 8 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 additional sector specific criteria that the panel agrees upon in advance.

Based on the above, the Validation Panel can recommend the activity's inclusion or adjustments, based on discussions with the submitting organization to address needs and fill gaps.

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

ACTIVITY

#	Validation criteria	Yes (v)	No (x)	Comments
1	Does the activity contribute to the regional sector strategy and its objectives?			
2	Can the activity expected results be achieved within the one-year timeframe (2020)?			
3	Is there any duplication with other activities? <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? <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	

GAM and Environment Marker review:

⁶ 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.

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.

10. RMRP 2020 Layout

Example report structure:

1. **Peru**
 - a. **Country summary (see below)**
 - b. **Country sectors**
 - i. Shelter
 - ii. NFI
 - iii. Health
 - iv. Protection
 - v. Integration, ...
2. **Brazil**
 - a. **Country summary (see below)**
 - b. **Country sectors**
 - i. Shelter
 - ii. Humanitarian transportation
 - iii. Education
 - iv. Protection
 - v. Integration, ...

Country/Sub-region Chapter – Layout:

1. Visual representation of key information:
 - a. Map of country/sub-region with population flow dynamics.
 - b. Key data: population projections, PiN and target for refugees and migrants and host community.
 - c. Total of appeal per country.
 - d. Number of appealing partners
2. Country/Sub-regional Overview: Summary findings of joint needs assessment and analysis
3. Sub-regional/Country-level response strategy
 - a. Country-specific planning scenario
 - b. Scope of the response
 - c. Humanitarian-Development-Peace nexus
 Explain synergies and complementarities between humanitarian assistance delivered by the sector and ongoing/planned longer-term stabilization/development interventions undertaken (e.g. improvement of public services system functioning, rehabilitation of basic services infrastructure, etc). Explain how, going forward, the sector plans to progressively reduce its footprint, e.g. by gradually empowering national and local authorities and partners, or by advocating for increased development/stabilization assistance aiming at rehabilitating public services.
 - d. Prioritization approach (based on inter-sectoral and sectoral severity, scale of needs, vulnerabilities, urgency, integrated programming)
 - e. Response principles (AAP, 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.

Sector sub-chapter structure:

SECTOR NAME

MAX 1-2 PAGES PER SECTOR PER COUNTRY

Please make sure the operational plan includes ALL population groups

Priority Needs

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

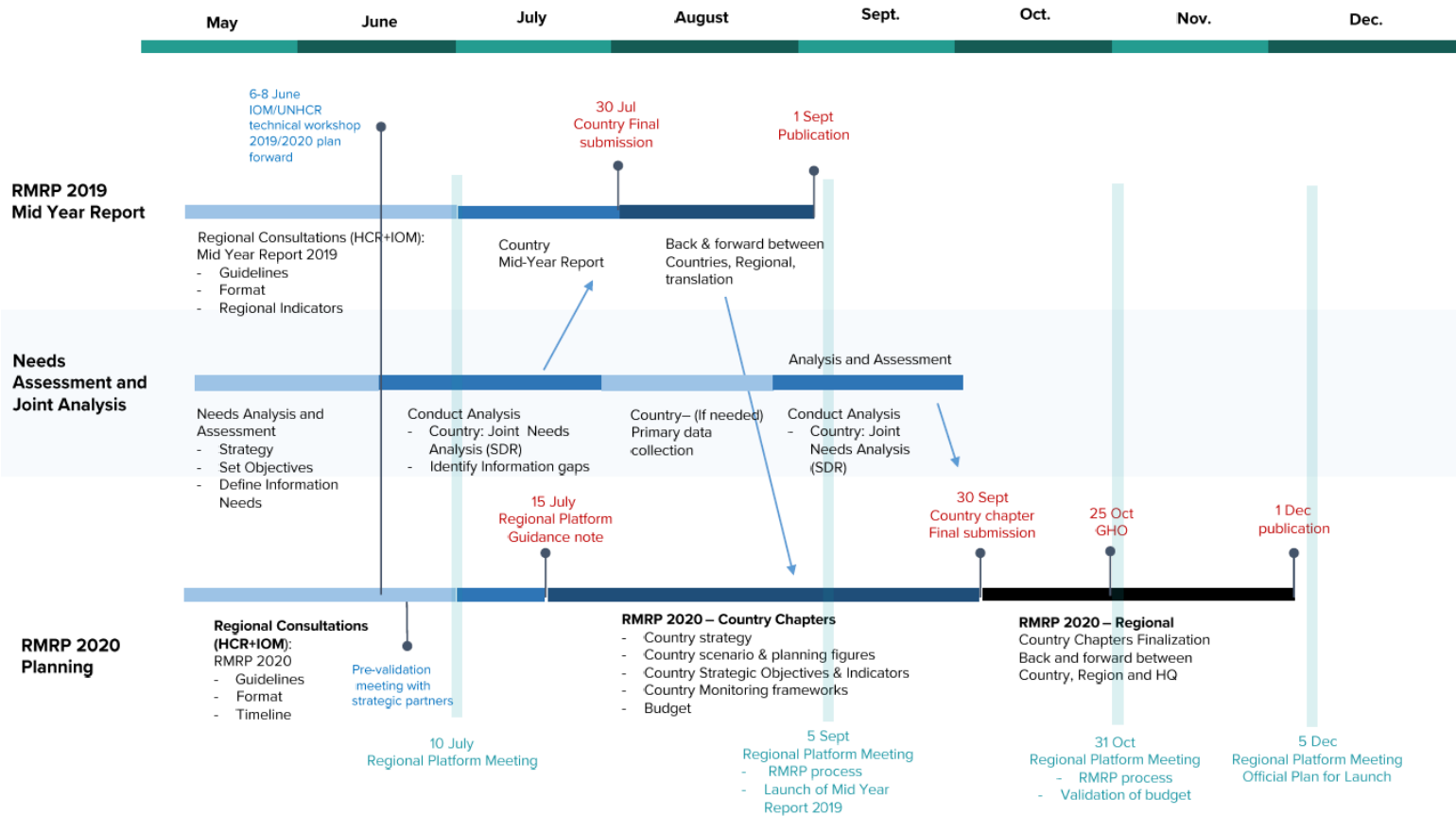
Response Strategy

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 2019, 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 2019, it should be thoroughly explained.
2. **Response priorities:** outline the top three response priorities for the sector, i.e. inter-sectoral/sectoral needs, scale of needs, vulnerabilities, urgency. 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.

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

Timelines



WHAT'S NEXT?

Activity	Actor	Deadline
Regional sector leads to identify list of indicators	Regional Sector Leads	16 August
Regional sector leads to consult national sector leads ⁷ and finalize indicators.	National/Sub-regional Sector Leads + Regional Sector Leads	23 August
Workshop: Joint analysis and explanation of partner submission form.	Appealing partners and National / Sub-regional platforms	10 September
Submission of activities to national / sub-regional platforms	Appealing organizations	13 – 22 September
Consolidation of activities by sector	National / Sub-regional Platforms	23 – 24 September
Validation of sector activities	Validation panel per sector at national / sub-regional level	25 – 27 September
Review of GAM and Environment Marker	National Gender / Environment Focal Points ⁸	25 – 27 September
Drafting of national and sector chapters	National / Sub-regional Sectors + Platforms	28 September – 7 October
Consolidation and submission of national / sub-regional chapters to Regional Platform	National / Sub-regional Platforms	8 October
Submission of the regional sector chapters to Regional Platform	Regional Sector Leads	14 October
Submission of Regional RMRP	Regional Platform	25 October

⁷ Where no dedicated sector leads exist at national/sub-regional level, the relevant national/sub-regional platform coordinators shall agree with relevant actors, and revert to the regional sector leads.

⁸ Where no Gender or Environment Focal Point exist at national /sub-regional level, please revert to the Regional Platform-level focal points (UN Women / UNEP).

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.

Severity 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.

SEVERITY SCALE LOGIC

