

# **3RP Regional Templates, Guidance & Timelines**

**3-4 September 3RP Planning workshop**

**Amman- Jordan**

# 3RP Templates, Guidance & Timelines

- Developed by Regional Drafting Committee comprising representatives from 9 UN agencies and from the Syria INGO Regional Forum (SIRF).
- Endorsed by the 3RP Regional Technical Committee and Regional Directors.
- Regional level guidance and templates to be tailored to specific country circumstances.
- Intended to maximize regional coherence while allowing countries the flexibility to adapt to their own reality.

## Semi-Final Country Abstract (“Annex C”)

<b>Country:</b>	
<b>Sector:</b>	
<b>Contact Person(s):</b>	
<b>Situation &amp; Needs Overview:</b> [Short summary - 250 words maximum - of current situation and needs of refugees, impacted and vulnerable communities, and national systems for this sector].	
<b>Sectoral Strategy Statement:</b> [Short summary - 250 words maximum - outlining the common Refugee and Resilience strategy for the sector, particularly highlighting synergies between the two components and alignment with national plans and processes.	
Highlights (3-5 bullet points) of Refugee Response	Highlights (3-5 bullet points) of Resilience Response
<b>Objective one description</b> ( <i>objectives should, as far as possible, include outputs in both refugee and resilience components</i> ):	
Objective one indicator (targeted at the outcome level)	
Output 1.1 ( <i>Refugee component</i> )	Output 1.2 ( <i>Resilience component</i> )
Output 1.3 ( <i>Refugee component</i> )	Output 1.4 ( <i>Resilience component</i> )
Estimated financial requirements 2015 ( <i>refugee component</i> ):	Estimated financial requirements 2015: ( <i>Resilience component</i> )
Estimated total financial requirement for objective one:	
<b>Add other objectives as required (up to 5 per sector)</b>	
Estimated total sector financial requirements ( <i>refugee component</i> ): - Year one: - Year two (indicative):	Estimated total sector financial requirements ( <i>Resilience component</i> ): - Year one: - Year two (indicative):
Estimated total financial requirement for sector: - Year one: - Year two (indicative):	

- Semi-Final indicative Country Plans
  - Compiled regionally for donors
  - Preview of final 3RP shape/scope
  - Includes
    - Situation/Needs Overview
    - Sector Strategy
    - Objectives & Objective Level Indicators
    - Outputs in Refugee & Resilience Components
    - Estimated Financial Requirements for 2015 & 2016
  - Non-final or binding
- Due **20 September** for compilation by the Regional Steering Committee

# Country Chapter Format – Part 1: country section

[COUNTRY]

**3RP COUNTRY CHAPTER FORMAT**

Please follow the directions (in blue) in each section and enter the requested information/data in the grey boxes.

Please see the Guidance Note “Developing Country Chapter & Sector Work Plans” and other 3RP Guidance Notes for more information or assistance.

The information provided will be edited and subsequently inserted into the final layout for the 3RP Appeal.

## [COUNTRY] Response Plan

### OVERVIEW

#### A. Introduction

Max. 400 words

Set out the key elements of the appeal for your country including:

- Overall requirements;
- Planning figures for refugees and other affected populations (differentiate the different groups targeted including refugees in camps, refugees in urban and rural areas, other displaced groups and impacted communities - also complete the table below);
- A brief description of how the resilience and refugee components are comprised and defined for the purposes of your country plan; and
- Leadership of, and partnerships in, the response.

Insert text here

Population Group	Age Groups	Refugee		Resilience	
		Population In Need	Target Population	Population In Need	Target Population
Syrian Refugees in Camps	Men				
	Women				
	Boys				
	Girls				
Syrian Refugees in the Community	Men				
	Women				
	Boys				
	Girls				
Members of Impacted Communities	Men				
	Women				

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Narrative Plans to be published as Chapters in the 3RP appeal.

Responsibility of Inter-sector Working Group to complete Country Narrative

Includes

- Description and tabulation of overall Populations in Need/Targeted in Country.
- Response Capacities of communities, governments and 3RP participants.
- Strategic Overview and Response Plans for Refugee & Resilience Components.
- Description of Partnerships and Coordination.
- Political, socio-economic and humanitarian context.

Due **7 November** for Regional Steering Committee review & feedback. Final draft for design/printing by **20 November**.

## Country Chapter Format – Part 2: sector section

[COUNTRY]

[Sector Working Group] response

Lead Agencies		
Partners	[Include appealing agencies and implementing agencies. Can include UN, INGO, NGO and government. Please list in alphabetical order]	
Objectives	1. 2. 3. 4. 5.	
GENDER MARKER		
REFUGEE FINANCIAL REQUIREMENT 2015	US\$	
RESILIENCE FINANCIAL REQUIREMENT 2015	US\$	
3RP TOTAL FINANCIAL REQUIREMENT 2015	US\$	
RESILIENCE REQUIREMENT 2016	US\$	
Contact Information	Refugee Component: [Name]; [email] Resilience Component: [Name]; [email]	

### 1. Current Situation

Max 500 words

- Briefly summarize **achievements** until end of September 2014 and implementation for the Sector, including a graphic representation through your September Sector Dashboard.
- Provide quantifiable achievements for the different populations targeted where possible.
- Describe innovations and new approaches which improve the lives of beneficiaries, increase efficiency or enhance resilience/sustainability.
- Provide sector-specific contextual information - i.e. how any political, socio-economic and humanitarian developments effect/impact this particular sector.
- Summarize principal challenges and concerns for the Sector, including any security, logistical or other constraints which affected or are currently affecting the delivery of assistance.
- Describe the capacity of national systems, and the ability of refugees to access services within those systems.
- Describe the impact of the refugee influx on those national systems and how this in turn impacts on the local community.

[Insert text here]

- Responsibility of Sector Working Group to complete Sector Narrative for review/agreement at Inter-sector level.
- Countries/Sectors set internal deadlines to meet the deadline on previous slide.
- Includes
  - Outline of sector achievements and current situation as at September 2014.
  - Sector-specific context.
  - Description and tabulation of Populations in Need/Targeted by the Sector.
  - Sector Priorities and Objectives in response to identified needs.
  - Sector Response Plans for Refugee & Resilience Components.
  - Alignment and synergies within the 3RP components and with national plans.
  - Gender Marker.



# Agency Response Tool

- To assist Sectors collect the information from necessary to aggregate/feed into the Sector Response Matrix (uses same fields).
- Some countries enter this information only directly into ActivityInfo, so would not need this form (however fields/information is the same).
- Agencies should only submit activities that feed the agreed sector Objectives and Outputs, and use agreed sector Indicators.

Sector Response Overview Table												
Kindly fill the cells in light Yellow according to the instructions provided in column N												
Country: <i>Response Matrix CS</i>												
Sector: <i>0</i>												
Agency MoU: <i></i>												
Focal point: <i></i>												
Objective: <i></i>												
Refugee component												
Output 1.1	Targeted population by type (individuals) in 2015				Total Targeted Population	Location(s)	Output's M&E Indicators			Partner	Budgetary Requirement for 2015	NLG Budget
	SVR living in camps	SVR living in non-camp	Other of targeted population	Other population			Indicator	Target	Unit			
Insert description for Output 1.1				<i>Specify the other population groups in the POI</i>	<i>Specify all population figures</i>	<i>Specify and target geographical locations</i>	<i>Insert Output Indicator</i>	<i>Insert Output Indicator Target</i>	<i>Insert Output Indicator Unit</i>	<i>Insert all partners working on this output. Insert requests for the Operational requirements</i>	<i>Insert budgeting requirements for the year 2015.</i>	<i>Identify the post-budgetary requirement included in the activities</i>
Activities					Total Targeted Population	Location(s)	Activities's Monitoring		Partner	Budgetary Requirement for 2015	NLG Budget	
							TIME FRAME	Target				
<i>Insert description of Activity 1, for Output 1.1</i>					<i>Specify all population figures</i>	<i>Specify location if applicable</i>	<i>Specify date/ Periodicity</i>	<i>Specify Target Etc. # of Workshops, # of beneficiaries, etc. #</i>	<i>Insert all partners working on this output. Insert requests for the Operational requirements</i>	<i>Insert budgeting requirements for the year 2015.</i>	<i>Identify the post-budgetary requirement included in the activities</i>	
<i>Insert description of Activity 2, for Output 1.1</i>					<i>Specify all population figures</i>	<i>Specify location if applicable</i>	<i>Specify date/ Periodicity</i>	<i>Specify Target Etc. # of Workshops, # of beneficiaries, etc. #</i>	<i>Insert all partners working on this output. Insert requests for the Operational requirements</i>	<i>Insert budgeting requirements for the year 2015.</i>	<i>Identify the post-budgetary requirement included in the activities</i>	
Resilience Component												
Output 1.2	Targeted population by type (individuals) in 2015				Total Targeted Population	Location(s)	Output's M&E Indicators			Partner	Budgetary Requirement for 2015	NLG Budget
	SVR living in camps	SVR living in non-camp	Other of targeted population	Other population			Indicator	Target	Unit			
Insert description for Output 1.2				<i>Specify the other population groups in the POI</i>	<i>Specify all population figures</i>	<i>Specify and target geographical locations</i>	<i>Insert Output Indicator</i>	<i>Insert Output Indicator Target</i>	<i>Insert Output Indicator Unit</i>	<i>Insert all partners working on this output. Insert requests for the Operational requirements</i>	<i>Insert budgeting requirements for the year 2015.</i>	<i>Identify the post-budgetary requirement included in the activities</i>
Activities					Total Targeted Population	Location(s)	Activities's Monitoring		Partner	Budgetary Requirement for 2015	NLG Budget	
							TIME FRAME	Target				
<i>Insert description of Activity 1, for Output 1.2</i>					<i>Specify all population figures</i>	<i>Specify location if applicable</i>	<i>Specify date/ Periodicity</i>	<i>Specify Target Etc. # of Workshops, # of beneficiaries, etc. #</i>	<i>Insert all partners working on this output. Insert requests for the Operational requirements</i>	<i>Insert budgeting requirements for the year 2015.</i>	<i>Identify the post-budgetary requirement included in the activities</i>	
<i>Insert description of Activity 2, for Output 1.2</i>					<i>Specify all population figures</i>	<i>Specify location if applicable</i>	<i>Specify date/ Periodicity</i>	<i>Specify Target Etc. # of Workshops, # of beneficiaries, etc. #</i>	<i>Insert all partners working on this output. Insert requests for the Operational requirements</i>	<i>Insert budgeting requirements for the year 2015.</i>	<i>Identify the post-budgetary requirement included in the activities</i>	
Output 1.3	Targeted population by type (individuals) in 2015				Total Targeted Population	Location(s)	Output's M&E Indicators			Partner	Budgetary Requirement for 2015	NLG Budget
	SVR living in camps	SVR living in non-camp	Other of targeted population	Other population			Indicator	Target	Unit			
Insert description for Output 1.3				<i>Specify the other population groups in the POI</i>	<i>Specify all population figures</i>	<i>Specify and target geographical locations</i>	<i>Insert Output Indicator</i>	<i>Insert Output Indicator Target</i>	<i>Insert Output Indicator Unit</i>	<i>Insert all partners working on this output. Insert requests for the Operational requirements</i>	<i>Insert budgeting requirements for the year 2015.</i>	<i>Identify the post-budgetary requirement included in the activities</i>
Activities					Total Targeted Population	Location(s)	Activities's Monitoring		Partner	Budgetary Requirement for 2015	NLG Budget	
							TIME FRAME	Target				
<i>Insert description of Activity 1, for Output 1.3</i>					<i>Specify all population figures</i>	<i>Specify location if applicable</i>	<i>Specify date/ Periodicity</i>	<i>Specify Target Etc. # of Workshops, # of beneficiaries, etc. #</i>	<i>Insert all partners working on this output. Insert requests for the Operational requirements</i>	<i>Insert budgeting requirements for the year 2015.</i>	<i>Identify the post-budgetary requirement included in the activities</i>	
<i>Insert description of Activity 2, for Output 1.3</i>					<i>Specify all population figures</i>	<i>Specify location if applicable</i>	<i>Specify date/ Periodicity</i>	<i>Specify Target Etc. # of Workshops, # of beneficiaries, etc. #</i>	<i>Insert all partners working on this output. Insert requests for the Operational requirements</i>	<i>Insert budgeting requirements for the year 2015.</i>	<i>Identify the post-budgetary requirement included in the activities</i>	

## Timeline

Date	Task
3-4 Sept	3RP Technical workshop in Amman, attended by SWG co-leads (refugee and resilience), Inter-Sector Coordinators (Refugee and resilience), regional agencies, and selected representatives from the SIRF, UNCT and HCT
Aug-Sept	Country discussions underway to develop initial drafts including Results and Resource Framework
20 Sept	Semi-final Results and Resource Framework (Annex C) submitted
Sept-Oct	Country discussions continue to develop Country and Sector Response Chapters and Resource Matrix
7 Nov	3RP country chapters submitted Regional 3RP draft prepared
20 Nov	Final draft sent for editing, graphic design
2-4 December	3RP launch

## List of Guidance Notes

- Guidance Note on Developing Country Chapters & Sector Work Plans
- Guidance Note on the Refugee & Resilience Components of the 3RP
- Guidance Note on Defining the Population in Need, Targeting and Gap Analysis
- Guidance Note on Setting Objectives, Outputs & Indicators at the Sector Level
- Guidance Note on the Gender Marker
- Guidance Note on Protection Mainstreaming
- Guidance Note on 3RP Style and Terminology
- Country Chapter Format
- Sector and Agency Response Matrices
- Foundation and Background Paper - 3RP Roadmap

[See: http://data.unhcr.org/syrianrefugees/regional.php](http://data.unhcr.org/syrianrefugees/regional.php)