

# **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:	
Add other objectives as required (up to 5 per sector)	
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 affect/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.

# Sector Response Matrix

- Responsibility of Sector Working Group to complete Matrix for review/agreement at Inter-sector level.
- Countries/Sectors set internal deadlines to meet the deadline on previous slide.
- While Countries will have different requirements re: national processes and present data differently, what is vital for regional coherence:
  - Objectives with Objective Indicators (common across the components and across the countries where possible)
  - Outputs with Output Indicators
  - Outputs categorized into refugee component, resilience component, or both.
  - 2015 Budget by refugee and resilience component – at output level (with NLG component broken out).
  - 2016 Indicative Budget by refugee and resilience component – at sector level.
  - Target population – at Sector Level (and at output level, where applicable)

**Sector Response Overview Table** Kindly fill the cells in light Yellow according to the instructions provided in column P

Country: \_\_\_\_\_

Sector: \_\_\_\_\_

Focal Point (Full name, Organization, Position, e-mail): \_\_\_\_\_

Objective 1: \_\_\_\_\_

Indicator Objective 1: \_\_\_\_\_

Objective Indicator Target: \_\_\_\_\_

Insert your country, sector, an dthe name and email address of the SVG lead or focal point for this SRP Matrix

Insert a short objective statement. Each sector should have a maximum of five objectives. Complete one matrix for each objective. Insert at least one objective-level indicator by which the sector will measure progress toward this objective

Use one row for each output under this objective. Insert a maximum of 5 outputs per objective. Insert the number of individuals of each population type targeted by each output, the location(s) in which the activities will take place, and the total budget required. In the Partners column include all participating actors. If an organization is an implementing partner (ie not appealing directly for funds in the SRP), it should be listed in brackets after the name of the organization to which it is an implementing partner. For example, "Appealing Agency (Implementing Partner)". If your host government is appealing directly under an objective, it should be listed in a separate row directly underneath, to allow disaggregation. Insert only one output indicator for each output listed, along with its target for the full year and the unit to which the target refers (ie: refugees; tents; individuals; households). No lost generation; in order to track budgetary requirements for the NLG initiative, partners/sectors should specify the proportion of the overall budget that relates to NLG interventions (Education, child protection, adolescent development, SGBV).

**a. Refugees Component**

Outputs	Targeted population by type (individuals) in 2015					Total Targeted Population	Location(s)	Output's M&E Indicators			Partners	Budget	
	Age/Gender Breakdown	STR Status in camp	STR Status in community	Number of impacted communities	Other population			Indicator	Target	Unit		Budgetary Requirement for 2015 (USD)	NLG Budget (as part of the overall budget) USD
Insert description for Output 1.1 for the Refugee component (repeat as necessary up to maximum 5 outputs per objective)	Girls (Age 0-17) Boys (Age 0-17) Women (Age 18 and above) Men (Age 18 and above) Total					Aggregate of all population listed	Highest most logical geographical grouping	Insert Output Indicator	Insert Output Indicator target #	Insert Output Indicator Unit (ie: # of Persons, kits, workbooks etc)	Insert all partners working on this output. Insert a separate line for Government requirements	Insert budgetary requirements for the year 2015.	Identify the part of budgetary requirement dedicated to NLG activities
Insert description for Output 1.2 for the Refugee component (repeat as necessary up to maximum 5 outputs per objective)	Girls (Age 0-17) Boys (Age 0-17) Women (Age 18 and above) Men (Age 18 and above) Total					Aggregate of all population listed	Highest most logical geographical grouping	Insert Output Indicator	Insert Output Indicator target #	Insert Output Indicator Unit (ie: # of Persons, kits, workbooks etc)	Insert all partners working on this output. Insert a separate line for Government requirements	Insert budgetary requirements for the year 2015.	Identify the part of budgetary requirement dedicated to NLG activities
Insert description for Output 1.3 for the Refugee component (repeat as necessary up to maximum 5 outputs per objective)	Girls (Age 0-17) Boys (Age 0-17) Women (Age 18 and above) Men (Age 18 and above) Total					Aggregate of all population listed	Highest most logical geographical grouping	Insert Output Indicator	Insert Output Indicator target #	Insert Output Indicator Unit (ie: # of Persons, kits, workbooks etc)	Insert all partners working on this output. Insert a separate line for Government requirements	Insert budgetary requirements for the year 2015.	Identify the part of budgetary requirement dedicated to NLG activities
Total Budgetary requirements at output level													

**b. Resilience component**

Outputs	Targeted population by type (individuals) in 2015					Total Targeted Population	Location(s)	Output's M&E Indicators			Partners	Budget	
	Age/Gender Breakdown	STR Status in camp	STR Status in community	Number of impacted communities	Other population			Indicator	Target	Unit		Budgetary Requirement for 2015 (USD)	NLG Budget (as part of the overall budget) USD
Insert description for Output 1.4 for the Resilience component (repeat as necessary up to maximum 5 outputs per objective)	Girls (Age 0-17) Boys (Age 0-17) Women (Age 18 and above) Men (Age 18 and above) Total					Aggregate of all population listed	Highest most logical geographical grouping	Insert Output Indicator	Insert Output Indicator target #	Insert Output Indicator Unit (ie: # of Persons, kits, workbooks etc)	Insert all partners working on this output. Insert a separate line for Government requirements	Insert budgetary requirements for the year 2015.	Identify the part of budgetary requirement dedicated to NLG activities
Insert description for Output 1.5 for the Resilience component (repeat as necessary up to maximum 5 outputs per objective)	Girls (Age 0-17) Boys (Age 0-17) Women (Age 18 and above) Men (Age 18 and above) Total					Aggregate of all population listed	Highest most logical geographical grouping	Insert Output Indicator	Insert Output Indicator target #	Insert Output Indicator Unit (ie: # of Persons, kits, workbooks etc)	Insert all partners working on this output. Insert a separate line for Government requirements	Insert budgetary requirements for the year 2015.	Identify the part of budgetary requirement dedicated to NLG activities
Total Budgetary requirements at output level													



# 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: Response Matrix C3  
 Sector: 0  
 Agency: MoD  
 Focal point:

Objective

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	Number of targeted	Other population			Indicator	Target	Unit				
Insert description for Output 1.1				It applies to all other population groups for the PRG	Aggregate all population figures	High level target geographical groupings	Insert Output Indicator Target 1	Insert Output Indicator Target 2	Insert Output Indicator Target 3	Insert all partners working on this output. Insert a separate line for the Government requirements	Insert budgeting requirements for the year 2015.	Identify the part of budgeting requirement included in NLG activities	
Activities						Total Targeted Population	Location(s)	Activities's Monitoring			Partner	Budgetary Requirement for 2015	NLG Budget
Insert description of Activity 1.1 for Output 1.1 Insert an acronym up to maximum 5 characters: <b>act.acronym</b>						Aggregate all population figures	Specify location if applicable	Monitoring date (Insert location date)	Activity Target (i.e. # of Workshops, # of beneficiaries, etc.)	Insert all partners working on this output. Insert a separate line for the Government requirements	Insert budgeting requirements for the year 2015.	Identify the part of budgeting requirement included in NLG activities	
Insert description of Activity 1.2 for Output 1.1 Insert an acronym up to maximum 5 characters: <b>act.acronym</b>													

Output 1.2

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	Number of targeted	Other population			Indicator	Target	Unit				
Insert description for Output 1.2				It applies to all other population groups for the PRG	Aggregate all population figures	High level target geographical groupings	Insert Output Indicator Target 1	Insert Output Indicator Target 2	Insert Output Indicator Target 3	Insert all partners working on this output. Insert a separate line for the Government requirements	Insert budgeting requirements for the year 2015.	Identify the part of budgeting requirement included in NLG activities	
Activities						Total Targeted Population	Location(s)	Activities's Monitoring			Partner	Budgetary Requirement for 2015	NLG Budget
Insert description of Activity 1.1 for Output 1.2 Insert an acronym up to maximum 5 characters: <b>act.acronym</b>						Aggregate all population figures	Specify location if applicable	Monitoring date (Insert location date)	Activity Target (i.e. # of Workshops, # of beneficiaries, etc.)	Insert all partners working on this output. Insert a separate line for the Government requirements	Insert budgeting requirements for the year 2015.	Identify the part of budgeting requirement included in NLG activities	
Insert description of Activity 1.2 for Output 1.2 Insert an acronym up to maximum 5 characters: <b>act.acronym</b>													

Resilience Component

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	Number of targeted	Other population			Indicator	Target	Unit				
Insert description for Output 1.3				It applies to all other population groups for the PRG	Aggregate all population figures	High level target geographical groupings	Insert Output Indicator Target 1	Insert Output Indicator Target 2	Insert Output Indicator Target 3	Insert all partners working on this output. Insert a separate line for the Government requirements	Insert budgeting requirements for the year 2015.	Identify the part of budgeting requirement included in NLG activities	
Activities						Total Targeted Population	Location(s)	Activities's Monitoring			Partner	Budgetary Requirement for 2015	NLG Budget
Insert description of Activity 1.1 for Output 1.3 Insert an acronym up to maximum 5 characters: <b>act.acronym</b>						Aggregate all population figures	Specify location if applicable	Monitoring date (Insert location date)	Activity Target (i.e. # of Workshops, # of beneficiaries, etc.)	Insert all partners working on this output. Insert a separate line for the Government requirements	Insert budgeting requirements for the year 2015.	Identify the part of budgeting requirement included in NLG activities	
Insert description of Activity 1.2 for Output 1.3 Insert an acronym up to maximum 5 characters: <b>act.acronym</b>													

## 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)