

BASIC GUIDANCE

for the RESPONSE PLANNING AND MONITORING (RPM) and PROJECT MODULE (PM) PLATFORMS used for the Development of Humanitarian Response Plans (HRPs) 2021

The following information is intended as simple guidance for the use of the RPM and PM for the development of HRPs for 2021. For ease of reference, note that the Guidance is broken into three components based on the type of plans you wish to submit.

Three Different Types of HRP: Based on Costing Methodology and the Presence or Absence of Projects Registration

HRPs With:

1	Project Registration and Project Costing:	The financial requirements of a Cluster/Sector reflect the sum of the costs of all projects vetted within that Cluster/Sector.
2	Project Registration and Unit Costing:	The financial requirements of a Cluster/Sector correspond to the sum of the costs of all activities that make the Cluster/Sector plan while still allowing partners to outline their individual projects for operational planning, coordination, monitoring and detailed financial tracking .
3	Unit Costing but Without Project Registration:	The financial requirements of a Cluster/Sector correspond to the sum of the costs of all activities that make the Cluster/Sector plan, and there is no project registration supporting operational planning, coordination, monitoring and detailed financial tracking .

The Basic Building Blocks

The following steps outline the basic requirements for building an HRP based around the three different types.

1. Plans with **Project Registration and Project Costing**

- a) Provide the Plan Name
- b) Outline plan framework:
 - Humanitarian Consequences
 - Overall Strategic Objectives
 - Specific Objectives
 - Cluster Objectives
 - Cluster Activities
- c) Outline the **Monitoring Frequency** of your HRP (i.e. weekly, monthly, quarterly, yearly [or other if required]).
- d) The HPC Tools team will need to establish the full list of activated in-country Clusters – these will need to be established at the country level and shared with colleagues in Geneva to ensure they are all reflected in the RPM.

- **The Protection Cluster:** we will create only one Protection Cluster. Thus, while there are a range of Protection AoRs¹ (i.e. Child Protection, Mine Action, Protection of Civilians in Armed Conflict, etc.), for this approach the single Protection Cluster will manage all AoR activities, indicators and projects. Project budgets will be split by AoR in the PM to allow for tracking of financial requirements and contributions both by AoR and by Protection cluster as a whole. This is in-line with global Protection Cluster guidance (see the Global Protection Cluster: [Revised HPC Template for HPC 2020.](#))
- e) For planning purposes, ensure there is consensus of the Common Operational Datasets for your Administrative Boundaries.
- f) **Who in, your Office, will need to access the Plan in the RPM and PM?** Ensure you have the full list (names and email addresses) of OCHA colleagues who will need to have access to your HRP – we can provide this access at HQ. OCHA in-country Plan Leads will then have the delegated authority to grant access to Cluster Leads.
- Note:** All those who will use the RPM or PM must have a *Humanitarian ID*.
- g) For country responses that have a **Refugee Response (RR)** aspect, it is likely that RR will form a separate Cluster/Sector within which various activities (which may otherwise fall under the role of other in-country Clusters/Sectors) will be grouped under RR. As such, there must be agreement as to how this will interface with the other Clusters/Sectors:
- **Option One:** The RR Cluster submit projects independently from other the Clusters. (Projects must target only refugees. Only the RR Cluster Coordinator can approve the various forms of assistance undertaken within this Cluster and this will need to be agreed upon with the Inter Cluster Coordination forum.)
 - **Option Two:** RR projects are submitted jointly with other clusters.
 - **Target Populations:** In this case the portion of refugee population coverage under the refugee response should be differentiated from other target population group covered by other Clusters. (i.e. IDPs, Returnees...).
 - **Projects can be submitted as multi-Cluster/Sector:** Projects can be multi-Cluster/Sector projects (i.e. RR + another Cluster[s]).
 - These multi-Cluster/Sector projects need the approval of both the RR Cluster/Sector Lead as well as the other, relevant Cluster/Sector Leads.
- h) To set up PM prior to the project registration, the custom questions/conditions fields on the project form need to be defined in advance. Please provide the project sheet to the Monitoring and Tools Section (MATS) with sufficient time for the questions to be configured and tested.

2. Plans with **Project** Registration and **Unit** Costing

- a) Provide the Plan Name
- b) Outline plan framework:
- i. Humanitarian Consequences
 - ii. Overall Strategic Objectives
 - iii. Specific Objectives
 - iv. Cluster Objectives
 - v. Cluster Activities
- c) Outline the **Monitoring Frequency** of your HRP (i.e. weekly, monthly, quarterly, yearly [or other if required])

¹ These are known as Area of Responsibilities (AOR).

d) The HPC Tools team will need to establish the full list of activated in-country Clusters – these will need to be established at the country level and shared with colleagues in Geneva to ensure they are all reflected in the RPM.

- **The Protection Cluster:** If the project registration process is anticipated to eventually align project budget totals with the cluster-costed envelopes, we will create only one Protection Cluster with a single associated cluster cost. Project budgets split by AoR in the PM as above will then complement this single cost with AoR subtotals and allow for tracking of contributions by AoR as well as by Protection overall.

However, if the plan will remain unit-costed based and no project registration will be completed to align the project to the cluster requirements, then please outline the AORs for your plan (e.g. Protection, Child Protection, Mine Action, etc.) as individual ‘clusters’. While all will fall under the broader reach of Protection, each unique area will be designated by their specific role (i.e. Child Protection) and permitted to cost each as a sub-amount of the overall financial requirement for the Protection Cluster.

- e) For planning purposes, ensure there is consensus of the Common Operational Datasets for your Administrative Boundaries.
- f) **Who will need to access the Plan?** Ensure you have the full list (names and email addresses) of OCHA colleagues who will need to have access to your HRP – we can provide this access at HQ. OCHA in-country Plan Leads will have the delegated authority to grant access to Cluster Leads.

Note: All those who will use the RPM or PM must have a *Humanitarian ID*.

- g) To set up PM prior to the project registration, the custom questions/conditions fields on the project form need to be defined in advance. Please provide the project sheet to MATS with sufficient time for the questions to be configured and tested.

3. Unit Costed Plans with no project registration

- a) Provide the Plan Name
- b) Outline plan framework:
- i. Humanitarian Consequences
 - ii. Overall Strategic Objectives
 - iii. Specific Objectives
 - iv. Cluster Objectives
 - v. Cluster Activities
- c) Outline the **Monitoring Frequency** of your HRP (i.e. weekly, monthly, quarterly, yearly [or other if required])
- d) The HPC Tools team will need to establish the full list of activated in-country Clusters – these will need to be established at the country level and shared with colleagues in Geneva to ensure they are all reflected in the RPM.
- For the **Protection Cluster**, please outline the AORs for your plan (e.g. Protection, Child Protection, Mine Action, etc.) as individual ‘clusters’. While all will fall under the broader reach of Protection, each unique area will be designated by their specific role (e.g. Child Protection) and permitted to cost each as a sub-amount of the overall financial requirement for the Protection Cluster.

- e) For planning purposes, ensure there is consensus of the Common Operational Datasets for your Administrative Boundaries.
- f) **Who, in your Office, will need to access the Plan?** Ensure you have the full list (names and email addresses) of OCHA colleagues who will need to have access to your HRP – we can provide this access at HQ. OCHA in-country Plan Leads will have the delegated authority to grant access to Cluster Leads.

Note: All those who will use the RPM or PM must have a *Humanitarian ID*.