

HUMANITARIAN RESPONSE MONITORING PLAN

2023 Humanitarian Response Plan - **Country name**

January to December 2023

Prepared by the Inter-cluster Coordination Group for the Humanitarian Country Team

Change the country and plan names, update the reporting period and the entity responsible for preparing the monitoring plan.

Introduction

Briefly explain the content of this monitoring plan. You may start from the standard text proposed in red below and adapt it to your situation.

*The present monitoring plan describes how the humanitarian community will ensure effective and timely monitoring of the HRP implementation and achievements in **COUNTRY YEAR**. This plan presents the collection and analysis of quantitative and qualitative data and information, to measure the achievements of the collective humanitarian response, all along the year.*

Monitoring aims at

- providing humanitarian actors with an evidence base for making decisions about what actions should be taken to strengthen the humanitarian response, redress shortcomings, fill gaps and/or adjust the HRP, thus contributing to a more effective and efficient humanitarian response, in the short and long term; and*
- improving the humanitarian community's accountability towards affected populations, local governments, donors, and the general public.*

The monitoring plan is composed of three elements:

- 1) the narrative part, explaining how the monitoring work will be organized;*
- 2) the timeline, showing how monitoring data and information activities will be spread over the year; and*
- 3) the complete monitoring framework, gathering all indicators, and the parameters depicting how and when they will be measured.*

*The plan was prepared by the Intercluster Coordination Group (ICCG) and endorsed by the HCT on **xxxx**.*

What will be monitored: the scope and data structure

Response monitoring covers objectives and indicators that were set out 1) in the Humanitarian Response Plan (strategic and specific objectives); 2) in the cluster plans (cluster objectives and activities); and 3) in projects.

Together, these constitute the following monitoring framework:

		Baseline	Need	Target
Strategic Objective 1:	Strategic Objective statement			
	Population figure for the Strategic Objective			
Specific Objective Sp 1.1	Specific Objective statement			
	Population figure for the Specific Objective			
	Specific Objective indicator			
Cluster AAAAAA				
Population figure for the Cluster				
relates to Specific Objectives 1.1 & 2.1	Cluster Objective 1 Cluster Objective statement			
	Cluster Objective indicator			
Cluster Activity Cluster Activity statement				
Cluster Activity indicator 1				
Project Name				
relates to Cluster Objective x and y	Project Objective: Project Objective statement			
	Project indicator 1			
	Project indicator 2			

The image above is not meant to display all indicators and parameters of the HRP. It only displays the data structure, showing that monitoring data comes under 3 levels. As the actual data structure differs between countries, you may start from the Excel template provided, adapt it to your country framework, and then copy and paste it here.

*I: Strategic level: Strategic Objectives (SO) and Specific objectives
Indicators are at the outcome level. They are monitored by the Inter-Cluster Coordination Group (ICCG).*

*II: Cluster level: Cluster Objectives and Cluster Activities
Indicators are at the outcome and output levels. They are monitored by the Cluster Coordinators.*

*III: Projects:
Indicators are at the output level. They are monitored by the project owners, who report to the corresponding cluster.*

While acknowledging the importance of all levels of monitoring, this monitoring plan measures the progress of the collective humanitarian response by focusing on the upper two levels, i.e. Strategic Objectives and Cluster Objectives. The monitoring framework at the end of this document provides a detailed presentation of these objectives and indicators, with baseline, need, targets, and all parameters defining when and how they will be measured.

Further to this, financial inputs are monitored through the online [Financial Tracking Service \(FTS\)](#) platform.

Modify the text, to reflect how the monitoring work is organized for your HRP.

The measure of indicators

The monitoring framework details how each indicator will be measured. This includes the following parameters:

Indicator label: the precise description of what is being measured

Baseline: the value of the indicator before the planned action started

Need: the total need for the group considered for the indicator, i.e. the ideal target

Target: the intended value of the indicator after action, i.e. the realistic target

Data source: where the indicator measure will be found

Data collection method: what method will be used for collecting the data

Data collection frequency: when the data will be collected along the year

Data collection responsible: who is in charge of collecting this data

Data validation responsible: who is in charge of validating the data

Data storage: where the data will be stored

Adapt the text to reflect the monitoring framework of your HRP.

Data flow: collection, validation and storage

Project indicators will be measured by the project owners, and reported through xxx

Indicators attached to Cluster Plans will be monitored and aggregated by the Cluster Coordinators, and reported through xxx

At the strategic level, both cluster coordinators and OCHA contribute to measuring indicators, and report through xxx.

A third party may be involved in measuring some indicators.

As much as possible, all actors should set up monitoring processes that call for the active participation of the target population.

If possible, provide a graph explaining the data circuits. Adapt the text, to reflect your processes for data collection, validation and storage.

Data systems

The humanitarian community is using the following data systems, for the storage and sharing of monitoring data:

- HPC Tools / Response Planning Module (RPM) for the strategic and cluster objectives and indicators
- HPC Tools / Project Module (PM) for the projects
- HPC Tools / Financial Tracking Service (FTS) for tracking the financial requirements and funding received
- HPC Tools / Humanitarian INSIGHT for displaying all operational and financial data
- Other: Activity Info / Report Hub / eTools / Excel-3W / etc.

Adapt the text, to reflect the data systems used in your country.

Analysis

Every 3 months, the Inter-Cluster Coordination Group will gather all monitoring data available and analyze the progress of the response. Then, it will take decisions on corrective actions, and present findings and recommendations to the HCT.

Explain when and how analysis of the monitoring data will be conducted.

Information sharing and Reporting schedule

In this section, explain the different channels that will allow to share the monitoring data and information: PDF reports, graphic dashboards, online systems, etc. and their planned release along the year. Adapt the text below to reflect your information sharing channels.

The data and information resulting from the monitoring work will be shared through the following channels:

- The country page on Humanitarian INSIGHT will display the monitoring data at the strategic and cluster levels in a continuous manner.

- Dashboards will be produced quarterly, i.e. in April, July, October, and January.

These will present information on the humanitarian response, needs, and gaps at the strategic and cluster levels in a concise and graphical manner.

- Intermediate progress reports will be produced in April and August.

These will present progress made on strategic objectives, challenges faced in reaching the set targets, changes in the context, if any, an analysis of funding, and recommendations for the way forward. Each cluster will also elaborate on achievements towards cluster objectives, any changes in the context, challenges faced, and recommendations to address gaps in the response.

- An end-of-year report will be produced in January of the following year.

This report will present final indicators values, achievements, successes and challenges, and an analysis of funding.

- Monitoring data and information will also inform the next Humanitarian Needs Overview (HNO), and the Global Humanitarian Overview (GHO) prepared at the end of the year.

	2023												2024
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Humanitarian Insight	Continuous												
Dashboard			Jan-Mar			Jan-Jun			Jan-Sep				Jan-Dec
Report			Jan-Mar				Jan-Jul						Yearly report Jan-Dec
HPC documents										HNO		HRP	Monitoring Plan



From the Excel template for a timeline make your own timeline, and then copy it here. The timeline may also indicate the data collections deadlines.

Roles and responsibilities

In this section, briefly describe the roles and responsibilities of the actors involved in response monitoring at the different levels.

Monitoring roles and responsibilities are distributed as follows:

HC/HCT:

- Endorse the humanitarian response monitoring plan
- Ensure adequate financial and human resources to implement the monitoring actions
- Receive and discuss the reports submitted, and act upon recommendations
- Decide on the dissemination of reports to stakeholders and the general public

OCHA:

- Appoints a monitoring officer/focal point
- Coordinates all inter-cluster efforts as mentioned below (ICCG)
- Regularly updates the HC/HCT on the progress of the humanitarian response, with monitoring data and financial updates
- Disseminates reports as agreed by the HCT, and uploads them to the country's website
- Provides the required information to OCHA HQ for the Global Humanitarian Overview (GHO)

Inter-Cluster Coordination Group (ICCG):

- Develops the humanitarian response monitoring plan, and revises when necessary
- Ensures adequate resources are provided to conduct the planned monitoring work
- Monitors and reports against strategic objectives and specific objectives indicators
- Produces online and pdf reports as scheduled, based on consolidated cluster and inter-cluster information, data, and analysis

Cluster Coordinators:

- Appoint a monitoring officer/focal point
- Write specific cluster monitoring plans, with indicators attached to cluster objectives and cluster activities
- Allocate adequate resources to collect and consolidate cluster monitoring data
- Provide cluster members with adequate tools to report on their projects in a consistent manner
- Ensure cluster monitoring activities are effectively undertaken by cluster members
- Aggregate and analyze monitoring data and information against cluster objectives and indicators, and provide them to the ICCG for the production of reports as scheduled

Cluster Members:

- Appoint a monitoring officer/focal point
- Contribute to developing cluster monitoring plans, in close collaboration with the Cluster Coordinators
- Allocate adequate resources towards field monitoring activities
- Regularly report project output data in the tool(s) proposed by the Cluster Coordinators.

Resources

Every organization (OCHA, clusters, agencies, NGOs) will provide the human and financial resources required for the monitoring activities under its responsibilities.

A specific financial envelope is required / provided by donor **XXXX** for the monitoring of activities **xxxx**.

Third-party monitoring will be conducted for activities **yyyy** and will be funded by **zzzz**.

The data systems used for monitoring and data storage are funded by **xxxxxx**.

Briefly indicate financial and human resources necessary to carry out the monitoring activities presented in this monitoring plan.

HRP Monitoring Framework

	no data required
	data should come from HRP
	data should be entered

Plan Name:

Year:

		Baseline	Need	Target	Data Source	Data collection Method	Data collection Frequency	Data collection Responsible	Data validation Responsible	Data storage	Comments	
Strategic Objective 1:		<i>Strategic Objective statement</i>										
		<i>Population figure for the Strategic Objective</i>										
Specific Objective Sp 1.1	<i>Specific Objective statement</i>											
	<i>Population figure for the Specific Objective</i>											
	<i>Specific Objective indicator</i>											
Specific Objective Sp 1.2	<i>Specific Objective statement</i>											
	<i>Population figure for the Specific Objective</i>											
	<i>Specific Objective indicator</i>											
Strategic Objective 2:		<i>Strategic Objective statement</i>										
		<i>Population figure for the Strategic Objective</i>										
Etc...												
Cluster AAAAAA		<i>Population figure for the Cluster</i>										
relates to Specific Objectives 1.1 & 2.1	Cluster Objective 1 <i>Cluster Objective statement</i>											
	<i>Cluster Objective indicator</i>											
	Cluster Activity <i>Cluster Activity statement</i>											
		<i>Cluster Activity indicator 1</i>										
		<i>Cluster Activity indicator 2</i>										
Cluster BBBB BBB		<i>Population figure for the Cluster</i>										
relates to Specific Objective 1.2	Cluster Objective 2: <i>Cluster Objective statement</i>											
	<i>Cluster Objective indicator</i>											
	Etc...											
Project Name												
relates to Cluster Objective x and y	Project Objective: <i>Project Objective statement</i>											
	<i>Project indicator 1</i>											
	<i>Project indicator 2</i>											

* Get a data extract from RPM in Excel with all HRP data: Strategic Objectives / Specific Objectives / Cluster Objectives / Indicators / Need / Target.

* Format this excel table as displayed above, using the Excel template provided for a monitoring framework

* Fill in all missing parameters

* Copy-paste the full monitoring framework here.