

01

Step by Step to producing **2024** **HNOs and HRP**s

Humanitarian Programme Cycle 2024
May 2023



Humanitarian
Programme
Cycle **2024**

Table of contents

03	Introduction
05	Process overview
06	Step 1: Agree on scope of the analysis and costing approach
08	Step 2: Conduct secondary data review: analyse trends, identify opportunities for joint analysis with development/peace actors, and identify data gaps
09	Step 3: Plan and collect primary data (as appropriate)
10	Step 4: Conduct joint intersectoral needs analysis
12	Step 5: Define the scope of the HRP and formulate initial objectives
14	Step 6: Conduct response analysis
16	Step 7: Finalize objectives and associated indicators
18	Step 8: Formulate projects/activities and estimate cost of the response plan
20	Step 9: Release the Humanitarian Response Plan
22	Step 10: Finalize the monitoring plan
24	Step 11: Conduct after action review
25	Annexes
25	Glossary
35	Matrix of roles and responsibilities
44	Global Humanitarian Overview 2024: timeline

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Introduction


This document provides an overview of the main steps involved in the development of the Humanitarian Needs Overview and Humanitarian Response Plans, within the Humanitarian Programme Cycle (HPC). It should be read alongside the:

- [Humanitarian Needs Overview \(HNO\)](#) and [Humanitarian Response Plan \(HRP\)](#) annotated templates, these indicate what information to present and how to do so;
- [HPC 2024 Facilitation Package \(Complementary guidance\)](#), which provides in-depth information on the “what” and “how to” elements;

The steps reassert the sequence of the first segments of the HPC, with needs analysis directly informing decisions about the response and monitoring, whether for the preparation of new plans or adjustments to existing ones. The steps for producing HNOs and HRPs have a rationale and cannot be skipped. However, the depth of work under each step should be adapted to the realities of the operating environment and capacities.

Reforming the HPC

In its Strategic Plan OCHA has made the attainment of “a coherent humanitarian response that is people-centred, context specific, contributes to community resilience and promotes concrete protection outcomes” a priority. The HPC Reform is central to achieving this transformation. HPC Reform efforts started with lightening of the HPC 2023, with advice provided to country offices to streamline the HNO and HRP production:

- Analysis and planning – adopt a ‘good enough’ approach in data-poor contexts
- Outcome documents – shorten narratives by focusing on figures, severity maps and key findings 
- Put people first – prioritise consultations with affected people ahead of the HNO/HRP preparations

Further consultations are in progress to address concerns of complexity, labor intensiveness, and other challenges.

Many solutions are integrated into this year’s HPC Facilitation Package to lighten the process:

- [HNO and HRP](#) guidance instructions are integrated in more streamlined Annotated Templates.
- Shorter [HNOs and HRPs](#) documents
- Simpler methods – for instance the introduction of the new [Joint and Intersectoral Analysis Framework \(JIAF 2.0\)](#)
- [Upcoming](#) new methodology for HNO and HRP Quality Review

Ensuring a principled humanitarian response

Global commitments stemming from the World Humanitarian Summit, the Grand Bargain, IASC and the Secretary General’s priorities underpin programming expectations. This includes the [Call to Action](#) for principled humanitarian response that places protection at the center of the humanitarian agenda, promotes gender equality, addresses inequity and exclusion, and aligns with the [2030 Sustainable Development Goals](#).

Linking humanitarian action to risk management and the peace-development agenda

Recent years have seen renewed attention to emergency preparedness, and early or anticipatory action. This includes recognizing the importance of mitigating or averting crises where possible, and serving as an important link with development and peace interventions.

The [IASC Emergency Preparedness Package](#) serves as a short technical step-by-step guide aimed at non-Humanitarian Response Plan (HRP) countries to support the development, or strengthening, of preparedness measures to ensure that country teams are operationally ready to implement activities which can address the potential new or escalating crises. Additionally, in March 2021 UNDRR developed a [checklist](#) to support integration of disaster risk considerations in HRPs.

At the time of launching the HPC in each country, linkages between Emergency Response Plans,

contingency, anticipatory action, Common Country Assessment (CCA), UN Sustainable Development Cooperation Framework (UNSDCF), government plans, international financial institution plans, and other relevant development-oriented analysis and plans should be identified.

Dates and status of preparation and finalization of the CCA, UNSDCF and other plans should be referenced at the outset to seize opportunities for:

1. sharing data and analysis with mutual benefits on the depth of the needs analysis, particularly causal analysis,
2. aligning the humanitarian response with other ongoing or planned responses to avoid duplication and identify areas/groups for whom development responses may be more appropriate.



Organization of the document

The document consists of three primary sections.

1. The process overview

The Process Overview presents an indicative timeline for the development of the HNO and HRP, alongside key dates associated with the Global Humanitarian Overview (GHO) and Global Humanitarian Response Plan (GHRP) monthly progress reports (until end 2023). More detailed information on facilitation, technical guidance and 'how to' can be found in the Step by Step's [companion documents](#).

The Guide is indicative, with each country operation expected to modify based on the unique situation and context. Therefore, steps may not always be linear, although for simplicity they are presented as such and not every country follow the same timeline. For example, the number of consultations with government counterparts, or at the sub-national level can vary widely between operations. Some country offices may prefer to 'kick off' the HPC with a HCT discussion on the intended scope of the response, with additional HCT check ins or discussions throughout the process beyond that which is suggested in the Step by Step Guide.

2. **The glossary** provides definitions of key terms and terminologies found within the document.

3. **The appendices** include a matrix of key activities, roles and responsibilities for the various actors involved in the HPC.

In countries with a refugee population, a specific refugee chapter, led by UNHCR should be included in accordance with the [OCHA/UNHCR joint note on Mixed Situations](#) from 2014.

Step 1

Agree on scope of the analysis and costing approach

HNO

HRP

Indicative timeline June 2023

Key activity 1

Initial HPC kick-off workshop

Key participants

Inter-Cluster Coordination Group (ICCG), Cluster/sector planning and programming stakeholders, IM/data, analysts, subject matter experts¹

Key outputs

- Present updates to 2024 HPC and explain the relationship between 2023 HPC, development plans and GH0
- Agree on HPC timelines, roles and responsibilities, how to engage with development actors, process (i.e. sub-national) roles, responsibilities, approach to community engagement, inclusivity, and modalities
- It is highly recommended to establish an Analysis Team inclusive of gender expertise to conduct the intersectoral needs analysis
- Review achievements and challenges from last year and discuss how the context has changed
- Consolidate and map information of completed and/or planned data collection activities
- Agree on how risk analysis will be included²
- Agree on the scope of the HNO analysis for affected geographical areas and population groups based on what is known about the crisis context, shocks and impacts
- Decide on costing methodology for the HRP

Key activity 2

Sub-national consultations (as appropriate)

Key outputs

- Review national HPC workshop recommendations
- Elicit inputs on scope of analysis and response, key questions, required data and information
- Engage local NGOs, CBOs and community actors

Key activity 3

HCT endorsement

Key output

- Present agreed scope of HNO analysis, initial analysis and costing approach to HCT for endorsement

¹ In countries where an ICCG does not exist, it is assumed a coordination body that serves a similar function will be used or established to support this work. The coordination body should include subject matter experts with knowledge of gender considerations, disability inclusion, cash coordination, etc.

² Please refer to guidance on [Risk Analysis and Projections](#) and the [Emergency Response Preparedness Package](#).

1.1

Set the scope of analysis for the HNO, based on the crisis context and develop an analysis plan to answer the key questions needed to inform planning and decision making

What is it and why is it important?

The HNO applies an analysis framework to facilitate systematic thinking by identifying the data and information required, how to organize and make sense of it, and the processes for reaching consensus. The new [Joint Intersectoral Analysis Framework \(JIAF\) 2.0](#) feeds the HNO.

Setting the scope of the analysis requires decisions on what information is most relevant for the analysis, thereby informing the essential information to be collected and examined, with the aim of reaching consensus on the overarching characteristics and key measures of the crisis, and how the population is affected, where and why.

Key considerations for setting the scope of analysis include:

- What has changed in the humanitarian context, including the protection environment/ risks,³?
- Which geographical areas are affected by the crisis?
- How are different population groups exposed to different shocks and risks?
- What key humanitarian evidence are needed to underpin the analysis?
- At what level (i.e. household, community, individual) is analysis feasible and data available?
- How will affected populations be engaged, including hard to reach populations?
- Are there appropriate and sufficient capacities available (IMO, analysts, accountability and inclusion specialists, and coordinators, at agency, sector/cluster and OCHA) to support the HNO process?

The scope serves as the basis for, and informs, the HNO analysis plan, which includes:

- Brief rationale for focusing on geographical locations.
- Steps, roles, and responsibilities with timelines for analytical conclusions.
- Information on consolidating and mapping data collection activities.
- The scope, objectives, methodology, coverage, key evidence, timeline of data collection, processing, and analysis.

1.2

Decide on [costing methodology](#) for 2024

- While costing is not part of the analysis plan and initial scoping, it is a critical element for planning. As some elements of costing can be time consuming, it is beneficial for partners (clusters and operational organizations) to have ICCG / HCT agreement at the outset of the HPC process on the methodology that will be used.
- In 2017, the IASC Principals agreed that HCTs could choose a [costing methodology](#) for their HRPs that is either “project-based”, “unit-based” or a “hybrid” of both. While the policy remains valid, the [2022 Costing Methodology Report](#) did not recommend one method over the other. In the absence of updated operational guidance, [three methodological case studies](#) are offered to support peer-to-peer learning and capture country-level knowledge of the decision-making process for choosing an HRP costing methodology. The case studies outline the process and steps for each of the costing examples.
- Based on the above, agree on costing methodology, alongside the parameters for the chosen methodology.

1.3

Present analysis framework and costing plan to Humanitarian Country Team for endorsement

³Please refer to the [IASC Policy on Protection in Humanitarian Action](#).

Step 2

Secondary data review: Analyse trends, identify opportunities for joint analysis with development/peace actors, and identify data gaps

HNO

Indicative timeline
July-August 2023

Key activity Secondary data review

Key participants

Assessment and Analysis Working Group (AAWG) with IMOs, sector/clusters, specialized working groups

Key outputs

- Based on the agreed scope of analysis, collect, collate, and review existing data, indicators and other information required to answer key questions related to the specific population groups, geographical areas, or other thematic issues specified in the scope of analysis. Identify which data, indicators and other information require updating.
- Sectors/clusters and specialized working groups should also be engaged in in-depth analysis on their area of expertise

Conducting a Secondary Data Review (SDR) facilitates the analysis by collating data or information relevant to the HNO's framework and scope of analysis in a systematic and structured manner. Gender disaggregated analysis should consider age, disability, and other factors as a core feature of the analysis.

2.1 Compile the evidence base (collect and collate)

- Identify which institutions (including government ministries and local authorities),⁴ agencies, cluster sectors, specialized working groups,⁵ I/ NGOs and development/peace actors have relevant data, indicators, information, analysis that contribute to answering the key questions.
- Identify what information is available from community engagement and two-way communications processes between the affected population and humanitarian actors, as well as organizations specializing in gender, disability and elderly person inclusion.

- Organize the information into a structure that matches the analysis framework as closely as possible, to facilitate the review.⁶

2.2 Undertake secondary data review

- Review existing data, indicators, etc., including development / assessments data, that answer the key analysis questions and enable vulnerability and risk projections.
- Assess the timeliness and reliability of the data.
- Begin development of initial intersectoral analysis narrative.

2.3 Identify and determine how to bridge critical information gaps

- Identify whether gaps are specific to a thematic issue, sector/cluster, or are multi-sectoral or cross-cutting. To what extent do the gaps prevent answering the key questions?
- Determine how to bridge the critical data and information gaps.

⁴Please refer to the [Recovery and Peacebuilding Assessment \(RPBA\)](#), the [Post-Disaster Needs Assessment \(PDNA\)](#) and the [Common Country Analysis \(CCA\)](#) for the [UN Sustainable Development Cooperation Framework \(UNSDCF\)](#).

⁵These may include groups on cash coordination, disability inclusion, gender equality, and others.

⁶A spreadsheet can be used for this, or even better a purpose-built tool such as [The Data Entry and Exploration Platform \(DEEP\)](#).

Step 3

Plan and collect primary data (as appropriate)

HNO

Indicative timeline
July-August 2023

Key activity
Coordinated primary data collection

Key participants

All entities and gender specialist through inter-cluster/sector (and/or cluster/sector level, where appropriate) Assessment and Analysis Working Group (AAWG)

Key outputs

- As agreed in the [IASC Operational Guidance on Coordinated Assessments in Humanitarian Crises](#), look to harmonize data collection activities and/or jointly agree on methodology, expected outputs and approaches. Sectors/clusters and specialized working groups should also be engaged in in-depth analysis in their area of expertise
- Where a multi-sector needs assessment (MSNA) is being carried out, this is conducted under the direction of the HCT

- If the SDR reveals gaps in information that jeopardize the quality of the joint intersectoral analysis needed for the HNO, collection of additional information through field assessments may be required.
- Use expert discussions / judgement as a method to conduct needs and severity analysis.
- Clusters/ sectors discussions of plans to fill in missing data, particularly where specific methodologies do not align with multi-sectoral assessments (i.e. nutrition). This includes coordination with other clusters to identify what can effectively be explored at the inter-cluster level.
- Ensure data collection is undertaken in an inclusive manner that allows for appropriate disaggregation, notably by sex, age, and disability.

Step 4

Conduct joint intersectoral needs analysis

HNO

Indicative timeline
July-September 2023

Key activity 1

Joint intersectoral analysis workshops
(also at sub-national where possible and relevant)

Steps 5 can be initiated during these workshops: kick-start the reflection on the HRP scope and strategic objectives based on the intersectoral needs analysis. Proposals can be considered and taken forward in steps 5 by a smaller group.

Key participants

Analysis Team as part of ICCG and AAWG, with expertise from Data and IM staff, analysts, subject-matter and cultural experts, planning and programming staff, affected communities

Key outputs

- Undertake joint intersectoral analysis based on the outputs of the Secondary Data Review, and any additional assessments used to fill information gaps (i.e. MSNA, government, NGO, agency, sector/cluster assessments)
- As much as possible, specialized task forces consolidate data and provide supplementary analysis on cross cutting issues (e.g. cash, gender, disabilities, older persons)
- Agree on intersectoral analysis results, including humanitarian conditions and severity of needs by population groups and geographical areas
- **After** conducting analysis, estimate intersectoral and sectoral people in need figures
- Agree on needs monitoring requirements and indicators

Key activity 2

HCT endorsement

Key outputs

- Present the joint intersectoral analysis results and monitoring requirements to HCT for endorsement.

4.1

Conduct the preliminary intersectoral analysis, and draft the intersectoral narrative needs and severity analysis

- In a workshop setting, use the outputs of the Secondary Data Review, any additional assessments and the expertise of the participants to explore, evaluate and validate the collected evidence. This should be carried out as per the analysis plan to answer the key questions related to the Humanitarian Conditions and identify associated factors (i.e. vulnerabilities and capacities).

- The conclusions reached during the setting of the scope of analysis (step 1.1) should serve as the starting point for the analysis. This analysis should highlight protection risks, violations, and harms.⁷


4.2

Calculate initial PiN and severity estimates

- The severity of Humanitarian Conditions is estimated by taking into account of needs (the degree of harmfulness of the Humanitarian Conditions) is a central function of the JIAF and is applied using the JIAF Severity Model. Evidence

⁷ As set-out in [IASC Policy on Protection in Humanitarian Action](#). For more information, see Section 3.3 of the JIAF Guidance.

of sectoral severity, and key intersectoral indicators are indexed, compared and classified against a common severity scale. The severity classification process allows for the designation of a severity 'phase' for a given area and / or population.

- The initial estimate of the total number of people in need is established using 'The Mosaic Method' in JIAF 2.0. The main output of both severity and PiN estimation is a preliminary calculation for review, interpretation, and validation by humanitarian stakeholders.
- The resulting estimates will be adjusted and / or validated in the final intersectoral analysis 

4.3

Conduct the final intersectoral needs analysis and finalize PiN and severity estimates

- The final step for the HNO Analysis Team before drafting the HNO (in a workshop setting) is to analyze and validate the findings of both the initial intersectoral analysis and preliminary PiN and severity estimates, using the JIAF Guidance as a roadmap.
- The team should conduct the analysis and validation at the smallest unit of analysis possible – by geographic area and / or population group, and ensure that the HNO questions, as laid out in the scope of analysis stage, are satisfactorily answered and consensus is reached on the conclusions.

4.4

Analyze risk and arrive at projections

- [Analyze risks](#) and potential shocks to determine the most likely evolution of the humanitarian situation. Risk analysis identifies the main drivers in a given humanitarian context, both positive (opportunities) and negative (shocks and stresses), their likelihood and potential severity. The risk analysis clarifies which and why changes are expected to occur, the most likely evolution, and projections on who will be affected and how.
- This will inform planning of the most likely scenario in the HRP as well as risk analysis undertaken to prepare for or anticipate hazards

outside of the scope of the ongoing response, be that in the context of preparedness plans, contingency plans and mitigation or anticipatory action plans or a combination of all three.⁸

- Identify indicators to monitor changes in the humanitarian situation and needs during the planning period.

4.5

Write up the draft analysis results

- Validate draft with ICCG and share analysis results with planning and programming staff for the HRP.
- Use the HNO template as a guide to draft the analysis results. A shorter version can also be used for regular monitoring updates.

4.6

Present to and seek endorsement and validation from the HCT (and government counterparts, where appropriate) on the analysis results and monitoring requirements

4.7

Finalisation of the HNO

- Share a consolidated draft of the HNO with the ICCG and HCT for a final review. Address any final comments.
- Produce a fully designed version of the Word draft in InDesign, using the [provided template](#).
- ~~Share the fully designed HNO in PDF format with the HCT for final clearance. Address any critical comments.~~
- ~~Proofread in preparation for publication: verify consistency in figures, spelling and design glitches~~
- ~~Obtain final clearance of the Humanitarian Coordinator and OCHA Head of Office to proceed with publication.~~
- ~~Send the PDF file to [ReliefWeb \(submit@reliefweb.int\)](mailto:submit@reliefweb.int) for online publication, providing a date for public release.~~

⁸The [IASC Emergency Response and Preparedness \(ERP\) and IASC ERP on COVID-19](#) approach offers a simple methodology to identify and rank hazards (see above 1.4 above) and to help Humanitarian Country Team to prepare for potential high-impact events outside the scope of the HRP, that would overwhelm current response capacities.

Step 5

Define the **scope** of the HRP and formulate initial objectives

HRP

Indicative timeline
August-September 2023

Key activity

Determine the **scope of the HRP and draft preliminary strategic and ~~specific~~ objectives**

Key participants


Analysis Team as part of ICCG and AWG, with expertise from data and IM staff, analysts, subject-matter, and cultural experts, planning and programming staff, affected communities

Key outputs

- Determine the **scope** of the HRP
- Draft preliminary strategic objectives. ~~Identify initial specific objectives based on draft strategic objectives~~

5.1

Determine the **scope** of the HRP based on the analysis of needs and risks⁹

- All people in need identified in the HNO should be considered when starting the planning process given their needs are 'humanitarian' by definition and their severity has been determined through the analysis in the HNO. The initial scope of the HRP is thus derived from the population groups and sub-groups in need, based on the principle of humanity, impartiality, neutrality and independence.
- Based on the HNO, review the type and severity of needs and decide on the **scope** of the HRP 
- Decisions on **the scope** should **be based on** consideration of:
 - Magnitude based on the number of people facing different humanitarian conditions and needs, the severity of needs and location;
 - Extent to which humanitarian conditions and needs overlap and potentially compound each other - particularly where some needs will not be solved unless others are addressed in the best sequence.¹⁰
 - Potential evolution of the situation, risks and projections of effects on the population groups.¹¹
 - Immediate, underlying and root causes of needs and severity, including overarching protection risks/ impacts. Causes that are not directly related to the crisis may indicate that the problems are structural or outside the scope of a humanitarian response.
 - The needs prioritized by affected population groups, other humanitarian plans and development plans which could address some of the humanitarian needs and their causes.

⁹ Please refer to [Guidance on Response Analysis, Formulation of Strategic and Specific Objectives and Targeting](#).

¹⁰ For example, food requires water, cash transfers require functioning markets, resumption of cultivation requires security of access to fields etc.

¹¹ What may seem as a less severe problem, such as for example deprivation of basic needs, could evolve into acute humanitarian needs during the planning period. Please refer to [Risk and Projection Guidance](#)

5.2

Draft preliminary intersectoral strategic and ~~specific~~ objectives

- Draft initial 3-5 **strategic** objectives that articulate the intended improvements in people's lives and livelihoods which ensure full respect for their rights. These should be outcome-based and reflect the short- to medium-term end result or changes in the lives of targeted individuals resulting from the humanitarian response during the HRP period. They should also be informed by and build on the HCT Protection Strategies.¹²
- ~~Formulate an initial set of **specific** objectives that articulate intermediate changes in people's lives. Specific Objectives are formulated for each strategic objective and offer specificity on how the strategic objective will be achieved.~~¹³
- When formulating the objectives, to the best extent possible, identify potential complementarity between the HRP objectives and the UN Sustainable Development Cooperation Framework (UNSDCF), Integrated Strategic Frameworks, government national plan(s), and/ or relevant strategic plans of financial institutions and relevant bilateral donors.

¹² Protection mainstreaming and protection integration are both essential to the centrality of protection in practice.

¹³ Both strategic and specific objectives are typically intersectoral in nature.

Step 6

Conduct response analysis

HRP

Indicative timeline
September-October 2023

Key activity

Conduct a response analysis, articulate responses and prioritization, and estimate the target.

Key participants

Analysis Team as part of ICCG and AWG, with expertise from data and IM staff, analysts, subject-matter and cultural experts, planning and programming staff, affected communities.

Key outputs

- Review the appropriateness, relevance and feasibility of interventions
- Estimate the number of people to be targeted.

The response analysis is required to review the **appropriateness, relevance, and feasibility** of **different interventions for each specific objective**. This will result in the identification of the interventions to be **implemented** and who will eventually benefit from **them** - based on criteria of appropriateness, relevance and **feasibility**, against the different characteristics of humanitarian needs (5.1 above). While appropriateness, relevance and feasibility are presented as separate sub-steps, in practice it is acknowledged that these are generally conducted simultaneously.¹⁴

6.1

Review appropriateness, relevance and feasibility of different responses

- **Appropriateness** is the first response analysis step to identify interventions that are:
 - The most likely to meet the humanitarian needs given their severity, magnitude, causes and trends.
 - Non duplicative of, or complementary to, other plans by the government (humanitarian and development), the Red Cross and Red Crescent Movement, and development actors.
 - Contributing to accountability to affected people by considering their own prioritization of needs and response.
- The result of the response appropriateness review is a refinement of the population and geographic

targets for different types of interventions: who, where, with and what. At this point, the number of people targeted is not quantified yet. It may be the same as the number of people in need, or it may be lower already if the appropriateness review has identified other humanitarian or development plans that can cater for some of the humanitarian needs.

- **Relevance** refers to the extent to which interventions address the priorities and preferences of a population.
- **Feasibility** analysis is based on logistical, market functionality and support systems, capacity, legal, political, security, cultural, etc. constraints. The result of the feasibility review is a clear understanding of what interventions can be delivered within the timeframe of the response plan and how.
- Balancing aspirations with reality is critical. Prioritization may be required according to severity, magnitude, trends and projections, associated factors, and time-criticality of the required interventions to ensure that the population derives maximum benefits from what are limited resources.
- It is expected that people with severe humanitarian needs will always be prioritized for a response, although it may still not be possible to reach all of them with the most appropriate interventions due to different constraints.

¹⁴ See [Guidance on Response Analysis, Formulation of Strategic and Specific Objectives and Targeting](#).

6.2

Articulate intersectoral and multi-sectoral response approaches based on results from response analysis and prioritize (based on severity, time-criticality, and complementarities/synergies)

6.3

Estimate target population number

- A quantification of the number of people eventually targeted is made as an outcome of the appropriateness, relevance, and feasibility review. As such, people targeted is a subset of PiN and represents the number of people humanitarian actors aim to assist during the planning period.
- It is expected that the number of people targeted will be equal to the number of people reached once the response is completed, unless the situation and needs change and/or new operational or funding constraints materialize.
- ~~Estimate population initial targets per specific objective.~~
- Review or identify requirements for [contingency planning](#) based on projections and risk analysis.

Step 7

Finalize objectives and associated indicators

HRP

Indicative timeline
October 2023

Key activity 1

Key participants

Led by the ICCG and/or a dedicated task force consisting of programming, analytical and monitoring experts. The information management working group should be consulted on the SMART formulation of strategic ~~and specific~~ objectives while the inter-sector group should lead on the formulation inter and multi-sectoral response

Key outputs

- Finalization of the formulation of strategic ~~and specific~~ objectives
- Finalization of inter- and multi-sectoral response approaches

Key activity 2 Sub-national and/ or government consultations

Key outputs

- Sub-national intersectoral groups review the proposed response parameters and provide feedback

Key activity 3 HCT endorsement

Key outputs

- Present strategic and specific objectives, estimated target population number,¹⁵ monitoring indicators and adjustments to contingency planning requirements to HCT for endorsement

7.1

Finalize objectives and associated indicators

- ~~Adjust previous SMART specific objectives based on the findings of the response analysis, or identify and define a limited number of new objectives.~~
- Update or adjust initial strategic objectives as necessary to ensure they are realistic and achievable.
- Discuss how different sectoral interventions will be sequenced, layered or combined for maximize impact.
- If applicable, identify which strategic objectives require complementary action by development

actors, or contribute to 'collective outcomes' that may have already been defined through work on the 'humanitarian-development nexus'.

7.2

Identify indicators to monitor specific objectives

- ~~Define a limited number of outcome indicators and targets that enable progress towards each specific objective to be measured. The combined achievement of the specific objectives should attain the intended improvement formulated in the respective strategic objective.~~
- ~~Agree on roles and responsibilities, frequency of monitoring, and resources required.~~

¹⁵ Please note that this figure will have to be updated following project registration and/or activity vetting.

7.3

Clusters/sectors develop response plans and identify cluster objectives

- Guided by the inter-cluster coordination group, clusters/sectors identify cluster objectives required to achieve HRP strategic ~~and specific~~ objectives, with indicators and targets.
- Clusters/sectors formulate the necessary cluster activities. This should consist of a response strategy, including priority intervention areas, target population, indicators and targets, based on the HRP strategic objectives, and response parameters agreed by HCT. Specify, to the greatest extent possible, who will implement which activities and where.

7.4

Sub-national and/or government consultation/review draft HRP response parameters (where appropriate)

- Sub-national intersectoral groups review the proposed response parameters and provide feedback.

7.5

Validate document with ICCG and present and seek endorsement by the HCT of the strategic objectives and approach, number of people targeted, and response monitoring framework

Step 8

Formulate projects/activities and estimate cost of the response plan

HRP

Indicative timeline
November 2023

Key activity 1

Project development, vetting and upload

Key participants

Clusters/sectors and partners

Key outputs

- Share cluster/sector response plans with partners
- Develop projects
- Upload and vet projects

Key activity 2

HCT endorsement of estimated cost of response plan

Key outputs

- Present estimated cost of the response and modalities to HCT for endorsement

Key activity 3

Draft response plan

8.1

Initiate drafting of HRP

- Start drafting the HRP according to the template, including response analysis, prioritization, strategic and specific objectives, number of people reached in the previous planning period, number of people targeted in the next planning period.
- Review sector/cluster response plans and inter-sector narrative to ensure convergence.

8.2

Project development, vetting and upload

- Share sector/cluster response plans with partners to guide project development.
- If project costing/uploading has been decided,

organizations should upload their projects to <https://projects.hpc.tools>.

- When uploading projects, be sure to select [Areas of Responsibilities \(AoRs\)](#)¹⁶ under the cluster/ sector dropdown list and tag the integrated AoR programmes under multiple sectors. If the option is not available, request that OCHA makes it available.
- Agree on uploading and vetting of multi-purpose cash projects, where appropriate.
- Vet projects at sector/cluster and intersectoral level (and sub-national, where applicable) to ensure projects contribute to achievement of strategic and specific objectives in a complementary manner.

¹⁶ For example: Child Protection, Gender-Based Violence, Housing, Mine Action, Housing, Land and Property.


8.3

Estimate the cost of the response

- Calculate the total cost of the response by either summing up cluster/sector unit costs (unit-based costing), or by summing up the financial requirements of projects submitted (project-based costing), or by a mix of both methodologies to reach the final financial estimate ("hybrid").

8.4

Secure endorsement of HCT on estimated cost of the response

- Organize a defense of the cluster response plans and financial requirements with the Humanitarian Coordinator (optional). The Humanitarian Coordinator has the authority to instruct cluster coordinators to modify financial requirements. 

8.5

Finalize and write-up the draft response plan

- Use the **HRP** template as a guide to finalize the drafting of the **humanitarian response plan**.

Step 9

Release the Humanitarian Response Plan

HNO

HRP

Indicative timeline

January 2024 - February 2024

Key activity

Finalize and Release HRP

Key participants

- HC, HCT, ICCG, OCHA Head of Office

Key outputs

- The HRP document is released in PDF, and displayed online in HumanitarianAction.info

9.1

Finalize the HRP document

- Share a consolidated draft of the HRP with the ICCG for a final review. Address any final comments.
- Produce a fully designed version of the Word draft in inDesign, using the provided template.
- Share the fully designed HRP in PDF format with the HCT for final clearance. Address any critical comments.
- Proofread in preparation for publication: verify consistency in figures, spelling, design glitches, ensure the figures in the PDF file are matching with the figures that will be provided for the online display in HA (step 9.2)
- Obtain final clearance of the Humanitarian Coordinator and OCHA Head of Office to proceed with publication.
- Send the PDF file to ReliefWeb (submit@Reliefweb.int) for online publication, providing a date for public release.

9.2

Prepare the HRP display online

- From the day of the GHO release, the plan already has a page in HumanitarianAction.info, displaying its estimated figures. These now need to be replaced with the plan confirmed complete figures and narrative.
- 10 days ahead of the planned date of release, upload the detailed HRP content in RPM, with the help of the HPC-Tools support team, to complete the plan page in HumanitarianAction.info. More information about HPC Tools can be found [here](#)

The detailed HRP content includes:

- Cluster architecture and contacts
- Financial requirements
- The complete logframe data: Strategic Objectives, Specific Objectives, Cluster Objectives, Cluster Activities, with caseloads, indicators and targets
- The narrative content
- Pictures and graphs
- The PDF file, and its [ReliefWeb link](#)
- In case the whole HRP content cannot be ready online for the release date, it is possible to publish first only the detailed financial requirements, and the rest later on.

9.3

Release the HRP

- Set in advance a date for the public release of the HRP.
- Organise a launch event on the day of the public release (optional). The launch event can take the form of a briefing to donor representatives at country-level chaired by the Humanitarian Coordinator, featuring brief presentations by cluster coordinators.
- On the day of the HRP public release:
 1. The PDF file is published on ReliefWeb
 2. The complete plan page is displayed on HumanitarianAction.info – its status shifts to “published”
 3. OCHA Country Office sends an email to members of the humanitarian community (HCT and ICCG members, NGO community, donors) with a link to the ReliefWeb and HumanitarianAction.info pages – it is not recommended to share the PDF file as an attachment, if critical corrections are required after the release
 4. the launch and other advocacy/communication events take place (optional).

9.4

Changes to the HRP after release

- The narrative and figures provided in the plan page on HumanitarianAction.info can be updated at any time during the year, if required.
- The HCT can decide to conduct a mid-year review of the HRP financial requirements, if required. Revised financial requirements will be reflected on HumanitarianAction.info and FTS.
- The HCT can decide to conduct a revision of the HRP at any point in the year if required by major changes in the humanitarian situation.

Step 10

Finalize the monitoring plan

HNO

HRP

Indicative timeline

January 2024 - February 2024

Key activity

Finalize the monitoring plan and ensure its endorsement by HCT

Key participants

- Clusters/sectors and partners, ICCG, HCT
- Monitoring focal points designated by OCHA and clusters.

Key outputs

- A light document presenting the monitoring activities that will happen throughout the year, and how the monitoring findings will be shared.

10.1

Finalize the monitoring plan

- Designated monitoring focal points should develop a monitoring plan. The monitoring guidance includes a template.
- It should have 3 parts:
 1. a narrative explanation
 2. a monitoring framework (indicators and targets), and
 3. a timeline.
- The narrative part explains how the monitoring of the collective response will be organized across the humanitarian community.
- The monitoring framework gathers all indicators and targets presented in the HRP, against strategic objectives, ~~specific objectives~~, cluster objectives and cluster activities. For each indicator, it provides the necessary parameters: need / baseline / target / disaggregation / data source / data collection methodology and frequency / who is in charge for data collection and validation.
- The timeline indicates when the information sharing products will be released along the year. This may include the production of PDF reports like Humanitarian Dashboards, Periodic Monitoring Report and others, as well as online reporting in HumanitarianAction.info.

10.2

The monitoring plan offers the following advantages

- The preparation of the plan allows all actors to discuss and determine how ambitious the monitoring work should be at the collective level, along the duration of the HRP, setting a balance between what is useful, and what is realistically feasible, with the existing resources.
- Once agreed, it informs everyone (HCT, actors, government, donors) on what will be monitored and what not, at the collective level, and what report may be expected by when.
- It distributes the tasks among all HPC stakeholders: OCHA, ICCG, cluster coordinators organizations. Each actor will know what needs to be done and by when, for monitoring at collective level.
- It identifies what tools and resources are required for response monitoring at collective level.

10.3

Present to HCT for endorsement

- Once prepared by the ICCG, the Monitoring Plan should be presented to the HCT, announcing what information may be expected, when and under what form.
- The presentation should underline that the proposed Monitoring Plan is a realistic proposal based on available resources.
- If the HCT considers the monitoring intentions too low the discussion should identify extra resources, in order to raise the ambitions of the Monitoring Plan.

Step 11

Conduct After Action Review

HNO

HRP

Indicative timeline

January - February 2024

Key activity

After Action Review (AAR)

Key participants

- Inter Cluster Coordination Group (ICCG), with OCHA providing or coordinating facilitation. The AAR may be linked with other annual processes such as the ICCG Performance Monitoring Review. Individual clusters may wish to link the annual Cluster Coordination Performance Monitoring exercise, and other bodies, such as an Information Management Working Group (IMWG), may wish to hold similar exercises and utilize that information to inform the ICCG AAR.

Key outputs

- Discussion of strengths and weaknesses from the process to streamline for coming year
- Summary report shared with OCHA Assessment, Planning and Monitoring Branch (APMB)

11.1

The AAR offers country teams the opportunity to discuss strengths and weaknesses in the enhanced HPC approach itself, and collectively problem solve on how to improve or streamline the process for the coming year. The tool is centered on bringing the relevant group together and the following themes:

- What was expected or supposed to happen?
- What actually occurred?
- What did and did not go well and why?
- What can be improved and how?

11.2

A **Quality Review** of the HNO and HRP documents is undertaken annually. The quality standards articulate the requirements, specifications, guidelines and characteristics that can be **applied consistently** to ensure the products and processes are **relevant, credible and useful**. These standards are not intended for use to critique or grade the work of country operations. Information is used to:

- Identify areas for additional or strengthened support or guidance by OCHA, clusters, agencies and/or donors.
- Serve as a benchmark against which future progress will be measured.
- Report against Grand Bargain indicators on Needs Assessments.
- Other reporting requirements.
- ~~For 2024 HNOs and HRPs, the methodology used to conduct the Quality Review will evolve. New guidance will be made available on the [HPC 2024 Facilitation Package](#) page by the end of the year.~~

Annex 1

Glossary

BOUNDARIES/ BOUNDARY-SETTING

See also prioritization

The boundaries of an HRP are represented by the population groups or sub-groups, geographic areas and timeframe that have been identified as requiring humanitarian assistance during the planning period (annual or multi-year) of the HRP.

CENTRALITY OF PROTECTION IN HUMANITARIAN ACTION

Protection is “all activities aimed at obtaining full respect for the rights of the individual in accordance with the letter and the spirit of the relevant bodies of law (i.e. International Human Rights Law (IHRL), International Humanitarian Law, International Refugee law (IRL)).”

The [IASC Policy on Protection in Humanitarian Action](#) established that all humanitarian actors have a responsibility to place protection at the centre of humanitarian action through a system-wide commitment to preparedness and immediate and life-saving activities throughout the duration of a crisis and beyond, driven by the needs and perspectives of affected persons. The IASC Protection Policy commits to a people-centred approach to protection and emphasizes the joint responsibility of all sectors to integrate and mainstream protection into activities, advocate, analyse risks and engage with actors. This involves influencing protection outcomes outside the humanitarian sector, including development, human rights, peace and security actors.

COLLECTIVE OUTCOMES

A collective outcome is a concrete and measurable result that humanitarian, development and other relevant actors want to achieve jointly over a period of three- to five years to reduce people's needs, risks and vulnerabilities and increase their resilience. They reflect the desired results or changes to be obtained through a joined-up response by humanitarian, development and, where relevant, peace actors. Working towards collective outcomes is central to the New Way of Working approach between humanitarian and development actors.

If collective outcomes have been agreed upon in a country, the HRP Strategic Objectives should connect or align. If they have not yet been agreed, the HRP Strategic Objectives, along with those of development plans such as the UNSDCF, should inform the collective outcomes defined.

DECISION-MAKERS

Decision-makers in the context of the humanitarian programme cycle include:

- Cluster leads and members who decide jointly on (a) the scope of the analysis, humanitarian conditions, and monitoring requirements for the HNO, and (b) priority strategic and specific objectives, response approach, and monitoring and accountability elements of the HRP.
- Resident/Humanitarian Coordinator (RC/HC), Heads of Agencies of the Humanitarian Country Team (HCT) who endorse key outputs for the HNO and HRP.

DISABILITY

Based on the Convention of the Rights of Persons with Disabilities, [IASC](#) and [Guidance on strengthening disability inclusion in Humanitarian Response Plans](#), people with disabilities “include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.” Understood this way, disability is not synonymous with ‘impairment’. Disability is the result of an interaction between a person with an impairment and barriers in their ENVIRONMENT that hinder his or her full and effective inclusion and participation in society.

GENDER-BASED VIOLENCE

Gender-based violence (GBV) is an umbrella term for any harmful act that is perpetrated against a person’s will, andV that is based on socially ascribed (gender) differences between males and females. Acts of GBV violate a number of universal human rights protected by international instruments and conventions. Many – but not all – forms of GBV are illegal and criminal acts in national laws and policies. The nature and extent of specific types of GBV vary across cultures, countries, and regions. Examples include, but are not limited to sexual violence, including sexual exploitation/abuse and forced prostitution, domestic violence, trafficking, forced/early marriage, harmful traditional practices such as female genital mutilation, honour killings, and widow-inheritance.

GENDER EQUALITY

Equality between women and men (gender equality) refers to the equal rights, responsibilities and opportunities of women and men and girls and boys. Equality does not mean that women and men will become the same but that women’s and men’s rights, responsibilities and opportunities will not depend on whether they are born male or female. Gender equality implies that the interests, needs and priorities of both women and men are taken into consideration, recognizing the diversity of different groups of women and men. Gender equality is not a women’s issue but should concern and fully engage men as well as women. Equality between women and men is seen both as a human rights issue and as a precondition for, and indicator of, sustainable people-centered development.

GENDER MAINSTREAMING

[Gender mainstreaming](#) means integrating a gender equality perspective at all stages and levels of policies, programmes and projects. Women and men have different needs, living conditions and circumstances, including unequal access to and control over power, resources, human rights and institutions, including the justice system. The situations of women and men also differ according to country, region, age, ethnic or social origin, or other factors. The aim of gender mainstreaming is to consider these differences when designing, implementing and evaluating policies, programmes and projects, so that they benefit both women and men and do not increase inequality but enhance gender equality. Gender mainstreaming aims to solve –sometimes hidden- gender inequalities and serves as an important tool for achieving gender equality.

HUMANITARIAN- DEVELOPMENT-PEACE NEXUS (“TRIPLE NEXUS”)

The triple nexus refers to efforts to strengthen the linkage between humanitarian, development and peace assistance, prioritizing the needs and vulnerabilities of those who have been left furthest behind by development progress. While contributing to collective outcomes, humanitarian action remains guided by humanitarian principles and focused on its objectives of saving lives, alleviating suffering, and maintaining human dignity during and in the aftermath of crises. It is about:

- responding to emergencies in a way that strengthens capacities and existing systems
- implementing development programmes based on a common risk assessment that builds resilience and reduces risk for communities by strengthening social service systems most subject to shocks and stresses
- being well prepared for residual risks with contingency plans, prepositioned supplies, hiring of responders, etc.
- convergence of different sectoral programmes in geographical areas for populations of greatest vulnerability and lowest capacity

HUMANITARIAN OUTCOMES

[Humanitarian outcomes](#) are the desired improvements in people’s lives, livelihoods and resilience that speak to the identified humanitarian consequences.

IMPACT (OF THE CRISIS)

Within the framework of the humanitarian programme cycle, “impact” refers to the primary effects of the event/shock on the population, systems and services in the affected area.

Impact on people may refer to losses and damages to assets and capital, displacement, violence, mobility issues and livelihoods, etc. These impacts may result in needs that require humanitarian intervention.

Impact on systems and services may encompass damages to infrastructure or means of communication, disruption of social cohesion, markets, prices, services, etc.

Impact on humanitarian access refers to the ability to deliver effective humanitarian assistance without restrictions or limitations. It entails an understanding of obstacles or challenges for people in need to access relief actors, for relief actors to access people in need and other physical constraints.

This list is not exhaustive and can be complemented as relevant. Understanding impact allows for the estimation of the number of people affected, as defined in the 2016 IASC Humanitarian Profile Support Guidance.

INTERSECTIONALITY

This refers to how aspects of one’s social and political identities (gender, race, class, sexuality, ability, height etc.) might combine, overlap or intersect to create unique modes of discrimination, especially in the experiences of marginalized individuals or groups.

Intersectional approaches offer a way to understand and respond to the ways different factors, such as gender, age, disability and ethnicity, intersect to shape individual identities, thereby enhancing awareness of people’s needs, interests, capacities and experiences. This in turn will help in targeting policies and programmes.

Social groups are neither homogenous nor static, and intersectional approaches recognise this complexity by taking historical, social, cultural and political contexts into account. Intersectional approaches help us understand the differentiated nature of vulnerability and resilience. They also draw attention to the social root causes of vulnerability, creating a more nuanced picture.

INTERSECTORAL

Approaches that highlight the importance of system thinking and considering issues across sectors, and the range of factors that collectively influences humanitarian conditions or how situations in one sector influences or impact upon one or more other sectors. Outcome oriented, focused on understanding of compounding issues and underlying factors as well as collective interventions and coordination (SDGs 2030, health 2020). The objective is to build synergies across sectors to tackle complex issues using inter/cross sectors interventions and achieving inter-related humanitarian/development goals and targets, e.g. MPC.

JOINT INTERSECTORAL NEEDS ANALYSIS

Joint intersectoral needs analysis is the combination of multiple sectoral and cross-cutting data and information on people, geographic areas and time periods to reach a common understanding of the overlapping needs that people are facing and the causes of these needs.

All clusters and other relevant actors (e.g. UNHCR in refugee contexts, national and local actors, including NGOs, and cross-cutting issues experts such as gender and disability, etc.) should participate in the joint intersectoral needs analysis.

JOINT INTERSECTORAL ANALYSIS FRAMEWORK

The [Joint Intersectoral Analysis Framework \(JIAF\)](#) includes structured processes, methods, and tools to combine multiple sectoral and cross-cutting data and information on people, geographic areas and time periods, to undertake the joint intersectoral analysis in a predictable and systematic manner.

JOINT INTERSECTORAL RESPONSE ANALYSIS

Joint intersectoral response analysis is a coordinated process identifying which responses will address the humanitarian needs taking into account appropriateness and feasibility. It also determines how the response should be carried out using different response modalities such as cash/in kind, conditional/unconditional, sectoral/multi-sectoral, to meet the prioritized humanitarian needs.

All clusters and other relevant actors (e.g. UNHCR in refugee contexts, national and local actors, including NGOs, etc.) should participate in the joint intersectoral response analysis.

MONITORING

Within the framework of the humanitarian programme cycle, [monitoring](#) is the combined follow-up of changes in the context, situation and humanitarian needs, achievements of the humanitarian response and remaining gaps.

Monitoring is based on a few selected quantitative and qualitative indicators which are identified during the preparation of the HNO and of the HRP, including the frequency, and roles and responsibilities of clusters and other stakeholders to collect and analyse the various data in combination. It should build on existing monitoring mechanisms as much as possible and take fully into account the perspective and feedback from the affected population.

All clusters and other relevant actors (e.g. UNHCR in refugee contexts, local NGOs etc.) should participate in the design of the monitoring framework and its implementation

MULTI-SECTORAL RESPONSE

A multisectoral response can be:

- An integrated intersectoral response such as a multi-purpose cash transfer programme that enables different sectoral needs to be addressed.
- A layered sectoral response such as a health response implemented at the same time and in the same geographic location as a WASH response that has embedded GBV risk mitigation and disability access considerations. These sectoral responses can take place at the same time (or not) and can target the exact same population groups (or not).
- A sequenced sectoral response such as a food assistance response followed by a shelter response and by an education response.
- The decision on which multisectoral response approach is the most appropriate is based on:
 - The nature of the humanitarian needs and which sectors are concerned.
 - The articulation between the needs: are some sectoral needs more urgent to address than others? (i.e. life-threatening health needs before education), must some needs be addressed before others can be addressed? (i.e. protection before basic livelihoods).
 - The feasibility to integrate, layer or sequence the relevant sectors.

Joint response analysis is an effective tool to generate multi-sectoral responses. For instance, using a structured response analysis approach (see upcoming guidance), one can identify how different sectors can complement each other. In particular, multi-purpose cash has the potential to meet several needs at once. If market conditions and financial service provider capacities allow, then the response analysis discussion should consider if a variety of needs can be met using this response modality involving multiple sectors.

In other circumstances, cash alone will not be sufficient as, for instance, specialized nutrition assistance, health and gender-based violence services cannot be easily obtained and require specialized human resources that humanitarian agencies provide. In such circumstances, the response can be layered by providing first health services, nutrition assistance and then gender-based violence services in the same location, i.e. a health centre or a specialized centre.

PEOPLE AFFECTED

Based on the [2016 IASC guidance](#), people affected include all those whose lives and livelihoods have been impacted as a direct result of the shock or stress. Characteristics of the category People Affected must include:

- being in close geographical proximity to a crisis
- physically or emotionally impacted, including exposed to a human rights violation/protection incident
- experiencing personal loss or loss of capital and assets as a direct result of the crisis (family member, house/roof, livestock or any other asset)
- being faced with an immediate threat from a crisis.

PEOPLE IN NEED

The IASC defines People in Need as a subset of the affected population and are defined as those members:

- whose physical security, basic rights, dignity, living conditions or livelihoods are threatened or have been disrupted, AND
- whose current level of access to basic services, goods and social protection is inadequate to reestablish normal living conditions with their accustomed means in a timely manner without additional assistance.

This category is further broken down into sub-categories or by sector/cluster to provide additional detail about the intensity, severity or type of need (e.g., need of urgent life-saving assistance, food insecure population, people in need of shelter). The definition of People in Need will need to be monitored and adjusted over time. At the onset or continuation of a shock, needs are more likely to be centred on sustaining lives; the more protracted the crisis, the more needs will be centred on re-establishing and sustaining normal living and livelihood conditions.

Example: In the most populous provinces, where 5 million people out of the 6 million People Affected reside, 90 per cent of the buildings and infrastructure were destroyed in the earthquake, and roads rendered inaccessible. Those people are in need of assistance. Out of the 5 million, the number of those who have sustained critical injuries, are inaccessible or living in dwellings at risk of collapsing is estimated at 2 million. They are in need of immediate assistance.

PEOPLE TARGETED

Based on the [2016 IASC guidance](#) people targeted include the number of people in need that the humanitarian actors aim or plan to assist through the HRP.

PEOPLE REACHED

The number of people targeted who have benefited from one or several humanitarian activities at least once during the reporting period.

POPULATION GROUPS AND SUB-GROUPS

Population groups represent usual categories of people defined by one or several standard characteristics, such as their displacement status (e.g. Internally Displaced Persons-IDPs, IDPs in camps, refugees, economic migrants, host communities, non-host resident communities etc.), their type of livelihoods (e.g. farmers, pastoralists, traders, civil servants etc.), their sociodemographic characteristics or vulnerabilities (e.g. female-headed households, large families, unaccompanied and separated children, older persons, etc.), their physical or physiological status (e.g. persons with disability, pregnant and lactating, etc.), their ethnicity, their physical ability etc.

While population groups share broadly similar vulnerabilities, capacities, risks and face broadly similar humanitarian consequences of stresses and shocks, there are generally differences within each group which result in different types and severity of humanitarian needs.

These variations reflect the diversity of vulnerabilities, capacities and risks within each population group. The joint intersectoral needs analysis should examine these differences to identify specific humanitarian needs by relevant sub-group of the population according to the country context.

PRIORITIZATION	Prioritization is the final identification of the population (and sub-population) groups and locations that will be targeted by the response based on the response analysis.
RESILIENCE	Resilience refers to the ability of people to withstand future stresses and shocks on the short and longer term. Resilience capacities and associated causes are analyzed notably as part of the humanitarian-development-peace nexus and to inform joined-up planning between humanitarian, development and peace actors as appropriate.
RISK ANALYSIS	Risk analysis identifies the main drivers in a given humanitarian context, both positive (opportunities) and negative (shocks and stresses), their likelihood and potential severity. The risk analysis clarifies which and why changes are expected to occur, where, when and who will benefit or be affected.
SELF-SUSTENANCE OR SELF-MAINTENANCE	Self-sustenance or self-maintenance is the ability of people to meet their basic survival, productive and social requirements by their own means, without having to employ negative or irreversible coping mechanisms.
SEVERITY OF NEEDS	Severity of needs is defined as the degree of humanitarian needs and protection risks that populations face relative to agreed humanitarian standards.
SEXUAL ABUSE	The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
SEXUAL EXPLOITATION	Any actual or attempted abuse of a position of vulnerability, differential power or trust, for sexual purposes, including but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.
SPECIFIC OBJECTIVE	<p>A Specific Objective represents the intermediate changes in the lives of target populations that are the result of the humanitarian response during the HRP period.</p> <p>It is a tangible, realistic and measurable expression of a desired result (what?) within a given population (who?), delimited by time (when?) and in space (where?), measured with qualitative and quantitative indicators, to satisfy a determined need (why?).</p> <p>Specific Objectives are formulated for each Strategic Objective (see below) and offer specificity on how the Strategic Objective will be achieved. Like the Strategic Objectives, most Specific Objectives are intersectoral where appropriate.</p>

STRATEGIC OBJECTIVE

A Strategic Objective is *outcome-based and is the short- to medium-term end result* or changes in the lives of targeted individuals that are the result of the humanitarian response during the HRP period.

Most Strategic Objectives are intersectoral in nature and require combined response outputs from multiple clusters. A Strategic Objective is achieved through the realization of several Specific Objectives (see above).

TARGETING

Targeting is the selection and identification of people who will be assisted as part of humanitarian response. The process of targeting is based on an assessment and analysis of needs and capacities of the population in need, as well as defining eligibility criteria and identifying eligible beneficiaries.

Targeting is based on the outputs of the needs assessment and analysis and is refined at the response analysis stage by specifying the characteristics of people prioritized for the response, selecting an appropriate targeting approach and quantifying the number of people who will benefit from the planned interventions.

People targeted is a subset of people in need and represents the number of people humanitarian actors aim or plan to assist. This projected number is often smaller than the number of People in Need, given the response analysis considerations such as humanitarian needs being addressed by actors not participating in the HRP, including government and local authorities, the Red Cross Red Crescent Movement or development actors, security, humanitarian access and other constraints deemed unsurmountable. The number of people targeted should be calculated using the people in need dataset and the conclusions of the response analysis.

**VULNERABILITY/
VULNERABLE
GROUPS**

Vulnerable groups are people who present characteristics that make them more susceptible to suffer negative consequences from shocks or stresses, such as due to their age, gender, physical and mental ability, displacement status, type of livelihood, belonging to a certain religious, ethnic, caste or political group, living in certain areas etc.

Vulnerable groups will be harmed by the shock or stress and suffer humanitarian consequences if they are not able to cope (by themselves or thanks to the assistance they receive).

Annex 2

Matrix of Roles and Responsibilities

The annex is a working level document without prejudice to existing mandates, policies or accountability framework, including the Joint OCHA-UNHCR Note on Mixed Situations.¹⁷

Responsible

Those who do the work to complete the step/action.

Accountable

Those ultimately answerable for the correct and thorough completion of the deliverable or task, those who ensure the prerequisites of the task are met and who delegate the work to those responsible. The accountable person/group must sign off (approve) the work of the responsible person/group.

Consulted

Those whose input and advice are sought to inform the completion of the steps/actions.

Informed

Those who are kept up to date on progress, often only upon the completion of the task or deliverable and with whom there is only a one-way communication.

Note: Often the person/group accountable for a task or deliverable may also be responsible for its completion. Apart from this exception, it is recommended that each role receives only one type of participation in the step or activity.

Key stakeholders in the HNO and HRP process

Humanitarian Coordinator

The Humanitarian Coordinator is the senior-most United Nations official in a country experiencing a humanitarian emergency. The Humanitarian Coordinator is appointed by the United Nations [Emergency Relief Coordinator](#) and responsible for leading and coordinating the efforts of humanitarian organizations (both UN and non-UN) with a view to ensuring that they are principled, timely, effective and efficient, and contribute to longer-term recovery.

Humanitarian Country Team

The [Humanitarian Country Team \(HCT\)](#) is led and chaired by the Humanitarian Coordinator (HC). The HCT's overall goal is to ensure that inter-agency humanitarian action alleviates human suffering and protects the lives, the livelihoods and dignity of

people in need. As the top inter-agency humanitarian leadership body in a country, the HCT's primary purpose is to provide strategic direction for collective inter-agency humanitarian response. The HCT makes decisions to ensure that country-level humanitarian action is well-coordinated, principled, timely, effective and efficient. It also ensures that adequate prevention, preparedness, risk and security management measures are in place and functioning.

Implementing Organization or Agency (Cluster/Sector Member)

National and international organizations who implement humanitarian programme activities and who have chosen to participate in the IASC Cluster/Sector Approach in a given context.

Inter-Cluster/Sector Coordination Group (ICCG/ISCG)

The group of IASC Cluster/Sector Coordinators assigned by Lead/Co-Lead Agencies tasked with facilitating cooperation among sectors/clusters to assure coherence in achieving common objectives, avoiding duplication and ensuring areas of need are prioritized. Inter-cluster coordination takes place at the national and sub-national level, to coordinate the implementation of the response through each step of the humanitarian programme cycle. A representative of OCHA serves as the Chair.

Cluster/Sector Lead and or Co-Lead Agency (Cluster/Sector Coordinator)

A cluster is a group of organizations that gather to work together towards common objectives within a particular sector of emergency response. A "cluster lead" is an agency/organization that formally commits to take on a leadership role in a particular sector/area of activity to ensure adequate response and high standards of predictability, and works on behalf of the cluster as a whole, facilitating all cluster activities

¹⁷ Where a refugee population is concerned, UNHCR maintains responsibility and accountability for the steps and actions outlined herein, proceeding in consultation and with the HC/HCT and concerned technical working groups throughout.

and developing and maintaining a strategic vision and operational response plan. He/she also coordinates with other clusters in relation to inter-cluster activities and cross-cutting issues, and in accordance with the Principles of Partnership. Cluster coordination should support national responsibilities and leadership in the respective sectors.

Thematic Technical Working Groups (TWG)

The group of technical experts in assessment and analysis, covering critical fields of activity, constituted by (and with the endorsement of) the Inter-Cluster/ Sector Coordination Group. These groups may include: Assessment & Analysis Working Group, an Information Management Working Group, a Response Analysis Group, Cash Working Group, Gender Working Group, Disability Inclusion Working Group, [Inter-Agency PSEA network](#).¹⁸

¹⁸ Development analysts and programme staff should also be included in the TWGs where appropriate, to encourage coherence and synergies across the nexus.

Matrix of responsibilities

Step 1

Agree on scope of the analysis and costing approach

STEPS	ACTIONS	CLUSTER/SECTOR MEMBERS	TECHNICAL WORKING GROUPS	ICCG/ISCG	HC/ HCT
1	Agree on the scope of the analysis and costing approach	Consulted to provide inputs on scope and focus of the joint analysis for the HNO, and on approach to costing	Responsible for the development of the joint analysis plan for the HNO	Responsible for the agreement on scope and focus of the joint analysis plan for the HNO, and proposed approach to costing	Accountable for endorsing the scope and focus of the joint analysis plan for the HNO, key questions and costing approach
1.1	Set the scope of analysis for of the HNO, based on the crisis context and develop an analysis plan to answer the key questions needed to inform planning and decision making	Consulted to suggest the key questions to answer to A&A Working Group (or equivalent)	Responsible and accountable for the formulation of the joint analysis plan	Endorse the joint analysis plan	Accountable for endorsing and ensuring operational planning on the results of the joint analysis
1.2	Decide on costing methodology for 2024	Consulted to identify advantages and challenges of different costing approaches	Consulted to identify advantages and challenges of different costing approaches	Responsible for developing proposal for costing approach	Accountable for endorsing and implementing proposed approach to costing
1.3	Present analysis framework and costing plans to Humanitarian Country Team for endorsement				Accountable for endorsing and ensuring use of analysis framework and implementation of proposed costing approach

Step 2

Undertake secondary data review

STEPS	ACTIONS	CLUSTER/SECTOR MEMBERS	TECHNICAL WORKING GROUPS	ICCG/ISCG	HC/ HCT
2	Conduct secondary data review	Responsible and accountable for contributing to data and information-gap filling	Responsible for revising existing data and identifying gaps	Responsible and accountable for the review and agreement on intersectoral analysis results	Informed about findings for advocacy and decision-making
2.1	Compile the evidence base (collect and collate)	Responsible and accountable for contributing data and information	Responsible and accountable for contributing data and information	Responsible for recommending sources of data, information and indicators	Accountable for endorsing recommended data sources, information and indicators
2.2	Conduct secondary data review	Responsible for inputs to joint secondary data review and cluster/sector-specific analysis	Responsible for inputs to joint secondary data review and cross-cutting/topic-specific analysis and assessing quality of data	Responsible and accountable for reviewing and agreeing on intersectoral analysis results.	
2.3	Identify and determine how to bridge critical information gaps	Responsible and accountable for filling in critical cluster/sector gaps and undertaking cluster/sector analysis	Responsible for filling critical gaps falling outside clusters/sectors or where specialized knowledge is an advantage	Responsible for advocating with HC/HCT for addressing information gap(s).	Accountable for bridging critical data and information gaps.

Step 3

Plan and Collect primary data (as appropriate)

STEPS	ACTIONS	CLUSTER/SECTOR MEMBERS	TECHNICAL WORKING GROUPS	ICCG/ISCG	HC/ HCT
3	Collect primary data (Where appropriate)	Responsible and accountable for contributing to data and information-gap filling	Responsible and accountable for contributing to data and information-gap filling	Responsible for coordinated approach to filling data and information gaps	Responsible and accountable for ensuring resources available and required data obtained.

Step 4**Conduct joint intersectoral analysis**

37

STEPS	ACTIONS	CLUSTER/SECTOR MEMBERS	TECHNICAL WORKING GROUPS	ICCG/ISCG	HC/ HCT
4	Conduct joint intersectoral needs analysis	Responsible for inputs to joint intersectoral analysis	Responsible for inputs to joint intersectoral analysis	Responsible and accountable for joint intersectoral analysis	Accountable for endorsing analysis results and monitoring requirements.
4.1	Conduct the preliminary intersectoral analysis and draft the intersectoral narrative needs and severity analysis	Responsible for inputs to joint intersectoral analysis	Responsible for inputs to joint intersectoral analysis	Responsible and accountable for joint intersectoral analysis	
4.2	Calculate initial number of people in need (PiN) and severity estimates	Responsible for inputs to joint intersectoral analysis	Responsible and accountable for joint intersectoral analysis	Responsible and accountable for reviewing and agreeing on current and projected intersectoral PiN	
4.3	Analyze risk and arrive at projections	Responsible for inputs	Responsible and accountable for joint intersectoral analysis and input to development of indicators	Responsible and accountable for collating indicators and input to risk and projections analysis	
4.4	Conduct the final intersectoral needs analysis and finalize PiN and severity estimates				
4.5	Write up draft analysis results	Consulted on draft write up of intersectoral analysis	Responsible for drafting inter-sectoral analysis results and draft HNO	Responsible and accountable for reviewing and agreeing on intersectoral analysis results	
4.6	Present to and seek validation and endorsement from the HCT (and government counterparts, where appropriate) on the analysis results and monitoring requirements				Accountable for endorsing analysis results and monitoring requirements
4.7	Finalisation of the HNO	Responsible for providing final changes in the cluster chapter and figures		Agree on the final version of the HRP	Responsible for endorsing the final version of the HRP

Step 5

Define the **scope** of the HRP and formulate initial objectives

STEPS	ACTIONS	CLUSTER/SECTOR MEMBERS	TECHNICAL WORKING GROUPS	ICCG/ISCG	HC/ HCT
5	Define the scope of the HRP and formulate initial objectives	Consulted on population groups/ sub-groups and geographic areas to prioritize	Responsible for reviewing HNO results and proposing the population groups/sub-groups and geographic areas to prioritize	Responsible for agreeing on population groups/sub-groups and geographic areas to prioritize, and to submit to the HCT for endorsement	Accountable for approving the prioritized population groups/sub- groups and geographic areas
5.1	Determine the scope of the HRP based on the analysis of needs and risks	Consulted on population groups/ sub-groups and geographic areas to prioritize	Responsible for reviewing HNO results and proposing the population groups/sub-groups and geographic areas to prioritize	Responsible for agreeing on population groups/sub-groups and geographic areas to prioritize, and to submit to the HCT for endorsement	
5.2	Draft preliminary intersectoral strategic and specific objectives	Consulted on proposed preliminary strategic and specific objectives	Responsible for proposing strategic and specific objectives	Responsible and accountable for reviewing and agreeing upon preliminary strategic and specific objectives	Accountable for approving the prioritized population groups/sub- groups and geographic areas

Step 6

Conduct response analysis

39

STEPS	ACTIONS	CLUSTER/SECTOR MEMBERS	TECHNICAL WORKING GROUPS	ICCG/ISCG	HC/ HCT
6	Conduct response analysis	Consulted on response options, strategic and specific objectives, monitoring indicators, response approach and modalities, and targeting figures	Responsible for analyzing response options and, strategic and specific objectives, monitoring indicators, and response approach and modalities, and targeting figures	Responsible for reviewing and agreeing upon response options, strategic and specific objectives, monitoring indicators, response approach and modalities, and people targeted figures, and present to HC/HCT for endorsement.	Accountable for reviewing and endorsing strategic objectives and proposed response approaches, especially insofar as they imply a change in coordination and response practice, and targeting figures
6.1	Review appropriateness, relevance and feasibility of different responses	Consulted on response options and feasibility	Responsible for analyzing appropriateness, relevance and feasibility of response options	Responsible and accountable for the reviewing analysis	
6.2	Articulate intersectoral and multi-sectoral response approaches based on results from response analysis and prioritize (based on severity, time-criticality, and complementarities/ synergies)	Consulted on response approaches and priorities that emanated from response analysis	Responsible for agreeing on proposed response options	Responsible and accountable to review and agree on response options	
6.3	Estimate target population number	Consulted on estimated targeting figures	Responsible for estimating population targets	Responsible and accountable for reviewing and agreeing on population targets	

Step 7

Finalize objectives and associated indicators

40

STEPS	ACTIONS	CLUSTER/SECTOR MEMBERS	TECHNICAL WORKING GROUPS	ICCG/ISCG	HC/ HCT
7	Finalize objectives and associated indicators	Consulted on final strategic objectives and outcome-level indicators	Responsible for identifying monitoring requirements, roles and responsibilities	Responsible for presenting and seeking HC/HCT endorsement of strategic objectives.	Accountable for approving final strategic objectives, response approach and monitoring requirements, roles and responsibilities
7.1	Finalize objectives and associated indicators	Consulted on final strategic objectives	Responsible for proposing final strategic objectives		Accountable for approving strategic objectives and approach
7.2	Identify indicators to monitor specific objectives	Consulted on monitoring indicators	Responsible for proposing outcome-level indicators to monitor objectives	Responsible for reviewing monitoring requirements, roles and responsibilities	Accountable for approving final strategic objectives, response approach, and monitoring requirements, roles and responsibilities
7.3	Cluster/sectors develop response plans and define cluster objectives	Responsible and accountable for developing cluster/sector response plans and objectives	Appropriate technical working groups consulted on cluster/ sector response plans and objectives to ensure cross-cutting issues sufficiently integrated	Responsible for reviewing and agreeing on final strategic objectives	Accountable for approving strategic objectives
7.4	Sub-national and/or government consultations/ review draft HRP response parameters (where appropriate)				
7.5	Validate document with ICCG, present to and seek endorsement by the HCT of the strategic objectives and approach, number of people targeted, and response monitoring framework				Accountable for approving final strategic objectives, response approach, and monitoring requirements, roles and responsibilities, and targeting estimates

Step 8

Formulate projects/activities and estimate cost of the response plan

41

STEPS	ACTIONS	CLUSTER COORDINATOR	CLUSTER MEMBERS	TECHNICAL WORKING GROUPS	ICCG/ISCG	HC/ HCT
8	Formulate projects/ activities and estimate cost of the response plan	Responsible and accountable for elaborating sectoral accountable for elaborating sectoral objectives and activities that support the strategic objectives, and estimating total financial requirements	Responsible and accountable for elaborating and uploading accountable for elaborating and uploading projects	Consulted on clusters/ sectors activities that are aligned with strategic sectors activities that are aligned with strategic and specific objectives. Informed of estimated cost of activities. Responsible for drafting the HRP.	Informed of clusters/ sectors activities/projects. Responsible for reviewing sectors activities/projects. Responsible for reviewing and finalizing draft HRP and estimated cost	Accountable for reviewing and approving draft HRP and realistic total costs. and approving draft HRP and realistic total costs. Post-HRP and particularly as Cluster Lead Agency Representatives within the HCT, accountable for ensuring adequate support to response implementation in line with HRP (especially when changes in response patterns are required)
8.1	Initiate drafting of HRP	Responsible for drafting/ finalizing sectoral response plans. Consulted on draft HRP	-	Responsible for ensuring draft sectoral plans adequately link with HRP strategic objectives and related response approaches, and adequately address cross-sectoral concerns	Responsible to review draft HRP	Accountable for approving strategic objectives
8.2	Project development, vetting and upload	Responsible and accountable for elaborating and uploading realistically implementable projects which are in line with strategic/specific objectives and related Cluster provisions for meeting them	Responsible and accountable for elaborating and uploading realistically implementable projects which are in line with strategic/specific objectives and related Cluster provisions for meeting them	Informed of vetted and uploaded projects	Informed of vetted and uploaded projects Responsible for ensuring inter-sector consistency of Cluster-vetted projects (e.g. duplication across Clusters)	
8.3	Estimate the cost of the response	Responsible and accountable for providing total cost estimates by Cluster, either by estimating costs of prioritized cluster activities or by consolidating across projects	Responsible and accountable for estimating the cost of their projects, providing a budget breakdown, and taking into consideration their implementation capacity	Informed of clusters/ sectors cost of activities/ projects	Responsible for reviewing that total cluster/sector costs of activities/ projects are realistically implementable	Accountable for reviewing and approving consolidated financial requirements

STEPS	ACTIONS	CLUSTER COORDINATOR	CLUSTER MEMBERS	TECHNICAL WORKING GROUPS	ICCG/ISCG	HC/ HCT
8.4	Secure endorsement of HCT on estimated cost of the response					Accountable for reviewing and approving consolidated financial requirements
8.5	Finalize and write-up the draft response plan	Responsible for drafting/ finalizing sectoral response plans. Consulted on draft HRP	-		Responsible to review draft HRO	Accountable for approving final strategic objectives, response approach, and monitoring requirements, roles and responsibilities, and targeting estimates

Step 9

Release the Humanitarian Response Plan

STEPS	ACTIONS	CLUSTER COORDINATOR	CLUSTER MEMBERS	TECHNICAL WORKING GROUPS	ICCG/ISCG	HC/ HCT
9	Release the Humanitarian Response Plan					
9.1	Finalize the HRP document	Responsible for providing final changes in the cluster chapter and figures			Agree on the final version of the HRP	Responsible for endorsing the final version of the HRP
9.2	Prepare the HRP display online	Responsible for entering the cluster objectives and activities with indicators in HPC-Tools.				
9.3	Release the HRP	Participate to the launch of the HRP	Participate to the launch of the HRP		Participate to the launch of the HRP	Participate to the launch of the HRP
9.4	Changes to the HRP after the release	Responsible for entering when necessary the changes in the cluster objectives, activities and indicators in HPC-Tools.			Responsible for proposing changes when necessary in the strategic and specific objectives and indicators.	Responsible for endorsing changes when necessary in the strategic and specific objectives and indicators

Step 10**Finalize the Monitoring Plan**

STEPS	ACTIONS	CLUSTER COORDINATOR	CLUSTER MEMBERS	TECHNICAL WORKING GROUPS	ICCG/ISCG	HC/ HCT
10	Finalize the Monitoring Plan	Responsible for input to intersectoral Monitoring Plan, and cluster monitoring.	Consulted and encouraged to provide feedback and information	Consulted and encouraged to provide feedback and information	Responsible for finalizing and implementing Monitoring Plan	Responsible ensuring Monitoring Plan is finalized and implemented
10.1	Finalize the monitoring plan	Responsible for input to intersectoral Monitoring Plan, and cluster monitoring.	Consulted and encouraged to provide feedback and information	Consulted and encouraged to provide feedback and information	Responsible for finalizing the Monitoring Plan	
10.2	The monitoring plan offers the following advantages					
10.3	Present to HCT for endorsement	Prepare the presentation of the Monitoring Plan to the HCT			Present and defend the Monitoring Plan to the HCT	Endorse the Monitoring Plan proposed by the ICCG

Step 11**Conduct After Action Review**

STEPS	ACTIONS	CLUSTER COORDINATOR	CLUSTER MEMBERS	TECHNICAL WORKING GROUPS	ICCG/ISCG	HC/ HCT
11	Conduct After Action Review	Consulted and encouraged to provide feedback and information	Consulted and encouraged to provide feedback and information	Consulted and encouraged to provide feedback and information	Responsible for undertaking AAR to reflect on HPC 2023 process	Responsible for reviewing findings from AAR and ensuring they inform improvements to the 2024 HPC cycle

Annex 3

Global Humanitarian Overview 2024: Timeline

ACTION	RESPONSIBLE	DEADLINE
USG shares GHO 2024 templates and guidance with country and regional offices	OUSG/APMB	August 2023
Deadline for list of countries to be included in the GHO	OUSG/APMB/OAD	End-August 2023
Deadline for country office inputs (narrative and figures)	OCHA COs	November 2023
Deadline for regional office inputs	OCHA ROs	November 2023
Launch of the GHO	ERPS/SCB	December 2023