1

Photo cover

- Select a high resolution photo in portrait of your context reflecting needs or response. The photo should evoke an urgency to respond. If no portrait photo is available, crop a landscape photo. Convert to black and white.

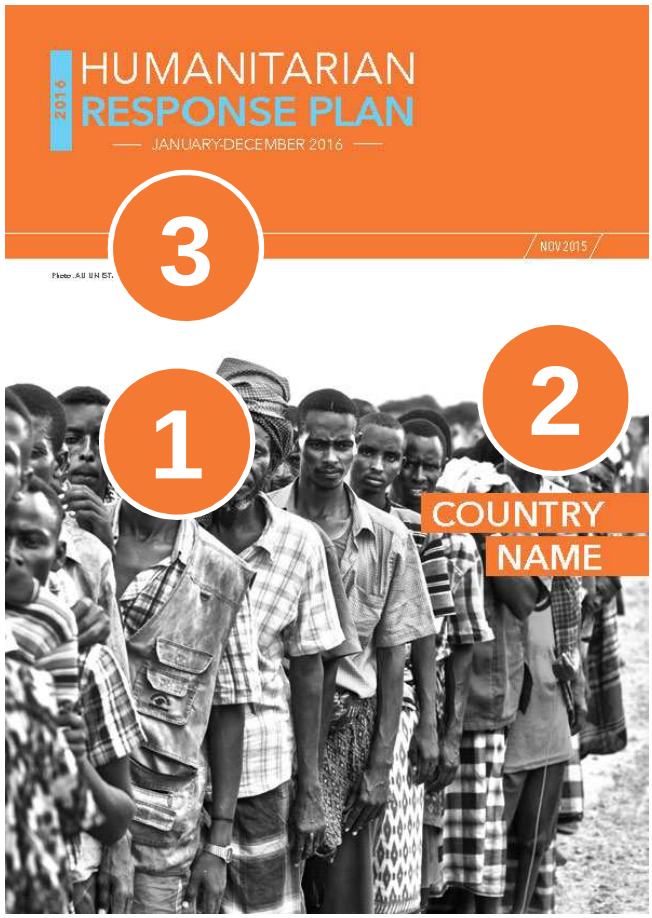
Insertion of:

2

- Country name

3

- Photo credit



Country map/infographic

1

- Top line banner showing total figures of people targeted by and funds requested in this plan.

2

- Map should be more than a simple baseline map. It should be overlaid with available needs data and show:
  - ➢ the number of people in need
  - ➢ geographical locations of need
  - ➢ other data can be overlaid, if helpful, such as displacement, population movement, specific hotspots such as food insecurity, excessive damage, etc.

3

- Map should also show neighbouring countries to help the reader gain a quick understanding of the spatial characteristics of the emergency

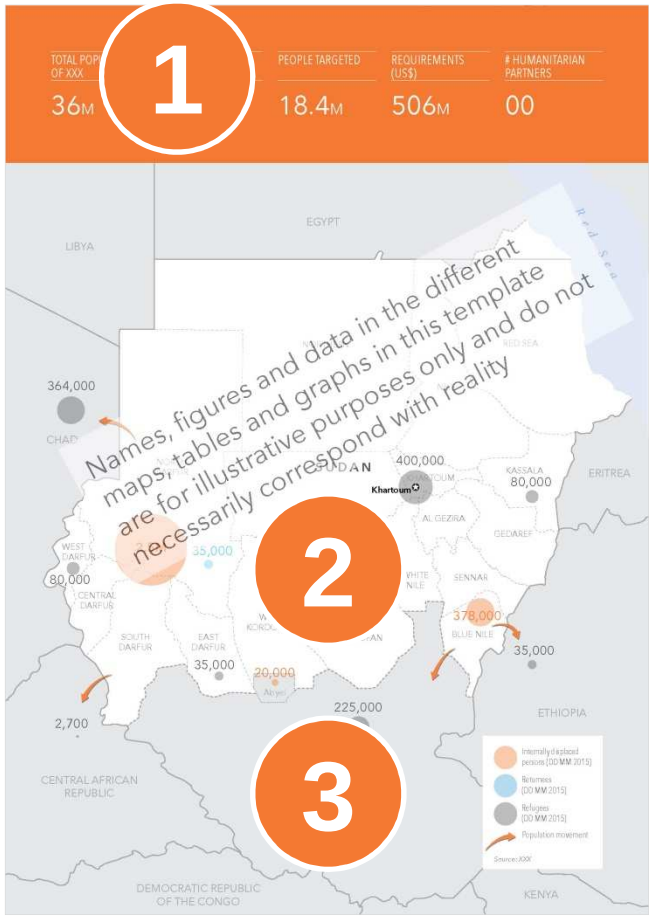


Table of content

1

- Shows the required sections and length of document.
- Operational response plans may be ordered alphabetically, from highest to lowest requirements, or as agreed by the HCT.

Foreword by the Humanitarian Coordinator

1

- Should highlight the impact of the crisis and key challenges, needs and developments.
- Set out the HC's (and/or HCT's) vision and strategy for the response and articulate the role of the HRP, emphasizing that it is achievable and why.
- May indicate the key planning assumptions on which the response strategy (and its success) is based (e.g. expectation of continued stability).
- As appropriate, include reference to the broader context of the crisis and what is required from other parts of the international community (e.g. political solution required or complementary development planning).
- Include reference to **all relevant groups by status** (i.e. refugees, IDPs, migrants, etc).

PART I: FOREWORD BY THE HUMANITARIAN COORDINATOR

FOREWORD BY

THE HUMANITARIAN COORDINATOR

1

04

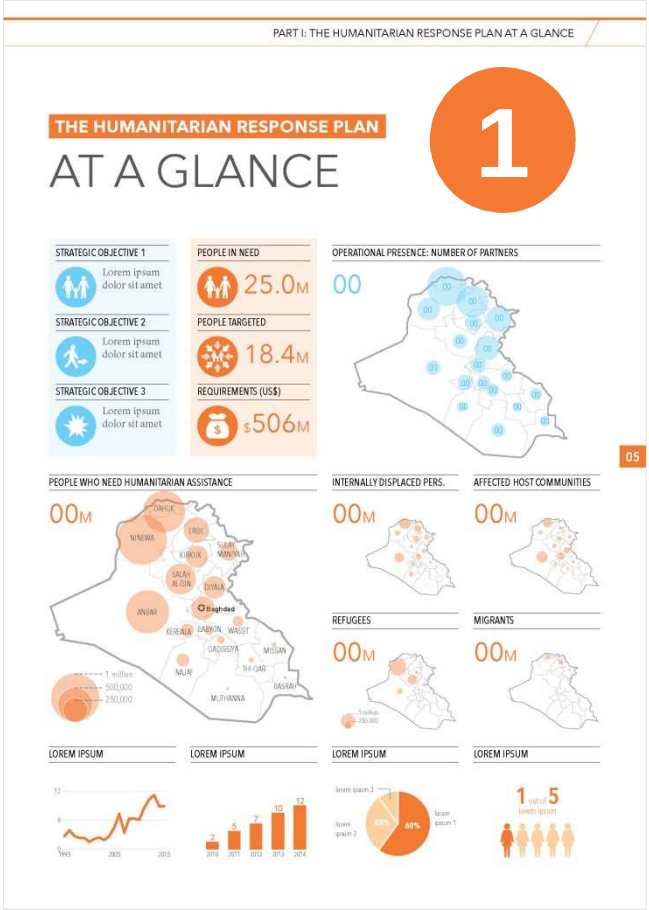
First Last name
Humanitarian Coordinator

The humanitarian response plan at a glance

1

- This is a dashboard-style one-pager that can be printed to provide a quick overview of key elements of the crisis, planned response and funding requirements.

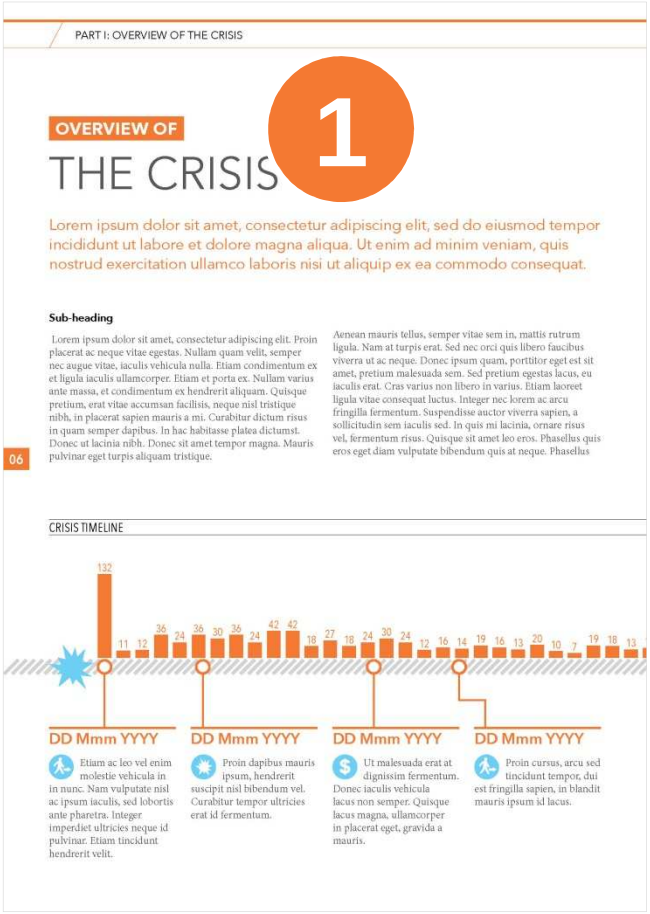
- Infographics with specific headings shown in this sample, i.e. key groups by status, should be included. Additional information/infographics are optional.



Overview of the crisis

1

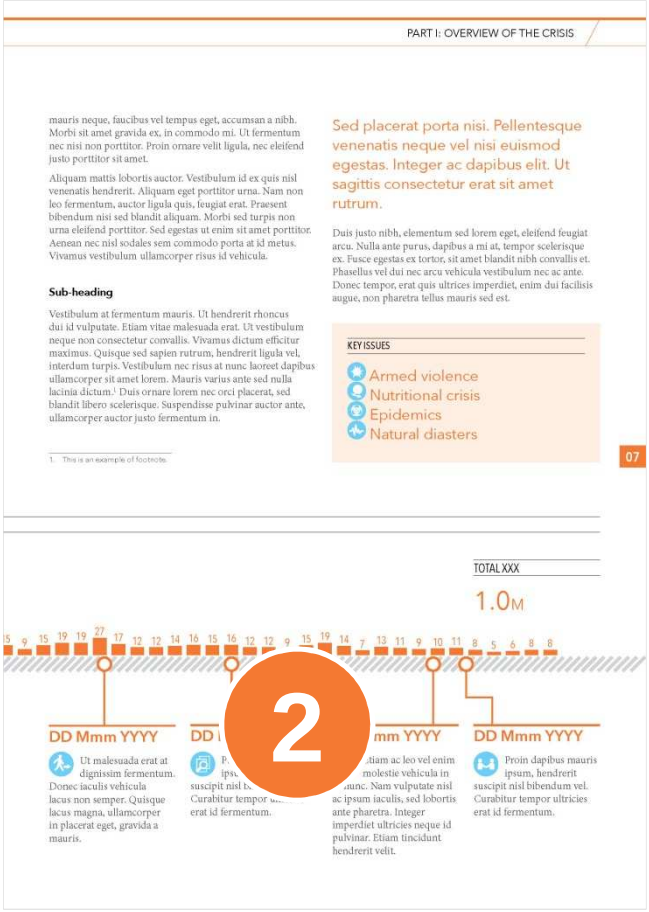
- Provide compelling explanation of the impact of the crisis on affected people, including different groups by status, e.g. refugees, migrants, host communities, etc, and across sectors, and how it has evolved.
- Use key facts and figures to make the overview as concrete as possible.
- Use bold text/colouring to highlight key information.
- Ensure key information is at the beginning of each paragraph.
- Use graphics to show key trends/figures.



Use timelines to help explain the impact of crisis:

2

- Highlight **key events in the crisis to date** to demonstrate evolution of the crisis; and/or
- Highlight **key dates to be alert to** during the year, highlighting when needs are likely to increase.



Strategic objectives

1

- List your 3 to 5 (no more) Strategic Objectives, capturing what the HCT collectively intends to achieve in its particular response context.

- SOs should be clear and to the point.

- **Don't reinvent the wheel: good examples of SOs are available in the HRP toolbox: https://www.humanitarianresponse.info/en/programme-cycle/space/strategic-response-planning-toolbox**

- [*Related indicators and targets will be reflected in Part III Annexes of the Plan*]

2

- You may briefly contextualize and explain the SOs and their relevance to the HRP for your country.

Response strategy

1

- Summarize the response strategy (approximately one paragraph per element). Should typically include:

➢ **Planning assumptions** based on factors that affect the proposed response and target numbers, e.g. continued stability, seasonal population movements.

➢ **Clear reference to** <u>current</u> number of people in need (HNO figure) and, if relevant, the <u>projected</u> PIN (based on the planning scenario and NOT a contingency figure), and people targeted by the Plan (based on planning assumptions and HRP boundaries/scope), including relevant groups by status. A full disaggregated table of planning figures should be provided in annex.

➢ **HRP's scope (boundaries):** clarify what is <u>inside</u> and <u>outside</u> the plan. Note relationships/ synergies with other assistance plans/strategies (e.g. development, UNDAF).

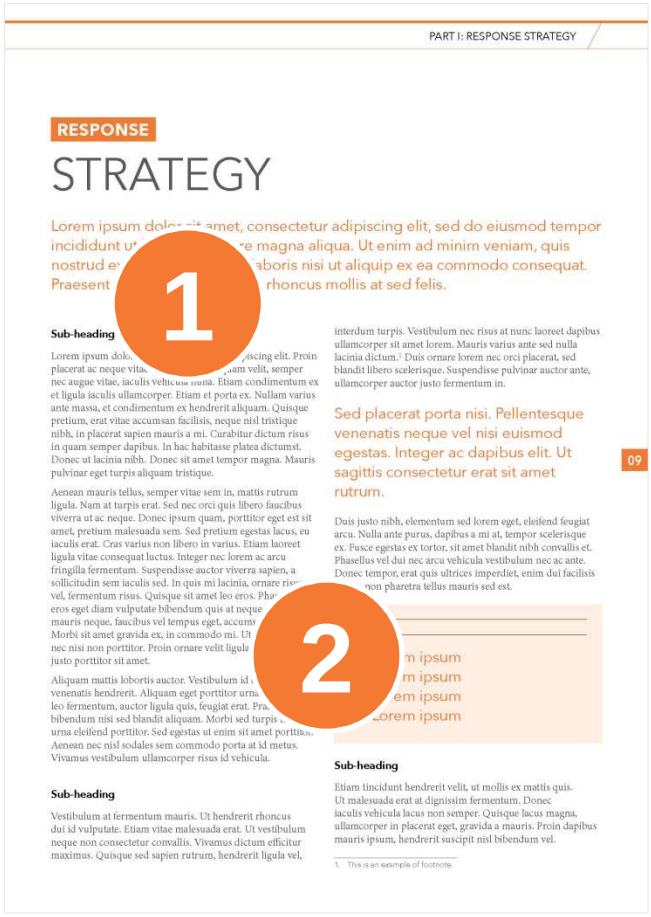
➢ **Priorities**: explain HCT-agreed prioritization criteria and their application throughout the Plan.

➢ **Implementation and delivery considerations**: such as multi-purpose cash transfers, remote-control or seasonal delivery, and rapid response/scale-up considerations and how coordination structures support delivery.

➢ Where applicable, refer to agreed **strategies for engaging the Government** on specific issues, e.g. protection or relationship with national social protection programmes.

➢ **Cross-cutting issues** and how they are specifically addressed in your context (e.g. Centrality of Protection, Accountability of Affected People, and Communication with Communities).

- If possible, include a side **bar summarizing achievements** during the last implementation period.



2

- Use coloured text, graphics, pictures or text boxes to visualize top line issues, or key elements of the response.

NB

- *For <u>multi-year appeals</u>, state whether figures are relevant for the plan's entire period or only the first year.*

- *Specific guidance on HRP boundary definition, prioritization, and caseload and target definition is available in the **HRP Toolbox** https://www.humanitarianresponse.info/en/programme-cycle/space/strategic-response-planning-toolbox*

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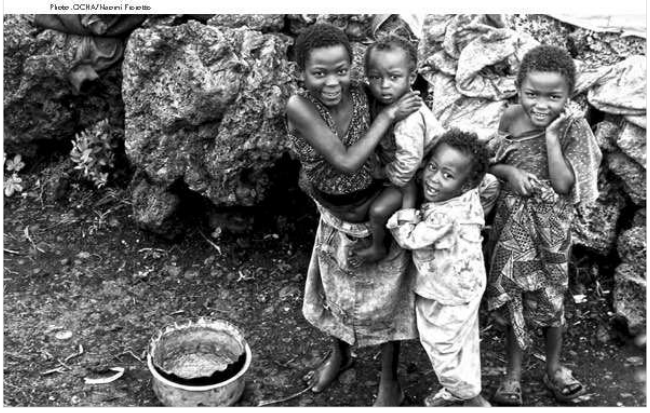
Photo: OCHA/Naomi Fenelon



Operational capacity

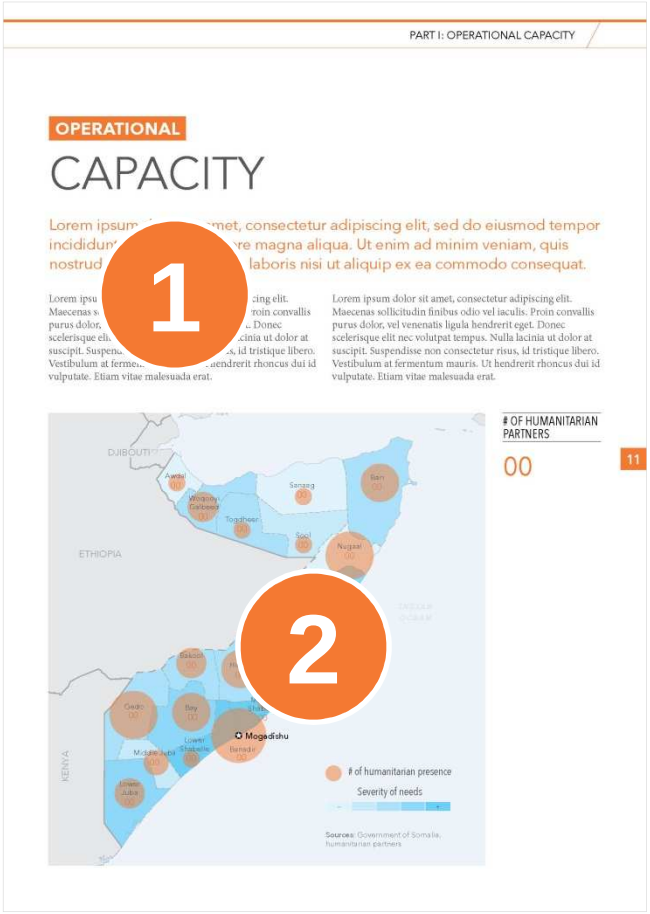
1

- Provide a brief narrative summary of national and international response capacity.

2

- Where possible, overlay existing severity of needs by geographic location with operational presence (“heat map”).

- **NB**. *Operational presence can be indicated in different ways, e.g. # of organizations by province; # of people in need per humanitarian partner by province; # of people reached vs. # of people in need by province.*



Humanitarian access

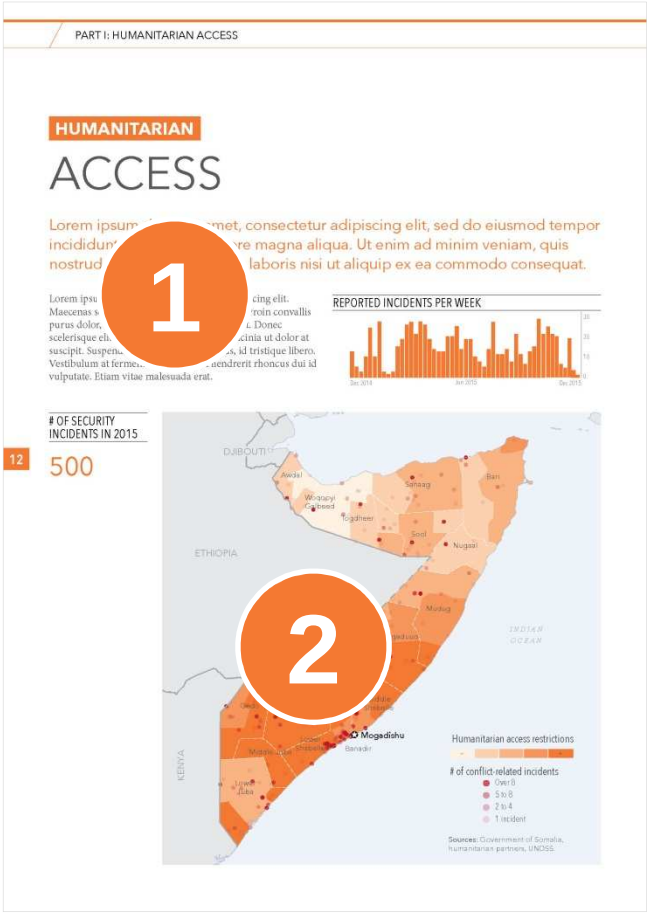
1

- Provide a brief narrative on access challenges, such as insecurity, seasonal or physical aspects (rainy season and/or infrastructure) and other facts, and the (potential) impact on response capacity.

- Define and map different levels of access and/or trends.

2

- Reserve sufficient space for visuals/maps, e.g. severity of needs vs access by geographic location, access incidents etc.



Response monitoring

1

- Provide a narrative summary of the HCT/ICCG's **approach to response monitoring** and how and when monitoring information will be used to adjust/improve the response and implementation, as required.

- Reference, if applicable, what (additional) **resources** the HCT/ICCG might commit to monitoring; responsibilities/ mechanisms for periodic data consolidation; and how the HC/HCT will review/act on monitoring information.

2

- Include a **timeline on planned frequency of monitoring/HPC products**, e.g. Periodic Monitoring Reports (PMRs) and Humanitarian Dashboards.

- **NB** *To ensure appropriate alignment, the HRP monitoring framework should be developed in tandem with the Plan. Objectives, Indicators and Targets, down to the cluster level, will be included in Part III – Annexes. A link to the full framework should also be included in the HRP section on response monitoring for easy access*.

Summary of needs, targets & requirements

1. • Short, one-page overview of top line figures and brief explanations.

2. • Table should provide breakdown by cluster/sector, status and sex & age of people targeted.

3. • Ensure distinct reflection of US$ sector and total requirements for the Refugee Response Plan. The refugees-related financial requirements are <u>included</u> in the overall total figures.

NB:

- *Be sure to include relevant footnotes explaining the calculations.*

- *If the HRP was not costed through coordinated project planning and is instead based on estimated average cost of delivering essential goods or services, briefly explain the costing methodology used (e.g. in a box or side bar) and ensure that further details/data on the costing process are included in each operational response plan.*

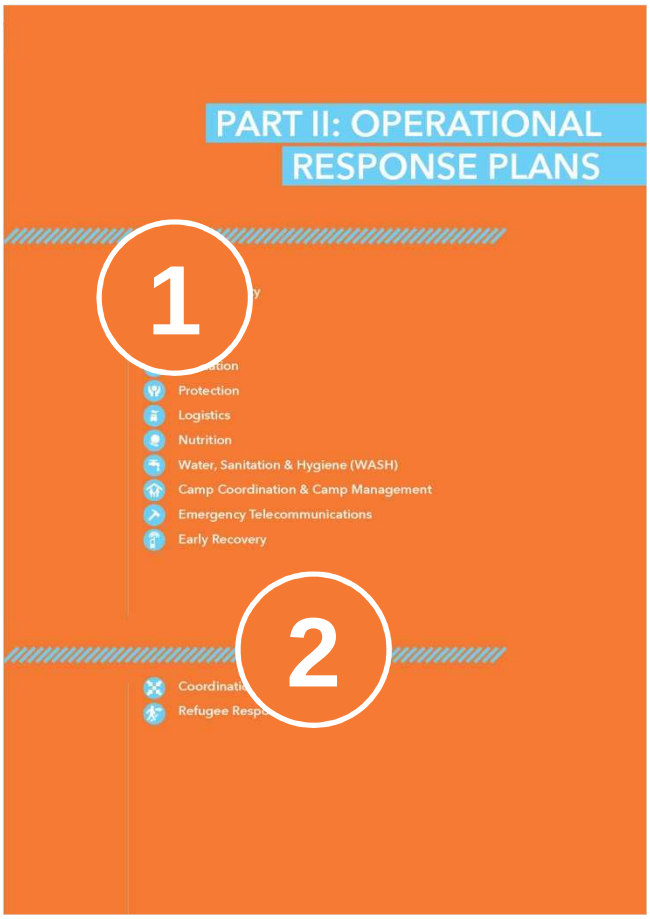
Part II: operational response plans

1

- Order the sectors alphabetically, from highest to lowest requirements, or as agreed by the HCT.

2

- Coordination, Refugee Response Plan and any additional multi-sector areas/working groups should be listed after the traditional clusters/sectors.



Sample Operational Response Plan (Sector)

1

- Insert name of the sector response area.

2

- Sidebar should include top line, <u>total</u> figures for response (including refugees) for the sectoral response area, including PIN, targets, requirements and cluster/sector objectives and how they are linked to SOs.

3

- Brief narrative outlining cluster/sector response strategy including summary of priorities and implementation modalities (incl. where cross-sector/cluster coordination will be key).

4

- Name and contacts of Cluster/Sector Lead.

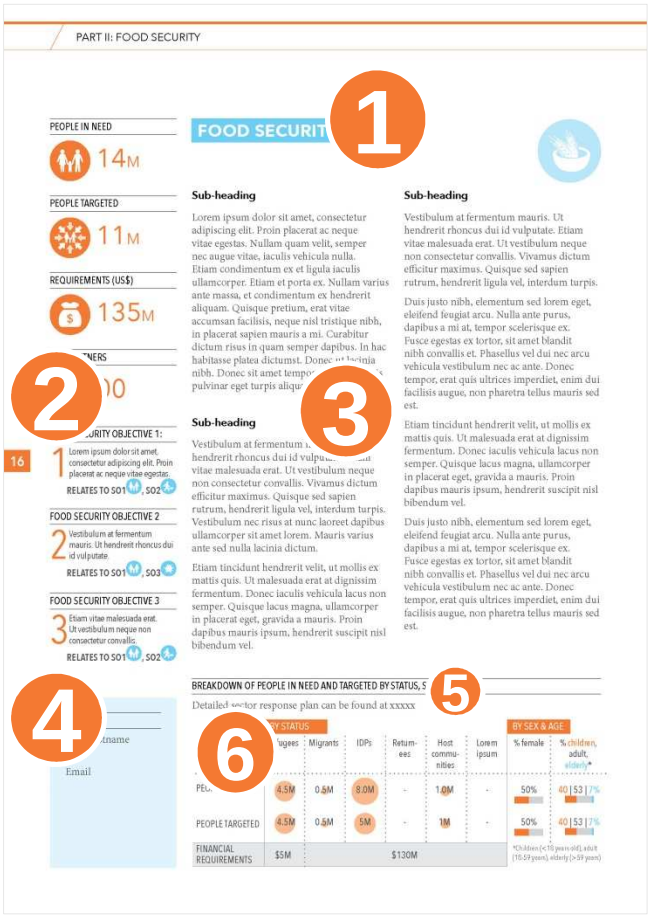
5

- Where Clusters/Sectors have developed a more comprehensive response plan, you may provide a link to the full plan available online.

6

- Table or map/infographic showing breakdown of people in need and targeted, reflecting relevant vulnerable groups disaggregated by status (refugees, IDPs, host communities, etc), sex and age.

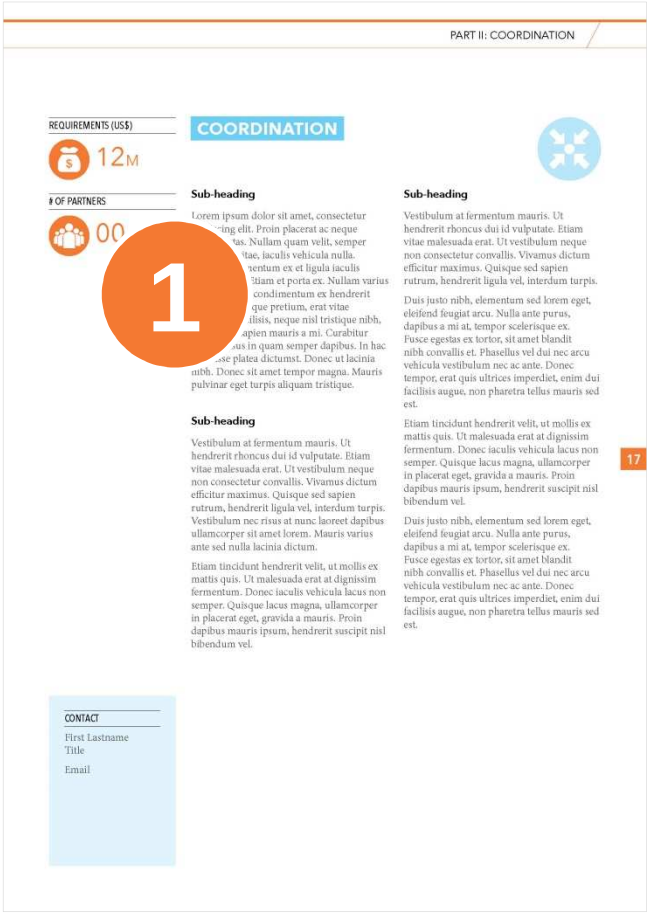
- Table to include distinct US$ financial requirements for the response for refugees in this sector.



Coordination

1

- Similar format to Cluster/Sector Operational Response Plan but without People in Need and people targeted.



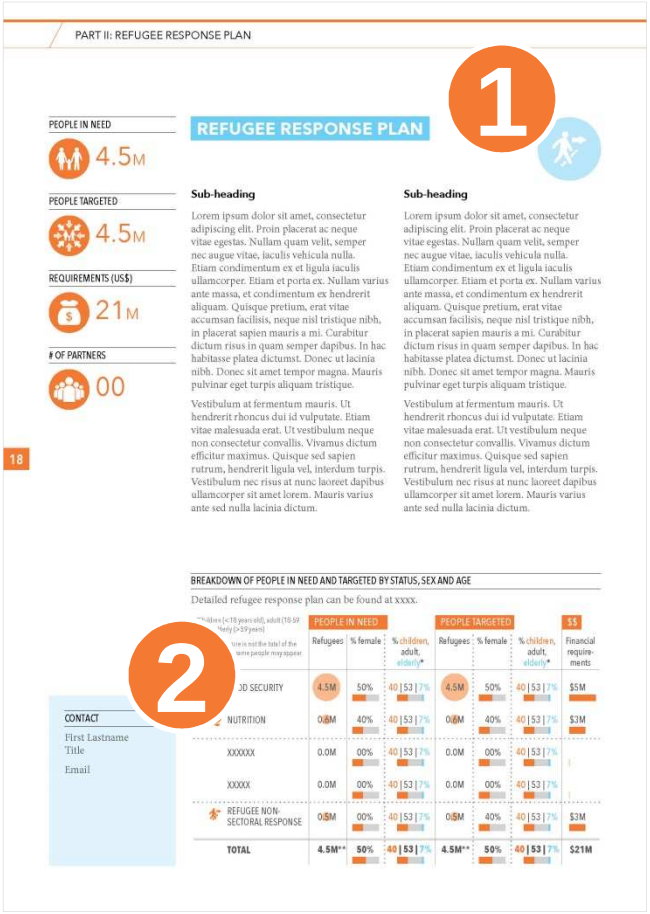
Refugee response plan

1

- UNHCR's country Refugee Response Plan. Similar format to Sectoral Operational Response Plans.

2

- Refugee sector financial requirements should correspond with (i.e. not differ from) requirements shown under respective sector response plans across the HRP.



Guide to giving

1
- Indicate the link to your country's page on HumanitarianResponse.info

2
- Use standard language on how to donate through the CERF.

3
- On CBPFs, for *HRPs in Afghanistan, CAR, DRC, Somalia, Sudan and South Sudan, please put the following sentence :*
  - "For information on how to make a contribution, please contact the pooled fund manager (xxx@un.org) or the Multi-Partner Trust Fund Office (xxxx@undp.org) "
  - *For all other countries, please put the following sentence :*
  - "For information on how to make a contribution, please contact the pooled fund manager (xxx@un.org) or ocha.donor.relations@un.org."

4
- Use standard language on In-Kind Relief Aid and registering contributions.

Part III: Annexes

1

- This section is an opportunity to provide more detailed information, including full disaggregation of data, which might otherwise overwhelm or detract from the big picture overview of the crisis and response in the main section of the Plan.

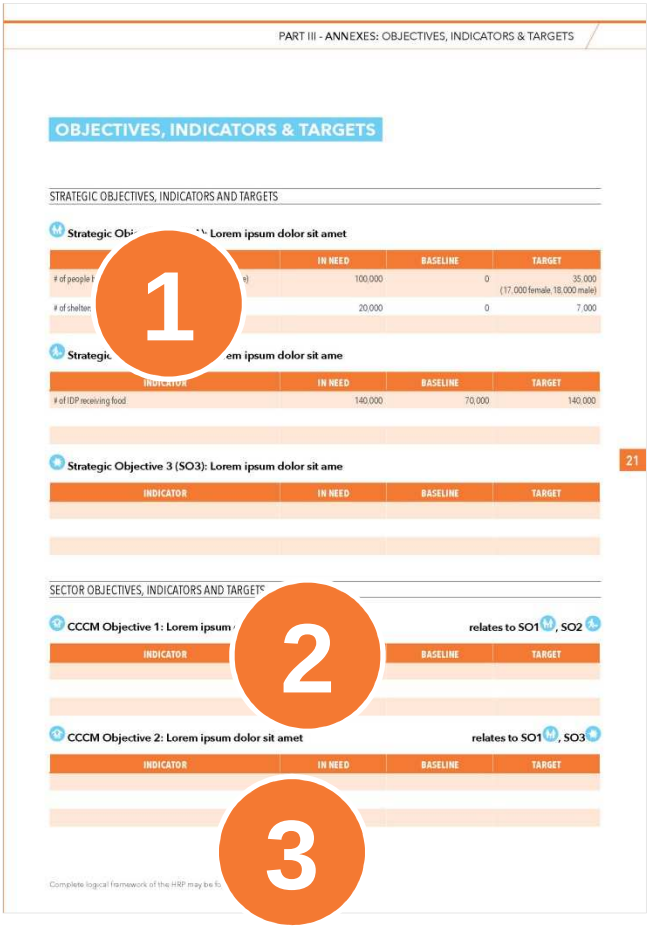
Objectives, indicators & targets

1. Table showing strategic objectives and (outcome) indicators, current baselines and targets.

2. Table showing cluster/sector level objectives, indicators, baselines, etc, and their relation to HRP SOs.

3. Footnote showing link to full Response Monitoring Framework.

NB. *For multi-year plans/protracted situations, try to ensure consistent core indicators from year to year to facilitate monitoring and analysis over time*.

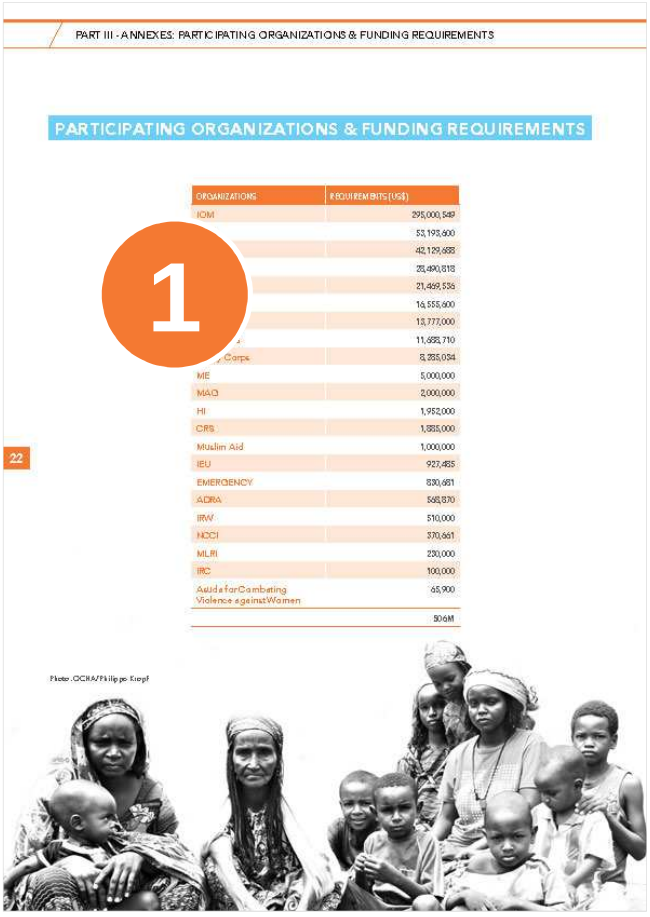


Participating organizations & funding requirements

1

- Table showing participating organizations and funding requirements.

- If space and conditions allow, table may also include participating organizations who are not directly appealing for funding (e.g. implementing partners funded through UN programmes).



Planning figures: people in need and targeted

1

- This table gives an opportunity to provide additional detailed data which may not be possible to include in main section of the Plan due to space constraints.

- Should include the planning figures, as agreed by the humanitarian community, that result from the needs assessment and planning assumptions and serve as a common reference for the preparation of the strategy and operational planning.

- Tables include people in need, based on the HNO, and, if relevant, the projected PIN (based on the planning scenario and NOT a contingency figure), and people targeted by the Plan.

- Data should be disaggregated by geographical location (per region, office, etc), by status (including all relevant status groups: refugees, IDPs, migrants, etc), and by sex and age.

PEOPLE TARGETED
(IN MILLIONS)

	BY STATUS						BY SEX & AGE		TOTAL	
	Refugees	Migrants	IDPs	Returnees	Host communities	Lorem Ipsum	% female	% children, adult, elderly*	People targeted	People in need
ABYAN	0.5	-	10	-	0.3	-	50%	40 | 53 | 7%	13.8M	14.6M
ADEN	-	0.2	0.1	-	-	-	50%	40 | 53 | 7%	0.3M	0.3M
AL BAYDA	-	-	0.2	-	-	-	50%	40 | 53 | 7%	0.2M	0.2M
AL DHALE'E	0.3	-	0.2	-	-	-	50%	40 | 53 | 7%	0.4M	0.4M
AL JAWF	-	0.1	-	-	-	-	50%	40 | 53 | 7%	0.1M	0.1M
AL MAHARAH	-	-	0.3	-	-	-	50%	40 | 53 | 7%	0.3M	0.3M
AL MAHWIT	-	-	0.1	-	-	-	50%	40 | 53 | 7%	0.1M	0.1M
AM. AL ASIMAH	-	-	-	-	-	-	50%	40 | 53 | 7%	-	0M
AMRAN	0.1	-	-	-	-	-	50%	40 | 53 | 7%	0.1M	0.1M
DHAMAR	-	-	0.3	-	-	-	50%	40 | 53 | 7%	0.3M	0.3M
HAJJAH	0.2	-	-	-	-	-	50%	40 | 53 | 7%	0.2M	0.2M
IBB	0.3	-	-	-	-	-	50%	40 | 53 | 7%	0.3M	0.3M
SA'ADA	-	-	-	-	1.7	-	50%	40 | 53 | 7%	1.7M	7.5M
SANA'A GOV	0.2	0.2	-	0.2	-	-	50%	40 | 53 | 7%	0.6M	0.6M
TAIZZ	-	-	-	-	-	-	50%	40 | 53 | 7%	-	0M
TOTAL	**4.5M**	**0.5M**	**11.2M**	**0.2M**	**2M**	-	**50%**	40 | 53 | 7%	**18.4M**	**25M**

*Children (<15 years old), adult (15-59 years), elderly (>59 years)

What if? … we fail to respond

1

- This section underlines the urgency to provide funding by giving practical examples of the likely impact of significant underfunding on the people targeted by the HRP.

Disclaimer

1

- Use standard disclaimer language

Links

2

- Remember to review and add relevant website and social media links.