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| **HUMANITARIAN RESPONSE MONITORING FRAMEWORK**2016 Humanitarian Response Plan - Country name |
| **January to December 2016** | **Prepared by the Inter-cluster Coordination Group. Endorsed by the Humanitarian Country Team** |

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

Overview

Change / delete all parts highlighted in yellow

**Purpose of this Response Monitoring Framework**

Example

Briefly explain the purpose of the monitoring framework.

*As part of its commitment to effective and quality monitoring of the Humanitarian Response Plan (HRP), the Humanitarian Country Team (HCT) oversees the implementation of this Humanitarian Response Monitoring Framework. The Framework covers the period from January to December 2016. It was developed by the Inter-Cluster Coordination Group (ICCG) and was endorsed by the HCT at its meeting on xxxx.*

*This Framework clearly defines what will be monitored, how and when, it identifies responsibilities for monitoring and analysis, and provides a clear schedule for the release of reports, including Periodic Monitoring Reports (PMRs) and humanitarian dashboards.*

*This Humanitarian Response Monitoring Framework is an operational tool that supports the HCT and the clusters to implement monitoring activities.*

*While providing evidence base to the HC/HCT to make decisions on strengthening humanitarian response, addressing shortcomings, and adjusting the 2016 HRP as required, it also contributes to strengthening the humanitarian community’s accountability towards the [country]’s affected populations and local partners.*

**What will be monitored: the scope of this Monitoring Framework**

Briefly explain what will be monitored under the Humanitarian Response Monitoring Framework.



Example

*The [country] HRP consists of three different levels: Strategic Objectives (outcomes), Cluster Objectives (outcomes and outputs) and Activities (outputs). All of them have related indicators, baselines and targets to measure progress over time.*

*Depending on the level, different actors are responsible for monitoring and reporting on progress of the humanitarian response.*

*Strategic Objectives are monitored by the Inter-Cluster Coordination Group (ICCG).*

*Cluster Objectives are monitored by the Cluster Coordinators.*

*Activities are monitored by the individual organizations members of the clusters, and aggregated by the cluster coordinator.*

*In addition, financial inputs are monitored through the online Financial Tracking Service (FTS) platform.*

*While acknowledging the importance of all levels of monitoring and reporting, this framework measures the progress of the collective humanitarian response, by focusing on the upper two levels, i.e. Strategic Objectives and Cluster Objectives.*

*The [country] strategic objectives are as follow:*

1. *Save lives and alleviate suffering by providing multi-sector assistance to people in needs*

*2. Protect the rights of the most vulnerable people, including their freedom of movement.*

*3. Enhance the resilience of communities to conflict and natural disasters and contribute to early recovery and durable solutions.*

*The monitoring tables at the end of this document provide a detailed overview of strategic objectives’ and cluster objectives’ indicators, baselines, targets, data sources and data collection methodologies, organizations responsible for data collection, and frequency of data collection.*

**Reporting schedule**

Provide a schedule outlining the reports (e.g. Periodic Monitoring Reports, Humanitarian Dashboards, yearly reports) that will be prepared, and when. Double-click on the table, to edit it in Excel.

Example

*As outlined in the reporting schedule below, the [country] will produce two Periodic Monitoring Reports, quarterly Humanitarian Dashboards and one yearly report.*

*Periodic Monitoring Reports (PMR) will present progress made on Strategic Objectives, challenges faced in reaching the set targets, changes in the context, an analysis of funding, and recommendations for the way forward. Each cluster will also elaborate on achievements towards Cluster Objectives, any changes in the context, specific challenges faced, and recommendations to address gaps in the response.*

*Humanitarian Dashboards will present information on the humanitarian response, needs and gaps in a concise and graphical manner.*

*Data and information provided by PMRs and humanitarian dashboards will also contribute to informing the Global Humanitarian Overview (GHO) and revisions of the COUNTRY HNO and HRP, as/if required.*



**Roles and responsibilities**

Briefly describe roles and responsibilities of the actors involved in response monitoring at the different levels : the Humanitarian Coordinator (HC) and Humanitarian Country Team (HCT), OCHA, the Inter-Cluster Coordination Group (ICCG), Cluster Coordinators and Cluster Members.

Example

*Monitoring roles and responsibilities in the [country] will be distributed as follow:*

***HC/HCT****:*

* *Endorse the Humanitarian Response Monitoring Framework (at HCT meeting on xxxx)*
* *Ensure adequate financial and human resources to implement the Framework (by December 2015)*
* *Endorse PMRs and the Yearly Report.*
* *Decide on dissemination of PMRs and dashboards to stakeholders and the general public.*
* *Ensure monitoring findings inform HCT’s decision-making.*

***OCHA:***

* *Appoint monitoring officer/focal point (by December 2015).*
* *Regularly update the HC/HCT on the implementation of the Humanitarian Response Monitoring Framework, including allocation of required resources.*
* *Disseminate PMRs and humanitarian dashboards, as agreed by the HCT, and upload them to the country’s website.*
* *Provide updated information to OCHA HQ on HRP implementation for the Global Humanitarian Overview Status Report (by 15 May 2016).*
* *Coordinate all inter-cluster efforts as mentioned below (ICCG).*

***Inter-Cluster Coordination Group (ICCG)****:*

* *Develop the Humanitarian Response Monitoring Framework along with the HRP. (November 2015).*
* *Ensure adequate resources to conduct inter-cluster outcome monitoring activities, as required (by December 2015).*
* *Monitor the Strategic Objectives indicators.*
* *Produce PMRs as scheduled, based on consolidated cluster and inter-cluster information, data and analyses.*
* *Produce Humanitarian Dashboards, as scheduled.*

***Cluster Coordinators****:*

* *Represent the clusters in the ICCG.*
* *Appoint monitoring focal points/M&E officers (by December 2015).*
* *Write specific cluster monitoring plans tracking indicators attached to cluster objectives and activities.*
* *Allocate adequate resources to collect and consolidate cluster monitoring data (by December 2015).*
* *Provide Cluster Members with adequate tools to register their results.*
* *Ensure cluster monitoring activities are effectively undertaken by cluster members.*
* *Monitor Cluster Objectives indicators.*
* *Aggregate and analyze data and information within the cluster, and provide them to the ICCG for the production of PMRs, the yearly report and dashboards, as scheduled.*

***Cluster Members****:*

* *Appoint monitoring focal points/M&E officers (by December 2015).*
* *Contribute to developing cluster monitoring plans (November 2015).*
* *Allocate adequate resources towards field monitoring activities (by December 2015).*
* *Regularly register the results of their activities at output level, using the tools provided by the Cluster Coordinators.*

**Resources**

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

**Example**

*The following resources will be mobilized to implement the actions listed in this Monitoring Framework:*

*Human Resources:*

* *OCHA: A dedicated monitoring officer in the OCHA country office, to coordinate the development of the Humanitarian Response Monitoring Framework, the production of reports (including PMRs, the Yearly Report, and dashboards), and to provide support to the clusters.*
* *Nutrition Cluster Coordinator: A M&E Officer, to ensure effective implementation of monitoring activities at the cluster level, and provide related guidance to Cluster Members, as needed.*
* *Early Recovery Cluster Coordinator: A monitoring focal point, to ensure effective implementation of monitoring activities at the cluster level, and provide guidance to Cluster Members.*
* *XXX Cluster Coordinator : etc…*

*Financial Resources:*

* *Health Cluster Coordinator: find USD 40,000 to appoint consultants to undertake monitoring activities for the cluster objectives’ indicators. The Health Cluster Coordinator will be responsible to mobilize the required resources, and ensure timely implementation of monitoring activities.*
* *Education Cluster Coordinator: find USD 30,000 to outsource monitoring of cluster objectives’ indicators to NGO XXX. The Education Cluster Coordinator will be responsible to mobilize the required resources and ensure timely implementation of field monitoring activities.*
* *ICCG Coordinator: find USD 40,000 to monitor inter-cluster outcome indicators at the Strategic Objective level. Monitoring activities will be outsourced to an independent external agent. OCHA, in its capacity of ICCG coordinator, will be responsible to ensure timely and effective implementation of these monitoring activities.*
* *Etc…*

MONITORING TABLES

The monitoring tables presented here should reflect the logical framework of the HRP at the strategic and cluster objectives levels. Each cluster coordinator is then responsible to prepare more detailed monitoring plans, covering activities.

Strategic Objectives and Indicators

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| Strategic objective 1: XX |
| **Indicator** | **In need** | **Baseline** | **Target** | **Data Source/ Collection Method(s)** | **Organisation(s) responsible for data collection** | **Frequency** |
| xx  | xx  | xx  | xx  | xx | xx | xx |
| xx  | xx  | xx  | xx  | xx | xx | xx |

Example

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| Strategic objective 1: Reinforce the protection of civilians, including of their fundamental human rights, in particular as it relates to women and children |
| **Indicator** | **In need** | **Baseline** | **Target** | **Data Source/ Collection Method(s)** | **Organisation(s) responsible for data collection** | **Frequency** |
| #(%) of victims of physical, Sexual, and gender basedviolence provided with holisticAssistance (medical, psycho-social, Legal, etc). | 15-24 yrs: 40,000 | 15-24 yrs: 10,000 (25%) | 15-24 yrs: 20,000 (50%) | Case Management System CPIMS, survey. | UNICEF, in collaboration with UNFPA | Quarterly |
| 24-49 yrs: 50,000 | 24-49 yrs: 15,000 (30%) | 24-49 yrs: 30,000 (60%) |
| 49-65 yrs: 10,000 | 49-65 yrs: 3,000 (30%) | 49-65 yrs: 5,000 (50%) |
| TOTAL: 100,000 (100%) | TOTAL: 28,000 (28%) | TOTAL: 55,000 (55%) |
|  |  |  |  |  |  |  |
| #(%) of children registered for tracing that have been reunified and stayed with their family for more than six months. | Girls: 55,000 | Girls: 8,000 (14%) |  | Girls: 18,000 (33%) | Case Management System CPIMS. | UNICEF | Quarterly |
| Boys: 45,000 | Boys: 10,000 (10%) |  | Boys: 20,000 (44%) |
| TOTAL: 100,000 (100%) | TOTAL: 18,000 (18%) |  | TOTAL: 38,000 (38%) |

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| Strategic objective 2: Improve the living conditions of internally displaced people, through provision of essential commodities.  |
| **Indicator** | **In need** | **Baseline** | **Target** | **Data Source/ Collection Method(s)** | **Organisation(s) responsible for data collection** | **Frequency** |
| #(%) targeted households with reliable and sustainable food sources **(Outcome Indicator from Food Security Cluster Objective 1)** | Households | Households | Households  | Household survey. | WFP | Quarterly |
| Region A: 5,000 | Region A: 1,500 (30%) | Region A: 3,300 (66%) |
| Region B: 3,000 | Region B: 1,000 (33%) | Region B: 2,000 (67%) |
| Region C: 2,000 | Region C: 500 (25%) | Region C: 1,200 (60%) |
| TOTAL: 10,000 (100%) | TOTAL: 3,000 (30%) | TOTAL: 6,500 (65%) |

Cluster Objectives and Indicators

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| --- | --- |
| Cluster objective 1:  | Relates to Strategic Objective # xxx |
| **Indicator** | **In need** | **Baseline** | **Target** | **Data Source/ Collection Method(s)** | **Organisation(s) responsible for data collection** | **Frequency** |
|  |  | xx  | xx  | xx | xx | xx |
| xx  | xx  | xx  | xx  | xx | xx | xx |
| xx  | xx  | xx  | xx  | xx | xx | xx |

Example

| Cluster Food Security objective 1: Improve affected people’s access to food | Relates to Strategic Objective # 2 |
| --- | --- |
| **Indicator** | **In need** | **Baseline** | **Target** | **Data Source/ Collection Method(s)** | **Organisation(s) responsible for data collection** | **Frequency** |
| #(%) of households where food is safely stored, prepared and consumed | Households | Households | Households | Household survey. | UNICEF, in collaboration with WFP and FAO | Quarterly |
| Region A: 5,000 | Region A: 500 (10%) | Region A: 2,000(40%) |
| Region B: 15,000 | Region B: 3,000 (20%) | Region B: 8,000(53%) |
| Region C: 30,000 | Region C: 6,500 (22%) | Region C: 15,000(50%) |
| TOTAL: 50,000 (100%) | TOTAL: 10,000 (20%) | TOTAL: 25,000 (50%) |
|  |  |  |  |  |  |  |
| #(%) targeted households with reliable and sustainable food sources**(Outcome Indicator also used for Strategic Objective 2)** | Households | Households | Households | Household survey. | WFP | Quarterly |
| Region A: 5,000 | Region A: 1,500 (30%) | Region A: 3,300 (66%) |
| Region B: 3,000 | Region B: 1,000 (33%) | Region B: 2,000 (67%) |
| Region C: 2,000 | Region C: 500 (25%) | Region C: 1,200 (60%) |
| TOTAL: 10,000 (100%) | TOTAL: 3,000 (30%) | TOTAL: 6,500 (65%) |
|  |  |  |  |  |  |  |
| **Cluster Wash objective 2: Provide reliable and sustained access to safe water to affected people** | **Relates to Strategic Objective # 2** |
| **Indicator** | **In need** | **Baseline** | **Target** | **Data Source/ Collection Method(s)** | **Organisation(s) responsible for data collection** | **Frequency** |
| Average time required (minutes) for one water collection journey, including travel in each direction and queuing | N/A | 120 minutes | 60 minutes | Household survey. | UNICEF | Quarterly |
|  |  |  |  |  |  |  |
| **Cluster Health objective 3: Improve access of affected people to health care services** | **Relates to Strategic Objective # 2** |
| **Indicator** | **In need** | **Baseline** | **Target** | **Data Source/ Collection Method(s)** | **Organisation(s) responsible for data collection** | **Frequency** |
| #(%) of affected health facilities fully functioning in crisis-affected areas | Health facilities | Health facilities | Health facilities | Data observation. | WHO | Quarterly |
| Province A: 50 | Province A: 8 (16%) | Province A: 22 (44%) |
| Province B: 120 | Province B: 25 (21%) | Province B: 50 (42%) |
| Province C: 80 | Province C: 20 (25%) | Province C: 40 (50%) |
| TOTAL: 250 (100%)  | TOTAL: 53 (21%) | TOTAL: 112 (45%) |