

PURPOSE OF MONITORING REPORT

One of the main purposes of response monitoring is to provide humanitarian actors with an evidence base for making decisions about what actions should be taken to address shortcomings, fill gaps and/or adjust the humanitarian response plan, contributing to a more effective and efficient humanitarian response, in the short- and long-term. The final stage in humanitarian response monitoring is reporting, which brings together that evidence base.

Reporting, in relation to response monitoring, entails not just presenting the results of output and outcome indicators but also the joint analysis and the collective findings to determine the overall progress made towards meeting strategic and cluster objectives. The analysis answers the questions: *"has the humanitarian community done what it committed to do in the humanitarian response plan? If not why? What should be done to address those shortcomings?"*.

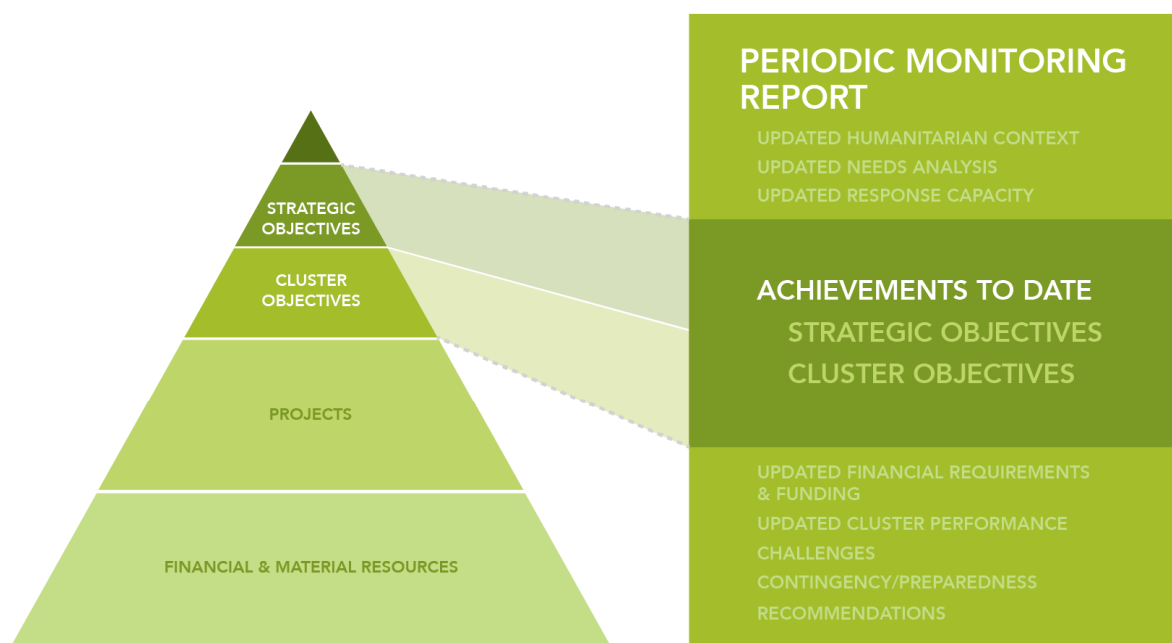
To do this, the clusters and inter-cluster coordination group draw upon all available information sources providing an honest appraisal of the humanitarian response and a way forward on remedial action.

The periodic monitoring report, a key response monitoring reporting tool, is meant to lay out the evidence on how the humanitarian response is going, and to provide clear recommendations to the Humanitarian Coordinator (HC) and Humanitarian Country Team (HCT) to take action, where necessary.

Focus of this guidance

This guidance is a supplement to the humanitarian response monitoring guidance. It provides step-by-step instruction for the analysis of response monitoring information and the production of the periodic monitoring report.

The Periodic Monitoring Report of a country presents the progress made toward strategic and cluster objectives, reports on funding received, identifies challenges and provides recommendations on corrective action.



REPORTING FREQUENCY

Based on its needs and capacities, each country should set its own reporting schedule. The graph below illustrates a sample HRP reporting schedule, with quarterly *Humanitarian Dashboards*, two *Periodic Monitoring Reports* during the course of the year, and a *Yearly Report* after the close of the cycle. Each report is cumulative in nature, capturing results from the beginning of the humanitarian response plan to the reporting date. For example, a periodic monitoring report released in October would present the results from January to September. The report schedule should be discussed and agreed upon by the HCT based on a proposal from the inter-cluster coordination group. When establishing a reporting schedule, consideration should be given to other documents produced during the year, or key decision-making moments, that would draw from findings in the periodic monitoring report. For example, one PMR could come around the middle of the year, to feed the Global Humanitarian Overview, and allow for corrective action, and another one could come just before a planning cycle starts (August – September).

	2016												2017
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Humanitarian Response Monitoring Framework													
Humanitarian Dashboard				Jan-Mar			Jan-Jun			Jan-Sep			Jan-Dec
Periodic Monitoring Report				Jan-Mar				Jan-Jul					Yearly report (Jan-Dec)
						GHO			HNO		HRP	GHO	

PMR TEMPLATE & CONTENT

The periodic monitoring report should include all available, relevant information a country deems necessary to analyse the context, report on achievements, identify challenges, and make recommendations. The template proposed is only indicative and may be changed. It consists of four sections: 1) *changes in context*, covering a review of the context from an inter-cluster point of view; 2) *achievements to date*, covering a review of progress towards strategic objectives from an inter-cluster point of view; 3) *analysis of the overall achievements* against funding, and challenges encountered; and 4) *cluster achievements* covering a review of the cluster-specific context and achievements towards cluster objectives.

The annotated PMR template includes explanations on the content for the different sections, tables and charts. Included in the annotation are suggested sources of information.

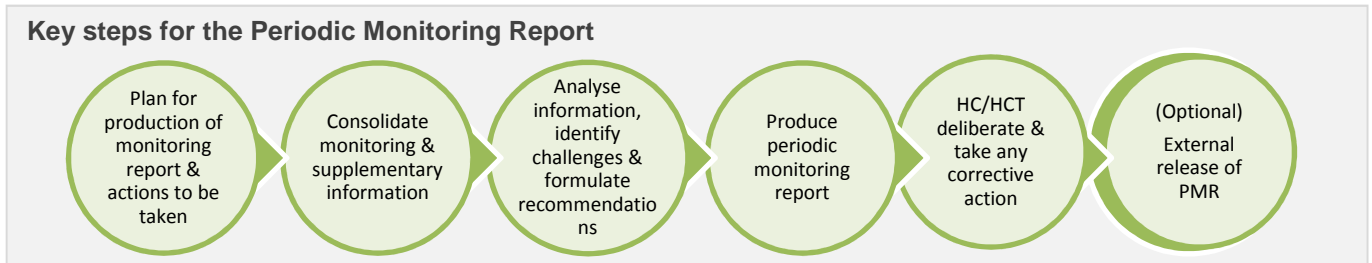
The Periodic Monitoring Report is first concerned with gauging how well the humanitarian community has done in meeting targets set out for output and outcome level indicators selected to measure strategic objectives, cluster objectives and activities. However, to delve deeper into exactly why certain objectives are not being met and, more specifically, why there is insufficient progress on certain indicators, additional information is required. The report should use existing, additional information to supplement analysis and make concrete recommendations for action. The following is a sample inventory of core information and supplementary information for performing analysis and producing the report.

Core information	Supplementary information
<ul style="list-style-type: none"> • Cluster output indicators targets and results • Cluster outcome indicators targets and results • Inter-cluster outcome indicators targets and results • Perspective from affected population (if collected) • Funding data 	<ul style="list-style-type: none"> • Changes in context: evolution of the humanitarian context including political developments, needs analysis and response capacity of organizations • Cluster performance: ratings on the performance of the clusters against their core functions • Contingency/preparedness plans

This list can be modified as relevant for a specific country, including, for example, findings from an operational peer review; conclusions from an evaluation; any report on progress on integration of cross-cutting issues (protection, accountability to affected populations, early recovery, etc.); or the lessons learned from an activated contingency or emergency preparedness plan.

PROCESS

Note : When a country prepares its Humanitarian Response Plan, it develops at the same time a Humanitarian Response Monitoring Framework, that determines how the response plan's strategic and cluster objectives will be monitored along the year. The present document assumes the monitoring data collection in the country is happening as foreseen in the monitoring framework, and the section below explains how to produce a Periodic Monitoring Report based on these data.



1. Plan for report and actions to be taken

Following the report schedule set out in the Monitoring Framework, when the times comes to prepare a Periodic Monitoring Report, the inter-cluster coordination group should discuss and agree upon the following items :

- A general timeline for producing the report from the consolidation of data to the analysis, creation of the report and the final delivery of the report to the HC/HCT.
- A format for the report along with the specific content, based on the proposed template.
- The data necessary for conducting analysis, along with the sources, considering any disaggregation (geographic, status, sex, age or other categories).
- Who will perform the analysis and how will it be performed.

The proposed format and content may be presented to the HC/HCT for endorsement.

2. Consolidate monitoring data and supplemental information

The clusters and OCHA will compile and consolidate all response monitoring data and supplementary information. The information should be disaggregated as agreed upon earlier and should be as detailed or granular as possible to help explain any shortcomings in reaching targets for individual indicators. For example, it can include overall funding tables by cluster that also show funding per project or overall humanitarian presence/3W tables that also show organizations by cluster and administrative units (governorate, province, etc.).

3. Analyse information, identify challenges and formulate recommendations

Cluster

Using the planned format of the PMR as a guide, the cluster should hold an analysis session to review all compiled information and draw conclusions on the overall state of the cluster response.

For each cluster objective the cluster should analyse all gathered output and outcome indicator data, weighing each indicator's contribution to achieving the objective, and determining if the objective is being met as expected. The analysis should look at the progress made from the beginning of the humanitarian response plan to the current reporting date.

For indicators that are not 'on target', the cluster should investigate why there is a gap, identifying the challenges faced in reaching the targets. Stemming from this, the cluster should synthesize the challenges and make recommendations to itself on corrective action to the cluster response strategy and objectives, and to the HC/HCT on corrective action on the country strategy and objectives. The cluster analysis should be presented at the inter-cluster coordination group. This analysis can be presented in the form of a draft cluster page of the periodic monitoring report.

Inter-Cluster Coordination Group

Using the planned format of the PMR as a guide, the inter-cluster coordination group should hold an analysis session to review all compiled information and draw conclusions on the overall state of the humanitarian response. The group should document any changes in the overall context, analyse the monitoring data, including indicators attached to cluster objectives and strategic objective, weighing each indicator's contribution to achieving the strategic objectives and determining for each strategic objective whether it is being met as expected. The analysis should look at the progress made toward meeting the targets from the beginning of the humanitarian response plan to the current reporting date.

For indicators that are not 'on target' the group should investigate why there is a gap, identifying the challenges faced in reaching the targets. It should analyse the funding situation, synthesize any results from cluster coordination performance monitoring reports and look at any anticipated changes in the humanitarian situation.

Based on the progress made toward the strategic objectives the group should draw conclusions on the status of the overall humanitarian response, determining if it is on pace with funding received while taking into consideration any identified challenges. It should conclude by producing a set of recommendations for the HC/HCT on corrective action on the overall response strategy and objectives.

4. Produce the periodic monitoring report

OCHA will assemble a draft of the periodic monitoring report on behalf of the inter-cluster coordination group. The draft report will be circulated to cluster coordinators for endorsement and the final version delivered to the HC/HCT, to support evidence-based decision-making.

5. HC/HCT deliberates and takes any corrective action

Using the periodic monitoring report, the HC/HCT will review the overall direction of the humanitarian response, deliberate on the findings and recommendations made by the inter-cluster coordination group and make decisions to address major constraints, adjust responses and, where necessary, update or revise the humanitarian response plan. If the HCT decides to revise the humanitarian response plan, this should be undertaken as a separate process, distinct of monitoring.

6. External release of the report

Once the HC/HCT has decided on a course of action to address the recommendations presented, they may endorse an external version of the report for public release. In the optional external version of the report, the 'Recommendations' section will be replaced with 'Actions to be Taken', that will present the decisions made by the HCT.

Periodic Monitoring Report

2016 Humanitarian Response Plan - Country name

Covering Mmm to Mmm 2016

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

FUNDING:

XX million (\$US)

Required

xx% of total requirement

YY million (\$US)

Received

Source: Financial Tracking Service (FTS)

CONTENTS:

Overview.....	1
Changes in context.....	3
Humanitarian context	3
Needs analysis.....	3
Response capacity.....	3
Strategic Objectives:	
Achievements to date.....	4
Strategic Objective 1	4
Strategic Objective 2.....	5
Strategic Objective 3.....	6
Analysis	7
Funding analysis	7
Cluster Performance	7
Challenges	8
Contingency/Preparedness Plans	8
Analysis of achievements against funding and challenges	8
Recommendations	8
Cluster achievements.....	9
Education	9
xxx.....	xx
xxx.....	xx
Roles and Responsibilities	11

Update table of contents -
section names and page
numbers.

OVERVIEW

Change the country name, reporting period and entity responsible for preparing the report.

Key achievements toward Strategic Objectives

This section should include a summary from the 'achievements' section below for each of the strategic objectives.

ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

The amount of funding required and received from the beginning of the humanitarian response plan to the current reporting date.

To edit bar chart, right click on chart, select 'Table Properties' > 'Column' and enter percentage.

ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Challenges

This section should include a summary of the 'Challenges' section below.

eiusmod tempor incididunt ut labore et dolore magna aliqua. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Recommendations

This section should include a summary of the 'Recommendations' section below.

In the optional external version of the Report, this heading will be changed to 'Actions to be Taken' and should include a summary of the 'Actions to be Taken' section below.

ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod.

Sources: UN Cartographic Section, Humanitarian Snapshot or other map.
The map page is optional. You may use a similar map to the one in the HRP, showing information on needs and response.



Source: xxx
The boundaries and names shown and the designations used on this map do not imply official endorsement or acceptance by the United Nations.

CHANGES IN CONTEXT

Humanitarian context

Use style 'PMR text'. One space after each full stop only, please.

Sources: Situation Reports, DSS Reports, Access Reports

This section should include:

- Any changes in the political context that influence the assumptions and conditions as stated in the humanitarian response plan.
- Any changes in humanitarian access or human rights violations.

consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Needs Analysis

Use style 'PMR text'. One space after each full stop only, please.

Sources: Humanitarian Needs Overview, Situation Reports, Assessment Reports, Cluster Bulletins

This section should include:

- Any changes in the needs of the affected population.
- Any changes in the scope of the crisis or the demographic profile of the affected population.

NOTE: This section is optional and only necessary if any new information is available on needs.

consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Response capacity

Use style 'PMR text'. One space after each full stop only, please.

Sources: Clusters, Humanitarian Needs Overview

This section should include:

- Any changes to the response capacity of organizations within the humanitarian response plan.
- Any changes to humanitarian assistance delivered outside of the humanitarian response plan.

consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

STRATEGIC OBJECTIVES: ACHIEVEMENTS TO DATE

Strategic Objective 1 : Objective as stated in the humanitarian response plan

For additional strategic objectives beyond three, copy and paste this page.

Use style 'PMR Strategic Objective'. One space after each full stop only please.

Sources: Humanitarian Response Plan

Strategic objective as stated in the humanitarian response plan.

magna aliqua.

Progress toward Strategic Objective

Sources: Humanitarian Response Monitoring Framework

This section should include narrative on the extent of progress made in reaching the strategic objective, from the beginning of the humanitarian response plan to the current reporting date. This should be based on a review of the target, result and status of each of the indicators associated with the strategic objective, presented in the table below, weighing each indicator's contribution to achieving the strategic objective.

The narrative should highlight any indicators with a status that is not 'on track' and the reasons why the response for those indicators is not 'on track'.

Pinpointing the reasons for this requires to analyse:

1) the target, reported result and status of the indicator; 2) looking at any differences according to geographic location, sex, age or other categories that reflect the diversity of the affected population; 3) perceptions of the affected population on the response; 4) funding; 5) challenges encountered; 6) actors' perspectives of the response; 7) any supplemental information, cluster coordination performance monitoring, changes in the context, etc.

For those indicators pulled from the cluster response plans, this analysis will have been performed at cluster level.

This section should answer the questions, 'have we done what we committed to do in this strategic objective, and if not, why?'

Indicators: Targets vs. Results to date

Indicator	In Need	Baseline	Target	Result	Status
Indicator for strategic objective from the Humanitarian Response Plan	xxx	xxx	xxx	xxx	On Track – xx%
					Major Gaps – xx%
					No Progress
Indicator for strategic objective from the Humanitarian Response Plan	xxx	xxx	xxx	xxx	
Indicator for strategic objective from the Humanitarian	xxx	xxx	xxx	xxx	

Sources: Humanitarian Response Plan, Humanitarian Response Monitoring Framework

- Indicator, in need, Baseline and Target: as stated in the humanitarian response plan.
- Result: the collective achievement for the indicator.
- Status: the extent of progress made toward the stated target. The three suggested statuses are 'on track', 'major gaps' and 'no progress', with precise definitions to be determined by the inter-cluster coordination group.
- Add any necessary division to the target, result and status columns to display disaggregated data.

Strategic Objective 2 : Objective as stated in the humanitarian response plan

Use style 'PMR Strategic Objective'. One space after each full stop only please.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Progress toward Strategic Objective

Use style 'PMR text'. One space after each full stop only, please.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. D

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Indicators: Targets vs. Results to date

Indicator	In Need	Baseline	Target	Result	Status
<i>Indicator for strategic objective from the Humanitarian Response Plan</i>	xxx	xxx	xxx	xxx	On Track – xx%
					Major Gaps – xx%
					No Progress
<i>Indicator for strategic objective from the Humanitarian Response Plan</i>	xxx	xxx	xxx	xxx	
<i>Indicator for strategic objective from the Humanitarian Response Plan</i>	xxx	xxx	xxx	xxx	

Strategic Objective 3 : Objective as stated in the humanitarian response plan

Use style 'PMR Strategic Objective'. One space after each full stop only please.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Progress toward Strategic Objective

Use style 'PMR text'. One space after each full stop only, please.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. D

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Indicators: Targets vs. Results to date

Indicator	In Need	Baseline	Target	Result	Status
<i>Indicator for strategic objective from the Humanitarian Response Plan</i>	xxx	xxx	xxx	xxx	On Track – xx%
					Major Gaps – xx%
					No Progress
<i>Indicator for strategic objective from the Humanitarian Response Plan</i>	xxx	xxx	xxx	xxx	
<i>Indicator for strategic objective from the Humanitarian Response Plan</i>	xxx	xxx	xxx	xxx	

ANALYSIS

This section should ideally be no more than four pages long.

Funding analysis

Use style 'PMR text'. One space after each full stop only, please.

Sources: FTS

This section should include narrative on:

- Funding trends for the year, looking at when funding has been received throughout the year to the current reporting period.
- The portion of overall funding received from pooled funds (CHF, CERF).
- Funding across clusters, comparing current amounts required and received, presented in the funding table below.
- Any revisions made to financial requirements during the implementation, and the reasons for it.
- Did funding address the highest priorities and was it provided in a strategic, coherent and complementary way.

Annexes could be used to display funding tables from FTS, such as the table 'Requirements and Funding per Cluster' and 'Total Funding per Donor'.

Funding: Required vs. Received to date (million \$US)

XX million (\$US)

Total Required

YY million (\$US)

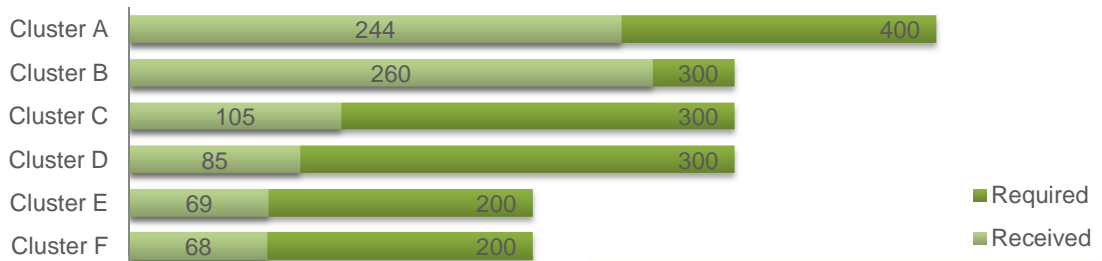
Total Received

CERF: xx million
CHF: xx million

YY%

Total Funded

Unmet: xx million (\$US)



Sources: FTS

Data is available on FTS from the 'Requirements and Funding per Cluster' table.

Note: the total amounts required and received across the clusters in the graph should match the totals above the graph.

Right click on the chart and select 'edit data' to edit the chart.

Cluster Performance

Use style 'PMR text'. One space after each full stop only, please.

Sources: Cluster Performance Monitoring Report

This optional section will use findings from cluster coordination performance monitoring reports, to summarise how clusters in general are delivering against their core functions. Specific clusters information will be mentioned in the cluster pages.

magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Challenges

Use style 'PMR text'. One space after each full stop only, please.

Sources: Inter-cluster analysis

This section should elaborate on the constraints/obstacles encountered while delivering assistance. The section can draw on the challenges highlighted in the sections on "Progress toward strategic objectives", the cluster pages, and from the sections on context update, funding analysis and cluster performance.

Challenges can be environmental factors, lack of access, insecurity of humanitarian workers, administrative constraints, lack of actors in some areas etc. Those mentioned here should affect several clusters.

Contingency/Preparedness Plans

Use style 'PMR text'. One space after each full stop only, please.

Sources: Contingency Plans, Preparedness Plans, Situation Reports, DSS Reports, Access Reports, Humanitarian Needs Overview, Clusters, early warning systems.

This section should present the possible changes in the humanitarian situation, such as changes in seasonal forecasts, humanitarian context, needs, response capacity, etc.

And tell what is foreseen in terms of emergency response.

consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Analysis of achievements against funding and challenges

Use style 'PMR text'. One space after each full stop only, please.

Sources: FTS, Humanitarian Response Monitoring Framework (if established), Inter-cluster analysis

This section should include a synthesis of the progress made across all strategic objectives, in relation to the funding provided, determining if the overall humanitarian response is on pace with funding received. The narrative should outline how the pooled funds (CHF, CERF) have contributed to the results, possibly highlighting specific activities and results to which the funds have contributed.

Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Recommendations

Use style 'PMR text.' One space after each full stop only, please.

Sources: Inter-cluster analysis

This section should include a list of proposed actions, from the inter-cluster coordination group to the HC/HCT, addressing the challenges outlined above. Each recommendation should include: 1) who should take the action (cluster members, cluster coordinators, inter-cluster coordination group, OCHA, HCT, HC, etc.), and 2) the timeframe for taking it.

In the optional external version of the Report, the heading of this section should be changed to 'Actions to be Taken' and the section should reflect the decisions made by the HC/HCT on actions to take to address the issues raised.

CLUSTER ACHIEVEMENTS

Progress towards Cluster Objectives

Sources: Humanitarian Response Monitoring Framework

This section should include narrative about the progress made in reaching the cluster objectives, overall, from the beginning of the humanitarian response plan to the current reporting date. This should be based on a review of the target, result and status of each of the indicators associated with the cluster objectives, presented in the table below. The narrative should outline how the pooled funds (CHF, CERF) have contributed to cluster results, possibly highlighting specific activities and results to which the funds have contributed.

The narrative should highlight any indicators with a status that is not 'on track' and the reasons why the response for those indicators is not 'on track'. Pinpointing the reasons for this requires to analyse: 1) the target, reported result and status of the indicator; 2) looking at any differences according to geographic location, sex, age or other categories that reflect the diversity of the affected population; 3) perceptions of the affected population on the response; 4) funding; 5) challenges encountered; 6) actors' perspectives of the response; 7) any supplemental information, cluster coordination performance monitoring, changes in the context, etc.

This section should answer the questions, 'have we done what we committed to do in the cluster objectives, and if not, why?'

There should be one section for each cluster. Ideally each cluster section should be kept to two pages.



Education

Coordinator Co-Facilitator	xxx xxx
Government Counterpart	xxx
People Targeted	xxx
People Covered	xxx

FUNDING

Requested	Received	Percent Funded
xxm	xxm CERF: xxm CHF: xxm	xx%

Sources: Cluster, FTS

- Coordinator and Co-Facilitators: those organizations chairing and co-chairing the cluster.
- Government Counterpart: any authority that is the counterpart to the cluster. Remove if not applicable.
- People Targeted: the number of all people the cluster is trying to assist, disaggregated as much as possible by gender and age. This number should not double count, meaning it should consist of unique individuals.
- People Covered: the number of people whose needs have been met by a cluster member, if possible disaggregated by gender and age. This number should not double count, meaning it should consist of unique individuals.
- Funding Requested: from FTS, the amount of funds requested for the cluster, for the whole duration of the plan.
- Funding Received: from FTS, the amount of funding received during the reporting period.
- Percent Funded: from the funding requested and received, the calculated percentage of funding received.

Changes in Context

This section should include any update on the humanitarian context, needs analysis, response external to the humanitarian response plan and cross-cutting issues, which are specific to the cluster.

Humanitarian context

Sources: Situation Reports, DSS Reports, Access Reports

- Any changes in the political context that influence the assumptions and conditions as stated in the humanitarian response plan.
- Any changes in humanitarian access or human rights violations.

Needs Analysis

Sources: Humanitarian Needs Overview, Situation Reports, Assessment Reports, Cluster Bulletins

- Any changes in the needs of the affected population.
- Any changes in the scope of the crisis or the demographic profile of the affected population.

Note: This section is optional and only necessary if any new information is available on specific needs.

Response Capacity

Sources: Clusters, Humanitarian Needs Overview

- Any changes to the response capacity of organisations within the humanitarian response plan.
- Any changes to humanitarian assistance delivered outside of the humanitarian response plan.

Cluster Performance

Use style 'PMR text'. One space after each full stop only, please.

Sources: Cluster Performance Monitoring Report

When available, provide the findings from the cluster's coordination performance monitoring report, on how the cluster is delivering against its core functions.

>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Challenges

Use style 'PMR text'. One space after each full stop only, please.

Sources: Cluster analysis

This section should present the obstacles identified in reaching the targets associated with the cluster objectives.

>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Actions to be Taken

Sources: Cluster analysis

This section should include a list of actions to be taken for addressing the challenges outlined above, and the gaps in the response highlighted in the section 'Progress towards Cluster Objectives'.

>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.







- Cluster Objective: the objective as stated in the cluster response plan.
- Indicator, In Need, Baseline and Target: as stated in the cluster response plan.
- Activities: the activities as stated in the cluster response plan under each objective.
- Locations: the locations of implemented activities.
- Result: the collective achievement for the indicator.
- Status: the extent of progress made toward the stated target. The three suggested statuses are 'on track', 'major gaps' and 'no progress', with precise definitions to be determined by the cluster.







Cluster Objective 1: Objective from operational response plan							Supports Strategic Objective xx, xx
Indicator:			In need	Baseline	Target	Result	Status
Indicator from operational response plan.			xxx	xxx	xxx	xxx	xxx
Activity	Location	Indicator	In need	Baseline	Target	Result	Status
• Activity		• Indicator 1 from operational response plan.	xxx	xxx	xxx	xxx	On Track – xx%
							Major Gaps – xx%
							No Progress

Copy and paste this table for each cluster objective, inserting new rows for each new activity. Add any necessary division to the target, result and status columns to display disaggregated data.

ROLES AND RESPONSIBILITIES

Revise the column headings to what fits best for your context and insert the clusters active in your country.

Cluster	Coordinator Co-Facilitator	Government Counterpart	Organisations	Location(s) of interventions
 Coordination and common services	<p>Sources: Clusters</p> <ul style="list-style-type: none"> • Coordinator & Co-Facilitator: those organizations chairing and co-chairing the cluster. • Government Counterpart: any authority that is the counterpart to the cluster. Remove if not applicable. • Organizations: those organizations implementing activities in the cluster plan. • Location(s) of interventions: the locations of implemented activities from the cluster plan. 			
 Education	xxx	xxx	xxx	xxx
 Food security and livelihoods	xxx	xxx	xxx	xxx
 Health	xxx	xxx	xxx	xxx
 Logistics	xxx	xxx	xxx	xxx
 NFIs and emergency shelter	xxx	xxx	xxx	xxx

Cluster	Coordinator Co-Facilitator	Government Counterpart	Organisations	Location(s) of interventions
 Nutrition	XXX	XXX	XXX	XXX
 Protection	XXX	XXX	XXX	XXX
 Water, sanitation and hygiene	XXX	XXX	XXX	XXX
 Camp coordination and camp management	XXX	XXX	XXX	XXX
 Early Recovery	XXX	XXX	XXX	XXX
 Refugees	XXX	XXX	XXX	XXX