Overview of 3RP Regional Guidance Kit for 2016 Planning

The following materials are designed as generic regional guidance to be tailored at the country level in line with specific needs and circumstances in each country. The guidance notes provide specific guidance on different topics and aspects of 3RP Plan development. They are designed to assist Sector and Inter-sector Coordinators to complete the necessary templates and formats that make up their 3RP Plan Submission.

These materials can serve as recommendations and good practices for planning to be used in full, tailored, or not used at all, depending on the country context. The notes and templates should be considered complementary to any guidance issued at the country level for national planning processes. The materials are not intended as advice or instructions to governments on developing national plans or budgets. They are not intended to replace or supersede any country-level guidance.

The materials were developed by the 3RP Regional Drafting Committee, made up of UN and INGO representatives from each 3RP country and the regional level, and have been endorsed by the 3RP Regional Technical Committee, which is comprised of representatives of UN Agencies and INGOs at the regional level.

1. **Background to the 3RP and General Guidance on Planning**

   Provides overall background on the 3RP regional planning approach, the links to national plans, roles and responsibilities, and general guidance to Inter-sector and Sector Coordinators to help them manage and coordinate the development of response plans.

2. **Incorporating and Communicating Resilience Programming in the 3RP**

   Outlines a Resilience and Stabilization Lens made up of three key questions to assist 3RP partners in identifying, categorizing, understanding and communicating planned outputs based on their contribution to building resilience.

3. **Guidance Note on Populations and Institutions - Needs and Targeting**

   Provides guidance on how to define the different Populations in Need (PIN) and the targeted populations, which need to be recorded (broken down by age and gender where possible) at country and sector level in the Country Chapter Format, as well guidance on targeting institutions for resilience-building activities.

4. **Guidance Note on Setting Objectives, Outputs and Indicators at the Sector Level**

   The framework of the 3RP provides for Sector Working Group Responses that contain Objectives with indicators to measure progress toward those objectives, underneath which are Outputs with their associated indicators to measure output performance. This guidance note provides information on results-based language as well as examples of good practice in developing objectives, outputs and indicators in both the refugee and resilience components.
5. **Credible and Realistic Budgeting**
Guidance to assist with the development of a credible and realistic overall appeal in 2016, given that the amount of donor funding is not keeping pace with the needs in the five main refugee hosting countries.

6. **Guidance Note on Protection Mainstreaming**
Guidance to assist Sectors to incorporate the key protection principles throughout the programme cycle, including assessment, design, implementation, monitoring and evaluation.

7. **Guidance Note on the Gender Marker**
Each Sector Working Group Response will have a Gender Marker code recorded in the 3RP Country Chapter Format. This guidance note will help to ensure that gender codes are accurate, and that they are used as a tool to ensure Plans are well designed to address the needs and realities of women/girls and men/boys.

8. **Guidance Note on 3RP Style and Terminology**
Tips on style, grammar, spelling and acronyms of participating agencies to assist in the presentational harmonization of Country Chapter narratives.

9. **Country and Sector Chapter Format**
This is the format/template for the submission of the country and sector-level narratives which go to make up the Country Chapter of the 3RP. It outlines the narrative sections to be included at each level, along with guidance on word limits, and content. It contains references to the other Guidance Notes to assist in filling out specific sections.

10. **Sector Response Matrices**
Each Sector Working Group should complete and return one Sector Response using this Matrix, which includes cells for entering Objectives, Outputs, Targeted Population, Partners, Location, Budget, and Indicator/Targets. A second Matrix (Agency Response) is included to assist Sector Coordinators to assist in the collection of agency level submissions in those countries which do not use an automated system (ie: ActivityInfo).