GUIDANCE NOTE 3

Populations and Institutions - Needs and Targeting

1. Purpose

This Guidance Note is designed to assist countries and sectors to complete the Population in Need (PIN) tables and associated narratives in the Country and Sector Narrative Template (document 9 of the Regional Guidance Kit).

A common agreement on a Population and Institutional Needs promotes a shared understanding of the impact and evolution of a crisis across 3RP partners, informs strategic response planning, and allows partners to target the most vulnerable groups. Credible evidence and a joint analysis of needs underpins an effective and targeted response.

There should be one overall quantified Population Need table at the country level, and a Population Need table for each sector. The population need should be broken down by the target population groups - including refugees living in the community, refugees living in camps, members of impacted communities and any other relevant target group in the country. The populations should be broken down by age and gender.

Institutional needs may not be as easily quantified as populations, but the needs of institutions must also be based upon a commonly agreed analysis, including for policy and capacity gaps. Institutional needs will be expressed in the sector narratives.

Once the country and sector needs have been defined, each sector should define their target(s), based on their analysis of depth of need, vulnerabilities and capacities. While targeting should be based upon the needs expressed, it is acknowledged that factors such as funding, capacity, policy or logistical constraints may influence the number of beneficiaries that can be targeted. Key findings from the needs and priorities section inform the response strategy, including for definition of objectives, and outputs, articulating links between the refugee and resilience pillars, influencing indicator choice, and 3RP coordination.

2. Country Chapter

3RP partners should collectively analyze available data/information, including on the depth of need, to reach a shared understanding of who are the populations and institutions in need of support under the refugee and resilience components.

Data sources can range from multi-sector and sectoral assessments/ surveys, administrative databases, assumptions of government planning figures, country methods of prioritization and targeting, monitoring data, and expert judgement by 3RP actors. Local sources, such as government, community bodies and representatives from impacted communities are also a very useful. However, it is recognized that not all countries, or all sectors, have a complete dataset to conduct a needs, vulnerabilities and capacities analysis. Where this is the case, this section should briefly state the limitations in the data available, assumptions made, and plans to fill in the data gaps under the 3RP based upon best estimates.
3. Population in Need (PIN)

The defined Population in Need should be identified through assessment or other agreed mechanism in your country. Each country should provide tables for Population in Need by population group disaggregated by age and gender at both the country and the sector level. The population groups to be covered are:

- Syrian Refugees Living in Camps;
- Syrian Refugees Living in Communities;
- Members of Impacted Communities; and
- Other Groups relevant at the country level such as Palestine Refugees from Syria (PRS), Palestine Refugees in Lebanon (PRL), etc.

The groups of Population in Need should reflect those population groups to be addressed through your country chapter of the 3RP, even though the target population may be smaller. You can provide background on these population groups in the Introduction and Context section of the Country and Sector Narrative Template, to justify why you are addressing these groups. If there is an overarching vulnerability framework that should be explained in the needs and vulnerabilities section of the country chapter, as a lead in to the sector sections.

4. Sectors: Needs and Targeting

Population in Need

The sectoral PIN should be based upon data relevant to the sector and should draw upon the overall country PIN. The sector PIN should never be greater than the overall country PIN, and in most cases should be less than the overall PIN based upon data relevant to the sector. The sector PIN should be the ‘High Water Mark’ for the sector, measuring the maximum number of people in need across all intervention areas in the sector. To avoid double-counting of people in need this can be calculated as the highest PIN for any one intervention area in the sector.

The sector Population in Need and Targeted Population table should also provide a quantitative summary of the Targeted population against each of the PIN groups. The table provides the quantitative needs, while the narrative in the Needs, Vulnerabilities and Targeting section provides the rationale for targeting based on agreed criteria, which should include analysis of depth of needs and capacities. The overall sector PIN may also be broken down by intervention type (i.e. i) Water; ii) Sanitation; and iii) Hygiene).

The Needs, Vulnerabilities and Targeting section provides a complementary analysis of overall needs in the sector, with the needs in a sense being the key issues that the strategic response plan addresses. This section summarizes the boundaries or scope of the response.

Institutional Needs

Institutions in need are those that require support by 3RP partners as a consequence of the Syrian refugee crisis. The 3RP should not include other institutions that would indirectly benefit from partner interventions. Institutional needs may also be quantified such the need for x persons to have increased capacity. Institutional needs may also be expressed as processes such as the need for increased capacity, or need for a new/revised policy or legislation. Expressing the responses to these institutional needs as indicators in the results matrices is encouraged (noting the need to limit to maximum three indicators per output).
**Targeting**

The targeted population in the 3RP refers to direct beneficiaries of planned interventions.

Not all needs in a country can usually be covered, so it is important to set the limits of the response — which can be geographic, demographic, sectoral, temporal, or other measures of depth of need — to draw the line between what the response must achieve (which forms the objectives of the strategy) and what is less of a priority. The **Strategic Vision & Response Plan** section is your opportunity to explain the principles, decisions and criteria behind decisions to target specific groups or focus on specific interventions.

Some of the principles behind targeting should include: i) Depth of need/vulnerability; ii) Existing capacity, with license to assume a reasonable scale-up if all requested resources are obtained; iii) National plans/priorities; and iv) Needs planned to be addressed by other actors outside of the plan (Governments and Islamic Organizations) can be referenced here.