Revised HPC Template for HPC 2020

Messages for Coordinators, Co-Coordinators, AoRs and Information Management Officers

1. Introduction
The purpose of this note is to guide Protection Cluster and AoRs Coordinators and Co-Coordinators in the preparation of the Inter-Agency Humanitarian Needs Overview (HNO) and Humanitarian Response Plans (HRPs), in view of the new Humanitarian Programme Cycle (HPC) template(s). These serve to:
1- Update existing guidance;
2- Integrate developments achieved over recent years on needs assessment and response planning;
3- Incorporate commitments made at the World Humanitarian Summit and as part of the Grand Bargain.¹

2. Highlights of the new approach
The enhanced HPC calls for a greater depth of identification of needs and analysis, done jointly with partners at sectoral and inter-sectoral level. The analysis requires looking beyond immediate causes to capture chronic and structural, as well as emerging risks to better define acute and longer term needs, as well as their severity.

The analysis in the HNO focuses on specific population groups or sub-groups, needs and geographic areas, articulated around:
1. Physical and mental well-being related to survival;
2. Living standards and self-sustenance capacity; and
These elements are now core sections of the HNO and will provide the necessary information for prioritization in the HRP.

Specific changes include:
• Strengthening focus on: (i) the multi-sectoral nature of needs and the response, (ii) the understanding of the immediate, structural and chronic causes, (iii) the level of severity and (iv) likely evolution to allow for a more holistic and effective response with linkages to development interventions.

¹ Country Operations: There are currently 30 active Protection clusters/sectors: Afghanistan, Burundi, Cameroon, CAR, Chad, Colombia, DRC, El Salvador, Ethiopia, Guatemala, Honduras, Iraq, Libya, Malawi, Mali, Mozambique, Myanmar, Niger, Nigeria, Pacific, Philippines, Somalia, South Sudan, State of Palestine, Sudan, Syria, Ukraine, Venezuela, Yemen, and Zimbabwe.
In 2019, there will be Humanitarian Response Plans in 21 countries, of which 11 are expected to be multi-year, and several other countries will issue other types of response plans.
Deadline for Completion: The Global Humanitarian Overview will be launched on 4 December 2019. The deadline for country-level inputs is 25 October, which means that HRPs must be finalized or nearly finalized by then.
• Identifying priority groups and geographic areas directly based on needs analysis
• Formulating results-based strategic objectives based on the affected population priorities, to inform multi-sectoral and sectoral planning;
• Establishing monitoring systems that allow for better analysis of the evolving situation, measuring it against outcomes;
• Ensuring inclusivity through disaggregating the differential impacts of the crisis on diverse groups of people (i.e. gender, age, disability and other diversity characteristics)
• Including new guidance on disability inclusion.

The Step-by-Step guide provides important information on sequencing to ensure appropriate linkages between HNOs, HRPs and ongoing monitoring of the situation, needs and results.

3. Changes for the Protection Sector/Chapter in the HNO
Coordinators and co-Coordinators should try to ensure the following:

• **Focus on joint and holistic analysis & programming** by engaging earlier the PC and AoRs to discuss how to achieve more holistic protection analysis as well as integrated programming. There is a need to ensure that this analysis is reflected in all parts of the HNO and HRP, including the general chapter.
• **Strengthen the focus on multi-sectoral nature of needs and response through** understanding of the causes (structural, chronic and immediate), the level of severity and likely evolution to allow for a more effective response linked to development.
• **Identify priority groups and geographic areas** directly based on the needs analysis.
• **Formulate results-based strategic objectives** that define the changes we wish to see in the lives of people, to inform multi-sectoral and sectoral planning.
• **Establish or improve monitoring systems** to measure the ongoing evolution of the situation and needs.
• **Ensure increased inclusivity through disaggregation and communication with communities.**
• **Incorporate new guidance on disability inclusion** in analysis and programming. Ensure that this analysis is reflected in all parts of the HNO and HRP, including the chapeau and more general sections.
• **Increase disaggregation by AoRs** in the sectoral pages of the HNO (p. 45 of the template) and HRP (p. 43 of the template). If possible, include a dedicated subsection for each AoR within the Protection Chapter. These sub-sections include an overview of the needs/response as well as AoRs specific indicators related to PIN, people targeted, financial requirements, partners and projects. All sub-sections should be part the overall protection analysis. The new HNO template also allows for inclusion of AoR severity scale maps (p. 43).
• **Standardize- data entry in the Response Planning Module (RPM) within the Protection Cluster.** The new RPM will consolidate data entry within the Protection Sector and the establishment of AoRs specific markers (planned field).
• **Ensure the FTS module systematically includes the specific AoRs involved in the response plan to allow for information breakdown.**
4. Changes in the Humanitarian Needs Overview Template

HNO- New Inter-sectoral section: Key findings:

**Key Findings**

**Emergency Map**

HNO-

- New Inter-sectoral section: Critical problems related to protection

- As a minimum, analyze and disaggregate by sex, age (death/child 60) and disability. Where reliable data is not available, use planning assumptions, such as the global estimate that persons with disabilities make up 15% of the population.

**Critical problems related to protection**

- People in need: 890k
- Gender:
  - Female: 451k
  - Male: 439k
- Age:
  - Under 5: 85k
  - 5 to 14: 260k
  - 15 to 64: 220k
  - 65 and over: 135k
- Disability: 135k

<table>
<thead>
<tr>
<th>Vulnerable Groups</th>
<th>People in Need</th>
<th>Projection of Pn 2021-2022</th>
<th>Non-Vulnerable Groups</th>
<th>Associated Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affected by conflict</td>
<td>470k</td>
<td>218k</td>
<td>250k</td>
<td>Violent conflict, armed conflict, civilian violence</td>
</tr>
<tr>
<td>Affected by displacement</td>
<td>310k</td>
<td>140k</td>
<td>170k</td>
<td>Forced displacement, internally displaced persons</td>
</tr>
<tr>
<td>Affected by conflict and displacement</td>
<td>260k</td>
<td>120k</td>
<td>140k</td>
<td>Violent conflict, armed conflict, civilian violence, forced displacement, internally displaced persons</td>
</tr>
</tbody>
</table>

**Key Findings (2/2)**

- Paper and other hard copies and electronic versions of this document must be used (as suggested in Task 1: Capacity). For example:

  **Disarming protection problems:**
  - Most common risks of the 'long tail' of corresponding protection problems related to physical and mental wellbeing and a feeling of 'stuckness': (insurance, the longer term, left out, etc.).
  - Tangible losses, including direct and indirect financial costs and other gross or individual losses.
  - Involvement in activities of international humanitarian law.
  - Legal outcomes, such as judicial sentences, civil litigation, and the criminal justice system.
  - Mental health and well-being, which were not reflected in the planning process.
Part 1: Impact of the Crisis and Humanitarian Consequences

HNO: New Inter-sectoral section: Impact of the crisis and humanitarian consequences

1.4 Humanitarian C

Make sure to analyze and report the humanitarian consequences for individuals and population sub groups affected by specific protection issues (Protection Areas of Responsibilities) including children, gender based violence, housing and land property, and mines. This should also inform the HCT Protection Strategy.
HNO - Inter-sectoral section: People in Need

- Make sure that population subgroups affected by specific protection issues (Including Protection Areas of Responsibilities - AoRs) including children, gender-based violence (including victims of SVA and EFA), housing and land property, and mines, are considered. Indicate the PPA estimates if feasible, by relevant population subgroup concerned under the AoRs.

HNO - Sectoral analysis: Severity Map
HNO- sectoral analysis: Protection sectoral analysis

Protection sectoral analysis: The headline information of the Protection Section summarizes the consolidated PIN, Severity, gender and age of General Protection and AAI.

Protection

Analysis of Informational Levels

Overview and affected population

Sub-sector
Child protection

AAI analysis: AAI's sections summaries the PIN/CON, Severity, gender and sectoral specific overview for each of them specifically.
Key points related to the new HNO template:

**Severity:**
Definition: Severity is a way of measuring intensity of needs by affected population group and geographic area in a given crisis. It is one way to generate an estimated people in need (PiN) figure. It is usually constructed in an intersectoral forum where all clusters and AoRs are requested to contribute with indicators, thresholds and reference values. Following a joint analysis process the severity model provides a structured way to compare humanitarian needs, impact and vulnerabilities across geographic areas and sectors.

**JIAF:** A Joint Inter-sectoral Analysis Framework (JIAF) was initiated under the Grand Bargain to advance coordinated needs assessment and analysis and to support the collective decision-making driving the Humanitarian Response Plans. The JIAF promotes inter-sectoral, comprehensive analysis of the humanitarian situation that go beyond the sector-by-sector approach, and also place the affected people at the center. (Please refer to [https://interagencystandingcommittee.org/grand-bargain/news/workstream-5-tools-and-guidance-advancing-coordinated-needs-assessment-and](https://interagencystandingcommittee.org/grand-bargain/news/workstream-5-tools-and-guidance-advancing-coordinated-needs-assessment-and))

The applicable methodology, indicators, severity thresholds and reference tables are developed by Global Clusters and AoRs to feed into JIAF.

- For countries with JIAF pilot/rollout, field colleagues might be contacted to review and revise the existing JIAF according to country context and data availability.

- For countries without JIAF pilot/rollout:
  - **Severity ranking:** If the Cluster has already developed a severity model in country, they can use their model and share it with the GPC and/or respective AoR. Sharing
these models with the GPC, would allow to support the ongoing development of the JIAF.

- **No Severity ranking**: Countries that do not have any severity ranking building experience (have not done it previously) can refer to the GPC and/or respective AoR for guidance on how to build it.

**AOR Severity Scales**: In countries where it is feasible, AoRs specific severity scales and maps can be added to the HNO. Please refer to the respective AoR for guidance on how to develop it.

**People in Need (PiN)**

**Definition**: PIN figures are a basic estimation of how many of the affected population are in need. The main inter-sectoral approaches of identifying PiN (OCHA, 2016) include the core humanitarian problem approach and the intensity of need (severity) approach. In many countries the intensity of need approach usually is translated into an inter-sectoral severity model. Severity models are NOT the only way to estimate PiN figures in a humanitarian crisis, as it depends on the type of crisis as well as availability of data.

**AoRs**: In the HPC and in the new HNO template, AoRs are given space to incorporate a specific PiN figure in addition to the overall PiN. This means that Field AoR coordinators are responsible for estimating the PiN figure. However, AoRs PiNs should not be no higher than the overall Protection PiN. The GPC and global AoRs are to be consulted in case of discrepancies.

A guidance on PiN approaches will be also included in the above mentioned technical guidance and will be circulated soon. Meanwhile, if a country has already developed a PiN calculation method, they can share it with the GPC and/or respective AoR for guidance.
5. Changes in the Humanitarian Response Plan Template

HRP: Operational Capacity and Access
HRP: Overview of sectoral response

Protection

<table>
<thead>
<tr>
<th>PEOPLE NEEDED</th>
<th>PEOPLE TARIFFS</th>
<th>REQUIREMENTS (US$)</th>
<th>PARTNERS</th>
<th>PROJECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>890k</td>
<td>475k</td>
<td>$522.1M</td>
<td>37</td>
<td>88</td>
</tr>
</tbody>
</table>

Protection sectoral response: The headline information of the Protection Section summarizes the consolidated PN, targeted, funding requirements, # of partners and # of projects.

Sub-sector Gender-based violence

<table>
<thead>
<tr>
<th>PEOPLE NEEDED</th>
<th>PEOPLE TARIFFS</th>
<th>REQUIREMENTS (US$)</th>
<th>PARTNERS</th>
<th>PROJECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>201k</td>
<td>188k</td>
<td>$202.1M</td>
<td>12</td>
<td>17</td>
</tr>
</tbody>
</table>

AOR/sectoral responses: AOR/sectoral summaries the PN/UN targeted, funding requirements, # of partners and # of projects for each of them specifically.
### Indicators by specific objective

<table>
<thead>
<tr>
<th>SPECIFIC OBJECTIVE</th>
<th>SYSTEM-WIDEL</th>
<th>INDICATOR</th>
<th>IN NEED</th>
<th>BASELINE</th>
<th>TARGETED</th>
<th>SOURCE</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>500.1</td>
<td>3000</td>
<td>3000</td>
<td>3000</td>
<td>3000</td>
<td>3000</td>
<td>AAAM</td>
<td>Daily</td>
</tr>
<tr>
<td>500.2</td>
<td>3000</td>
<td>3000</td>
<td>3000</td>
<td>3000</td>
<td>3000</td>
<td>AAAM</td>
<td>Daily</td>
</tr>
<tr>
<td>500.3</td>
<td>3000</td>
<td>3000</td>
<td>3000</td>
<td>3000</td>
<td>3000</td>
<td>AAAM</td>
<td>Daily</td>
</tr>
<tr>
<td>500.4</td>
<td>3000</td>
<td>3000</td>
<td>3000</td>
<td>3000</td>
<td>3000</td>
<td>AAAM</td>
<td>Daily</td>
</tr>
<tr>
<td>500.5</td>
<td>3000</td>
<td>3000</td>
<td>3000</td>
<td>3000</td>
<td>3000</td>
<td>AAAM</td>
<td>Daily</td>
</tr>
</tbody>
</table>

**Section:** Identify monitoring data, specify indicators with target and other information that the sector will periodically collect, analyze and share to report progress against specific objectives. Next page includes the template format.
Key points related to the new HRP template:

➢ **Financial requirements**
   The financial requirements for each project will be divided among:
   - Protection
   - Protection – Child Protection AoR
   - Protection – GBV AoR
   - Protection – MA AoR
   - Protection – HLP AoR

   - If a project that covers one geographic area, 100% of the funding can be assigned to that area.
   - If projects are cross-cutting, the total needs will be divided and assigned in percentages or financial figures. A key part of the revision process conducted by the Cluster and the AoRs leads is to review and validate the division as this will affect the number of projects and partners. The total amount of financial requirements is the sum of all accepted projects’ financial requirements. The total can be easily disaggregated by area.

When uploading cross-cutting and multi-sectoral projects it is important to ensure that a budget breakdown is provided. Partners need to ensure that adjustments to the project and budget details are correctly reflected in the system after the revision process.

➢ **Partners**
   The number of partners is calculated by a unique a count of partners who have submitted and accepted projects.
   The number of AoR partners is calculated by a count of partners who have submitted and accepted projects with AoR specified in the respective data column.

➢ **Projects**
   The number of projects is the unique* count of project IDs.
   The number of AoR projects is calculated by unique* count of partner who has submitted and accepted projects with AoR specified in the respective data column.

6. **RPM**

For each HRP, one field cluster/coordination entity to be defined in RPM called “Protection”. All activities or indicators will be defined within one framework under that coordination entity.

This single field cluster will be associated in RPM with multiple ‘global sectors’, as relevant and appropriate for that plan (with the following exact labels). These sectors/sub-sectors are used for reporting purposes only, not for coordination.

   - Protection
   - Protection – Child Protection AoR
   - Protection – GBV AoR
   - Protection – MA AoR
   - Protection – HLP AoR

User access rights given to Protection Cluster Coordinators.
7. **Projects Module**

In Projects Module, project owners should submit their projects to a single field cluster. Project budget will need to be divided in percentages adding up to 100%.

Project approval rights for any and all projects submitted to that cluster will be handled by the Protection Cluster Coordinator on behalf of the protection cluster and the AORs. Manual consistency checks will be necessary when reviewing the projects submitted.

For subsequent reporting, projects can be filtered or grouped by ‘field cluster’ which will show all projects together, or by ‘global sector’ which will show each separately.

8. **FTS**

In FTS, funding will be attached to projects in their entirety without differentiating whether the funding is for Protection or for the AoR. The standard FTS website feature that allows plan data to be grouped by ‘Cluster/Sector’ (meaning field cluster) will therefore show all Protection/AoR projects together under ‘Protection’.

Grouping FTS reports by ‘global sector’ is also already possible by adding a custom column, or by using the advanced data search, but for the time being (until the feature in the below point is available) these reports will not be able to attribute funding correctly to the AoRs and will simply show it as ‘shared across several sectors’.

Calculating funding coverage for an AoR will require an offline reconciliation between the project budgets broken down by AoR as per point 4 above, and the non-broken-down funding contributions as per point 8 above.
The revised HPC template will **not** bring significant changes to the way Protection Cluster and AoRs engage in the HRP and HNO process. As in previous years, Coordinators will have to work jointly towards the prioritization of the response based on the joint needs analysis while at the same time strengthening their engagement with other sectors for stronger inter-sectoral analysis and response.

While providing a logical structure and more coherence across countries, the template remains flexible and it is understood that some components may be shifted, combined, reduced or expanded. Ultimately, operations retain the capacity to design their response plans and to structure their protection chapters based on context and respective capacities.

It is important to note that the rolling out of the new templates and the disaggregation of data will not alone contribute to better response planning and financial reporting, and additional efforts will be required to strengthen field capacity and ensure the staffing needed.

**What support can you expect from the GPC and the AoRs?**

In its reviews of the Centrality of Protection in humanitarian action in 2016 ([here](#)), 2017 ([here](#)) and 2018 the GPC has looked at good practice in integrating and mainstreaming protection throughout the humanitarian response. Field Clusters can draw lessons from those operations which have undertaken protection risk assessments across all sectors or otherwise enabled protection integration and mainstreaming. The IASC Guidelines for Integrating GBV in Humanitarian Actions provide GBV-related points for each cluster to consider during the HNO process. The GPC has also developed a very easy-to-use Mainstreaming Toolkit, which should enable all sectors to aim for protection outcomes, consistent with the IASC Protection Policy 2016 and the SPHERE Standards.

The GPC and the AoR teams are available to support the field clusters and sub-clusters.

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