

# Annex. Technical Guidance for National Platforms- Cash and Voucher Assistance

## The Regional Refugee and Migrant Response Plan (RMRP) 2021

August 17th, 2020  
Regional Cash Working Group

*Note. It is very important that you read and become familiar with the Regional Planning [Instructions](#) for Refugees and Migrants of Venezuela Response Plan 2021.*

*This document is complementary, optional and annex. The key dates proposed by the Group are designed to comply with the schedule of the Regional Coordination Platform in due time.*

### Key Dates

<b>National Platform-level</b>			
Consult nat. Gvts.	NP leads (CoM/Rep)		31 July
Consult nat. Donors	NP leads (CoM/Rep)		31 July
SDR	NP + NS		24 July
JNA	NP + NS		14 August
Nat. pop. Projections	NPs		21 August
Sector PINs	NP + NS		21 August
Activity submissions	Appealing Orgs.		28 August – 18 September
Activity consolidation	NS		25 September
Activity validation	NS		2 October
Submission of nat. datasets	NP		8 October
Nat. sector sections	NS		8 October
National chapters	NP		8 October
<b>Regional Platform-level</b>			
Planning Instructions	RP		14 July
Brief on Planning Process (RP meeting)	RP		21 July
Strategic objectives	RP		14 August
Sector objectives	RS		14 August
Sector indicators	RS		14 August
Activity submissions	Appealing Orgs.		28 August – 18 September
Activity consolidation	RS		25 September
Activity validation	RS		2 October
Review & consolidation of nat. datasets	RS + RP		14 October
Regional Sector chapters	RS		23 October
Regional chapeau	RP		23 October

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Thank you for sending us any questions or feedback on this guide to Coordination Team (WFP, IFRC, UNICEF) and CashCap Technical Support [cbi.rwg@gmail.com](mailto:cbi.rwg@gmail.com).



## 1. Introduction

The objective of this guide is to orient the reflection on the role of the Cash Working Groups (CWG) in the 2021 Response Strategy Planning process for Refugees and Migrants from Venezuela. It is a living document that will be nurtured by the experiences and exercises of the 17 countries and the regional members. The richness of this process relies in the ownership of the process by CWG's members and cash technical focal points, as well as Sectors.

At the end of this process, CWGs will be able to have more guidance on

- How CWGs can contribute to the Planning at the National and Regional levels
- How "Cash stakeholders" can contribute to the Planning with a collective and regional vision
- How to provide all the information required by the Process in a timely manner, "bottom up" and based on the operational realities from partners.
- Plan the type of tools and technical support required for a fair service to the 17 countries from the Regional CWGs

Decisions reside in the National Platforms, according to their capacities, and coordination structures. All these tools are technical tools to guide the process.

## 2. Definitions

All CWGs adhere to and promote the use of the definitions coined by the CaLP Glossary in [Spanish](#) and [English](#). It is recommended as much as possible to use or adjust the processes in line with the technical definitions. Some considerations to keep in mind during the planification process

- In English Cash Based Interventions (CBI) and Cash and Voucher Assistance are synonyms. The latter is the recommended term. When read "CBI" or "CVA" they refer to all programs where cash transfers or vouchers for goods or services are directly provided to recipients. In the context of humanitarian assistance, the term is used to refer to the provision of cash transfers or vouchers given to individuals, household, or community recipients, not to governments or other state actors. This excludes remittances and microfinance in humanitarian interventions (although microfinance and money transfer institutions may be used for the actual delivery of cash. **For Planning purposes**, the use of cash and voucher assistance is a response modality, when appropriate and feasible, to assist refugee, migrant and host population in multiple sectors.
- **For Planning purposes**, Multipurpose Cash Transfers (MPC) programs/projects, is a response modality that implies an multisectoral activity by nature, without restrictions, that uses transfers (either periodic or one-off) corresponding to the amount of money required to cover, fully or partially, a household's basic and/or recovery needs. The term refers to cash transfers designed to address multiple needs, with the transfer value calculated accordingly<sup>1</sup>. MPC programs/projects will be registered as an activity, under an output indicator (regional) and with multiple fields in *Activity Info* to complement the information (delivery mechanism, value, frequency, etc.)
- **For Planning purposes**, it is important to describe how the use of cash and voucher assistance, jointly with other modalities and complementary activities, are part of Integrated Programming <sup>2</sup>.

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<sup>1</sup> MPC transfer values are often indexed to expenditure gaps based on a Minimum Expenditure Basket (MEB), or other monetized calculation of the amount required to cover basic needs. All MPC are unrestricted in terms of use as they can be spent as the recipient chooses

<sup>2</sup> An 'integrated programming' approach assumes that a combination of modalities and interventions will usually be most effective in achieving better outcomes for recipients, to be determined through good assessment and response analysis. Integrated programming might be implemented by one agency or by multiple agencies working collaboratively. Ideally this will be facilitated by a coordinated, multisectoral approach to needs assessment and programming, Note: this term is not in the current CaLP Glossary. It has been developed and proposed in this report based on feedback from key informants and reviewers who questioned the appropriateness of existing terms and definitions with a similar intention - notably 'cash plus' and 'complementary programming'." SOW2020, CaLP

### 3. How to streamline Cash and Voucher Assistance into the Planning

#### During need analysis

- ❖ Understand how socioeconomic vulnerabilities and economic barriers to access to essential goods and services are related to the underlying factors of the crisis by sector; the impact of the crisis on the capacity of -refugees, migrants, returnees, and the host population and by different population profiles (gender, age, disability, ethnicity) - to generate income and cover their basic needs. Identify the coping measures and protection risks, to which the population is exposed due to lack of income to cover basic needs.

#### Population’s perspectives analysis

- ❖ Understand the perspectives of the population, in relation to their preferences to receive assistance (cash, vouchers, goods or services) for their priority needs; and facilitate their participation in the design of potential assistance (distribution mechanisms, duration, frequency, value, etc.)<sup>3</sup>

#### During response analysis process

- ❖ Joint intersectoral response analysis is a coordinated process prioritizing which humanitarian consequences can be addressed by the response, in terms of feasibility and appropriateness. It also determines how the response should be carried out using different response modalities such as cash/in-kind, conditional/unconditional etc., sectoral and multi-sectoral, to meet the prioritized humanitarian consequences<sup>4</sup>
- ❖ Response planning workshops led by Platforms and Sectors-Response Options Analysis can facilitate the participation of CWGs and cash practitioners, to promote the systematic consideration of all modalities (CVA, in-kind, services, development of capabilities) and integrated programming.
- ❖ To understand the appropriateness of CVA at this stage, it is key to be able to link the modality option analysis to the analysis of needs (basic and / or recovery) and the strategic objectives of the RMRP, strengthening the links with sectoral objectives, with social protection stakeholders and actively participating in the design of exit strategies from the moment of planning. **TABLE 1**

#### STEP 1: Identify and analyse response options - RMRP2021

Review of Needs Analysis results. Summarize and/or strengthen the analysis:

- Identify which factors are directly/indirectly causing the humanitarian and integration problems/consequences highlighted by the joint inter-sectoral needs analysis (e.g. infectious diseases aggravating malnutrition in children and pregnant women). Factors directly causing humanitarian or integration issues, or having an aggravating impact, should inform discussions on which response activities should be continued (from RMRP 2020), initiated or scaled-up.
- Identify which factors are the most likely to result in improvements of the humanitarian and development needs of the population groups of concern in the timeframe of the RMRP and should therefore be targeted as part of the response.
- Review the vulnerabilities of prioritized population groups/sub-groups, and how they can be decreased by the response by for instance:
  - o Limiting their exposure to risks (e.g. risks of GBV for women and girls)
  - o Avoiding their exposure to inequalities, xenophobia, and discrimination
  - o Increasing their capacities (e.g. supporting positive coping mechanisms or removing factors or interventions which incentivise damaging coping mechanisms)
  - o Improving their access to humanitarian response.

Review the achievements of the concerted response actions under the RMRP to date, and lessons learned. (E.g.: response-related products, including agencies and sectors’ own response monitoring, evaluation results, etc.).

- Are current responses adequate and sufficient to address the prioritized humanitarian and integration needs for the prioritized affected people in the selected geographic locations?
- What is the feedback (if available) from the affected population on the appropriateness and effectiveness of response activities?
- Has the relationship between those responses and unintended risks been assessed and addressed (e.g. heightened GBV exposure including sexual exploitation and abuse)?
- Which adjustments are required to current responses (if any) in terms of targeting, coverage, intersectional approaches, etc.?
- Have all prioritized sub-groups adequate access to the response? Are there specific barriers? Are adjustments needed to improve access?

<sup>3</sup> Example. In Colombia, during the needs assessments phase, priority needs questions were established and these linked to preferences in the assistance modality (it is recommended to use the Ranking modality). [http://aldo-benini.org/Level2/HumanitData/PLtrees\\_msna/PLtrees\\_msna.html](http://aldo-benini.org/Level2/HumanitData/PLtrees_msna/PLtrees_msna.html)

<sup>4</sup> HCP, 2020

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- ❖ Based on the evidence around the feasibility and appropriateness of different response options, determine how the response should be carried out using different response modalities such as cash/in kind, conditional/unconditional etc., sectoral and multi-sectoral. Identify how those response modalities can generate protection and environmental benefits or how potential protection risks or environmental impacts of that response modality can be mitigated (p.21 RMRP 2021) **TABLE 2**
- ❖ It is very rare that the response modality is reflected during the Strategic Objectives process. However, it is important that during the response analysis process they are linked; since it is not the same to design CVA to cover housing needs or to strengthen livelihoods. The use of MPC is not a program per se, and can be used for multiple purposes, since a multipurpose transfer can have objectives of improving livelihoods and strengthening integration, as well as optimizing CVA as a tool to improve protection refugee and migrants and mitigate the risks of recurrent violence (links with Objectives 2 and 3). Much of the use of MPC in the response is a basic transfer with a certain frequency to cover all or part of basic needs, promoting links with social protection systems. It is suggested that the CWG have specific MPC objectives, to feed the process of response analysis and use of the different modalities; as well as facilitating the exchange with the sectors to incorporate CVA indicators in the sector interventions that incorporate this modality. **TABLE 3**

Table 1. Key elements to consider

<b>PHASE 1.</b>		
<i>"Put simply, where lack of economic access is not a cause of vulnerability, cash transfers will not be an effective response option"<sup>5</sup></i>		
Needs	Food Security	Main Highlights
Objectives	NFI	Main Highlights
Indicators	Housing <sup>6</sup>	Main Highlights
Population profiles Pendular, in destination, transit, pendular, Host, Returnees, Gender/Age	WASH <sup>7</sup>	Main Highlights
	Nutrition <sup>8</sup>	Main Highlights
	Protection <sup>9</sup> / Child Protection <sup>10</sup>	Main Highlights
	Education <sup>11</sup>	Main Highlights
	Gender Based Violence <sup>12</sup>	Main Highlights
	Communication with Communities <sup>13</sup>	Main Highlights
	Integration	Main Highlights
<b>Mainstreaming</b>  Identify how those response modalities can generate protection and environmental benefits or how potential protection risks or environmental impacts of that response modality can be mitigated	Environment	Main Highlights
	<i>Gender</i>	Main Highlights
	Protection	Main Highlights
	AAP	Main Highlights

<sup>5</sup> ERC, 2015, p.18

<sup>6</sup> <https://www.sheltercluster.org/working-group/shelter-and-cash>

<sup>7</sup> [https://washcluster.net/twigs/cash\\_and\\_market](https://washcluster.net/twigs/cash_and_market)

<sup>8</sup> [https://www.nutritioncluster.net/resource\\_Evidence%20and%20Guidance%20Note](https://www.nutritioncluster.net/resource_Evidence%20and%20Guidance%20Note)

<sup>9</sup> <https://www.globalprotectioncluster.org/tools-and-guidance/essential-protection-guidance-and-tools/cash-based-interventions-and-idp-protection/>

<sup>10</sup> <https://resourcecentre.savethechildren.net/library/cash-transfer-programming-and-child-protection-humanitarian-action-review-and-opportunities>

<sup>11</sup> <https://educationcluster.app.box.com/s/hlb9tnp7b9181ww87mbk9qnq4xq6i83>

<sup>12</sup> <https://gbvguidelines.org/en/cash-voucher-assistance-and-gbv-compendium-training-modules/>

<sup>13</sup> You can find more resources in last section of this document. <https://reliefweb.int/report/world/cashcap-meaningful-dialogue-communities-proof-concept-may-2020>

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PHASE 1.		
<i>"Put simply, where lack of economic access is not a cause of vulnerability, cash transfers will not be an effective response option"<sup>45</sup></i>		
	Coordination/IM	Main Highlights
Exit strategy and social protection linkages	Referral pathways/ livelihoods Linkages with Social Protection	Main Highlights
<p>Discussions (workshops)</p> <ul style="list-style-type: none"> <li>▪ Look at economic vulnerability from the perspective of multi-sector outcomes. Use VA to identify where lack of economic resources contributes to multiple problems, e.g. poor food security, shelter, health, education or protection outcomes</li> <li>▪ Is the use of TM appropriate, according to the needs identified by the different population profiles to contribute to multi-sectoral objectives? How to design gender sensitive CVA? How to enhance the protection benefits of CVA and minimize their risks</li> <li>▪ Have you considered which factors will trigger phasing-out of MPC; and how the process will take place. A few examples are provided here: An improvement in crisis conditions; graduation of target household from below to above poverty line (without including MPG assistance); Improvement in target households' access to employment and other income-generating opportunities, including significant policy changes such as provision of work permits or provision of minimum wages; Livelihood programmes on a large scale targeting socio-economic vulnerable households; Socio-economic vulnerable households included in national safety net programmes by government; others).</li> <li>▪ What humanitarian needs (goods and services) would be required on a recurring basis and which can be provided through financial support (providing a cash transfer), and approximately how much they would cost.</li> <li>▪ What other needs are there that cannot be met through MPCs and how could MPCs complement other interventions?</li> </ul>		

Table 2. Key elements to consider for feasibility during response analysis

Modalities (Response Analysis Workshops) Gender mainstreaming		Cash	Vouchers	In kind	Services
PHASE 2	Market analysis	<i>Main highlights</i>			
	Acceptance, national policies, regulatory environment,	<i>Main highlights</i>			
	Population preferences	<i>Main highlights</i>			
	Partners capacity	<i>Main highlights</i>			
	Delivery Mechanisms	<i>Main highlights (including data protection-digital options)</i>			
	Risk analysis and mitigation measure	<i>Main highlights</i>			
	<p>Multipurpose Cash Transfers are an appropriate and feasible response modality to satisfy multiple humanitarian needs (YES/NO)</p> <p>Discussions (workshops)</p> <ul style="list-style-type: none"> <li>▪ Whether or not local markets for goods and services can meet aggregate demand, based on reasonable assumptions about how people might spend their money.</li> <li>▪ Ways in which market support interventions could reinforce market supply.</li> <li>▪ How to deliver cash to people affected by the crisis (mechanisms and partners)</li> <li>▪ What are the expected risks and benefits, and the possible ways to mitigate the latter?</li> <li>▪ What does the population prefer, and what suggestions do they have for the design?</li> <li>▪ What regulations, guidelines and government positions are there in relation to MPC</li> </ul>				

### Key Information for CWGs

- Analysis of socio-economic needs and vulnerabilities
- # of sectors that consider CVA as a potential response modality (expenses, priorities, preferences, lessons learned, etc.) - Appropriateness
- Tools, guides, CVA experiences adapted to refugees and migrants from Venezuela - Sector

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- Dates of sectoral workshops / calendars
  - Feasibility analysis / geographical coverage, and sector and according to population profile
  - Gender analysis<sup>14</sup>.
  - Risk analysis
- Collaboration, Coordination Initiatives

Table 3. Example of Specific Objectives exercises for activities that use MPC as a modality and Response Approaches

Strategic Objectives	Specific Objectives	Activity	Indicators
	<b>PHASE 3</b>		Guides for a Good Monitoring in CVA ( <a href="#">aqui</a> )
Provide and improve safe and dignified access to essential goods and critical services in synergy with sustainable development assistance	Assist population to meeting basic needs and minimize reliance on negative coping strategies	Provide multi-purpose cash assistance to refugee, migrant and host population that cannot be covered by existing national service	# de individuals receiving multipurpose cash transfers (MPC)
	Facilitate acutely vulnerable households' access to complementary and critical humanitarian and national assistance services, including non-contributory government social protection program	Facilitate vulnerable households' referral to sector specific intervention, to protection actors and national social protection scheme  Facilitate complementary activities for Integrated Programming	
<b>Response Approach – Multipurpose Cash Transfers</b>			
Need Analysis: Description Information, Participation and Feedback Mechanisms: Description Gender Analysis: Description Targeting (Criteria): Description Design: For What, how long, how much, when Register: Description Delivery: Description Referral/complementary activities: Description Facilitate Access to governmental social assistance: Description Exit Strategy: Description MEAL: Description			

Build this matrix when sectors objectives are available.

<sup>14</sup> <https://reliefweb.int/sites/reliefweb.int/files/resources/ptm-que-funciona-para-mujeres.pdf>

## During the indicators' formulation process

- Given that the use of CVA is a response modality, indicators will be established that meet the criteria of relevance, understandable, feasible, realistic, doable easy to communicate and explain what is being measured with the level of disaggregation by population groups and gender as a minimum, not only at the organization level but as Platforms.
- One regional indicator is proposed **# of individuals receiving multipurpose cash transfers**
- It is proposed to share good practices in the CWG in relation to Information Management.
- It is suggested to work together with the CWG and Sectors to promote the use of Activity Info to its full potential to report and analyze the data in relation to the different implementation modalities.
- Guidelines for good CVA monitoring at *Outcome* level for MPC ([here](#)), at activity and process level ([here](#))

## During the process of activity submissions to the Response Plan

It is suggested that the process of submission of proposals, validation and vetting to be reflected at the national and regional levels. For example,

**Option 1.** The CWG are part of the process of Review, validation, and vetting of MPC activities, incorporating Criteria 7.1 specific to MPC (appropriate / feasible / programmatic criteria).

- Criterion 7.1. The selected response modality is feasible and appropriate to meet the identified needs and in line with the strategic / sector objectives. YES/NO
- Annex. CVA activities are in line with good programming criteria promoted in the CWG

Tool. The partners present an annex / survey form in the activities used by MPC to complement with qualitative information so that the review committee can evaluate the technical criteria of relevance and feasibility.

- **Option 2.** At least one Cash focal point is part of the committees and the review, validation and vetting process of sector activities that include cash and voucher assistance. This criterion can be included in Criterion 7, where it is validated if the chosen modality is appropriate and feasible for the proposed activity. If the Sector considers it appropriate, the Annex form can be applied.

### Regional Indicator Proposed (max 1) Deadline. August 14<sup>th</sup>, 2020

- **Sector/Subsector/WG** Multipurpose Cash Transfers (MPC)
- **Sector Objective**
- **Indicator Title** Number of beneficiaries of multipurpose cash transfers (MPC)
- **Indicator description /rationale** Number of individuals receiving multipurpose cash transfers
- **CBI:** YES
- **PiN/Target-Oriented:** YES
- **Unit of measurement:** Number of people who receive a periodic or one-off multipurpose cash transfers.
- **Collection method:** Monthly report Activity Info
- **Definitions** Refer to Section 1.
- **Means of Verification (Data source)** Beneficiaries lists, payment lists
- **Disaggregation** By refugee /migrant population, pendular, in transit, at destination, host, returnees, by gender and by age
- **Data limitations** To avoid double counting, the cash transfer recipient is counted only once. The limitation of this unit of measure is that a beneficiary is counted once whether s/he received one off or recurring transfers. This limitation can be overcome when this indicator is interpreted together with information on the duration, frequency, and value of the transfer to build #total transferred (USD) to individuals through multipurpose transfers
- **Time** (Frequency): Monthly
- **Target value:** This value will be calculated after all National/Sub-Regional Platforms have submitted their activities

• August 28th to September 18th

# SUBMISSIONS TO THE RESPONSE PLAN

Activities, indicators, targets and budget

Appealing Organization:

Sector: Multipurpose CBI

Indicator: # of individuals benefitting from multipurpose cash transfer (MPC)

Activity Name

Activity description Please describe as much as possible programmatic features: i.e covering basic needs, transfer value (HH/per person) and duration.

COVID-19:

Country

Admin-1:

**In kind & all programming costs (USD)** Enter all in kind costs associated to programming the activity as well other costs including admin, staff, office, CBI transfer cost fees, etc. i.e. amount to pay the FSP; program costs associated to deliver of cash, support cost to scale up the cash response

**Modality CBI (USD): Modality CBI (Value of Transfers in USD)intervention. if applicable Enter the planned USD TOTAL ACTIVITY value of transfers to be received by ALL RECIPIENTS made through cash or vouchers**  *i.e 50 US per person, per 3 months, 100 beneficiaries=15,000 USD*

Validation Criteria 7.1

- Gender with Age Marker (GAM)
- Environment Marker
- Accountability to Affected Populations
- Centrality of Protection

VALIDATION OF ACTIVITIES NATIONAL AND SUBNATIONAL LEVEL REGIONAL ACTIVITIES AT REGIONAL LEVEL

THIS WILL ALLOW US TO TRACK "The value of transfers made to recipients should be used as the primary basis for tracking cash and vouchers (minimum agreement, GB Cash Workstream, Tracking CVA)"



In kind & all programming costs (USD)	Modality CBI (Value of Transfers in USD)	Total Budget requirement (In kind + CBI)
Enter all in kind costs associated to programming the activity as well other costs including admin, staff, office, CBI transfer cost fees, etc.	If applicable Enter the planned USD TOTAL ACTIVITY value of transfers to be received by ALL RECIPIENTS made through cash or vouchers	Total Budget will appear automatically. This cell is blocked, you cannot enter data here

Table 4. Criterion 7.1

CRITERION 7.1 Review Committee			
Based on consolidated information (Phase 1 and 2):			
Response modality selected is appropriate and feasible to cover identified needs and in line with Strategic Objectives /Sector Objectives	YES	NO	Comments
Annex (Response Approach- Phase 3) Activities submitted are in line with principles/standards/SOP promoted in the CWGs	YES	NO	Comments

## 4. How to support CWGs and consolidate information

### Key informants' interview – Inform Response Plan

<https://es.surveymonkey.com/r/CWGRMRP2021?lang=en>

This is a technical survey and will take you 40 minutes approx.

This survey is part of the Cash and Vouchers guide for planning RMRP 2021 [bit.ly/RMRP2021](https://bit.ly/RMRP2021). The survey seeks to promote reflection on for systematic integration of the cash and vouchers in response analysis phase to address humanitarian needs and seek for durable solutions for refugees and migrants from Venezuela.

Audience. CWGs, Sectors, Partner / Implementing Organizations in the Response of Refugees and Migrants from Venezuela in Latin America.

Goals

- i. Inform, from the perspective of the partners and members of the national and regional CWGs, the Multipurpose Cash Transfers Chapter of the Response Plan for Refugees and Migrants from Venezuela for the year 2021
- ii. Provide a regional overview at the priorities, strategies and operational approaches of humanitarian actors in the region active in cash transfer responses by 2021
- iii. Consolidate the information on the key elements on programmatic relevance / feasibility / characteristics for the response analysis phase of the Plan. USE OF THE INFORMATION. You are not required to provide any personal information and responses will be anonymous.
- iii. You are not required to provide any personal information and responses will be anonymous. This information will only be accessible and used by the CWG's facilitators for the Response Plan document and input the work plan. If you no longer wish to share your information, thank you for contacting us and we will delete it at any time. Any feedback or query, thank you for contacting us at [cbi.rwg@gmail.com](mailto:cbi.rwg@gmail.com) - Coordinating Team-GTM Regional

### Role of Technical Support

- Platforms can request technical support for specific activities. For example, how to participate in the technical validation process (form); how to do a risk analysis, etc. The focal points of the regional CWG can provide technical support, refer to specialists or facilitate that in the monthly meetings it is focused on that topic, or the interaction with the regional sectors. For example, eviction risks and how the use of CVA can mitigate this risk.
- If required, the regional CWG can assist in the design of the technical form for the Review Committee. Criterion 7.1 and Annexes.

### CWG workshops

- Ad hoc meetings between July 23<sup>rd</sup> and September 10<sup>th</sup> to share good practices and seek synergies. Thursday [August 20<sup>th</sup> IM](#) / August 27<sup>th</sup> - TBC.
- September 10<sup>th</sup>, Regional CWG monthly meeting, each country to present its response analysis, and / or key programmatic aspects. Regional focal points should also share the findings and results of the key informant survey.

- After the launch of the plan, it is suggested to capitalize on the lessons learned from the planning process, in regional meetings, according to the quality, activities, products and perception of the partners, in terms of various criteria (inclusiveness, fairness, involvement of local actors, technical, etc.)

### Narrative Chapter

- It is suggested that Countries use the proposed tables to compile narrative information in harmonized formats, adapting it to their needs.
- At the national level, each CWG can generate a narrative chapter for CVA, which describes the result of the process, focusing on points 3, 4, and 5 of the regional chapter (optional)
- A draft regional narrative document will be sent to all group members by October 8th.

Sector and sub-chapter structure:

**MAX 1-2 PAGES PER SECTOR PER COUNTRY AND AT REGIONAL LEVEL**

Please make sure the operational plan includes ALL population groups

**Priority Needs (200 words)**  
This paragraph should briefly summarize the three main priority needs for the sector. It should be one short paragraph.

**Response Strategy (400 words)**  
This paragraph should outline the response strategy for the sector. It should include:

1. *Scope of the sector response:* explain the programmatic and geographical focus of the response, i.e. focus on addressing acute/severe needs (only). Explain the methodology to define people targeted (PT). Criteria to be used for determining PT are: capacity, access, people reached in 2020, changes to the context/operations (e.g. planned scale-up). Be realistic in the calculation. PT should be lower than PiN. If PT are considerable higher than people reached in 2020, it should be thoroughly explained.
2. *Response priorities:* outline the top three response priorities for the sector. Mention specific interventions (what activities, where, for whom).
3. *Integrated response approaches:* outline inter-sectoral complementarity, joint programming, or other response interventions that are planned in an integrated manner with other sectors to improve cost-efficiency and impact. (e.g. safe drinking water supply in medical centres/schools).
4. *Response modalities:* explain what overall response modalities will be used by the sector to deliver assistance, e.g. in-kind, cash, public service support, capacity development.
5. **Good programming/collective accountability considerations**

*Please do not include funding requirements for the moment. They will be added later on, after submission and approval of activities.*

### Key dates – Regional CWG

- July 23rd. First meeting (NFR [aqui](#))

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- August 10th. Indicator validation and technical guidance
- August 14th. Indicators and Technical Guidance Submission
- September 01<sup>st</sup> to September 18<sup>th</sup> Key informants' interview In [Spanish](#) and [English](#)
- August 28th to September 18th. Activity Submission
- September 10th. Monthly CWG meeting. Response Analysis Workshop
- October 8th. Regional CWG- RMRP Chapter

With technical support from

