

RMNA 2023

Planning Instructions

Contents

STRUCTURE AND SECTORS	2
PROCESS OVERVIEW	4
DISAGGREGATION LEVELS SUBJECT TO THE RMNA	4
NEEDS ASSESSMENT AND ANALYSIS IN THE CONTEXT OF THE RMNA	6
REGIONAL & NATIONAL PLANNING ASSUMPTIONS AND SCENARIOS	13
POPULATION PROJECTIONS	13
PEOPLE IN NEED (PIN)	18
RMNA 2023 NARRATIVES	21
NARRATIVE CHAPTER TEMPLATES FOR THE RMNA 2023	23
ANNEX 1: Calculating the PiN	27
ANNEX 2: DELPHI METHOD (PEOPLE IN NEED)	32

Regional Refugee and Migrant Needs Analysis (RMNA)

As part of the strategy to ensure visibility of the situation of refugees and migrants from Venezuela, to enhance a common situational understanding, and taking into consideration the globally limited resources and prevalence of other humanitarian emergencies, this year the Regional Platform will also launch the second distinct Regional Needs Analysis for 2023, in addition to the regional Refugee and Migrant Response Plan (RMRP) Update for 2024.

The first RMNA was launched and disseminated in September 2022. The 2023 RMNA will further contribute to donor mobilization, strategic dialogue and visibility on the situation in the countries covered by the R4V Platform and inform the revision of the RMRP Update for calendar year 2024.

Building on the successful pilot in 2022, the dedicated 2023 RMNA will provide a comprehensive analysis of the needs of the affected population groups, underpinning the subsequent 2024 Update of the bi-annual RMRP 2023-2024.

The RMNA will identify sources of data on the needs of refugees and migrants – particularly inter-agency assessments, coordinated and implemented by the respective R4V National and Sub-regional Platforms, or Sectors, as well as secondary data and individual R4V partners' assessments – and analyse this information to outline the main needs of refugees and migrants from Venezuela, other refugees and migrants in-transit (in some of the R4V countries), and host communities in the 17 countries covered by the Regional Inter-Agency Coordination Platform (R4V).

The RMNA's geographic scope is limited to countries in Latin America and the Caribbean receiving refugees and migrants. It does not include the needs inside Venezuela. These are subject to a separate country Humanitarian Needs Overview, led by the UN Resident/Humanitarian Coordinator. The temporal coverage of this Needs Analysis is the calendar year of 2023. Reflective of the changed national and regional dynamics, this update takes into account amended planning considerations, scenarios and projections, permitting R4V response actors to adjust their planning, required financial resources and targets in an inclusive and transparent manner.

Based on the above understanding, this document is intended to provide practical, step-by-step guidance on the various steps necessary for the structuring, planning and drafting of the different components of the RMNA 2023.

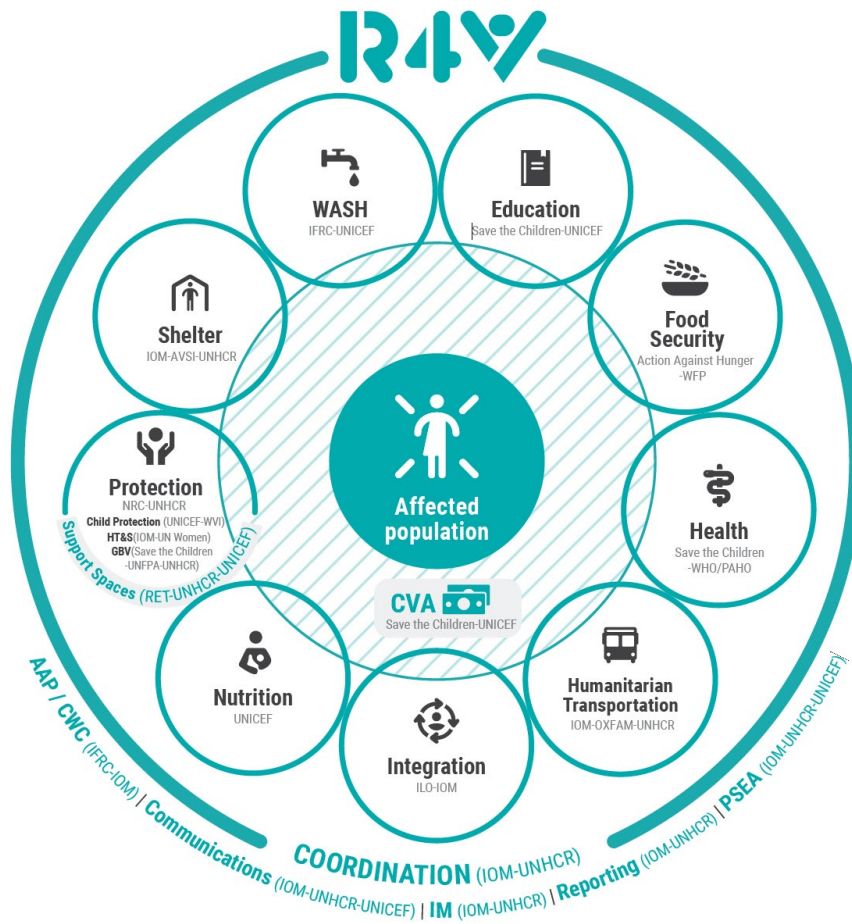
STRUCTURE AND SECTORS

The RMRP for 2023-2024 is structured based on:

- **9 thematic Sectors** (Education, Food Security, Health, Humanitarian Transportation, Integration, Nutrition, Protection, Shelter and WASH).
- **3 sub-Sectors under the purview of the Protection Sector** (Child Protection, Gender-Based Violence (GBV), and Human Trafficking and Smuggling).
- **6 thematic and cross-cutting Working Groups:** Support Spaces, Cash and Voucher Assistance (CVA), Communication with Communities (CwC) / Accountability to Affected Populations (AAP), Communications, Information Management (IM) and Protection from Sexual Exploitation and Abuse (PSEA). Each focus on a range of activities in support of the response for refugees and migrants from Venezuela, as well as affected host communities.
- Focal Points for Gender, Environment, Reporting and Centrality of Protection (COP) are integrated in the regional coordination mechanism. They contribute to the work of the regional Sectors and Working Groups to promote good programming through the mainstreaming of their respective transversal matters; further the commitments under the concept of centrality of protection; ensure that any interventions that seek to support refugees and

migrants from Venezuela, as well as host communities, are designed with the meaningful participation of the affected populations; and to promote the safety and wellbeing of communities, and upholding their rights and dignity, in line with the principle of “Do No Harm”.

Figure 1- R4V Structure

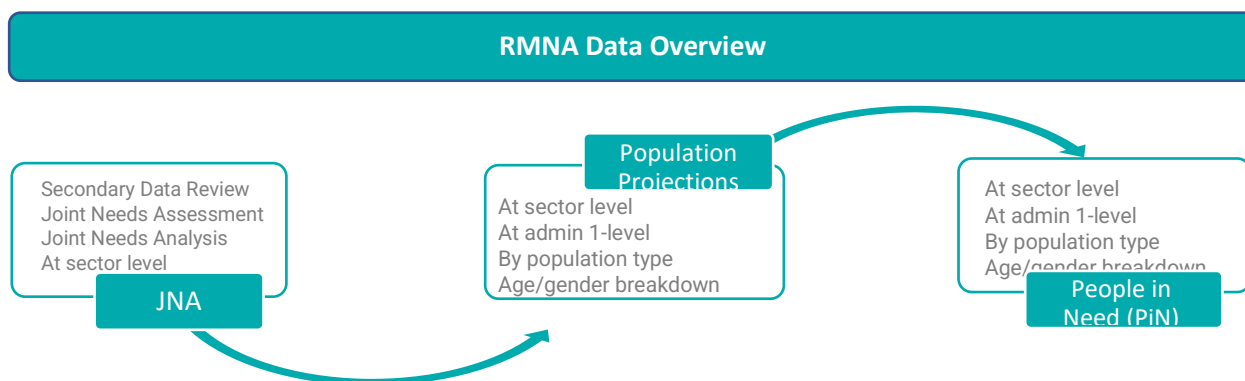


**This depiction shows active R4V Sectors, Sub-sectors and Working Groups. Lead organizations only represent regional-level leadership.*

PROCESS OVERVIEW

The graphic below outlines the steps to ensure an evidence-based and results-oriented collective regional response. It specifically aims to enhance the quality and usefulness of needs analysis to inform planning-oriented and protection-sensitive inter-sectoral response planning.

Figure 2- RMNA 2023 Data Overview



DISAGGREGATION LEVELS SUBJECT TO THE RMNA

For RMNA 2023 population projection data, and PiNs figures need to be disaggregated at the following levels:

Type	Mandatory	Optional
Population Groups	<ul style="list-style-type: none"> Refugees and migrants in-destination + Refugees and migrants in-transit (Venezuelans) + Refugees and migrants in-transit (Other nationalities; where applicable) + Host Communities + Pendulars (only for Colombia) + Colombian returnees (only for Colombia) 	
Age and Gender	<ul style="list-style-type: none"> Women + Men + Girls (below 18) + Boys (below 18) 	<ul style="list-style-type: none"> Under 5 + Under 2 + PLW (Pregnant and lactating women) + Persons with specific needs + LGBTQI+ + Indigenous + Other (under 18) + Other (above 18)
Administrative Level	Admin 1 level*	Admin 2 level
Sector Level	Regional Sector Structure**	

*The Sub-regional Caribbean and Central America/Mexico (CAM) Platforms are not required to reach admin 1 level disaggregation.

**It is required to calculate independent PiNs and Targets for all the RMRP Sectors and Sub-sectors: Education, Food Security, Health, Humanitarian Transportation, Integration, Nutrition, Protection (as well as for the sub-sectors Child Protection, Human Trafficking and Smuggling and GBV), Shelter and WASH. Additionally, PiNs must be calculated at the inter-sectoral level, Admin 1 and national level and for the entire National/Sub-regional Platform. For multipurpose cash (MPC), please note that it is not required to calculate PiNs (only the targets).

Population groups subject to the RMNA

Like in previous years, all National and Sub-regional Platforms shall collect and report on the following population groups:

Refugees and migrants from Venezuela: refugees, migrants, asylum-seekers, stateless persons, third-country nationals, and returnees from Venezuela, irrespective of their asylum or migratory status in the respective host country. As such, in addition to those in a country of destination, also included in this group are those engaged in pendular movements and those in transit, without distinction and without discrimination.

- **In destination:** Individuals who have left their usual place of residence with the intention to remain in a host country.
- **Pendular:** temporary and usually repeated population movements, which may represent a movement pattern between Venezuela and a neighbouring country.
- **In-transit (Venezuelans):** individuals who are transiting through a country prior to entering their intended country of destination. These may be new departures from Venezuela or persons moving from a host country to a new one and transiting through a country in which they receive any form of assistance. This may also include those who are transiting from a host country towards their country of origin (Venezuela), via another host country.

NOTE: To avoid duplications, the figures for the in-transit population will be used only at the national level and not at the regional level. Once these populations reach their intended destination and are no longer in transit, they are included under the “in destination” statistics.

- **In-transit (other nationalities):** individuals who are transiting through a country prior to entering their intended country of destination. For RMNA purposes is not necessary to report the full nationality-breakdown of the refugees or migrants, however it is recommended that a national level the data collection tools collect this the data disaggregated by nationality This category is mandatory for Costa Rica, Panama, Colombia, Ecuador and Peru.¹
- **Returnees:** individuals who were refugees or migrants in Venezuela and left Venezuela in order to return to their country of origin (another country other than Venezuela). This does not include Venezuelan refugees and migrants returning to Venezuela.
- **Affected Host Community:** Local population affected by the arrival and presence of refugees and migrants.

The needs of the different population groups, where present in a country, should be reflected in the respective national/sub-regional chapters of the RMNA. This should consist of a narrative and, wherever possible, quantification and related evidence of the needs of the respective groups in the national/sub-regional chapters (see “[RMNA 2023 Narratives](#)” section).

Gender and age disaggregation subject to this RMNA

For the RMNA 2023 it is required to include the usual gender and age disaggregation at all planning steps (i.e. population projections and PiN). In case a country does not have available data, it is recommended to use demographic

¹ Communication will follow on any other R4V countries that will include other nationalities in-transit.

assumptions of regional figures based on the average male–female disaggregation estimation of the neighboring countries that do have them.

NOTE: The minimum requirements for gender and age disaggregation will be: female children under age 18; male children under age 18; female adults equal to or over age 18; male adults equal to or over age 18.

NEEDS ASSESSMENT AND ANALYSIS IN THE CONTEXT OF THE RMNA

Assessing and analyzing the needs of refugees and migrants and the other population groups of interest is a key requirement for each national/sub-regional and regional chapter of the RMNA. For the purposes of the RMNA, this document gives guidance and provides specific resources on how to define information needs and collect the required information, to later analyze the resulting information during joint analysis sessions with R4V partners.

Defining information needs – The analytical framework

Information needs can be detailed and structured in different manners; a common method is to use an analytical framework. This method helps to track which data needs to be collected and how to analyze it. The figure below shows the analytical framework used by the R4V Platform. This inter-sectoral framework is a regional adaptation of the IASC-endorsed MIRA framework and complements sector-specific analytical frameworks.

Figure 3 - Analytical framework

CONTEXT						
Environment	Security	Socio-Cultural	Economic	Legal Framework	Political	Demographic
EVENT/CRISIS						
Type and characteristics		Aggravating factors		Pre-existing vulnerabilities		
DISPLACEMENT/MIGRATION						
Displacement/ migration profiles		Push factors		Intentions		
HUMANITARIAN ACCESS						
Beneficiary assistance		Assistance beneficiaries		Physical restriction		
SUSTAINABLE SOLUTIONS						
SECTORS						
Education, Food Security, Health, Humanitarian Transportation, Integration, Nutrition, Protection, Shelter, WASH						
HUMANITARIAN CONDITIONS			RESPONSE AND CAPACITY			
Access to basic services and goods	Physical and mental wellbeing	Coping mechanisms	Affected population perspective	Local / national government	Local / international cooperation	Host communities
Groups with Specific needs	Risks and new or aggravated vulnerabilities					

Resources with examples of how to identify information needs:

- [Example of tools to jointly map information needs, information available and main gaps](#)
- [Joint Needs Assessment Manual](#) (in Spanish)
- [Guidance for assessments in protracted crises](#)
- [UNHCR Information Management Toolkit \(Minimum Sector data on environment\)](#)

Resources on how to integrate gender and age aspects in joint needs assessments:

- [Guidance Note: How to promote gender equality through impartial and joint needs assessments \(English\)](#)
- [Guide on gender in rapid needs assessments \(Spanish\)](#)
- [Ten key points on gender in rapid needs assessment \(Spanish\)](#)

Secondary Data Review (SDR)

Secondary data is defined as information that has been collected, sometimes analyzed, and disseminated by different actors. This information could originate from humanitarian and development partners, governments, academia, media outlets and the private sector. Reviewing this information is an essential component of all data collection exercises as it avoids duplication of efforts, saves time and resources, and improves impartial and harmonized data. It can provide information that cannot be collected firsthand and facilitates a much broader understanding than that which primary data collection may be able to provide.

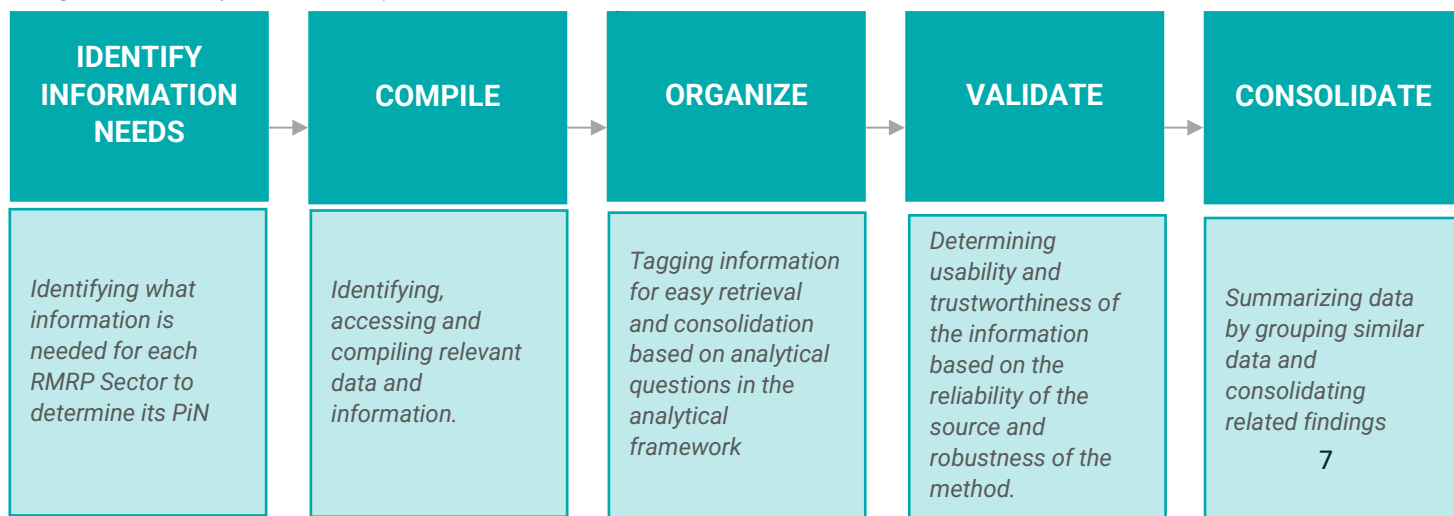
Sources can vary and can include situation reports, needs assessments, media and official statements. Among others, one of the primary outputs of the secondary data review can be an **estimate of the proportion or number of people in need per sector**, in a given geographic location.

The benefits of running this exercise include:

- Establishing an understanding of priority needs from an integrated perspective
- Increasing the efficiency of resource allocation
- Promoting a shared and comprehensive vision of needs and priorities
- Ensuring consistency between and within clusters/sectors
- Better guiding donor funding
- Reducing duplication of efforts
- Minimizing beneficiary “assessment fatigue”
- Promoting inter-agency learning
- Supporting shared monitoring processes
- Encouraging coordination during the response.

As such, **the secondary data review (SDR) is an essential tool of any coordination forum and a necessary step in any needs assessment process.**

Figure 4 - Secondary Data Review Steps



Step 1. Identify Information Needs

Bring together a group of sectoral experts, context experts, IMs, and others to define the objective and scope of your analysis. For instance, to define what information is needed for PiNs and targets it would be important to agree on what information/indicators are needed for each RMRP Sector to be able to determine its PiN.

Agree on:

- Geographical areas of focus - specific administrative areas (e.g., admin 1, admin 2), locations (e.g., checkpoints, collective centers), or settings (e.g., urban/rural)
- Themes/sectors
- Population characteristics*
- Time period covered

Tip:

*The population characteristics can include different **affected groups** (e.g., returnees, affected host communities), **vulnerable groups** (e.g., older persons, disabled persons), **socio-economic groups** (street vendors, daily wage workers), **diversity groups** (e.g., religious minorities, ethnic minorities, LGBTQI+), **gender and age groups** (e.g., men/women/boys/girls).

Step 2. Compile

Compile secondary data sources² such as organizational reports, government reports, media articles, academic articles and other sources related to the situation of refugees and migrants from Venezuela and host communities for all the different sectors and all geographical locations where refugees and migrants are located, where possible. These inputs from secondary data sources should respond to the information needs identified in step 1. A [data collection mapping](#) should provide a list of context- and sector-specific data collection exercises.

Step 3. Organize

The next step is to identify and organize the most relevant content from all data sources collected. It is recommended to complement the existing regional assessment registry using a systematized way of labelling pieces of information and storing these in a tagging database (see below example).

Source	Date	Geographic area	Narrative	Sector	Sub-theme	Reliability	Confidentiality
Ministry of Health	November 2022	Arauca department (Colombia)	In 2022, 348 refugees and migrants (52% men and 48% women) received primary health care.	Health	Primary health Gender	Reliable	Open

Step 4. Validate

After all information has been systematized, select the information that is most useable and trustworthy based on the following criteria:

²With regards to transversal topics such as the environment, please consider the following: to assess relevant environmental issues in a geographic area, consider using the “environmental sensitivity” module of the NEAT+ assessment tool. Environmental issues in a geographic area can inform the viability of proposed interventions, their possible environmental impact and the social stresses due to the competition for ecosystem services or environmental resources in a given area. This may also point to areas where an intervention may generate environmental benefits and therefore facilitate integration of refugees and migrants and peaceful coexistence. Relevant baseline data may include reports on environmental degradation, local livelihoods strategies used by the local population or refugees and migrants, water quality data and sanitation data, etc. Further guidance is available on the [key resources page](#) of the RMRP 2023-2024, under the section for environment.

- **Relevancy:** Does the information cover the geographic area, topic, population group, time period of interest?
- **Granularity:** Does the information provide the level of detail required?
- **Comparability:** Does the information allow for comparison with other datasets important to your review?
- **Reliability:** Looking at the source of the information and the method used to collect the information, is the information reliable? Be wary of including data that comes without a detailed description of the methodology and questionnaire.

Reliability level	Track record accuracy	Expertise	Motivation for bias
1. Reliable	Yes	Yes	No
2. Fairly reliable	Yes	No	No
3. Fairly unreliable	No	No	Possible
4. Unreliable	No	No	Yes
0. Cannot be judged			

Figure 5 – Example of criteria to rate reliability

Step 5. Consolidate

Once all relevant information is tagged, structured, and stored, synthesize the selected quantitative and qualitative data.

- Consolidate the information by summarizing findings by geographical area, population groups of interest, and/or topics.

Tip:

Start with **describing** the largest, most reliable datasets, by providing an overview of the general situation. Afterwards look for more detail.

In case of **inconsistent or conflicting information**, there are two options:

- Only include the most reliable and useful information.
- Include all information and explain possible reasons for the divergence between findings.

- Provide **comparisons**, using the pre-defined categories of analysis. How do the findings differ, for instance, between sites, population groups or over time?
- Use common emergency standards (e.g. Sphere [standards](#), WASH Standards, Gender Standards, etc.), to put findings into perspective.

Tip:

In case of absence of gender-balanced information and/or underrepresentation of certain gender or age groups, consider:

- Consult national and local gender, women’s and children’s affairs mechanisms, observatories, and organizations that work specifically with women, children and/or LGBTQI+ populations.
- Identify gender and age information gaps.

Below is an example of what an SDR analysis can look like:

Issue	Sector / Theme	Education	Health	Health
	Analytical topic	Access to Education	Health Infrastructure capacity to meet an increase in demand	Access to Health Services
Indicator	Indicator	Net Attendance Rate - proportion of school aged boys and girls not attending school	Average number of health personnel and hospital beds per population in X, Y and Z neighbourhoods. Hospitals reporting insufficient capacity and resources to meet demand in neighbourhoods X, Y and Z.	Number of migrants with health insurance
	Type of indicator (Direct or Proxy)	Direct	Direct	Proxy
	Data Source	Ministry of Education	Ministry of Health	R4V Household Survey
	Data Type (Primary, secondary)	Secondary	Secondary	Primary
	Status (Exists, To Be Collect)	Exists	Exists	To be collected
	Date and/or Collection Period	Jun-20	Dec-20	Planned for June 2021
	Reliability	Very reliable	Very reliable	Somewhat reliable
	Geography (National level, departmental, etc)	National	Department	Departments A, B and C
Categories of analysis / disaggregation	Population (Host Community/In Destination/In Transit, age/gender, etc)	Host Community, by age and gender (boys and girls under 18)	NA	In Destination
	Is there a Gap?	No	Yes - no access to the data	No
Prioritisation	Justification (Why we need the info)	PiN	Sectorial Stragety & PiN	PiN

	Use of the data (Who will use the info and how)	Education Sector	Health Sector	Health Sector
	Prioritisation Level	High	Medium	High
	Solution for the Gap	NA	Request access	NA
	Comment			

For more information on how to conduct secondary data reviews:

- [R4V, Manual de Evaluación de necesidades](#)
- [Example Secondary Data Analysis: Perú](#)
- [Guidance Note: How to promote gender equality through impartial and joint needs assessments \(English\)](#)
- [Guide on gender in rapid needs assessments \(Tool 2. Reference Guide for gender secondary data: Spanish\).](#)
- Excel Template for Secondary Data Review Mapping [[ENG](#)] [[ESP](#)]
- [UNHCR, Secondary Data Review Guidance](#)

Primary data collection

Where the secondary data review identifies large information gaps in specific thematic or geographic areas or for specific sub-demographics of the population of refugees and migrants (such as women, children, etc) a joint primary data collection is recommended to fill priority information gaps and to capture the perspectives on the priorities as expressed by the different population groups.

Primary data collection should only be undertaken if enough resources, including time and expertise, are available to create reliable and useful estimates of the population of interest. In primary data collection, consider assigning a specific role to a member of the assessment team to ensure that the cross-cutting themes – gender, PSEA, AAP, centrality of protection and environment – are addressed in assessment tools, consultations, and data collection.

Tip:

In primary data collection, when there is not enough time or resources to complete a full round of individual/household surveys, consider alternatives such as key informant interviews or focus group discussions. These may provide valuable information to cover important information gaps identified during the secondary data review.

For more information on how to conduct a primary data collection exercise:

- [Manual para la implementación de evaluaciones de necesidades conjuntas](#)
- [ACAPS – ECB: The Good Enough Guide for Needs Assessments](#)
- [REACH SOPs for Data Collection during COVID-19](#)
- [Example Remote Household Survey: Ecuador](#)
- [Example Remote Household Survey: Colombia](#)
- [Nexus Environmental Assessment Tool](#)
- [CARE. Gender in Emergencies Guidance Note: Using the Rapid Gender Analysis Assessment Tools](#)
- [IASC. Gender Analysis. The Gender Handbook for Humanitarian Action \(Guideline\).](#)

Joint Needs Assessments (JNA)

Once all data has been consolidated, analyze the available data by:

- Explaining relationships between concerns/needs of the population groups, looking at possible cause-and-effect and underlying factors;³
- Interpreting the findings by prioritizing geographical areas, gender and age groups, and needs based on an assessment of severity or scope; and
- Anticipating what might happen next by looking at the likely evolution over time.

A comprehensive analysis shall be done in groups. A joint analysis session with subject-matter experts from different backgrounds and representatives of the affected population is an effective way to review the findings, select what is surprising and draw main conclusions.

NOTE: Owing to the subject matters, it is recommended that needs analyses are conducted within the established sector structures.

The data analysis process consists of three main phases and should be conducted by each thematic country-level Sector (or a combination of Sectors):

Phase 1: Preparation

- Select facilitator/s.
- Design the session (see [here](#) for an example of the agenda).
- Select and invite participants ensuring adequate representation from organizations forming part of the thematic Sector concerned, including UN agencies, NGOs, faith-based and other organizations as deemed appropriate. To the extent possible, ensure equal participation of different gender and age groups as well as the inclusion of women and LGBTIQ+ organizations.

Phase 2: Conduct the joint analysis workshop

- Ensure the objectives and key outcomes are understood by all participants.
- Discuss the initial analysis and explain the findings.
- Prepare different sessions and allow time for sub-groups to discuss and report back to the plenary.
- Establish key decision points on the needs that should be reflected in the RMNA country/sub-regional/sector chapter.

Phase 3: After the session

- Disseminate the workshop report among members of the National /Sub-regional Platform.

For more information on how to conduct joint analysis sessions:

- [R4V. Joint Needs Assessment and Gender Analysis](#)
- [Example agenda for Joint Analysis Session \(Spanish\)](#)
- [Example Joint Needs Analysis questionnaire](#)
- [Example Guidance for carrying out focal groups with adults and young women \(Guide on gender in rapid needs assessments; Spanish\)](#)
- [UNHCR, Practical Guidance Joint Analysis](#)

³ Including environmental factors potentially worsening humanitarian needs. In the present case, the main issues are likely to include: a) how the mass movement of people affects the environment and, as a consequence, resilience and peaceful coexistence; b) how coping strategies adopted can positively or negatively affect the environment (and therefore future resilience, integration and peaceful coexistence); and c) the environmental impacts of the response and how these may affect resilience and peaceful coexistence.

REGIONAL & NATIONAL PLANNING ASSUMPTIONS AND SCENARIOS

For the RMNA 2023, the formulation of regional planning assumptions will follow these main steps:

1. National, Sub-Regional and Regional Platform stakeholders (incl. appealing organizations, donor community, refugee- and migrant-led organizations) complete a survey on national planning assumptions [May-June 2023].
2. General results, key regional planning assumptions and the methodology used will be shared during a dedicated Regional Scenarios and Planning Workshop (13 June 2023), which the discussion will also count on valuable contributions from non-humanitarian sector expert organizations, including the IMF, MPI, and the UN RC/HC of Venezuela. The results of the survey will also be published on R4V.info.
3. Based on the regionally agreed planning scenarios and assumptions, each National and Sub-Regional Platform's Coordination team will develop more detailed national planning scenarios and population projections with its R4V partners and host governments at the country and sub-regional level (see hereto also the "Population Projections" section below).

POPULATION PROJECTIONS

Projecting the total number of refugees and migrants from Venezuela until December 2024 is a key requirement for each national/sub-regional chapter and sector of the RMNA and the RMRP. This crucial baseline data informs the estimation of the number of people in need (PiN).

Key Change for 2023: The RMNA 2023 will use the population projections for all population groups to calculate the number of persons in need (PiN), in contrast to the approach in 2022 that represented a current picture of the needs in each sector and country.

Population projections responsible actors and deadlines

Activity	Actor	Deadline
Planning Assumptions Survey	RP ⁴ + NPs ⁵	2 June
V.1 National Population Projections	NPs	14 July
Population Projections Workshop	NPs+ RP	end of July (date tbc)
National Population Projections V.2 (Final)	NPs+ RP	18 August

⁴ Regional Platform (RP).

⁵ National Platforms (NPs).

As in previous years, population projections will be disaggregated by age and gender at the admin1 level (except Caribbean and CAM that are not required to report admin 1 level disaggregation). In addition, the whole process will be achieved in 3-phases:

1. An initial preliminary population projection (V.1) is required at the national level (with only the population type breakdowns, i.e., pendular, in-transit, in-destination, returnees, and affected host community); and,

Key Change for 2023: For in-transit population projections (both, for V.1 and V.2) it is necessary that each country disaggregates the figures by the direction of the movements or border where the in-transit population is crossing, as well as any aerial in-transit figures (in case the country is considering them for its estimations)

2. Following review and feedback on the initial preliminary population projections (V.1) by the Regional Platform, country and sub-regional-level Platform IMOs will be invited to attend a regional workshop towards the end of July (date tbc) for collective analysis and review, as well as directions that will inform the updated national population projection (V.2) (which will also need to include the different population type breakdowns, i.e., pendular, in-transit, in-destination, returnees, and affected host community); and,
3. At the regional level, these updated V.2 figures will be analysed and reviewed, in-line with the different national planning scenarios and assumptions, as well as the regional directions provided during the regional workshop, to ensure regional coherence. Based on corresponding feedback from the Regional Platform Coordination Team, more detailed population projections, including the full age and gender breakdown, will be required from each National/Sub-regional Platform.

Given the geographic scope and numerical scale of the outflow from Venezuela, multi-directional, onward and even return movements, and the related political dynamics, a single/common registration system is not available to provide more accurate figures or trends of arrivals in the 17 host countries subject to this Response Plan.

Similar to previous projections processes, the below steps outline the minimum methodological considerations to be followed by National/Sub-regional Platforms when estimating the total number of refugees and migrants by December 2023 and by end-2024, respectively. While recognizing that host states have scaled-up their respective national responses, some with new registration systems, other quantifiable factors may be incorporated in the formula to lead to a more accurate estimation.

Common agreement on the overall planning assumptions is a prerequisite. For the purposes of population projections some of these could include:

- Increases or decreases in entries and/or exits after a certain time period.
- Changes to return movements from a certain future date.
- Increase in re-entries of previously returned refugees and migrants.
- Increase or decrease in pendular movements.
- Entries and exits will continue at a continuous rate until a certain time period.

NOTE: Since most new entries in countries are from overland routes from populations in-transit, close collaboration with neighboring Platforms is essential to ensure cohesion between overall projections.

In previous years, the migratory balance⁶ over a certain time period (normally one to three months) was multiplied out to December of the planning year, e.g.: average migratory balance of July to September, multiplied by five (the quarter between October and December of the current year plus the four quarters of the following year). This can still

⁶ Migratory balance is calculated by subtracting the number of exits from entries.

serve as the core methodology and the percentage increase or decrease values based on the planning assumptions can be used to adjust the result.

Country X

18,900	X	5	=	94,500
		Proj. migratory balance (Oct-Dec 2023 + Jan-Dec 2024)		Proj. cumulative migratory balance (Oct 2023 to Dec 2024)

Population projections are by nature a sensitive matter and therefore must be discussed with the relevant authorities in the host government. The development of national population projections, including the methodology used, shall be documented by each National/Sub-Regional Platform.

Platforms shall provide a sex-age disaggregation of their national population projections. This should be based on the aggregation of age and gender disaggregated data (AGD) from registration systems, e.g. people with residencies, asylum-seekers and other visa types. AGD data from flow movements (entries and exits) should be avoided as such data does not adequately represent the in-destination population settled in a specific country.

Platforms shall develop the admin 1 level population disaggregation of their national population projections. This shall be based on government registration statistics, Joint Needs Assessments (JNA), evaluations, surveys or a mixed methodology from among the previous sources.

Figure 7 - Planning figures assumptions

<p>What?</p> <p>Political / policy-based factors which may change / social and economic factors</p>	<p>Who?</p> <p>Distinguish between population groups.</p>
<p>Where?</p> <p>Urban, peri-urban or rural-based communities.</p>	<p>How?</p> <ol style="list-style-type: none"> 1. Aim to have an estimation based on pre-existing evidence. 2. Similar entry/exit figures to neighbouring countries.

Population projections: Overall steps

- Engage with the relevant national authorities with the aim to achieve agreement on the projected population estimates and relating methodology.
- A review of the various assumptions and priorities underpinning the RMNA (including those of the host authorities) will assist in identifying any other criteria which may alter population projections for the remainder of 2023 and 2024 (e.g. the availability of regularization procedures and subsequently increased population flows, or increased onward movements to other host countries decreasing the migratory balance).
- Through consultation at the sub-regional levels, as well as with Platforms in neighboring countries, ensure agreement with corresponding national and regional assumptions and scenarios that will connect/impact different countries and corresponding population flows.
- In some instances, RMRP partners and/or authorities may wish to see other/additional criteria reflected in the projections to account for sudden increases or decreases in population fluctuations resulting from local or sub-regional policy or operational developments (e.g. changes in policy or context impacting the flow of people from one country to another). This can be incorporated if/where resources are available to work on the statistical models and provide the data and analysis.
- To the extent possible, use only data from official sources i.e. the data on entries and exits. Where no official data is available, a narrative is required to detail the criteria used to project the total estimate for refugees and migrants from Venezuela in-country by December 2024.
- Present the projections, methodology and criteria to the sectors and partners in the National/Sub-regional Platforms for planning purposes.

NOTE: It is important to use the occasion of population projections for the RMRP to ensure that recorded population stocks are updated as much as possible. This enhances the coherence between the status quo (2023) and the projected figures for 2024.

NOTE: It is imperative to document all the steps and the decision-making process, as well as its outcomes.

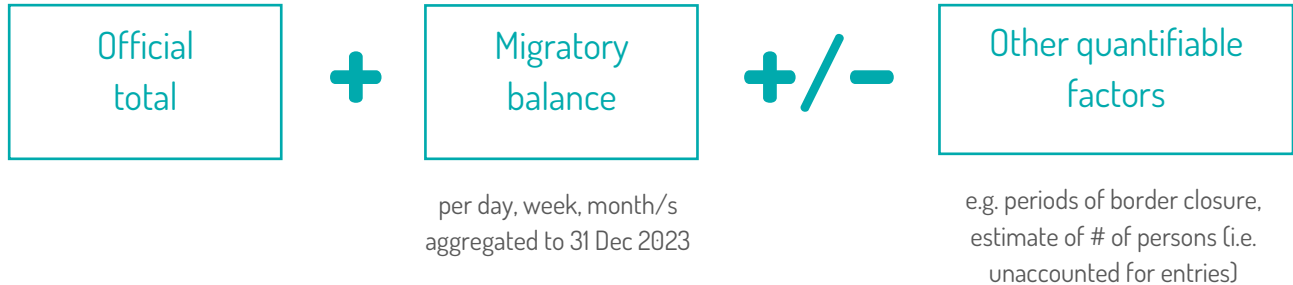
Population projections: Methodology

The suggested methodology requires using the official total (stock) figures and the data on population flows. This is the same methodology used for previous RMRPs and, to date, largely aligns with the current figures. The steps involved are:

- Use of the official total of refugees and migrants from Venezuela (stock) at the most recent specific date.
- Migratory balance: the difference between entries and exits.
- Calculate the migratory balance for a specific time period depending on what data is available.
- Irregular entries should be included, wherever such data is available and can be sourced. A proper documentation of how the data was gathered and validated will be required. In some cases, authorities may have their own estimation of people in an irregular situation. For the purposes of the RMNA and RMRP planning process, people in an irregular situation are considered as those having entered a country without presenting themselves formally to national authorities, who have not subsequently been regularized, or those whose regular stay permits have expired (overstay).

Use the most-recently available timeframe. This approach is suggested as the most recent entry and exit trends are the most likely to continue –unless clear evidence speaks to a notable policy change having a tangible effect on population trends. In this case, the use of a different calculation formula shall be used and explained. If data on the

migratory balance is available for older timeframes, the relevant National and Sub-Regional Platforms will need to work with this data. Each National/Sub-Regional Platform is at liberty to consider and to take into account local contextual factors such as border closures, policy developments (e.g. new documentary requirements) as well as the impact from developments in neighbouring countries on their own influx/outflow.



Required information for the population projection submission:

When calculating the Population Projections, please include refugees and migrants from Venezuela (including in-destination and in-transit, those engaging in pendular movements and returnees, wherever applicable), and affected host community estimates, as well as the respective admin1, age and gender breakdowns in your submissions.

Each National and Sub-regional Platform shall submit its projections using the [Population Projection 2024 template](#) (available in the RMNA and RMRP 2024 Key Resources webpage).

Figure 8 – Example from population projections template focused on in-destination population.

Platform	Country	Admin 1	Current Stock In Destination (July)	Dec 2023 Population projection In Destination	Girls In Destination	Boys In Destination	Women In Destination	Men In Destination	Total 2024 In Destination
Chile	Chile	Antofagasta							
Chile	Chile	Arica y Parinacota							
Chile	Chile	Atacama							
Chile	Chile	Aysén del General Carlos Ibáñez del Campo							
Chile	Chile	Biobío							
Chile	Chile	Coquimbo							
Chile	Chile	La Araucanía							
Chile	Chile	Libertador General Bernardo O'Higgins							
Chile	Chile	Los Lagos							
Chile	Chile	Los Ríos							
Chile	Chile	Magallanes y la Antártica Chilena							
Chile	Chile	Maule							
Chile	Chile	Metropolitana de Santiago							
Chile	Chile	Ñuble							
Chile	Chile	Tarapacá							
Chile	Chile	Valparaíso							
Chile	Chile	Country level							

PEOPLE IN NEED (PIN)

As in previous processes, each National and Sub-regional Platform (and its Sectors) is to calculate its PiN estimates using information on the sector indicators (following regional sector structure) obtained during the Secondary Data Review (SDR) and the Joint Needs Assessment (JNA) process.

As in the RMNA 2022, the PiN will be requested in percentage and absolute values, and each country shall provide an annex with all indicators and methodology used in the calculation process (using the template available in the RMNA and RMRP 2024 Key Resources webpage).

Key change for 2023: For this year the RMNA will include PiN figures for all population groups, i.e. Refugees and Migrants from Venezuela (in destination, transit, pendular, Colombian returnees), refugees and migrants from other nationalities in transit (where applicable), and affected host communities. As mentioned before, this RMNA will calculate the PiNs using the population projections for December 2024 as base instead of the population stocks used previously in the RMNA 2022.

In addition, the whole process will be achieved in 2-phases:

1. An initial preliminary PiN is required at the national level (with preliminary PiN percentages and population projections) for analysis and review.
2. A final PiN including regional comments and recommendation. These figures will be analysed and reviewed, in line with the different national figures. Based on corresponding feedback from the Regional Platform Coordination Team.

PiN: Responsible actors and key deadlines

Activity	Actor	Deadline
National PiN (preliminar)	NP	28 July
Final National PiNs	NP	18 August

Please see Sector PiN methodologies available in the RMNA and RMRP 2024 Key Resources webpage and templates.

As in the previous RMNA, each National and Sub-regional Platform (with its Sectors) is to calculate its PiNs using information on the sector indicators (following regional sector guidelines) obtained during the Joint Needs Assessment (JNA) process.

Key change for 2023: Before sectorial PiNs are submitted to the Regional Platform for inclusion in the RMNA, the corresponding national Sectors are to convene and discuss/agree thereon, thereby ensuring technical coherence and ownership at the country level, including on the methodological approaches of each Sector. In case there is no National Sector, the Regional Sector would substitute for the National Sector in its clearance responsibilities.

Important: It is required to calculate independent PiNs for each and every Sector and Sub-sector: Education, Food Security, Health, Humanitarian Transportation, Integration, Nutrition, Protection (including its sub-sectors Child Protection, Human Trafficking and Smuggling and GBV), Shelter and WASH. Each country under the R4V response must have a PiN calculated for all Sectors (incl. the relevant Sub-sectors), irrespective of presence of a corresponding

individual sector group in that country. Additionally, PiNs and targets must be calculated at the inter-sectoral/national level for the entire National/Sub-regional Platform. Please note that calculating PiNs for multipurpose cash (MPC) is not foreseen, given that this is a transversal topic to the RMNA.

Important: Methodologically, indicators (selected to estimate PiNs during the JNA and SDR) should be applied to the sub-categories within disaggregated population projections, and not the totals.

Admin 1	Population Projection (In destination)					PiN % Ind 1	PiN (in destination)				
	Girls	Boys	Women	Men	Total		Girls	Boys	Women	Men	Total
Province1	152	193	356	315	1,015	40%	61				
Province2	172	163	299	273	907	40%					
Province3	91	122	195	200	608	40%					
Province4	241	214	442	441	1,338	40%					
Province5	187	197	300	253	937	40%					
Country	843	889	1,592	1,482	4,806	-					

E.g., if for a specific Sector it is determined that the PiN represents 40% of the population projection, then those 40% shall be applied directly across the disaggregated population projection for women, men, boys and girls at each admin 1 level and population type (and not over the total population projection for the country and all age and gender groups).

Tip:

During the revision process of the PiNs, quality checks will need to take into consideration the following:

- The PiN for certain Sectors must follow the logic of the gender and age disaggregation (e.g., it is expected that the PiN for the Child Protection Sub-sector focuses mostly on boys and girls – and not women and men). This means that the PiN percentages should be applied directly over the specific population projection for boys and girls.

Definitions and Terminology

The below figure shows the relationship between the different levels and breakdowns of populations within a certain territory. In the same way as with an onion, peeling each layer leads to a new sub-set of the population and allows us to better understand the backbone of humanitarian crisis population analysis.

The terminology is defined as follows:

Total Population includes everyone living within a specific territory, which might be defined at the national or sub-national level. However, a humanitarian crisis might not affect people inside this specific territory in the same way, which is when the term “people affected” becomes relevant.



People Affected refers only to those who have been directly impacted by the crisis and whose lives and livelihoods have been changed by it. The people affected might be determined on the basis of their location (proximity to the crisis) as well as the type and level of the consequences they face (emotional, physical, economic, etc.). They represent people with needs, but they are not necessarily people in need of humanitarian assistance.

People in Need is a sub-set of the people affected and refers those whose wellbeing and dignified living standards are threatened or disrupted, and who cannot re-establish minimal and dignified living conditions without additional assistance. More specifically, people in need are those who suffer the consequences of a given crisis, natural or man-made, identified during the joint inter-sectoral analysis. The estimation of the number of people in need shall be disaggregated by relevant population groups and geographic areas.

Affected Host Communities PiN: The PiN figure for host communities is developed in the same manner as the above, but relates only to the needs of host communities that are a direct result of the arrival of, or a consequence of the presence of refugees and migrants (i.e. who are “affected”).

People Targeted refers to the portion of the people in need whom the humanitarian response plan aims to assist. Normally this number is smaller than the PiN because humanitarian actors might not have the resources or capabilities to cater to all people in need or because not all of the PiN are accessible to them. Furthermore, local and national governments also play a leading role in providing assistance to these populations.

Finally, **People Reached/Assisted** denotes the number of people who are accessible and are receiving assistance.

See ANNEX 1 for more information on calculating the PiN

Required information for the PiN submission: When calculating the PiNs, please include refugees and migrants (including in-destination and in-transit, those engaging in pendular movements and returnees, wherever applicable), as well as affected host communities and the respective admin!, age and gender breakdowns. Moreover, please let us know what indicators you used to calculate the PiN of each sector and population group, as well as their source, weight and value.

Each National and Sub-regional Platform shall submit its PiNs using the PiN 2024 template as well as the PiN Indicators Template. (Available in the RMNA and RMRP 2024 Key Resources webpage).

The PIN of the RMRP should be the same as the one included in the RMNA.

RMNA 2023 NARRATIVES

This section is intended to provide instruction on how to develop the narratives for the RMNA 2023, and applies to National and Sub-regional Platforms – including National/Sub-Regional Sectors – and Regional Sectors. Templates are provided below for the (1) National and Sub-Regional Chapters, and the (2) Regional Sector Chapters. Each template includes specific guidance on the content to include under each section, and the word count per section. It is compulsory to follow this guidance and to use the provided template.

In addition to the narratives, each chapter in the RMNA will have an infographic developed by the Regional Platform showing the relevant PiNs percentages (for all population types and sectors). Additionally, National and Sub-regional Platforms are to include in their chapter tables or infographics to visualize key findings from their JNAs; for this, the respective platform should provide a table(s) in an Excel document with the processed data, as well as a possible draft outline of the proposed graphic in the same document (optional), while the Regional Platform design team will create the corresponding infographics. These Excel tables should be submitted at the same time as the narratives. A minimum of 1 and a maximum of 3 such Excel tables shall be provided for such infographics for each country platform; and a minimum of 1 Excel table or infographic per sub-regional platform chapter, with a maximum of 1 such infographic per country covered by the sub-region. These should also be limited to those infographics that visualize key results of the JNAs performed (usually showing primary data obtained through joint exercises and analysis by R4V, rather than secondary data to be attributed to specific agencies, governments or other sources).

Sections on needs analysis in both the National/Sub-regional Platforms chapters and the Regional Sectors chapters must include data from needs assessments, especially joint needs assessments conducted by the relevant platform(s). Hyperlinks or footnotes must be used to indicate the source(s) of any data cited in the narrative. If there is no primary data collection exercise organized by a given National/Sub-regional Platform, that Platform must at a minimum perform a Secondary Data Review (SDR) and a joint analysis workshop as part of their Joint Needs Assessment (JNA). Citations to the findings of the SDRs/JNAs that are not based on a primary data collection exercise, should include a reference to the original source of the information (for example, whether an agency or government report, academic or media publication, etc.). Any sources available online should include hyperlinks to the publication URL. If no publication of the findings of a JNA is available at the time of drafting the RMNA narrative, citations should clearly and consistently indicate the source of the data referenced.

Please use [Chicago Style](#) for footnotes and include a URL with a hyperlink for any source published online.

In terms of available sources, it is preferable to cite the results of primary data collection exercises performed jointly (inter-agency) by R4V platforms within the same calendar year as the publication (in this case, 2023). Nevertheless, if / when such information is not available, other sources of data may be used. Please consult the sections herein on SDRs for information on how to choose which sources are most reliable / which to cite to.

Please read each template below carefully and in detail for relevant instructions, including on word count.

All narrative submissions to the Regional Platform must be in English, and the revision process will be conducted on the narrative version in English. Nevertheless, if National or Sub-Regional Platforms or Regional Sectors wish to also simultaneously develop their narratives in either Spanish or Portuguese, they may choose to do so and make any edits made on the official English version also to their Spanish or Portuguese versions. To speed up the process of translating the final English document into Spanish and Portuguese, National or Sub-Regional Platforms or Regional Sectors can then share their unofficial translations with the Regional Platform.

Additional narrative guidance for **National/Sub-Regional Platforms and their Sectors:**

- Apply the layout and template provided below, with specified word count. This includes the word count limit for the main text, as well as the word count limit for footnotes. Where Platforms/Sectors do not adhere to the word count, the reviewing Platform may shorten the narrative (either at the national/sub-regional level, or at the regional level). It is recommended for the National/Sub-Regional Platform to make the choice on what to include in their chapter (by adhering to the word count) rather than to cede that choice to the Regional Platform (by exceeding the word count, which will result in edits and deletions).
- Separate chapters for each sector and sub-sector must be provided, based on the Regional Sector structure (not the national structure; e.g. no “Multi-Sector” chapters). This corresponds to the requirement for a separate PIN per Sector. Similarly, where two or more sectors, e.g. a Food Security Sector and a Nutrition Sector are coordinated under the same national ‘sector grouping’, a separate and distinct chapter needs to be submitted for each Sector, matching the Regional Sector structure.
- National/sub-regional coordination teams must be involved in national sector chapter development as well as national sectors themselves for quality control and support.
- Refer to the regional R4V Glossary for agreed terminology in Spanish, English and Portuguese.
- Refer to the regional RMRP Results Framework and objectives (available on the [key resources page](#)) for guidance on strategic planning linked to the elaboration of the RMNA and RMRP, including conducting SDRs, primary data collection exercises, and joint analysis workshops as part of a JNA.
- The chapter and sector sections must be shared with the regional platform in one single Word document in an editable format.
- Depending on the quality of the narratives received, National and Sub-regional Platforms can expect multiple rounds of revision for quality control and content improvement. The revision period will be between the date of submission of the chapters and the finalization of the narrative (starting 14 July – end-August).

Specific guidance for **Sub-Regional Platforms**:

- As much as possible, please synthesize information from all countries in the sub-region. This does not mean not to mention specific countries: to the contrary, it will be necessary to note differences in the needs identified across countries. We recommend, however, to structure the paragraphs by theme, and within each theme, refer to each country as appropriate. For example, one paragraph may discuss the needs of refugees and migrants in an irregular situation, and mention differences across countries due to their varying laws and procedures. This is as opposed to writing separate paragraphs for each country.
- Sub-Regional Platforms may have more limited information on needs for some sectors and sub-sectors than others. Those sectors or sub-sectors may not need to use their full allotted word limit. The Sub-Regional Platform may decide to distribute the word limit among sectors in a way that gives additional space to those sectors or sub-sectors that have more extensive data available on needs in a greater number of countries in the sub-region, and less space to those with more limited relevant data from a fewer number of countries. Nevertheless, this does not mean that countries for which there is less data available, should simply be left out of the narrative. Ideally there will be some information that can be included from each country covered in a given sub-region. What is important is to (1) keep to the total word limit overall for the Sub-Regional Platform chapter, even if there is variation across sectors, and (2) to have narratives that appear balanced, in terms of the amount of space used to identify needs in a given number of countries within sectors.
- See the templates that follow for additional specific guidance for Sub-Regional Platforms.

Additional narrative guidance for **Regional Sectors/Sub-sectors**:

- Each Regional Sector/Sub-sector narrative should be as inclusive as possible of the needs identified for refugees and migrants in-destination and in-transit throughout the area of geographic coverage of the 17 countries of the RMRP (or, at least, all those countries in which the sector or sub-sector included activities in the last RMRP). Although there will usually be more information available from JNAs conducted in those countries with larger populations of Venezuelans (particularly Colombia, Ecuador, Peru, Chile and Brazil) an effort should be made to discuss needs throughout the region. The narrative should be structured thematically (for example, by the three main needs identified through assessments) and can then provide examples from specific country or sub-regional R4V assessments or from other data sources. Other data sources may include any assessments conducted by the regional Sector itself, if available, although not a requirement, as regional sectors may differ in their capacities and timelines to carry out such assessments.
- Sections on needs analysis must include data from country-level needs assessments. Sectors should use joint needs assessments conducted by the national and sub-regional platforms, whenever possible, and may also draw on any regional-level assessments and analysis performed by the regional sector itself (where available). When such information is not available or does not include information relevant for the particular Sector or Sub-sector, especially for countries covered by Sub-regional Platforms (in the Caribbean, Southern Cone, Central America and Mexico) see the guidance above / herein on which data sources to use. Sources that include countries not covered by the RMRP should generally not be cited (for example, surveys that include the population within Venezuela, or in countries in Central America other than Costa Rica and Panama, that cannot be separated out from findings within RMRP countries) although there may be some exceptions (for example, if the only information available on needs in a given sector / geographic area come from regional surveys including countries not covered by the RMRP).
- Refer to the regional R4V glossary for agreed terminology in Spanish, English and Portuguese.
- Sectors must use the layout and template provided, with specified word count. This includes the word count limit for the main text, as well as the word count limit for footnotes. Where Regional Sectors/Sub-sectors do not adhere to the word count, the Regional Platform will shorten the narrative through edits and deletions.
- Depending on the quality of the narratives received, sectors can expect multiple rounds of revision for quality control and content improvement.
- Those draft National and Sub-regional Platform chapters available on time will be shared with Regional Sectors/Sub-sectors for their information and consideration while drafting their own chapters.

NARRATIVE CHAPTER TEMPLATES FOR THE RMNA 2023

NOTE: Noting the three different language zones covered by the RMRP, the submissions must be in English. Please use Calibri 11 as the font/size of the text in the template.

NATIONAL/SUB-REGIONAL CHAPTER TEMPLATE (max 6,500 words total for National Platforms / max 7,950 words total for Sub-Regional Platforms)*

**While word limits do not include footnotes, text in footnotes may be only 20% of the total word limit. There is a limit of 1,300 words in footnotes for National Platforms and 1,600 for Sub-Regional Platforms.*

I. OVERVIEW

National /Sub-Regional Needs Identified

(National Platforms: 500 words / Sub-Regional Platforms: 750 words)

Summary findings of joint needs assessment and analysis:

- Briefly note the methodologies used to identify needs. Include sample size, geographic location, characteristics of the population assessed (for ex. in transit; in destination; including – or not including – host communities, other nationalities in-transit (where applicable); Venezuelans already supported by R4V partners; etc) and types of outreach (in-person interviews, phone surveys, etc). Same instructions apply for Platforms relying mainly on secondary data review (SDR) for their JNAs.
- Name the top three needs (at minimum) identified by refugees and migrants themselves.
- Describe the three main needs identified. These may include:
 - a) specific needs for different sub-groups of the affected population (with reference to age, gender, diversity, documentation status, and other relevant characteristics); and
 - b) needs that vary according to sub-geographic areas (for example, along border regions, in urban vs. rural areas, in different countries of the sub-region, etc).
- Sources for findings should be reflected in footnotes/hyperlinks.

II. NATIONAL/SUB-REGIONAL SECTORS

(National Platforms: 300-500 words per sector and sub-sector, for each of 9 sectors plus 3 sub-sectors⁷ = max 6,000 words. Sub-regional Platforms: 400-600 words per sector and sub-sector = max 7,200 words)

1. Education
2. Food Security
3. Health
4. Humanitarian Transportation
5. Integration
6. Nutrition
7. Protection
 - a. Child Protection
 - b. GBV
 - c. Human Trafficking & Smuggling
8. Shelter
9. WASH

Priority Needs:

(300-500 words per sector for National Platforms / 400-600 words per sector for Sub-regional Platforms)

For each sector, briefly summarize the three main priority needs for refugees and migrants in that sector.

Please note:

- Needs should be based on data and findings from needs assessments.
- Three priority needs could differ according to demographic characteristics of the population (for example, recently arrived vs. in the country for a year or more; in transit vs. in destination; specific subgroups, such as single-parent households, women and girls, indigenous persons) and also geographic characteristics (for example, by country of the sub-region; border vs. urban) etc.
- The narrative should be inclusive of the needs of particularly vulnerable groups, and also, use data to identify who those particularly vulnerable groups are. For example, use data to show which groups are particularly impacted by a given rights violation (for example, GBV or human trafficking) or lack of access to services (for example, lack of access to adequate WASH services).

⁷ For the three Sub-sectors of the Protection Sector, it is advised to make use of a common narrative describing the overarching protection environment, and to avoid duplications for each Sub-sector narrative.

- Text should focus on needs identified, not on planned response activities or modalities (those will feature in the RMRP).
- Linked to the above, needs should be framed from the point of view of refugees and migrants, not the Sector. For example, if framed from the point of view of the Sector, there may be an identified need to train local authorities (which is also part of the response) but if framed from the point of view of refugees and migrants, there may be a need for equal access without discrimination to social protection programs (the training of authorities is one possible response to the need identified).
- Sources should be reflected in footnotes.

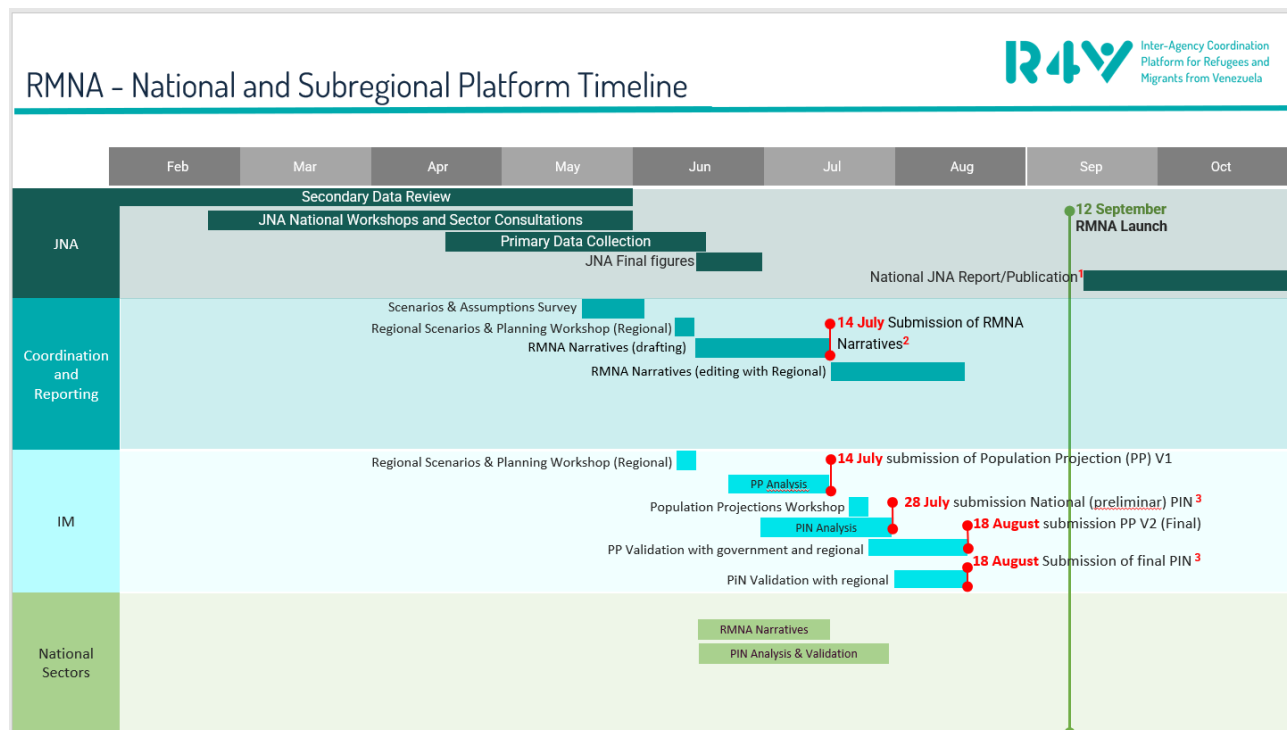
REGIONAL SECTOR/SUB-SECTOR CHAPTER TEMPLATE (max 500 words total)**

***While word limits do not include footnotes, any text in footnotes may be only 20% of the total word limit. There is a limit of 100 words in footnotes for Regional Sectors.*

Priority Needs: (500 words per sector) Briefly summarize the three main priority needs for refugees and migrants in this sector across the region, using data from needs assessments. Please note:

- The narrative should be inclusive of all countries where the Sector is carrying out activities with refugees and migrants, normally all 17 countries of the RMRP. Priority needs identified may differ across countries and regions (for example, Caribbean vs. Southern Cone vs. Colombia). The narrative should identify important trends and priorities overall, while giving specific examples from countries, being as inclusive as possible.
- Needs may also differ based on demographic characteristics of the population (for example, recently arrived vs. in the country for a year or more; in transit vs. in destination; in an irregular status vs. regularized and documented; gender and age; and specific subgroups, such as single-parent households, women and girls, indigenous persons, etc). Keep in mind where needs assessments have included other nationalities in addition to Venezuelan refugees and migrants in-transit, that there may also be a difference in needs across nationalities.
- The narrative should be inclusive of the needs of particularly vulnerable groups, and also, use data to identify who those particularly vulnerable groups are. For example, use data to show which groups are particularly impacted by a given rights violation (for example, GBV or human trafficking) or lack of access to services (for example, inadequate WASH).
- Text should focus on needs identified, not on planned response activities or modalities.
- Linked to the above, needs should be framed from the point of view of refugees and migrants, not the sector. For example, if framed from the point of view of the sector, there may be a need to train local authorities (which is also part of the response) but if framed from the point of view of refugees and migrants, there may be a need for equal access without discrimination to social protection programs (the training of authorities is one possible response to the need identified).
- Sources for findings should be reflected in footnotes.

RMNA 2023 KEY DATES



¹ Individual Platform and Sub-Regional JNAs may be published at any point after the RMNA launch on 12 September.

² While Platforms should submit their RMNA narratives by 14 July, extensions may be granted by the Regional Platform, considering national and sub-regional JNA timelines.

³ The submission of PiN figures for the RMNA this year will include the need calculation for all population groups.

ANNEX 1: Calculating the PiN

Calculating the PiN for each national Sector

It is recommended to start this process at the lowest possible disaggregation level. In this case, that means calculating the PiN by age and gender, for each population group, admin level 1 and sector.

Therefore, depending on the data collected during JNAs and SDRs, the availability of indicators to define the PiN can vary. At the same time, the methodology applied can change depending on the sector at hand.

Presented below is an example of the PiN calculation for one sector that uses only one indicator from the SDR/JNA as its source of information:

Admin 1	Population Projection (In destination)					Population Projection (In transit)					PiN %	PiN (in destination)					PiN (in Transit)				
	Girls	Boys	Women	Men	Total	Girls	Boys	Women	Men	Total		Ind 1	Girls	Boys	Women	Men	Total	Girls	Boys	Women	Men
Province1	152	193	356	315	1,016	17	21	39	35	112	19%	29	37	68	60	194	3	4	7	7	21
Province2	172	163	299	273	907	19	18	33	30	100	37%	64	60	111	101	336	7	7	12	11	37
Province3	91	122	195	200	608	14	18	29	30	91	38%	35	46	74	76	231	5	7	11	11	34
Province4	241	214	442	441	1,338	22	19	40	39	120	35%	84	75	155	154	468	8	7	14	14	43
Province5	187	197	300	253	937	28	30	45	38	141	25%	47	49	75	63	234	7	8	11	10	36
Country	843	889	1,592	1,482	4,806	100	106	186	172	564	-	259	267	483	454	1,463	30	33	55	53	171

Tip: In many cases it may not be possible to have specific indicators for each admin level 1 and the use of a national indicator is the best option. In this case the same percentage may need to be applied to all admin level 1's in the country.

The process should follow the following steps:

1. Apply the population projections data disaggregated per admin level 1 and age/gender categories.
2. Apply the PiN percentage calculated during the SDR/JNA process for each sector (column PiN%). If data is available that allows to have these percentages disaggregated per admin level 1 and age/gender, apply a table such as the one detailed above. However, if the data available means that the percentage would be the same for all gender/age groups or admin level 1 levels then the analysis would be simplified.
3. Multiply the PiN percentage by the population projection figure to reach the PiN number.
4. Add the age/gender data to obtain the PiN number for sector X, Admin 1 level and specific population group (columns "total" within PiN).
5. Repeat this process for each population group, admin 1 level and sector. Each combination of these should give way to one table as the one presented above.

Note: The methodologies and examples shown below are not the only way to calculate PiNs. They are the standard recommended methodology, considering the capacities and sources of information of all Platforms. However, where more data/capacities are available to a particular Platform, that can serve to improve its methodology. It is encouraged to make use of them and document and share the methodology applied.

Alternative PiN Methodologies

Alternative 1

For sectors such as education and GBV, the methodology for PiN calculations may take an alternative format since often the indicator is only used on some age/gender groups.

Example 1: Education. Normally, the Education Sector PiN applies only for girls and boys⁸.

Admin 1	Population Projection (In destination)					PiN %				PiN (in destination)				
	Girls	Boys	Women	Men	Total	Girls	Boys	Women	Men	Girls	Boys	Women	Men	Total
Province1	152	193	356	315	1,016	21%	21%	-	-	32	41	-	-	73
Province2	172	163	299	273	907	23%	23%	-	-	40	37	-	-	77
Province3	91	122	195	200	608	18%	24%	-	-	16	29	-	-	45
Province4	241	214	442	441	1,338	20%	27%	-	-	48	58	-	-	106
Province5	187	197	300	253	937	26%	24%	-	-	49	47	-	-	96
Country	843	889	1,592	1,482	4,806	-	-	-	-	185	212	-	-	397

Example 2: GBV: In some cases, the GBV Sub-sector focuses on assisting girls and women

Admin 1	Population Projection (In destination)					PiN %				PiN (in destination)				
	Girls	Boys	Women	Men	Total	Girls	Boys	Women	Men	Girls	Boys	Women	Men	Total
Province1	152	193	356	315	1,016	23%	-	28%	-	35	-	100	-	135
Province2	172	163	299	273	907	28%	-	30%	-	48	-	90	-	138
Province3	91	122	195	200	608	20%	-	19%	-	18	-	37	-	55
Province4	241	214	442	441	1,338	20%	-	29%	-	48	-	128	-	176
Province5	187	197	300	253	937	25%	-	26%	-	47	-	78	-	125
Country	843	889	1,592	1,482	4,806	-	-	-	-	196	-	433	-	629

Alternative 2

Another option to calculate a sector PiN is presented when using more than one indicator to define the PiN:

Admin 1	Population Projection (In destination)					PiN %		PiN Indicator 1 (in destination)					PiN Indicator 2 (in destination)					PiN Total (in destination)				
	Girls	Boys	Women	Men	Total	Ind1	Ind2	Girls	Boys	Women	Men	Total	Girls	Boys	Women	Men	Total	Girls	Boys	Women	Men	Total
Province1	152	193	356	315	1,016	18%	33%	27	35	64	57	183	50	64	117	104	335	50	64	117	104	335
Province2	172	163	299	273	907	19%	45%	33	31	57	52	172	77	73	135	123	408	77	73	135	123	408
Province3	91	122	195	200	608	17%	28%	15	21	33	34	103	25	34	55	56	170	25	34	55	56	170
Province4	241	214	442	441	1,338	18%	33%	43	39	80	79	241	80	71	146	146	442	80	71	146	146	442
Province5	187	197	300	253	937	20%	43%	37	39	60	51	187	80	85	129	109	403	80	85	129	109	403
Country	843	889	1,592	1,482	4,806	-	-	156	164	294	273	887	313	327	581	537	1,758	313	327	581	537	1,758

As in the first example, the same steps to calculate the PiNs for each indicator shall be followed. However, the methodology differs in the calculation of the PiN. These are the steps to be taken into consideration:

1. Calculate the total PiN drawing on the max value for each gender and age in each admin level 1, as in the above table. The blue-framed boxes show how to obtain the max value for girls between the 2 indicators (between 27 and 50 the max value is 50)

⁸ For countries where the Education Sector also targets adults, this does not apply.

- To calculate the admin1 total PiN, proceed by summing the girls, boys, women and men (25+34+55+56=170) as per red-framed box in the above table.
- To calculate the total PiN for each gender and age at the national level, sum all admin level 1's as per the green-framed vertical box in the above table (117+135+55+146+129+581)
- Finally, to calculate the sector PiN for one country, sum up all totals for gender/age, as shown in the yellow-framed box in the above table (313+327+581+537=1758)

Calculating the inter-sector country-level PiN while avoiding double counting

Once the PiNs for all sectors have been calculated, the calculation of the inter-sector or country level PiN follows:

Sector 1															
Admin 1	PiN (in destination)					PiN (in Transit)					PiN Total				
	Girls	Boys	Women	Men	Total	Girls	Boys	Women	Men	Total	Girls	Boys	women	Men	Total
Province1	29	37	68	60	194	3	4	7	7	21	32	41	75	67	215
Province2	64	60	111	101	336	7	7	12	11	37	71	67	123	112	373
Province3	35	46	74	76	231	5	7	11	11	34	40	53	85	87	265
Province4	84	75	155	154	468	8	7	14	14	43	92	82	169	168	511
Province5	47	49	75	63	234	7	8	11	10	36	54	57	86	73	270
Country	259	267	483	454	1,463	30	33	55	53	171	289	300	538	507	1,634

Sector 2															
Admin 1	PiN (in destination)					PiN (in Transit)					PiN Total				
	Girls	Boys	Women	Men	Total	Girls	Boys	Women	Men	Total	Girls	Boys	women	Men	Total
Province1	45	-	70	-	115	3	-	7	-	10	48	-	77	-	125
Province2	70	-	126	-	196	7	-	12	-	19	77	-	138	-	215
Province3	40	-	80	-	120	5	-	11	-	16	45	-	91	-	136
Province4	80	-	160	-	240	8	-	14	-	22	88	-	174	-	262
Province5	45	-	80	-	125	7	-	11	-	18	52	-	91	-	143
Country	280	-	516	-	796	30	-	55	-	85	310	-	571	-	881

Sector 3															
Admin 1	PiN (in destination)					PiN (in Transit)					PiN Total				
	Girls	Boys	Women	Men	Total	Girls	Boys	Women	Men	Total	Girls	Boys	women	Men	Total
Province1	42	54	-	-	96	8	8	-	-	16	50	62	-	-	112
Province2	71	65	-	-	136	10	11	-	-	21	81	76	-	-	157
Province3	42	65	-	-	107	9	11	-	-	20	51	76	-	-	127
Province4	81	94	-	-	175	12	14	-	-	26	93	108	-	-	201
Province5	64	61	-	-	125	11	10	-	-	21	75	71	-	-	146
Country	300	339	-	-	639	50	54	-	-	104	350	393	-	-	743

Inter-Sector															
Admin 1	PiN (in destination)					PiN (in Transit)					PiN Total				
	Girls	Boys	Women	Men	Total	Girls	Boys	Women	Men	Total	Girls	Boys	women	Men	Total
Province1	45	54	70	60	229	8	8	7	7	30	53	62	77	67	259
Province2	71	65	126	101	363	10	11	12	11	44	81	76	138	112	407
Province3	42	65	80	76	263	9	11	11	11	42	51	76	91	87	305
Province4	84	94	160	154	492	12	14	14	14	54	96	108	174	168	546
Province5	64	61	80	63	268	11	10	11	10	42	75	71	91	73	310
Country	306	339	516	454	1,615	50	54	55	53	212	356	393	571	507	1,827

To calculate the total country PiN follow the following steps:

1. Identify the maximum value for each gender, age and admin level 1. As per the above table, the blue-framed boxes show how to calculate the max value for the inter-sector level for in destination girls (between 29, 45 and 42, the max is 45).
2. Sum up the individual PiN values for girls, boys, women and men for each admin level 1. As per the above table the red-framed box shows how to obtain the total PiN for the Province 3 ($42+65+80+76=263$)
3. Sum up the values of each admin level 1 to arrive at the total country PiN for each gender/age category. In the table above, the green-framed vertical box shows ($60+101+76+154+63=454$)
4. Sum up the totals for girls, total boys, total women and total men to arrive at the total PiN for each population group. In the table above, the yellow-framed box shows how to calculate the total in-transit PiN ($50+54+55+53=212$)
5. Finally sum up the total PiNs for each population group to arrive at the total inter-sector PiN. The purple-framed boxes demonstrate the calculation ($1,615+212=1827$)

For a more detailed approach on how to calculate intersectoral PiNs, please refer to this step-by-step guidance.

Overall approach to calculating PiN for host communities

The PiN for host communities in the same administrative areas where refugees and migrants are present should also be based on statistically representative data. The same definition as PiN shall be applied, but the needs of the host communities are defined by the arrival of or as a direct consequence of the presence of refugees and migrants from Venezuela.

Following a review of available data, a collective decision will be needed at the National and Sub-Regional Platform level on what criteria are used to establish the host community PiN. This could vary from access to services, or indicators on absolute poverty. E.g. according to the last census, district A in Peru has an absolute poverty level of X%. From this finding, the host community population in need is estimated as a % of the total host community population of that district.

Estimation of PiN for other population groups

Tip:

- ✓ It is not recommended to simply add up all the individual sectors' PiNs. This would lead to significant double or multiple counting of the same individual/s in need of different types of assistance.
- ✓ The number of PiN in one sector, in a given country, cannot be higher than the intersector number of PiN in that country.
- ✓ Document how sectoral and country-level PiN estimates were produced. Explain the steps taken for your context, the assumptions used, as well as any limitations and uncertainties, and where figures have been approximated.
- ✓ The estimation of PiN for host communities and refugees and migrants (incl. in destination, in-transit) must be presented separately.

Severity scale

While this **is not a mandatory step in the RMRP response planning**, the severity scale approach can help identify patterns of severity/deprivation and illustrate how they vary between different geographical areas and population groups. As such, it can be used to inform the response analysis and formulation of the response options.

A severity or deprivation scale is normally applied after the calculation of PiN figures associated with inter-sectoral needs and is useful as a way to establish response priorities according to the scope and intensity of need.

A severity scale will act as a heat map, reflecting a multi-layered approach that takes projected affected caseloads, overlaid with sector-specific severity rankings based on specific indicators, whereas a deprivation index will be binary and thus simplify the approach.

Please see Annex 2 on the Delphi method for specific tips on severity scales calculations.

ANNEX 2: DELPHI METHOD (PEOPLE IN NEED)

PEOPLE IN NEED - Methodology

Severity (Delphi) Methodology (context discussion)

In countries where there is a lack of data (baselines and assessments) as well as to concerns about data accuracy, PIN estimates can be developed through the “severity ranking methodology” in consultation with partners.

This is a rough methodology for prioritization of targeting based on expert knowledge and group consensus against defined criteria, using magnitude (size of the concerned population = No. and % of people affected) and intensity assessment (attribution of the severity of needs /vulnerability - through a standard 0-7 severity scale) of a given population group. [A visual representation of this scale is presented below.]

The method can be applied to two main population groups: 1) Refugees/Migrants; and 2) host communities, taking into consideration the following contextual challenges and opportunities specific to the country.

This method is applied by **assessing the population against the 4 criteria on the X axis** (Intensity = Degree of something harmful, harsh, stern, irreversible or not desirable) **against the population size** (magnitude = No. of people affected; or depth = % of people affected) **on the Y axis**. The **intersecting severity is then assigned per criteria** and **the resulting severities are summarized and grouped into Severe Needs (5-7) and Moderate Needs (2-4)**.

Severity ranking and Assumptions - Contextual opportunities that may be present in a country

- Access to emergency health services
- Access to primary education
- Organized Venezuelan groups
- No language barrier
- Cultural similarity/historic links
- Access to formal labour market
- Informal labour market.

Ranking and Assumptions - Contextual challenges in a country

- Access to territory
- Major limitations in accessing the asylum system
- Strict immigration laws
- No regular status for Venezuelans
- Limited access to services and labour market
- Trafficking, GBV
- Detention, deportation, refoulement.

Tip:

- ✓ Beginning by picking up on the needs assessments and identifying the various types of needs of the population (physical, mental, living standards, recovery and resilience, safety, discrimination, legal constraints, family separation, etc) and the contexts they live in;
- ✓ Distinguishing between urgent needs that put in jeopardy safety, dignity and physical and mental wellbeing and medium-term needs related to sustenance and livelihoods;
- ✓ If possible, picking-up on which needs are perceived to be of utmost importance to the affected group itself;
- ✓ Gathering information and indicator data that informs on scales and thresholds for measuring vulnerability/living standards/insecurity/etc of the affected populations;
- ✓ Determining the weight to give to each of the indicators based on a clear rationale that reflects the nature of the crisis;
- ✓ Thinking of the expected evolution of the situation.

