

**RMRP 2024**

# Activity Submission Process & Target Calculation



Inter-Agency Coordination  
Platform for Refugees and  
Migrants from Venezuela

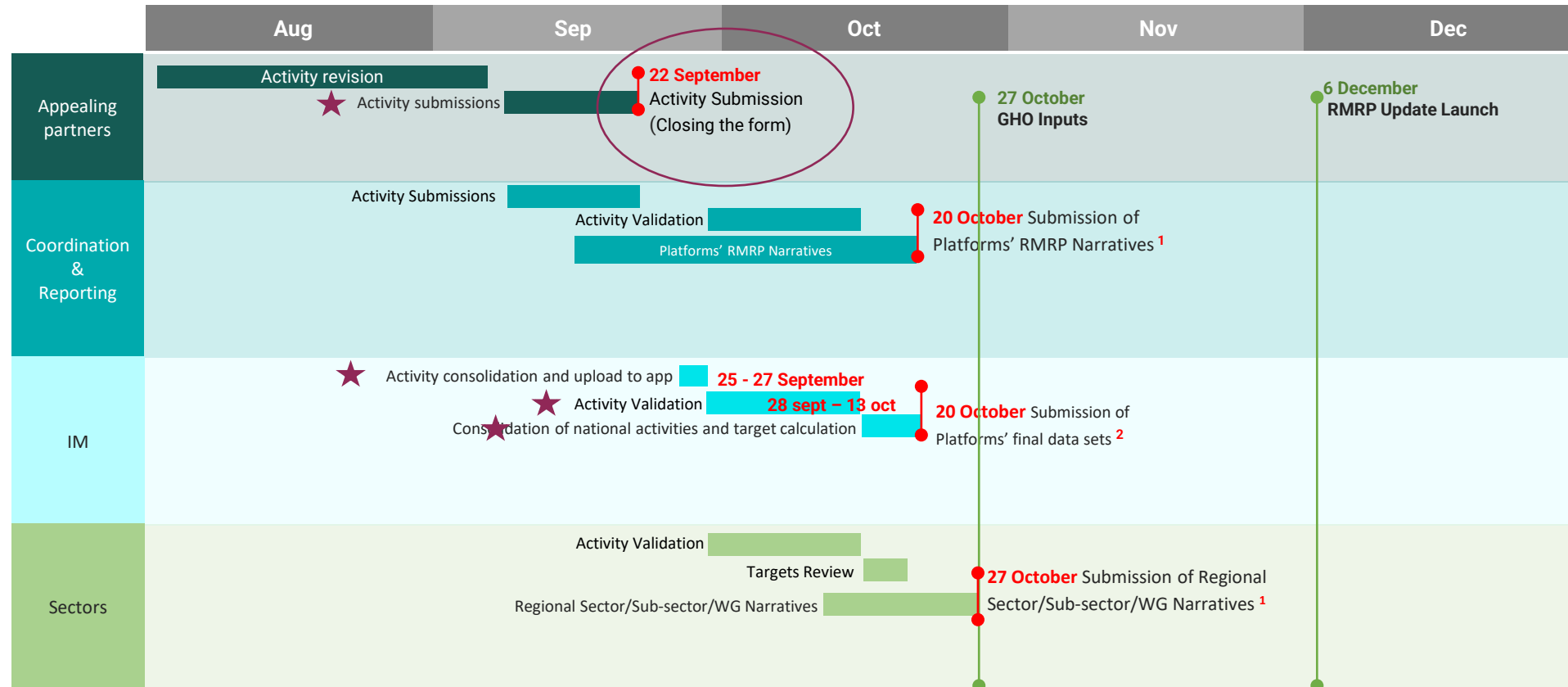
# Agenda

<https://www.r4v.info/es/keyresources2023>



- Timeline RMRP 2024
- Workflow: roles and responsibilities
- Tracking tool for submissions
- Cleaning, quality check of the submissions received (NP)
- Validation of activities (NP/Sectors)
- National compilation (NP)
- Regional quality check (RP)
- Target calculation recommendations (NP)
- Narrative considerations (NP + RP)

# Timeline – RMRP 2024

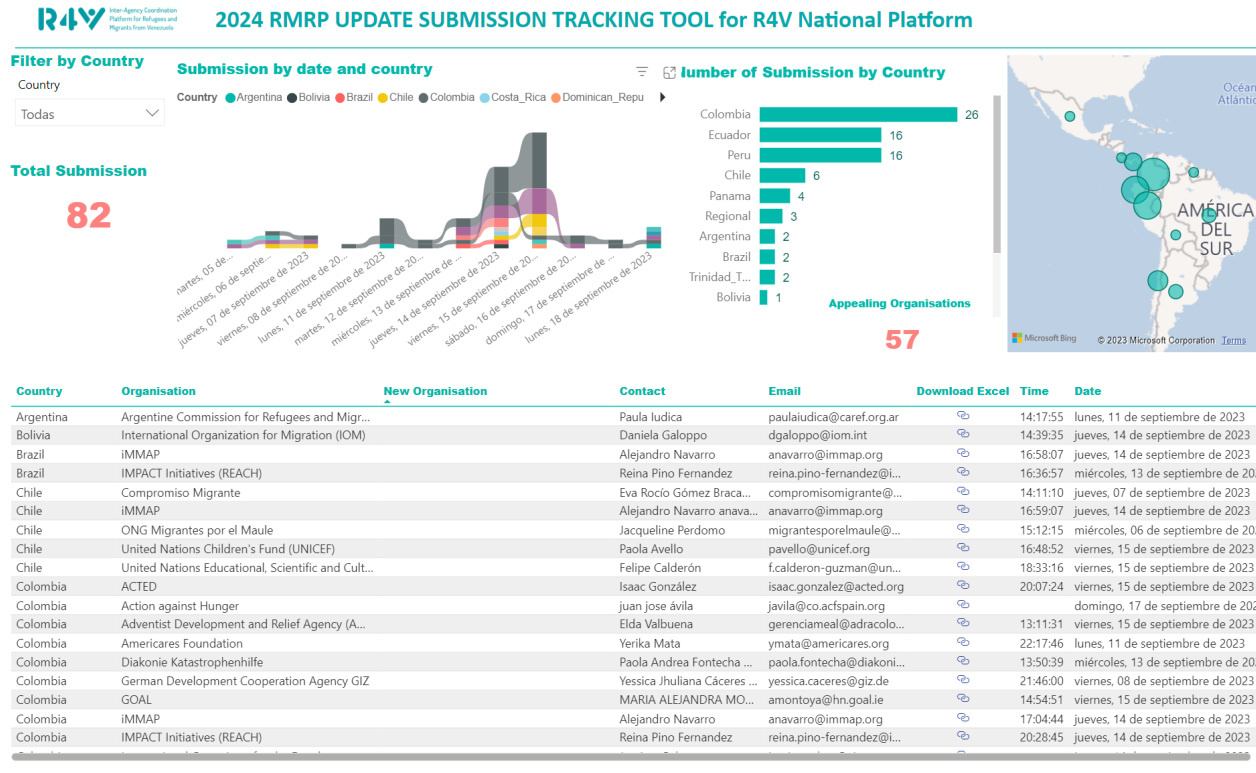


<sup>1</sup> See Planning Instructions for detailed guidance

<sup>2</sup> Full consolidated activities dataset and target calculation.



# Tracking tool of submissions



<http://bit.ly/3rfvtVJ>

- Explore
- Track
- Download submissions

- Refreshes every 3 hours during the day
- PBI will be share for you to refresh as much as you want

This tool is connected to the online submission form of the RMRP2024 update, you are able to track the submission of the partners by country and download the Excel submission of activities. This dashboard refreshes every 3 hours. [Please connect in another window of your browser to the kobo account provided to be able to download the excel at kobo.unhcr.org.](#) [How to download the excel](#)

1. On the same browser you are using, in another tab open the following website: [kobo.unhcr.org](http://kobo.unhcr.org)
2. KoBo login using these credential (**Username: rmrp/ Password: RNMA\_RMRP\_R4V**)
3. Go back to the tracking dashboard where you will be able to download the excel file.

## Recommendations

- In case there is feedback/correction/updates necessary, discuss it directly with AO
- No need for AO to resubmit through Kobo

**Kobo form for activity submission will be closed SUNDAY September 24  
Midnight**

## Cleaning, Quality check of the submissions received (NP)

The Data Quality Check app has been updated for the 2024 format.

The format to use the app must be the same **as the template provided at regional level.**

The Data Quality Check will be performed at the end of the process, and we will not allow any **erroneous nor incomplete data** to be loaded in the final version of the activities.



**If a partner doesn't submit the activities, it is assumed that they will not change from the previous year.**

**Please include last year submitted activities!!**


# RMRP2024 Submission Data Quality app

- <https://rstudio.unhcr.org/RMRP2024QC/>

The screenshot shows the R4V Inter-Agency Coordination Platform for Refugees and Migrants from Venezuela. The interface includes a language selector (English/Espanol), a notification bar for a V1 update, and three main panels: 'Instruction' with a video player, 'Please copy paste the entire table with header here' with a data input area and an 'Import data' button, and a 'Summary' panel with fields for 'Number of Activities', 'Number of errors', and a 'Download the report' button. A 'Preview data' panel is also visible at the bottom.



National compilation (NP)  
 -> Regional Platform

Check list para revisión de actividades				
 <small>Plataforma de Datos        Interorganizacional para        y Migrantes de V...</small>				
Fecha de la revisión				
Responsable de la revisión				
Pasos	Actividad	Sí	No	Comentarios
Paso 1	Descargar las actividades enviadas	<input type="checkbox"/> Ch	<input type="checkbox"/> Ch	
Paso 2	Compilar las actividades	<input type="checkbox"/> Ch	<input type="checkbox"/> Ch	
Paso 3	Agregar las actividades de las organizaciones que se enviaron el año pasado para el 2024 que <b>no</b> fueron enviadas al kobo	<input type="checkbox"/> Ch	<input type="checkbox"/> Ch	
Paso 4	Realizar el proceso de revisión de calidad de las actividades	<input type="checkbox"/> Ch	<input type="checkbox"/> Ch	
Paso 5	Dar seguimiento a las organizaciones en caso de que haga falta información o que haya información contradictoria, errores, etc.	<input type="checkbox"/> Ch	<input type="checkbox"/> Ch	
Paso 6	Crear un template para el compilado de actividades	<input type="checkbox"/> Ch	<input type="checkbox"/> Ch	
6.1	Agregar una columna que tenga el nombre y el correo del punto focal de la actividad	<input type="checkbox"/> Ch	<input type="checkbox"/> Ch	
6.2	Agregar una columna que diga si la organización correspondiente es liderada por refugiados y migrantes	<input type="checkbox"/> Ch	<input type="checkbox"/> Ch	
Paso 7	Comparación de actividades RMRP 2024 vs RMRP 2024 update	<input type="checkbox"/> Ch	<input type="checkbox"/> Ch	
7.1	¿Las actividades marcadas como "modificadas" efectivamente fueron modificadas?	<input type="checkbox"/> Ch	<input type="checkbox"/> Ch	

# National compilation (NP) -> Regional Platform

- Compiled Activities excel needs to follow the regional format (either in Eng or Spa)  
(Columns, Admin, options, etc....)
- All necessary information needs to be present (**RP Quality Control**) or it will be returned or excluded
- **Add following columns:**
  - **Contact Name**
  - **Contact email**
  - **Refugees and migrants lead**

- **COMPARE old submission with new**

- Use the provided RMRP ID to track changes on:
  - Admin
  - Budget
  - Target
  - Output

	ADMIN BUDGET Target Output	
ORIGINAL		FINAL
Maintain	All same	Maintain
Maintain	Something changed	<b>Amend</b>
Amend	All same	<b>Maintain</b>
Amend	Something changed	Amend

# Validation (National/Regional Sectors)

The app will be available on the 28<sup>th</sup> (webinar).  
We are evaluating the mandatory use of this app.

#	Validation criteria	Yes (✓)	No (x)	Comments
1	Does the activity contribute to the sector objective(s)?			
2	Can the activity expected results be achieved within the one-year timeframe (2022)?			
3	Is there any duplication with other activities? <i>(If yes, the submitting organization and the Validation Panel should agree on necessary changes to avoid duplication)</i>			
4	Is the submitting organization part of the relevant national/sub-regional/regional platform? <i>(Not an exclusion criterion)</i>			
5	Does the activity have realistic funding requirements (budget)?			
6	Is the target within the sectoral PiN?			
7	Sector-specific validation criteria, if applicable			
	Validation outcome	Include	Pending further review	

Activities will be validated at the national, sub-regional and regional level by the relevant sectors.

It is recommended that each Sector forms a **Validation Panel composed of up to three individuals**, including the **two relevant** National/Sub-regional/Regional Sector Leads and/or agreed thematic expert(s). To avoid any conflict of interest (or perception thereof), no member should be involved in the review of a submission from an appealing organization in whose employ s/he is.

Each submission is required to fulfill a minimum of **6 out of 7 of the agreed criteria** to be included in the country/sub-regional/regional chapter of the RMRP.

## Target calculation (NP)

- Sector and Inter-sector calculation of the target is the responsibility of each platform.
- Same methodology needs to be followed for the monitoring, so figures speak to each other and avoid during the year having people reached higher than targeted



Eg:

- SUM all in the Monitoring = SUM all in the Target calculation
- MAX Sector in the Monitoring = MAX Sector in the Target calculation
- MAX Age Gender....

The deadline for the submission of the target population calculation is October 20<sup>th</sup> (same as the final dataset submission)

# Narrative Considerations

For platforms to write their RMRP narratives, and for the regional sectors to answer mandatory questions, they will need to know the main **changes** in PiN, targets, financial requirements and number of appealing partners (in the 2024 update, compared to the original 2024 plan).

Please be aware that this information should be available for all sectors in your national platforms.

The deadline for national platforms' narratives is 20 October; for regional sectors it is 27 October.

<b>I. OVERVIEW (National Platforms = max 1,000 words, approx. 2 pages in Calibri 11; Sub-Regional Platforms = max 1,500 words, approx. 3 pages in Calibri 11)</b>	
National/Sub-Regional Response Strategy	
i.	<b>Country-specific planning scenario</b> (approx. 300-500 words): explain relevant elements of the context (political, social, economic) and their impact on refugees and migrants, population movements and main needs in the country/sub-region, <b>focusing on changes since the context described earlier in the RMRP 2023-2024</b> . Only include context that is directly related to the situation of refugees and migrants and/or to the operational reality of response actors and host governments.
ii.	<b>Changes in the scope and priorities of the response</b> (approx. 500-750 words): identify any key changes in the response for 2024 from that originally presented in the RMRP 2023-2024, linked to changes in the context and/or the needs identified now in the RMNA 2023 (with a focus on addressing acute/severe needs only). Only for these changes, describe how the adjusted response will address the needs identified through the JNAs / presented in the RMNA 2023, including for key population groups, such as in-transit and in-destination, as well as other nationalities surveyed (if applicable). (For example, "To address needs identified in the areas of food security, shelter, and lack of documentation for the population in transit, the response will...") Explain any changes in the methodology used to define people targeted.
iii.	<b>Response principles, good programming/collective accountability considerations</b> (AAP, PSEA, environment, centrality of protection, gender) (approx. 200-250 words): briefly describe any <b>*new*</b> specific collective activity planned for implementation by sectors or working groups in 2024 (not previously included in the RMRP 2023-2024).

<b>REGIONAL SECTOR/SUB-SECTOR NARRATIVE INPUTS TEMPLATE</b> (Optional template for inputs in the case of Regional Working Groups and Cross-Cutting Themes)
Based on consultations with Regional Sector members and National Sector counterparts, please answer the following questions (there are no word limits to the responses).
1. <b>Changes in PiN, Target, Financial Requirements, Partners</b> (totals at the regional level): <sup>2</sup> What are the reasons for / explanations of any changes in the PiN and target populations, the financial requirements, and/or the number of partners of the Sector in 2024? Where applicable, please include which countries had the main changes.
2. <b>Response Priorities</b> (for activities at the national / field level): Based on consultations with National Sector counterparts, are there any changes in response priorities of the Sector for 2024? If yes, please describe the 2-3 main changes (if any), linked to any changes in the context, planning scenario and/or needs identified through the RMNA in 2023?
3. <b>Response Modalities</b> (for activities at the national / field level): Are there any changes in the types of response modalities to be used by the Sector in 2024 or the balance between these modalities (for example, increase in CVA, in-kind assistance, capacity-building)? If so, please describe, and provide country examples.
4. <b>Activities supporting return movements</b> (for activities at the national / field level AND at the regional

Questions?



Comments?



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