

Preparation for the MYRP Development Process

ECW recommends the following activities to prepare for the MYRP development process.

A. Preparation activities

1. **Cluster/Sector/WG Coordinators should notification all relevant country stakeholders about the MYRP process**
Inform all Cluster/Sector/WG members as well as Local Education Group, development and donor partners groups and government about the MYRP development. Keep ECW Secretariat Staff copied on communications.
2. **Gather relevant documents. The MYRP will be based on existing strategies and plans. Please send ECW the latest documents, which may include:**
 - Education sector plans; Education vulnerability strategy or education in emergency plans
 - 2021 HNO / HRP
 - Education Cluster Strategies
 - COVID-19 strategies
 - Gender analysis
 - Child protection documents specific to education in emergencies
3. **Contract Penholder**
 - In consultation with sector members and relevant partners, identify an individual that will support preparation of the MYRP. ECW can provide a sample terms of reference.
4. **Establish MYRP Development Committee.** This committee is responding for supporting the development of the MYRP. It should be inclusive and represent the major stakeholder groups that are essential to the development and approval of the MYRP. This should include, but not limited to: Ministry of Education, donor group, development partner group, coordinators (LEG, task force, refugee task force), international and national organizations, as well as other important civil society organizations. There is no required number of participants, but it will be important that the group is not too large for it to become difficult to making decisions. It will also be important to prepare the list of people who should be consulted at a higher level and to revise the MYRP at the final stage for approval. ECW can provide sample terms of reference for the Development Committee
 - Prepare the list of members of the MYRP Development Committee (names, titles, organization, e-mail)
 - Prepare the list of stakeholders who should endorse the MYRP (name, title, organization, email)
5. **Plan agenda for Scoping mission.** To kick off the process and discuss expectations and next steps, ECW will host meetings the week of September 28 with MYRP development committees and as needed with other relevant stakeholder groups. Please enter an appropriate day and time and ECW will send Zoom meeting requests.

Documentation of the process. Please start keeping a record of major communications regarding the MYRP development process, including email notifications, meeting of minutes, records of decisions, which may be submitted with the final version of MYRP.

Checklist

MYRP Development Activities		Due date
<input type="checkbox"/>	Ensure that Cluster/ Sector/ WG members and other relevant stakeholders are regularly updated about the MYRP development process	(insert)
<input type="checkbox"/>	Gather relevant documents	(insert)
<input type="checkbox"/>	Contract Penholder	(insert)
<input type="checkbox"/>	Establish MYRP Development Committee	(insert)
<input type="checkbox"/>	Plan agenda for Scoping Mission	(insert)

B. Overview of the MYRP Development Process

1. The MYRP is a light, strategic level document - light and succinct (about 25 pages)
2. MYRP will support the existing education sector strategies and plans, particularly those relevant to emergencies and protracted crises. It is important that the MYRP is well coordinated with other funding likely to support similar activities, such as that of the GPE.
3. The MYRP should address the needs of the most vulnerable and build on opportunities that are presented in aligned strategies or plans or absent in such strategies or plans
4. The Cluster/ Sector/ Working Group Coordinators facilitate the process with membership, Government and other stakeholders. The 'Penholder' has the role of preparing the MYRP based on an agreed process of consultation.
5. Local Education Group (LEG) should be involved in the MYRP process and consulted on finalization of the document
6. ECW provides Seed Funding to initiate the implementation of the MYRP. The MYRP approach is based on the identified of needs in priority areas and developing a holistic education response that can be scaled up if additional funding is mobilized.
7. MYRP development is expected to be completed within four to six months
8. The Grantee Selection Process should start only after the programme document has been completed, specifically the 1) Beneficiary Groups, 2) Priority Geographical Locations and 3) Targets. Refer to the Grantee Selection Note for additional guidance on this process. ECW assist in the selection of the grantees, but this process should be facilitated by the Cluster/Sector/ WG coordinators in collaboration with the government.
9. ECW Secretariat Technical Team will provide direct support to country development teams throughout the design phase of the MYRP. This is specific to MHPSS, Gender, Child Protection, Disability Inclusion, Monitoring and Evaluation, and Risk and Child Safeguarding.

Indicative MYRP development schedule

Due Date	Key Activities
(insert)	Preparedness activities completed (as indicated on page 1)
(insert)	Scoping mission is organized
(insert)	Drafting of the MYRP
(insert)	First full MYRP draft submitted to the ECW Secretariat
(insert)	Quality Assurance Review, including External Review Panel assessment
(insert)	Grantee Selection Process is conducted
(insert)	MYRP is revised based on Quality Assurance Review
(insert)	MYRP final draft submitted to the ECW Secretariat
(insert)	Submission of final document to ECW ExCOM for funding decision