



Regional Refugee Response  
For the Ukraine Situation

# Reporting Manual: Humanitarian Activities

Regional Refugee Response Plan 2023 – Bulgaria

UNHCR, Sofia, Bulgaria  
March 2023

*Note: This document is a living document that will be updated based on frequently asked questions and feedback from RRP partners during the reporting process.*

## Content

Content .....	2
1. Context .....	3
i. Roles and Responsibilities in Reporting.....	3
ii. What happens to the data submitted .....	4
2. Results framework .....	5
3. Reporting on Activity Info .....	6
I. Getting a User Account .....	6
i. Logging In .....	7
ii. Setting Targets and Activities Reporting.....	11
iii. Editing a Record .....	14
iv. Batch Upload via Excel Template.....	15
4. Reporting Schedule .....	19
A. Annexes .....	20
I. Q&A – Questions and Answers .....	20

## 1. Context

To ensure that the humanitarian assistance is coordinated in a coherent and complementary way amongst the different humanitarian actors, UNHCR leads the development of Refugee Response Plans (RRPs). These plans support host governments to protect refugees in large and complex refugee situations through international solidarity. Refugee Response Plans (RRP) are developed to respond to the needs of a specific refugee population.

Refugee Response Plans serve as the base from which to implement a strategy and activities –as well as advocate for refugee situations in close collaboration with host governments and other partners. A Refugee Response Plan:

- Provides a platform and tools to properly plan and coordinate an inter-agency response;
- Raises the profile of refugee assistance;
- Raises funds for partners;
- Provides an overarching vision and coherent engagement in refugee responses in alignment with host government strategies.

While the Government has the primary responsibility to protect refugees, partners of the 2023 RRP will continue to coordinate with authorities under the Refugee Coordination Model (RCM) in a complementary and cohesive manner, ensuring that multisectoral activities are in line with Government priorities, are impactful and address refugee needs.

The purpose of this document is to provide guidance and ensure a common understanding among RRP partners and other humanitarian actors in Bulgaria on the RRP reporting: reporting system, framework, related indicators to support harmonized programming, data collection and subsequent reporting against the corresponding standardized indicators.

### i. Roles and Responsibilities in Reporting

Each partner has submitted two types of information to the Refugee Response Plan for Bulgaria, (1) planned activities and targets, (2) budgetary needs.

This information expressed the objectives of your organisations and what you are planning to achieve (targets), as well as the financial needs you have to achieve these goals.

Reporting will therefore also focus on both dimensions: on the achievement of your targets, meaning how many people have been reached – as well as how many funds have been received, have the financial needs been covered or do any major gaps exist.

According to the RCM<sup>1</sup> UNHCR – jointly with the Government of Bulgaria – is leading the coordination of the humanitarian response in Bulgaria and by that acts as coordinating agency. Recent UN General Assembly Resolutions have confirmed the RCM and UNHCR's mandate to lead and coordinate the refugee response<sup>2</sup>. In its function as coordinating agency UNHCR ensures the functioning of the sector and inter-sector coordination and develops the regional refugee response plan to highlight the needs of the people of concern towards the public. The role of advocate for the humanitarian community and as coordinating agencies necessitates a high level of information that can be used to underline the needs but also highlight the results achieved. For this reason, UNHCR asks agencies to report.

This reporting serves the following goals:

1. Accountability, towards the People of Concern, the public and governments
2. Coordination at inter-sector and sector level, including identification of gaps in response
3. For each agency, who may use the data to better cooperate with other agencies in their areas of intervention

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<sup>1</sup> <https://emergency.unhcr.org/entry/38270/refugee-coordination-model-rcm>

<sup>2</sup> [A/RES/69/152](#), [A/RES/70/135](#)

All partners working under the RRP are accountable to report on indicators set at the country-level relevant to their project on the Activity Info platform.

The key product of the reporting is the data and dashboard informing about active partners, progress on indicators and the distribution of agencies in the regions (cities) as well as the number of refugees supported.

Additionally, to the dashboard the information collected via reporting is used for factsheets and funding information's for donors and the government of Bulgaria.

## ii. What happens to the data submitted

The data submitted is used for coordination, accountability, and increased transparency among agencies as well as towards the public.

Two key products will be:

- RRP Reporting Dashboard; and
- Factsheet on received funding per sector.

The link to the SOPs on reporting on funding tracking is [here](#) (SharePoint) or can also be accessed [here](#) (Operational Data Portal).



## 2. Results framework

All reporting builds around the results framework that defines the priorities agreed upon by humanitarian agencies and the Government of Bulgaria and is rooted in assessments of the needs of refugees. Activities that are not covered by the results framework are not considered priorities. The complete results framework is attached to this document.

Each organisation that is a RRP partner has submitted targets for the regional indicators. These targets are now to be achieved. To follow up on how successful the targets are achieved reporting is to be carried out. Sectors and the inter-agency coordination group use the reported data to ensure informed decisions in coordination and reprioritization, if necessary.

To ensure the correct data collection and a harmonized information tracking across all agencies, the results framework informs about units and means of measurement as well as the minimum standards to be fulfilled. As such the result framework should be a standard document used by all Project Management, M&E, and MEAL Officers of organisations intervening in the humanitarian response in Bulgaria.

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<sup>4</sup> See Annexe III. Indicator Guidance



### 3. Reporting on Activity Info

Activity Info is an online tool for reporting of activities and results, which is used by UNHCR and its partners in over 30 countries. It allows to report as well as analyse data and replaces 5W reporting in Excel format. In Bulgaria, Activity Info will be used for the first time in 2023.

The process of reporting as well as the reporting calendar with is available at the end of this document.

#### I. Getting a User Account

To get access to Activity Info please write an email to the UNHCR Information Management team:

[naskov@unhcr.org](mailto:naskov@unhcr.org) and [ilieva@unhcr.org](mailto:ilieva@unhcr.org).

In your mail, please provide the following information:

- Name of Organization
- Acronym
- National or International Organization

*For each person requesting user access:*

- Name
- Email
- Position,
- Role of User

*Available Roles for users are:*

- View and edit data; and
- View only (no writing rights).

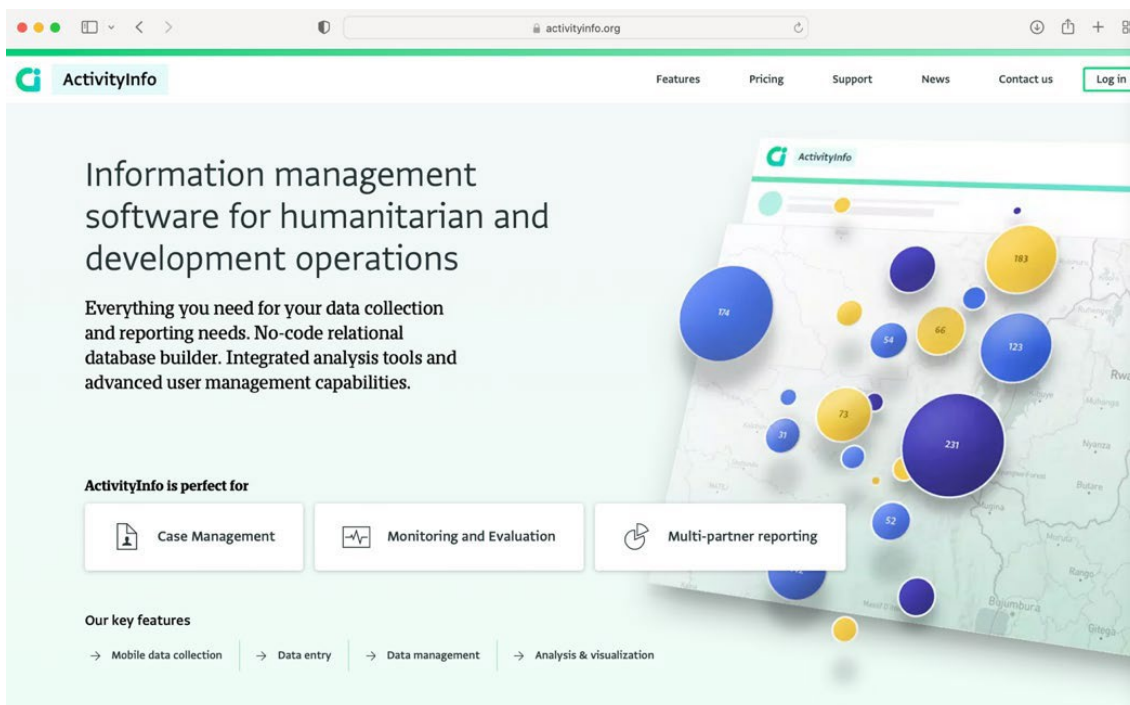
Agencies that had access to Activity Info for the development of the RRP 2023 will receive an invitation to the Reporting Database automatically.

Please keep track of the individuals of your organisation who have access to the database and inform us in case of staff changes, by sending an email to [naskov@unhcr.org](mailto:naskov@unhcr.org) and [ilieva@unhcr.org](mailto:ilieva@unhcr.org).

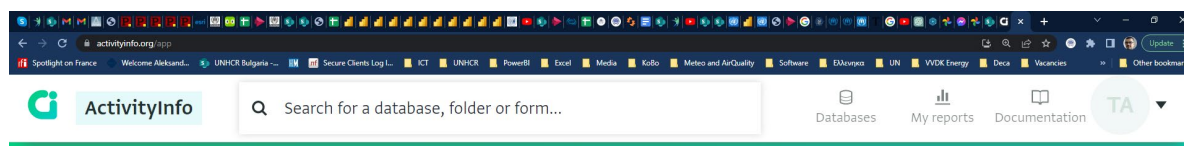
### i. Logging In

Following your request for user accounts in Activity Info, you will receive an email from Activity Info with an invitation link. Follow the information in this link.

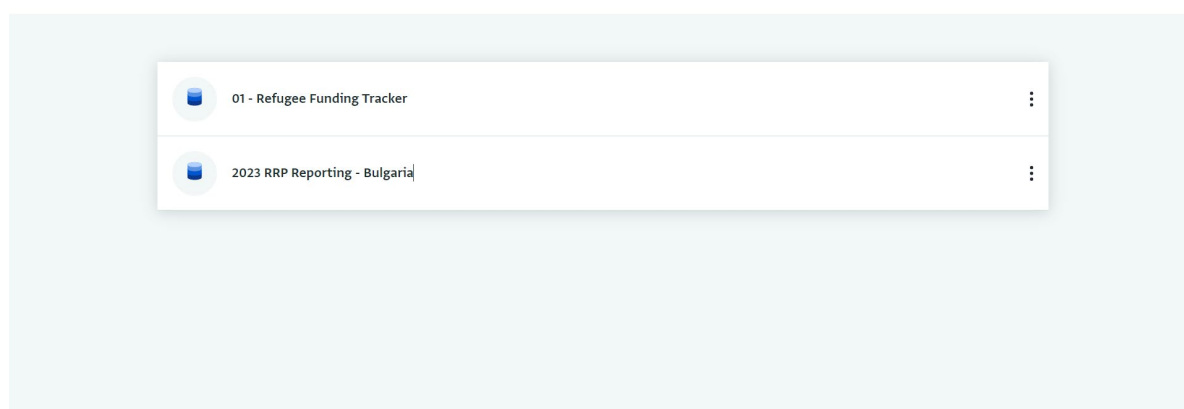
Once your account has been activated and you have entered a password you can log in via the homepage of Activity Info.



Please go to [www.activityinfo.org](http://www.activityinfo.org) and click on “Login” at the upper right side of the screen.



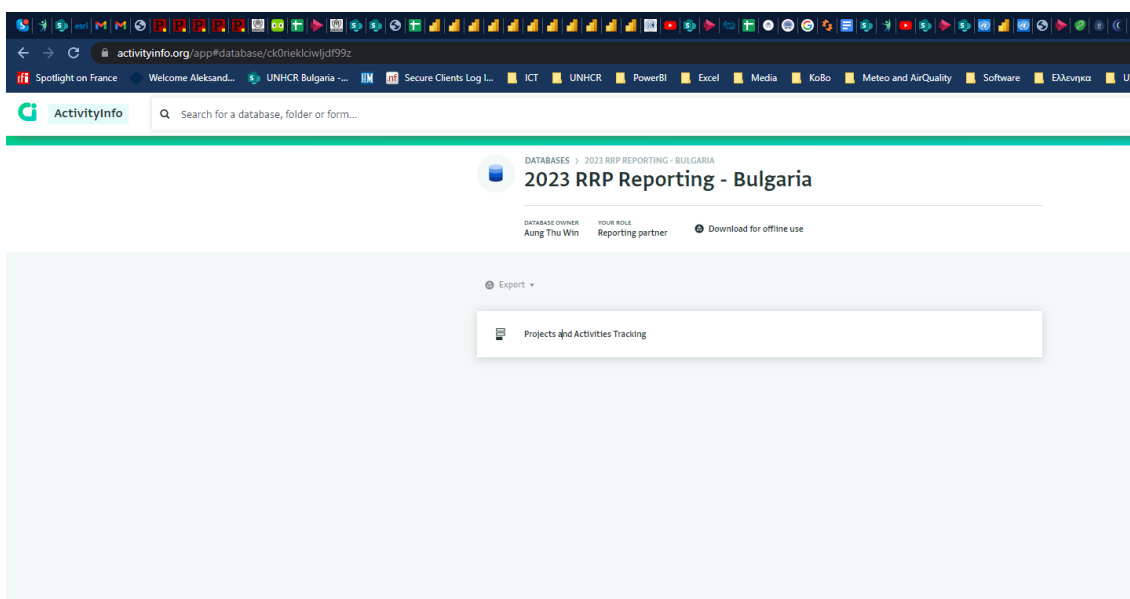
## Databases



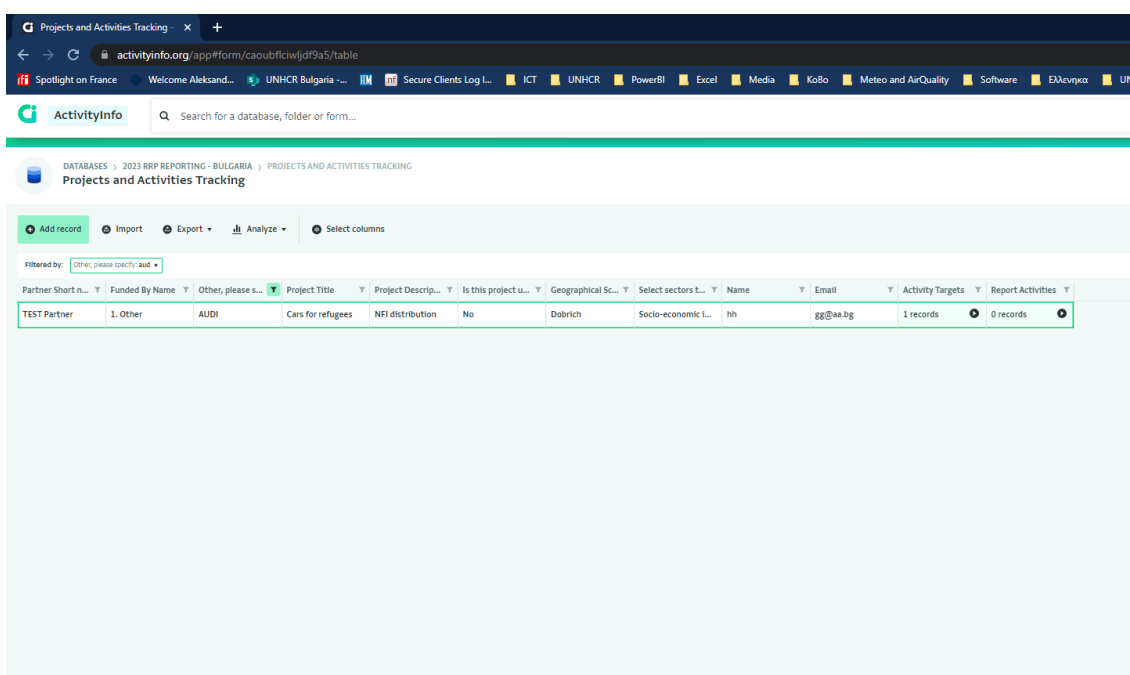
Once logged in you see a list of databases to which you have access. Please select **2023 RRP Reporting - Bulgaria**.

On the next screen select Project and Activities Tracking.

- Updated – May2023



If you have already added a record with your projects' detail on Activity Info, you should be able to see a list of your projects on the following screen. If you have not added your project(s) yet, the list will be empty.



If you would like to add a new Project, click on the **+Add record** button shown on the image above. A new Form will pop-up in which you should fill in details related to your **Project** on which you would be reporting Partner short name, Funded By, Project Title, Project Description, RRP (yes/no), Start/End Date.



The second part of the form from the previous page with Project Details: Geographical Scope, Sector(s), and Focal Point name and email.

Please note that project details are filled in **only once at the beginning of the year!**

Activityinfo Search for a database, folder or form...

DATABASES > 2022 RRP REPORTING > BULGARIA > PROJECTS AND ACTIVITIES TRACKING > ADD RECORD

Press **F11** to exit full screen

Cancel Save record

**Jump to:**

- WHERE
- Sectors
- Focal Point
- Activity Targets & Act...

**Sectors**

Select sectors targeted by this project\*

☐ Basic needs

☐ Cash

☐ Child Protection

☐ Education

☐ IDV

☐ Health

☐ Protection

☐ Socio-economic inclusion

**Focal Point**

This is required for sector coordinators to follow-up and inquire about this project when needed. The focal point contact should be that of the project lead within your organization

Name\*

Email\*

**Activity Targets & Activity Report**

PLEASE SAVE THIS FORM NOW... before entering targets and reporting on the activities

**Activity Targets**

Adding a record to a subform takes you to a new form. All your data you've filed in on this form remains saved until you return to it.

[Add record to Activity Targets](#)

**Report Activities**

Adding a record to a subform takes you to a new form. All your data you've filed in on this form remains saved until you return to it.

[Add record to Report Activities](#)

Cancel Save record

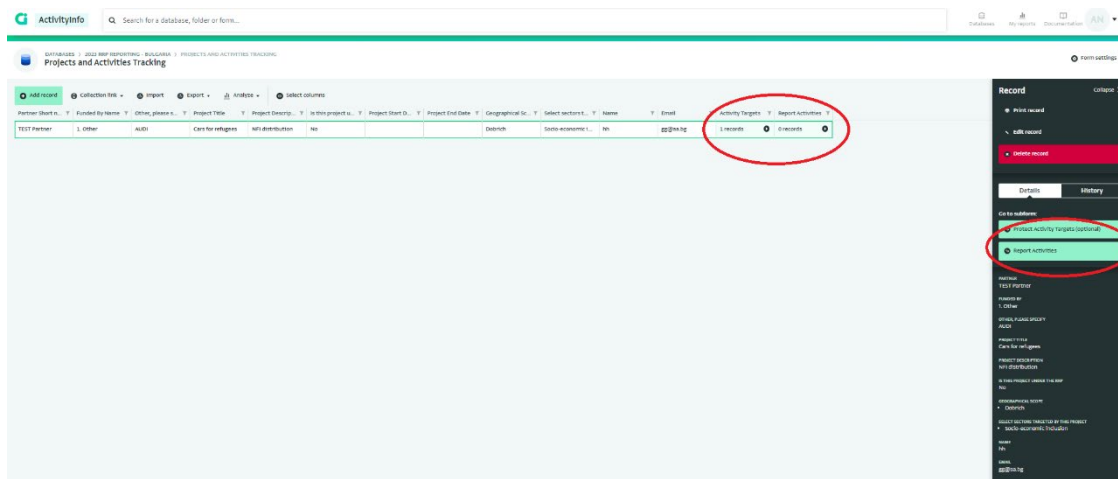
Make sure to click the **Save record** button!

## ii. Setting Targets and Activities Reporting

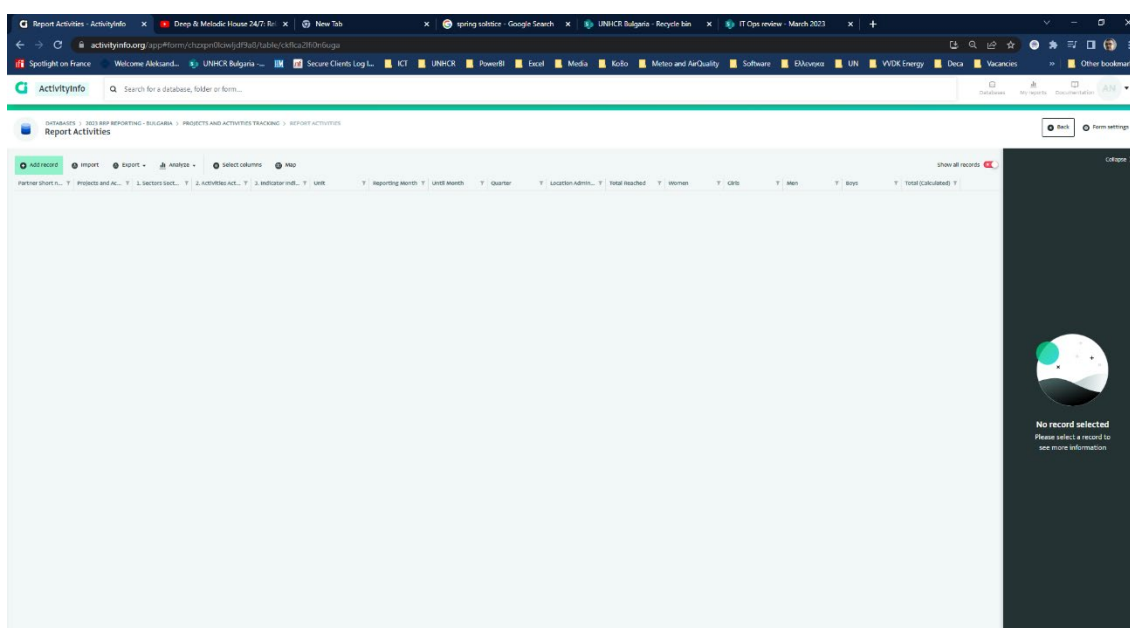
In order to Set Targets or Report on Activity use one of the two black arrows indicated on the image below, or by clicking on the green buttons indicated on the righthand side of the screen which open if and when you select a project from the list.

Targets should be set only once at the beginning of the year and they could be edited later on.

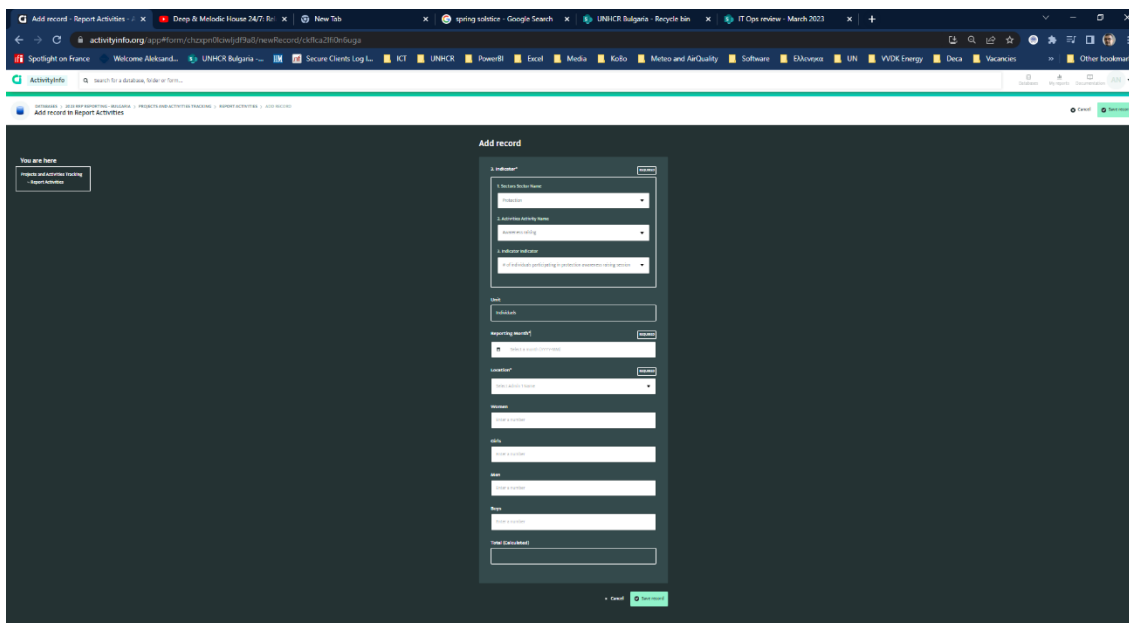
Reports on Activities should be submitted once per month. Targets for the activities are optional, and they will be discussed after the reporting on activities.



Clicking either on the black arrow under the **Report Activities** at the top of the image above, or on the green button Report Activities on the righthand side of the screen will open a new screen (image below).

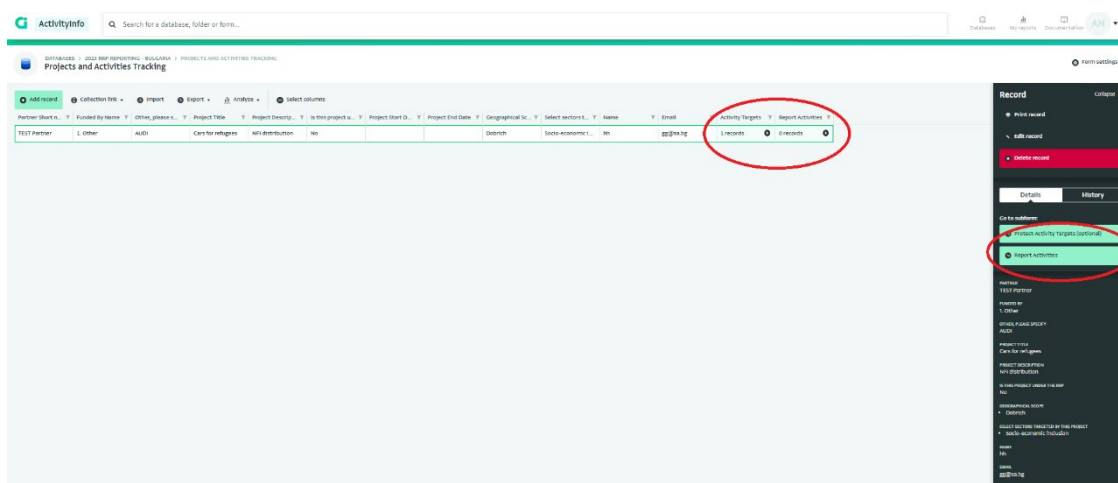


To add new activity, click on the **+Add record** as shown at the top left on the image above. This will open a new form.

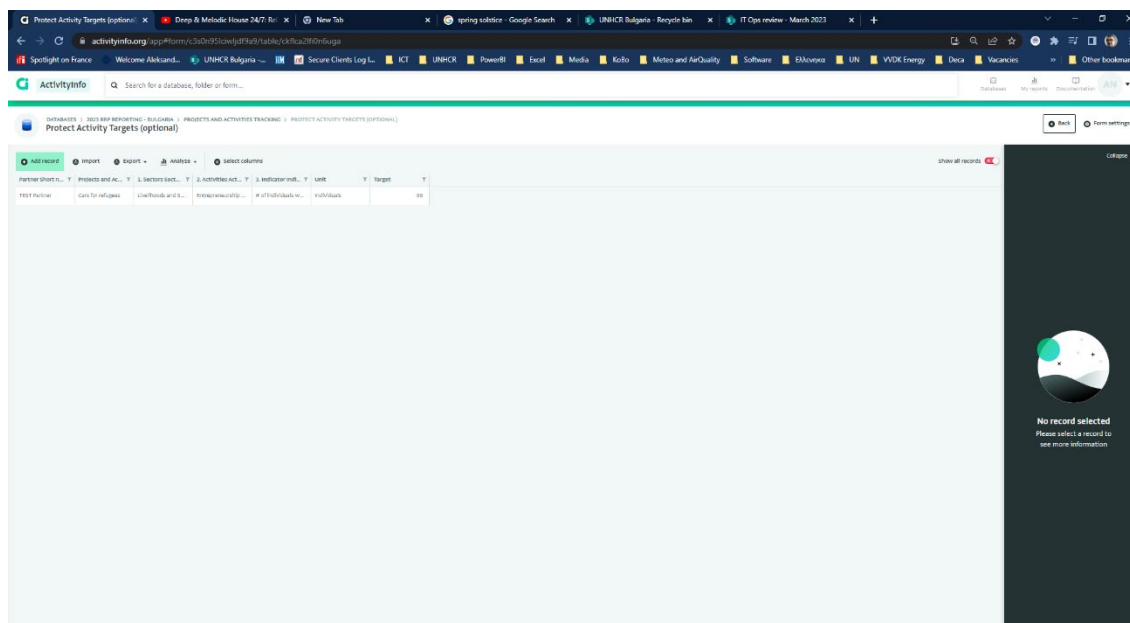


You should: Select the Sector, Select the Activity, Select the Indicator, Select the reporting month, Select the Location, and depending on the selected indicator you should provide the required information which could be disaggregated in four categories Women, Girls, Man, and Boys.

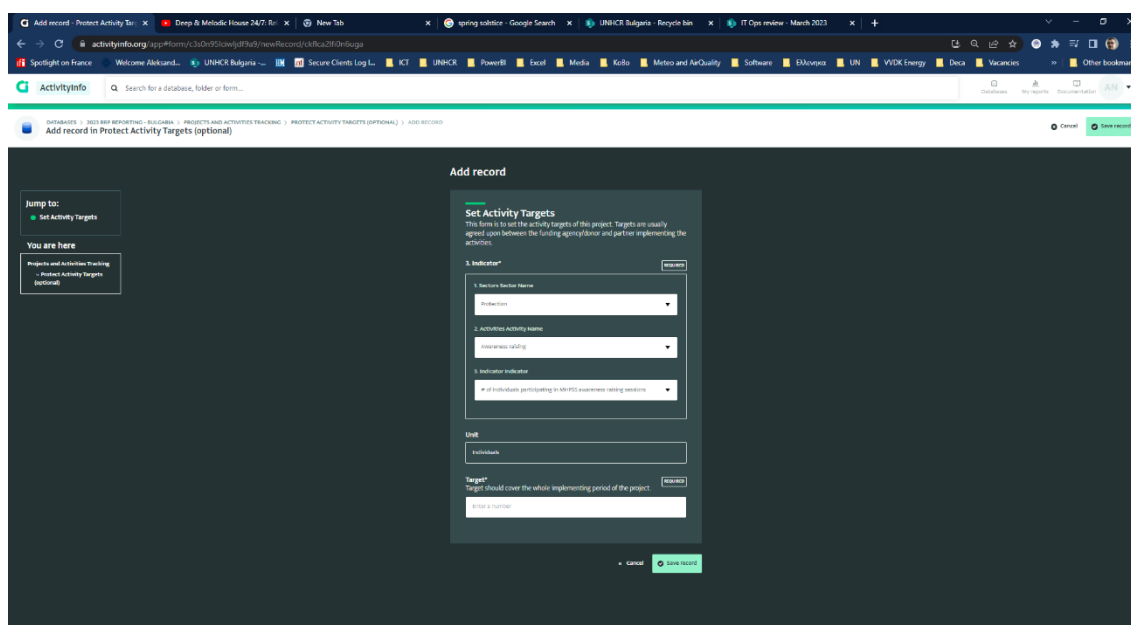
### Setting Targets (Optional)



Clicking either on the black arrow under the **Activity Targets** at the top of the image above, or on the green button **Project Activity Targets (optional)** on the righthand side of the screen will open a new screen (image below).



To add a new target, click on the **+Add record** as shown at the top left on the image above. This will open a new form.



You should: Select the Sector, Select the Activity, Select the Indicator, and enter the Target.

### iii. Editing a Record

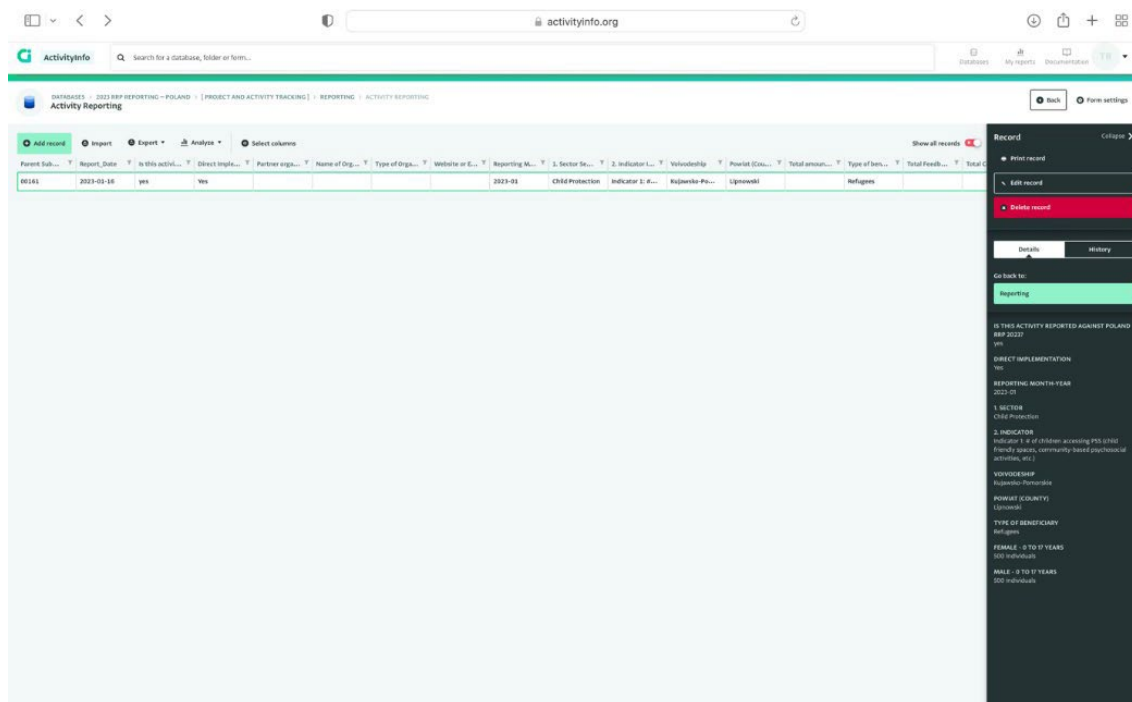
The record you have submitted can be edited later. To edit a record, go to the list of records of your organisation, either financial reporting or activity reporting.

Select the record you want to edit.

On the right side of the screen a window opens. This window allows to scroll through the details of the selected record.

You can choose “Delete record” to completely erase this record.

Clicking on “Edit record” allows you to open the form where you can adjust all elements of the record.



The screenshot displays the Activityinfo web application interface. The top navigation bar includes the Activityinfo logo, a search bar, and user account options. The main content area shows a table of records with columns for Parent Sub, Report Date, Is this activity, Direct Implement, Partner orgs, Name of Org, Type of Org, Website or E, Reporting M, 1. Sector St, 2. Indicator L, Volunteering, PowerList (Cov, Total amount, Type of ben, Total Feeds, and Total C. A record with ID 00141 is selected, showing a report date of 2023-01-10, status 'yes', and partner orgs 'yes'. The right sidebar provides a detailed view of the selected record, including options to 'Print record', 'Edit record', 'Delete record', and 'Details'. The details section includes a 'Go back to' button for 'Reporting' and a list of fields: 'IS THIS ACTIVITY REPORTED AGAINST POLAND' (BSP 2023), 'DIRECT IMPLEMENTATION' (yes), 'REPORTING MONTH YEAR' (2023-01), '1. SECTOR' (Child Protection), '2. INDICATOR' (Indicator 1.1 of children accessing PMS 6760), 'VOLUNTEERING' (Refugee Protection), 'POWERLIST (COUNTRY)' (Ukraine), 'TYPE OF BENEFICIARY' (Refugees), 'FEMALE - 0 TO 17 YEARS' (100 individuals), and 'MALE - 0 TO 17 YEARS' (100 individuals).

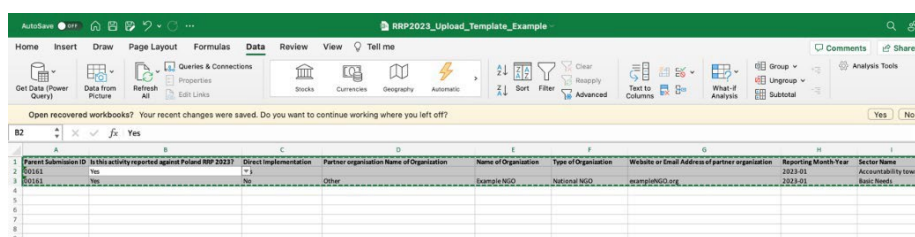
#### iv. Batch Upload via Excel Template

Activity Info allows to upload multiple records without filling out a form for each of the records. The system is based on the structure of the form and there are two possible approaches:

- You could Enter data in Excel Table and Import the data in Activity info; or
- You could Export existing data, modify the data or add additional data for the same indicators/activities, and same as above, Import the data back in Activity Info.

For Entering data in Excel table the following steps should be taken:

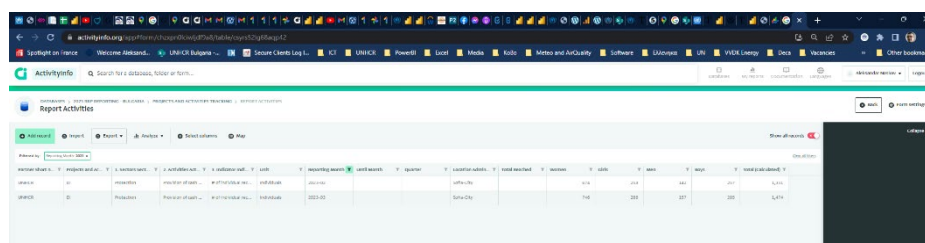
- Enter Data in Excel Table, ensure that names of locations, indicators are exactly the same like in Activity Info
  - All required fields **MUST** be filled out (age groups and gender must be filled out for all indicators that require such data. If one age group was not addressed, please insert "0").
  - Make sure to put quantities in the exact type of unit that corresponds to the indicator selected.
- Select all entries in the excel table that you want to upload (Ensure that the headers of the columns are also selected)
- Copy selection (CTRL+C).



Parent Submission ID	Is this activity reported against RRP 2023?	Direct Implementation	Partner organisation Name of Organisation	Name of Organisation	Type of Organisation	Website or Email Address of partner organisation	Reporting Month Year	Sector Name
00001	Yes	Yes	Other	Example NGO	National NGO	www.example.org	2023-01	Accountability towards beneficiaries

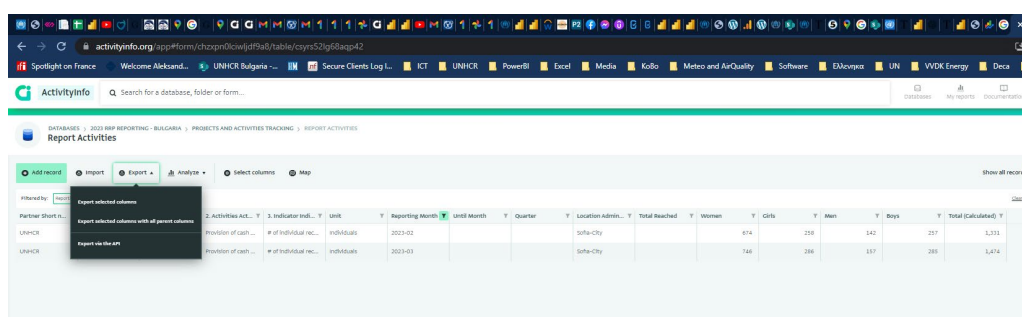
For Exporting existing data from Activity Info the following steps should be taken:

- Open Activity Info and go to the list of activity related records where you want to add new records.



Partner Short name	Reporting Month Year	Unit	Location Address	Total Reached	Women	Girls	Men	Boys	Total (Calculated)
UNHCR	2023-01	Individuals	Sofia-City	148	674	258	142	257	1,371

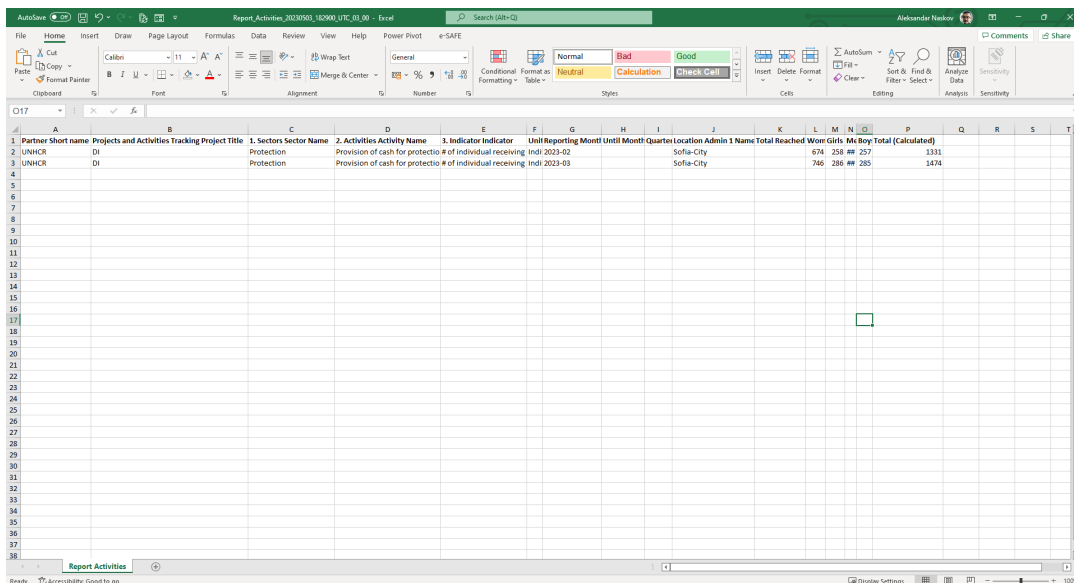
- Click on Export.



Partner Short name	Reporting Month Year	Unit	Location Address	Total Reached	Women	Girls	Men	Boys	Total (Calculated)
UNHCR	2023-01	Individuals	Sofia-City	148	674	258	142	257	1,371

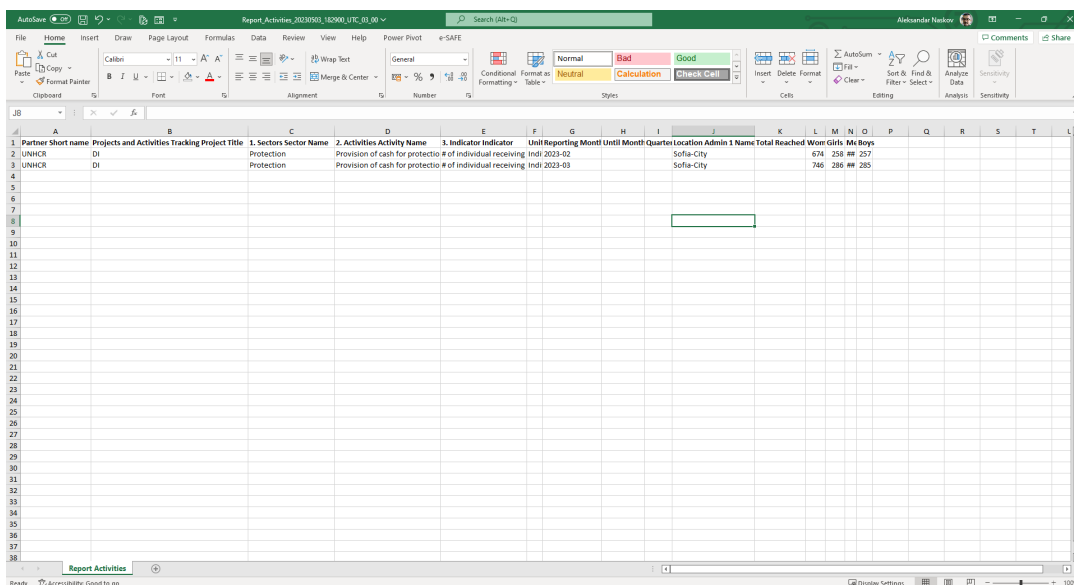
- Click on Export selected columns (you don't have to select any columns, all columns are selected by default). An Excel file will be downloaded automatically.
- Open the downloaded Excel file.

- Updated – May2023



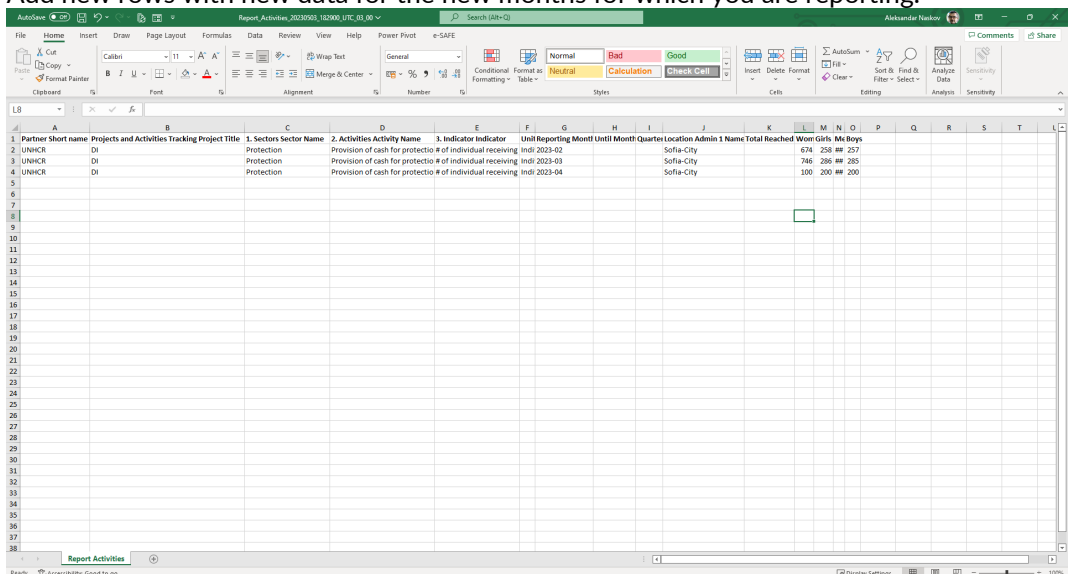
Partner Short name	Projects and Activities Tracking Project Title	1. Sectors Sector Name	2. Activities Activity Name	3. Indicator Indicator	Unit	Reporting Month	Until Month	Quarter	Location	Admin 1 Name	Total Reached	Worst Girls	M	Boys	Total (Calculated)
UNHCR	DI	Protection	Provision of cash for protection	# of individual receiving	Indi	2023-02			Sofia-City		674	258	#	257	1331
UNHCR	DI	Protection	Provision of cash for protection	# of individual receiving	Indi	2023-03			Sofia-City		746	286	#	285	1474

5. Delete the column called Total (populated).



Partner Short name	Projects and Activities Tracking Project Title	1. Sectors Sector Name	2. Activities Activity Name	3. Indicator Indicator	Unit	Reporting Month	Until Month	Quarter	Location	Admin 1 Name	Total Reached	Worst Girls	M	Boys
UNHCR	DI	Protection	Provision of cash for protection	# of individual receiving	Indi	2023-02			Sofia-City		674	258	#	257
UNHCR	DI	Protection	Provision of cash for protection	# of individual receiving	Indi	2023-03			Sofia-City		746	286	#	285

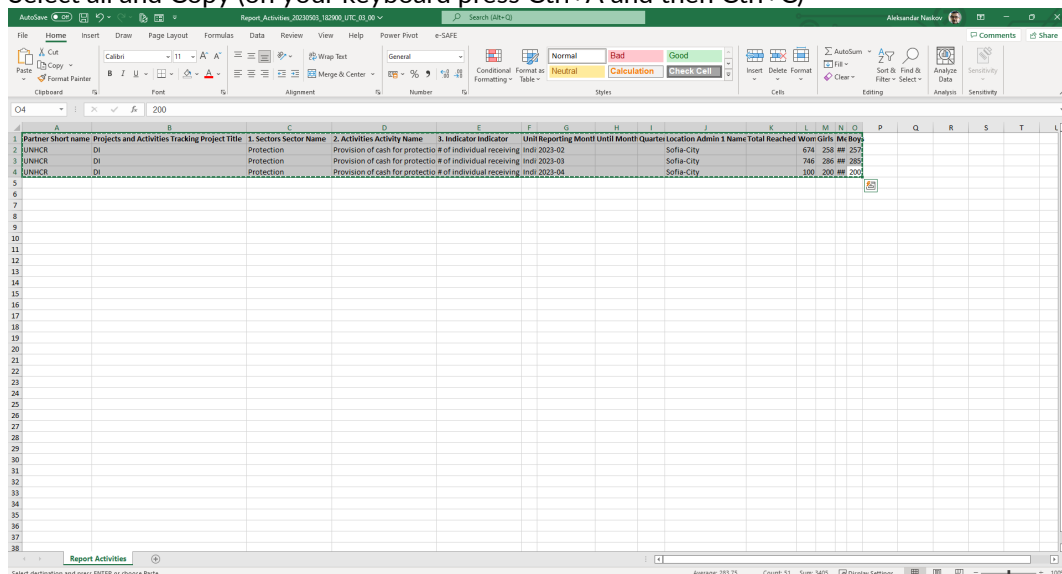
6. Add new rows with new data for the new months for which you are reporting.



Partner Short name	Projects and Activities Tracking Project Title	1. Sectors Sector Name	2. Activities Activity Name	3. Indicator Indicator	Unit	Reporting Month	Until Month	Quarter	Location	Admin 1 Name	Total Reached	Worst Girls	M	Boys
UNHCR	DI	Protection	Provision of cash for protection	# of individual receiving	Indi	2023-02			Sofia-City		674	258	#	257
UNHCR	DI	Protection	Provision of cash for protection	# of individual receiving	Indi	2023-03			Sofia-City		746	286	#	285
UNHCR	DI	Protection	Provision of cash for protection	# of individual receiving	Indi	2023-04			Sofia-City		300	200	#	200

- Updated - May2023

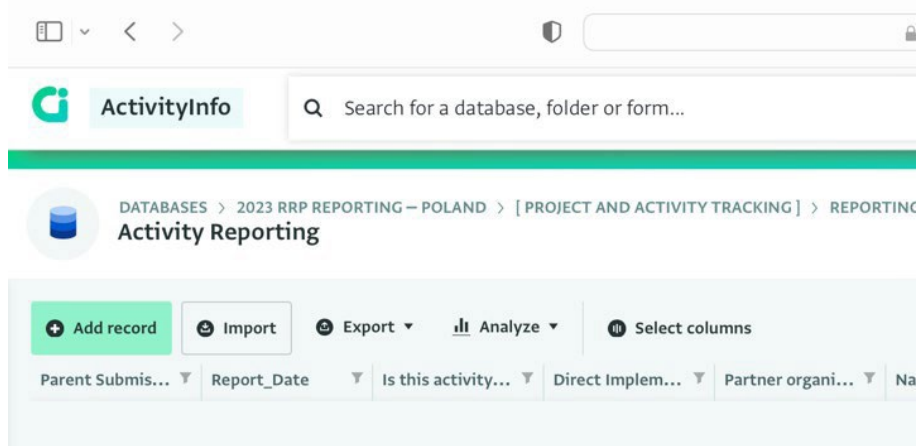
7. Select all and Copy (on your keyboard press Ctrl+A and then Ctrl+C)



Partner Short Name	Projects and Activities Tracking Project Title	1. Sectors Sector Name	2. Activities Activity Name	3. Indicator Indicator	Unit Reporting Month	Month	Quarter	Location Admin 1 Name	Total Reached	Women Reached	Males Reached
UNHCR	DI	Protection	Provision of cash for protection # of individual receiving	Indi 2023-02				Sofia-City	674	258	252
UNHCR	DI	Protection	Provision of cash for protection # of individual receiving	Indi 2023-03				Sofia-City	746	286	285
UNHCR	DI	Protection	Provision of cash for protection # of individual receiving	Indi 2023-04				Sofia-City	100	200	200

For importing the copied data back in Activity Info for both of the methods above you should:

1. Open Activity Info and go to the list of activity related records where you want to add new entries.
2. Click on "Import".



ActivityInfo

Search for a database, folder or form...

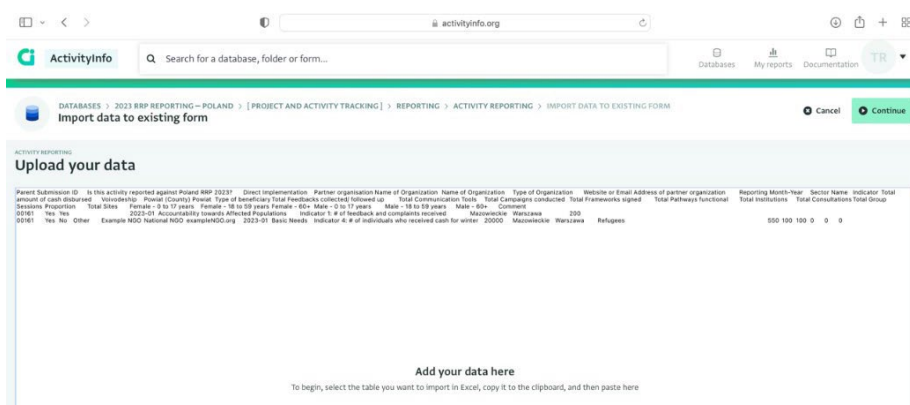
DATABASES > 2023 RRP REPORTING – POLAND > [PROJECT AND ACTIVITY TRACKING] > REPORTING

Activity Reporting

+ Add record Import Export Analyze Select columns

Parent Submis...	Report_Date	Is this activity...	Direct Imple...	Partner organi...	Na
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3. In the next window click in the open space and paste your data (CTRL+V).



ActivityInfo

Search for a database, folder or form...

DATABASES > 2023 RRP REPORTING - POLAND > [PROJECT AND ACTIVITY TRACKING] > REPORTING > ACTIVITY REPORTING > IMPORT DATA TO EXISTING FORM

Import data to existing form

Cancel Continue

ACTIVITY REPORTING

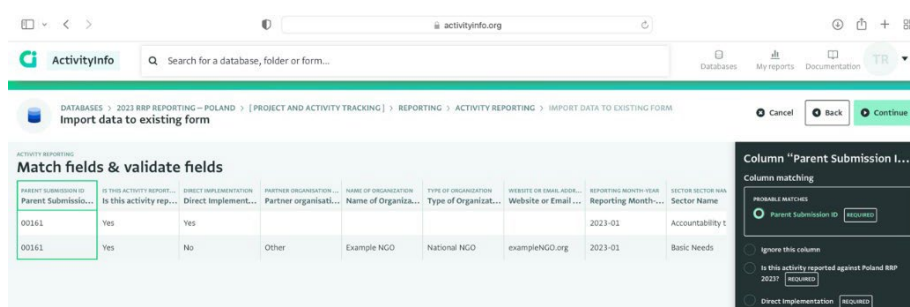
Upload your data

Parent Submission ID Is this activity reported against Poland RRP 2023? Direct Implementation Partner organisation Name of Organisation Name of Organisation Type of Organisation Website or Email Address of partner organisation Reporting Month-Year Sector Name Indicator Total  
amount of cash disbursed - Voucher ID - Poland (Country) Project Type of beneficiary Total Feedbacks collected below 40 Total Communication Tools Total Campaigns conducted Total Frameworks signed Total Pathways functional  
Sessions Proportion Total Sites Female - 0 to 17 years Female - 18 to 59 years Female - 60+ Male - 0 to 17 years Male - 18 to 59 years Male - 60+ Comment  
2023-01 Yes Yes Example NGO National NGO exampleNGO.org 2023-01 Accountability towards Affected Populations Indicator 1: # of feedback and complaints received Mazowieckie Warszawa 200  
20241 Yes No Other Example NGO National NGO exampleNGO.org 2023-01 Basic Needs Indicator 4: # of individuals who received cash for winter 20200 Mazowieckie Warszawa Refugees 500 100 100 0 0 0

Add your data here

To begin, select the table you want to import in Excel, copy it to the clipboard, and then paste here

- When you click now on “Continue” Activity Info tries to fit the data you submitted into the structure of an activity record.



ActivityInfo

Search for a database, folder or form...

DATABASES > 2023 RRP REPORTING - POLAND > [PROJECT AND ACTIVITY TRACKING] > REPORTING > ACTIVITY REPORTING > IMPORT DATA TO EXISTING FORM

Import data to existing form

Cancel Back Continue

ACTIVITY REPORTING

Match fields & validate fields

PARENT SUBMISSION ID	IS THIS ACTIVITY REPORTED...	DIRECT IMPLEMENTATION	PARTNER ORGANISATION...	NAME OF ORGANISATION	TYPE OF ORGANISATION	WEBSITE OR EMAIL ADDR...	REPORTING MONTH-YEAR	SECTOR/SECTOR DATA
00161	Yes	Yes	Partner organisati...	Name of Organiza...	Type of Organizat...	Website or Email ...	2023-01	Accountability t
00161	Yes	No	Other	Example NGO	National NGO	exampleNGO.org	2023-01	Basic Needs

Column matching

PROBABLE MATCHES

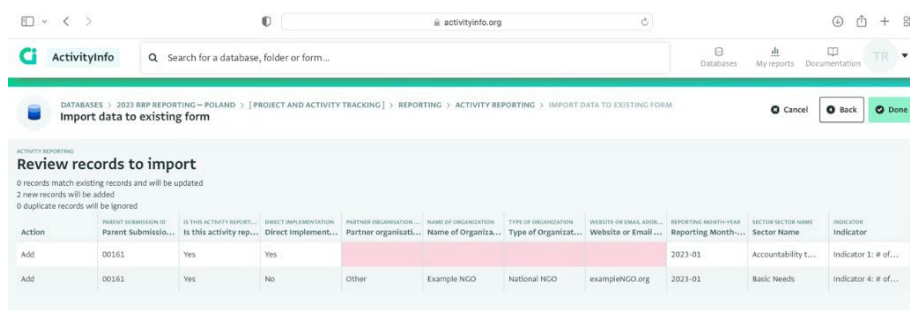
Parent Submission ID REQUIRED

Ignore this column

Is this activity reported against Poland RRP 2023? REQUIRED

Direct Implementation REQUIRED

- In the next screen all imported data is shown in the columns of the database. Cells in red only signify that no data is available. This is not a problem as in each record not all fields are filled.
- Click “Done”.



ActivityInfo

Search for a database, folder or form...

DATABASES > 2023 RRP REPORTING - POLAND > [PROJECT AND ACTIVITY TRACKING] > REPORTING > ACTIVITY REPORTING > IMPORT DATA TO EXISTING FORM

Import data to existing form

Cancel Back Done

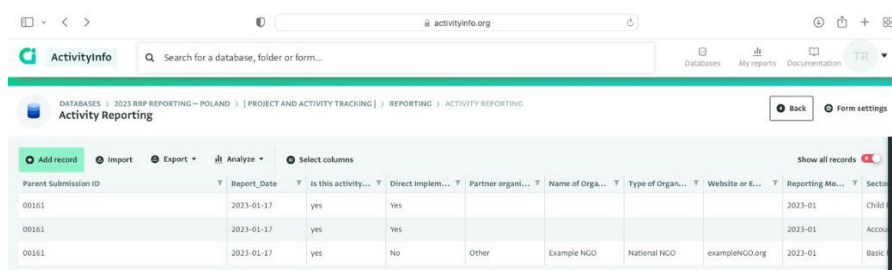
ACTIVITY REPORTING

Review records to import

0 records match existing records and will be updated  
2 new records will be added  
0 duplicate records will be ignored

Action	PARENT SUBMISSION ID	IS THIS ACTIVITY REPORTED...	DIRECT IMPLEMENTATION	PARTNER ORGANISATION...	NAME OF ORGANISATION	TYPE OF ORGANISATION	WEBSITE OR EMAIL ADDR...	REPORTING MONTH-YEAR	SECTOR/SECTOR NAME	INDICATOR
Add	00161	Yes	Yes	Partner organisati...	Name of Organiza...	Type of Organizat...	Website or Email ...	2023-01	Accountability t...	Indicator 1: # of...
Add	00161	Yes	No	Other	Example NGO	National NGO	exampleNGO.org	2023-01	Basic Needs	Indicator 4: # of...

- You are now back in the list-view of the records you have submitted. The two new record have been added to the list.



ActivityInfo

Search for a database, folder or form...

DATABASES > 2023 RRP REPORTING - POLAND > [PROJECT AND ACTIVITY TRACKING] > REPORTING > ACTIVITY REPORTING

Activity Reporting

Back Form settings

ADD RECORD Import Export Analyze Select columns Show all records

Parent Submission ID	Report Date	Is this activity...	Direct Implem...	Partner organi...	Name of Orga...	Type of Organ...	Website or E...	Reporting Mo...	Sector
00161	2023-01-17	yes	Yes					2023-01	Child
00161	2023-01-17	yes	Yes					2023-01	Across
00161	2023-01-17	yes	No	Other	Example NGO	National NGO	exampleNGO.org	2023-01	Basic



## 4. Reporting Schedule

Reporting should be finished until the **10<sup>th</sup> of the month** following the month of reporting. This monthly reporting allows for a up to date overview of the advancements of the response and for efficient coordination by the sectors.

Funding contracted should be reported after the contract has been signed or on a quarterly basis.

Date	What to report	Platform
<b>31. March 2023</b>	Activities Jan 2023 & Feb 2023 reporting	Activity Info/ 2023 RRP Reporting Activity Reporting
<b>10. April 2023</b>	Activities Mar 2023	Activity Info/ 2023 RRP Reporting Activity Reporting
<b>14. April 2023</b>	Funding received - first quarter 2023 – Activity Info Refugee Funding Tracker	Activity Info/ 2023 RRP Reporting Financial Reporting
<b>10. May 2023</b>	Activities Apr 2023	Activity Info/ 2023 RRP Reporting Activity Reporting
<b>10. June 2023</b>	Activities May 2023	Activity Info/ 2023 RRP Reporting Activity Reporting
<b>10. July 2023</b>	Activities Jun 2023	Activity Info/ 2023 RRP Reporting Activity Reporting
<b>14. July 2023</b>	Funding received - second quarter 2023 – Activity Info Refugee Funding Tracker	Activity Info/ 2023 RRP Reporting Financial Reporting
<b>10. August 2023</b>	Activities Jul 2023	Activity Info/ 2023 RRP Reporting Activity Reporting
<b>10. September 2023</b>	Activities Aug 2023	Activity Info/ 2023 RRP Reporting Activity Reporting
<b>10. October 2023</b>	Activities Sep 2023	Activity Info/ 2023 RRP Reporting Activity Reporting
<b>13. October 2023</b>	Funding received - third quarter 2023 – Activity Info Refugee Funding Tracker	Activity Info/ 2023 RRP Reporting Financial Reporting
<b>10. November 2023</b>	Activities Oct 2023	Activity Info/ 2023 RRP Reporting Activity Reporting
<b>10. December 2023</b>	Activities Nov 2023	Activity Info/ 2023 RRP Reporting Activity Reporting
<b>10. January 2024</b>	Activities Dec 2023 & Completion of all reporting for 2023 – Closure of reporting	Activity Info/ 2023 RRP Reporting Activity Reporting
<b>26. January 2024</b>	Funding received – fourth quarter 2023 – Activity Info Refugee Funding Tracker	Activity Info/ 2023 RRP Reporting Financial Reporting



## A. Annexes

### I. Q&A – Questions and Answers

**Q: What if my organization receives funding from two different UN agencies? How should I add the project form/activity record?**

A. Activity project form/records should be created per project funded by each separate donor.

**Q. What if an activity is funded by multiple donors? How should I select the donor under 'Funded By' when adding the project form?**

A. It is recommended to consider the main donor for the activity. A comment can also be added for other donors, if necessary.

**Q: If my organization did not submit any projects or financial requirements under the RRP, but is implementing activities on behalf of an RRP organization, does my organization need to report in the Activity Info database?**

A. While your organization is not a 'RRP partner' with an independent submission, as a partner organization implementing RRP activities, your organization is considered as a 'Reporting RRP partner.' When you report on activities implemented on behalf of your partner RRP organization, your organization will also be visible in the 5Ws/referral pathways and mentioned as a 'reporting partner' in the 2023 RRP End of Year report.

When adding the project form/activity record, you should select 'Yes' for RRP.

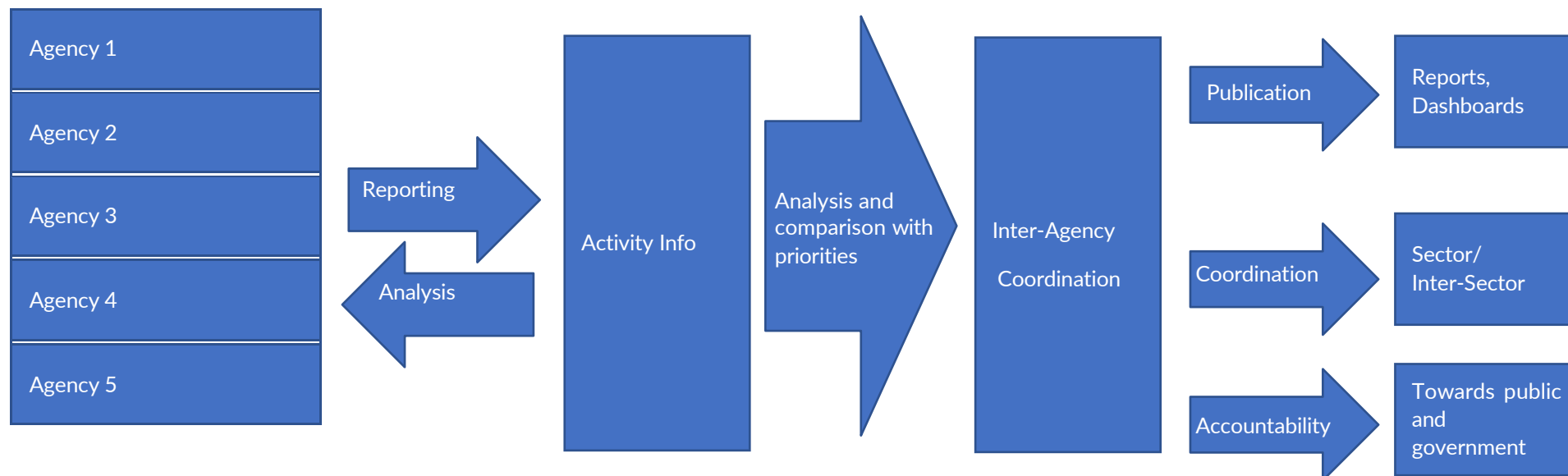
**Q: My organization has submitted projects and financial requirements for the RRP – and I am a partner organization implementing activities for a RRP partner. Should I report on both activities?**

A. Yes. Everyone implementing activities under the RRP should report on the indicators – whether as a RRP partner or on behalf of the RRP partner.

**Q: My organization did not plan for PSEA activities within the 2023 RRP appeal. Do we still need to report on these indicators?**

A. Yes. PSEA is a cross-cutting priority of the RRP and needs to be mainstreamed across the assistance and response. All RRP partners should be reporting on PSEA efforts made even if it was not specifically mentioned in the RRP project submission. As PSEA network members, all RRP actors are contributing to PSEA efforts including training for the organization's own staff and volunteers.

## II. Reporting Process



*Disclaimer: This document is in the draft stage. Feedbacks are collected and the content adjusted over the month of February 2023. The core elements on activity reporting and the results framework are reliable at the current stage.*

### III. Indicator Guidance

The complete Results Framework with indicator description is available [here](#) and also below.

Detailed regional guidance for indicators of some sectors is available [here](#).

#### A. Basic Needs

Activity	Indicator	Unit	Reporting Frequency	Women	Girls	Men	Boys
Provision of accommodation (private): Rental assistance, rental search, interpretation and accompanying	# of individuals supported rental accommodation assistance	Individuals	Monthly	Yes	Yes	Yes	Yes
Accommodation sites or facilities supported	# of accommodation facilities supported with provision of material, activities, counselling, communication with accommodation providers, assistance to self-government as well as physical and legal persons,	Facilities	Monthly	No	No	No	No
Provision of non-food items	# of individuals who received hygiene kits, including first aid kits	Individuals	Monthly	Yes	Yes	Yes	Yes
Provision of non-food items	# of individuals who received winter clothing / winter items	Individuals	Monthly	Yes	Yes	Yes	Yes
Provision Multi-Purpose Cash Assistance	# of individual receiving multipurpose cash assistance	Individuals	Monthly	Yes	Yes	Yes	Yes
Provision of non-food items	# of individuals supported with NFIs and food items	Individuals	Monthly	Yes	Yes	Yes	Yes

#### B. Protection

Activity	Indicator	Unit	Reporting Frequency	Women	Girls	Men	Boys
Provision of cash for protection	# of individual receiving cash assistance for protection	Individuals	Monthly	Yes	Yes	Yes	Yes
Legal assistance	# of individuals receiving individual legal assistance support	Individuals	Monthly	Yes	Yes	Yes	Yes
Targeted protection assistance to persons with specific needs	# Persons with Specific Needs provided with targeted protection assistance	Individuals	Monthly	Yes	Yes	Yes	Yes
Awareness raising	# of individuals receiving information on services and refugees' rights in a relevant language	Individuals	Monthly	Yes	Yes	Yes	Yes
Community based psychosocial support activities	# of individuals who participated in community based psychosocial support activities	Individuals	Monthly	Yes	Yes	Yes	Yes

- Updated -May2023



<b>Focused Psychosocial Support</b>	# of individuals who received focused psychosocial support	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>Training on protection</b>	# of persons trained on protection principles	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>Awareness raising</b>	# of individuals participating in protection awareness raising sessions	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>MHPSS Awareness raising</b>	# of individuals participating in MHPSS awareness raising sessions	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>MHPSS Referrals</b>	# of individuals referred to MHPSS specialized services	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>Awareness raising</b>	# of people participating in engagement actions for social and behavioural change	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>MHPSS Staff Care</b>	# of staff (including volunteers) receiving MHPSS services	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>Awareness raising</b>	# of designated spaces for persons to access information (information points/desks, community service centers etc.)	Facilities	Monthly	No	No	No	No
<b>Accountability to Affected Populations</b>	# of feedback and complaints received	Individuals	Monthly	Yes	Yes	Yes	Yes

### C. Child Protection

Activity	Indicator	Unit	Reporting Frequency	Women	Girls	Men	Boys
<b>Specialized Child Protection Services</b>	# of children supported with specialized child protection services (e.g., family reunification and/or alternative care arrangements for unaccompanied and separated children)	children	Monthly	Yes	Yes	Yes	Yes
<b>Case Management</b>	# of children who have received individual case management	children	Monthly	Yes	Yes	Yes	Yes
<b>Blue Dots Assistance</b>	# of children assisted in Blue Dots	children	Monthly	Yes	Yes	Yes	Yes
<b>Training on child protection and children's right</b>	# Number of participants trained on child protection and children's right	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>MHPSS Referrals</b>	# of children referred to MHPSS specialized services	children	Monthly	Yes	Yes	Yes	Yes
<b>Community Based Child Protection Services</b>	# of children who participate in community-based psychosocial support through child protection activities	children	Monthly	Yes	Yes	Yes	Yes



<b>Focused Psychosocial Support</b>	# of children who received focused psychosocial support	Children	Monthly	Yes	Yes	Yes	Yes
<b>MHPSS Staff Care</b>	# of staff (including volunteers) receiving MHPSS services	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>MHPSS Awareness raising</b>	# of individuals participating in MHPSS awareness raising sessions	Individuals	Monthly	Yes	Yes	Yes	Yes

#### D. Gender-Based Violence

Activity	Indicator	Unit	Reporting Frequency	Women	Girls	Men	Boys
<b>Awareness raising sessions on GBV related issues</b>	# of persons participating in GBV related awareness sessions	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>Capacity building on GBV prevention and response</b>	# of trained personnel on GBV prevention, response and risk mitigation measures	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>Establishing GBV Referral Pathways</b>	# of GBV Referral Pathways Established and Functional	Pathways	Quarterly	No	No	No	No
<b>GBV specialized services</b>	# of individuals who are supported by GBV services	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>MHPSS Referrals</b>	# of individuals referred to MHPSS specialized services	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>MHPSS Staff Care</b>	# of staff (including volunteers) receiving MHPSS services	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>MHPSS Awareness raising</b>	# of individuals participating in MHPSS awareness raising sessions	Individuals	Monthly	Yes	Yes	Yes	Yes

#### E. Health and Nutrition

Activity	Indicator	Unit	Reporting Frequency	Women	Girls	Men	Boys
<b>Mental Health Consultations</b>	# of consultations of specialized services	Consultations	Monthly	No	No	No	No
<b>Awareness raising sessions on health services</b>	# of people reached with health information (RCCE – e.g. health campaigns)	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>Health consultations</b>	R8.3 # people trained to provide health services to refugees and host populations	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>MHPSS Staff Care</b>	# of staff (including volunteers) receiving MHPSS services	Individuals	Monthly	Yes	Yes	Yes	Yes
<b>Mental Health Consultations</b>	# of consultations of focused psychosocial support	Consultations	Monthly	No	No	No	No

- Updated -May2023



Health consultations	# of people provided with medication support	Individuals	Monthly	Yes	Yes	Yes	Yes
Health consultations	# of individuals receiving health consultation or treatment	Individuals	Monthly	Yes	Yes	Yes	Yes
Mental Health Consultations	# of individuals who participated in MHPSS awareness-raising sessions	Individuals	Monthly	Yes	Yes	Yes	Yes
Mental Health Consultations	# of staff involved with MHPSS interventions who are trained on MHPSS (online and in-person)	Individuals	Monthly	Yes	Yes	Yes	Yes

## F. Education

Activity	Indicator	Unit	Reporting Frequency	Women	Girls	Men	Boys
Formal Education - Children enrolled in formal education	# of children supported to enrol in formal education in host countries	children	Monthly	Yes	Yes	Yes	Yes
Formal Education - Learning materials	# of children receiving learning materials	children	Monthly	Yes	Yes	Yes	Yes
Formal Education - Learning materials	# of ECD kits and early learning materials provided	Kits	Monthly	No	No	No	No
Formal Education - Financial and in-kind support for education	# of households receiving cash grants for education	Households	Monthly	No	No	No	No
Non-Formal Education	# of children participating in non-formal classes to learn the language of instruction in the host country	children	Monthly	Yes	Yes	Yes	Yes
Non-Formal Education	# of children participating in non-formal catch-up classes outside of the formal education system	children	Monthly	Yes	Yes	Yes	Yes
Formal Education - Children enrolled in formal education	# of children supported in continuing education in their home country	children	Monthly	Yes	Yes	Yes	Yes
Formal Education - Learning materials	# of teachers supported with teaching materials	Individuals	Monthly	Yes	Yes	Yes	Yes
MHPSS Referrals	# of children referred to MHPSS specialized services	children	Monthly	Yes	Yes	Yes	Yes
MHPSS Staff Care	# of staff (including volunteers) receiving MHPSS services	Individuals	Monthly	Yes	Yes	Yes	Yes
MHPSS Awareness raising	# of people who participated in MHPSS awareness-raising sessions	Individuals	Monthly	Yes	Yes	Yes	Yes

## G. Livelihoods and Socio-economic inclusion

- Updated -May2023



Activity	Indicator	Unit	Reporting Frequency	Women	Girls	Men	Boys
Support in Inclusion	# of individuals who received support in livelihoods and socio- economic inclusion services and development programmes	Individuals	Monthly	Yes	Yes	Yes	Yes
Training / VET / Language support	# of individuals who received support in technical and vocational education and training (TVET)	Individuals	Monthly	Yes	Yes	Yes	Yes
Training / VET / Language support	# of individuals who received support in language training	Individuals	Monthly	Yes	Yes	Yes	Yes
Childcare and kindergarten	# of individuals supported to access childcare and kindergarten	Individuals	Monthly	Yes	Yes	Yes	Yes
Support in access to employment	# of individuals who received support in accessing employment (information, counselling, coaching, mentoring, job-matching) and skills (skills assessment, skills recognition, upskilling); # of individuals who received support in access to housing;	Individuals	Monthly	Yes	Yes	Yes	Yes
Entrepreneurship and financial inclusion support	# of individuals who received support in entrepreneurship and financial inclusion;	Individuals	Monthly	Yes	Yes	Yes	Yes
Support to access social protection	# of individuals who received support in accessing social protection;	Individuals	Monthly	Yes	Yes	Yes	Yes
Cash for socio-economic inclusion	# of individuals supported with cash for socio-economic inclusion	Individuals	Monthly	Yes	Yes	Yes	Yes
Support in Inclusion	# of initiatives contributing to social cohesion	Individuals	Monthly	Yes	Yes	Yes	Yes

#### H. Protection from Sexual Exploitation and Abuse

Activity	Indicator	Unit	Reporting Frequency	Women	Girls	Men	Boys
Training on PSEA	# of staff and associated personnel provided with in-country training (UN agencies, international non-governmental organizations, local organizations and volunteers) on PSEA	Individuals	Monthly	Yes	Yes	Yes	Yes
Training on PSEA	# of government representatives trained on PSEA	Individuals	Monthly	Yes	Yes	Yes	Yes