

RESPONSE MONITORING GUIDE

SLOVAKIA RRP 2025 / 2026

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1. PROGRESS REPORT

To ensure that the humanitarian assistance is coordinated in a coherent and complementary way amongst the different humanitarian actors, within the framework of the Refugee Response Plan (RRP) lead by UNHCR, it is key to monitor the response and funding progress of the activities implemented by humanitarian actors. This is essential to all humanitarian actors to coordinate activities effectively, monitor targets to be achieved on time, ensure that humanitarian needs are met without gaps or duplications.

Each partner has submitted their project proposals with two types of information to the RRP 2025/26 for Slovakia: planned activities and targets, and financial requirements. This information expressed the objectives of your organizations and what you are planning to achieve (targets), as well as the financial needs 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. This reporting serves the following goals:

- Accountability, towards the population assisted, the public and governments
- Coordination at intersectoral and sector level, including identification of gaps in response
- For each agency/organization, who may use the data to better cooperate with other agencies in their areas of intervention

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

To ensure the correct implementation of this process, partners working under the RRP 2025/26, are accountable to report on all indicators set in Slovakia relevant to their project; agreed within the sectors using the corresponding platform (Activity info). The partners are responsible to report before the scheduled deadline on the achievements of the previous period as per the reporting deadlines set (Section 4 of this document: Reporting Schedule).

As part of the RRP 2025/26, partners should take care of their roles and responsibilities, also in reporting:

- The Reporting Operational UN agencies and NGOs (herein: partners) working under the RRP, are accountable to report on all indicators set at country; relevant to their project; agreed within the sectors on Activity Info platform.
- The partners are responsible to report before the scheduled deadline on the achievements of the previous month as per the reporting deadlines set by the Inter-Agency at country level.
- The partners are accountable to report on indicators based on the definition of each indicator that was agreed on within each sector.
- The partners could be contacted by the relevant Information Management focal points at country level for correction of data or additional clarification.
- Unless necessary, partners shall not be requested to fill any 3W/4W/5W matrix in parallel to Activity Info reporting.
- Reporting on Activity-Info does not release partners from submitting requirements to funding agency such as quarterly reporting and others.

2. FRAMEWORK – Sector / Activities & Indicators

To ensure a harmonized reporting among RRP partners in the country, a common structure for RRP 2025/26 (framework) has been developed to align its activities to the context. This framework also defines the main priorities identified previously in needs assessment and reflects the main activities proposed by RRP partners on the 2025/26 projects proposals. This structure is aligned with the Regional Framework for Ukraine Response 2025/26.

Each RRP partner has the responsibility to report periodically their activities following the agreed framework structure. To ensure that the reporting is harmonized among the RRP partners, the framework provides information on minimum standards for each activity and indicator. This allows to have a common structure, facilitate the reporting and compilation, and improve the quality of the data.

Below for each sector, it has been listed the specific activities and indicators, including the unit of measurement, breakdown, and a description for each indicator (aligned with regional guidance on regional indicators).

BASIC NEEDS	
Provision of Shelter and housing assistance	
# of individuals supported with collective accommodation (host or rental)	
Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	Individuals supported to stay in collective accommodation, including information provision, interpretation an accompanying, communication with accommodation providers, assistance to self-government as well as physical and legal persons.
# of Collective Accommodation repaired/upgraded	
Unit	Facilities
Breakdown	By Region
Description	Accommodation sites or facilities supported with provision of material, activities, counselling.
# of Collective Accommodation sites supported through capacity building and coordination	
Unit	Facilities
Breakdown	By Region
Description	Collective accommodation sites supported through training, technical assistance, coordination efforts, and capacity-building activities.
Provision of non-food items	
# of individuals who received NFIs (including hygiene kits, first aid kits and health kits)	
Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	Individuals reached with non-food items: hygiene kits, first aid kits distributions, winter clothing, items, clothes, blankets, etc. disaggregated by region, age and gender.
Provision Multi-Purpose Cash Assistance	
# of individual receiving multipurpose cash assistance	
Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	By definition unrestricted and unconditional cash transfers. Can include the members of their household if cash is dispersed to households. To calculate the total number of individuals who benefitted from the cash assistance (i.e. all household members), the average HH size will be used (as of SEIS 2024 = 2,1).

	Where possible, only count each person once even if each person of concern receives multiple transfers. Amounts should be included in USD. For exchange rates please see: UN Operational Rates of Exchange - Rates
# of individuals who received VOUCHER assistance for basic needs	
Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	Can include the members of their household if cash (vouchers) is dispersed to households. To calculate the total number of individuals who benefitted from the cash assistance (i.e. all household members), the average HH size will be used (as of SEIS 2024 = 2,1). Where possible, only count each person once even if each person of concern receives multiple transfers. Amounts should be included in USD. For exchange rates please see: UN Operational Rates of Exchange - Rates

EDUCATION	
Non-Formal Education support	
# of children participating in non-formal education programmes in the host countries (including catch-up classes, learning support and language learning)	
Unit	Children
Breakdown	By Region and Gender
Description	Number of refugee children displaced from Ukraine participating in non-formal education programmes on language acquisition and catch-up learning in refugee hosting countries. It includes language classes, catch-up classes, learning support, Ukrainian curriculum in non-formal settings (but recognized as formal education institutions) ... More information on Education Regional Guidance: link
# of children and adolescents participating in life skills programmes	
Unit	Children
Breakdown	By Region and Gender + Adolescents
Description	Children and adolescents supported with any type of education which complements, enhances, or expands its recipient's current knowledge, skills and qualifications; make informed decisions, communicate effectively, develop coping and management skills...
# of children participating in language classes to learn the language(s) of instruction in the host country	
Unit	Children
Breakdown	By Region and Gender
Description	Children supported and/or participating in language classes to learn the language of their host country.
# of children participating in recreational and social cohesion activities	
Unit	Children
Breakdown	By Region and Gender
Description	Number of refugee children displaced from Ukraine participating in recreational and social cohesion activities. These activities are designed to promote social integration, mental well-being, and a sense of community among refugee children.
Capacity development	
# of education personnel trained or receiving support to better respond to the needs of refugee learners	
Unit	Personnel/staff
Breakdown	By Region and Age & gender: adults (18+)

Description	Education personnel receiving professional development or other forms of professional support (including but not limited to mentoring, coaching and the establishment of communities of practice). This indicator also records training provided to refugee teachers working in formal and non-formal education institutions providing support to learners displaced from Ukraine.
Learning materials	
# of children receiving learning materials	
Unit	children
Breakdown	By Region and Gender
Description	Children supported with reading, graphic, interactive materials, physical objects and new technologies support (laptop...)

HEALTH & NUTRITION	
Targeted health information	
# of refugees reached through individual counselling sessions or health education with information on health topics, available services, and how to access health care (including sexual and reproductive health services)	
Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	<p>Persons (children and adults) reached through individual counselling sessions or health education with information on health topics, available services, and how to access health care. For this indicator, only two activities will be considered:</p> <ol style="list-style-type: none"> <u>Community sessions</u>: The number of people participating will be counted for in-person community sessions or health education sessions, excluding MHPSS and GBV-focused activities. <u>Individual sessions</u>: The number of people provided individually with health-related information, excluding MHPSS and GBV-focused activities. This would include e.g. individual sessions in community centres, or tele-counselling such as hotlines. The count for call centers will be limited to the number of people who call for health-related information, not health care consultations by phone. <p>Note: The estimated number of people reached through online platforms (eg campaigns) and with printed products will <u>not be included</u> in this indicator. More information on Health Regional Guidance: link</p>
# of individuals reached through online information campaigns and distribution of health-related materials	
Unit	Individuals
Breakdown	By Region
Description	Number of individuals reached through online information campaigns and distribution of health-related materials. This includes digital campaigns, social media outreach, and distribution of printed health materials aimed at providing health information to refugees.
Health consultations	
# of health consultations provided to refugees (including sexual and reproductive health services)	
Unit	Consultations
Breakdown	By Region
Description	<p>Number of health consultations (new and repeated consultations for the same diagnosis) provided to refugees; this implies that consultation will be counted multiple times and is therefore not indicative of the number of people accessing health services.</p> <p>A health consultation is an act of seeking assistance from a physician or health care professional for assessment and diagnostic conclusions, therapeutic interventions, or other services that will benefit the patient. Consultations can be provided in person in health facilities or online as telemedicine. Calls to hotlines that are not manned by health professionals who are providing health consultation services to patients should not be counted under this indicator.</p> <p>Health consultations include primary healthcare including SRH, dental care, NCDs management and</p>

	treatment, and physical rehabilitation as well as other primary health care consultations as relevant. This indicator excludes MHPSS consultations and clinical management of rape (CMR). More information on Health Regional Guidance: link
Medical Support	
# of people provided with medical support (including rehabilitation and recovery services)	
Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	Number of individuals supported on accessing medical services, including sexual and reproductive healthcare services, such as information provision, interpretation...
# of individuals provided with medical testing, analyses and diagnostic services (includes communicable disease testing, preventive healthcare assessment, and basic health examinations, screening and basic physical evaluation)	
Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	Number of individuals provided with medical testing, analyses, and diagnostic services. This includes communicable disease testing, preventive healthcare assessments, basic health examinations, screenings, and basic physical evaluations to ensure the health and well-being of refugees.
Training of health care providers	
# of health care providers trained to provide health services to refugees (including sexual and reproductive health services)	
Unit	Personnel/staff
Breakdown	By Region and Gender
Description	Number of health care providers trained to address specific health needs of refugees, excluding those trained to provide MHPSS services. This includes e.g. trainings culturally appropriate health services, upscaling of services that might otherwise not be available such as clinical management of rape or in relation to treatment schemes which differ between Ukraine and Slovakia. Training refers to the teaching and learning activities carried on for the purpose of helping health-workers acquire and apply the knowledge, skills, abilities, and attitudes needed by a particular job. To this end, the length of the training should be a minimum of four hours (half a day) for participants to be counted under this indicator. More information on Health Regional Guidance: link
Supply of medical equipment and medicines	
# of health facilities supported, with medical equipment, medicines, supplies etc	
Unit	Facility
Breakdown	By Region
Description	Number of health facilities supported with medical equipment, medicines, and supplies.

MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT

Focused and specialized services

of staff or volunteers trained on MHPSS topics or approaches (online and in-person)

Unit	Individuals
Breakdown	By Region and Gender
Description	Number of people trained on MHPSS topics or approaches designed to strengthen capacity to provide MHPSS services to refugees and the host population as part of capacity building efforts. More information on MHPSS Regional Guidance: link

MHPSS services and activities

of individuals that participated in community and family supports (structured or unstructured like sport, art, music, drama, recreational, traditional activities, peer support etc, with MHPSS components and implemented by staff trained in MHPSS) (level 2 of IASC pyramid)

Unit	Individuals
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Breakdown	By Region and Gender
Description	<p>Individuals that participated in community and family supports (structured or unstructured like sport, art, music, drama, recreational, traditional activities, peer support etc, with MHPSS components and implemented by staff trained in MHPSS) (level 2 of IASC pyramid)</p> <p>Community and Family Supports: These are activities and interventions that aim to build on existing individual and community resources, capacities, and resilience. It includes identifying common reactions to stress, teaching positive coping skills, and building social connections and community cohesion. Community-based approaches are based on the understanding that communities can be drivers for their own care and change and should be meaningfully involved in all stages of MHPSS responses. Using community based MHPSS approaches facilitates families, groups and communities to support and care for others in ways that encourage recovery and resilience. These approaches also contribute to restoring and/or strengthening those collective structures and systems essential to daily life and well-being. The activities supported by such an approach can often be those that community members are already engaged in, but not solely. These activities respond to the suffering of individuals and groups, focusing on enhancing resilience factors and activities that traditionally mitigate distress while giving evidence of the positive outcomes of the emergency in terms of skills, creativity, and reflections.</p> <ul style="list-style-type: none"> - Examples of community and family supports: - Structured or unstructured creative, cultural, recreational, arts, and sports activities for children, - adolescents and adults - Life skills and peer-to-peer groups for adolescents and young people - Support groups for adults, parents etc. including peer support or self-help groups - Communal activities that support communities to re-establish rituals or cultural events (e.g., commemoration events to foster communal healing, cultural festivals or religious celebrations) - Support for community sporting or other cultural events and/or spaces to engage children, families and communities <p>More information on MHPSS Regional Guidance: link</p>
# of individuals who participated in focused individual and group psychosocial support (level 3 of IASC pyramid)	
Unit	Individuals
Breakdown	By Region and Gender
Description	<p>Individuals who participated in focused individual and group psychosocial support (level 3 of IASC pyramid).</p> <p>Focused Psychosocial Support: These activities and interventions refer to structured conversations with individuals or groups of individuals, that have a therapeutic outcome as their goal. Focused psychosocial support is a rich and diverse field, which can be practiced by several disciplines, with many different approaches. This can include social work, clinical psychology, and trained community providers (humanitarian workers or community volunteers trained on basic counselling and how to provide emotional/practical support, including scalable psychological interventions). An important characteristic of focused psychosocial support is its particular emphasis on supporting and maintaining well-being as well as following ethical guidelines such as those between a counsellor and the counselled persons.</p> <p>Examples of Focused Psychosocial Support Activities:</p> <ul style="list-style-type: none"> - Basic psychosocial support (e.g. empathetic listening, mentoring or counselling, conflict resolution, PFA, etc) - Basic counselling (Counselling is a helping approach that highlights the emotional and intellectual experience of a client: how a client is feeling and what they think about the problem they have sought help for.)

	<ul style="list-style-type: none"> - Focused individual and group support provided by trained and supervised non-specialized providers - Focused individual and group support provided by trained and/or licensed mental health care providers <p>More information on MHPSS Regional Guidance: link</p>
# of individuals who participated in specialised MHPSS services (level 4 of IASC pyramid)	
Unit	Individuals
Breakdown	By Region and Gender
Description	<p>Individuals who participated in specialized MHPSS services (level 4 of IASC pyramid)</p> <p>Specialized Services: These activities and interventions refer to clinical services designed to address symptoms associated with common and severe mental health conditions. They include identifying mental health conditions, engaging and building relationships with people with mental health conditions, psychotherapeutic interventions, referral for more care and services, and providing support for caregivers and families. They are interventions that are implemented by specialists (i.e., psychiatrists, licenced clinical psychologists, psychiatric nurses or clinical social workers). Examples of specialised services would include psychotherapy (e.g., cognitive behavioural therapy or interpersonal therapy for depression) and pharmacological management of mental health disorders.</p> <p>More information on MHPSS Regional Guidance: link</p>

PROTECTION

Provision of cash for protection

of individual receiving cash assistance for protection

Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	<p>By definition is designed to achieve specific protection outcomes on the basis of an individual case. It can be both a responsive and/or remedial action, meaning that it is aimed at preventing, reducing or mitigating exposure to protection risks, or limiting the effects of violations on victims.</p> <p>Can include the members of their household if cash is dispersed to households. To calculate the total number of individuals who benefitted from the cash assistance (i.e. all household members), the average HH size will be used (as of SEIS 2024 = 2,1).</p> <p>Where possible, only count each person once even if each person of concern receives multiple transfers.</p> <p>Amounts should be included in USD. For exchange rates please see: UN Operational Rates of Exchange - Rates</p>

Legal assistance

of individuals receiving information on services and refugees' rights

Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	Persons supported with information provision on protection services and refugees' rights. Mass information campaigns whose recipients cannot be verified with certainty should not be included in this figure.

of individuals provided with individual legal counseling

Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)

Description	Persons supported with individual legal counseling, in-person assistance to provide protection-related information.
Training on protection-related services	
# of professionals trained on protection-related services	
Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	Number of professionals trained on protection-related services. This includes training on various aspects of protection, such as legal aid, child protection, gender-based violence prevention, and response.
Awareness raising	
# of individuals included in awareness sessions on protection-related services	
Unit	Individuals
Breakdown	By Region and Gender
Description	Persons provided with information on protection services and refugees rights, in-person, groups sessions or helpline support. It also includes information provision on FGD. Excludes website visits, mass campaigns or text messages
Support through helplines	
# of persons provided support through helplines	
Unit	Individuals
Breakdown	-
Description	Persons supported through call centers and helplines on protection services and information
Community Based Protection Services	
# of individuals sharing their concerns and asking questions through established feedback mechanisms	
Unit	Spaces
Breakdown	By Region and Gender
Description	Persons addressing their concerns and questions through feedback and response system established, functional and bidirectional, ensuring confidentiality and tailored to the different needs and capacities of persons assisted. Feedback includes comments, suggestions and complains.
Group MHPSS	
# of individuals provided with community based mental health and psycho-social support assistance	
Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	Number of individuals provided with community-based mental health and psycho-social support (MHPSS) assistance. This includes group sessions, workshops, and community activities aimed at promoting mental well-being and resilience among refugees
# of individuals who participated in focused individual and group psychosocial support (level 3 of IASC pyramid)	
Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	Number of individuals who participated in focused individual and group psychosocial support, as defined by level 3 of the IASC pyramid. This includes targeted interventions for those with significant mental health and psychosocial needs, provided through structured support sessions.

PROTECTION – CHILD PROTECTION

Child Protection Services

of Unaccompanied and separated children identified and referred for specialized child protection services (e.g., family reunification/tracing, and/or alternative care arrangements, etc..)

Unit	Children
Breakdown	By Region and Gender

Description	<p>The indicator tracks unaccompanied and separated children identified and referred for the response of the National Specialized Child Protection Services.</p> <ul style="list-style-type: none"> • National Specialized Child Protection Services are defined as services provided by the Offices of Labour, Social Affairs and Family (OLSAF) or police. • Referral is understood as the process of contacting the specialized agencies based on the provisions of the Slovak legislation on mandatory reporting, and further procedures defined in Child Protection Referral Pathways. • Note that this indicator tracks only the cases of children at risk who were referred to national specialized child protection services. If stakeholders addressed the case without referring to the national specialized child protection services, the case should not be reported against this indicator while it shall be reported under indicator # children at risk who received protection services. <p>More information on terminology and reporting methodology, see the Regional Methodological Guidance note on Child Protection Services :LINK</p>
# of children at risk identified and referred to the National Specialized Child Protection Services.	
Unit	Children
Breakdown	By Region and Gender
Description	<p>The indicator tracks number of children that are identified in the situation of child protection risk and are referred for the response of the National Specialized Child Protection Services.</p> <ul style="list-style-type: none"> • Children at risk are defined as children facing various levels of risk of neglect, violence, exploitation and abuse. (<i>Excluding the category of unaccompanied and separated children that is reported under the first indicator</i>) • National Specialized Child Protection Services are defined as services provided by the Offices of Labour, Social Affairs and Family (OLSAF) or police. • Referral is understood as the process of contacting the specialized agencies based on the provisions of the Slovak legislation on mandatory reporting, and further procedures defined in Child Protection Referral Pathways. • Note that this indicator tracks only the cases of children at risk who were referred to national specialized child protection services. If stakeholders addressed the case without referring to the national specialized child protection services, the case should not be reported against this indicator while it shall be reported under indicator # children at risk who received protection services <p>More information on terminology and reporting methodology, see the Regional Methodological Guidance note on Child Protection Services : LINK</p>
# of children at risk who have received Child Protection Services	
Unit	Children
Breakdown	By Region and Gender
Description	<p>Indicator focuses on children at risk (e.g., children in the context of abuse, neglect, violence, exploitation, unaccompanied and separated children, etc) who benefited from different protection services targeting children such as safe spaces, various forms of family strengthening and supportive services, case management, referral,, etc.</p> <ul style="list-style-type: none"> - These services can include interventions designed to prevent and/or respond to the situations of neglect, violence, exploitation, and abuse against children, interventions addressing family separation or absence of care arrangements, interventions that support screening for various vulnerabilities and protection risks - In addition, services can include provision of information and advice to children, conducting awareness sessions for children to promote child protection and prevent violence, exploitation, and abuse. - Services can include static services, as well as outreach and mobile services. - These services can also include support with the school enrollment, community activities for children.

	<ul style="list-style-type: none"> - Please note that MHPSS services for children need to be reported under relevant MHPSS indicators, and not under this indicator. <p>More information terminology and reporting methodology, see the Regional Methodological Guidance note on Child Protection Services : LINK</p>
Training on child protection and children's right	
# of participants trained on child protection and children's right	
Unit	Personnel / staff
Breakdown	By Region and Age & gender: adults (18+)
Description	<p>Indicators tracks the number of persons participating in trainings focused on child protection and children's rights.</p> <ul style="list-style-type: none"> • Participants include staff and associates of national, regional and/or local authorities, and staff and associates of international and national non-governmental organizations, of UN agencies, as well as crisis-affected community members, among others. • Participants can include child protection personnel, as well as staff and associates who work with other sectors and are in contact with children in need of protection and safeguarding, such as early childhood development, education, health, general protection, among others. Consequently, participants trained on child protection and children's rights in other sectors should also be counted under this indicator. <p>Training on child protection and children's rights must be grounded in the <i>Child Protection Minimum Standards (CPMS)</i> in humanitarian action issued by <i>The Alliance for Child Protection in Humanitarian Action</i> and the <i>Convention on the Rights of the Child (CRC)</i>.</p> <p>Note: Do not include estimated beneficiary numbers of mass information campaigns utilizing online/digital platforms, posters, recorded messages, radio etc. to convey protection-related information to populations of concern.</p> <p>More information on terminology and reporting methodology, see the Regional Methodological Guidance Note on Child Protection Services: LINK</p>

PROTECTION – GENDER BASED VIOLENCE	
Specialized GBV programmes	
# of people who benefitted from specialized GBV programmes	
Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	<p>This indicator measures the number of people who directly benefitted from specialized GBV programmes which are supported by RRP Partners and its funded partners during the reporting period. Includes beneficiaries of services and initiatives aimed at preventing and responding to GBV, e.g., case management, individual psychosocial support, as well as community based GBV prevention, such as gender empowerment and equality activities, and GBV awareness/orientation sessions. The indicator should aim to exclude double counting of people whenever possible to aim for a count of unique persons. Specialized GBV programmes includes services and initiatives aimed at preventing, mitigating and responding to GBV, and can include:</p> <ul style="list-style-type: none"> - Community awareness sessions aimed at preventing or mitigating GBV; - Information sessions on available GBV services; - Empowerment and life skill sessions/ initiatives for women and adolescent girls; - GBV response services (access to police and justice systems, safe housing and legal assistance) provided by service providers trained in GBV survivor centred approaches and funded by RRP partners; - Clinical management of rape (CMR) and medical services for survivors of intimate partner violence;

	<ul style="list-style-type: none"> Psycho-social/case management: GBV Case Management, individual psycho-social counselling and group-based psychosocial support sessions with women and girls (provided in-person or remotely, through e.g. Helplines/Hotlines, Women and Girls' Safe Spaces, Government Social Workers). <p>Services can be provided in the context of community-based protection activities, household or individual interventions.</p> <p>This indicator does not include mass information or awareness raising campaigns (e.g. radio adverts, leaflet distribution).</p>
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Awareness raising sessions on GBV related issues

of persons participating in community awareness sessions aimed at preventing or mitigating GBV

Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	Number of individuals participating in community awareness sessions aimed at preventing or mitigating gender-based violence (GBV). These sessions focus on educating participants about GBV, its prevention, and available support services. They include discussions on recognizing GBV, understanding its impact, and learning about resources and strategies to prevent and respond to GBV within the community.

Capacity building on GBV prevention and response

of trained humanitarian response actors and government personnel on GBV Knowledge on Prevention, Response, and Risk Mitigation Measures

Unit	Personnel / staff
Breakdown	By Region and Gender
Description	<p>Participants includes staff and associates of national, regional and/or local authorities, and staff and associates of international and national non-governmental organizations, of UN agencies, as well as crisis-affected community members, among others. It may also include trainings provided to staff and associates working in other sectors.</p> <p>Trainings that fall under this indicator would include as example, GBV Core Concepts and Safe Referrals; Training on the GBV Pocket Guide; Case Management Trainings; Trainings on GBV related curriculums for men, women, girls, boys; Other trainings that relate to working with Survivors of violence, including victims of trafficking; Trainings on SRHR needs of GBV survivors, including CMR; It will exclude training of health care workers because it is counted in # health care workers trained. Mass information or awareness raising campaigns utilizing online platforms, posters, recorded messages, radio etc. to convey GBV related information to entire camps, settlements, urban or other populations of concern should not be counted under this indicator</p>

PSEA – PROTECTION FROM SEXUAL EXPLOITATION AND ABUSE

Awareness raising

of individuals reached through awareness-raising activities and community mobilization interventions on PSEA

Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	This indicator should count the number of individuals trained on PSEA (including introductory and refresher sessions, and trainings where PSEA is integrated into a wider range of training subjects). Operations should be able to collect the different type of participants depending on the plans.

Training on PSEA

of PSEA network members and partner personnel trained on SEA risk mitigation, prevention and response

Unit	Individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)

Description	This indicator should count the number of individuals trained on PSEA (including introductory and refresher sessions, and trainings where PSEA is integrated into a wider range of training subjects). Operations should be able to collect the different type of participants depending on the plans.
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LIVELIHOODS AND SOCIO-ECONOMIC INCLUSION	
Cash for socio-economic inclusion	
# of individuals supported with cash for socio-economic inclusion	
Unit	individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	By definition this modality the cash assistance is provided to protect, restore, or enhance livelihoods which enable people to become self-sufficient and improve wellbeing. Livelihoods encompass the capabilities, assets and activities required to make a living. Can include the members of their household if cash is dispersed to households. To calculate the total number of individuals who benefitted from the cash assistance (i.e. all household members), the average HH size will be used (as of SEIS 2024 = 2,1). Where possible, only count each person once even if each person of concern receives multiple transfers Amounts should be included in USD. For exchange rates please see: UN Operational Rates of Exchange - Rates
Support entrepreneurship and financial inclusion	
# of individuals benefitting from support for entrepreneurship, business creation, and financial inclusion	
Unit	individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	Number of adults supported in entrepreneurship: networking, empowerment and capacity building in soft skills, financial management training, information provision, support on business plan, counselling, market strategies, partnership development
Support in Access to Employment and Skills	
# of individuals who received support in accessing employment (information, counselling, coaching, mentoring, job-matching) and skills (skills assessment, skills recognition, upskilling)	
Unit	individuals
Breakdown	By Region and Gender
Description	Number of adults supported in accessing employment, by information provision, case accompaniment. This does not include job counselling or vocational training.
Promoting Social Cohesion	
# of individuals reached with information campaigns/information websites on livelihoods, socio-economic inclusion and integration opportunities	
Unit	individuals
Breakdown	-
Description	Number of persons reached with information provision on livelihoods, socio-economic inclusion and integration opportunities with information campaigns, websites, groups sessions...
# of individuals participating in activities promoting social cohesion and peaceful coexistence between refugees and host communities	
Unit	individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	Number of refugees reached through activities, events or programs to support social cohesion with host communities.
# of individuals assisted via community interpreting services	

Unit	individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	Number of refugees supported with community interpreting services to facilitate communication
# of individuals who received support in accessing social protection	
Unit	individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	Number of refugees supported in accessing social protection services. This includes assistance with navigating social protection systems, obtaining necessary documentation, and understanding eligibility and benefits to ensure refugees can access the support they need.
Skills Development and Training	
# of individuals who received support in technical and vocational education and training (TVET)	
Unit	individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	Number of persons supported with job counselling, career development and vocational training.
# of individuals who received support in language training to access livelihood and job opportunities	
Unit	individuals
Breakdown	By Region and Age & gender: children (0-17), adults (18+)
Description	Number of persons supported with language course / activities, in person and online, including groups sessions.

3. REPORTING SYSTEM & ACTIVITY INFO PLATFORM

ACTIVITY REPORT

The reporting system for RRP 2025/26 in Slovakia will follow a 5W structure for activity report (Who, What, When, Where, for Whom), supported with a regional online tool: Activity Info.

Activity Info Platform will replace 5W reporting on Excel format, improving quality of the data and will facilitate the access to the data by each partner. The activity reporting will be focused on the 5W main information for each activity:

Who?	Organizations / Implementing partner / UN Agencies
What?	Sector / activities / indicators
Where?	Region / District / Location
When?	Quarterly breakdown
For Whom?	# Persons assisted (breakdown A&G) / spaces / facilities

Each partner will report their activities following the 1 to 1 structure, to ensure all information is well gathered. For example, if one same activity is implemented in two different locations, the partner should submit two different lines/entries for each location. If in one location, a partner is implementing two different activities, the system will require two separate lines/entries per type of activity. Partners will report activities of the specific reporting month, not cumulative data.

1 LINE /ENTRY = 1 ORGANIZATION 1 LOCATION 1 ACTIVITY

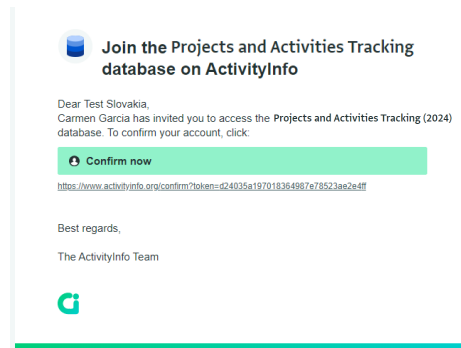
To start the process for reporting activities each partner should follow these steps in Activity Info Platform:

a. GETTING AN USER ACCOUNT IN ACTIVITY INFO

Please write an email to garcicar@unhcr.org providing the following information:

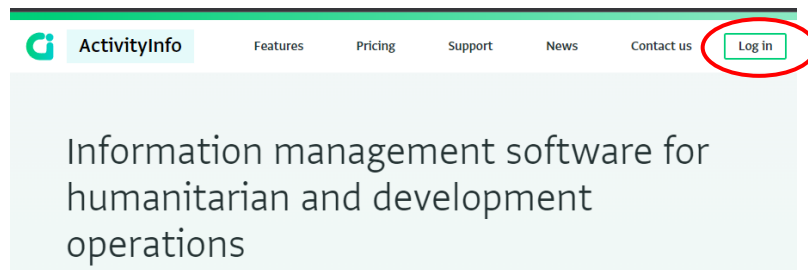
- Name of Organization,
- Acronym,
- Type of organization (UN agency, National NGO, International NGO, Faith-based organization or Refugee led organization),
- List of users requesting access with each Name, Email, Position and User Role on Activity Info (viewer / editor).

UNHCR focal point will provide access, and each user will receive an invitation email to the reporting database.

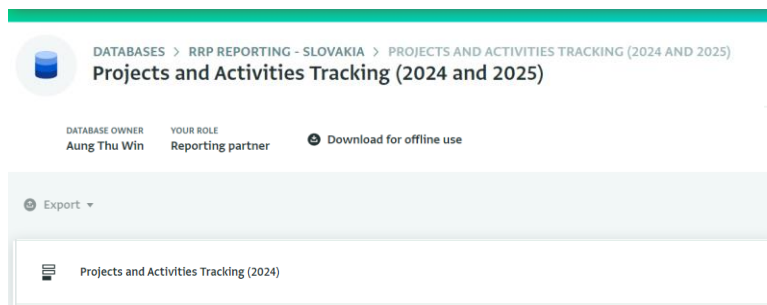


b. **LOGGING IN**

The invitation email will provide access directly to the Activity Info platform. Once the account has been activated and entered a password, users can log in via the homepage of Activity Info.



Once the user logged in, the main page will display the databases the user has access. For RRP Slovakia reports the database is: **Project and Activities Tracking (2024 and 2025)**



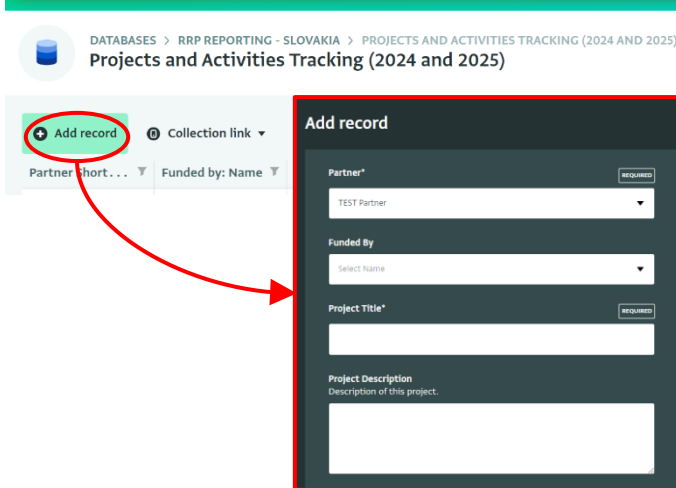
c. CREATE PROJECTS

Just for the first reporting period in January, each partner would have to create the different projects will be implementing during 2025.

This will be just one time exercise.

Each project will be linked to a funding organization, project title, geographical scope, sectors covered, RRP linked and focal point information.

To create a new project, the user will “add record” and fill the form with the information related to that project:



DATABASES > RRP REPORTING - SLOVAKIA > PROJECTS AND ACTIVITIES TRACKING (2024 AND 2025)
Projects and Activities Tracking (2024 and 2025)

Add record (highlighted with a red circle) | Collection link

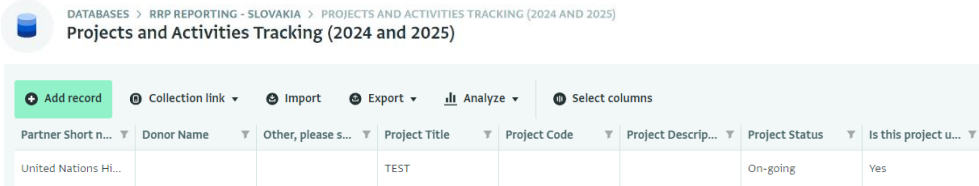
Partner Short Name: Partner* (required) | TEST Partner

Funded By: Funded By | Select Name

Project Title* (required) |

Project Description: Description of this project. |

At the end of the form, it will appear two additional forms, that are not relevant at this stage. The user will skip those and proceed saving the record. The new project will appear in the data base:



DATABASES > RRP REPORTING - SLOVAKIA > PROJECTS AND ACTIVITIES TRACKING (2024 AND 2025)
Projects and Activities Tracking (2024 and 2025)

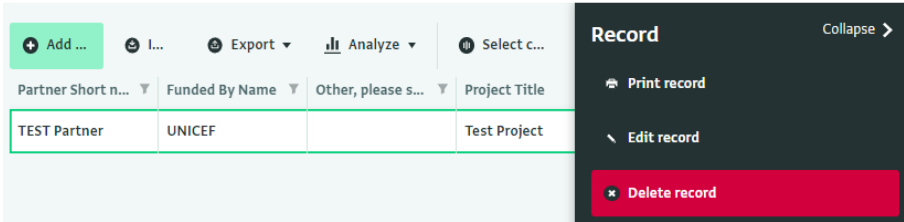
Buttons: Add record, Collection link, Import, Export, Analyze, Select columns

Partner Short n...	Donor Name	Other, please s...	Project Title	Project Code	Project Descrip...	Project Status	Is this project u...
United Nations Hi...			TEST			On-going	Yes

d. EDIT / DELETE A PROJECT

Each user can edit/delete their own submitted records.

Once selected the project, on the right side of the screen will display the “record window”, with these two functions: edit and delete.



Buttons: Add ..., I..., Export, Analyze, Select c...

Partner Short n...	Funded By Name	Other, please s...	Project Title
TEST Partner	UNICEF		Test Project

Record (Collapse >)

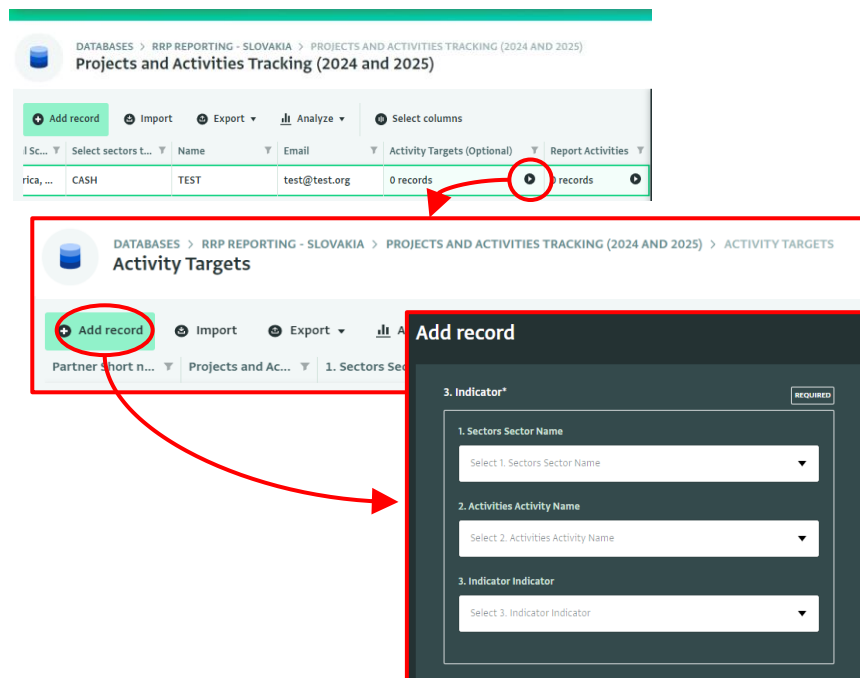
- Print record
- Edit record
- Delete record

e. SET TARGETS – optional

This is optional: For each project created the partner can set the target for 2025, to allow monitor activities achievements against it.

On the main Projects Data Base, for each project at the right side of the table, there is a specific column for “Activity Targets” to open the Targets Form:

Targets can be edited following same steps as for the projects (Section d).



DATABASES > RRP REPORTING - SLOVAKIA > PROJECTS AND ACTIVITIES TRACKING (2024 AND 2025)
Projects and Activities Tracking (2024 and 2025)

Buttons: Add record, Import, Export, Analyze, Select columns

Sc...	Select sectors t...	Name	Email	Activity Targets (Optional)	Report Activities
rica, ...	CASH	TEST	test@test.org	0 records	records

DATABASES > RRP REPORTING - SLOVAKIA > PROJECTS AND ACTIVITIES TRACKING (2024 AND 2025) > ACTIVITY TARGETS
Activity Targets

Buttons: Add record, Import, Export, Analyze

Form fields:

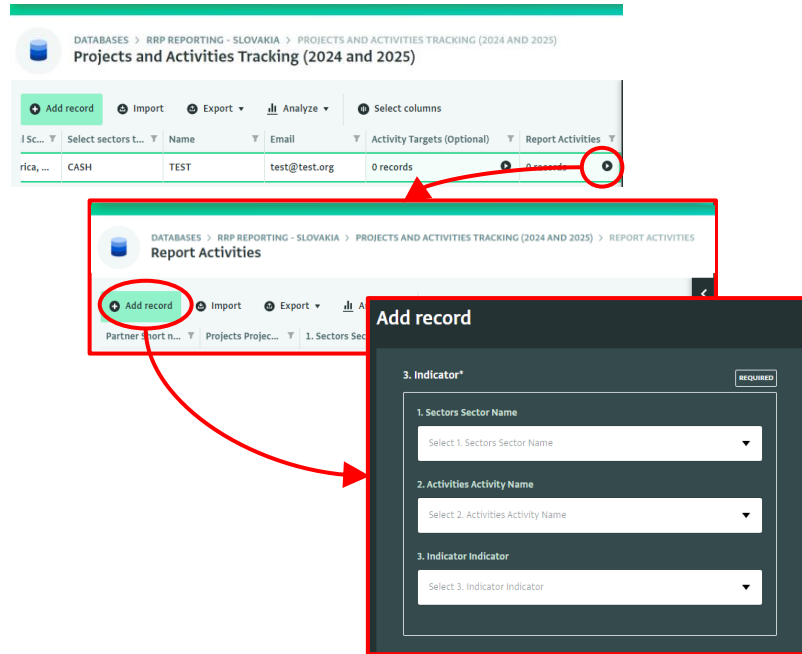
- 3. Indicator* (REQUIRED)
- 1. Sectors Sector Name (Select 1. Sectors Sector Name)
- 2. Activities Activity Name (Select 2. Activities Activity Name)
- 3. Indicator Indicator (Select 3. Indicator Indicator)

f. SUBMIT ACTIVITIES – Single entry

Activities will be submitted under the specific project created previously. Each partner can report activities on their specific projects.

If a partner has created multiple projects, all activities should be submitted in each project.

To open the Activity Form, on the main Projects Data Base, for each project at the right side of the table, there is a specific column for “Report Activities” to open the Activities Form:



For age and gender breakdown reporting, the total for male + female and the age breakdown should match. The form calculates the total and display it at the end of the form, for verification:

Total (Gender)

40

Total (age & gender)
Ideally, the sum of age & gender disaggregation should match the gender disaggregation

40

The system will display an error if a mandatory field has not been filled:

Reporting Month* REQUIRED

📅 Select a month (YYYY-MM)

This field is required

Once all mandatory fields have been filled, the user can submit the record and it will appear in the main data base.

g. SUBMIT ACTIVITIES – Bulk upload

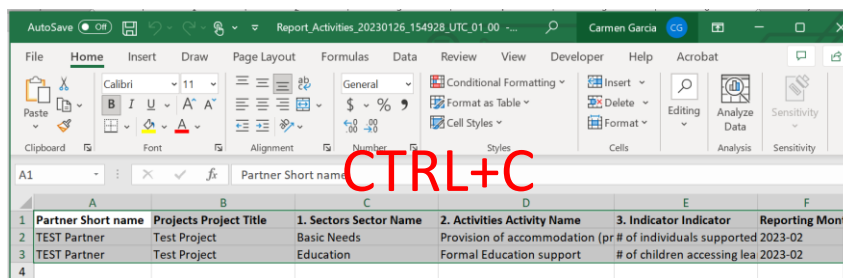
Activity Info allows to upload multiple records without filling out a form for each of the records.

Partners can fill the activities information on an Excel that follows the Activity Info form structure (UNHCR focal point will share it with partners).

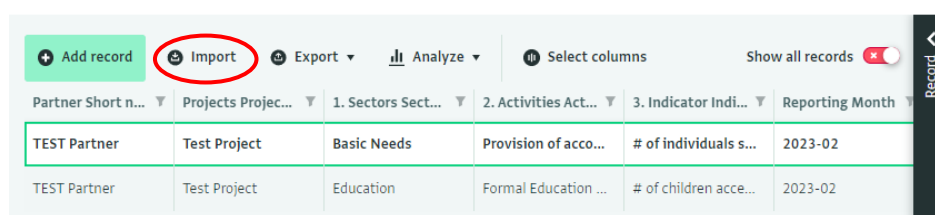
It is important to ensure all activities information is well entered in the Excel to ensure the correct bulk upload:

- 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.

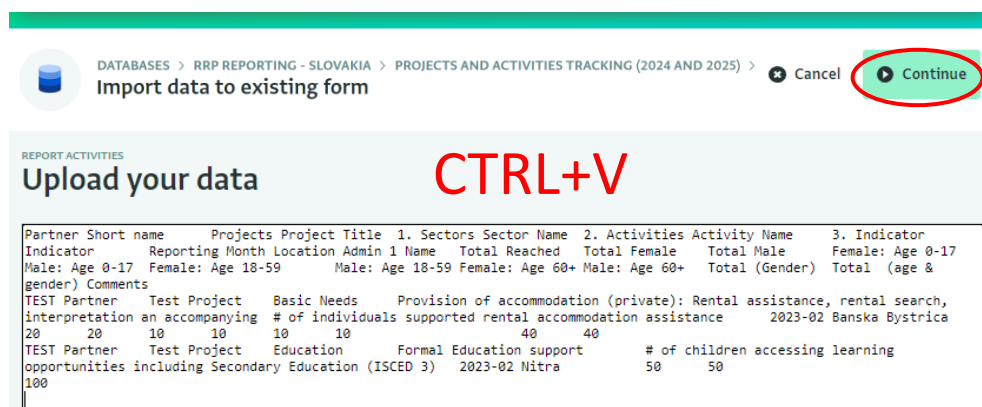
Once all activities data is filled in the structured Excel, the user can select that Excel cells (including headers) and copy the selection (CTRL+C).



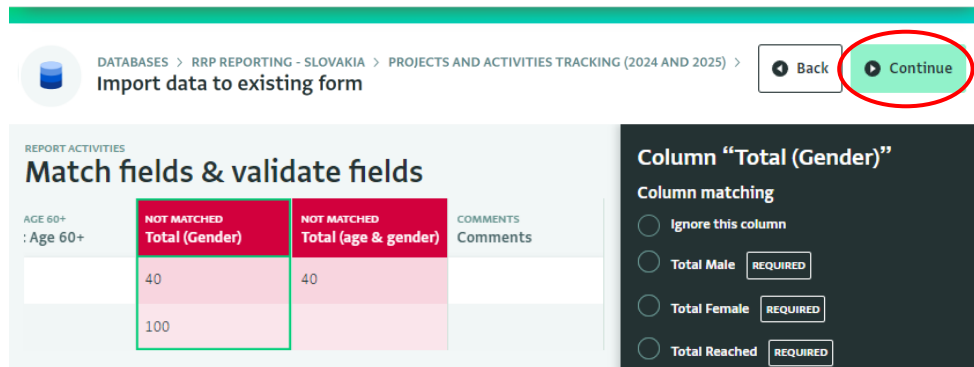
Back on Activity Info, on the Activity Reporting data base window, there is an “import” functionality:



The next window serves to upload the data, by pasting from the Excel selection (CTRL+V).



Activity Info will try automatically to match the data with the form structure. If there is an error, it will display in the column header in red: in some cases, it could be “text” fields that can be ignored:



DATABASES > RRP REPORTING - SLOVAKIA > PROJECTS AND ACTIVITIES TRACKING (2024 AND 2025) > Import data to existing form

REPORT ACTIVITIES

Match fields & validate fields

AGE 60+
: Age 60+

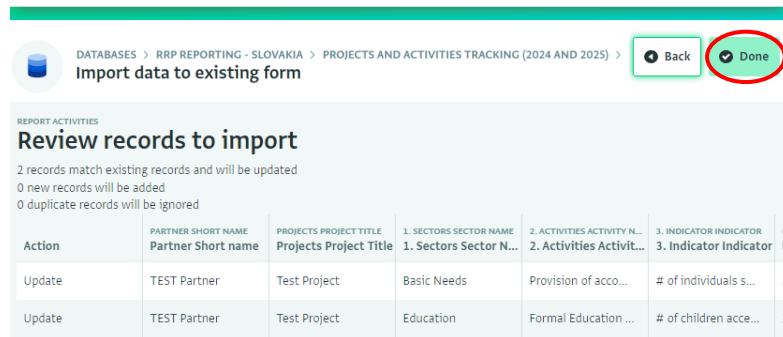
NOT MATCHED	NOT MATCHED	COMMENTS
Total (Gender)	Total (age & gender)	Comments
40	40	
100		

Column “Total (Gender)”

Column matching

- Ignore this column
- Total Male **REQUIRED**
- Total Female **REQUIRED**
- Total Reached **REQUIRED**

Once all errors have been solved; continue to the verification stage:



DATABASES > RRP REPORTING - SLOVAKIA > PROJECTS AND ACTIVITIES TRACKING (2024 AND 2025) > Import data to existing form

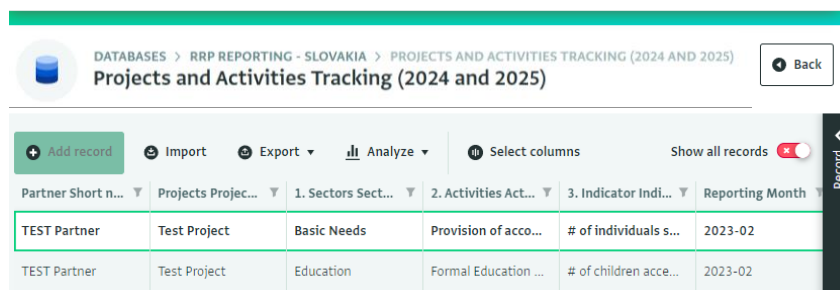
REPORT ACTIVITIES

Review records to import

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

Action	PARTNER SHORT NAME Partner Short name	PROJECTS PROJECT TITLE Projects Project Title	1. SECTORS SECTOR NAME 1. Sectors Sector N...	2. ACTIVITIES ACTIVITY N... 2. Activities Activit...	3. INDICATOR INDICATOR 3. Indicator Indicator
Update	TEST Partner	Test Project	Basic Needs	Provision of acco...	# of individuals s...
Update	TEST Partner	Test Project	Education	Formal Education ...	# of children acce...

Depending on the number of rows uploaded, it can take a few seconds / minutes to finish the process. Once the process is finished, the new records uploaded will appear in the activity data base.



DATABASES > RRP REPORTING - SLOVAKIA > PROJECTS AND ACTIVITIES TRACKING (2024 AND 2025) > Projects and Activities Tracking (2024 and 2025)

+ Add record Import Export Analyze Select columns Show all records

Partner Short n...	Projects Projec...	1. Sectors Sect...	2. Activities Act...	3. Indicator Indi...	Reporting Month
TEST Partner	Test Project	Basic Needs	Provision of acco...	# of individuals s...	2023-02
TEST Partner	Test Project	Education	Formal Education ...	# of children acce...	2023-02

FUNDING REPORT

The funding report will be on a quarterly basis via Activity Info.

A separate data base in Activity Info will store this information, following the steps described in the [REGIONAL GUIDANCE](#) document.

REPORTING FLOW & CALENDAR

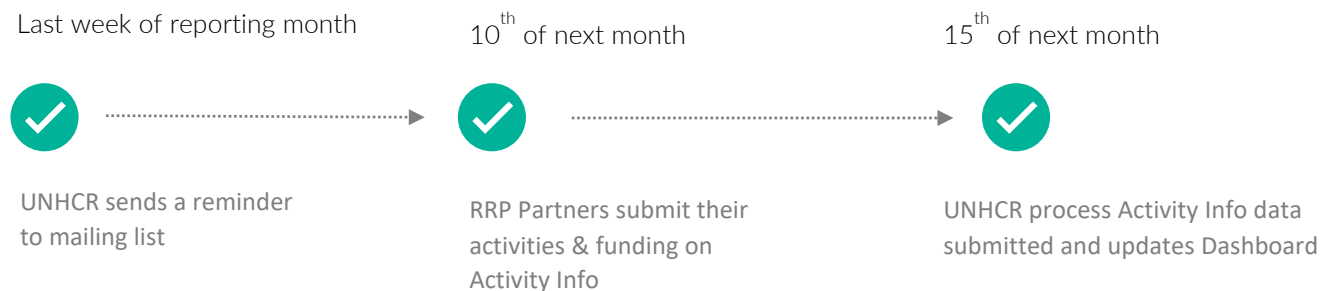
The activity reporting flow might be respected by partners as follows:

- Implementing partner of another RRP partner will not report those activities in Activity Info. The RRP partner funding those activities will be responsible to include the information in the system.
- Any other additional activity out of a partnership agreement (direct implementation) must be recorded by the specific RRP partner in the system.

Implementing partners will directly submit their activities in Activity Info on a Quarterly basis.

Once all data is submitted in Activity Info, cleaned, and analyzed, information will be published on the [Slovakia Operational Data Portal](#) on an interactive Dashboard. This product is for external use to facilitate coordination, accountability, and increased transparency among agencies as well as towards the public. Other products can be produced depending on information needs during the reporting period 2025.

This is a monthly activity report flow, that would follow this timeline:



Reporting should be finished until the 10th 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 on a quarterly basis.

The following reporting calendar has been set up, considering weekends and bank holidays, to ensure enough time for partners to report within the deadlines. Any delay on the reporting must be informed to UNHCR focal point in advance.

What to report	Deadline for partners
Q1 activities & funding received	11 th April '25 - Friday
Q2 activities & funding received	11 th July '25 - Friday
Q3 activities & funding received	10 th October '25 - Friday
Q4 activities & funding received	15 th January '26 - Thursday