

## 2025 Lebanon Aid Tracking ActivityInfo Guidance Note

The Lebanon Aid Tracking exercise aims to present an overview of all international funding flows to Lebanon including development, humanitarian, security, and all other types of funds to fulfil the humanitarian and development partners' commitment to provide the government of Lebanon and partners with real-time and transparent information on aid flows coming to Lebanon.

This exercise is Lebanon specific and aims to reflect all assistance provided to Lebanon including both grants and loans support to all implementing partners including UN, NGOs, government entities and other government and non-governmental organizations for humanitarian, development and peacebuilding priorities including under the Cooperation Framework (CF), Lebanon Response Plan (LRP), Flash Appeal, and others.

**Kindly note that donor partners also validate funding figures for verification of data. The data reported will be shared with your donors for confirmation and they will contact you in case of any discrepancies or missing information.**

Section	Links	Last date updated
Other resources	<a href="#">Other information and resources</a>	13 September 2024
Accessing/Registering	<a href="#">Lebanon Aid Tracking FPs</a>	13 September 2024
	<a href="#">How to Login/Register</a>	13 September 2024
	<a href="#">How to access Lebanon Aid Tracking in Activity Info</a>	18 March 2025
Adding entries	<a href="#">Adding New Entries + definitions</a>	18 March 2025
Guidance to fill out correctly	<a href="#">Cooperation Framework</a>	18 March 2025
	<a href="#">LRP, including Flash Appeal</a>	18 March 2025
	<a href="#">O2 Fund allocation</a>	18 March 2025
	<a href="#">O2 Fund allocation – LRP and Flash Appeal</a>	18 March 2025
	<a href="#">O3 Sector funding distribution for LRP and/or Flash Appeal</a>	18 March 2025
	<a href="#">Flash Appeal Sectors</a>	18 March 2025
	<a href="#">LRP Sectors</a>	18 March 2025
	<a href="#">Contact details</a>	19 November 2024
	<a href="#">Comments and Feedback</a>	19 November 2024
Editing entries	<a href="#">Editing an existing record</a>	13 September 2024
Deleting entries	<a href="#">Deleting an existing record</a>	13 September 2024
Export	<a href="#">Exporting data</a>	18 March 2025

## Other information and resources

Quarterly Aid Tracking reports published on UN Lebanon website	<a href="https://lebanon.un.org/en/110415-aid-lebanon-tracking-development-aid-received-lebanon">https://lebanon.un.org/en/110415-aid-lebanon-tracking-development-aid-received-lebanon</a>
LRP reports published on ReliefWeb	<a href="https://reliefweb.int/organization/iscg-lrp#updates">https://reliefweb.int/organization/iscg-lrp#updates</a>

## Lebanon Aid Tracking FPs

UNRC Office: Rony Gedeon, [rony.gedeon@un.org](mailto:rony.gedeon@un.org)

LRP Coordination Unit: Raffi Kouzoujian, [kouzoudj@unhcr.org](mailto:kouzoudj@unhcr.org)

OCHA: Bernadette Dabbak, [bernadette.dabbak@un.org](mailto:bernadette.dabbak@un.org)

For any support/questions related to

- The Cooperation Framework (CF), contact [kristine.najjar@un.org](mailto:kristine.najjar@un.org)
- Any other area for UN agencies, funds and programmes, contact [rony.gedeon@un.org](mailto:rony.gedeon@un.org)
- The Lebanon Response Plan (LRP), or any technical support/questions related to ActivityInfo, contact Raffi Kouzoujian at [kouzoudj@unhcr.org](mailto:kouzoudj@unhcr.org)
- The Flash Appeal, contact Bernadette Dabbak at [bernadette.dabbak@un.org](mailto:bernadette.dabbak@un.org) and Eyram Dzitrie at [dzitrie@un.org](mailto:dzitrie@un.org).

## How to access/register

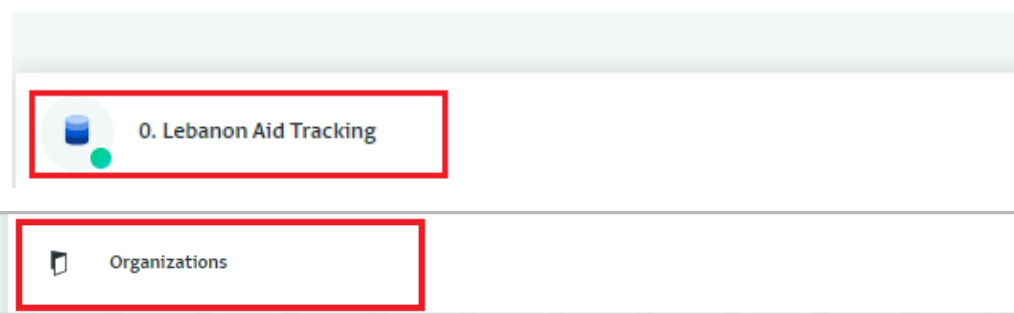
If already registered, go to <https://www.activityinfo.org/login> and fill out your UN credentials.



If you do not have access to ActivityInfo OR the Lebanon Aid Tracking in Activity Info, email Raffi Kouzoujian ([kouzoudj@unhcr.org](mailto:kouzoudj@unhcr.org)) **by providing your name and UN agency.**

You will then receive an email from [notifications@activityinfo.org](mailto:notifications@activityinfo.org) (check your junk folder) for confirmation.

## How to access Lebanon Aid Tracking in Activity Info

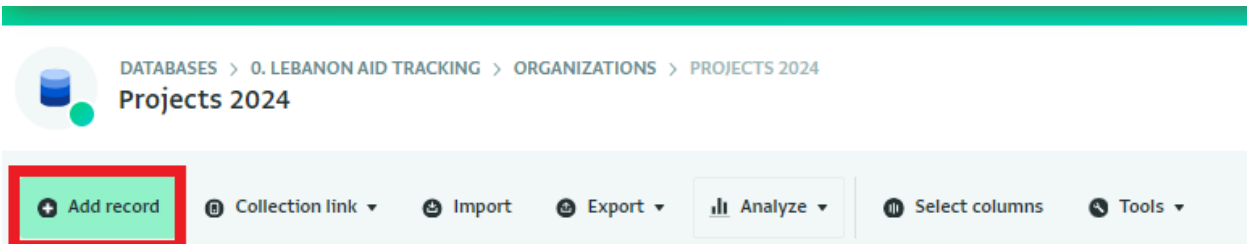
# Databases



 Projects 2025
 01- Project information

## Adding new entries + definitions

1. Click on the top “Add record”



2. A new window will open as shown below

Please refer to the below instructions and definitions before adding a new entry.

**Note that reporting entities should always report the totality of funds received including operational, administrative, overhead, and management costs in their reporting, not just programmatic costs.**

The exchange rate applied is sourced from the [UN Operational Rates of Exchange](#), using the rate that was in effect on the reporting date for funding received, outstanding commitments, and carry over. For previous exchange rates, please click 'history' next to each country for more details. For the total budget, only update once when adding the information for the first time.

Then update the figures when closing the project to ensure the numbers align.

**DO NOT ADD ANY DECIMALS**

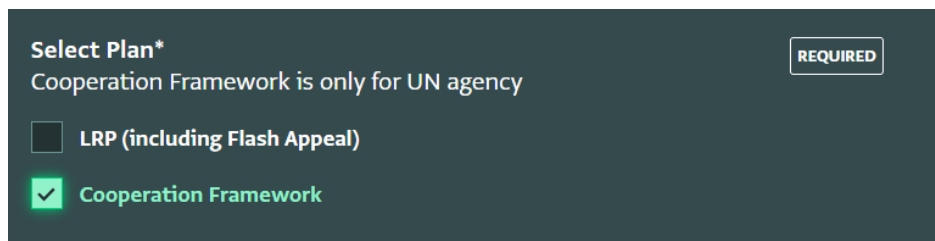
- **Start/ End Dates:** Add the start/end date as per the signed agreement with the donor.

- **Project / Grant Title:** As per the signed agreement with donor.
- **Description of the Project / Grant:** For sub-outputs that are already in UN INFO, include the CF sub-output code and names in the description section. This will be used later by the RCO to copy the data into UN INFO on your behalf.
- **Contract ID / Reference Number:** Add as per agreement signed with donor. This information will not be made public and is only used internally for the verification process with the donor.
- **A) Total Project / Grant budget:** Indicates the overall budget / contract value as per the signed agreement with the donor.
- **Funding required in 2026 – 2027:** *for UN agencies only*, funds required for the year of 2026 - 2027. This will be visible if your project ends in or after 2025 -2027
- **B) Funding received so far in 2025:** funds received (IN BANK) from donor in 2025 following a signed commitment or a contract. For regional projects/grants, please only report the funding allocated for Lebanon.
- **C) Outstanding commitments for 2025:** funds committed by a donor in a signed agreement for implementation, expected to be received in 2025 at a later date but not yet received in bank. For regional projects/grants, please only report the funding allocated for Lebanon.
- **D) Amount committed for 2026 and beyond:** refers to funds committed by a donor in a signed agreement for implementation in 2025 and beyond, expected to be received in 2026 or later and not yet received in bank. This mostly apply to multi-year projects/grants. For regional projects/grants, please only report the funding allocated for Lebanon.
- **E) Carry over from previous years:** under the same grant, funds received before the reporting year that was carried over. This includes funding for multi-year projects and unspent funds. An example is funding received late in 2024 for projects that started in 2024 and will continue during 2025.
- **F) Funds spent so far in 2025:** funds released from the bank by the reporting partner for the purchase of goods or services or subcontracting including payment of staff salaries or other operational costs related to the implementation of activities. This amount should be equal to or less than the sum of total funding received in 2024 and Carry over from 2023 and before.
- **Funding unearmarked:** earmarking is the practice of specifying the purpose of a funding allocation for example for a specific sector, population or project.
- **Joint programme:** is a [programme](#) implemented by two or more participating UN organizations (PUNOs) working together in a highly coordinated and integrated manner towards common results under joint objectives.

Note that when selecting Joint Programmes, ensure that all relevant joint programme partners are selected. Make sure you coordinate with the other participating UN organization(s) in the joint programme to ensure correct information is inputted by all. Each participating UN organization is required to report on their respective funding and programmatic information, even if one organization is a “Managing Agent” for the reported joint programme and is the organization that received the funding and then transferred to the other(s) participating UN organization. However, UN-to-UN agreement is not considered as a joint programme and only the first recipient of funding directly from the donor should report.

### Cooperation Framework – UN ONLY

1. Select “Cooperation Framework” if part or all of the reported funding contribute to the Cooperation Framework (CF)

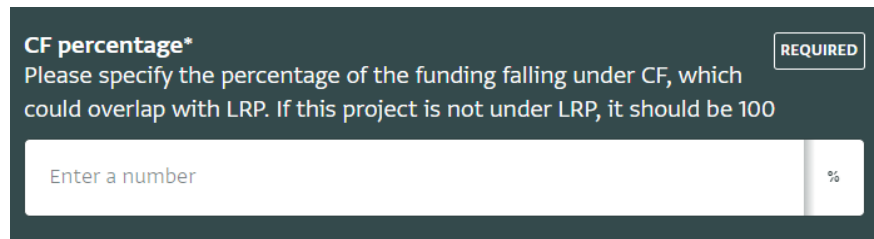


**Select Plan\*** REQUIRED  
Cooperation Framework is only for UN agency

LRP (including Flash Appeal)

Cooperation Framework

2. For CF percentage, make sure to specify the percentage that falls under CF. This can overlap with LRP (CF percentage + LRP percentage of one reported project/grant can be more than 100)



**CF percentage\*** REQUIRED  
Please specify the percentage of the funding falling under CF, which could overlap with LRP. If this project is not under LRP, it should be 100

Enter a number  %

3. Select one or more CF Strategic Priority/ies that the reported project/grant contribute to

**Cooperation Framework Strategic Priority\*** REQUIRED

Estimate percent of total project contract value allocated by output

Sum of all outputs percentages cross strategic priorities (should be equal to 100)

People

Prosperity

Peace and Governance

Planet

- A drop-down list of CF outputs will appear as per the selected strategic priority/ies to assign percentage of funding falling under these outputs.

E.g. **YES** People 1.1 - 33.33%; Prosperity 2.1 – 33.33%; and PeaceGov 1.2 33.33% = **100%**

**NO** Prosperity 1.1 35% ; Prosperity 1.2 15%; Planet 1.3 25% = **75%**

You can always refer to the “Total %”, to verify your entries in this section, which should be equal to 100%.

### LRP, including Flash Appeal

- In the main questionnaire, if the reported project/grant contributes to the LRP, **including the Flash Appeal**, objectives, outcomes, and outputs then select “Lebanon Response Plan”.

**Select Plan\*** REQUIRED

Cooperation Framework is only for UN agency

LRP (including Flash Appeal)

Cooperation Framework

### 02 Fund allocation

- At the end of the questionnaire, under the section “02 – Grant funding information and sector breakdown to provide the funding information” click on “Add record”. You have to add the record regardless of whether you selected the CF and/or the LRP. You will have to add a new record for every reporting period (e.g. for quarterly reporting, by the end of the year, there should be 4 records, one per quarter).

## 02- Grant funding information and sector breakdown

02- Grant funding information and LRP including Flash Appeal sector allocation REQUIRED

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

[+ Add record in 02- Grant funding information and LRP including Flash Appeal ...](#)

2. Fill out the funding information as per the definitions in pages 4-5.
3. Specify if the grant has cash transfer programming component. If yes, specify the percent of the funding available for cash transfer programming, including operational costs as well as the total transfer value.

**Does the grant have a cash transfer programming (CTP) component?\*** REQUIRED

CTP refers to all programs where cash (or vouchers for goods or services) is directly provided to beneficiaries

Yes

No

**What percent of the funding available (carry over + funding received) is for cash transfer programming (CTP)?\*** REQUIRED

Include operational costs as well as the total transfer value transferred to recipients.

Enter a number  %

## 02 Fund allocation - LRP and Flash Appeal

1. Select the project status.

**Project status\*** REQUIRED

Select Project Status

This is a new Flash Appeal project

This project has been reprogrammed (fully or partially) to meet Flash Appeal needs

This project remains unchanged/no Flash Appeal response

2. For the **New Flash Appeal projects**, you will have to fill out the sector fund distribution.

**Project status\*** REQUIRED

This is a new Flash Appeal project ▼

+ Add reference record in Project status

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**3- Sector fund distribution**

**3- Sector fund distribution** REQUIRED

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

+ Add record in 3- Sector fund distribution

- For **reprogrammed grants**, you will have to first specify the percentage of the **total** grant funds allocated to the LRP, including the Flash Appeal.

**Project status\*** REQUIRED

This project has been reprogrammed (fully or partially) to meet Flash Appeal ▼

+ Add reference record in Project status

**1- What percentage of the total grant funds is allocated to the LRP, including the Flash Appeal?\*** REQUIRED

100 %

- You will then have to specify out of the total funds under the LRP (including Flash Appeal), how much, in terms of percentage, was reprogrammed for the Flash Appeal and how much, in terms of percentage remains for the LRP exclusive.



Project status\* REQUIRED

This project has been reprogrammed (fully or partially) to meet Flash Appeal ▼

+ Add reference record in Project status

1- What percentage of the total grant funds is allocated to the LRP, including the Flash Appeal?\* REQUIRED

100 %

1.1- What Percentage of Funds Has Been Reprogrammed for the Flash Appeal?\* REQUIRED

The total percentage of the two values (1.1 and 1.2) must equal 100%.

Enter a number %

1.2- What percentage of funds remains for LRP\* REQUIRED

The total percentage of the two values (1.1 and 1.2) must equal 100%.

Enter a number %

6. For **unchanged grants**, you have to specify the percentage of the total grant funds allocated to the LRP.

Project status\* REQUIRED

This project remains unchanged/no Flash Appeal response ▼

+ Add reference record in Project status

1- What percentage of the total grant funds is allocated to the LRP, including the Flash Appeal?\* REQUIRED

100 %

If you have any questions concerning whether funding falls under the Flash Appeal or not, please contact the relevant sector coordinators. Contact information of the sector coordinators can be found [here](#).

### 03 Sector funding distribution for LRP and/or FA

1. You have to add the sector breakdown in section “3 – Sector fund distribution”, which will pop up when you select LRP (including Flash Appeal) in the main questionnaire. LRP and FA sectors can be found below.

### 3- Sector fund distribution

#### 3- Sector fund distribution

REQUIRED

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

+ Add record in 3- Sector fund distribution

The way to fill out the sector breakdown will depend on the Project status.

- For **New Flash Appeal grants**, add a record in sector fund distribution, selecting Flash Appeal under Response type and fill out the percentage breakdown per sector. Click Done.

Response type\* REQUIRED

Flash Appeal

+ Add reference record in Response type

A) Funding received so far in 2025  
Based on LRP or Flash appeal percentage

0

B) Outstanding Commitments for 2025

0

C) Amount committed for 2026 and beyond

0

D) Carry over from previous years

0

% Allocated to Social Stability\* REQUIRED

0 %

% Allocated to Protection\* REQUIRED

0 %

- For **reprogrammed grants**, you have to add 2 records in sector fund distribution, selecting under Response type Flash Appeal for one of the records and LRP for the other record. Fill out the percentage breakdown per sector. Click Done, and then create a new record for the second one.

Response type\* REQUIRED

Select Response type

Flash Appeal

LRP

A) Funding received so far in 2025  
Based on LRP or Flash appeal percentage

0

B) Outstanding Commitments for 2025

0

C) Amount committed for 2026 and beyond

0

D) Carry over from previous years

0

% Allocated to Social Stability\* REQUIRED

0 %

% Allocated to Protection\* REQUIRED

0 %

- For **unchanged grants**, add a record in sector fund distribution, selecting LRP under Response type. Fill out the percentage breakdown per sector. Click Done.

**Response type\*** REQUIRED

LRP

+ Add reference record in Response type

**A) Funding received so far in 2025**  
Based on LRP or Flash appeal percentage

0

**B) Outstanding Commitments for 2025**

0

**C) Amount committed for 2026 and beyond**

0

**D) Carry over from previous years**

0

**% Allocated to Social Stability\*** REQUIRED

0 %

**% Allocated to Protection\*** REQUIRED

0 %

**% Allocated to Child Protection\*** REQUIRED

0 %

- After clicking Done for the sector breakdown, also click Done for the Funding allocation, which will take you to the main page. In the main page, click "Save Record". You will not be allowed to leave any page if there are any errors.

## Flash Appeal Sectors

In this section, enter the percentage allocated under each sector, which are the following:

- Social Stability
- Protection
- Child Protection
- GBV
- Shelter
- Health
- Nutrition
- WaSH
- Food Security & Agriculture
- Basic Assistance
- Education

- Site Management and Coordination
- Logistics
- Coordination & Common Services
- Not yet allocated to a sector

E.g. a contract's value is \$1 M (\$0.25 M is for social stability and \$0.75 M for WaSH). Then WaSH should be 75%, Social Stability 25%, and the other sectors all "0".

You can always refer to the "Total %", to verify your entries in this section, which should be equal to 100%.

### LRP Sector Breakdown

In this section, enter the percentage allocated under each sector, which are the following:

- Social Stability
- Protection
- Child Protection
- GBV
- Shelter
- Health
- Nutrition
- WaSH
- Livelihoods
- Food Security
- Education
- Basic Assistance
- Not yet allocated to a sector

E.g. a contract's value is \$1 M (\$0.25 M is for social stability and \$0.75 M for WaSH). Then WaSH should be 75%, Social Stability 25%, and the other sectors all "0".

You can always refer to the "Total %", to verify your entries in this section, which should be equal to 100%.

## Contact details

Fill out the email and phone number of the main focal point for this Grant/Project from your organization.

<b>Email of main focal point for this Grant/ Project from your organization*</b>	REQUIRED
<input type="text"/>	
<b>Phone number of main focal point for this Grant/ Project from your organization*</b>	REQUIRED
<input type="text"/>	

Fill out the email of the **donor** focal point your organization has for this Grant/Project. This will facilitate follow-up with donors.

<b>Email of donor focal point for this Grant/ Project*</b>	REQUIRED
<input type="text"/>	

## Comments and feedback

1. In this final section, specify if your organization consents to sharing all relevant information filled in the Lebanon Aid Tracking with the Financial Tracking Service (FTS) <https://fts.unocha.org/>.

<b>Does your organization consent to sharing all relevant information filled in the Lebanon Aid Tracking with the Financial Tracking Service (FTS)?*</b>	REQUIRED
The FTS website can be found here: <a href="https://fts.unocha.org/">https://fts.unocha.org/</a> . The FTS is a centralized source of data and information on humanitarian funding flows.	
<input type="radio"/> Yes	
<input type="radio"/> No	

2. If yes, specify if you would like the organization name to be anonymized in the FTS.

**Anonymize Organization Name for FTS?\*** REQUIRED

If you select Yes, FTS will not show your organization name to the public

Yes

No

3. Add any comments and feedback that might be useful know about:

**Any comments ?**

Please leave here any comments you have (optional)

## Editing an existing record

1. To edit an existing record, click on the “Edit record” button on the left side of the screen

Donor Donor N...	Please specify ...	Please
Lebanon		
Others	Amna Refugee He...	
EUROPEAN UNION		
FRANCE		
FRANCE		

**Record** Collapse >

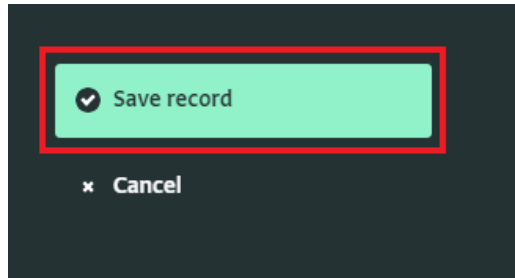
Print record

**Edit record**

Delete record

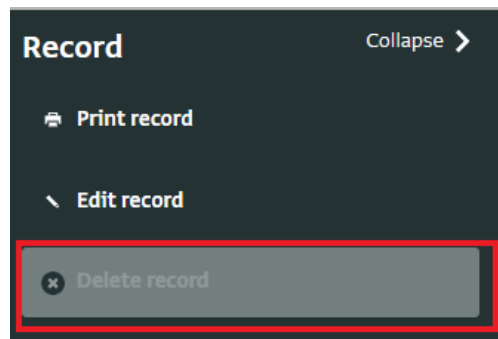
**Details** **History**

2. Once complete adding or updating necessary information click on the “Save record” button on the top right side of the screen



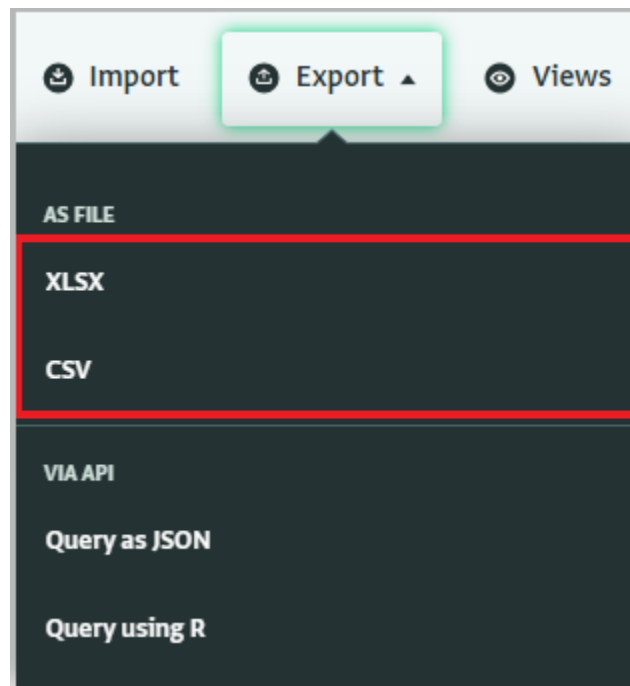
### Deleting an existing record

Click on the record and select the “Delete record” button which will appear in red.



### Exporting data

1. Click on “Export” on the banner in the top screen and select the desired format “XLSX” or “CSV”





2. Three options can be selected; either the part of the form, the entire form or the selected columns. The 1<sup>st</sup> option “This form and all subforms” will download all the data in the system. The 2<sup>nd</sup> option where you select “Entire form” and you then select “Include subforms”. The 3<sup>rd</sup> option you select “Currently Selected Columns”.

The screenshot shows a dark-themed interface for exporting data as an XLSX file. At the top, it says "Export file as XLSX" with a "Back" link. Below this, there are three main sections:

- 1** "This form and all subforms" (indicated by a red '1') is the selected option, shown with a filled radio button.
- 2** "Entire form" (indicated by a red '2') is an unselected option, shown with an empty radio button.
- 3** "Currently selected columns" (indicated by a red '3') is an unselected option, shown with an empty radio button.

Under the "INCLUDE DATA FROM" section, there is an "OPTIONS" section with a checked checkbox for "Include subforms".

At the bottom, there is a "Select all" link, a "Deselect all" link, and a list of items. The first item is "02- Fund and sector allocation" with an unselected checkbox (indicated by a red '2').

At the very bottom, there is a large green button labeled "Download XLSX" with a download icon.