Regional Refugee Response for the Ukraine Situation

2026 RRP financial tracking

Overview of the exercise and roles and responsibilities

Version 1.9

Purpose of the funding tracking exercise

Reporting on funding received is incumbent upon all partners appealing in the Ukraine Regional Refugee Response Plan (RRP). Partners include United Nations Agencies, local, national and international organizations, the International Federation of the Red Cross and Red Crescent Societies and national chapters, faith-based organizations, academia, regional organizations and refugee-led organizations, among others that have appealed under the RRP to carry out activities during the 2026 calendar year.

The RRP is not a pooled fund. Being an RRP appealing partner gives more visibility to appealing organizations and helps in building trust with donors. However, the fundraising for projects / programmes is the responsibility of the appealing organizations.

The objective of funding tracking is to accurately document and monitor all financial assistance received by partners participating in the RRP. This includes funding from government and intergovernmental organizations, corporate entities, foundations, EU institutions/funding mechanisms and individual donors.

The funding received should correlate with the planned activities and budgets captured in the RRP. Partners should measure their funding received against their original appeal when reporting, to ensure that the funding reported against the RRP accurately reflects the support that has been given towards RRP activities and does not include support going to programming not originally included in the appeal – e.g. towards activities unrelated to the Ukraine refugee response.

Funding received by partners above their original appeal but for activities related to the Ukraine refugee response will be captured separately through this financial tracking system to give a fuller picture of the funding landscape the RRP is implemented within. This 'mapping exercise' will help when it comes time to report, to avoid situations of over-reporting or incorrectly reporting.

Only the first recipients of funds will be reporting on the system to avoid duplicative reporting – this means that partners funded through other appealing partners should not report on funding received unless they have submitted their own appeal. For example, if a partner funded by UNHCR, is active in the response, but is not appealing in the RRP, the partner should not report the funding it has received from UNHCR – rather UNHCR will do that.

Comparing this data to the initial appeals submitted by partners facilitates the identification of any funding shortages and effective advocacy for additional resources to support the successful implementation of the RRP.

Use of the data and financial tracking reports produced

Based on the data received, on behalf of all partners UNHCR will produce four quarterly updates showing funds received against the RRP appeals. The quarterly reports will include:

1. Overall funding received compared to the RRP appeal budget.
2. Summary of funds provided by donor.

3. Summary of funds received per RRP country.
4. Summary of funds received by sector.
5. Summary of funds received by appealing organization.

The quarterly reports will be generated and housed on ActivityInfo, an online system, and reflected in the Refugee Funding Tracker.

Roles and Responsibilities of RRP appealing partners

RRP appealing partners at country level are first and foremost accountable for:

- Being accurate about the funding they receive, including the sources and amounts of funding, and reporting this information on a quarterly basis, adhering to the specified deadlines.
- Utilizing the agreed upon online system, ActivityInfo, for reporting purposes.
- Addressing any inquiries related to reported data when contacted by relevant Inter-Agency focal points at the country or regional level.

➢ Partners can contact the UNHCR Inter-Agency Coordinator or IM focal point in-country for access to the country-specific ActivityInfo reporting database. The names and email addresses are below.

RRP appealing partners at regional level include international organizations, UN Agencies, IFRC, international NGOs and international faith-based organizations among others – that have a presence and planned activities in one or multiple RRP countries, with their headquarters located in those regions. These partners are responsible for:

- Assisting and enabling country-level RRP partners to provide accurate reporting.
- Acting as a representative for country-level RRP in situations where capacity is lacking at that level.
- Monitoring the data reported by their respective country offices.
- Reporting regional support funding, if appealed for by the partner in the RRP.
- Addressing any inquiries from the UNHCR Regional Bureau for Europe (RBE) concerning the reported data.

Partners can contact the UNHCR Regional Bureau for Europe Inter-Agency or IM focal points for access to the regional ActivityInfo database. The names and email addresses are below.

UNHCR's roles and responsibilities

UNHCR's Country Operations and Regional Bureau for Europe (inter-agency coordinators, sector coordinators and information management focal points) will work closely with the appealing partners, both at country level and regional level, to support them in this reporting process. This includes:

- identifying the financial tracking focal points within each appealing partner
- providing regular trainings on how to use the online system ActivityInfo that will be used
- organizing awareness-raising sessions on the process and tool
- sending quarterly invitations to partners to report on funding received
- monitoring compliance with the funding reporting exercise by all partners
- validating the data and double-checking the data when required
- publishing a quarterly report on funding received, as well as a end-of-year report.

Calendar

The quarterly and end-of-year reports will be prepared based on consolidation of data reported by appealing partners on ActivityInfo on a quarterly basis following the below calendar.

Quarter	Partner Reporting Deadline
Q 1	10 Apr - Friday
Q 2	10 Jul - Friday
Q 3	09 Oct - Friday
Q 4 – End Year	15 Jan 2027 - Friday

Definitions/Glossary

The RRP financial tracking overview and the database on ActivityInfo uses the following terms:

- **(First) Recipient organization**: Refers to the organization that initially received RRP funds (i.e., first recipients of funds). All RRP-appealing organizations are expected to report on the funding they received.
- **Financial focal points**: Staff within the organization that is responsible or have access to the funding received by the organization. Financial focal points are the ones responsible for reporting the funding.
- **Source of funding:** Refers to the donors, which may include government, intergovernmental or non-governmental entities, private sector companies, foundations, or private individuals.
- **Earmarked Funding**: Refers to funds that have been designated for a specific purpose or project and may be subject to certain conditions or restrictions on how they can be used. Examples include funding designated for a specific sector, geographic location, or population group.
- **Flexible (or unearmarked funding):** Flexible funding refers to money that has been received without a specific term of use. The recipient organization can use the funds as they see fit and allocate it / spend it the way they want. This type of funding allows for more flexibility in addressing needs.
- **Amount received:** Refers to the amount of money received (e.g. in the bank) by the recipient organization and does not include funds committed for the remainder of the year or beyond. It only refers to first-level recipients of funds and does not include money received from UN agencies.
- **RRP Funding allocated by Sector:** RRP partners are expected to breakdown the total funding received by sector. If the funding received was flexible, partners are expected to estimate the allocation of the funds by RRP sector. It is possible to mark that the funding is not yet allocated. In the case of the protection sector, if funds are received specifically for child protection or GBV, please indicate the allocation by sub-sector.
- **ActivityInfo:** Information management software for humanitarian and development operations.

Annex 1: Q & A - Questions and Answers

Q: We are receiving funding from a UN organization, should we be reporting that funding on the RRP - Refugee Funding Tracker?
No. If you appealed under the RRP, you should only report on the funding received directly from governments / inter-governmental bodies, public fundraising or from the private sector.

The funding you received by being an implementing partner of a UN agency will be reported on by the UN agency.

Q: We received funds this year but some of it will be spent the following year, should we report it?
Yes. All funding received should be reported in the year that it was received (regardless of when it will be utilized)

Q: We received funding in 2025 that we are spending in 2026. Should we report it in 2026 as received?
No. For 2026, partners should only report they receive from donors in 2026. The funding should be reported at the time it was received, in this case in 2025.

Q: We signed the contract with the donor, but we have not yet received the funding, should we report anything?
No. You should only report on the funding received so far during the calendar year.

Q: We received funds from private donors (not from a donor country), should we report?
Yes. There is an option to choose "Funds from a company, foundation or private individuals". You can later specify exactly the source if you wish to share.

Q: We are an RRP partner but we also have other programmes outside the RRP (ex: targeting local community), should we report it?
No. If uncertain, please check with the inter-agency coordination at the country level.

Q: If I received funds from US PRM, where do I report it?
The donors listed in the system are categorized by country - if you received funding from US PRM, please report it as "United States of America". the same goes for ECHO or Madad, they should be reported as "European Union".

Q: We received funding in kind not money, how to report it?
First, you should make sure that the in-kind donation is not coming from a UN agency or another NGO. Once confirmed, you need to report the estimated value of these goods in USD.

For example, if the donations are in-kind food baskets, estimate the value of each basket (based on the prices of the items) and report that value. Please make sure to indicate in the comments that the donation was received as "in-kind".

Q: Our organization did not appeal under the RRP. We have fundraised and we are implementing activities targeting Ukrainian refugees, should we report on the funding received?
Even though it is not mandatory for you to report, we encourage you to do so. Your entries will be flagged as non-RRP entries.

Q: We are a consortium of NGOS receiving funding from a donor country, how should we report this funding?
The organization that is part of the consortium that received the fund should report.

Q: We were able to fundraise more than the RRP appeal we set. Should we report that additional funding we received?

Yes, If the funding is for RRP activities.

Q: We received more funding than the original appeal budget, should we report the extra funding?

Yes, if you are an RRP appealing partner and received funding to implement activities that align to the strategic objectives of the RRP, then you should report the funding even if it's over the original budget. Make sure to also mark is an RRP funding.

Q: How to report microdonations (i.e., small donations from multiple individuals)?

While it is possible to report each small donation separately on the system, it is recommended to sum all such small donations and report them as one record each quarter. When reporting, select "Funds from a company, foundation or private individuals" as a funding source and indicate in the text box that it is microdonations.

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Annex 2: Activity Info User Guide on how to report

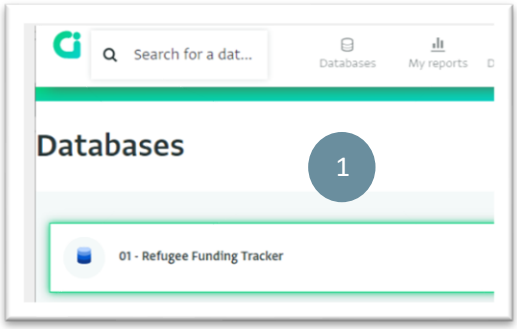
Reporting on Funding Received
Step by Step Guide
RRP 2026

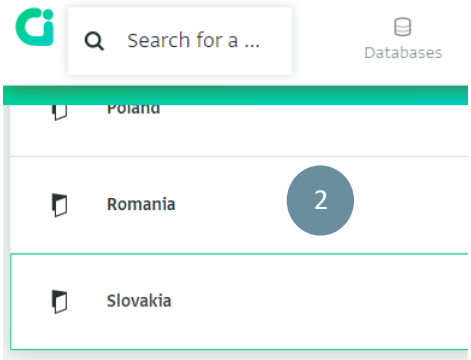
Organizations that receive funds for the Ukraine RRP will report contributions received at the country or regional level using https://activityinfo.org/ . Access to the system will be granted by the Inter-Agency coordination and Information management focal points for countries participating in the RRP. If you are an RRP partner but do not have access yet, please contact the Inter-Agency coordination. Non-RRP partners can also report their funding if the activities align with the strategic objectives of the RRP, also contact Inter-Agency coordination for access.

Country	IA Coordinator	Information Management
REGIONAL	Hugo Reichenberger reichenb@unhcr.org	Jad Ghosn ghosn@unhcr.org
Belarus	Timofey Solodkov solodkov@unhcr.org	Ekaterina Noikina noikina@unhcr.org
Hungary	Bo Hurkmans hurkmans@unhcr.org	Peter Salgo salgo@unhcr.org
Bulgaria	Snezhana Zheleva zheleva@unhcr.org	Kristina Markova markova@unhcr.org
Moldova	Pierre Zambrano chacon@unhcr.org	Yurii Arnautov arnautov@unhcr.org
Poland	Aleksandra Kaplon kaplon@unhcr.org	Ilia Markowski markowsk@unhcr.org
Romania	Simina Costea costea@unhcr.org	Marius-Daniel Chiricuta chiricut@unhcr.org
Slovakia	Konrad Linkewitsch linkewit@unhcr.org	Ilia Markowski markowsk@unhcr.org
Latvia	Sahel Athari atharian@unhcr.org Yolande Ditewig ditewig@unhcr.org	Rahwa Solomon Kahsay solomonkahsay@unhcr.org
Lithuania	Sahel Athari atharian@unhcr.org Yolande Ditewig ditewig@unhcr.org	Rahwa Solomon Kahsay solomonkahsay@unhcr.org
Estonia	Sahel Athari atharian@unhcr.org Yolande Ditewig ditewig@unhcr.org	Rahwa Solomon Kahsay solomonkahsay@unhcr.org

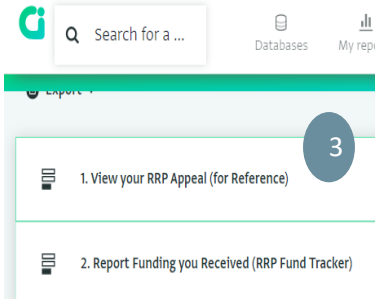
Once access is granted, please login follow these steps:

1. Locate the "***Refugee Funding Tracker*** "database in Activity Info. If you can't see that database, contact the relevant focal point (table above).
2. Click on database to see the list of RRP countries you have access to. Click on the country you want to report under.

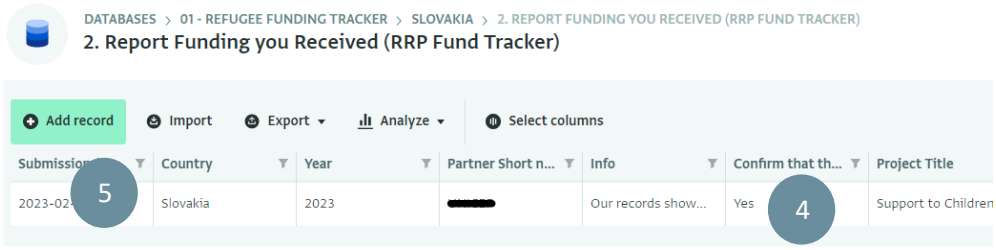




3. You will see two forms under each country folder.
   a. ***View your RRP Appeal***: a reference showing the budget you set for your RRP appeal. This is a read only table.
   b. A form to ***report the funding received:*** This will be the form used every quarter to report the funding that your organization has received

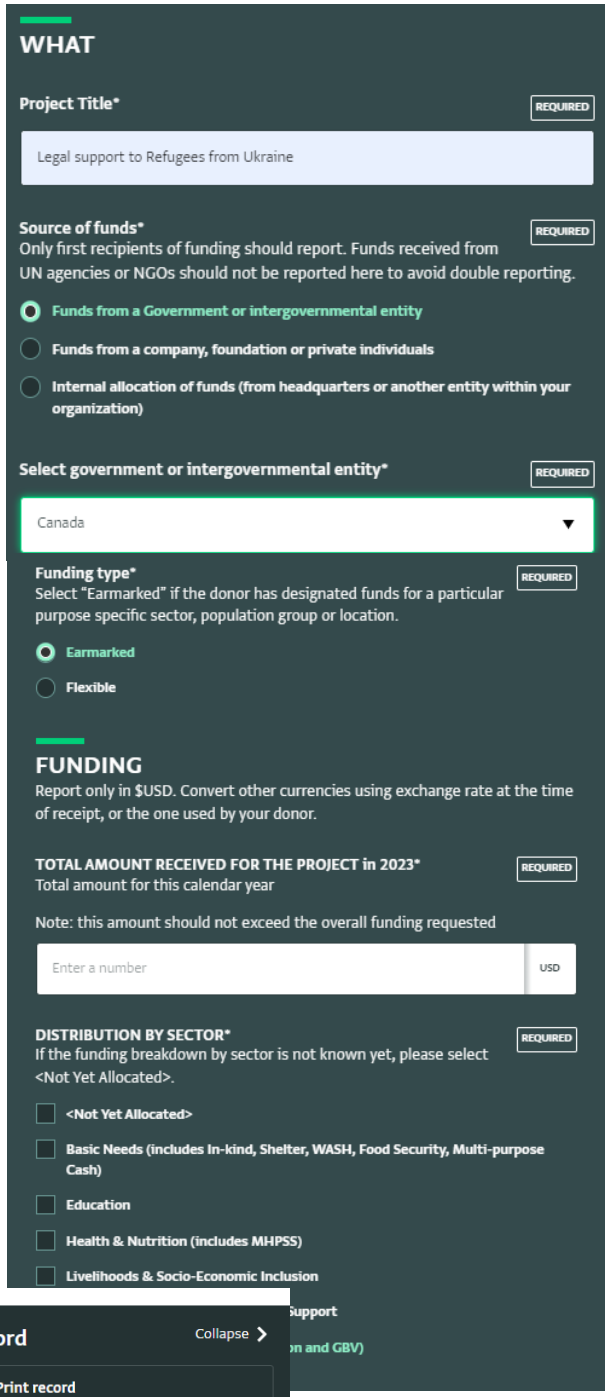
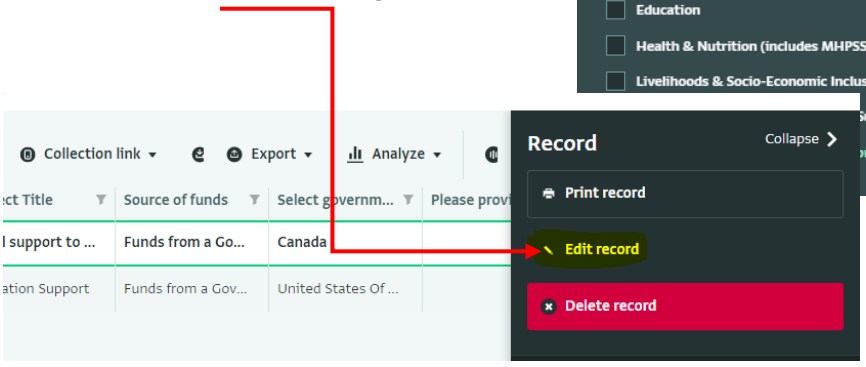


4. Click on ***Report Funding you Received.*** You will see a table that includes previous submissions of funding received in 2026. The table will be empty if it's the first time you access the system.



5. Click on Add Record **to report a new funding received**. Complete the form by completing the following fields:

- ***The project/ programme title***.
- Identify and name ***source of funding***.
- Mark if the funding received was
  i. ***Earmarked***: Refers to funds that have been designated for a specific purpose or project and may be subject to certain conditions or restrictions on how they can be used. Examples include funding designated for a specific sector, geographic location, or population group.
  ii. ***Flexible***. Flexible funding refers to money that has been received without a specific term of use. The recipient organization can use the funds as they see fit and allocate it / spend it the way they want. This type of funding allows for more flexibility in addressing needs.
- ***The total received***: Refers to the amount of money received (e.g. in the bank) by the recipient organization and does not include funds committed for the remainder of the year or beyond. It only refers to first-level recipients of funds and does not include money received from UN agencies.
- ***Distribution by sector:*** tick the relevant sectors to this project/programme. RRP partners are expected to breakdown the total funding received by sector. If the funding received was flexible, partners are expected to estimate the allocation of the funds by RRP sector. It is possible to mark that the funding is not yet allocated. You are expected to breakdown the funding received by sector (even if it's an estimate). In the case of the protection sector, if funds are received specifically for child protection or GBV, please indicate the allocation by sub-sector.
- ***Comments:*** an open text to add any clarification about the funding you are reporting on.
- ***Click SAVE.***



6. You can edit existing records by clicking line on the table and then ***Edit Record*** on the right-side menu.