

Lebanon Aid Tracking 2026

Activity Info User Guide

The Lebanon Aid Tracking exercise provides a comprehensive overview of international funding flows to Lebanon, covering humanitarian, stabilization, recovery, and development interventions. Its objective is to support transparency and accountability by offering partners and the Government of Lebanon timely and reliable information on funding received and allocated across the country.

The exercise is specific to Lebanon and captures all types of assistance, including grants and loans, implemented by a wide range of partners such as UN agencies, NGOs, government institutions, and other national and international organizations. It reflects support provided under key frameworks, including the Lebanon Response Plan (LRP), the LRP Addendum, Flash Appeal, and other relevant initiatives.

As part of the process, donor partners may validate the reported data to ensure accuracy. Reported figures may be shared with donors for confirmation, and partners may be contacted in case of discrepancies or missing information.

About this User Guide

The Lebanon Aid Tracking 2026 User Guide supports reporting partners in entering, updating, reviewing, and exporting data in ActivityInfo.

It is intended for focal points responsible for reporting grant and project information and provides practical, step-by-step guidance on completing the 2026 reporting form. This includes key sections such as:

- Project information
- Funding allocation
- Sector distribution
- Contact details
- Data export

Where applicable, the guide uses the same terminology and labels as displayed in ActivityInfo. In case of any updates to the platform, users should refer to the system interface as the primary reference.

Resources

- UN Lebanon Aid Tracking reports: <https://lebanon.un.org/en/110415-aid-lebanon-tracking-development-aid-received-lebanon>
- LRP reports (ReliefWeb): <https://reliefweb.int/organization/iscg-lrp#updates>
- AidMate: <https://chatgpt.com/g/g-68de5ac288208191b364913fba2815d1-aidmate>

Objective of Using AidMate

AidMate is designed to support users in accurately completing financial data entries within the Lebanon Aid Tracking system. Its primary objective is to minimize reporting errors, ensure compliance with established financial definitions and rules, and improve the overall quality and consistency of reported data.

By providing real-time guidance, validation checks, and clarification on financial fields, AidMate helps users correctly interpret reporting requirements, verify donor eligibility, and maintain alignment between budget figures. This contributes to more reliable, transparent, and timely tracking of aid flows to Lebanon, supporting coordination and accountability among partners and donors.

Focal Points

For support on Lebanon Aid Tracking or ActivityInfo:

- **Raffi Kouzoujian – kouzoudj@unhcr.org**
- **Maroun Sader – sader@unhcr.org**

Access to ActivityInfo

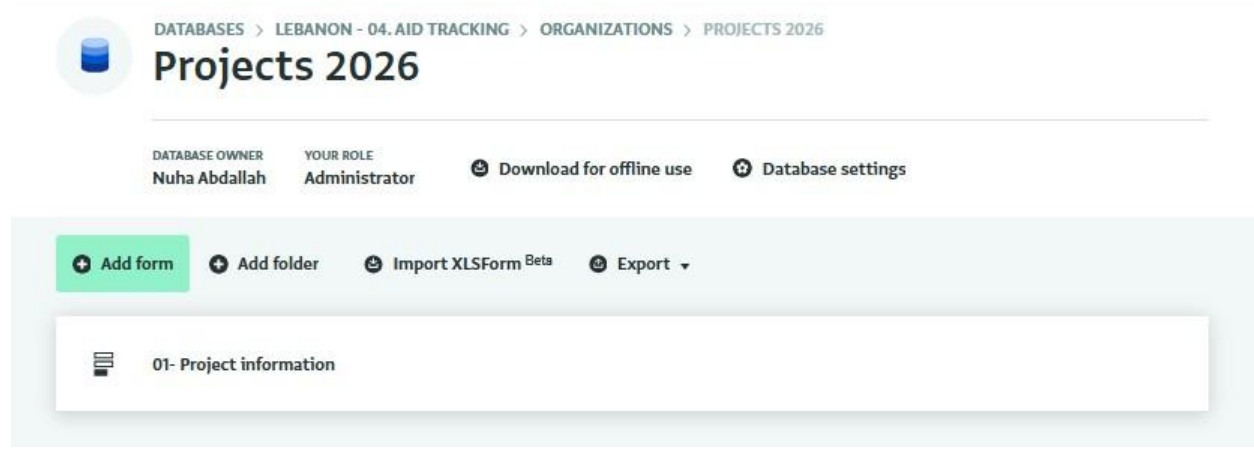
- Login: <https://www.activityinfo.org/login>
- No access: email your name and organization to kouzoudj@unhcr.org / sader@unhcr.org
- You will receive a confirmation email (check spam/junk)
-

Accessing Lebanon Aid Tracking in ActivityInfo

- Login to ActivityInfo: <https://www.activityinfo.org/login>

- Select: “**LEBANON – 2026 Aid Tracking**” database
- Navigate to the relevant reporting form

Screenshot 1



DATABASES > LEBANON - 04.AID TRACKING > ORGANIZATIONS > PROJECTS 2026

Projects 2026

DATABASE OWNER: Nuha Abdallah | YOUR ROLE: Administrator

[Download for offline use](#) | [Database settings](#)

[+ Add form](#) | [+ Add folder](#) | [+ Import XLSForm Beta](#) | [+ Export](#)

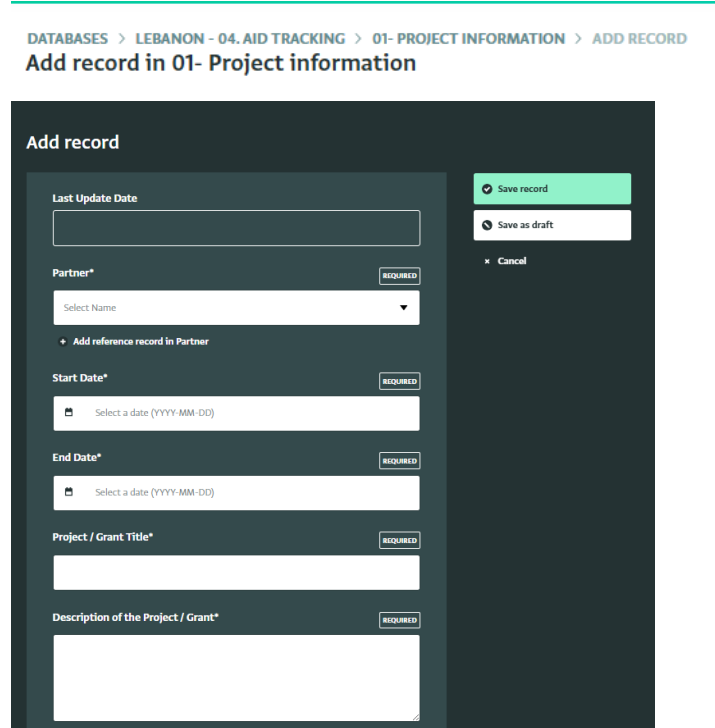
01- Project information

Financial Definitions

General Rules

- Report **total funding** (including operational and administrative costs)
- Use **UN exchange rates** (based on reporting date)
- **No decimals**
- Total budget should be entered **once**, then updated only if needed

Screenshot 2:



DATABASES > LEBANON - 04.AID TRACKING > 01- PROJECT INFORMATION > ADD RECORD

Add record in 01- Project information

Add record

Last Update Date:

Partner* REQUIRED
 Select Name

+ Add reference record in Partner

Start Date* REQUIRED
 Select a date (YYYY-MM-DD)

End Date* REQUIRED
 Select a date (YYYY-MM-DD)

Project / Grant Title* REQUIRED

Description of the Project / Grant* REQUIRED

| |

Key Fields

- **Start / End Dates:** As per signed agreement
 - **Project / Grant Title:** As per agreement
 - **Description:** Summary (use internal references if relevant)
 - **Contract ID:** Internal reference (not public)
-

Funding Breakdown

- **A) Total Budget:** Total value of the grant
- **B) Funds received before 2026:** Previously received funds
- **C) Funds received in 2026:** Funds received this year
 - C1: To be spent in 2026
 - C2: To be spent in future years
- **D) Outstanding commitments:** Committed but not yet received (2026)
- **E) Future commitments:** Funds expected after 2026
- **F) Carry-over:** Unspent funds from previous years
- **G) Funds spent in 2026:** Actual expenditures

Important:

$$A = B + C + D + E$$

$$G \leq (C + F)$$

Screenshot 3:

A) Total Project / Grant budget	
10,000	
B) Total funds Received before 2026* REQUIRED	
5,000	USD
C) Total Funds received so far in 2026* REQUIRED	
4,000	USD
C1) Amount of funds received this year planned to be spent in current year* REQUIRED	
3,000	USD
C2) Amount of funds received this year planned to be spent in future years* REQUIRED	
1,000	USD
D) Total Outstanding Commitments for 2026* REQUIRED	
1,000	USD
E) Total Amount committed for 2027 and beyond* REQUIRED	
0	USD
F) Carry over from previous years* REQUIRED	
1,000	USD
G) Funds spent so far in 2026	
500	USD

Additional Note

- **Unearmarked funding:** Funds not assigned to a specific purpose

Screenshot 4:



Funding unearmarked?* REQUIRED

Please check if funding received from donor was unearmarked

☐ Yes

☐ No

Scope of Interventions

Humanitarian (LRP)

Focuses on **immediate, life-saving support** to crisis-affected populations, based on needs and vulnerability.

Includes emergency assistance such as protection, shelter, food, health, and basic services.

- Covers responses to crises such as displacement, conflict, and emergencies.

Humanitarian (Flash Appeal)

Emergency response plan provides rapid, life-saving assistance to populations affected by sudden crises.

- Focuses on immediate needs over a limited period (March – June 2026)
- Fully aligned with and complementary to the LRP

Stabilization (LRP)

Supports **systems, services, and communities** to cope with ongoing crises.

Focuses on strengthening local institutions and delivery service (e.g. health centers, municipalities).

- Bridges emergency response and longer-term support.

Recovery (Outside LRP)

Focuses on **restoring services, systems, and livelihoods** aftershocks.

Includes rebuilding infrastructure, supporting economic recovery, and strengthening institutions.

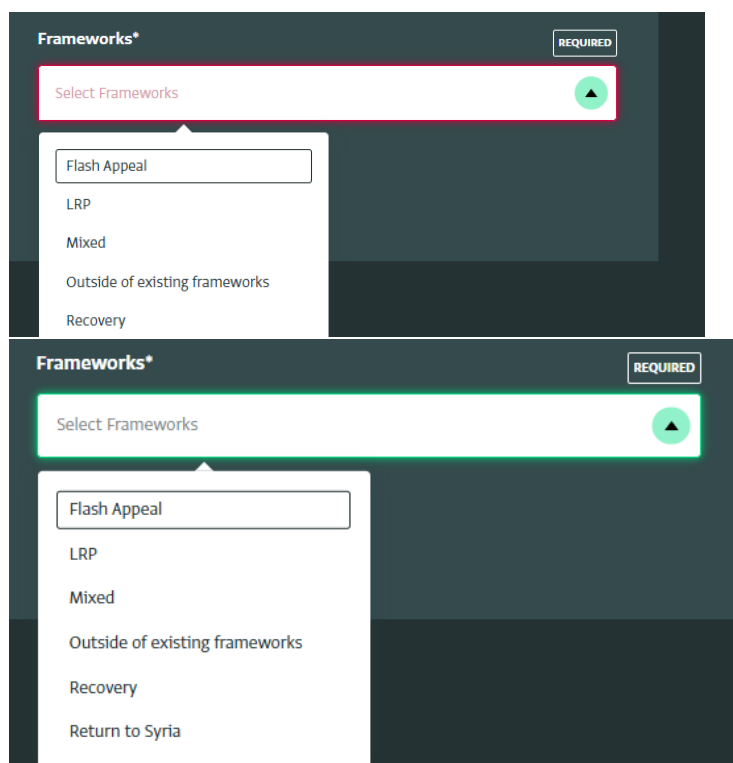
- Lays the foundation for longer-term development.

Return to Syria Option

The **“Return to Syria”** option should be selected for projects or interventions that directly support **voluntary return activities to Syria**.

This includes:

- Return counselling and support
- Transportation and logistics for return
- Assistance provided to individuals or families planning or undertaking return



The image displays two screenshots of a web form section titled 'Frameworks*' with a 'REQUIRED' label. Both screenshots show a dropdown menu with the placeholder text 'Select Frameworks'. The top screenshot shows the following options in the dropdown: Flash Appeal, LRP, Mixed, Outside of existing frameworks, and Recovery. The bottom screenshot shows the same options as the top, but with an additional option, 'Return to Syria', added at the bottom of the list.

Cash transfer programming (CTP)

1. 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 %

Geographical location

1. Specify the Governorate and district this grant operates under

Select Geographical Coverage* REQUIRED

Search ▼

Government counterparts

1. Specify the Government partners who were involved and engaged in this project/programme/grant

Government partners* REQUIRED

Specify the Government partners who were involved and engaged in this project/programme

Please select "Government partners weren't involved" if no involvement

- ☐ Prime Minister Office
- ☐ MEHE
- ☐ MEHE/ Schools
- ☐ MEHE/ Universities
- ☐ MoAg
- ☐ MoAg/Lebanese Agriculture Research Institute
- ☐ MoCulture
- ☐ MoEnv
- ☐ MoEW
- ☐ MoEW/Water establishments
- ☐ MoFA
- ☐ MoIM
- ☐ MoInd
- ☐ MoJustice
- ☐ MoLabor
- ☐ MoPH
- ☐ MoPH/ PHC
- ☐ MoPH/ SHC THC Hospitals

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 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

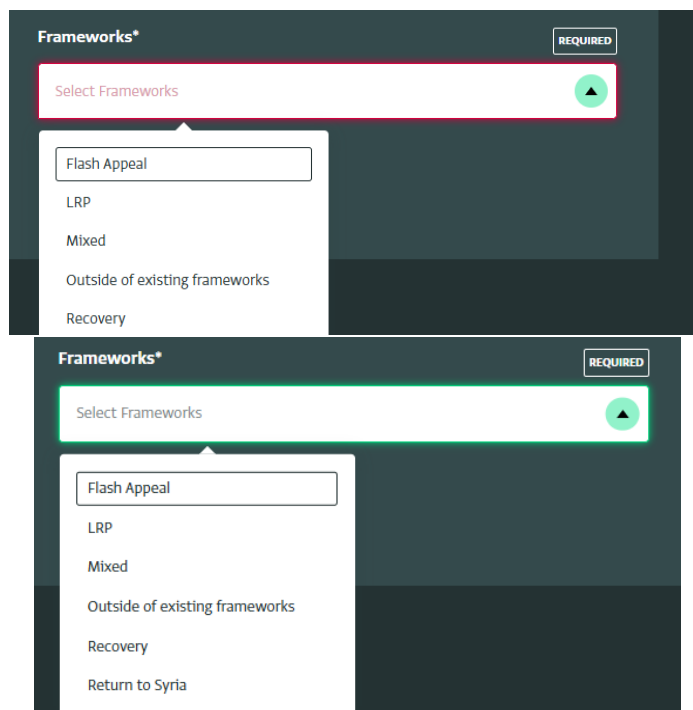
Adding a record to a subform takes you to a new form. All your data you've filled in on this form remains saved until you return to it.

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

- Fill out the funding information as per the definitions in pages.

Frameworks/Plans

1. Select the plan the reported funding contributes to as per the definitions above on the scope. If the reported project/grant does not contribute to any of the frameworks in the list, then select **“Outside of existing frameworks”**.



The image shows two screenshots of a web form titled 'Frameworks*' with a 'REQUIRED' label. Both screenshots show a dropdown menu that is open, displaying a list of options. The top screenshot shows the options: Flash Appeal, LRP, Mixed, Outside of existing frameworks, and Recovery. The bottom screenshot shows the same options, but with an additional option, 'Return to Syria', at the bottom of the list. The dropdown menu is highlighted with a red border in the top screenshot and a green border in the bottom screenshot.

2. If the reported project/grant contributes to more than one framework/plan in the list, or if part of the funding was reprogrammed from one plan to another, then select **“Mixed”** and follow the following instructions.
- 3.

Mixed

If **“Mixed”** is selected under Frameworks, it means that the project or grant contributes to more than one framework (e.g. LRP, Flash Appeal, Recovery).

In this case, you are required to:

- Allocate the percentage of funding for each relevant framework
- Ensure that the total equals 100%

Example:

1. Flash Appeal: 50%
2. LRP: 50%
3. Recovery: 0%

Frameworks*

REQUIRED

Mixed

+ Add reference record in Frameworks

1.1- What percentage of funds is allocated for the Flash Appeal?*

REQUIRED

The Sum of all the percentages must equal 100%.

50

%

1.2- What percentage of funds is allocated for the LRP?*

REQUIRED

The Sum of all the percentages must equal 100%.

50

%

1.3- What Percentage of Funds is allocated for the Recovery?*

REQUIRED

The Sum of all the percentages must equal 100%.

0

%

1.5- What Percentage of Funds is allocated outside these frameworks?*

REQUIRED

The Sum of all the percentages must equal 100%.

0

%

03 Sector funding distribution for LRP and FA

Once a **framework is selected** (LRP, Flash Appeal, Recovery, or Mixed), an additional section will open to capture the **sector-level allocation of funds**.

Step 1: Add Sector Distribution Record

- Click on “Add record in Sector fund distribution”
- A new sub-form will open to complete the details

3- Sector fund distribution

REQUIRED

3- Sector fund distribution

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

Step 2: Allocate Funds by Sector

Distribute the funding across sectors by entering percentages.

- Each sector (e.g. Protection, Health, Shelter, etc.) must be assigned a percentage.
- The **total must equal 100%**

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

Step 3: 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.

LRP Addendum

Select **LRP Addendum** for funding supporting interventions under the LRP Addendum. Use **LRP** for funding under the regular LRP. Classify funding according to the interventions it supports; do not select LRP Addendum solely because funding was received during the emergency response period.

If the reported funding contributes entirely to the Addendum, select **LRP Addendum** directly. If it contributes to both the regular LRP and the Addendum, or another framework, select **Mixed**.

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
- Cash Working Group
- 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
- Cash Working Group

- Not yet allocated to a sector

Example 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.

Email of main focal point for this Grant/ Project from your organization*	REQUIRED
Phone number of main focal point for this Grant/ Project from your organization*	REQUIRED

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

Email of donor focal point for this Grant/ Project*	REQUIRED

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/>.

Does your organization consent to sharing all relevant information filled in the Lebanon Aid Tracking with the Financial Tracking Service (FTS)?* REQUIRED

The FTS website can be found here: <https://fts.unocha.org/>. The FTS is a centralized source of data and information on humanitarian funding flows.

☐ Yes

☐ 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)

Adding new entries

1. Click on the top “Add record”

DATABASES > LEBANON - 04. AID TRACKING > ORGANIZATIONS > PROJECTS 2026 > 01- PROJECT INFORMATION > 02- FUND AND SECTOR ALLOCATION
02- Fund and sector allocation

+ Add

Submit

Views

Import

Export

Analyze

2. A new window will open as shown below

DATABASES > LEBANON - 04. AID TRACKING > 02- FUND AND SECTOR ALLOCATION > ADD RECORD
Add record in 02- Fund and sector allocation

Add record

You are here

02- Fund and sector allocation

Jump to

Date of the record* REQUIRED
Use today's date

Select a date (YYYY-MM-DD)

Duplicate records key UNIQUE
They are already a record on the same date.

Period of reporting* REQUIRED
1 January 2026 - 30 April 2026

+ Add reference record in Period of reporting

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

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 >

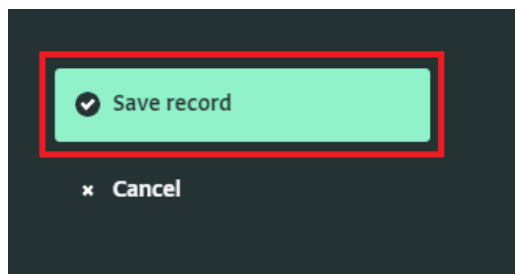
Print record

Edit record

Delete record

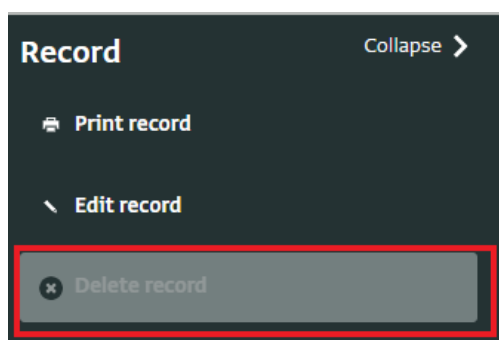
Details History

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



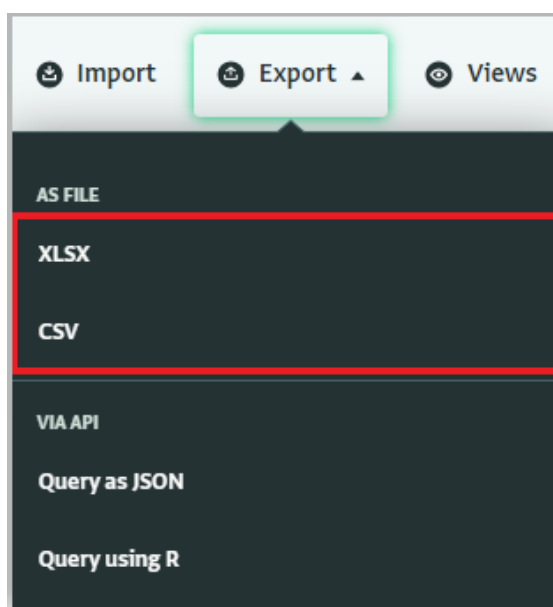
Deleting an existing record

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



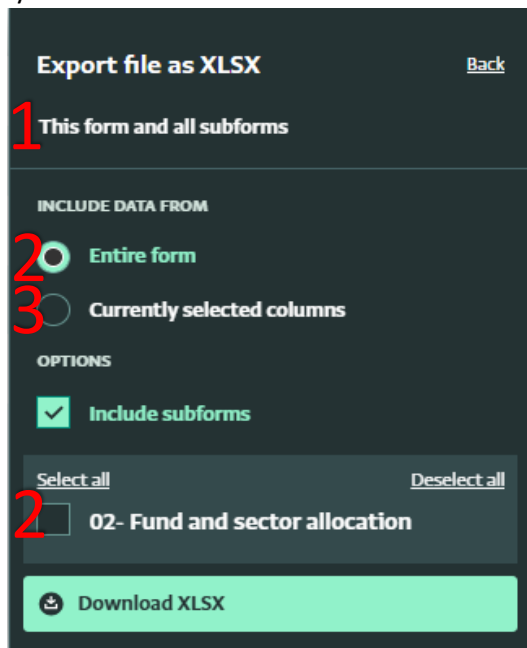
Exporting data

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 1st option “This form and all subforms” will download all the data in the system.

The 2nd option where you select “Entire form” and you then select “**Include sub forms**”. The 3rd option you select “Currently Selected Columns”.



The screenshot shows a dark-themed dialog box titled "Export file as XLSX" with a "Back" link in the top right corner. The dialog is divided into sections. The first section, labeled with a red "1", is "This form and all subforms". The second section, labeled with a red "2", is "INCLUDE DATA FROM" and contains two radio button options: "Entire form" (selected) and "Currently selected columns". The third section, labeled with a red "3", is "OPTIONS" and contains a checked checkbox for "Include subforms". Below this is a table with a "Select all" link on the left and a "Deselect all" link on the right. The table has one row with a checkbox and the text "02- Fund and sector allocation". A red "2" is next to this row's checkbox. At the bottom is a green button with a download icon and the text "Download XLSX".

Export file as XLSX [Back](#)

1 This form and all subforms

INCLUDE DATA FROM

2 ☒ Entire form

3 ☐ Currently selected columns

OPTIONS

☒ Include subforms

[Select all](#) [Deselect all](#)

2 ☐ 02- Fund and sector allocation

 Download XLSX