



ACTIVITYINFO Step by Step Guide

RRP6 MID YEAR REVIEW

**JORDAN
Inter-Sector Working Group**

This Document details the steps required for all partners and agencies to follow to review their Jordan RRP6 Appeal, on line, as part of the RRP6 Mid-Year Review Process.



SECTION I: INTRODUCTION

Guides have already been created for the original RRP6 Appeal between September and December 2013, and the RRP6 Monitoring and Reporting database. The latter is available at <http://data.unhcr.org/syrianrefugees/download.php?id=5206>

The following Guide relates to the RRP6 Mid-Year Review. The main elements of this review are:

- 1) **Review of Population Planning Figures.**
- 2) **Needs/Context Review**
- 3) **Reconciliation with National Resilience Plan (NRP)**
- 4) **Review of Objectives, Outputs and Indicators**
- 5) **Changes to individual partners' appeals, at the activity level**

The main focus of this guide is on the **5) Changes to individual partners' appeals, at the activity level.**

Information on elements 1 to 4 can be found at <http://data.unhcr.org/syrianrefugees/download.php?id=5401>.

In summary:

Population Planning Figures

The projection of **800,000 refugees** by end 2014 was confirmed; of whom **200,000** will be in camps **700,000 Jordanians** assisted with short-term, humanitarian assistance by end 2014 was confirmed.

Needs/Context Review

Sector chairs, together with the Regional RRP6 Technical Steering Committee, have drafted 1-2 pages narratives

Reconciliation with NRP

Discussions have been held to reduce duplication between the RRP and NRP with the Government. While all outputs have been retained under the RRP, activities that are also included in the NRP and are more development orientated are being removed from the RRP.

Review of Objectives, Outputs and Indicators

Revision now completed. Changes to the structure have been minimal, primarily at the indicator level. The exceptions are outputs that have been removed because they are now under the NRP.



National Resilience Plan

NB if some of your activities are selected to be removed from the RRP, either by the Sector chair or by self-selection, please contact your Sector chair for discussion. Should there be disagreement over the removal from the RRP, the matter will be decided by the Inter-Agency Task Force (IATF) at the heads of agency level.

Noting that the NRP is still developing its project tracking systems, the activity can be retained in Syrianrefugeeresponse.org (it will be marked 'NRP' in the COMMENTS BOX) in both the RRP6 Review database and the RRP6 Monitor database, until end 2014.

RULES AND CRITERIA FOR MAKING CHANGES TO YOUR RRP6 APPEAL

Partners will be able to access the new database (RRP6 Review) from **Monday 12th May until Wednesday 21st May**.

The RRP6 Review is a copy of the RRP6 Appeal database, with minor changes to objectives, outputs and indicators, as agreed at the sector level. The same information your organization entered in November 2013, at the activity level.

The emphasis of the RRP6 Review is to reduce budgets, not to increase. Population projections have been maintained at 800,000, while some activities have not yet been funded and might be possible to implement in the remainder of 2014.

This revision will be conducted by partners in consultation with Sector Chairs. The Sector Chairs have the authority to approve or reject changes made by partners, based on the criteria below. The emphasis of the review is on rationalization and reduction of budgets, not on increase and expansion.

The Inter-Sector Working Group has oversight of the Sector chairs to ensure consistency and quality control. In particular, the ISWG will ensure that there is no duplication between the NRP and RRP, at least on the side of the RRP. Should there be disagreement on whether a project should be removed from the RRP, the IATF will review on a case-by-case basis in early June.

CRITERIA FOR REVISION

1. Sector chairs should review the NRP project sheets for duplicate activities for host communities, and discuss with the partner on removing the project from the RRP, if development-orientated/medium to long term programming. This rationalization should lead to a 'transfer' of some of the target population from the RRP to the NRP. This will mean a reduction in budget/target for some activities relating to host community support.



2. New partners may add activities, where there is a demonstrated need/gap at the sector level not already being met by the RRP or NRP, and based on prior agreement from the Sector Chair. However, total increases should not go beyond total decreases of budget.
3. Should an existing or new partner have a new activity that is 100% funded, and it was not included in the original RRP6 Appeal, this may be added to the database. However, partners should tick the attribute (New Activity/100% funded) when they add a 'New Site' (see below). While the 100% funded activity will be given full visibility, it may not be added to the total RRP6 appeal budgets.
4. Where partners have shifted budgets between sectors since the original appeal, within the same total budgetary envelope for that partner, these can be reconciled. This may require creating 'New Sites' or 'Editing' existing sites (see below).
5. Where partners now know where their geographical focus is, they could convert their appeal from the 'Country level' to the 'Governorate Level', by Editing the location of the existing sites, or by splitting an existing site into two or three new sites, and then deleting the old site. This is a recommended option.
6. Reductions should be made, or the activity removed, where a UN agency appealed for funds and an NGO appealed for funds for the same activity. Such double-appealing may not have been apparent in December 2013, and will now be reduced.
7. If project has been 0% funded as of early May, and where it is no longer feasible to implement within the next 6 months, the partner will be asked to remove the project from the appeal.
8. Reductions should be made 'consumable' budget items have not been funded or spent (e.g. staffing costs not hired; rent; material items not purchased).

CALENDAR FOR THE REVISION

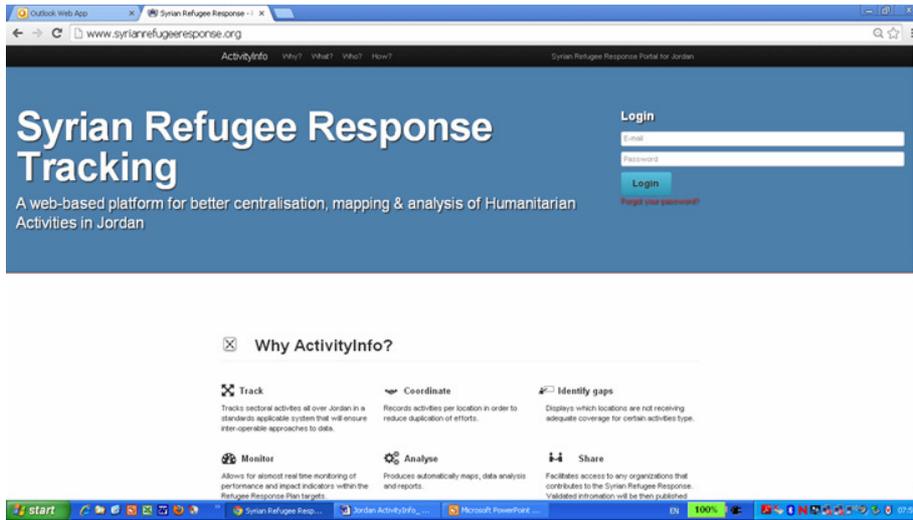
	Task	Deadlines
May	UNHCR to send instructions on updating of the appeal database in Syrianrefugeeresponse.org	By 11 th May
	Partners to edit the appeal database, according to the criteria outlined above. Any increases or new activities need to be cleared with the Sector chairs	Between 12 th and 21 st May
	UNHCR to generate revised RRP6 Output/Budget tables, for review by Sector chairs	22 nd May
	Revision of Needs Assessment/ RRP6 Annex narrative by Sector Chairs	20 th May
	First draft revised RRP6 Output/Budget tables submitted to Regional Technical Steering Committee.	30 th May
	Further revisions can still be made by Sector chairs, in consultation with partners, until 14 th June	
	IATF to consider projects that are duplicates between the RRP and NRP	Early June
June	Final RRP6 Output/ Budget tables submitted to Regional Technical Steering Committee	15 th June
	RRP6 Update released by Regional Level	30 th June



SECTION II: STEP BY STEP

STEP 1: Log-in / Access Database

Go to www.syrianrefugeeresponse.org (using Google Chrome, if possible)



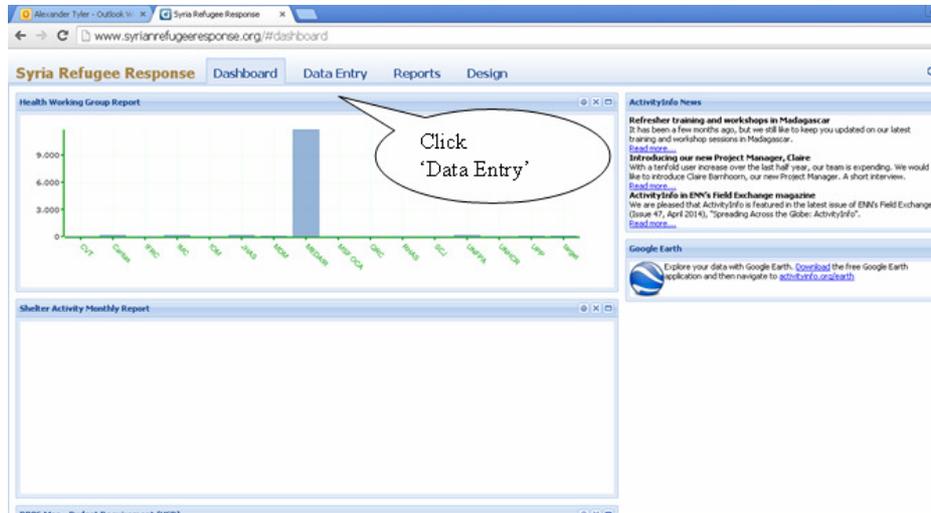
If your organization’s user changed since the appeal database, a new log-in will need to be created. The new user will still be able to edit activities for the same organization, even if entered by a different user. For log-ins, or technical issues on activity info, contact the Coordination Team:

Name	Function	E-mail
Edouard Legoupil	Systems Configuration	Legoupil@unhcr.org
Hawraa Harkous	Database Technical support	Harkous@unhcr.org
Kaleem Rehman	Analysis of activities	Rehman@unhcr.org
Matthew Richard	Log-ins / advice on sector obj / outputs / indicators (Shelter / WASH)	Richard@unhcr.org
Majida Rasul	Log-ins / advice on sector obj / outputs / indicators (Protection / Education)	Rasul@unhcr.org
Yara Maasri	Log-ins / advice on sector obj / outputs / indicators (Food/ Health)	Maasri@unhcr.org
Angeliki Panagoulia	Log-ins / advice on sector obj / outputs / indicators (Cash/ NFIs)	Panagoul@unhcr.org

An invitation will then be sent to you, and you can create your password. Check your spam box.

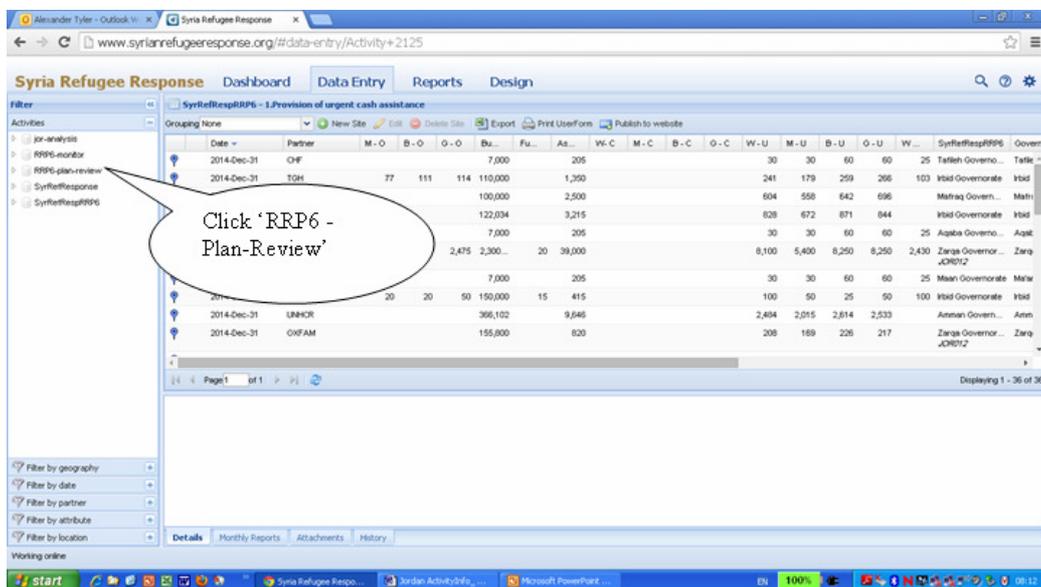


When you log-in you will see this screen:



Click on ['Data Entry'](#)

Then select the new database for the **RRP6-Plan-Review**. If you cannot see this database, contact the Coordination team above.

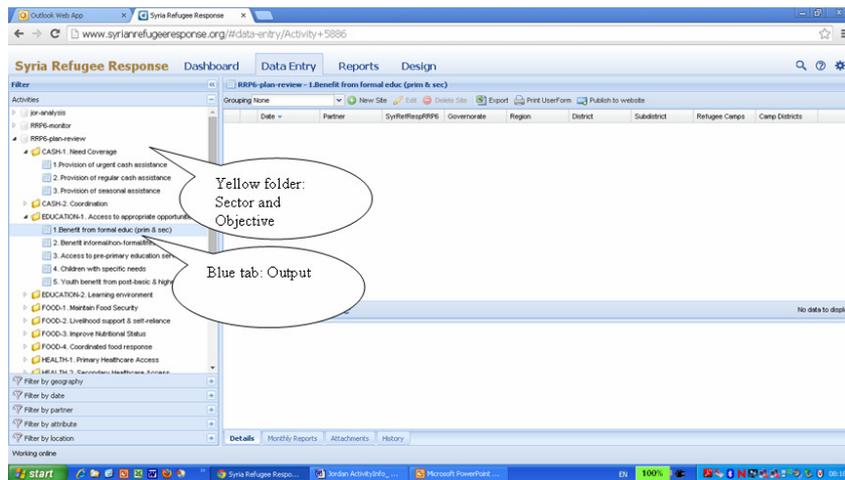




STEP 2: Review Appeal Information

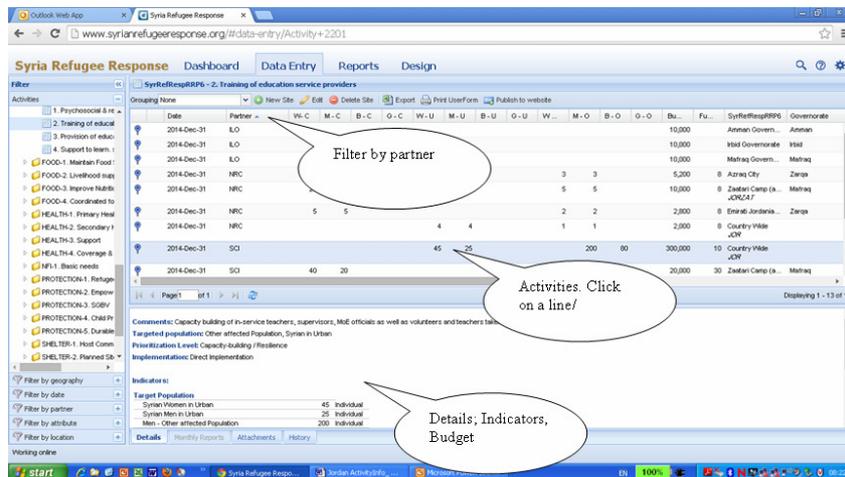
The RRP6-Plan-Review database is a copy of the database completed for the initial RRP6 appeal back in November 2013. With some minor changes, it has the same structure of ‘Sector’; ‘Objective’ and ‘Output’.

These correspond with the yellow folder (Sector/Objective) and blue tabs (output). When clicking on the blue Output tab, all the partner activities that have been recorded for the appeal will appear in the main window.



You can then filter by ‘partner’ to find data entry activities. If you cannot find your activities, or need support, please contact Kaleem Rehman (Rehmank@unhcr.org) or Hawraa Harkous (Harkous@unhcr.org) who can send you a breakdown of your activities under the appeal.

If you click on an activity, the details of the activity appear on the bottom right window, using the ‘Details’ tab. Here you can see a description, location of the activity, indicators, budget and % funded, which reflect information inputted in November 2013.



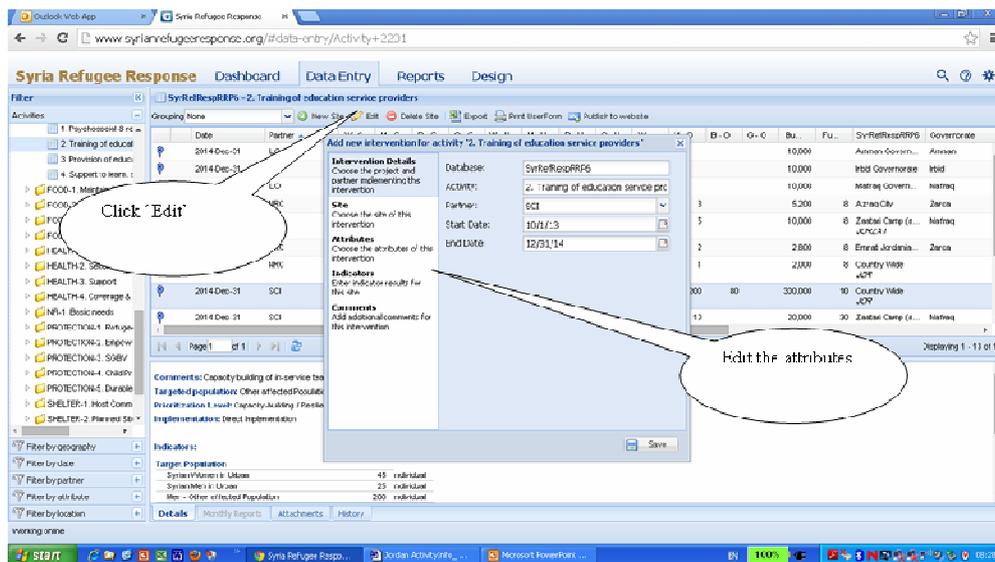
OPTION 1: NO CHANGES



Your activities, budget and indicators are correct. No changes are necessary to your activities, or reductions required (see criteria above).

In this case, continue to check the other activities for your organization. If no changes are required, you have completed the review. Thanks!

OPTION 2: I NEED TO MAKE CHANGES TO EXISTING ACTIVITIES



You can edit:

- **The Location:** 'Click on SITE'
- **Attributes:** Choose the attributes (Target Beneficiary Group; Prioritization Category, Status and Beneficiaries) for this intervention
- **Indicator(s):** Insert age/sex disaggregation (men, women, girls and boys); Budget (including % already funded); Output indicator, with target for this intervention (or activity under RRP6 terminology Enter the indicator result(1 : if partner has implement this indicator and 0: if not)
- **Comments:** Insert a short description of the project (Activity and Deliverables in RRP6 terminology).

For this review, the main areas you should be editing are: 1) Budget; and 2) Indicator. If you are reducing the budget, then logically you should also be reducing the indicator amount. You may also update the '% funded' box, or add more details on the project description in the 'Comments' box.

Once finished, click 'SAVE' in the bottom right hand.

Should you need any support in explaining the different areas, or wish to have a short briefing on database, please contact one of the UNHCR Coordination team above.



OPTION 3: MY ACTIVITY IS BEING MOVED TO THE NRP

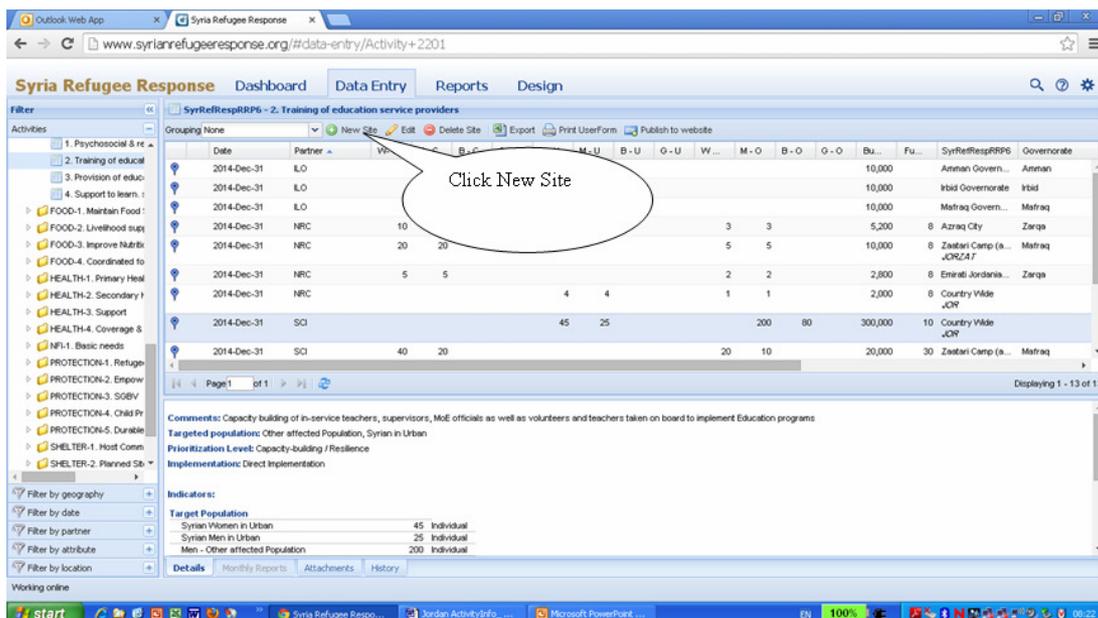
- Follow the procedures for 'Edit' above.
- Write 'NRP' in the Comments box. You may also do this by being in contact with the Coordination team

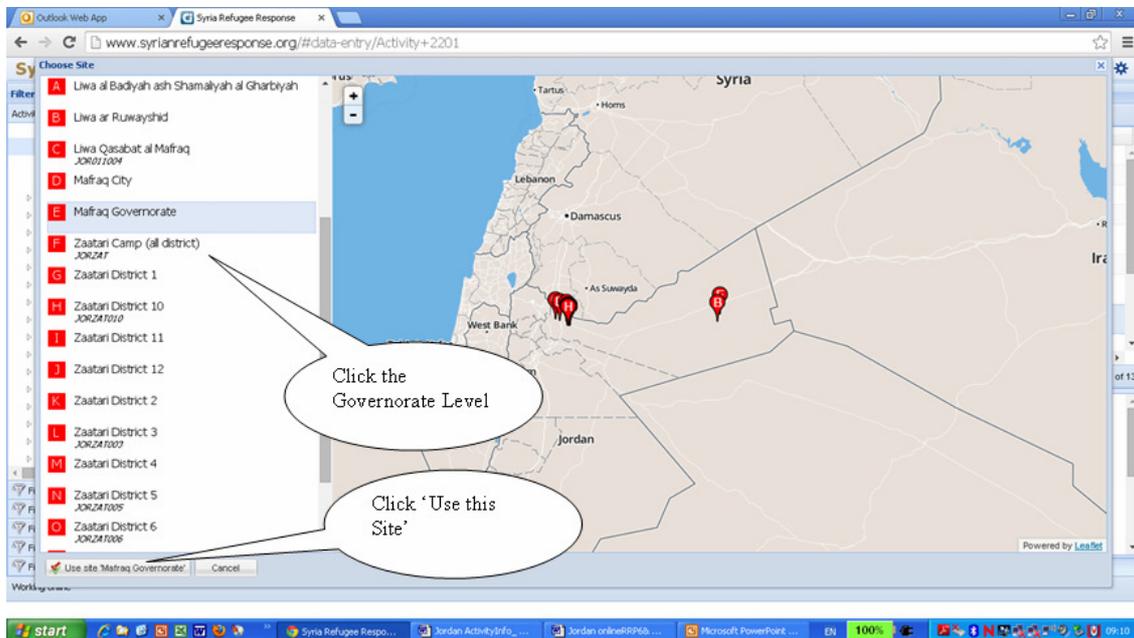
OPTION 4: I NEED TO CREATE A NEW ACTIVITY

NB if you are increasing the budget in a particular sector, you need to get clearance from the Sector Chair in advance.

You will need to create a new activity if:

- You have received funding from a donor for a different activity than you appealed for in November 2013, and need to reconcile your appeal.
- You wish to be more specific about the location of your activities. In the original appeal, partners could mark 'Country wide'. If now you know that your activity is in Irbid and Mafraq, you could create two new activities for Irbid and Mafraq under the same output, and then delete the original activity. You wish to add a new activity
- Select **New Site** to add the following information:
- Choose the Site that the Activity is implemented (for example : **Mafraq**)
- Two types of sites can be selected:
- **Camps (for example: Zaatari):** in Jordan we have three camps: Zaatari, Azraq and EJC (Emirati Jordanian Camp (Murijep al Fhoud))
- **Country, Governorate:** Governorate in Jordan where Refugees and Jordanian population exists.
- Click on **'Use Site'** at bottom of the page





For example, if you Zaatari Refugee Camp in Mafraq Governorate in Health database and with Activity, you will see the following:

- **Intervention Details:** Choose Sector Database, Activity (Output in RRP6 terminology), Start/End Date and partner who implements this intervention.
- **Site:** Choose or Confirm the location (Camp, Governorate etc) of this intervention.
- **Attributes:** Choose the attributes (Target Beneficiary Group; Prioritization Category), Status and Beneficiaries) for this intervention
- **Indicator(s):** Insert age/sex disaggregation (men, women, girls and boys); Budget (including % already funded); Output indicator, with target for this intervention (or activity under RRP6 terminology Enter the indicator result(1 : if partner has implement this indicator and 0: if not)
- **Comments:** Insert a short description of the project (Activity and Deliverables in RRP6 terminology).

Now click **SAVE**. Your intervention is now available for review by the Sector Chair, and you can return to edit it when you wish.

OPTION 5: I NEED TO DELETE AN ACTIVITY

- NB there is no 'undo' button when deleting! However, the Coordination Team does maintain a back-up, in case you need to revert.
- Click on the 'activity', and then 'Delete'



SECTION III: DEFINITIONS

Prioritization

When inputting information on their interventions, sector members are expected to ‘self-assess’ in which prioritization category their intervention fits. This will then be reviewed by the Sector Chair, before final submission for compilation into the RRP6 document.

The prioritization categories relate to the intervention or ‘Activity and Deliverables (in RRP6 terminology) level, rather than the Output level. As a broad guide, UNHCR suggests that the majority of a sector’s projects should be under categories B and C, with a minority of clearly emergency and life-saving interventions under category A.

Life-saving or preventing immediate risk of harm	Preventing deterioration of vulnerabilities	Capacity-building / Resilience
Lack of (physical, social, medical) intervention leads to a life-threatening situation or serious imminent harm	Lack of (physical, social, medical) intervention leads to serious deterioration in wellbeing and/or increased vulnerability, serious long-term negative impact	Lack of (physical, social, medical) intervention leads to increased dependency and limited capacity for increased resilience
Essential to directly preserving the protection space for refugees, including through offsetting a serious deterioration in host community well-being	Essential to improving the protection space for refugees, including through preventing a deterioration in host-community well-being	Building national capacity to maintain/improve the protection space
Essential to ensuring access to protected status, access to basic rights and preventing imminent harm	Essential to promoting access to rights, safeguarding well-being and building up resilience	Critical to building longer-term and sustainable resilience and capacities; strengthening civil society structures
CODE: A (LIFE-SAVING)	CODE: B (PREVENTING DETERIORATION)	CODE: C (CAPACITY / RESILIENCE)

Indirect or Direct Implementation

- Direct: You are making an appeal for funds, and you will be implementing those funds directly (ie you will not be then working through an implementing partner). NGOs appealing will in general use this option.
- Indirect Implementation: You are appealing for funds, and you will then sub-contract with an implementing organization. Some UN agencies will tend to select this option

NB if you are an NGO who is expecting to receive funds from a UN agency, then that UN agency will appeal on your behalf, and mark it as ‘Indirect Implementation’. You should only appeal for funds that you expect to receive directly, and not through other UN agencies who are part of the appeal. Otherwise, there will be double-appeals and an inflation of the overall budget.