JORDAN REFUGEE RESPONSE

ACTIVITY INFO
2015 REPORTING MODULE
STEP BY STEP GUIDE

January 2015
Jordan Inter-Sector Coordination
Produced by UNHCR

Introduction

Activity info is an online database that allows you to store data on defined indicators. It allows humanitarian organizations to access, manage, map and analyze indicators, and thus to monitor humanitarian projects. It was developed to simplify reporting and enable real-time needs identification. It has a very simple interface and has the advantage to geo-locate interventions.

Activityinfo – through the URL syrianrefugeeresponse.org – has been successfully used for the RRP6 2014 Planning, for Monitoring and Reporting against the RRP6, and for planning the inter-agency component of the Regional Refugee and Resilience Plan (3RP) for 2015. Data from Activityinfo was used for the refugee pillar of the JRP Needs Assessment and the main JRP paper.

Reporting on the JRP is managed by the Ministry of Planning and International Cooperation (MOPIC) through the JRP Task Forces, and remains the authoritative source for M&E on the JRP.

Complementary to the JRP structures, and based on agreement by the heads of UN agencies and INGOs at the Inter-Agency Task Force (IATF), in 2015 Activityinfo will continue to be used to monitor achievements of humanitarian organizations programming to the benefit of Syrian refugees in Jordan. The primary purpose is to facilitate day-to-day operational coordination in support of camp and urban coordination structures, and of the seven refugee sectors – Basic Needs, Education, Food Security, Health, Protection, Shelter and Wash – and for partners' own programming decisions.

NB the Activityinfo JOR-2015-Monitor database is primarily for the refugee response, rather than for resilience activities. The latter are under the responsibility of UNDP and separate processes are underway in this regard.

I. START ACTIVITYINFO

To start the program, type the following web address **https://www.syrianrefugeeresponse.org/**

You can log-in by clicking **Log In.**

You must first submit a request for invitation to access the database. If you do not have a username and password, please email the **UNHCR Coordination Team**, or through your **Sector Chair.**

Contacts for Log-ins or to access the new database with your existing log-in:

Maya Logo, Associate Coordination Officer, Logo@unhcr.org (Protection and Education)
Angeliki Panagoulia, Associate Coordination Officer, panagoul@unhcr.org (NFIs and Cash)
Alex Tyler, Snr Inter-Agency Coordinator, tyler@unhcr.org (Shelter and WASH)
Kaleem ur Rehman, rehmank@unhcr.org (Food Security and Health)

An invitation will then be sent to you, and then you can create your password. In general, the system works best on Google Chrome.

When you are connected, you will have the following view:

II.   FUNCTIONS OF ACTIVITY INFO
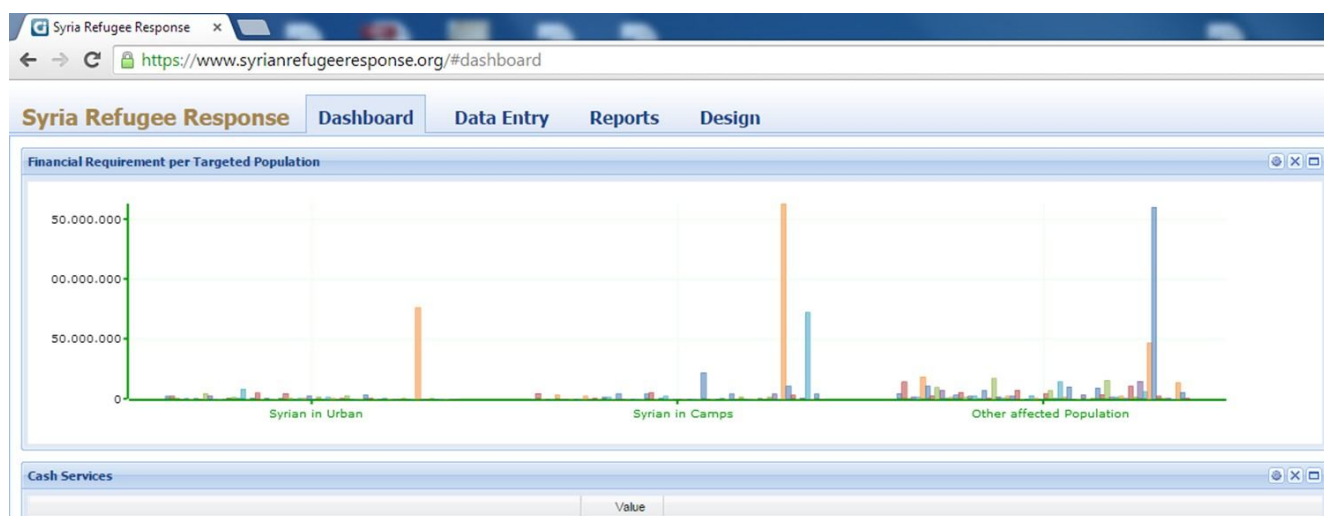
ActivityInfo has four main functions:

-   Dashboard
-   Data Entry
-   Generate Reports (charts, maps, pivot tables and custom reports)
-   Design database

This guide will focus on the Data Entry tab. The other functions concern the design phase of the database which have already been implemented. A separate document will be developed on Reports.

III.   DATA ENTRY TAB

Reporting against 2015 indicators should be made by partners once a month – by the **8th of each month** covering the achievements of the month before. This will be validated by Sector chairs, including by going

checking the data reported by partners for errors and accuracy. The UNHCR Coordination team will then generate a series of products, including tracking of monthly achievements and 4ws, at national and sub-national levels.

The indicators and structure used in Activityinfo reflects that agreed by each sector in preparation for 2015 planning. For a breakdown of the hierarchy of objectives, outputs and indicators, please see the Annex.

All indicators have been structured under their relevant sectors, by Objective and Output. Each Output has a unique set of indicators. If an organization is working on more than one sector, objective or output, reporting should be made **separately** under all of these activity tabs (i.e. indicators).

Once logged in, click on the DATA ENTRY tab. From this point on, every time you need to report, please always click on 'JOR-2015-Monitor' database on the left side of your screen.

IMPORTANT:
- If your organization is reporting on more than one activity, you will be required to enter data multiple times.
- Reporting is geo-located, so if your activity has been in multiple governorates/districts under the same sector/objective/output, you will need to enter multiple times. For the camps, e.g. Zaatari, reporting can either be at 'camp' or 'district' level, of which Zaatari has 12 districts.
- You should report on activities you have implemented, including for those appealed for a UN agency or another NGO under the original 3RP appeal database (see JOR-3RP-Plan database, or for the visualization: http://data.unhcr.org/jordan/3rp/. Exceptions can be made, based on agreement between the appealing and implementing partners, and may be necessary when the partner is a government entity. The main purpose is to give sufficient visibility to partners for the work they have done, and to prevent double reporting.
- You should fill your activities in the same hierarchy of Sector, Objective, Output, under which they were recorded under the JOR-3RP-Plan.

To begin entering data, click on **Data Entry.** Then click on **JOR-2015-Monitor** to access the different sectors.

The next level (yellow folders) corresponds with the 2015 Sectors by Objective.

The next level (blue boxes) correspond with 2015 Outputs, under each Objective and Sector

To enter your activities against this Sector, Objective and Output, click on **New Submission**
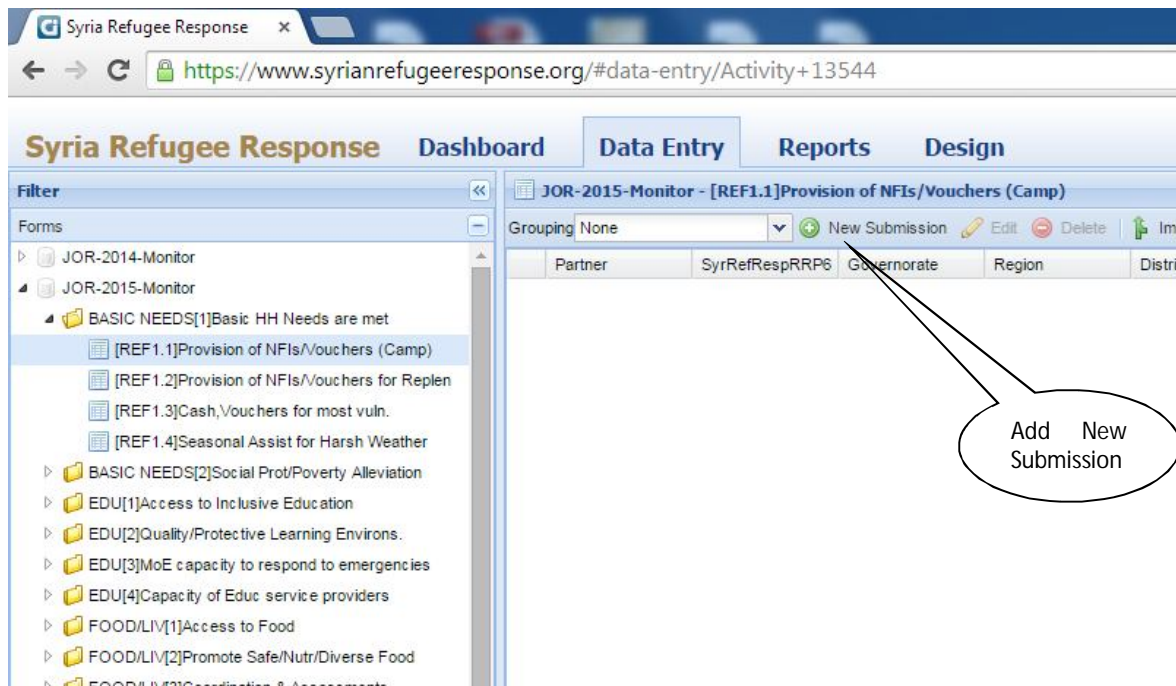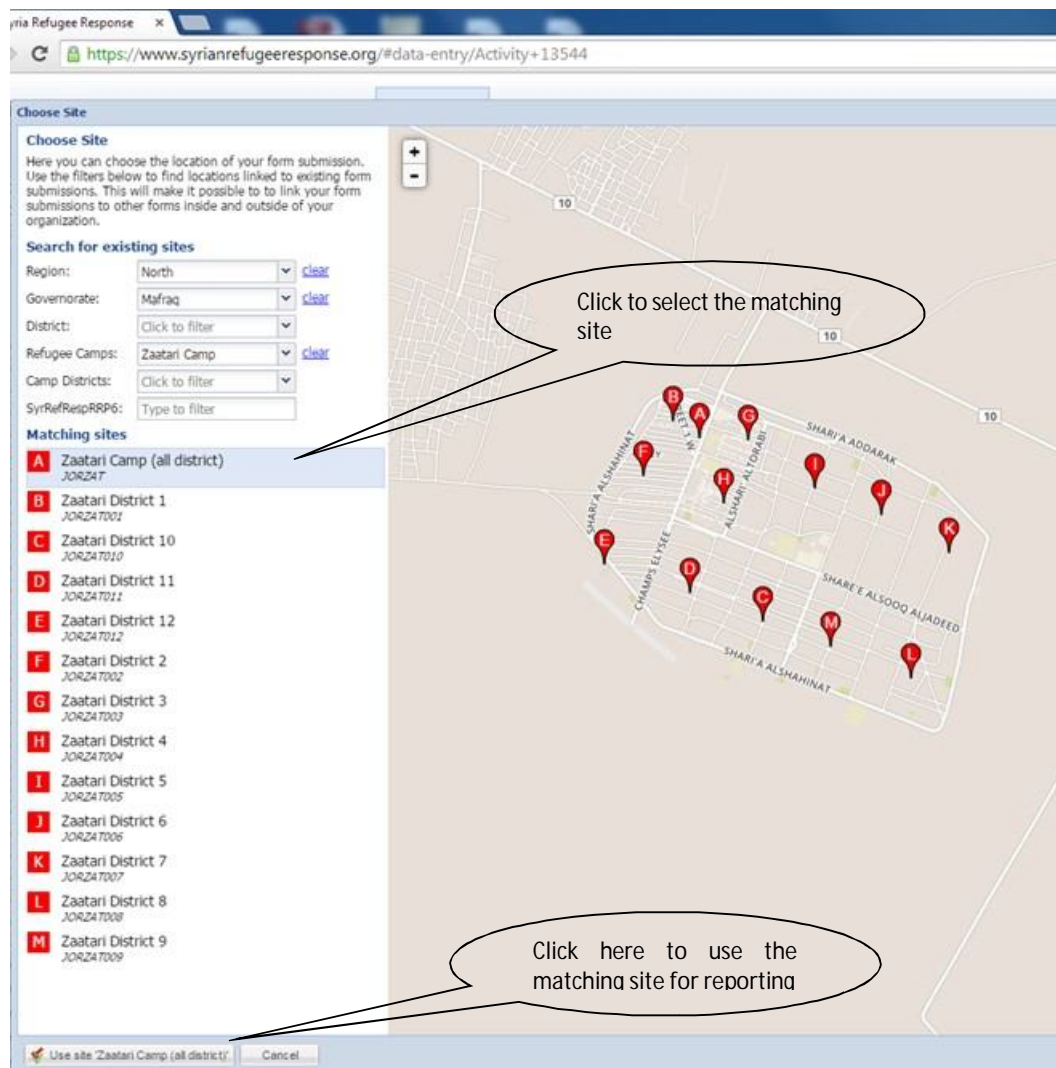

After clicking on **New Submission** the following window will be prompted:
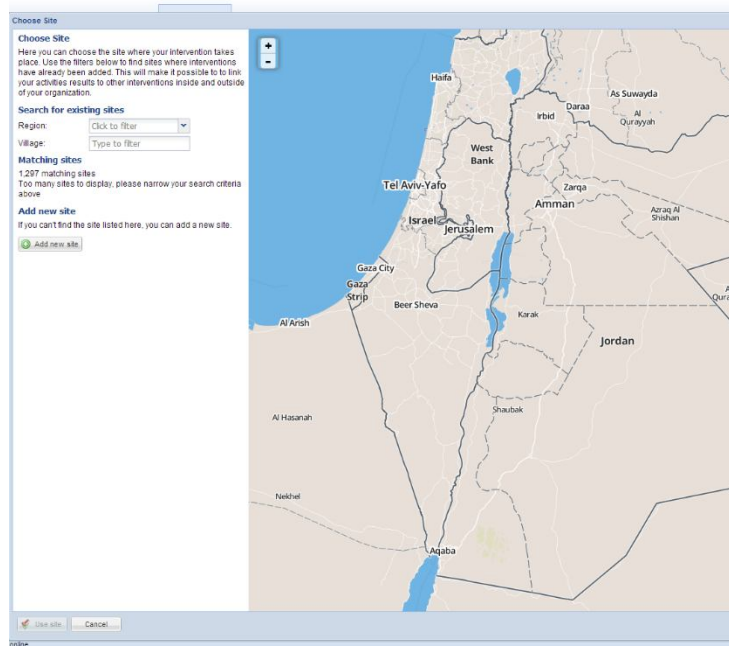
Select the **Region of Jordan** (North, South, Central), then **Governorate**.

For Camps, after Region of Jordan, select the **camp name (e.g. Zaatari),** and then the **sub-division** (one of 12 districts, in the case of Zaatari). There is an option for **Zaatari camp (all district).**

After selecting the matching site click on **Use Site 'xxxx'** on the bottom left of the screen to proceed. Reporting should be at a minimum at Governorate level for urban interventions. For Camps, camp level when a general intervention that benefits the whole camp. However, please do specify the district (Zaatari) or village (Azraq) where known. This may mean you need to create several sites for the camps at the district/village level.

After that, you will have access to a window seeking information on the name of the reporting organization followed by some attributes.

Click on the site tab to check if the site selected is correct

Note that the Latitude and Longitude fields are empty since there was no entry at the point level

Then click on "Attributes" Tab. The tab defines additional information required for the reporting of activities.

The '**Location Type'** attribute is to define further any location specific characteristics, and to allow for filtering by attribute in reports. Options include: **Camp, Informal Tented Settlement, Other.**

The **'3RP Implementation Type'** has three options: 1*. Direct Appeal; 2. Indirect Appeal; 3. Appeal Outside of 3RP*. This is to prevent double reporting if an appeal was made by a UN agency, but it was implemented by a different organization, and to give proper visibility to NGOs who are partnering with UN agencies.

1. Direct Appeal: Select if your organization both appealed for funds for this activity under the 3RP, and has implemented the activities directly. Under '**3RP Appeal Through',** select '**None**'.

2. Indirect Appeal: Select if your organization implemented activities on behalf of or in partnership with another organization which made the original appeal under the 3RP. E.g. UNHCR appealed for the activity, but the activity was implemented by another INGO. Then that INGO would report, but select indirect appeal. Under '**3RP Appeal Through',** select '**the name of organization who made the original appeal'.**

3. Appeal Outside of the 3RP: This is to allow for activities to be recorded by partners who did not appeal under the 3RP, or who have since shifted funds between sectors. Under '**3RP Appeal Through' ,** select '**None – Funds Directly from Donors'**

The final attribute **"4 – Allocation according to 3RP",** is to allow some flexibility for partners who have received funds from donors under e.g. Health, but have agreed to re-allocate to e.g. CASH. In this case, they would put **"Allocation according to 3RP – No".** If the activity is in exactly the same objective/output as was planned in the original 3RP appeal, then put **"Yes".**

Partners who have received funds outside of the 3RP or new partners should also select **"No".**

The last selection is the '**Comments**' tabs, which partners can input in any relevant important details of the site-activity.

At a minimum, this should include a one or two line description of the activity "Provision of urgent case assistance to vulnerable Syrian refugee men and women". You can include much more details. **Please note that it will help donors and other actors who will view the reporting to have more information, should it be available.** You could also include a project title, for instance.

NB: If you notice that you made a mistake while filling the database, select the affected record or row and then click EDIT to correct the mistake or delete.

After that to proceed click on '**Save'** at the bottom of the tab. This will create the site with the relevant attributes and details on move to the main entry page, the created site will appear as a row see figure 12.

IMPORTANT: All of the indicators are monthly indicators, thus creating a site and adding attributes is **made once**. For example a partner would create the location where their project is implemented once and then update the numbers on a monthly basis

Saving the site will create this record on the data Entry Tab.

The Attributes of the site will appear here

Monthly Reporting Tab

Uploading Attachment Tab

Click on '**Monthly Reports**' Tab to access the indicator and reporting table

Reporting Indicators by Month

Input Monthly Net values here

Save after inputting the values

The monthly reporting tab is where data is entered on indicators at site level. The indicators are prefilled to match the outputs, objectives, and sectors agreed in the 3RP planning process. NB some sectors are 'proxy indicators' and may not match perfectly your activity. For guidance, please discuss with your sector chair and /or the UNHCR Coordination Team.

The indicators are disaggregated by Men, Women, Girls and Boys, and by Syrians in Camp, Syrians in Urban and Other Affected Population. Other Affected Population corresponds with Jordanian Host Communities, but could also include e.g. Iraqi refugees.

IMPORTANT: How figures are reported between months, will depend on the indicator. By default, the reports system in Activityinfo 'adds up' or 'sums' indicators between months. This means that some indicators could be over-reported. Some examples where this could be problematic:

- If 12 trainings are conducted in January, and only 6 in February, then for January mark '12' and for February mark '6'
- If beneficiaries of medical or psycho-social support receive a service over January, February and March, then they should continue to be reported as receiving that service in each month.

Ultimately the sector will have to decide how to report on each sector, and this should be consistently applied for that indicator. Please contact your sector chair for any guidance.

After inputting the indicators values for that particular month and site, press '**Save'** on the tab. Note that you have to press Save every time you update your figures.

There are two additional tabs on the below ribbon. "Attachments" and "History" the former is to upload any supporting document at that site level and the latter keeps a history of who edited what and when

IMPORTANT: If you are continuing an activity from 2014, and would like the Site imported from JOR-RRP6-Monitor to JOR-2015-Monitor, please contact Kaleem ur Rehman, Associate Inter-Sector Coordinator, rehmank@unhcr.org. This would allow you to avoid creating new sites, and would maintain your data from 2014 in the 2015 module.

For further queries on log-ins, how to use ActivityInfo, or technical support on inputting, please contact the UNHCR Co-ordination Team:

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