



**UNHCR**  
The UN Refugee Agency  
مفوضية الأمم المتحدة لشؤون اللاجئين

# Jordan Online Activities Monitoring

<http://www.syrianrefugeeresponse.org>

1 February 2015

**ActivityInfo training to Partner**

# Before we start



- LOG IN to Internet (Password on the board)
- Do you have a LOG-IN to **ActivityInfo**?  
-> If not, please ask for your access (end of the room)
- Check your email and follow the instructions received
- Do you have Google-Chrome (preferred), Firefox or Safari?
- Please have you computer ready in stand-by

# Plan for today



1. Overview on ActivityInfo
2. Roles and responsibilities
3. Data entry & report generation exercises

# Challenges



1. Different formats (Excel, Word..) and models
2. Difficulties to consolidate
3. Different taxonomies
4. Different location level and names

# Overview



Online database that allows humanitarian organizations to:

- ✓ Store data on defined indicators
- ✓ Geo-locate intervention locations
- ✓ Access, manage, map and analyze indicators
- ✓ Monitor humanitarian projects
- ✓ Detect possible duplications

A simple interface developed to simplify reporting

# ActivityInfo?

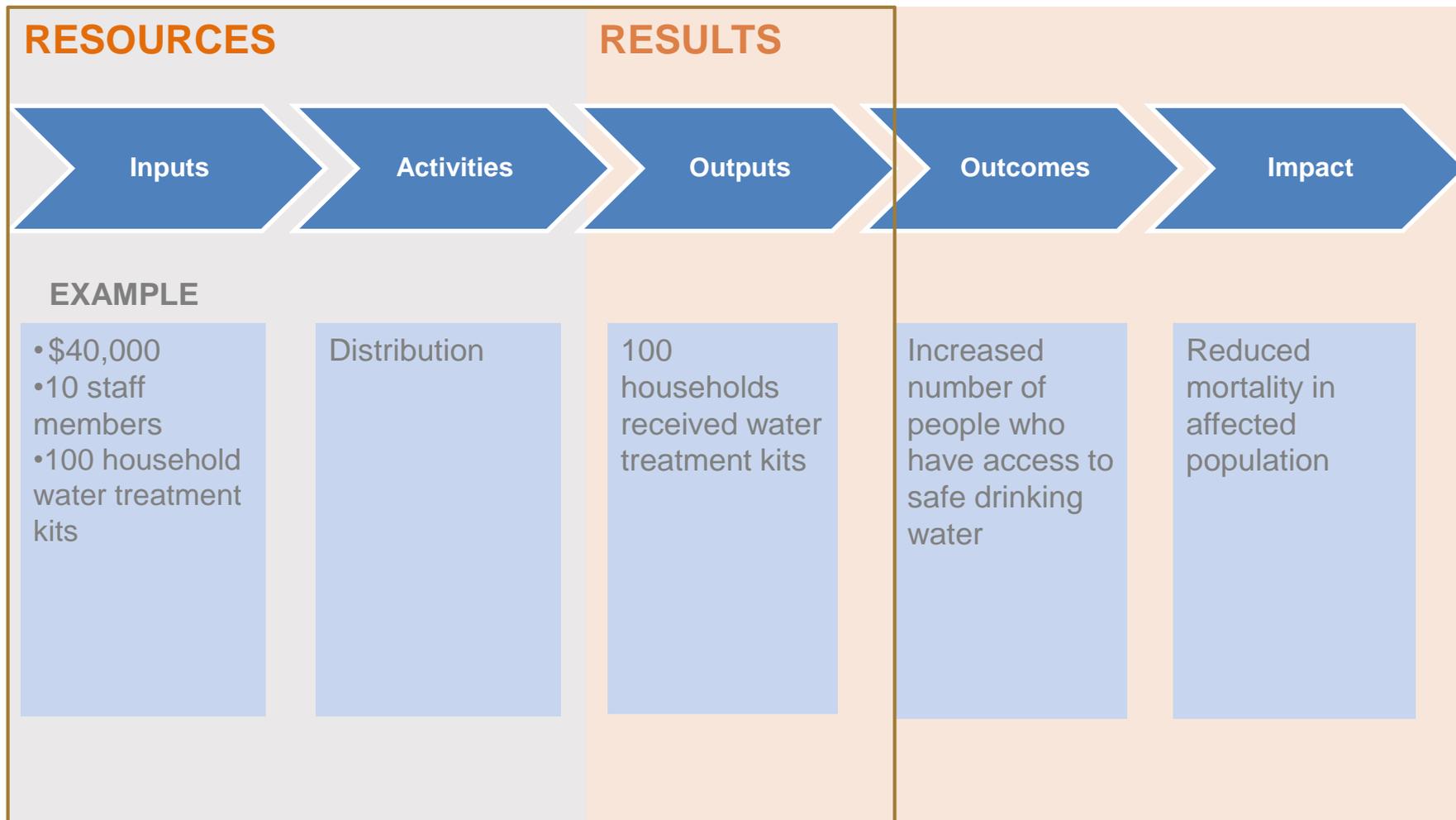
- 1. Who?** All partners responding to the crisis
- 2. What?** System for mapping, reporting, analysis of response
- 3. Where?** Online & offline
- 4. Why?** Reduce and harmonize reporting lines and collection
- 5. When?** Monthly data entry and regular reporting deadlines!

# Use Case

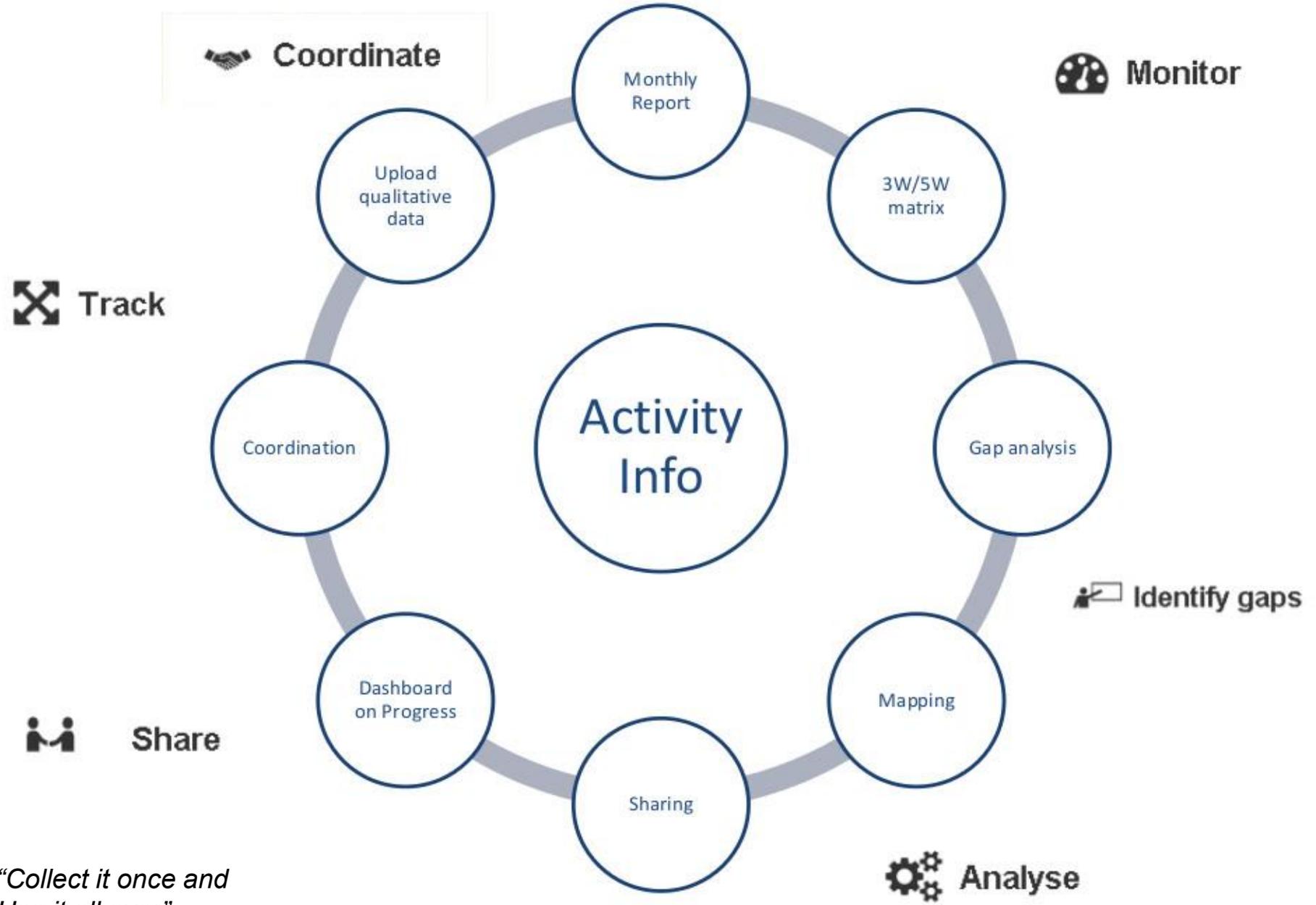
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- Refugee Response Plan (RRP) preparation
- Refugee Response plan Monitoring
- Services Mapping

# Results Chain



# One-Stop Shop!



*“Collect it once and Use it all over”*

# Roles and Responsibilities

## Information Management

Maintain the System

Configure sector lead access

Review reports template

Extract information for portal

### Sector Lead

Identify Activities & Indicators

Give access to partners

Review and Monitor

### Partners

Enters Activities & Indicators

Review & Monitor

Generate reports

# Predefined Taxonomy

The screenshot displays the 'Syria Refugee Response' data entry system. The main navigation bar includes 'Dashboard', 'Data Entry', 'Reports', and 'Design'. The current view is 'Data Entry' for the form 'JOR-2015-Monitor - [REF1.1] Provision of NFIs/Vouchers (Camp)'. The interface features a left-hand 'Filter' sidebar with a tree view of predefined taxonomy categories, including 'BASIC NEEDS', 'EDU', 'FOOD/LIV', 'HLTH', 'MUNICIPAL', 'PROT', and 'SHLT'. The main content area shows a table with columns for Partner, SyrRefRespRRP6, Governorate, Region, District, Subdistrict, Refugee Camps, and Camp Districts. A single record is visible for UNHCR at the Zaatari Camp in Mafraq, North region, Badiah Shamalk... district, and Al Khakiyah subdistrict. Below the table, there is a 'Comments' section with text: 'Assistance to Syrian refugees with cash programming in Mafraq. 2-3RP Implementation Type: Direct appeal 4-Allocation according to 3RP: Yes 3-3RP appeal through: None - Fund direct from Donors 1-Location type: Other'. The bottom of the interface includes a 'Working online' status and a set of tabs for 'Details', 'Monthly Reports', 'Attachments', and 'History'.

Syria Refugee Response Dashboard Data Entry Reports Design

Filter

Forms

- JOR-2014-Monitor
- JOR-2015-Monitor
  - BASIC NEEDS[1]Basic HH Needs are met
    - [REF1.1]Provision of NFIs/Vouchers (Camp)
    - [REF1.2]Provision of NFIs/Vouchers for Replen
    - [REF1.3]Cash,Vouchers for most vuln.
    - [REF1.4]Seasonal Assist for Harsh Weather
  - BASIC NEEDS[2]Social Prot/Poverty Alleviation
  - EDU[1]Access to Inclusive Education
  - EDU[2]Quality/Protective Learning Environ.
  - EDU[3]MoE capacity to respond to emergencies
  - EDU[4]Capacity of Educ service providers
  - FOOD/LIV[1]Access to Food
  - FOOD/LIV[2]Promote Safe/Nutr/Diverse Food
  - FOOD/LIV[3]Coordination & Assessments
  - FOOD/LIV[4]Job Opportunities for vulnerable
  - FOOD/LIV[5]Local economies revived
  - FOOD/LIV[6]Pastoral Livelihoods
  - HLTH[1]Primary Health Care
  - HLTH[2]Secondary/Tertiary Care
  - HLTH[3]Integrated Community Interventions
  - HLTH[4]Nat. Health System Capacity
  - MUNICIPAL[1]Improved Municipal service delivery
  - MUNICIPAL[2]Socio-econ. changes and priorities
  - MUNICIPAL[3]Strengthen local governance systems
  - MUNICIPAL[4]Efficient Transpt System
  - MUNICIPAL[5]Improve Road Network Capacity
  - PROT[1]Refugee Rights Respected
  - PROT[2]Community Empowered: Services to Vuln
  - PROT[3]SGBV/Prevention & Response
  - PROT[4]Child Protection
  - PROT[5]National Protection Systems
  - PROT[6]Justice (Resilience)
  - SHLT[1]Camps Adequate Shelter & Services
  - SHLT[2]Urban/Rural Adequate Shelter

Filter by geography +

Filter by date +

Filter by partner +

Filter by attribute +

Filter by location +

Working online

JOR-2015-Monitor - [REF1.1]Provision of NFIs/Vouchers (Camp)

Grouping None

New Submission Edit Delete Import Export Print UserForm Publish to website

Partner	SyrRefRespRRP6	Governorate	Region	District	Subdistrict	Refugee Camps	Camp Districts
UNHCR	Zaatari Camp (... JORZAT	Mafraq	North	Badiah Shamalk...	Al Khakiyah	Zaatari Camp	

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Comments: Assistance to Syrian refugees with cash programming in Mafraq.  
2-3RP Implementation Type: Direct appeal  
4-Allocation according to 3RP: Yes  
3-3RP appeal through: None - Fund direct from Donors  
1-Location type: Other

Details Monthly Reports Attachments History

# Reporting process



Define your sites/zone of intervention only once

If you operate in multiple locations, create different sites

Report your indicators for each of those sites every month...

# GIS linked data entry

The screenshot displays a GIS application interface. On the left, a list of sites is shown, each with a red letter icon and a description. The sites are:

- C** Cyber City Refugee Center
- D** Irbid City
- E** Irbid Governorate  
*JOR007*
- F** King Abdullah Park Refugee Center  
*KAP*
- G** Kitim  
*JOR007001009*
- H** Liwa al Aghwar ash Shamaliyah  
*JOR007001*
- I** Liwa al Kurah  
*JOR007002*
- J** Liwa al Mazar ash Shamali  
*JOR007003*
- K** Liwa al Wasatiyah  
*JOR007004*
- L** Liwa ar Ramtha  
*JOR007009*
- M** Liwa at Tayyibah  
*JOR007005*
- N** Liwa Bani Kinanah  
*JOR007006*
- O** Liwa Bani Ubayid  
*JOR007007*
- P** Liwa Qasabah Al-Turrah

The main map area shows a geographical view of Jordan with various locations labeled, including Tiberias, Nazareth, Afula, Jenin, Irbid, Daraa, and Mafrq. Red letter markers (A through S) are placed on the map, corresponding to the sites listed on the left. A 'Choose Site' dialog box is open, showing the list of sites and buttons for 'Use site' and 'Cancel'. The map is powered by Leaflet.

# Enter Activities Attributes

Add new entry for form '[REF1.1]Provision of NFIs/Vouchers (Camp)'

<b>Intervention Details</b> Choose the project and partner implementing this intervention	1-Location type: Other
<b>Site</b> Choose the location linked to this form submission	2-3RP Implementation Type: Direct appeal
<b>Attributes</b> Choose the attributes of this form submission	3-3RP appeal through: None - Fund direct from Donors
<b>Comments</b> Add additional comments for this form submission	4-Allocation according to 3RP: Yes

Save

Add new entry for form '[REF1.1]Provision of NFIs/Vouchers (Camp)'

<b>Intervention Details</b> Choose the project and partner implementing this intervention	1-Location type:
<b>Site</b> Choose the location linked to this form submission	2-3RP Implementation Type:
<b>Attributes</b> Choose the attributes of this form submission	3-3RP appeal through:
<b>Comments</b> Add additional comments for this form submission	4-Allocation according to 3RP: Yes

Save

# Enter indicators

Syria Refugee Response

https://www.syrianrefugeerresponse.org/#data-entry/Activity+13544

Syria Refugee Response Dashboard Data Entry Reports Design

JOR-2015-Monitor - [REF1.1]Provision of NFIs/Vouchers (Camp)

Grouping: None | New Submission | Edit | Delete | Import | Export | Print UserForm | Publish to website

Partner	SyrRefRespRRPE	Governorate	Region	District	Subdistrict	Refugee Camps	Camp Districts
UNHCR	Zaatari Camp (...)	Mahaq	North	Badah Shama (...)	Al Khaktyah	Zaatari Camp	

Filter

- JOR-2014-Monitor
- JOR-2015-Monitor
  - BASIC NEEDS[1]Basic HH Needs are met
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Filter by geography | Filter by date | Filter by partner | Filter by attribute | Filter by location

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Monthly Reports

Save: Month: Jan 2015

Indicators	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15
# of individuals in FHH receiving HH items (disaggregated by WGBM)	900,900				
Camps Syrian Boys (Age 0-17)					
Camps Syrian Girls (Age 0-17)					
Camps Syrian Men (Age 18 and above)					
Camps Syrian Women (Age 18 and above)					
# of individuals in MHH receiving HH items (disaggregated by WGBM)					
Camps Syrian Boys (Age 0-17)					
Camps Syrian Girls (Age 0-17)					
Camps Syrian Men (Age 18 and above)					

Details | Monthly Reports | Attachments | History

# Monitoring?

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- Monthly report against set indicators  
– NET ACHIEVEMENTS!!!
- Geo-coded (minimum at district level)
- By type of location (Camp, ITS, Urban Area)

# Net Achievement?

Consult sector lead!

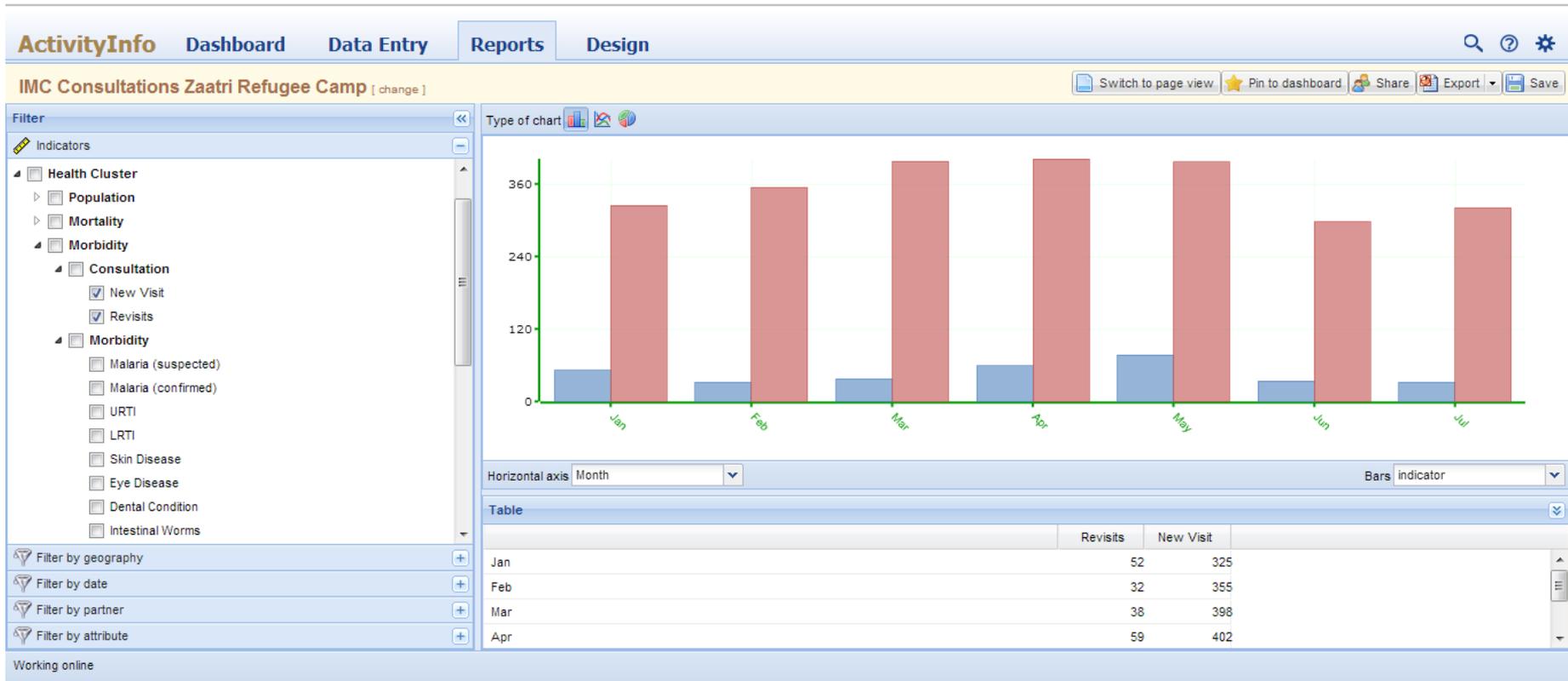
- Every month report against the indicator
- ONLY for new # reached in the previous month!!

Example # of Children assisted in school

Month	# Assisted	# reported
Jan	2000	2000
Feb	2050	50
Mar	1800	0

Activity  
Info is an  
aggregator  
of data!!!

# User defined report generation



# Multiple levels of access

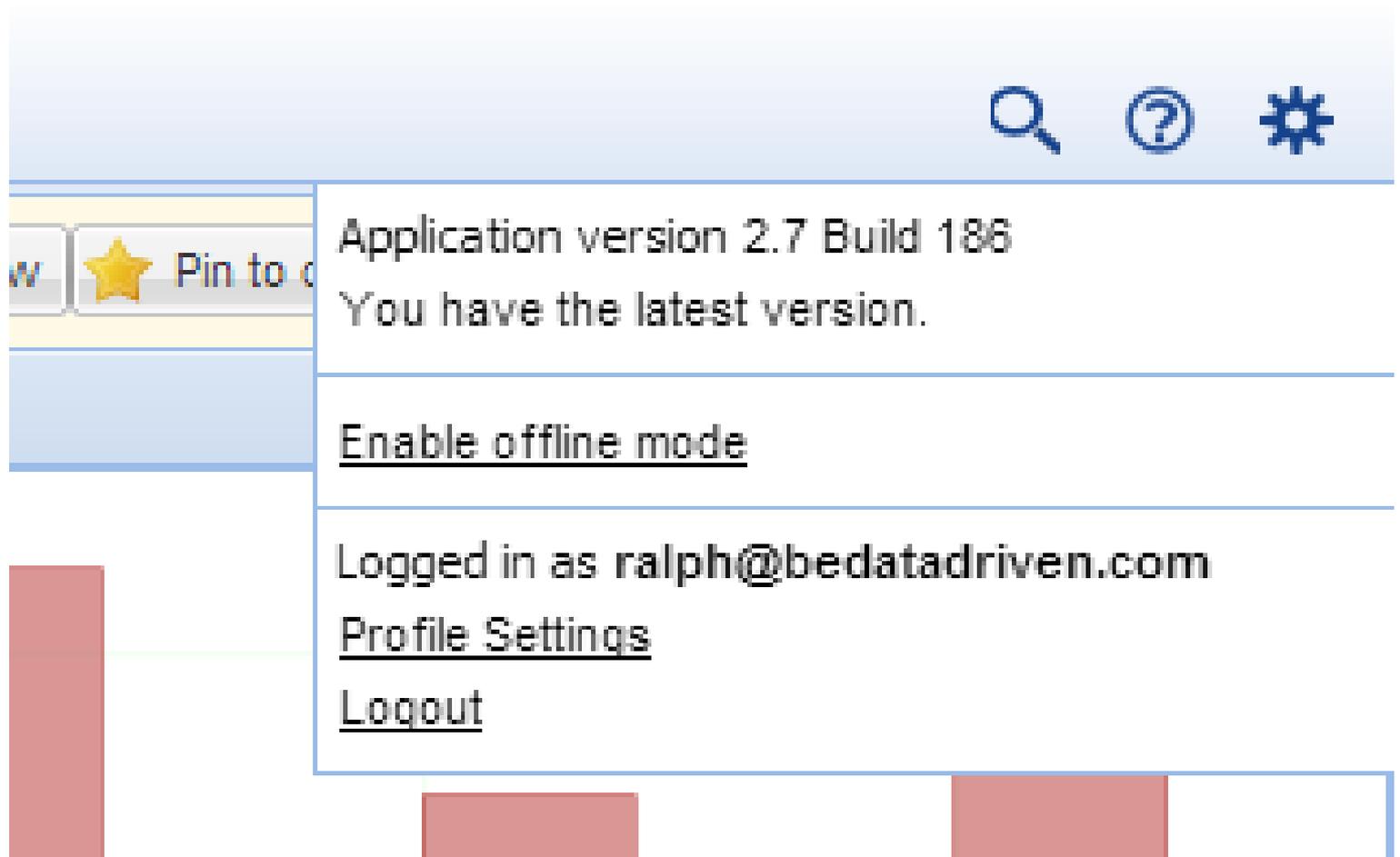
Dashboard Data Entry Reports **Design**

Users

Save Add User Delete Export Copy addresses to clipboard

Name	Partner	View	Edit	View All	Edit All	Manage users	Manage all users	Design
Mercedes Alban	UNHCR	<input checked="" type="checkbox"/>						
Joseph Kanani	UNHCR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lucille de la Tour	SCI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Martin Feeman	IMC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
George Wanyama	IMC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jehad Saad	ICRC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
John O'Brien	CONCERN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Offline mode



The screenshot shows a web application interface. At the top right, there are three icons: a magnifying glass (search), a question mark (help), and a gear (settings). Below these icons, there is a yellow bar containing a star icon and the text "Pin to c". To the right of this bar, the text "Application version 2.7 Build 186" and "You have the latest version." is displayed. Below this, there is a blue bar containing the text "Enable offline mode". At the bottom, there is a red bar containing the text "Logged in as ralph@bedatadriven.com", "Profile Settings", and "Logout".

Application version 2.7 Build 186  
You have the latest version.

Enable offline mode

Logged in as ralph@bedatadriven.com  
Profile Settings  
Logout

# Hands-on Session



- Data entry
- Create Reports
- Raise questions!!

# Thank You!

# شكرا

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Kaleem ur Rehman, *Inter-Sector Coordinator*, [rehmank@unhcr.org](mailto:rehmank@unhcr.org) (**Food Security and Health**)

Edouard Legoupil, *Information Management Officer*, [legoupil@unhcr.org](mailto:legoupil@unhcr.org) (**System Configuration**)