



# ACTIVITY INFO REPORTING MODULE STEP BY STEP GUIDE (SHORT VERSION)

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*This document details the steps required for all RRP partner reporting focal points to follow to be able to gain access to the ActivityInfo database and report on indicators and activities. For any clarification, please contact the UNHCR IM Unit ([ugakaimug@unhcr.org](mailto:ugakaimug@unhcr.org))*

## I. Introduction

An enhanced results framework has been established to track the performance of the RRP against indicators and to ensure progress against the targets set by partners at the start of the planning process. The ultimate goal of deploying a robust tracking framework is ensuring transparency and accountability, avoiding duplications and re-adjusting the response when inefficiencies and gaps are identified.

Sector Co-leads, UNHCR and OPM will regularly reach out to RRP partners to gather information and data for RRP progress reports, including through sector activity tracking. Systematic progress reporting against the indicators from the RRP results framework selected by the sector leads will be a requirement for all RRP partners (including implementing partners of UN agencies).

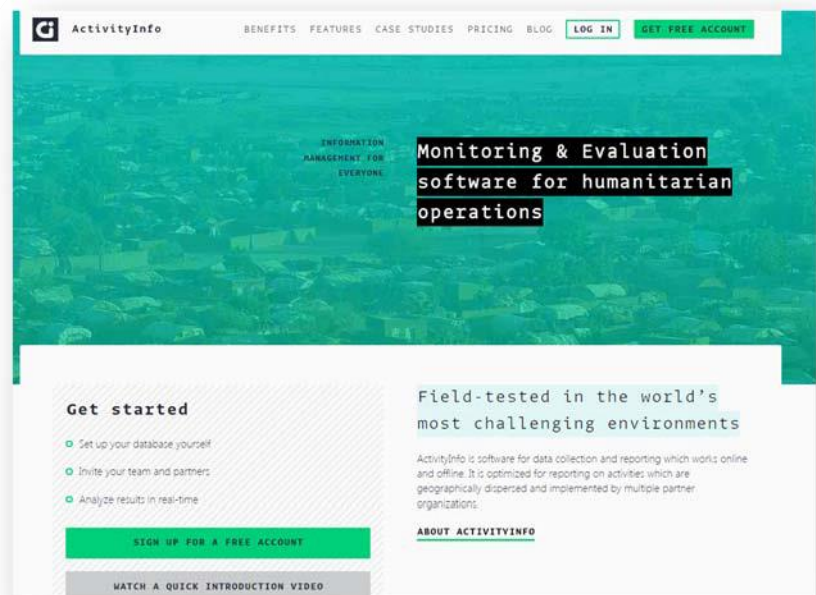
ActivityInfo is open-source software for data collection and reporting which works both online and offline. It is optimised for reporting on activities that are geographically dispersed and implemented by multiple partner organisations. The software has been used to track activities implemented by humanitarian partners working in the Syria crisis since 2014 and is offered as a service by BeDataDriven. UNHCR will provide access to this software for all partners in the response.

## II. Start ActivityInfo

To start the program, type the following web address:

<https://v4.activityinfo.org>

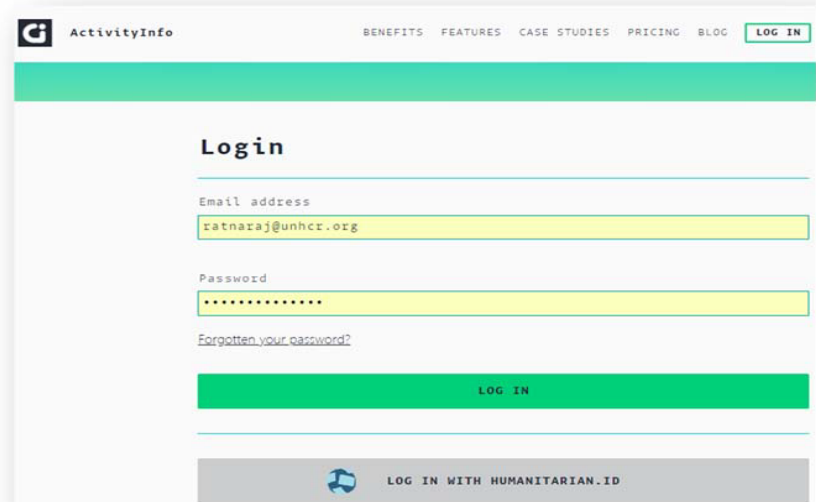
In general, the system works best on Google Chrome (issues have been reported with Microsoft Edge).



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

- If you do not have a username and password, please send an email to the relevant sector IM focal point (see Table 1 below).

An invitation will then be sent to you, after which you can create your password.



### III. Data entry

#### 0. You will need the relevant sector log frame for reference (steps highlighted in yellow)

##### 1. Select the “UGA RRP 2019-2020” database

##### 2. Select the relevant folder for the sector you are reporting on

There are three folders types (not all sectors have all three):

- SECTOR NAME (Partners): This is for regular reporting on indicators and activities by partners
- SECTOR NAME (Partners – Planned): This is only for reporting on planned activities by partners
- SECTOR NAME (Sector leads): This is only for reporting on RRP indicators by sector leads

##### 3. Select the relevant form for the objective you are reporting on

➤ Please refer to the relevant sector log frame to see which indicator or activity falls under which objective.

- The first pair of three letters indicates the reporting level (e.g.: SET for settlement level, DIS for district level or SCH for school level).
- The second pair of three letters indicates the reporting frequency (e.g.: MON for monthly, QUA for quarterly or TER for termly).
- For an overview of sector co-leads as well as reporting arrangements by sector, please see Table 2 and 3 on the next pages.

##### 4. Select “New record” to add a new location

In order to add a new location for your indicator or activity, click on “New record”.

##### 5. Complete the form record

- Location type examples: settlement, collection point, entry point, reception centre or transit centre
- The type of location can be specific to a sector or intervention (e.g.: schools for Education, or sub-counties for host community interventions).

##### 6. Add a sub-form record

Click on “New record” for the relevant sub-form.

➤ See the relevant sector log frame in order to know which indicator and/or activity falls under which sub form.

- Sub forms are proceeded by the type of indicators and/or activities included:
  - RRP: These are RRP indicators that partners are asked to report on directly
  - RRP/5W: These are activities feeding in to RRP indicators
  - 5W: These are activities that are not directly linked to RRP indicators but key to the sector

##### 7. Complete the sub-form record

- Reporting can be done by month, quarter or term, depending on the indicator or activity. The indicator or activity value reported should be the total for a given period (i.e. non-cumulative).
- Click “Save record” when done, you will be taken back to the previous form.

**Table 1: Sector IM focal points**

No	Sector/TWG	IM Focal Point	Contact details
1	Protection (incl. Child Protection & SGBV)	Bo Hurkmans (UNHCR)	<a href="mailto:hurkmans@unhcr.org">hurkmans@unhcr.org</a> +256 783 590 374
2	Livelihoods and Resilience	John Mbabazi (FAO)	<a href="mailto:John.Mbabazi@fao.org">John.Mbabazi@fao.org</a> +256 702 962 656 +256 776 962 656
3	Education	Hillary Mumbere (UNHCR)	<a href="mailto:mumbere@unhcr.org">mumbere@unhcr.org</a> +256 780 139 115
4	Shelter, Settlement and NFIs	Bo Hurkmans (UNHCR)	<a href="mailto:hurkmans@unhcr.org">hurkmans@unhcr.org</a> +256 783 590 374
5	WASH	Charles Matovu (UNHCR)	<a href="mailto:matovuc@unhcr.org">matovuc@unhcr.org</a> +256 789 483 714
6	Food Assistance	Dennis Tumusiime (WFP)	<a href="mailto:dennis.tumusiime@wfp.org">dennis.tumusiime@wfp.org</a> +256 772 992 111 +256 701 992 111
7	Health and Nutrition	Emmanuel Omwony (UNHCR)	<a href="mailto:omwonyi@unhcr.org">omwonyi@unhcr.org</a> +256 783 354 172
8	Environment & Energy	Hillary Mumbere (UNHCR)	<a href="mailto:mumbere@unhcr.org">mumbere@unhcr.org</a> +256 780 139 115
9	CBI	Stephen Adeun (UNHCR)	<a href="mailto:adeun@unhcr.org">adeun@unhcr.org</a> +256 771 898 932

**Table 2: Sector leads and co-leads**

No	Sector/TWG	Sector lead & co-lead	Contact details
1	Protection	Douglas Asiimwe (OPM) Margaret Atieno (UNHCR)	<a href="mailto:asiimwedw@yahoo.com">asiimwedw@yahoo.com</a> <a href="mailto:atienom@unhcr.org">atienom@unhcr.org</a>
1.1	Child Protection	Gaele Chojnowicz (UNHCR) Lisa Zimmermann (UNICEF)	<a href="mailto:chojnowi@unhcr.org">chojnowi@unhcr.org</a> <a href="mailto:lzimmermann@unicef.org">lzimmermann@unicef.org</a>
1.2	SGBV	Mildred Ouma (UNHCR) Florence Auma (UNFPA)	<a href="mailto:oumam@unhcr.org">oumam@unhcr.org</a> <a href="mailto:auma@unfpa.org">auma@unfpa.org</a>
2	Livelihoods and Resilience	Tierry Prouteau (UNDP) Simon Manning (WVI) Kathryn Clark (FAO)	<a href="mailto:thierry.prouteau@undp.org">thierry.prouteau@undp.org</a> <a href="mailto:Simon_Manning@wvi.org">Simon_Manning@wvi.org</a> <a href="mailto:kathryn.clark@fao.org">kathryn.clark@fao.org</a>
3	Education	Joseph Kajumba (MoES) Agnete Rishoej (FCA) Mary Hanlon (UNHCR)	<a href="mailto:jbkajumba@yahoo.co.uk">jbkajumba@yahoo.co.uk</a> <a href="mailto:Agnete.Rishoej@kua.fi">Agnete.Rishoej@kua.fi</a> <a href="mailto:hanlon@unhcr.org">hanlon@unhcr.org</a>
4	Shelter, Settlement and NFIs	Phoebe Goodwin (UNHCR) Sarah Gilbert (CRS) Innocent Ndahiriwe (OPM)	<a href="mailto:goodwin@unhcr.org">goodwin@unhcr.org</a> <a href="mailto:sarah.gilbert@crs.org">sarah.gilbert@crs.org</a> <a href="mailto:indahiriwe7@gmail.com">indahiriwe7@gmail.com</a>
5	WASH	Robert Mutibwa (MWE) Shivanarain Singh (UNICEF) David Githiri Njoroge (UNHCR)	<a href="mailto:mutibwarobertkirya@gmail.com">mutibwarobertkirya@gmail.com</a> <a href="mailto:ssingh@unicef.org">ssingh@unicef.org</a> <a href="mailto:NJOROGDA@unhcr.org">NJOROGDA@unhcr.org</a>
6	Food Assistance	Beatrice Nabuzale (WFP)	<a href="mailto:beatrice.nabuzale@wfp.org">beatrice.nabuzale@wfp.org</a>
7	Health and Nutrition	Dr Driwale Alfred (MoH) Julius Kasozi (UNHCR)	<a href="mailto:driwalealfred@yahoo.co.uk">driwalealfred@yahoo.co.uk</a> <a href="mailto:kasozi@unhcr.org">kasozi@unhcr.org</a>
8	Environment & Energy	Ranya Sherif (UNHCR) John Paul Magezi (OPM) Onesimus Muhwezi (UNDP)	<a href="mailto:sherifr@unhcr.org">sherifr@unhcr.org</a> <a href="mailto:johnpaulmagezi@gmail.com">johnpaulmagezi@gmail.com</a> <a href="mailto:onesimus.muhwezi@undp.org">onesimus.muhwezi@undp.org</a>
9	CBI	Stephan Deutscher (WFP) Kenneth Anyanzo (UNHCR)	<a href="mailto:stephan.deutscher@wfp.org">stephan.deutscher@wfp.org</a> <a href="mailto:anyanzo@unhcr.org">anyanzo@unhcr.org</a>

**Table 3: Reporting arrangements per sector**

No	Sector/TWG	Reporting frequency	Who reports on RRP indicators	Who reports on activities
1	Protection (incl. Child Protection & SGBV)	Monthly	Sector leads and partners	Partners
2	Livelihoods and Resilience	Quarterly	Sector leads and partners	Partners
3	Education	Termly	Sector leads and partners	Partners
4	Shelter, Settlement and NFIs	Monthly	Sector leads and partners	Partners
5	WASH	Monthly	Sector leads only	Partners
6	Food Assistance	Quarterly	Sector leads only	N/A
7	Health and Nutrition	Quarterly	Sector leads only	N/A
8	Environment & Energy	Monthly	Sector leads and partners	Partners
9	CBI	Monthly	Sector leads and partners	Partners