



ACTIVITY INFO  
REPORTING MODULE  
FOR FUNDING REPORTING  
STEP BY STEP GUIDE

*APRIL 2022*

*This document details the steps required for all UCRRP partner reporting focal points to follow to be able to gain access to the ActivityInfo database and report on their funding situation. For any clarification, please contact the*

*UNHCR IM Unit ([ugakaimug@unhcr.org](mailto:ugakaimug@unhcr.org))*

This is a guidance note on how to report funding information on ActivityInfo.

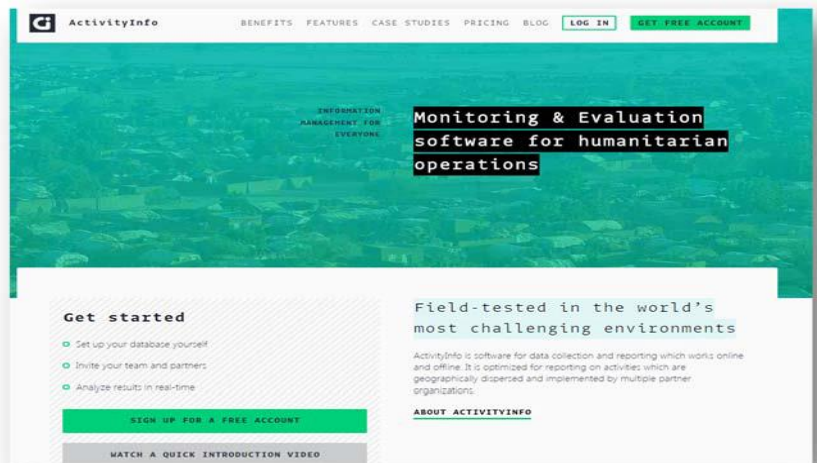
Please consider the following before you begin:

- Only first level recipients of funds should report. Projects funded by UN agencies through implementing partners should not be reported.
- For consortia, each member should report on the portion of funding their organisation has received.
- A reminder will be sent on a quarterly basis, but partners can use the system to update their information at any point, for example when funds reach their bank account.
- Systematic reporting on the funding situation of partners is a requirement for all those who have appealed in the Uganda Country Refugee Response Plan (UCRRP).
- When reporting on funding received in a currency other than USD, please use the prevailing exchange rate at the time of receipt (or the rate set by your donor, if different).
- Currently, reporting to both ActivityInfo and Uganda Refugee Response Monitoring System (URRMS) is needed by all UCRRP partners.

## i. Start ActivityInfo

To access the platform, type the following web address:

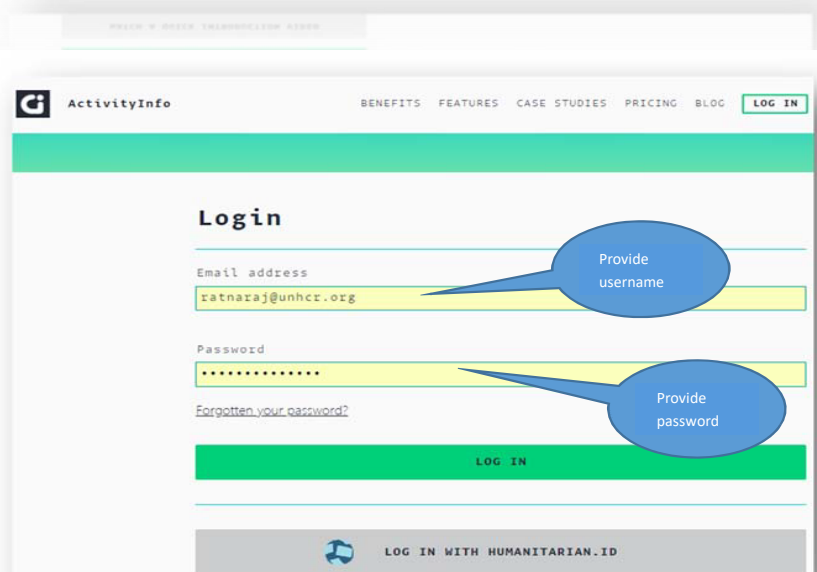
[www.activityinfo.org](http://www.activityinfo.org)



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

- If you do not have a username and password, please send an email to: [ugakaimug@unhcr.org](mailto:ugakaimug@unhcr.org)

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

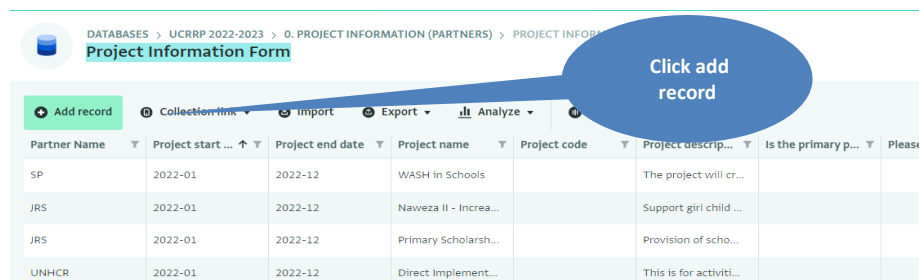


ii. Data entry

a. Select the relevant database for the UCRRP



b. Select Folder 0. Project Information (Partners), click on the Project Information form and click add record



**1**

**Partner information**

Partner\* REQUIRED

Select Name

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**Project information**

Project start date\* REQUIRED

Select a month (YYYY-MM)

Project end date\* REQUIRED

Select a month (YYYY-MM)

Project name\* REQUIRED

Project code

Donor or internal reference code

Project description\* REQUIRED

**2**

REQUIRED

Type of donor

Select Type of donor

Name of donor

Select Name of donor

Donor details

### Step-by-step instructions

1. Enter the partner, project start / end date, name, code (not required) and description. If you have multiple projects, you should complete one form for each project.
2. Select your donor type and donor from the dropdown menu, use donor details to be more precise if needed (such as “BPRM” after selecting United States of America as donor). In case donors are not appearing in the list please send an e-mail to [ugakaimug@unhcr.org](mailto:ugakaimug@unhcr.org).

- c. Navigate back to the main folder and select Folder 3. Funding Reporting (Partners), click on the Funding Reporting form and click add record

ActivityInfo Search for a database, folder or form...

DATABASES > UCRRP 2022-2023

### UCRRP 2022-2023

DATABASE OWNER: Vinoraj Ratnaraj YOUR ROLE: Administrator Download for offline use Database settings

+ Add form + Add folder Import XLSForm<sup>beta</sup> Export

- \*\*\* DEVELOPMENT \*\*\*
- \*\*\* TRAINING \*\*\*
- 0. Project information (Partners)
- 1. Activity Reporting (Partners)
- 2. Indicator Reporting (Sector Leads)
- 3. Funding Reporting (Partners)
- 4. Funding Reporting (Donors)

Click Funding Reporting (Partners)

ActivityInfo Search for a database, folder or form...

DATABASES > UCRRP 2022-2023 > 3. FUNDING REPORTING (PARTNERS) > FUNDING REPORTING FORM

### Funding Reporting Form

+ Add record Collection link Import Export Analyze Select columns

Reporting entit... Project Informa... Does the projec... Government en... Funding type Earmarking

Click add record

**Project information**

**Project\*** REQUIRED

Reporting entity Name

Select Reporting entity Name ▼

Project Information Form Project name

Select Project Information Form Project name ▼

Does the project support government entities?\*

Yes

No

### *Step-by-step instructions*

1. Select partner and project, the options here are linked to what you have entered in the Project Information form.
2. Indicate if the project supports government entities. This refers to projects that are partially or wholly providing financial support to the government. If you select “Yes”, you will be prompted to select which government entities are being supported. If the entity being supported is not indicated in the options, please tick “other central Government entity”. If the project does not provide any financial support to the Government, please select “No” and you will automatically proceed to the next session.

**Funding information**

**Funding type\***

- Development
- Humanitarian
- Humanitarian & Development

**Earmarking\***

- Earmarked
- Non-earmarked

**Districts covered\***

- Adjumani
- Isingiro
- Kampala
- Kamwenge
- Kikuube
- Kiryandongo
- Koboko
- Kyegegwa
- Lamwo
- Madi Okollo
- Obongi

### Step-by-step instructions

1. Select the funding type “Development”, “Humanitarian” or “Humanitarian & Development”. This can be determined by thinking about the type of donor who has provided the funding, e.g. choose “Humanitarian” for a donor like ECHO, but “Development” for INTPA (former DEVCO). If the donor covers both types of interventions select “Humanitarian & Development”. Humanitarian interventions can also be defined as short- or medium-term lifesaving/stabilisation interventions and development as support needed over the longer term.
2. Select “earmarking” if the donor has earmarked funds to target a specific sector, population group or location.
3. Select the districts that are covered by project. Please select Kampala as a placeholder for projects that cover all settlements, but where the funding breakdown by district is not (yet) available.

**1** Total amount received this calendar year\*  
Enter the total amount received in your bank account to date for the current calendar year. In case of a pre-financing arrangement, you should report on expenditure pre-financed by the donor but only on the actual amount received in your bank account.

Enter a number US \$

**2** Percentage received to date (Adjumani)\*

Enter a number

Percentage received to date (Isingiro)\* REQUIRED

Enter a number %

**3** Total amount due for the remainder of this calendar year\*  
Confirmed funding that is to be received in the remainder of the current calendar year should be reported if it is part of the same project.

Enter a number US \$

**4** Total amount carried-over from previous year(s)  
If you received funding under the same project in previous years, report this as funds carried over if the remaining funds will be spent in the current calendar year.

Enter a number US \$

**5** Total amount expected in next year(s) of project duration  
Confirmed funding that will be received in the next calendar year(s) refers to funds committed by a donor in a signed agreement for implementation in 2022 and beyond, but not yet received in your bank account.

Enter a number

### Step-by-step instructions

1. Enter the total amount received in your bank account to date for the current calendar year. In case of a pre-financing arrangement, you should not report on expenditure pre-financed by the donor but only on the actual amount received in your bank account.
2. The percentage breakdown per district refers to the approximate amount of funds received to date for districts covered by the project. The validation on the district allocation fields checks if the entries add up to 100%. If the funds are spread across different districts, please indicate the amounts in percentage per district so that it all adds up to 100%. If the values in percentage do not add up to 100, it will not allow you to proceed to the next section.
3. Confirmed funding that is to be received in the remainder of the current calendar year should be reported if it is part of the same project.
4. If you received funding under the same project in previous years you can report this as funds carried over if the remaining funds will be spent in the current calendar year.
5. Confirmed funding that will be received in the next calendar year(s) refers to funds committed by a donor in a signed agreement for implementation in 2022 and beyond, but not yet received in your bank account.



**Distribution by situation\***

Select the situation(s) and sector(s) covered by the project. If the breakdown for a situation or sector is not known yet, please select "Pending allocation". If both the situation and sector are pending allocation, the provided under (Total amount received to date) is sufficient.

DR Congo

Other refugees

Pending allocation

South Sudan

1

**Distribution by sector\***

Select the situation(s) and sector(s) covered by the project. If the breakdown for a situation or sector is not known yet, please select "Pending allocation". If both the situation and sector are pending allocation, the provided under (Total amount received to date) is sufficient.

Education

Environment & Energy

Food Security

Health & Nutrition

Livelihoods & Resilience

Pending allocation

Protection

Shelter, Settlement & NFIs

WASH

2

**Total amount allocated to date (DRC - Education)\*** REQUIRED

US \$

### Step-by-step instructions

1. Select the situation(s) and sector(s) covered by the project. If the breakdown for a situation or sector is not known yet, please select "Pending allocation". If both the situation and sector are pending allocation, the provided under (Step 1) is sufficient.
2. Enter total amount(s) per situation and/or sector. Note that amounts allocated to each situation / sector should add up to the total amount received to date as reported under Step 1 (including funds carried over, if applicable). If Protection is selected as one of the sectors, you will be required to provide a percentage-based breakdown for Child Protection, Mental Health and Psycho-Social Support, Peaceful Co-existence and Gender-Based Violence. If the breakdown is not known the fields can be left empty.

If you made a mistake while entering data, you can edit or delete your submission. It is also possible to export the information entered if you want to keep a copy for your own records. For editing and exporting records, please refer to the step-by-step guide for activity reporting.