

ActivityInfo
2026 Database
JORDAN

User Manual

Inter-Agency Coordination Unit
2026

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Introduction

ActivityInfo is the common online platform used by UNHCR and partners to support coordinated planning, financial tracking, and monitoring of activities under the response framework. It enables organizations to design projects, align them with agreed sectors and priorities, update funding information, and report on progress against targets in a standardized and transparent manner.

Through ActivityInfo, partners can:

- Plan and submit their annual appeals projects through the **Plan Module**.
- Update organizational financial information through the **JFT module**
- Report achievements, outputs, and indicator progress through the **M&E module**

Contribute to evidence-based reporting for dashboards, reviews, and donor engagement

This user guidance provides practical step-by-step support for navigating the three core modules (Appeal & Planning, JFT, and M&E) and outlines key milestones from project design to results reporting. It aims to ensure consistent data entry, improve data quality, and support collective accountability across the response.

key milestones

1. Sector & Subsector Setup

- 1.1. Assign projects and activities to the correct sector and subsector
- 1.2. Ensure alignment with response priorities and coordination structures
- 1.3. Define geographic coverage and target populations

2. Log frame Design (Planning Stage)

- 2.1. Define results framework (outcomes and outputs)
- 2.2. Select and align indicators for each output/result
- 2.3. Set realistic targets and baselines for indicators

3. Implementation & Monitoring

- 3.1. Report on outputs delivered and results achieved
- 3.2. Update indicator progress regularly in the M&E module
- 3.3. Ensure data quality and consistency with planned log frame

4. Review & Reporting

- 4.1. Validate progress against targets and results
- 4.2. Support dashboards, donor reporting, and sector reviews
- 4.3. Use evidence to adjust programming and planning for the next cycle

Prerequisites

Before you begin, ensure that you have access to 2026 database register your request by [2026 DB User Access Request](#)

Send follow up email to: Nisreen Abu-Sammour abosammo@unhcr.org and Mengxi Xie xie@unhcr.org

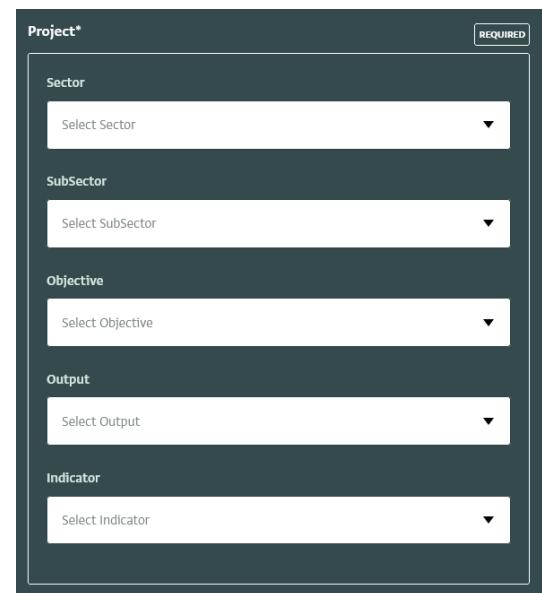
PLAN MODULE

WHO:

- All partners working under or contributing to the refugee response (3RP and other frameworks, including development actors) are expected to report.
- Organizations receiving funds from UN agencies should not report those funds separately; the relevant UN agency will report on their behalf.
- When NGOs or entities subcontract other NGOs or entities for implementation, the subcontracted NGO/entity should report the direct funding received from the donor. The awarding NGO/entity should not report this fund again as part of its own received funds.
- Implementing partner: An organization that receives funding from a direct recipient to implement activities under a specific project or grant.

Add New Rec:

1. logging in to <https://www.activityinfo.org/>, you will be directed to your ActivityInfo workspace.
2. Open 2026 database [DATABASES > 2026 3RP – JORDAN]
3. Go to **2026 PLAN DB**
4. Once you access the Plan DB you will be able to navigate all records that had been inserted by your agency or add new record throughout the add button in the top-left corner
5. Please look at the above section for WHO should report to identify if your agency is applicable to enter plan/appeal projects or not.
6. If yes, add new and fill the needed details as follows:
 - **Appealing Partner:** should be your agency name
 - Then specify the **Sector, Subsector, Objective, Output, and Indicator** should align with your planned project.



The image shows a screenshot of the ActivityInfo 'Project' form. The form is titled 'Project*' and has a 'REQUIRED' label in the top right corner. It contains five dropdown menus: 'Sector' (labeled 'Select Sector'), 'SubSector' (labeled 'Select SubSector'), 'Objective' (labeled 'Select Objective'), 'Output' (labeled 'Select Output'), and 'Indicator' (labeled 'Select Indicator'). A green button with a plus sign and the word 'Add' is located in the top right corner of the form area.

- Based on the selected Indicator The system will show you the detailed Population, Gender Age, measurement unit, and Calculation method as defined in the logframe.

Population / Gender Age / Unit / Calculation Method

Population : Jordanians, Non-Syrian Refugees, Syrian Refugees --- Gender Age :
Boys, Girls, Men, Women --- Unit : Individuals --- Calculation Method : SUM

- Enter Required Budget, and target as planned/appealed for your project. The Required Budget should be the appealed budget in USD. Target is the Planned number to be reached, please prior to specifying the target check the measurement unit to understand the target type if its individual beneficiaries or facilities like schools or policies and advocacies.

Required Budget* REQUIRED

Enter a number \$

Target* REQUIRED

Planned number be reached

Enter a number

- Specify the Implementation Type, **Direct** if your organization will implement the service on their own with no involvement of an Implementing Partners. **Indirect** implementation, if your organization subcontracted other entities for implementation.

Implementation Type*

Direct

Indirect

- In case you choose **indirect implementation**, please click on the button for add record in indirect implementation.

Indirect Implementing Partners

REQUIRED

Adding a record to a subform takes you to a new form. All your data you've filled in on this form remains saved until you return to it.

 [Add record in Indirect Implementing Partners](#)

- In case you choose **indirect implementation**, please assure that you will list all entities implementing the current project even your organization name if you also do partial implementation.
- Once you click add record for implementing partner you will be redirected to a sub form. Where you should list all implementing partners with their subcontracted budget and target.
Note: the total of all partners budget and target should be aligned with the whole project budget and target

Implementing Partner*

REQUIRED

Please select the name of your implementing partner. If you are also implementing activities directly, kindly record the name of your agency (appealing agency).

Select Full Name



Required Budget for implementation*

REQUIRED

The Budget specified for each implementing partner

Enter a number

\$

Target for implementation*

REQUIRED

The Target for each implementing partner to achieve

Enter a number

- After saving the current project details, you will be redirected to the list of records so you will be able to verify that your new record has been inserted successfully.

2026 M&E

1. logging in to <https://www.activityinfo.org/>, you will be directed to your ActivityInfo workspace.
2. Open 2026 database [DATABASES > 2026 3RP – JORDAN]
3. Go to 2026 M&E
4. Once you access the M&E you will be able to navigate all projects allocated to your agency for implementation and reporting, you will not be able to add new record the list will automatically updated and synchronized with the planning updates. As seen on the table below.

|  Add  Submit  Views  Import  Export  Collection link  Analyze | | | | | | | | | |
|--|--------------|--------------------|--------------------|------------|---------------------|------------------------|---|-------------|--------|
| ⋮ | Project Code | Appealing P... | Implementi... | Sector | SubSector | Indicator | SUBFORM Monthly Su... | Unit | Target |
| ✓ | UNHCR-00055 | UNHCR United ... | UNHCR United ... | Protection | General Protecti... | PRO 3.1.1 # of p... | 0 records  | Individuals | 64 |
| ✓ | UNHCR-00056 | UNHCR United ... | UNHCR United ... | Protection | Gender Based Vi... | PRO 1.12.3 # of t... | 1 records  | Individuals | 100 |
| ✓ | LWF-00004 | LWF Lutheran ... | LWF Lutheran ... | Protection | General Protecti... | PRO 1.4.2 # of p... | 0 records  | Individuals | 1,000 |
| ✓ | LWF-00005 | LWF Lutheran ... | LWF Lutheran ... | Protection | Gender Based Vi... | PRO 1.12.1 # of p... | 0 records  | Individuals | 300 |

5. To update your monthly achievements and progress, please select the indicator align with the project you are going to report, then scroll on the table and click in **monthly submission arrow**.
6. Your monthly submission should be multi submissions. New different submission for each location and population.
7. In months when you have no achievements, please insert record with Zero achievements.
8. Once you click on the monthly submissions button. You will be redirect to the monthly submissions sub from. Where you will be able to navigate all records that had been inserted by your agency or add new record throughout the add button in the top-left corner.
9. To add new monthly submission, you have to specify the month, population, and location. Then enter to number achieved per unit. In case of the achievements calculated by individuals a disaggregation for Women, Men, Girls and boys are required.
Note: the total of Women, Men, Girls and boys disaggregation should be align with total monthly submission.
10. After saving, you will be redirected to the list of monthly records. Locate your newly created record in the list to verify that it has been added successfully.

2026 Funding Information

1. logging in, you will be directed to your ActivityInfo workspace.
2. Locate the database [DATABASES > 2026 3RP – JORDAN]
3. Click on the form name to open it. 2026 Funding Tracker

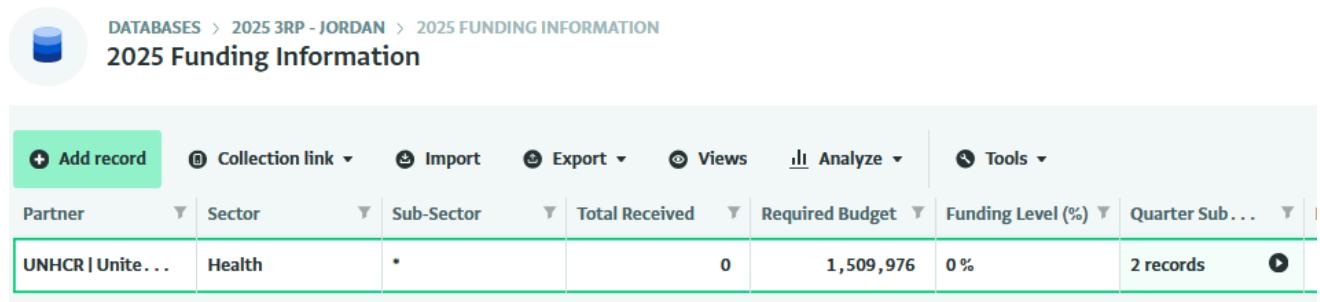


The screenshot shows the ActivityInfo workspace with the following details:

- Page title: 2025 Funding Information
- Breadcrumb: DATABASES > 2025 3RP - JORDAN > 2025 FUNDING INFORMATION
- Header buttons: Add record, Collection link, Import, Export, Views, Analyze, Tools
- Table header: Partner, Sector, Sub-Sector, Total Received, Required Budget, Funding Level (%), Quarter Sub...
- Table data:

| Partner | Sector | Sub-Sector | Total Received | Required Budget | Funding Level (%) | Quarter Sub... |
|------------------|--------|------------|----------------|-----------------|-------------------|----------------|
| UNHCR Unite... | Health | * | 0 | 1,509,976 | 0 % | 2 records |

You will be redirected to the list of your organization Funding Information.



The screenshot shows the ActivityInfo workspace with the following details:

- Page title: 2025 Funding Information > Quarterly Funding
- Breadcrumb: DATABASES > 2025 3RP - JORDAN > 2025 FUNDING INFORMATION > QUARTERLY FUNDING
- Header buttons: Add record, Import, Export, Views, Analyze, Tools
- Table header: Partner Name, Sector Name, 2025 Funding..., Reporting Period, Donor, Private Donor, Donor Fund
- Table data:

| Partner Name | Sector Name | 2025 Funding... | Reporting Period | Donor | Private Donor | Donor Fund |
|-------------------|------------------|-----------------|--------------------|---------------------|---------------|------------|
| ACTED Agency... | Economic Empo... | * | Q1 - First Quarter | Action Contre la... | | 2,000 |

On Quarterly bases, Chose the **Quarterly submission** subpage and report the funding received for that sector. Each sector needs to have a Quarterly record, in case of no funding, no fund and Zero value.



The screenshot shows the ActivityInfo workspace with the following details:

- Page title: 2025 Funding Information > Quarterly Funding
- Breadcrumb: DATABASES > 2025 3RP - JORDAN > 2025 FUNDING INFORMATION > QUARTERLY FUNDING
- Header buttons: Add record, Import, Export, Views, Analyze, Tools
- Table header: Partner Name, Sector Name, 2025 Funding..., Reporting Period, Donor, Private Donor, Donor Fund
- Table data:

| Partner Name | Sector Name | 2025 Funding... | Reporting Period | Donor | Private Donor | Donor Fund |
|-------------------|------------------|-----------------|--------------------|---------------------|---------------|------------|
| ACTED Agency... | Economic Empo... | * | Q1 - First Quarter | Action Contre la... | | 2,000 |

Add record

Quarter Submission

Save record

Cancel

Reporting Period*

REQUIRED

Q1 - First Quarter



[+ Add reference record in Reporting Period](#)

Donor*

REQUIRED

Belgian Development Agency



[+ Add reference record in Donor](#)

Donor Fund*

REQUIRED

50,000

\$

Chose the reporting period, Donor and fund amount. In case of multiple donors , repeat the same steps again

Add record

Quarter Submission

Reporting Period* REQUIRED

Q1 - First Quarter ▼

+ Add reference record in Reporting Period

Donor* REQUIRED

No Fund ▼

+ Add reference record in Donor

Donor Fund* REQUIRED

0 \$

Save record

× Cancel

in case of no funding, no fund and zero value.

After completing the form, review your entries to ensure accuracy. Click the "Save" button to submit the record.

After saving, you will be redirected to the list of records or a confirmation page. Locate your newly created record in the list to verify that it has been added successfully.