

# Lebanon Response Plan (LRP) 2026 – Partner Appeal Process

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## ActivityInfo User Guide

### 1. Preparation

- Login to ActivityInfo (<https://v4.activityinfo.org/>) and make sure you have access to the “**LRP-Appeal**” database.

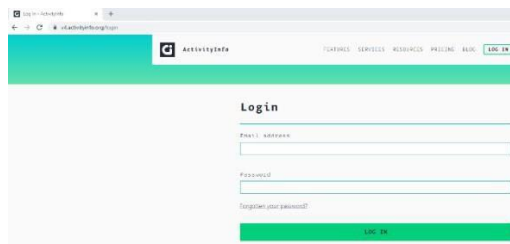


- If you don't have access to ActivityInfo or the LRP-Appeal DB, please send an email to Maroun Sader at [sader@unhcr.org](mailto:sader@unhcr.org).

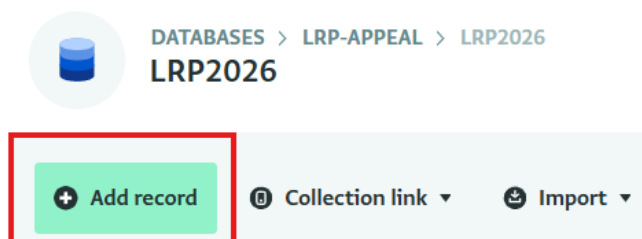
### 2. Data Entry

Use the Excel template “LRP 2026 list of sector Outputs” to organize the data. After approval from your organization, proceed to transfer the data into ActivityInfo by following these steps:

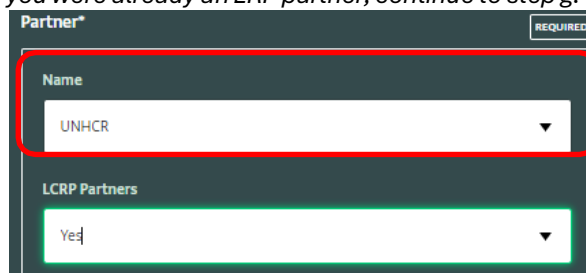
- Login to ActivityInfo (<https://v4.activityinfo.org/>).



- Select ‘**LRP-Appeal**’ database.
- Select ‘**LRP 2026**’.
- Select ‘**Add Record**’ on the top of the page.



- Begin filling out the form starting from the upper field (date) and then proceed downward through the listed sectors. To enter the date, click on the left icon and select the current date from the calendar that appears.
- Select your organization name in the Partner dropdown list (as seen in the below screen).  
**Note:** If you were already an LRP partner, continue to step g.

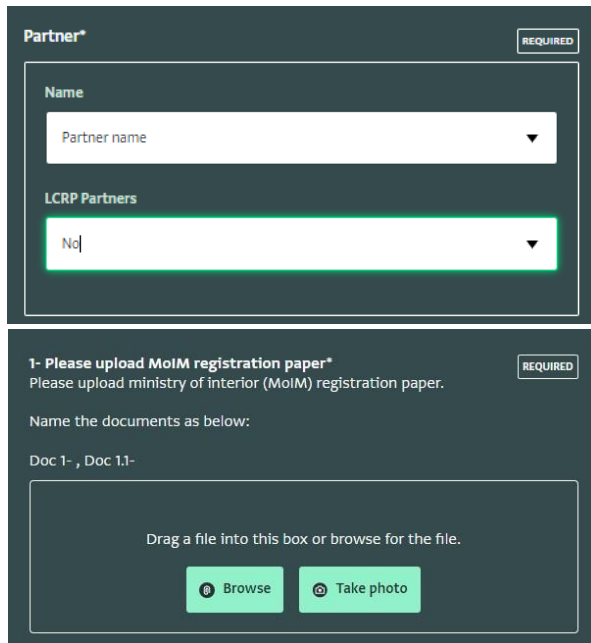


Partners who have not previously appealed under the LRP are kindly asked to upload the following document.

**Note:** Please ensure that you meet the outlined criteria by reviewing the list of required documents, including MoIM registration, before proceeding.

When uploading the document, please make sure to rename them as shown below:

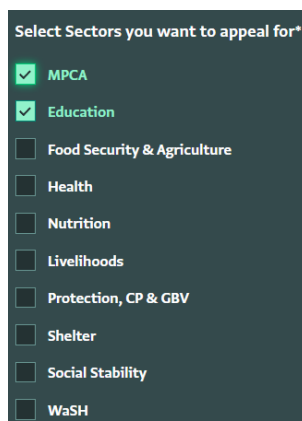
1. MoIM registration paper. (بيان علم و خبر صادر من وزارة الداخلية)  
Document name: **doc 1, doc 1.1**



- g. Type in your contact information, e-mail, and phone number.



- h. Select which **sectors** you want to appeal for.



- i. Select the **Governorates** covered by your activities & the **Outputs** related to your sector activities for each selected governorate.

**Education Sector Governorates\*** REQUIRED

☒ Akkar

☒ North

☐ Baalbek-El Hermel

☐ Bekaa

☐ Beirut

☐ Mount Lebanon

☐ South

☐ El Nabatieh

**Select Education Sector Outputs in Akkar\*** REQUIRED

☐ Output 1.1: Safe, inclusive, and adequately equipped learning spaces are available and functional in all areas, including crisis-affected and underserved communities.

☐ Output 1.2: Children, youth, and their caregivers receive targeted support to overcome economic, social, and psychosocial barriers to accessing and completing education.

☐ Output 2.1: Teachers, education personnel, educators, parents and communities have enhanced capacities to ensure quality, learner-centred education in public schools or learning spaces.

☐ Output 2.2: Children in schools and learning spaces are supported with enhanced learning opportunities that contribute to improved learning outcomes, protection and wellbeing.

☐ Output 3.1: National data systems, coordination mechanisms, and preparedness for evidence-based education planning are enhanced.

☐ Output 3.2: Digital learning modalities to ensure equitable, inclusive and crisis-resilient access to quality learning are expanded and institutionalized.

**Note:** You can choose multiple outputs as needed.

- j. Add a **brief description of your activities** in the governorates as option at the end.

**Add brief description of your Basic Assistance Activities\*** REQUIRED

Please provide comprehensive description of your activities. Include population or institutions targeted.

- k. Click on '**Save record**' button located down the right side to save/submit your inputs.

× Cancel ✓ Save record

- l. To check your data entry (as seen below in the right panel), select the record. To export your data, select the record(s) then click the '**Export**' button on the left side.

## Frequently Asked Questions

**Q: I am a previous Lebanon Response Plan (LRP) appealing partner, but the system is showing that I am not, what should I do?**

A: LRP appealing partners are those who have undergone a capacity assessment in the past. If you have undergone the capacity assessment, please contact Maroun Sader at [sader@unhcr.org](mailto:sader@unhcr.org) copying [lebbeia@unhcr.org](mailto:lebbeia@unhcr.org) to amend your profile. **Note that all LRP partners should be registered with the Ministry of Interior and Municipalities (MoIM).**

**Q: How certain I will get the funding if I appeal under the LRP?**

A: Being an LRP appealing partner will give more visibility to your organization and can help in building trust between you and the donor community, as your efforts will be recognized as part of the overall coordinated humanitarian/stabilization response framework. However, the fundraising for your projects is under your responsibility.

**Q: If my organization does not appeal, could I still participate in working group meetings?**

A: Yes. Many organizations are funded by UN or other organizations. Those “implementing partners” are part of the LRP and are encouraged to participate in working group meetings. Non-LRP partners are also invited to join the working groups and align their activities to LRP sectors.

**Q: How can I get access to ActivityInfo LRP Appeal Database?**

A: Please contact Maroun Sader at [sader@unhcr.org](mailto:sader@unhcr.org) copying [lebbia@unhcr.org](mailto:lebbia@unhcr.org), and make sure you provide your full name, the full name of your organization as well as the organization acronym (if any).