ACTIVITY INFO

REPORTING MODULE

STEP BY STEP GUIDE

JUNE 2026

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 indicators and activities. For any clarification, please contact the UNHCR IM Unit (ugakaimug@unhcr.org)

1. Introduction

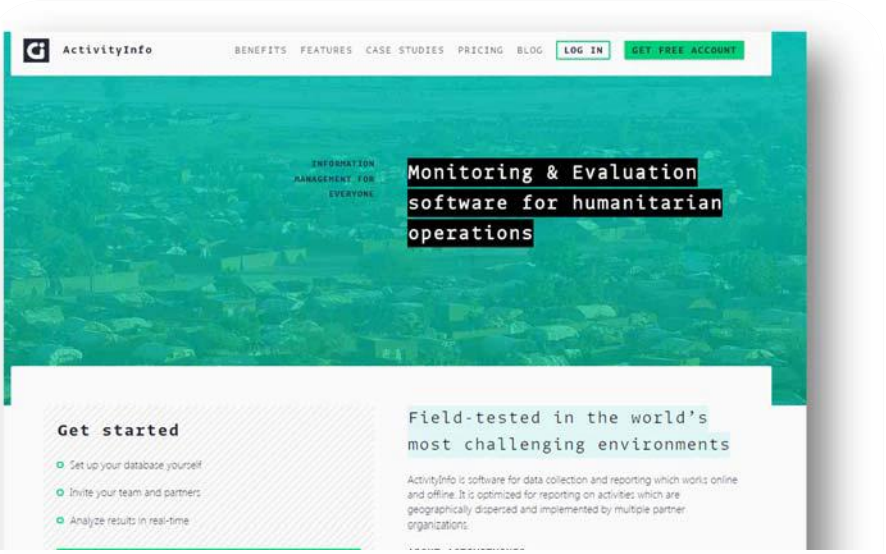
An enhanced results framework has been established to track the performance of the UCRRP against indicators and to ensure progress against the targets set by partners at the start of the planning process. The ultimate goal of deploying a robust tracking framework is ensuring transparency and accountability,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

Sector Co-leads, UNHCR and OPM will regularly reach out to UCRRP partners to gather information and data for UCRRP progress reports, including through sector activity tracking. Systematic progress reporting against the indicators from the UCRRP results framework selected by the sector leads will be a requirement for all UCRRP 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 Uganda refugee response since early 2019 and is offered as a service by BeDataDriven. UNHCR will provide access to this software for all partners in the response.

2. Start ActivityInfo

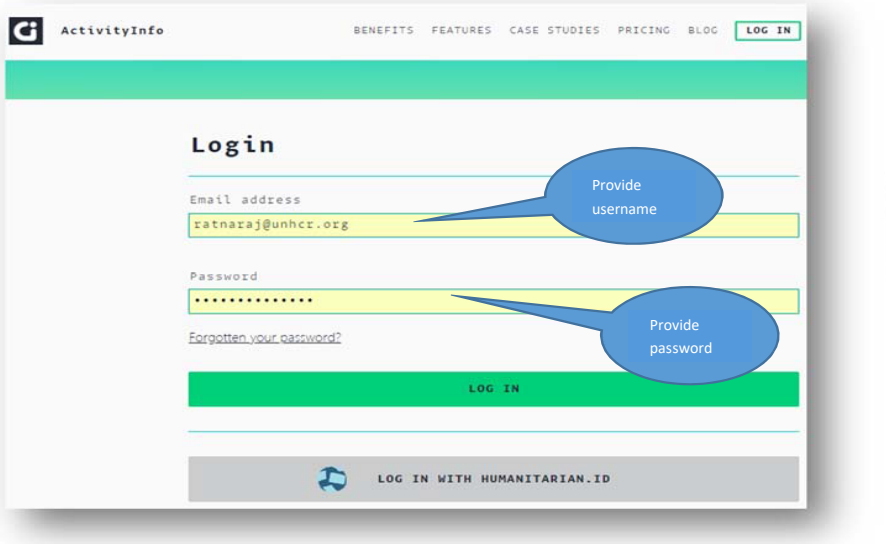
To access the platform, type the following web address: https://www.activityinfo.org



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

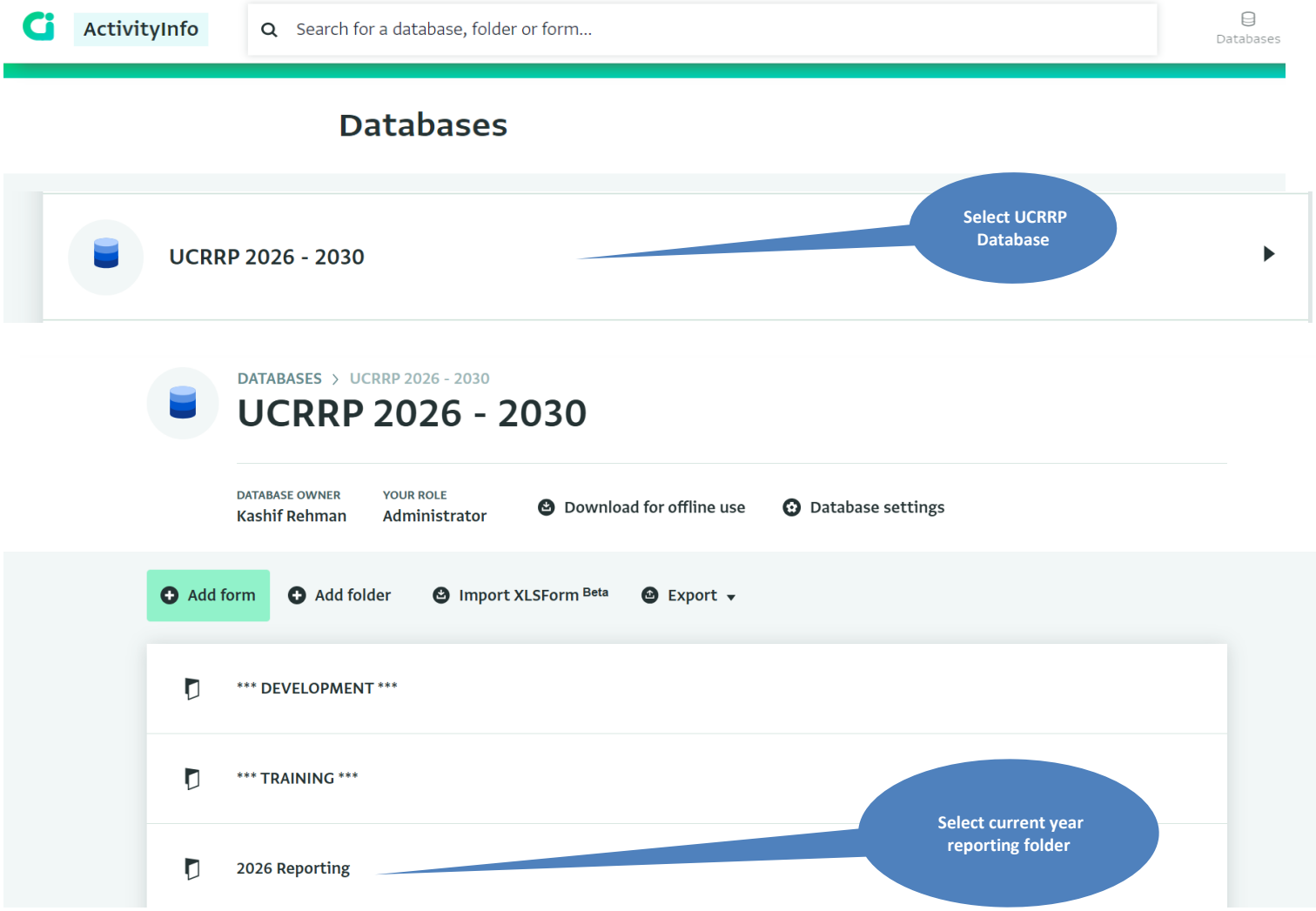
- If you do not have a username and password, please send an email to the IM focal point for your sector (see Annex).

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



3. Data entry

i. Select the relevant database for the UCRRP and the relevant folder 2026 Reporting



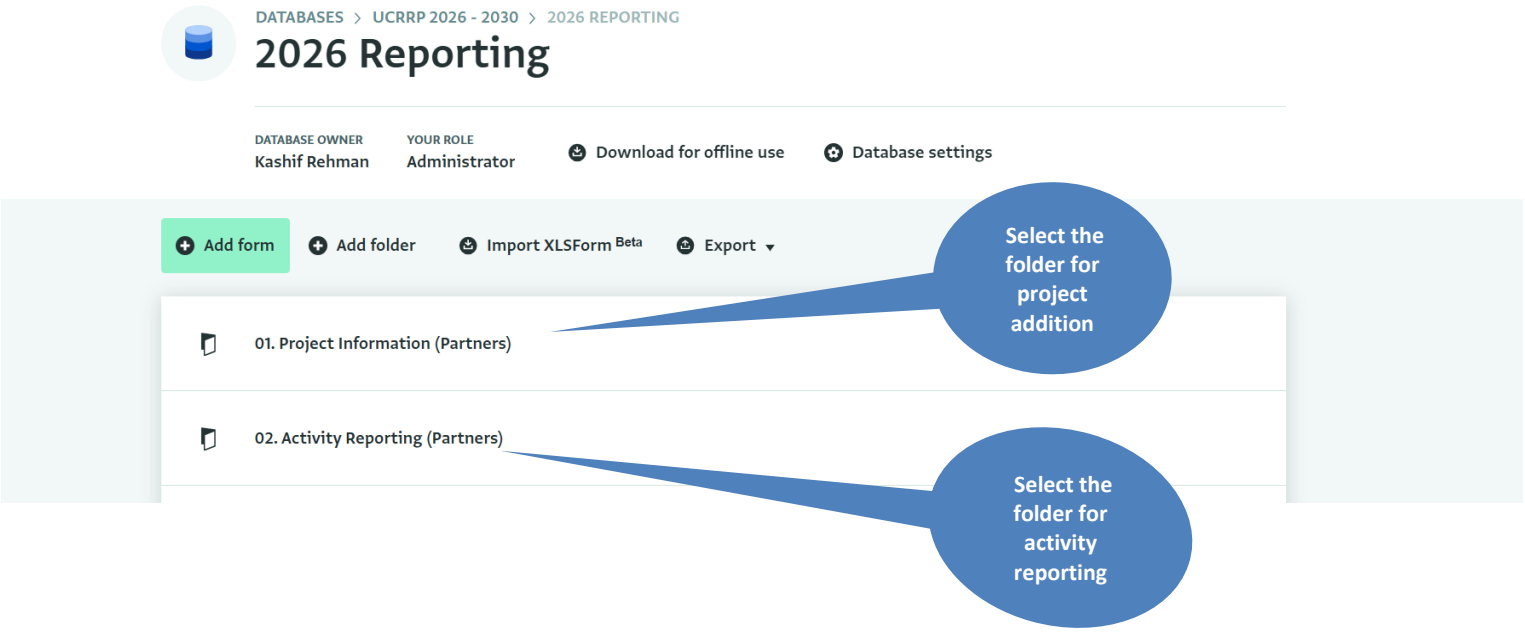
ii. Select the relevant folder for what you are reporting on

There are two key folders for partners:

- 01. Project Information (Partners): This is for reporting your projects, you will need this for activity reporting
- 02. Activity Information (Partners): This is for regular reporting on indicators and activities

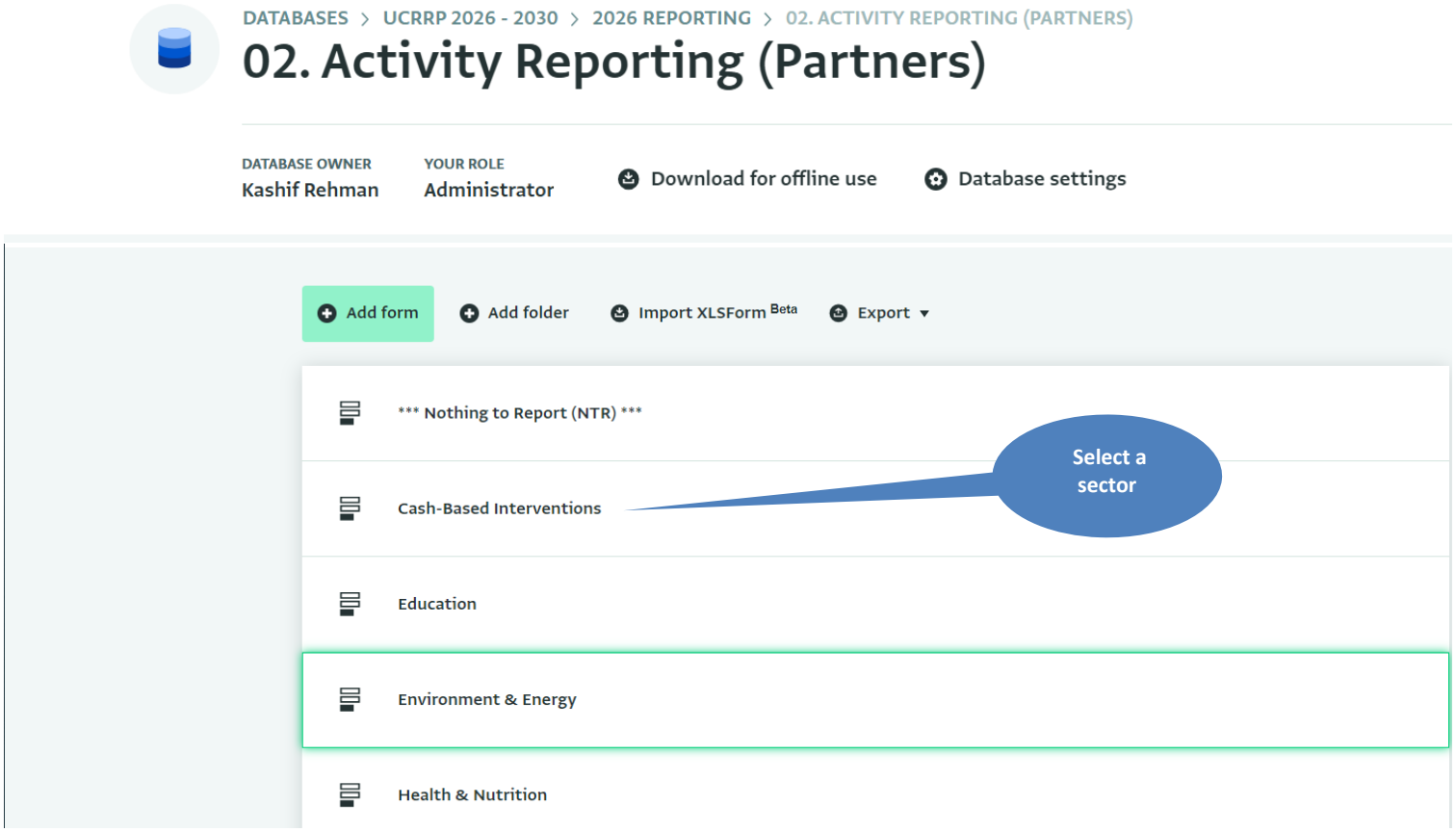
The key folder for sector leads is:

- 05. Indicator Reporting (Sector Leads) This is for regular reporting on indicators



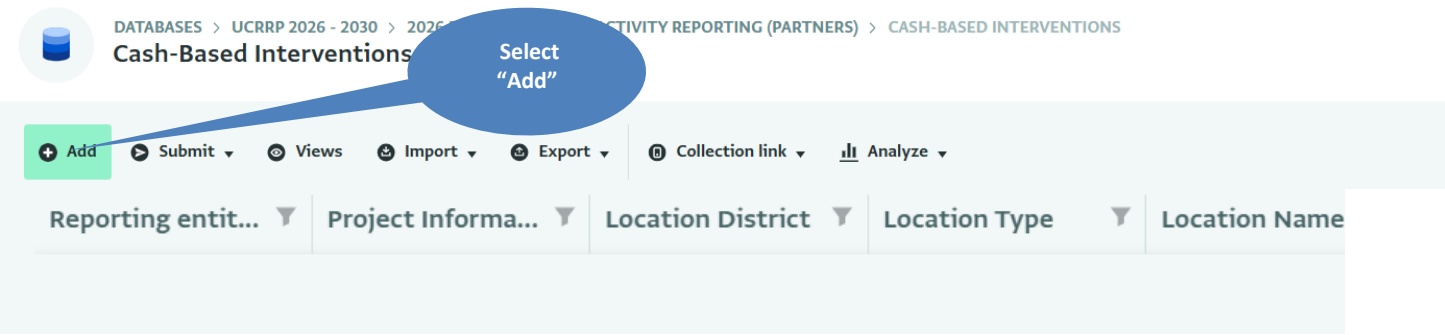
iii. Select the relevant form for the sector you are reporting on

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



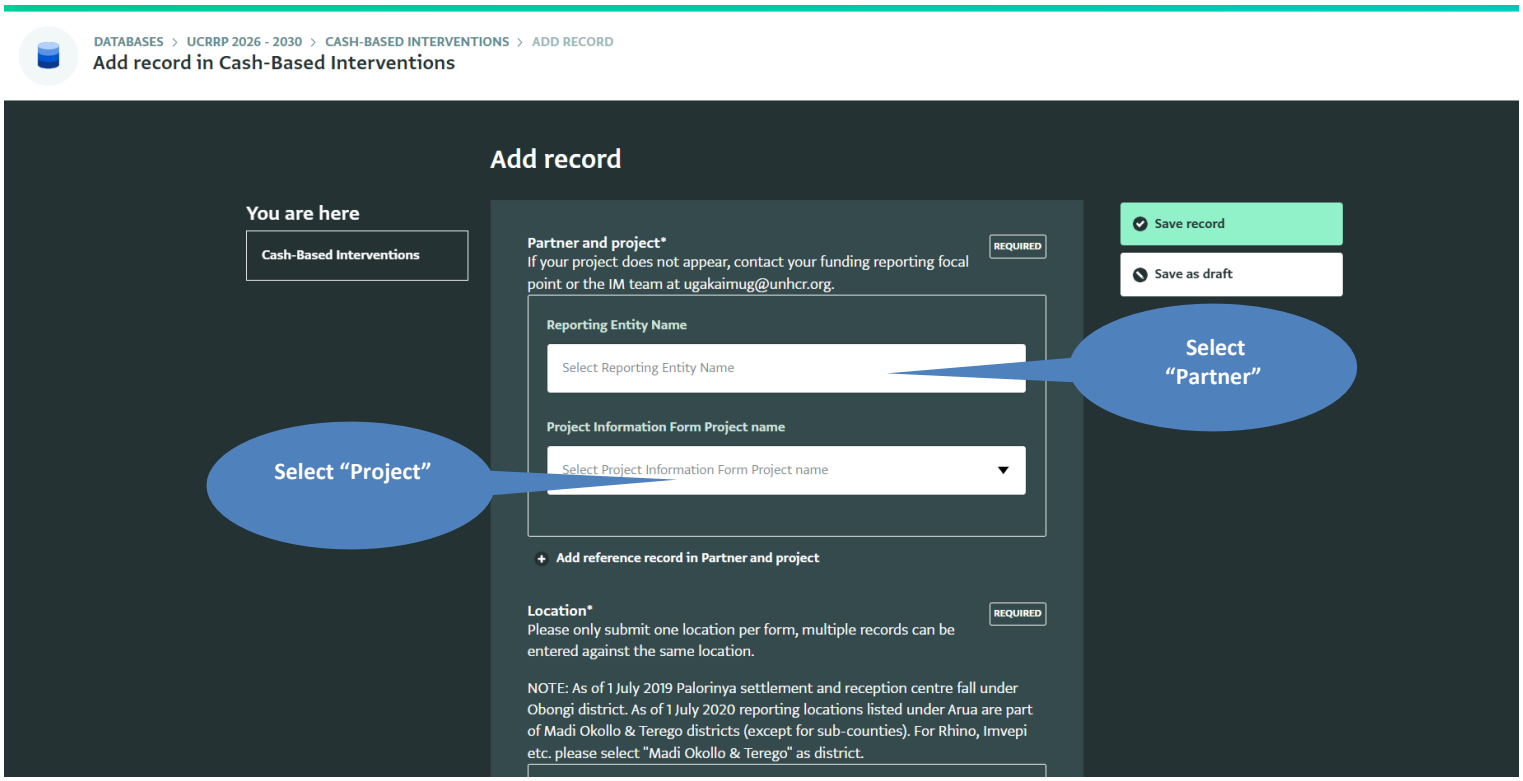
iv. Select "Add" to add a new location

In order to add a new location for your indicator or activity, click on "Add".



Complete the form record

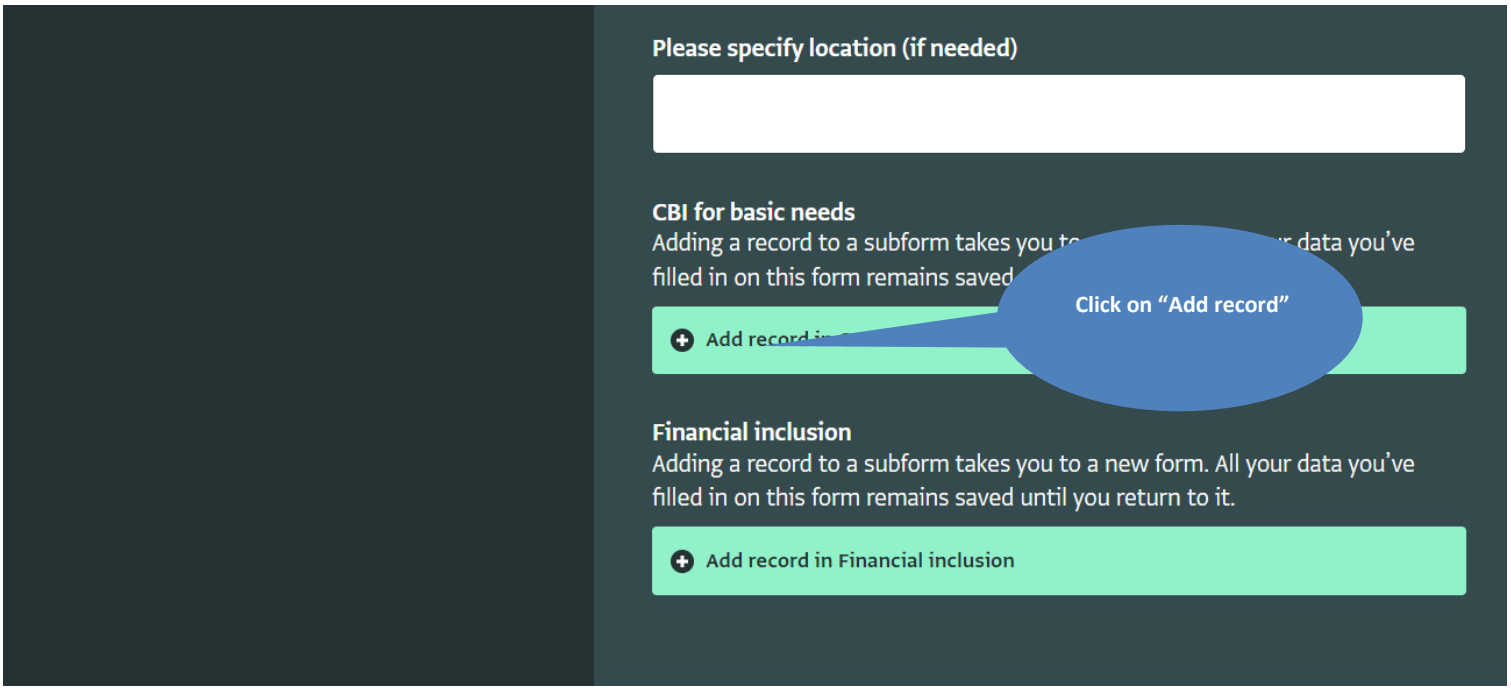
- Select the project your activities are linked to, the partner and project fields are linked to your entries in the Project Information Form
- Location type examples: settlement, collection point, entry point, reception centre or transit centre
- The type of location can be specific to a sector or intervention (e.g.: schools for Education, neighborhoods for urban interventions or sub-counties for host community interventions).



v. Add a sub-form record

Click on “Add 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.

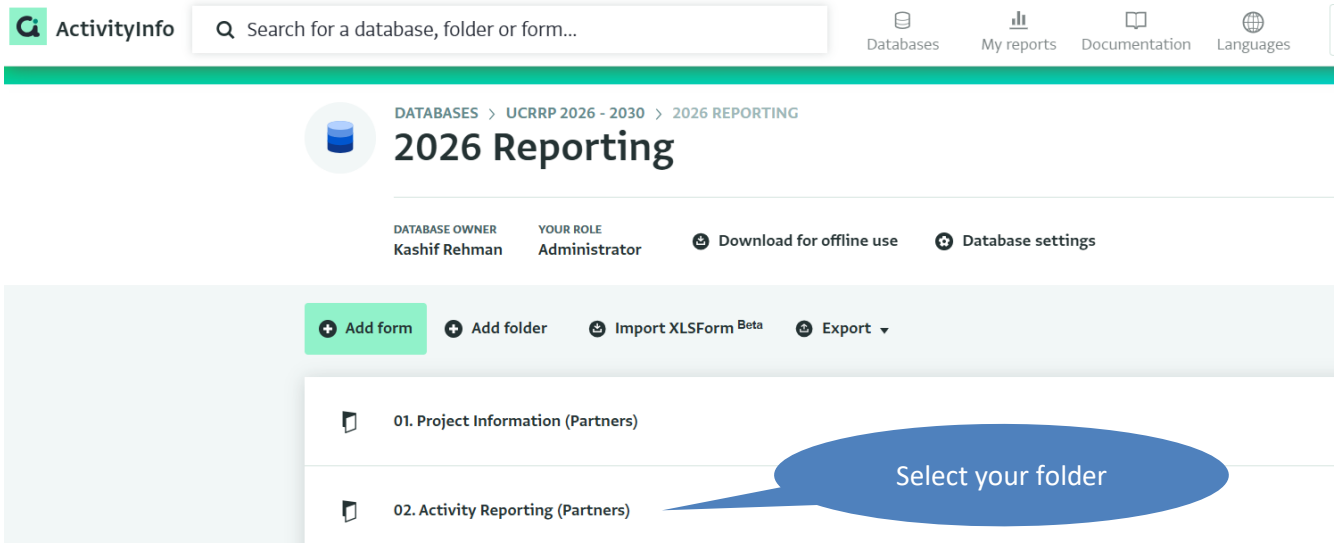


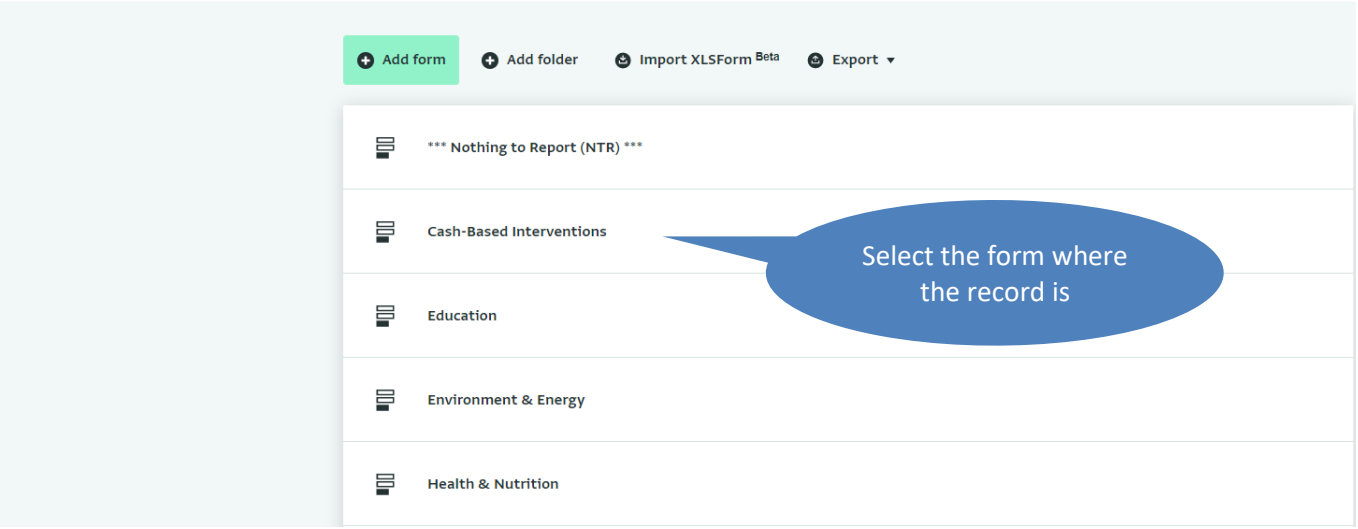
vi. Complete the sub-form record

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

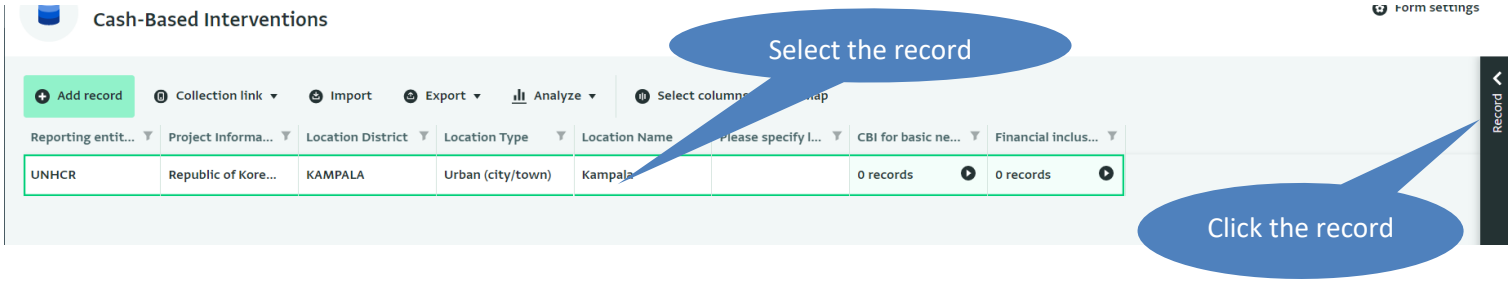
4. Editing and exporting data

vii. Editing a record

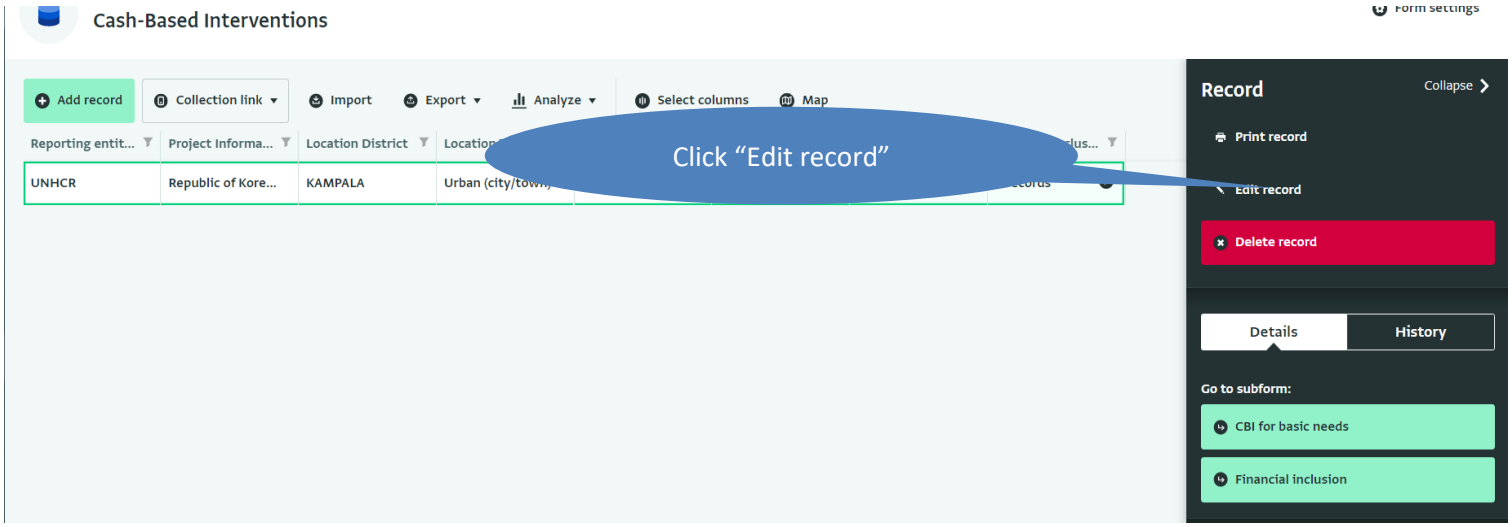




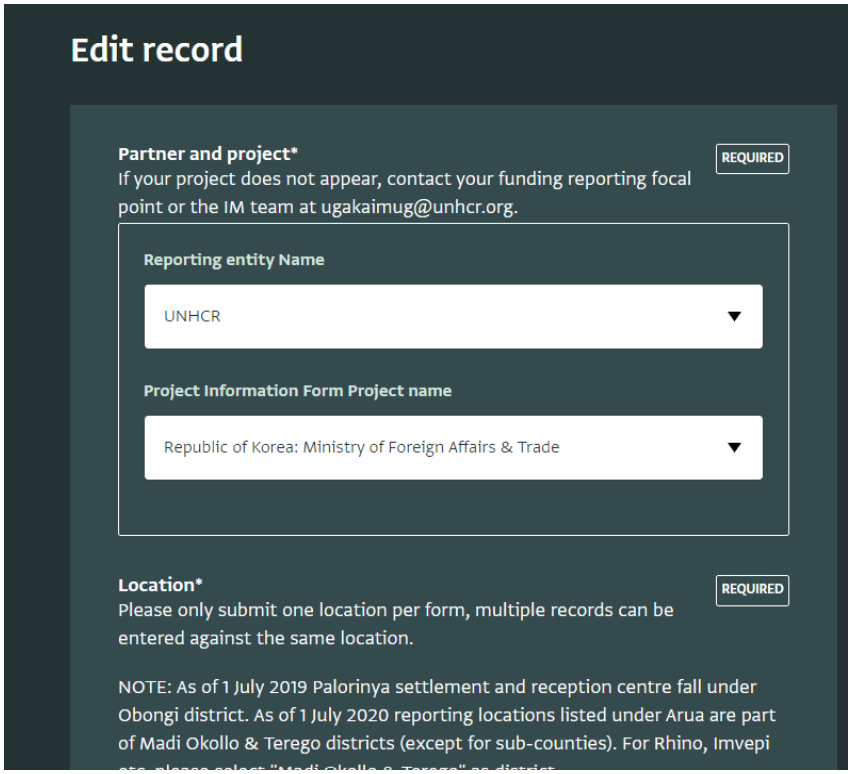
- Select the record that you want to edit, once selected the row will be highlighted with a green border
- Click the record arrow on the right of the screen to show the record details and history



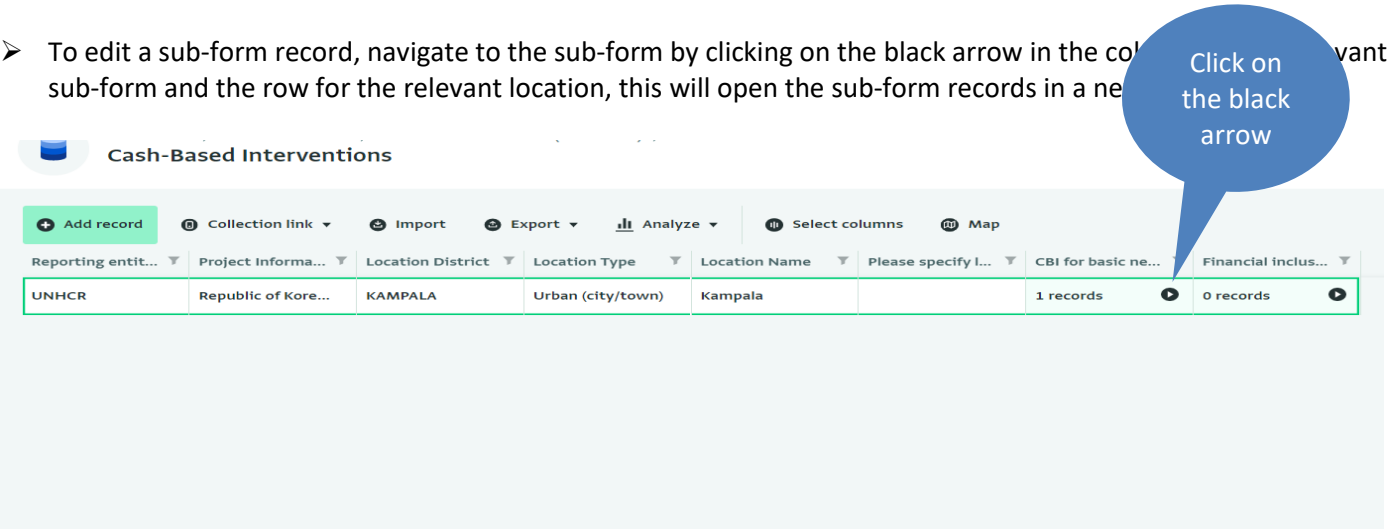
➢ To edit a record on the form, scroll down and click on "Edit record"



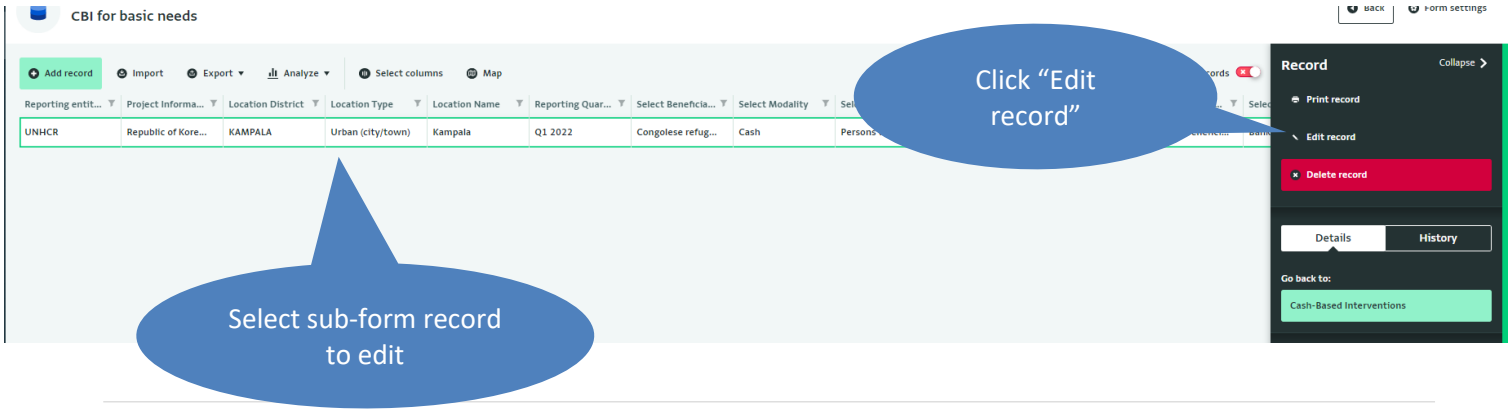
➢ The record will open in edit mode, you can now edit the relevant fields.



➢ To edit a sub-form record, navigate to the sub-form by clicking on the black arrow in the col vant sub-form and the row for the relevant location, this will open the sub-form records in a ne

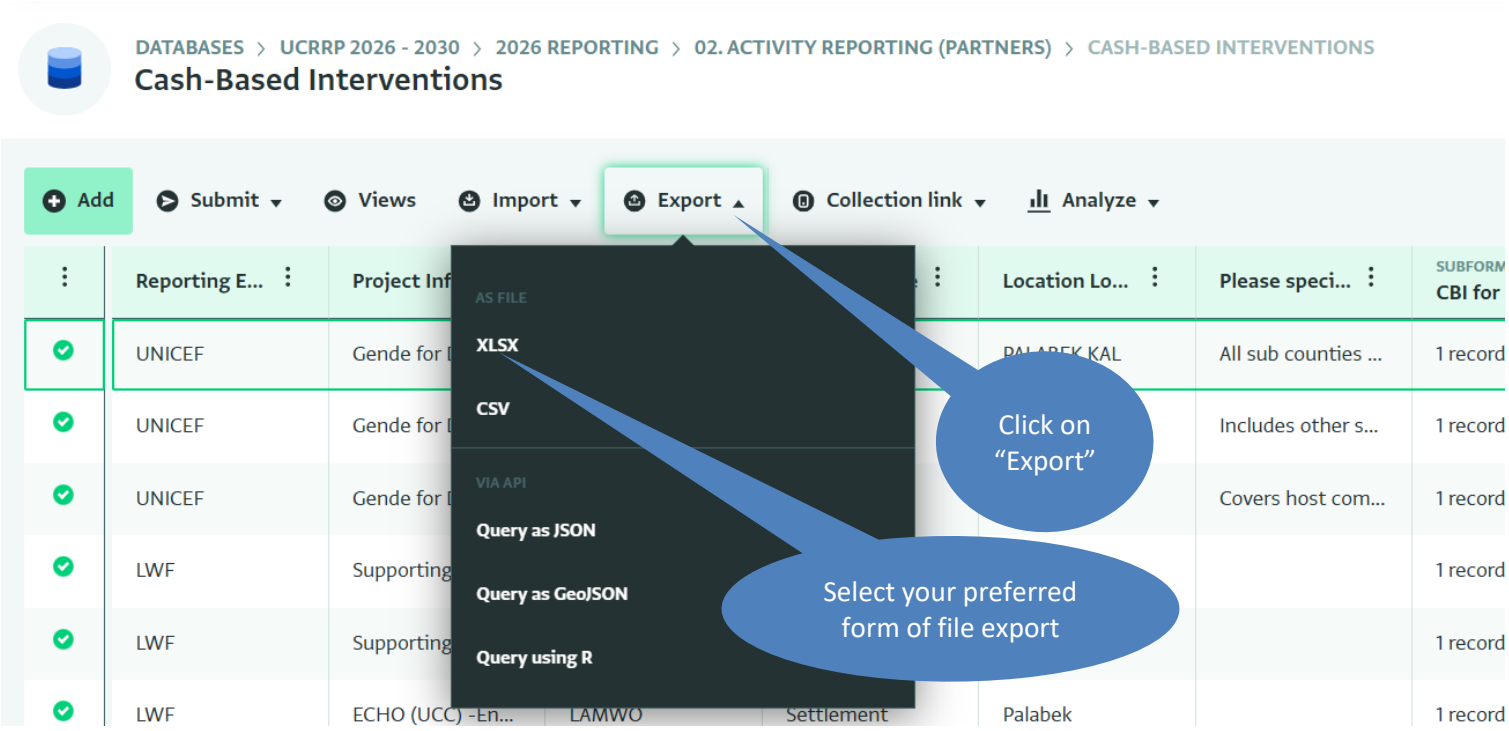


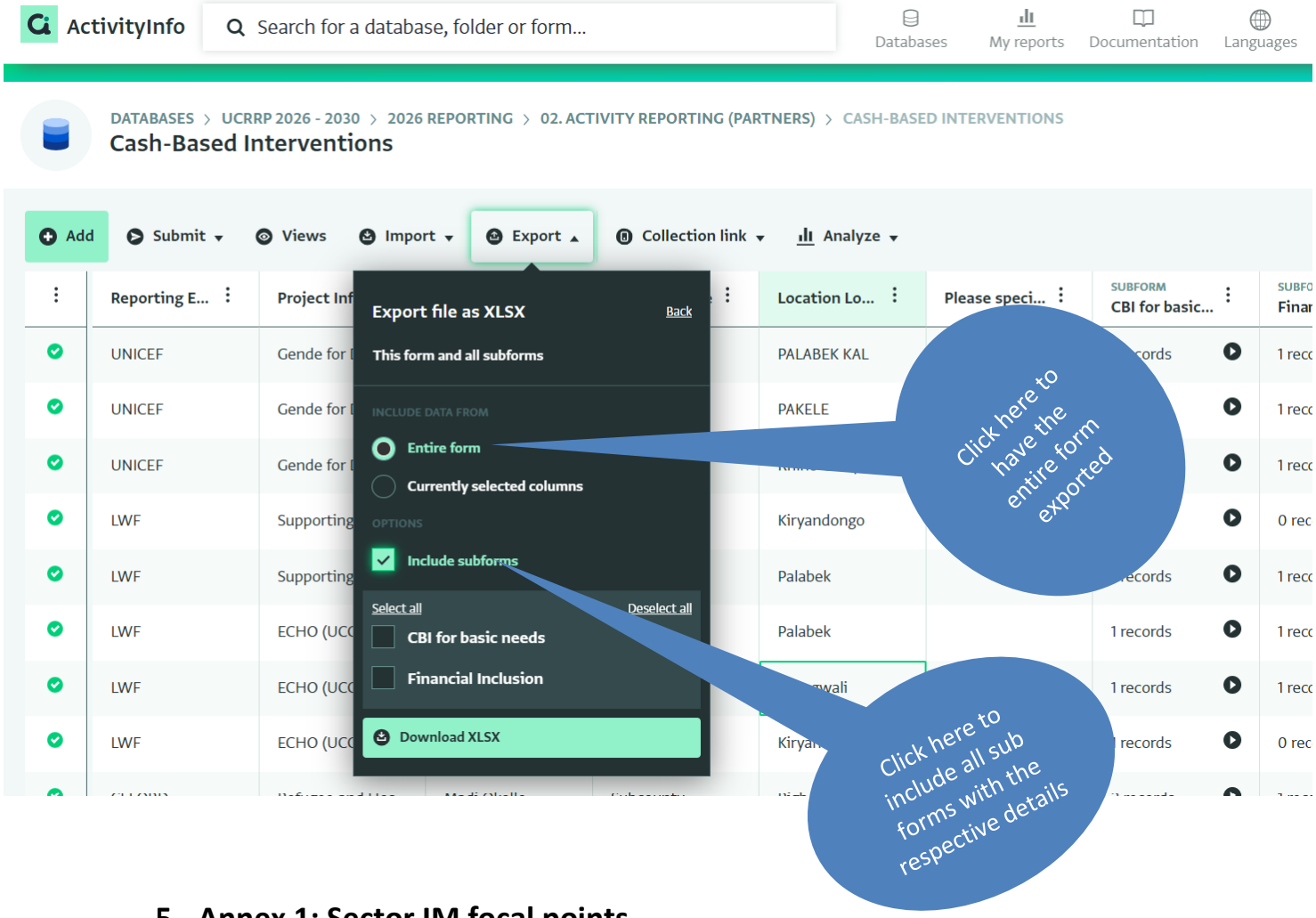
➢ Select the record to edit and click "Edit record" from the right-hand menu of the screen, this will open the sub-form record in a new window for editing.



viii. Exporting data

- Follow step **2 (Select the relevant folder) & 3 (Select the relevant form)** which will bring you to the records view. Click "Export". Choose the most appropriate option and the download will immediately start. It is advisable to export individual sub-forms ("Export selected columns with…") as this will automatically link the data from the form (partner, location etc.) and sub-form (date, beneficiary type etc.) fields.





5. Annex 1: Sector IM focal points

No	Sector/TWG	IM Focal Point	Contact details
1	Protection	Mohammed Solayman (UNHCR)	solayman@unhcr.org +256 776 882 767
2	Child Protection & GBV	Mohammed Solayman (UNHCR)	solayman@unhcr.org +256 776 882 767
3	Livelihoods & Resilience	Festo Rwamagaju Muriisa (UNHCR)	muriisa@unhcr.org +256 772 701 053
4	Education	Ronald Andi (UNHCR)	mumbere@unhcr.org +256 775 636 111
5	Shelter & Settlement	Faith Kirungi (UNHCR)	kirungif@unhcr.org +256 764 709 894
6	WASH	Festo Rwamagaju Muriisa (UNHCR)	muriisa@unhcr.org +256 772 701 053
7	Food Security	Festo Rwamagaju Muriisa (UNHCR)	muriisa@unhcr.org +256 772 701 053
8	Health & Nutrition	Emmanuel Omwony (UNHCR)	omwonyi@unhcr.org +256 783 354 172
9	Environment & Energy	Faith Kirungi (UNHCR)	kirungif@unhcr.org +256 764 709 894
10	CBI	Faith Kirungi (UNHCR)	kirungif@unhcr.org +256 764 709 894