Assessment Registry 2023
User Guide
Getting set up

• The Assessment Registry has moved from Kobo to ActivityInfo
• Access to the Assessment Registry on ActivityInfo needs to be arranged by the UNHCR IM Unit
• This guide has step-by-step instructions for getting started as well as how to correctly fill the form
Getting set up

1. Decide who in your organization will be a focal point for the Assessment Registry, responsible for adding and updating assessments.

2. Send an email to mdachim@unhcr.org requesting that the focal point be added to the Assessment Registry.

3. The IM Unit will add the focal point’s email to ActivityInfo.

4. The focal point will receive an email with a link to the assessment registry on ActivityInfo.

![Warning]

If the focal point already has an ActivityInfo account, permission to add assessment records will be added to their account.
Adding an assessment to the registry

1. Log in to https://www.activityinfo.org and click 2023 RRP Reporting - Moldova

2. Click on Moldova Assessment Registry

3. Click on Add record
Updating an assessment to the registry

1. Click on a record that you have added previously

2. Click Edit record
Filling the form: Title and objective

The following slides demonstrate an example of adding an assessment to the registry.

Parts of the form that are self-explanatory have not been included in this guide.
Filling the form: Organizations

Select your organization as the Reporting organization.

Your organization should be the only option available.

If there are multiple organizations carrying out the assessment, type the name of the first partnering organization in the next field.

Once you have added one partnering organization, you will be provided with another field to add an additional organization. Continue this process until all partners involved in facilitating the assessment have been recorded.
Filling the form: Donors

Select the donor(s) funding the assessment. If there is one, pick just one. You can also pick multiple if it is jointly funded.

If the donor(s) are not on the list, you can select ‘Other’ and specify in the text box, as shown in this example.
Filling the form: Status and contact

Please select the appropriate current status of the assessment.

**Planned:** Before data collection commences

**Ongoing:** After data collection has started, before final information products are released.

**Completed:** Information products have been released.

*Remember to come back to ActivityInfo and update the status when it changes!!!*

The contact email will be publicly visible on the Assessment Registry Dashboard.
Filling the form: Districts

Please select all districts (Raions) where data collection is taking place.

If the assessment uses probabilistic sampling, and the findings can be considered representative of a larger area, please also include the districts that this applies to.

Example: An assessment will use probabilistic sampling of refugee households in the north of Moldova. Cluster sampling is used, and so data collection is only conducted in districts A, B, C. However, the findings will be representative of the entire northern region, which includes districts A, B, C, D, E, F. In this case, the focal point should include A, B, C, D, E, F districts in the form.
Filling the form: Population groups

Please select all population groups of interest that are engaged in the data collection process.

There may be some crossover among population groups. Please only select the groups that are specifically identified in the objective of your assessment. You can use ‘Other’ if the particular population group of interest is not listed.

For example, one livelihoods assessment may include a survey of refugee households (regardless of nationality) to identify livelihood coping mechanisms. It is possible that some household members are asylum seekers, but the survey does not clarify the legal status of respondents. In this case, the focal point selects ‘Refugees – Ukrainians’ and ‘Refugees – Third Country Nationals’.

If there is any doubt, think about someone filtering the assessment registry by the specific population group that is relevant to their work. Should your assessment be included?
Filling the form: Start and end date

Please enter the dates when data collection is planned to start and end. If these are not yet scheduled, please give your best guess and then come back to the record at a later date to update.

If you are filling this retroactively, please enter the exact start and end dates of data collection.

If the assessment is routine, for example every week or every month, please use the data collection start date of the first round and then the expected data collection finish date of the last round.

If there are multiple rounds of the assessment but they are not routine with regular intervals, please complete a separate form for each round of the assessment!
Filling the form: Permission to share

Information products that are linked will be publicly visible on the Assessment Registry dashboard, if ‘Can be shared publicly’ is selected.

If ‘Cannot be shared publicly’, they will not be visible on the dashboard. Any requests to access the information product will be forwarded directly to the focal point.

Partners are strongly encouraged to permit the public sharing of information products if it is safe and suitable to do so.
For any questions or to request further guidance, please contact the UNHCR IM unit:

mdachim@unhcr.org