



# Assessment Registry 2023

## User Guide



Regional Refugee Response  
For the Ukraine Situation

Moldova

# Getting set up

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- 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

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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](mailto: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



*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**  
Databases

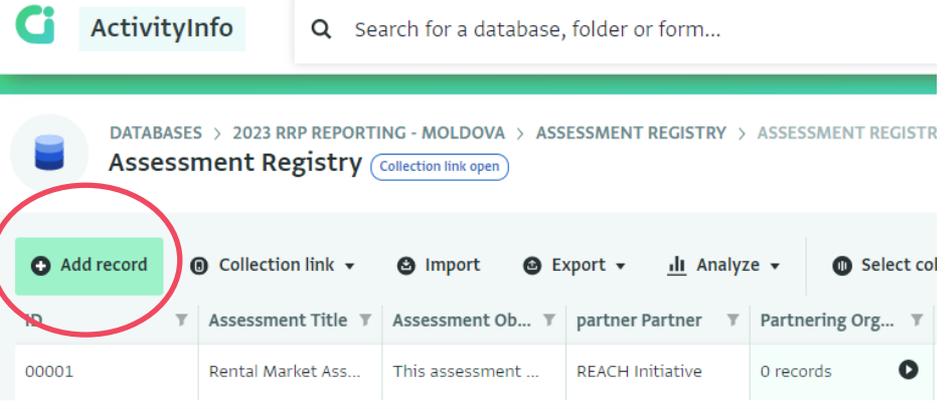


3

Click on **Add record**

2

Click on **Moldova Assessment Registry**



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# Updating an assessment to the registry

1

Click on a record that you have added previously

2

Click *Edit record*

The screenshot shows the ActivityInfo interface for the Assessment Registry. The breadcrumb trail is: DATABASES > 2023 RRP REPORTING - MOLDOVA > ASSESSMENT REGISTRY > ASSESSMENT REGISTRY. The table contains the following data:

ID	Assessment Title	Assessment Ob...	partner Partner	Partnering Org...	Funded by	Funded by 2	Funded by 3	Status	Contact email	Distrib...
00001	Rental Market As...	This assessment ...	REACH Initiative	0 records ▶	ECHO			Planned	james.whitaker...	B...
00002	Test	Testing user acco...	ACTED	0 records ▶	test			Planned	james.whitaker@...	Aneni...

A red arrow labeled '1' points to the 'Add record' button. Another red arrow labeled '2' points to the 'Edit record' option in the context menu for the first 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.

**Add record**

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**Assessment registry form**  
For a detailed guide on how to fill out this assessment registry, please visit:  
<https://tinyurl.com/2rjx38a2>

**Assessment Title\*** REQUIRED  
Please enter the title of the assessment. If there is not a title yet, please provide a summary of the topic of the assessment in a few words.

Rental Market Assessment

**Assessment Objective**  
Please briefly describe the objective of the assessment.

This assessment aims to shed light on rental market dynamics, rental housing costs



# 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.

**Reporting organization\*** REQUIRED

Select the main organization carrying out the assessment. If the organization is not available in the list, please contact [mdachim@unhcr.org](mailto:mdachim@unhcr.org). If there are multiple organizations carrying out the assessment, you have the opportunity to add the additional organizations in the next part of the form.

Select Partner ▼

**Partnering organization**

If there is an additional partner involved in facilitating the assessment, please type the name of the organization here. If not, leave this blank.



# Filling the form: Donors

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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.

**Funded by**  
Please specify the organization(s) funding the assessment.

If the donor is not on the list, please select 'other' and list all donors funding the assessment in the text box that will appear.

- BHA
- FCDO
- ECHO
- IOM
- UNDP
- UNHCR
- UNICEF
- UNWOMEN
- Other

**Funded by (other)**  
Please specify the organization(s) funding the assessment.

CDC, SIDA



# 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.

The screenshot shows a dark-themed form interface. At the top, it says "Status\*" with a "REQUIRED" label. Below this is the instruction "Please select the current progress status of the assessment." and a reminder: "Please remember to come back to the form and change the status as you progress." There are three radio button options: "Planned" (selected), "Ongoing", and "Completed". Below the status options is the "Contact email\*" field with a "REQUIRED" label. The email address "james.whitaker@reach-initiative.org" is entered in the field.



# Filling the form: Districts

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**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.



**Districts\*** REQUIRED

Please select all of the districts where data collection has been / will be carried out.

If probabilistic sampling is used, please select all districts where the findings will represent.

- Anenii Noi
- Balti
- Basarabasca



# 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'.

**Population groups engaged during data collection\*** REQUIRED

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

For example, an assessment that is only a desk review should not tick any boxes because none of these population groups are directly consulted.

Use the 'other' option if the assessment respondents do not fit into these categories, and then specify the population group in the field that will appear below.

- Refugees - Ukrainians
- Refugees - Third Country Nationals
- Asylum seekers
- Host community members
- Stateless people
- Other



*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!*

**Data collection start date\*** REQUIRED  
If the start date has not yet been determined, please provide your best approximation and then return to this record and update once you have finalized your start date.

**Data collection end date\*** REQUIRED  
If the end date has not yet been determined, please provide your best approximation and then return to this record and update once you have finalized your end date.



# 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.

**Can the information products be shared publicly?\*** REQUIRED

We will not further disseminate the information products if you specify that they cannot be shared publicly.

Can be shared publicly

Cannot be shared publicly

**Link to the information product**

Please only add the URL to the final product. Users of the assessment registry dashboard will click this link to view the assessment report.

If there are multiple information products, please link them in the 'Additional information' field below.

Format as <https://www>.



# Contact

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For any questions or to request further guidance, please contact the UNHCR IM unit:

[mdachim@unhcr.org](mailto:mdachim@unhcr.org)



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