The following databases are available for providing input:

- **Projects** form. This is a so-called “multiple submission form”. The form allows to register a wider project with all sectors relevant to it and then to report the activities month by month.

- **Assessment registry** form. This form is a revamped form to capture the assessments planned, being implemented or completed ones.
Getting set up

1. UNHCR IM team will grant access to 2023 database to the same focal points as in 2022.

2. In case you need access to the database, please send an email to mdachim@unhcr.org requesting that the focal point be added.

3. The administrators will add the focal point’s email to the database granting the possibility to edit the entries of the respective organization.

4. The focal point will receive an email with a link to create their account on ActivityInfo/

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

Step 1 – please click **Add record**.

Step 2 – please register a **new** project. Project can be either a focused set of activities or this can be all organization's activities for 2023. In case, you are UNHCR’s implementing partner, please submit the project that you are implementing under the PPA separately from your organization’s other activities.

Step 2.1 – please indicate the donor for your project. A mandating agency is also considered a donor. Please also give the title for your project. In case you submitted an RRP project, the title of the project here should correspond with the title of the RRP submission.
Adding a new entry

Step 2.2 – you can add a project description. In this field, please limit the description to 200 words briefly outlining the key activities and any other relevant data to be taken into account.

The project status is a mandatory field, and it is updated for the whole project. In case the project is lasting several months but you have achievements to report each month, please update the status from “ongoing” to “completed” at the end of the project.

All other fields marked with an asterisk (*) are mandatory, and you will not be able to submit your input if you have not filled such fields.
Adding a new entry

Step 2.3 – please indicate the total budget of the project. This means the total budget for all activities. In case you submitted an RRP project, the budget here should correspond with the budget of the RRP submission.

“When” refers to the whole length of the project. This should cover the start of the activities and the closure of the final activity.

“Where” refers to the geographical scope of the whole project. The precise locations of the activities will be asked later.
Adding a new entry

Step 2.4 – please tick all the sectors covered by the project. The precise sectors of the activities will be asked later.

Please also indicate contact details of the focal point filling in the form.
**Reporting monthly achievements**

**Step 3** – please set up the overall project targets under the subform “Activity targets” and, if applicable, provide monthly achievements under the subform “Report Activities”.

The multiple submission form works the way that you set up the overall project form once and then only update or add the monthly achievements under the “Report activities” subform.

**Important**: please click on “save record” before clicking “Add record in Activity Targets” or “Add record in Report Activities”!
Reporting monthly achievements

Step 3.1 – start populating the monthly achievements form. Please note that you need to submit one form per each indicator, per population group in each location. This means that in case you have one activity in several locations for different population groups, you need to fill in one form for each. *

The sector’s name, activity, and indicator work as dropdowns. The “unit” will be auto-populated based on the indicator selected.

* in case there many repeated activities in a vast number of raions, an Excel template will be shared allowing bulk upload of entries.
Reporting monthly achievements

**Step 3.2** – Reporting month is a month for which you report your activities. Location is a single choice; please note that there is no “countrywide” option here. In case, this option is needed, please select Chisinau.

**Step 3.3** – try to always specify the population group of beneficiaries. The “not applicable” option is reserved for some not standard situations when a clear disaggregation by population groups is not possible (e.g. social cohesion activities on community level)
Reporting monthly achievements

Step 3.4 – Depending on the choice for the age disaggregation question, two scenarios will follow:

- In case there is disaggregation by age, total # of girls and adult female, as well as boys and adult male will be asked. All these fields will be mandatory.
- In case the disaggregation by age is not available, total male and total female beneficiaries will be asked.

Depending on the availability of age, the further gender disaggregation will be mandatory.

Independent from the previous choice, there will be additional fields asking the # of male beneficiaries with disabilities as well as female beneficiaries out of the total from both groups, regardless of the age disaggregation indicated previously.
Step 4 – edit the “Project submission”. This step might be needed if you want to amend the general information about your project: status of the project, budget or sectors you are working in.

4.1 – please select the line with the project you want to edit. You will be able to see only your own projects.

4.2 – click on “Edit record”. You will be prompted to the same interface as when adding the new form, but all your previously entered data will be visible there.

Please note that if you want to edit any line of your monthly submission, you need to take an extra step – see step 5.
**Editing submitted entries**

**Step 5** – edit the “Report activities”. This step might be needed if you want to amend the monthly submission of your achievements.

5.1 – similar to the previous step, please select the line with your project submission, but click on “go to subform “report activities” instead of edit record.

5.2 – a new page with multiple lines (depending on the # of activities reported) will appear; please select the line you want to edit and click “edit record”.

![Image of a table and subform interface with options like 'Print record', 'Edit record', 'Delete record', 'Protect Activity Targets', and 'Report Activities'].

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Step 6 – If you want to export your agency’s submitted entries, in the database view click on “export” – “export selected” columns. This will create an excel file with all the lines submitted by your organization in the database.

Please note that there are two places where this can be done:

• Submitted projects view – you will be able to extract the list of all submitted projects.
• Report activities view – you will be able to extract the list of all your monthly submitted achievements.
For any questions or to request further support, please contact the UNHCR IM unit:

mdachim@unhcr.org