



## ACTIVITYINFO REPORTING - STEP-BY-STEP GUIDE (March 2025)

This document details the steps required for RRP and UNHCR partner reporting focal points to follow to be able to access to the ActivityInfo database and report achievements in the response as well as funding received. For any clarification, please contact the UNHCR IM Unit ([hunbuim@unhcr.org](mailto:hunbuim@unhcr.org)). Before you begin, please note the following:

- Reporting is open to all partners currently responding to the refugee emergency. While it is mandatory for RRP and UNHCR partners, all RCF organizations are warmly encouraged to report.
- The reporting has 3 components. You can access the 3 components from your ActivityInfo account, once you have logged in:

| Component                  | Who reports            | When to complete  | What is it used for                                  | Where to access  |
|----------------------------|------------------------|---|--|--|
| 1. Indicators <sup>1</sup> | RRP and UNHCR partners | Quarterly<br>(Q1: 11/4, Q2: 11/7<br>Q3: 10/10, Q4: 30/01) | Quarterly Dashboard, Interagency Updates (bi-annual) | <a href="#">Achievements Reporting</a><br><i>(requires logging into ActivityInfo)</i>  |
| 2. Narrative               | RRP partners           | Bi-annual<br>(Q2: 11/7, Q4: 30/01)                        | Interagency Updates (bi-annual)                      |  |
| 3. Funding                 | RRP partners           | Quarterly<br>(Q1: 11/4, Q2: 11/7<br>Q3: 10/10, Q4: 30/01) | Interagency Updates (bi-annual)                      | <a href="#">Refugee Funding Tracker</a><br><i>(requires logging into ActivityInfo)</i> |

- Organisations can report through the ActivityInfo platform (which works both online and offline) or through the import template (which can be uploaded to ActivityInfo). The import template is of help if you have multiple submissions at the same time, for example, if your organisation has to report against many indicators or locations.

**IMPORTANT:** If you are receiving funding from another RRP partner (e.g. IOM), you should not report against funding or activities implemented with funding from that RRP partner as the RRP partner can report on your behalf (please clarify this with the reporting focal point). In this case, you can still submit narrative reporting and report on funds received from other donors.

**HOW TO GET STARTED:** Browse to ActivityInfo ([www.activityinfo.org](http://www.activityinfo.org)) and click on “Log In”. If you do not have a username and password, please send an email to: [hunbuim@unhcr.org](mailto:hunbuim@unhcr.org).

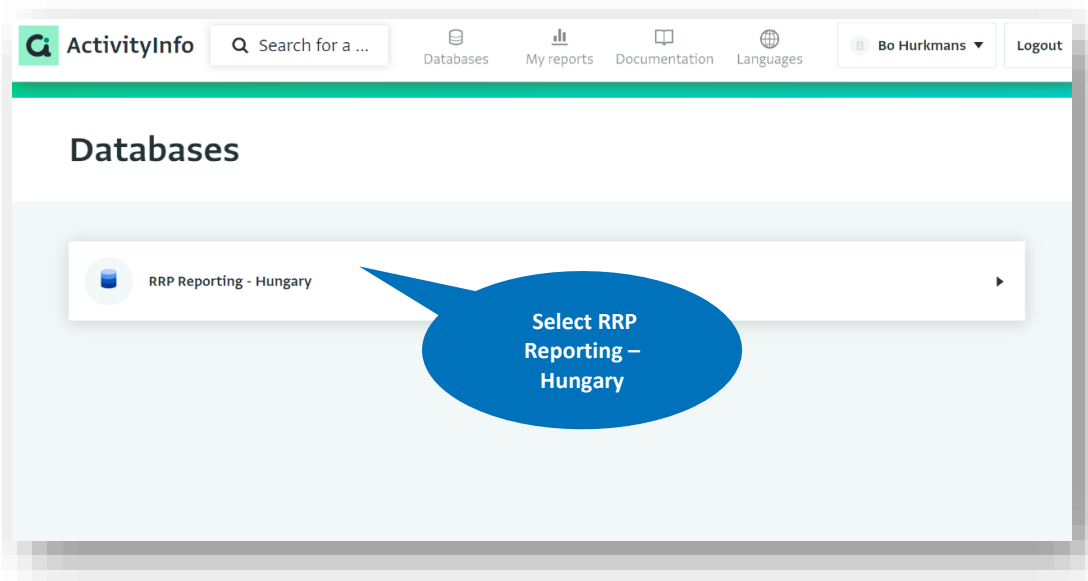
<sup>1</sup> Information on activities is collected through indicators defined by location (county level), gender/age (men, women, boys, and girls), and type of beneficiary (refugees, host community, staff). Activities that are implemented online or over the phone can also be reported (by selecting the online/remote option).

# 1. ACTIVITY REPORTING

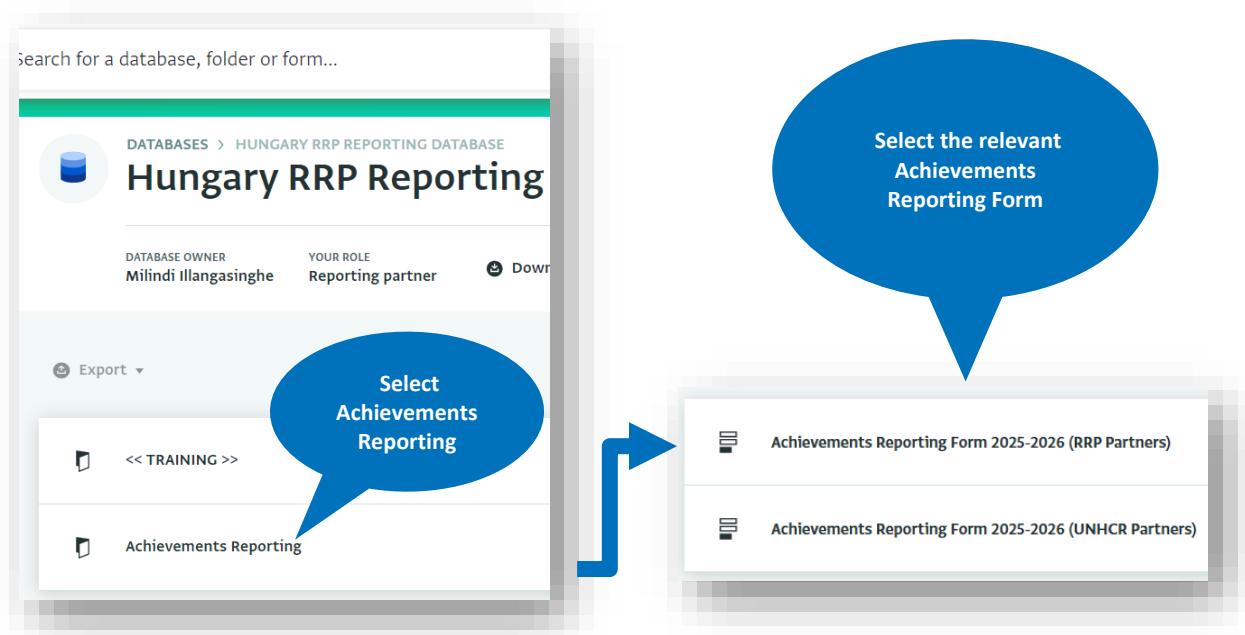
## Overview:



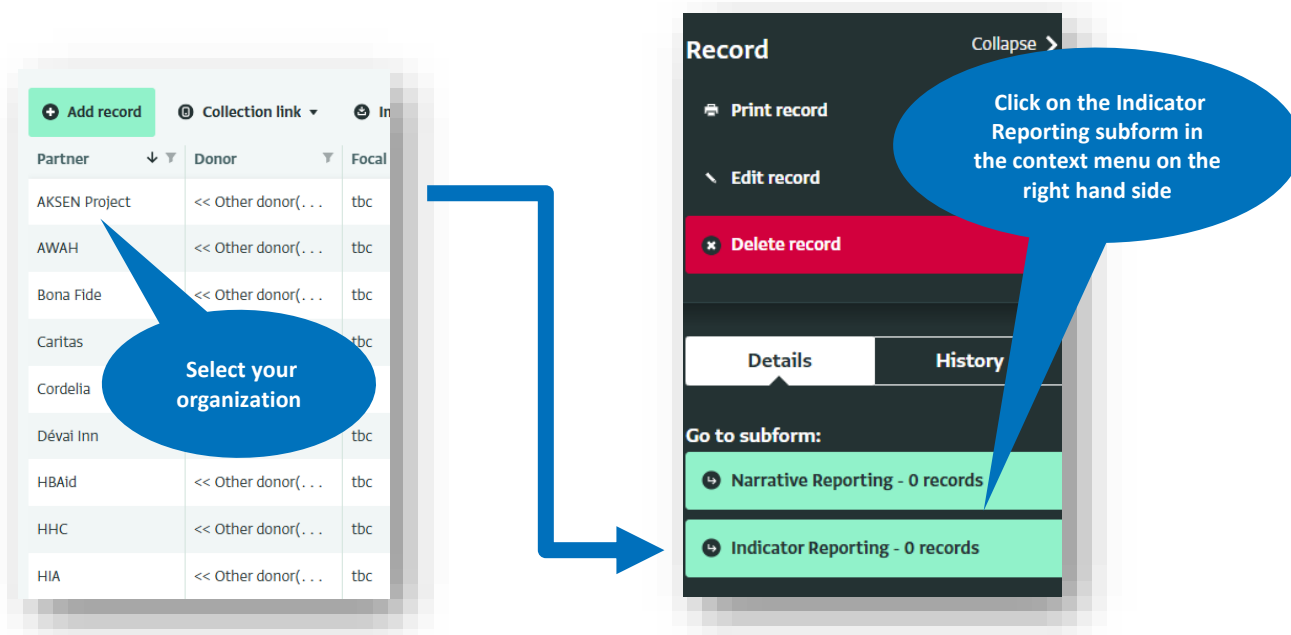
a. Once logged in, select the database for the Hungary RRP



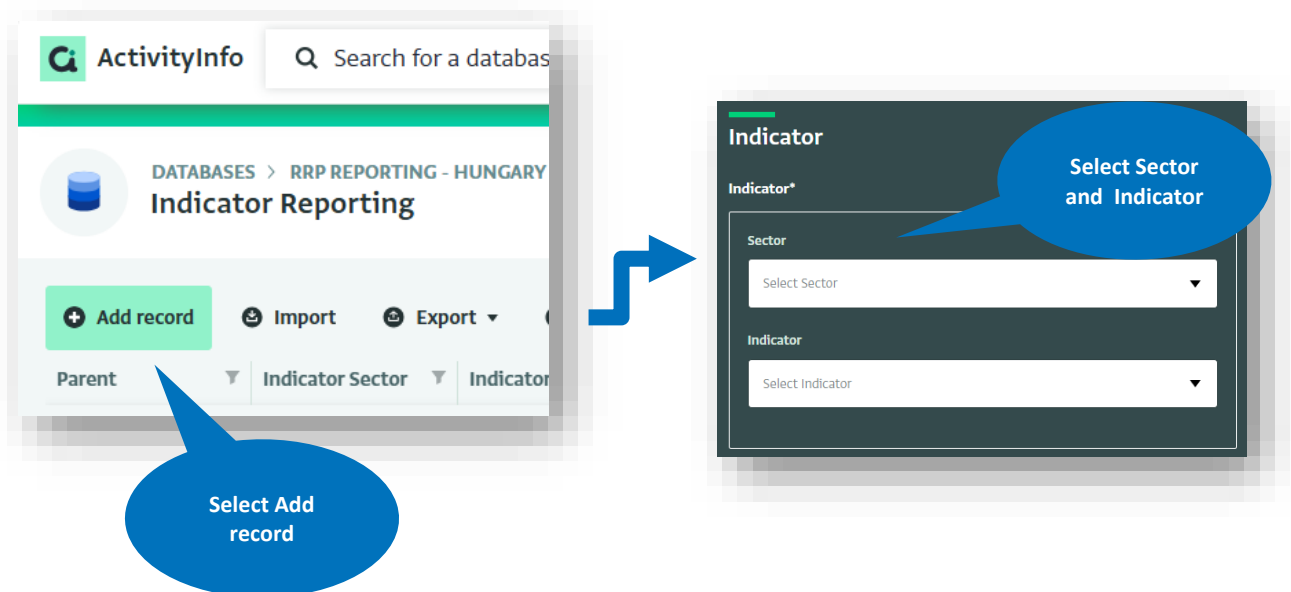
b. Select the "Achievements Reporting" folder and click on the "Achievements Reporting Form".



- c. **Select your organisation and then select the “Indicator Reporting” subform on your right side of the screen.** If your organisation is not listed, please send an email to: [hunbuim@unhcr.org](mailto:hunbuim@unhcr.org)).



- d. **Once you are in the reporting subform, select “Add record”, then select the sector and indicator from the list.** Please see Annex 1 for an overview of indicators.



**UNHCR partners:** Indicators shown in the form for UNHCR partners are automatically filtered based on your activities, there is no need to select a sector.

e. **Indicate the reporting period for the submission.** By default, the current reporting period will be selected. If you have missed a previous reporting period, please add your inputs retroactively in order to ensure a comprehensive picture of achievements.

f. **Indicate if the activity is implemented online/remotely or in person. If the activity is implemented online/remotely no location details need to be provided.** If the activity is implemented in person, you are required to provide the county.

g. Scrolling down, you will find the “Achievements” section, **here you can specify the category of people reached (refugees and asylum seekers is selected by default, but you can select another category or multiple categories if needed).**

**IMPORTANT:** Please use the guidance below to ensure accurate reporting of unique beneficiaries.

- In Q1: ALL beneficiaries reached can be counted as NEW
- In Q2: ONLY report NEW beneficiaries (i.e. not yet reached in Q1)
- In Q3: ONLY report NEW beneficiaries (i.e. not yet reached in Q1-2)
- In Q4: ONLY report NEW beneficiaries (i.e. not yet reached in Q1-3)

h. Please enter the number of NEW beneficiaries reached, broken down by women, men, boys and girls.

**UNHCR partners:** To report on people with disabilities or other gender identities, please expand the standard gender/age breakdown by selecting the relevant option under “Reporting on diversity”

**IMPORTANT:** If no precise breakdown is available, please use the following rounded estimates from the Hungary 2024 Socio-Economic Insights Survey:

|                            |   |
|----------------------------|---|
| <b>Only adults:</b>        | 73% female / 27% male   |
| <b>Only children:</b>      | 45% girls / 55% boys  |
| <b>Adults and Children</b> | 66% adults (48% women, 18% men)<br>33% children (15% girls, 18% boys) |

**USING THE IMPORT TEMPLATE:** An import template is available to assist with entering multiple submissions at the same time (instructions [here](#)). The advantage of the import template is that it speeds up data entry if you report on several indicators or several locations. The import template can be filled out offline in Excel and then uploaded into ActivityInfo. It follows the same structure as the form on ActivityInfo, however, please note the following points:

- Most cells have validation applied to them in order to make sure that the answers match with the options that are available in ActivityInfo, use the dropdown menus provided
- Activities and indicators per sector have been copied into the template for reference, you can copy / delete as needed
- Do not copy the first row (WHO, WHERE, WHEN, WHAT, WHOM etc.) into the ActivityInfo import interface

If you made a mistake while entering data, you can always [edit](#) or [delete](#) your submission. It is also possible to [export](#) the information entered if you want to keep a copy for your own records.

## 2. NARRATIVE REPORTING

### Overview



The narrative reporting form gives partners the opportunity to provide bi-annual inputs on:

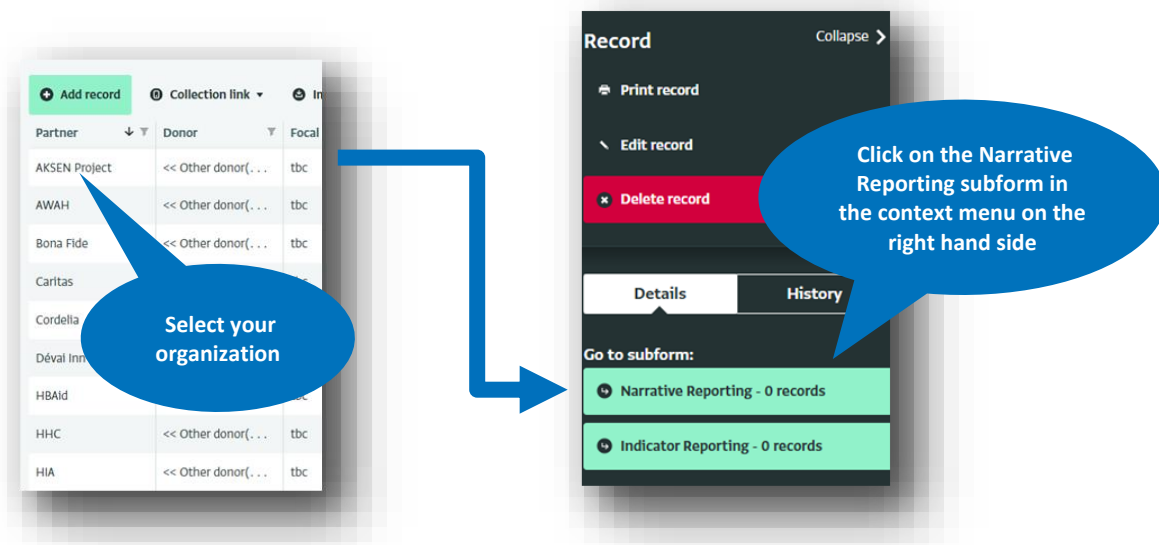
- Main accomplishments and challenges, broken down per objective of the RRP.
  - Objective 1: Refugees have access to protection, legal status, and rights
  - Objective 2: Access of refugees to national systems
  - Objective 3: Strengthening social cohesion with the host community
  - Objective 4: Advance the localization of the response in Hungary
- Any activities or projects that could not be implemented due to lack of funding.
- Any picture of activities, events, offices you want to share (with a caption).<sup>2</sup>
- Any report, assessment, analysis related to the response you wish to share with the RCF.

<sup>2</sup> Please ensure that you have obtained the consent of individuals in the photo before sharing as submissions can be used by the Interagency Team in reports and displayed during public events.

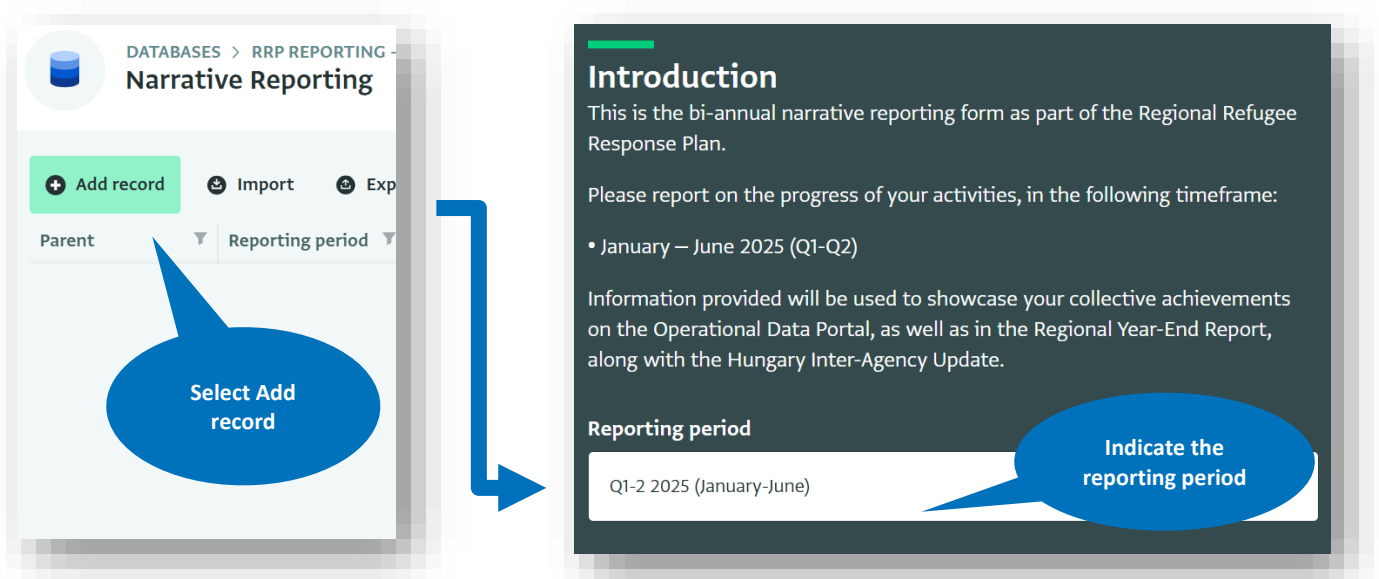
**IMPORTANT:** If your organization provided support to national or local civil society, authorities (e.g. municipalities) or coordination structures, please provide details of the support provided as well as an estimate of the value of the support in USD. This will feed into reporting against the regional outcome indicator on funding to national and local actors,

These inputs will be used in the bi-annual Inter-Agency Updates.

- a. Select your organisation and then select the “Narrative Reporting” subform on your right side of the screen.



- b. Select “Add record” to open the narrative reporting form and indicate the reporting period. By default, the current reporting period will be selected.



c. Select the objective(s) against which you are reporting and provide an overview of the main accomplishments and challenges.

**Objectives**

Select the objective(s) of your intervention\* REQUIRED

- Objective 1: Refugees have access to protection, legal status, and rights
- Objective 2: Access of refugees to national systems
- Objective 3: Strengthening social cohesion and community
- Objective 4: Advance the localization of the response

Select the objective(s)

**Main accomplishments\*** REQUIRED

**Main challenges\*** REQUIRED

Enter accomplishments and challenges

d. If your organization provided support to national or local civil society, authorities (e.g. municipalities) or coordination structures, please select "Yes" and provide details of the support provided as well as an estimate of the value of the support in USD. This option will only show up when selecting Objective 4 (Advance the localization of the response in Hungary).

**Did you provide support to national or local civil society, authorities (e.g. municipalities) or coordination structures?\*** REQUIRED

Such as for example direct financial support, material support (equipment, facility improvement, food assistance), technical support (trainings, policies, tools) and staffing support.

Yes

No

**Please provide any details regarding the support provided\*** REQUIRED

**Please estimate the value of the support in USD\***

Enter a number

Select "Yes" to report on localization support

Enter details and estimated value

e. Finally, you have the option to provide any other feedback (e.g. on the impact of underfunding) and upload any photos or reports that you wish to share.

**Other feedback**

If you had any activities or projects that could not be implemented due to lack of funding, please describe the impact here

If you have any other feedback you would like to share, please include it here

If you would like to share a photo / photos of your activities, please upload it / them here

Drag a file into this box or browse for the file.

If you would like to share any assessment or survey that you have undertaken, please upload it here

Drag a file into this box or browse for the file.

### 3. FUNDING REPORTING

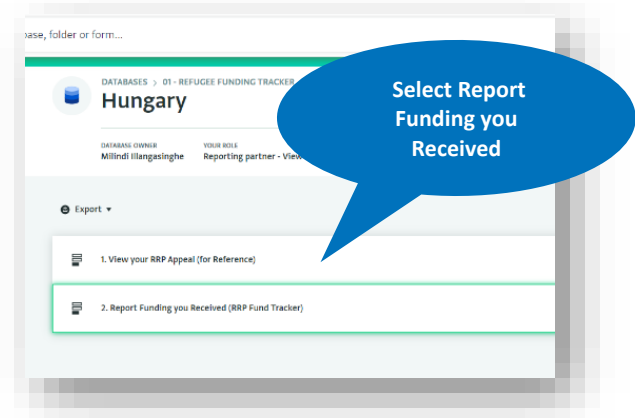
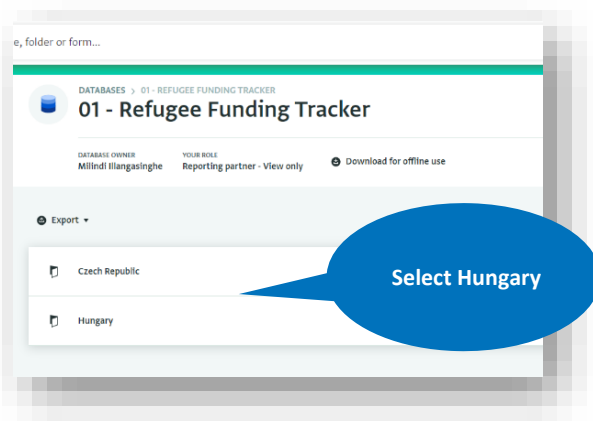
The RRP financial tracking overview and database on ActivityInfo uses the following terms:

- **Recipient organization:** Refers to the organization that initially received RRP funds (i.e., first recipients of funds). All RRP-appealing organizations are expected to report on the funding they received.
- **Financial focal points:** Staff within the organization that is responsible or have access to the funding received by the organization. Financial focal points are the ones responsible for reporting the funding.

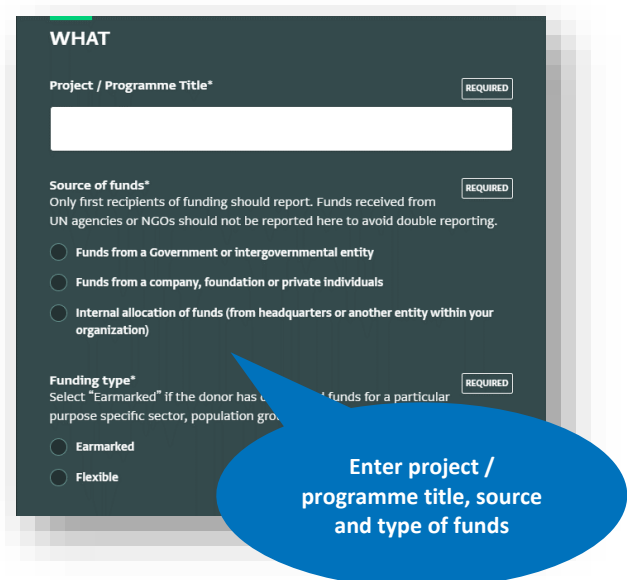
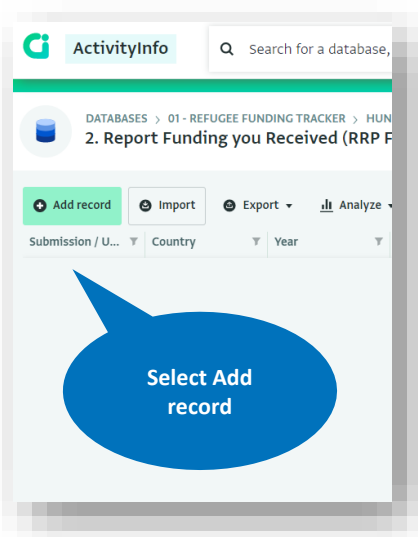
a. Once logged in, select the database for the Refugee Funding Tracker



b. Select the "Hungary" folder and click on "Report Funding you Received".



c. Select Add record and complete the funding reporting form





Complete the form as follows:

- Enter the project / programme title.
- Select the type of funding source and provide the name of the donor (optional).
  - Donors can include government, intergovernmental or non-governmental entities, private sector companies, foundations, or private individuals.
  - A list of government and intergovernmental donors is provided, it is not mandatory to select one. In case the donor is not in the list, or cannot be disclosed, select <<NOT IN LIST>> or <<PREFER NOT TO SHARE>>.
  - When selecting company, foundation or private individuals as source, you are requested to provide the name of the funding source, enter "PREFER NOT TO SHARE" if the name(s) should be kept private.
- Mark if the funding received was:
  - **Earmarked:** Refers to funds that have been designated for a specific purpose or project and may be subject to certain conditions or restrictions on how they can be used. Examples include funding designated for a specific sector, geographic location, or population group.
  - **Flexible.** Flexible funding refers to money that has been received without a specific term of use. The recipient organization can use the funds as they see fit and allocate it / spend it the way they want. This type of funding allows for more flexibility in addressing needs.
- Enter the total amount of money received (e.g. in the bank) by the recipient organization. This does not include funds committed for the remainder of the year or beyond. It only refers to first-level recipients of funds and does not include money received from UN agencies.
- Select the relevant sectors to this project/programme. RRP partners are expected to break the total funding received down by sector (including the sub-sectors of Child Protection and Gender-Based Violence under Protection). If exact amounts are not known estimates can be provided. If the funding received was flexible, partners are expected to estimate the allocation of the funds by RRP sector. It is possible to mark that the funding is not yet allocated.

**FUNDING**  
Report only in \$USD. Convert other currencies using the rate of receipt, or the one used by your donor.

**TOTAL AMOUNT RECEIVED FOR THE PROJECT\*** REQUIRED  
Total amount received this calendar year

Enter a number USD

**DISTRIBUTION BY SECTOR\*** REQUIRED  
If the funding breakdown by sector is not known yet, please select <Not Yet Allocated>.

Do not select "Logistics, Telecoms & Operational Support" - not a sector in 2025

<Not Yet Allocated>

Basic Needs (includes In-kind, Shelter, WASH, Food Security, Multi-purpose Cash)

Education

Health & Nutrition (includes MHP)

Livelihoods & Socio-Economic In

Logistics, Telecoms & Operational Support

Protection (Includes Child Protection and GBV)

### Feedback / Questions

In case of further questions or feedback, please get in touch:

Bo Hurkmans: [hurkmans@unhcr.org](mailto:hurkmans@unhcr.org) / +36305818505

Peter Salgo: [salgo@unhcr.org](mailto:salgo@unhcr.org) / +36302429820

## ANNEX 1: INDICATOR FRAMEWORK

\*Denotes a **regional indicator** which is reported on through country-level indicators

### Basic Needs

#### **R6 # of individuals who received assistance for basic needs\***

- C6.1 # of individuals provided with short-term accommodation (<30 days)
- C6.2 # of individual receiving multipurpose cash assistance
- C6.3 # of individuals who received voucher assistance for basic needs
- C6.4 # of people who received non-food items
- C6.5 # of individuals receiving food assistance (groceries, prepared meals etc.)

### Child Protection

#### **R3 # of children provided with child protection services\***

- C3.1 # of children supported with specialized child protection services
- C3.2 # of children provided with community-based child protection services
- C3.3 # of children provided with recreational activities
- C3.4 # of individuals reached with communication campaigns or advocacy activities on child protection and children's rights
- C3.5 # of children accessing child friendly spaces or other safe spaces, protection and support hubs
- C3.6 # of participants trained on child protection and children's rights

### Education

#### **R7 # of children and youth supported with education programming\***

- C7.1 # of children participating in non-formal classes to learn the language(s) of instruction in the host country
- C7.2 # of children participating in non-formal catch-up classes and learning support classes
- C7.3 # of children provided with recreational services
- C7.4 # of children supported to enroll in formal education in host country
- C7.5 # of education personnel trained or receiving support to better respond to the needs of refugee learners

### Employment & Housing *(note: short-term accommodation is covered under Basic Needs)*

#### **R1 # of individuals who benefitted from livelihoods and economic inclusion interventions\***

- C1.1 # of individuals who received support in accessing medium- to long-term independent housing
- C1.2 # of individuals who received support in technical and vocational education and training (TVET)
- C1.3 # of individuals who received support in language training
- C1.4 # of individuals who received support in accessing employment and building skills
- C1.5 # of individuals supported with cash for socio-economic inclusion
- C1.6 # of individuals supported to access childcare and kindergarten
- C1.7 # of individuals who received support in entrepreneurship and financial inclusion

### Gender-Based Violence (GBV)

#### **R4 # of individuals who benefitted from specialized GBV programs**

- C4.1 # of individuals trained on GBV prevention, response, and risk mitigation measures

### Health & MHPSS

#### **R8.1 # of individuals supported in accessing health services**

#### **R8.2 # of health care providers trained to provide services to refugees**

#### **R8.3 # of individuals participating in MHPSS services and activities\***

- C8.3.1 # of individuals that participated in community and family supports
- C8.3.2 # of individuals who participated in specialized MHPSS services
- C8.3.3 # of individuals who participated in focused individual and group psychosocial support
- C8.3.4 # of individuals trained in MHPSS topics or approaches

### Prevention from Sexual Exploitation and Abuse (PSEA)

#### **R5 # of individuals trained on PSEA risk mitigation, prevention and response**

### Protection

#### **R2 # of individuals supported in accessing protection services\***

- C2.1 # of individual receiving cash assistance for protection
- C2.2 # persons with specific needs provided with targeted protection assistance
- C2.3 # of individuals receiving information on services and refugees' rights in a relevant language
- C2.4 # of individuals provided with integrated case management (including referrals)
- C2.5 # of individuals participating in legal awareness raising sessions
- C2.6 # of individuals provided with individual legal counseling
- C2.7 # of participants trained on legal assistance