

**ActivityInfo
2026 Database
JORDAN**

User Manual

**Inter-Agency Coordination Unit
2026**

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Introduction

ActivityInfo is the common online platform used by UNHCR and partners to support coordinated planning, financial tracking, and monitoring of activities under the response framework. It enables organizations to design projects, align them with agreed sectors and priorities, update funding information, and report on progress against targets in a standardized and transparent manner.

Through ActivityInfo, partners can:

- Plan and submit their annual appeals projects through the **Plan Module**.
- Update organizational financial information through the **JFT module**
- Report achievements, outputs, and indicator progress through the **M&E module**

Contribute to evidence-based reporting for dashboards, reviews, and donor engagement

This user guidance provides practical step-by-step support for navigating the three core modules (Appeal & Planning, JFT, and M&E) and outlines key milestones from project design to results reporting. It aims to ensure consistent data entry, improve data quality, and support collective accountability across the response.

key milestones

1. Sector & Subsector Setup

- 1.1. Assign projects and activities to the correct sector and subsector
- 1.2. Ensure alignment with response priorities and coordination structures
- 1.3. Define geographic coverage and target populations

2. Log frame Design (Planning Stage)

- 2.1. Define results framework (outcomes and outputs)
- 2.2. Select and align indicators for each output/result
- 2.3. Set realistic targets and baselines for indicators

3. Implementation & Monitoring

- 3.1. Report on outputs delivered and results achieved
- 3.2. Update indicator progress regularly in the M&E module
- 3.3. Ensure data quality and consistency with planned log frame

4. Review & Reporting

- 4.1. Validate progress against targets and results
- 4.2. Support dashboards, donor reporting, and sector reviews
- 4.3. Use evidence to adjust programming and planning for the next cycle

Prerequisites

Before you begin, ensure that you have access to 2026 database register your request by [2026 DB User Access Request](#)

Send follow up email to: Nisreen Abu-Sammour abosammo@unhcr.org and Mengxi Xie xie@unhcr.org

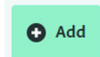
PLAN MODULE

WHO should report:

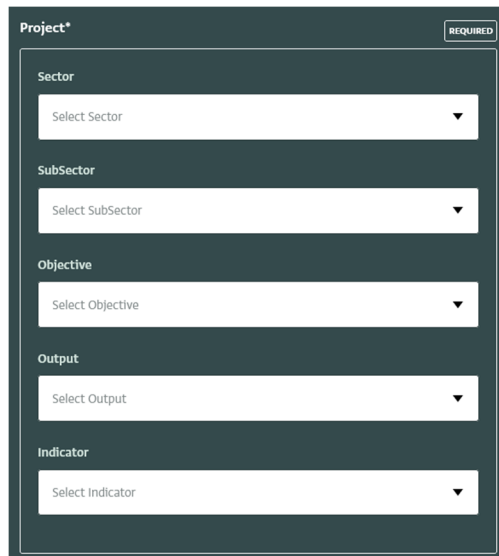
- All partners working under or contributing to the refugee response (3RP and other frameworks, including development actors) are expected to report.
- Organizations receiving funds from UN agencies should not report those funds separately; the relevant UN agency will report on their behalf.
- When NGOs or entities subcontract other NGOs or entities for implementation, the subcontracted NGO/entity should report the direct funding received from the donor. The awarding NGO/entity should not report this fund again as part of its own received funds.

Add New Rec:

1. logging in to <https://www.activityinfo.org/>, you will be directed to your ActivityInfo workspace.
2. Open 2026 database [DATABASES > 2026 3RP - JORDAN]
3. Go to **2026 PLAN DB**
4. Once you access the Plan DB you will be able to navigate all records that have been inserted by your agency or add new record throughout the add button in the top-left corner



5. Please look at the above section for **WHO** should report to identify if your agency is applicable to enter plan/appeal projects or not.
6. If yes, add new and fill the needed details as follows:
 - Appealing Partner: should be your agency name
 - Then specify the **Sector, Subsector, Objective, Output, and Indicator** which align with your planned project. The selected indicator should be a suitable measurement and reference for your appealed project.





- Based on the selected Indicator The system will show you the detailed Population, Gender Age, measurement unit, and Calculation method as defined in Jordan log frame which predefined by the humanitarian refugee response working groups (sectors leads).

Population / Gender Age / Unit / Calculation Method

Population : Jordanians, Non-Syrian Refugees, Syrian Refugees --- Gender Age : Boys, Girls, Men, Women --- Unit : Individuals --- Calculation Method : SUM

- Enter Required Budget, and target as planned/appealed for your project. The Required Budget should be the appealed budget in USD. Target is the Planned number to be reached, please prior to specifying the target check the measurement unit to understand the target type if its individual beneficiaries or facilities like schools or policies and advocacies.

Required Budget* REQUIRED

Enter a number \$

Target* REQUIRED
Planned number be reached

Enter a number

- Specify the Implementation Type, **Direct** if your organization will implement the service on their own with no involvement of an Implementing Partners. **indirect** implementation, if your organization subcontracted other entities for implementation.

Implementation Type*

Direct

Indirect

- In case you choose **indirect implementation**, please click on the button for add record in indirect implementation.



Indirect Implementing Partners REQUIRED

Adding a record to a subform takes you to a new form. All your data you've filled in on this form remains saved until you return to it.

+ Add record in Indirect Implementing Partners

- In case you choose **indirect implementation**, please assure that you will list all entities implementing the current project even your organization name if you also do partial implementation.
- Once you click add record for implementing partner you will be redirect to a sub form. Where you should list all implementing partners with their subcontracted budget and target.

Implementing Partner* REQUIRED

Please select the name of your implementing partner. If you are also implementing activities directly, kindly record the name of your agency (appealing agency).

Select Full Name ▼

Required Budget for implementaion* REQUIRED

The Budget sepcified for each implementing partner

Enter a number \$

Target for implementaion* REQUIRED

The Target for each implementing partner to achevie

Enter a number

Note: the total of all partners budget and target should be align with the whole project budget and target

- After saving the current project details, you will be redirected to the list of records so you will be able to verify that your new record has been inserted successfully.

2026 Funding Tracker

The funding tracker module is directly linked with the [Plan module](#) and all agencies who have planned/appealed project should update their financial situation and report the actual fund received for each dedicated sector through this module.

WHO should report:

- All agencies who directly received funds from governmental/non-governmental donors outside the country, should report those funds.
- All agencies who directly receive funds from institutions or private donors in the country but not part of the refugee response agencies, should report those funds.
- Organizations receiving funds from UN agencies should not report those funds separately; the relevant UN agency will report on their behalf.
- When NGOs or entities subcontract other NGOs or entities for implementation, the subcontracted NGO/entity should report the direct funding received from the donor. The awarding NGO/entity should not report this fund again as part of its own received funds.

Add New Rec:

1. logging in to <https://www.activityinfo.org/>, you will be directed to your ActivityInfo workspace.
2. Open 2026 database [DATABASES > 2026 3RP - JORDAN]
3. Go to **2026 Funding Tracker**



4. The data in the Funding Tracker is synchronized automatically from the Plan Module. Therefore, if your agency has submitted any planned or appeal projects in the Plan Module, the system will automatically update the Funding Tracker with the sectors in which you plan to operate, as well as the total required budget for implementing your planned projects.
5. Once you access Funding Tracker you will be able to navigate all records relevant to your agency
6. As the data is automatically synchronized, you will not be able to create new records at this level. However, you will be able to select the relevant sector and update the actual funds received that are allocated to that specific sector, as outlined below
 - Please look at the above section for [WHO](#) should report to identify if your agency is applicable to report the received fund or not.
 - If yes, please specify the sector to which you will allocate the received funds.
 - Then, in the selected row, scroll to the Submit Received Funds column and click on the arrow to access the subform for detailed information on the funds received.

Funding Type	Year	Partner	Sector	SubSector	SUBFORM Submit Received Funds
3RP Appealed	2,026	UNHCR United ...	Education	*	3 records 



- In the subform, click Add New to enter details about the period (quarter) in which your agency actually received the funds. Select the donor's name from the list and enter the actual amount received in USD. If the donor's name is not listed, please contact Nisreen Abu-Sammour at abosammo@unhcr.org to have it added to the list.

Reporting Period* REQUIRED

Select Reporting Period ▼

+ Add reference record in Reporting Period

Donor* REQUIRED

Select Donor Name ▼

+ Add reference record in Donor

Donor Fund* REQUIRED

Enter a number \$

Note: There is no need to report funds on a quarterly basis if your agency received the total amount in a single disbursement.

Agencies that have received funding for multi-year implementation should calculate the portion of the funds allocated for the current year's implementation and report only that amount.

If the funds were received in a previous year as part of a multi-year project, please select **“Received Previous Year”** under the reporting period.

M&E Module

The M&E module is directly linked to the [Plan module](#). All agencies that are reported as implementing partners—whether directly or indirectly responsible for implementing the planned project—are required to update the progress of their monthly achievements through this module.

Implementing partner: An organization that receives funding from a direct recipient to implement activities under a specific project or grant.

WHO should report:

All agencies that are reported as implementing partners—whether directly or indirectly responsible for implementing the planned project—are required to update the progress of their monthly achievements through this module

Add New Rec:

1. logging in to <https://www.activityinfo.org/>, you will be directed to your ActivityInfo workspace.
2. Open 2026 database [**DATABASES > 2026 3RP – JORDAN**]
3. Go to **2026 M&E**
4. Once you access the M&E you will be able to navigate all projects allocated to your agency for implementation and reporting, you will not be able to add new record, the list will automatically updated and synchronized with the planning updates. As seen on the table below.
5. To update your monthly achievements and progress, please select the indicator align with the project you are going to report, then scroll on the table and click in **monthly submission arrow**.

Project Code	Appealing P...	Implementi...	Sector	SubSector	Indicator	SUBFORM Monthly Su...	Unit
UNHCR-00061	UNHCR United ...	AWO Arab Wom...	Education	*	EDU 1.4.2 # of c...	0 records 	Individuals
UNHCR-00061	UNHCR United ...	UNHCR United ...	Education	*	EDU 1.4.2 # of c...	0 records 	Individuals
UNHCR-00062	UNHCR United ...	ACTED Agency f...	WASH	*	WASH 1.2.2 # of...	0 records 	Individuals

6. Your monthly submission should be multi submissions. New different submission for each month, location and population.
7. In months when you have no achievements, please insert record with Zero achievements.
8. Once you click on the monthly submissions button. You will be redirect to the monthly submissions sub from. Where you will be able to navigate all achievements recorded by your agency or add new throughout the add button in the top-left corner.
9. To add new monthly submission, you have to specify the month, population, and location. Then enter to number achieved per unit. In case of the achievements calculated by individuals a disaggregation for Women, Men, Girls and boys are required.
10. After saving, you will be redirected to the list of monthly records. Locate your newly created record in the list to verify that it has been added successfully.