3RP 2019 JORDAN

INTER-AGENCY APPEAL

ACTIVITY INFO PLANNING MODULE

STEP-BY-STEP GUIDE

Version as of 3 March 2019

Inter-Sector Working Group
March 2019

Introduction

Activity info is an online database that allows you to store data on defined indicators. It allows organizations to access, manage, map and analyze indicators, and thus to monitor projects. It was developed to simplify reporting and enable real-time needs identification. It has a very simple interface and has the advantage to geo-locate interventions.

Activityinfo – through the URL http://syrianrefugeeresponse.org - has been successfully used for the RRP6 2014 Planning, for the Regional Refugee and Resilience Plan (3RP) since 2015 for Planning, and for Monitoring and Reporting since 2014.

Activityinfo is now being used to collect and review the inter-agency appeal (i.e. UN agencies and NGOs' appeal) data for the 3RP for 2019 - 2020. The Jordan chapter of the 3RP is the government-led Jordan Response Plan (JRP) in its entirety. The 3RP resource matrices indicating the inter-agency appeal of these organizations are in line with and in support of the JRP.

The JRP is the nationally-led planning process, bringing together the two pillars of refugee/humanitarian and resilience programming. The JRP is led by the Minister of Planning and International Cooperation (MoPIC), and structured through 12 Task Forces chaired led by Government line ministries. It remains the authoritative planning process at the national level.

The 3RP brings together the various country-driven plans into a regionally coherent process, with the integration of refugee and resilience programming, led jointly by UNHCR and UNDP.

Process and Criteria for Inclusion in the Inter-Agency Appeal

Partners have access to the database, which is structured as a hierarchy of (i) Sector or Task Force (e.g. Health sector; Education sector, etc.), under which there are (ii) Sector Specific Objectives; under which there are (iii) Project Title. Against each Project, partners then enter their appeal data. When entering the data, as explained below, partners will set a target against a pre-set indicator for their activity.

The above structure follows the agreed JRP hierarchy of Task Force, Sector Specific Objective, Project Title, and Indicator.

Once data has been entered, it will be reviewed by Sector Coordinator based on set-criteria. Partners may then be contacted, asking them for more information or to modify the appeal.

Criteria include:

1. The appeal is only open to partners who are formally registered with the Government of Jordan.

2. The total combined partner appeal at the project sheet has to be equal to or lower than the government JRP approved budget for that Project Summary Sheet. Where total appeals go past these limits, Sector Coordinators will discuss with partners affected on how to reduce or reallocate their appeals.

3. Some sectors have established targeting ceilings, for instance, that the most vulnerable 40% should be targeted with cash assistance. Should total indicator targets go past these limits, Sector Coordinators will discuss with partners affected on how to limit the number of appeals for the same activity.

4. Similarly, partners' activities should be meeting an established need/gap, as defined by recent needs assessments for the JRP and at the taskforce/sector level.

5. To avoid duplicate UN and NGO appeals, where a UN agency appealed for funds and an NGO appealed for funds for the same activity, and the NGO is an implementing partner of the UN agency, the appeal should be recorded by the UN agency, and removed from the NGO's appeal. However, visibility will be provided by the UN agency to the NGO within the activity text as an implementing partner.

6. Partners may be contacted where there are significant differences in costing per beneficiary for the same activity.

7. Partners may be contacted for more information should their activities not be gender aware, or do not include disaggregated data by age and sex.

8. For previous RRP/3RP appealing agencies:
    - Despite appealing under the previous 3RP/RRPs, should the partner not have attended sector meetings or reported any information/achievements, they will not necessarily be included in 2019 - 2020;
    - Should partner have appealed for the activity in 2015, 2016 or 2017, but was 0% funded; then including the same activity in 2019-2020 may be questioned by Sector Coordinators, seeking further justification from the partner.

Should there be disagreement between Refugee Sector Coordinators, the issue can be raised up to the UNHCR Representative.

Once reviewed, the appeal data will be aggregated into 3RP Resource Matrices, in line with the JRP format, and presented to the Ministry of Planning and International Cooperation (MoPIC) for review. Should some activities not be approved by the Government, the partner will be contacted immediately, to allow a revision.

Calendar for 3RP Inter-Agency Appeal process

Inter-Agency Appeal Calendar	
Date	**Task**
17 February	Training on 3RP DB Start
21 February	Training on 3RP DB End
27 February	Catch up training session
03 March	Planning DB opens
03 March	Monitoring DB opens
14 March	Planning DB Closes
8 of each month	Monthly Submission Deadline
15 of each month	Circulate Monthly Report
15 of the month	Monthly highlights and updates

Guidance on difference between Refugee and Resilience Programming

Please refer to "Jordan Response Plan 2019-2020 Guidelines for Refugees and Resilience Project Summary Sheet (PSS) Categorization" document.

According to the guidelines, the guiding principles are as follows:

- All in-camp PSSs should be labelled "REFUGEE"
- All infrastructure PSSs (building, renovating, upgrading, etc.) out of camps should be labelled "RESILIENCE"
- All PSSs targeting public services out of camps should be considered "RESILIENCE"
- All "REFUGEE" out of camp PSSs should benefit at least 30% Jordanians
- All "RESILIENCE" PSSs should benefit at least 70% Jordanians.

Disaggregated Data at the Indicator Level

Partners are expected to disaggregate their indicators between Syrians in camps; Syrians in urban/rural and ITS (Informal Tented Settlements); and Impacted Population of Jordanian host communities in urban and ITS.

Indicators are primarily measured against # individuals assisted (rather than # of households).

Partners are then expected to disaggregate by age and gender**.** Therefore the indicator: # of individuals receiving basic household items, will be split into # of women receiving basic household items; # of girls receiving basic household items; # of boys receiving basic household items and # men receiving basic household items.

Should assumptions have to be made on both the household size, and number of men, women, girls and boys, targeted, the following protocol can be used:

Family Size

1. The average family size for the **whole population is 3.5**.
2. The average family size for urban (3.4),
3. The average family size for Zaatari (4.0);
4. The average family size for Azraq (3.8)
5. The average family size for EJC (4.9).

Gender Breakdown

1. 25.6 per cent are women (including 2.1 per cent older women),
2. 22.8 per cent are men (including 1.5 per cent older men),
3. 26.5 per cent are boys (including 8.3 per cent under 5)
4. 25.1 per cent are girls (including 7.8 per cent under 5).

HOW TO INPUT DATA INTO THE 3RP DATA BASE?

ActivityInfo is an online database that allows you to store data on defined indicators. It allows organizations to access, manage, map and analyze indicators, and thus to monitor projects. It was developed to simplify reporting and enable real-time needs identification. It has a very simple interface and has the advantage to geo-locate intervention places.

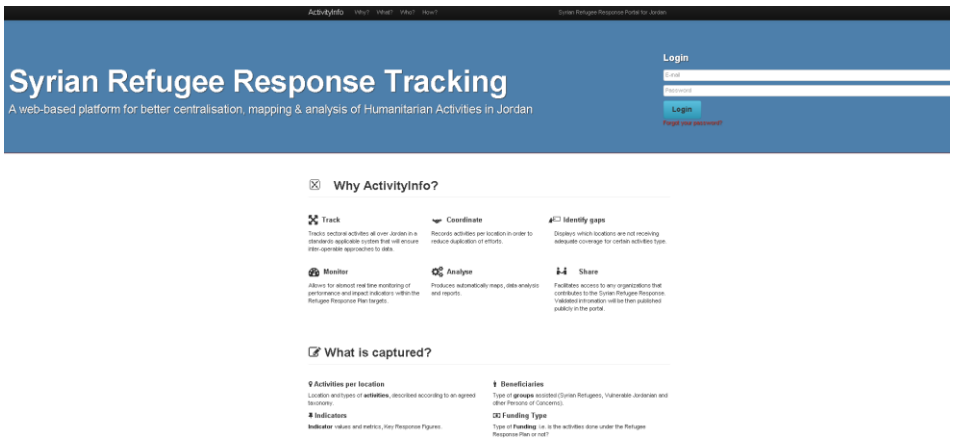
I. START ACTIVITY-INFO

You must first submit a request for invitation to access the database. If you do not have a username and password, please email to:

Dina Dabash, Coordination Associate, dabash@unhcr.org (Information Management)
Huda Ali, Coordination Associate, alihud@unhcr.org (Basic Needs and Food Security)
Maysa Saeidi, Coordination Associate, SAEIDI@unhcr.org (WASH and Shelter)
Rasha Al-Awamleh, Coordination Associate, alawamle@unhcr.org (Education)
Rema'a Alawi, Coordination Associate, alawi@unhcr.org (Livelihood and Health)
Samira Smairat, Coordination Associate, smairat@unhcr.org (Protection)

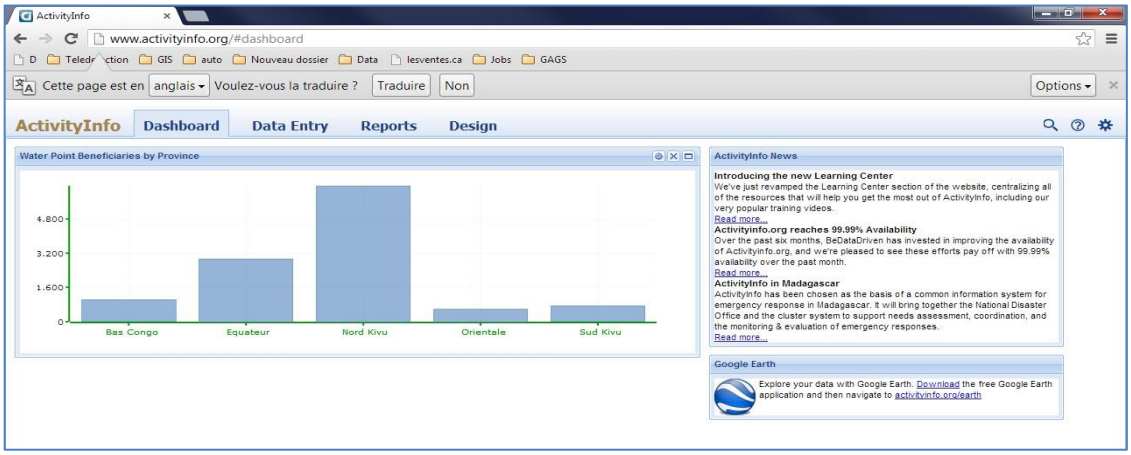
An invitation will then be sent to you, and then you can create your password.

To start the System, type the following web address **https://www.syrianrefugeeresponse.org/**



Then you can log in by clicking on **Log In**.

When you're connected, you will have the following view:



II. FUNCTIONS OF ACTIVITY INFO

ActivityInfo has four main functions:

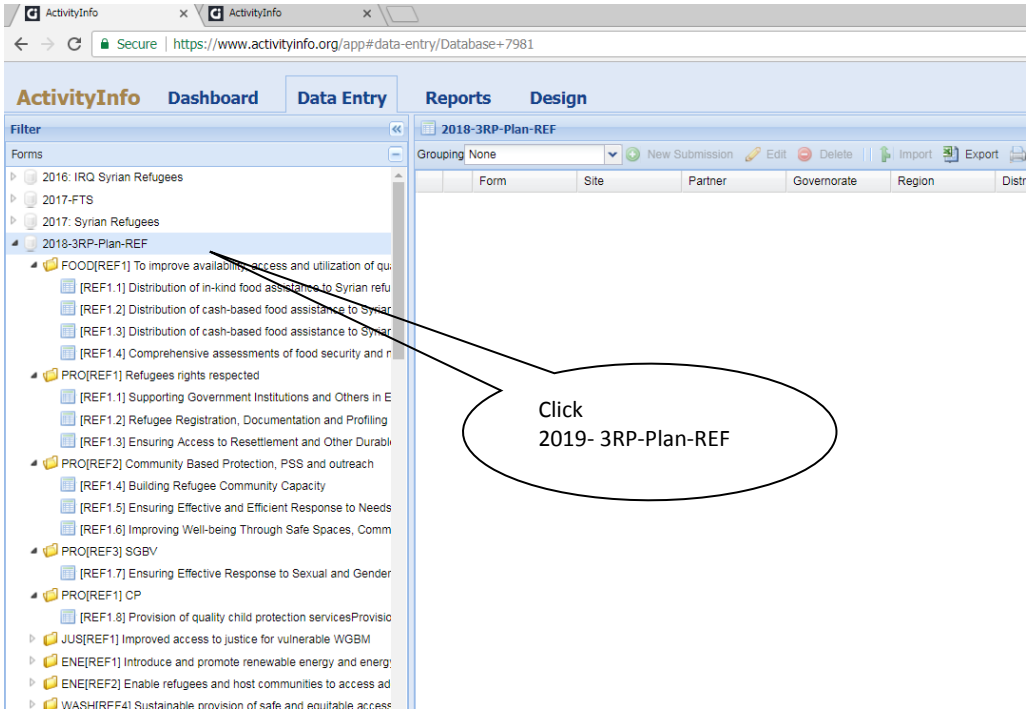
- Dashboard
- Data Entry
- Generate Reports (charts, maps, pivot tables and custom reports)
- Design database

III. DATA ENTRY TAB

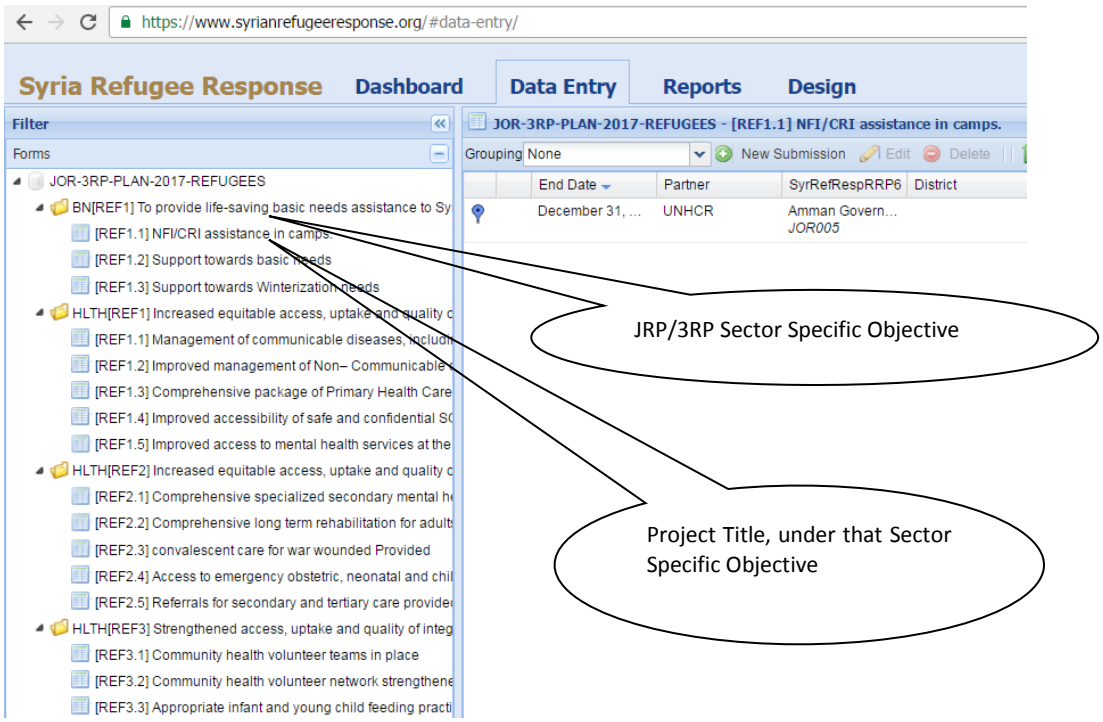
The database has been structured according to relevant sectors, and has been compiled by Sector Specific Objective and Projective Title. Each Project has a unique set of indicators. If an organization is working on more than one sector, Specific Objective or Project, planning should be made separately under all of these activity levels (i.e. indicators).

Once logged in, and to begin entering data, click on **Data Entry**.

NB there are two Nodes (forms) for the planning phase. One for Refugees and one for resilience projects.
Database name for planning for Refugee component is **2019-3RP-Plan-REF.**
Database name for planning for Resilience component is **2019-3RP-Plan-RES.**

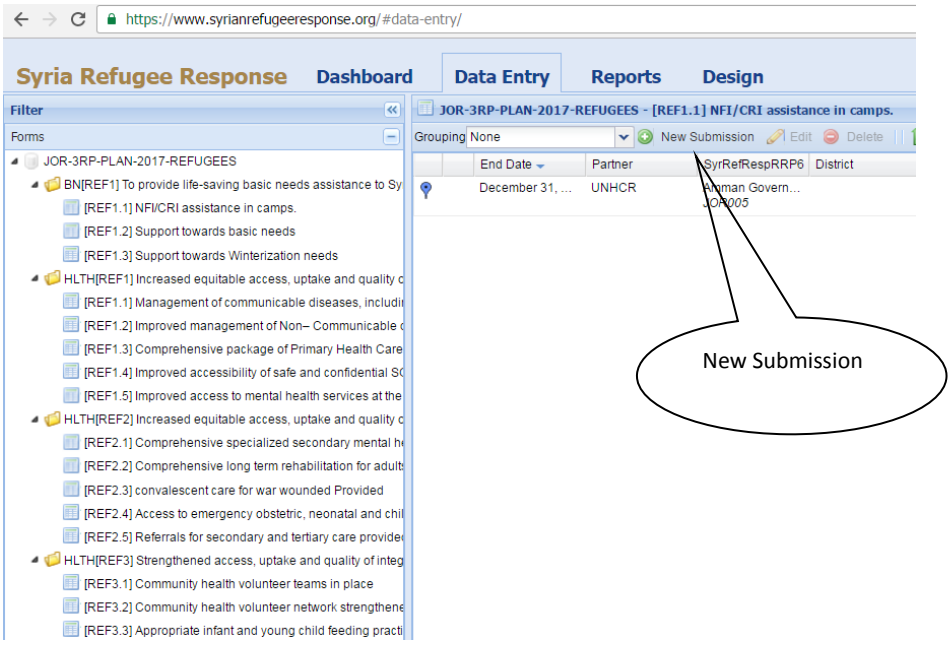


The next level (yellow folders) corresponds to the Sector Specific Objective of the PSS (Project Summary Sheet) established during the Dead Sea Workshop.

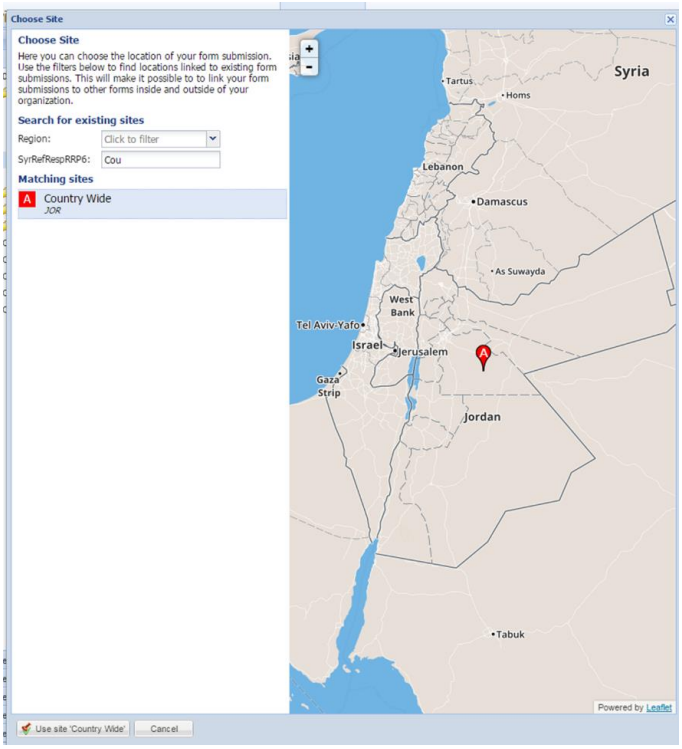


The next level (blue boxes) corresponds to the Project (Refugee and Resilience), under each Sector Specific Objective.

To enter your activities against this Sector Specific Objective and Project, select the Project Title (blue box) and click on **New Submission**



After clicking on **New Submission** the following window will be prompted:

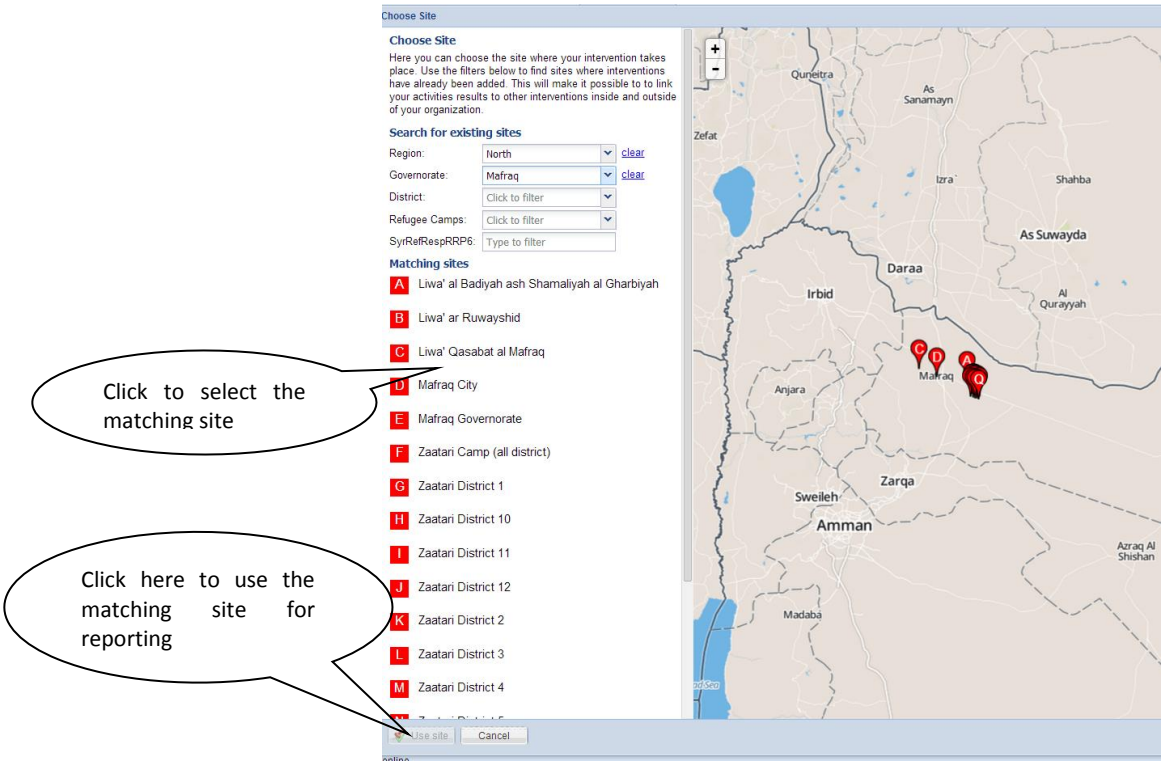


Planning should be minimum at Governorate level for urban and rural interventions, and at Camp level (all districts) for camps.

For Governorate Level programmes

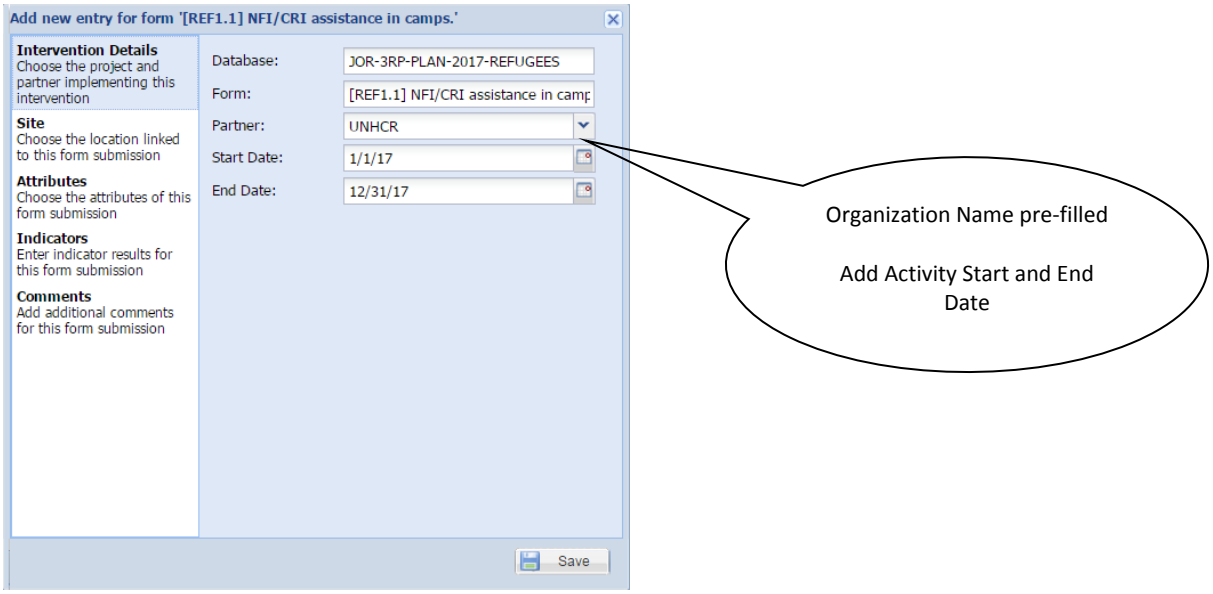
- Select the **Region of Jordan** (North, South, Central), then **Governorate**.
- For Camps, after **Region of Jordan**, select the **camp name (e.g. Zaatari)**. There is an option for **Zaatari camp (all districts).**
- Click on the corresponding **Matching Site** (Red Box). District level names will also appear (which are relevant for reporting purposes), but focus on the governorate level box for the Planning phase (e.g. Mafraq Governorate).

Where the governorate information is not known, or the Programme is on a country level, please type in **'Country Wide'** in the search box. The matching site with **'Country Wide'** should appear. Select **'Country Wide'**, and then click on **Use Site Country Wide** at bottom left of the screen.



After selecting the matching site click on **Use Site 'xxxx'** at bottom left of the screen to proceed.

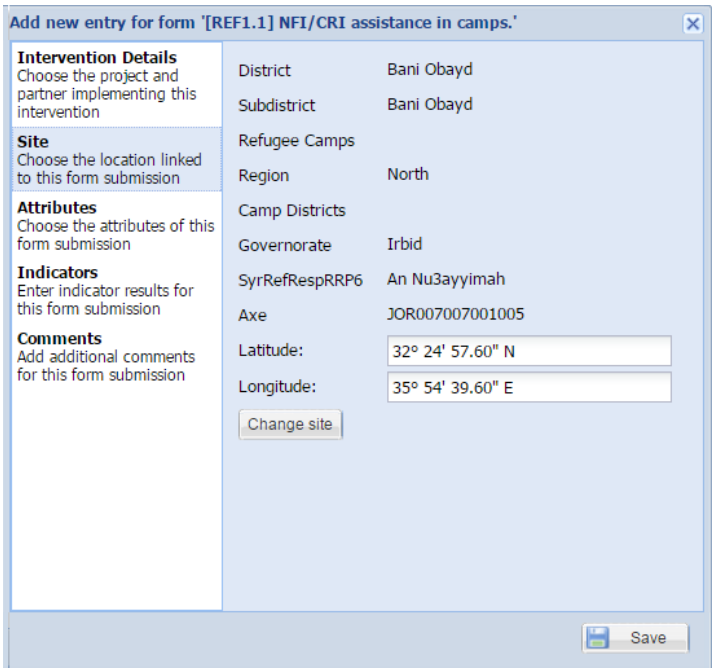
After that, you will have access to a window seeking information on the name of the reporting organization followed by some other attributes.



For the Planning phase, the start and end dates are always from 1st January to 31 December of the implementing year.

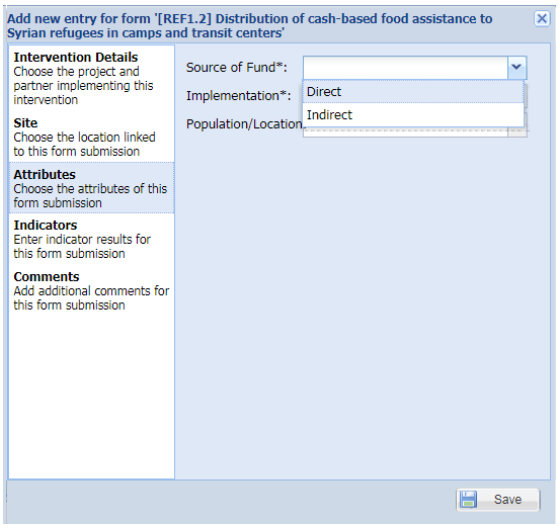
Click on the site tab to check if the site selected is correct.

Note that the Latitude and Longitude fields are empty since there was no entry at the point level



Then click on **Attributes** tab. The tab defines additional information required for the reporting of activities.

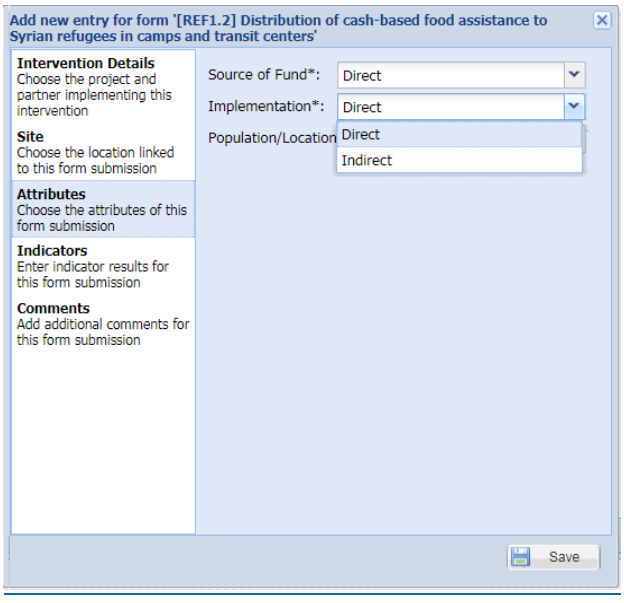
Attribute 1: Choose the **Source of Funds** (Direct or Indirect) for this intervention.



Fund: This attribute is to prevent double appeals by UN agencies and NGOs for the same activity, in case the UN agency will fund the specific NGO.

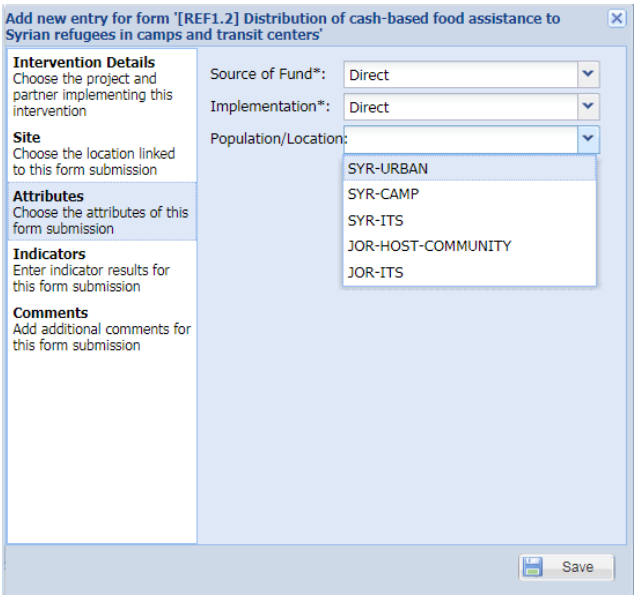
- **Direct:** Select if you are appealing for funds for your activity, rather than appealing through another UN agency.
- **Indirect**: When NGOs receive funds from UN agency rather than from a Donor.

Attribute 2: Choose the Implementation type (Direct or indirect) for this intervention.



Implementation: This attribute is to record the type of implementation.

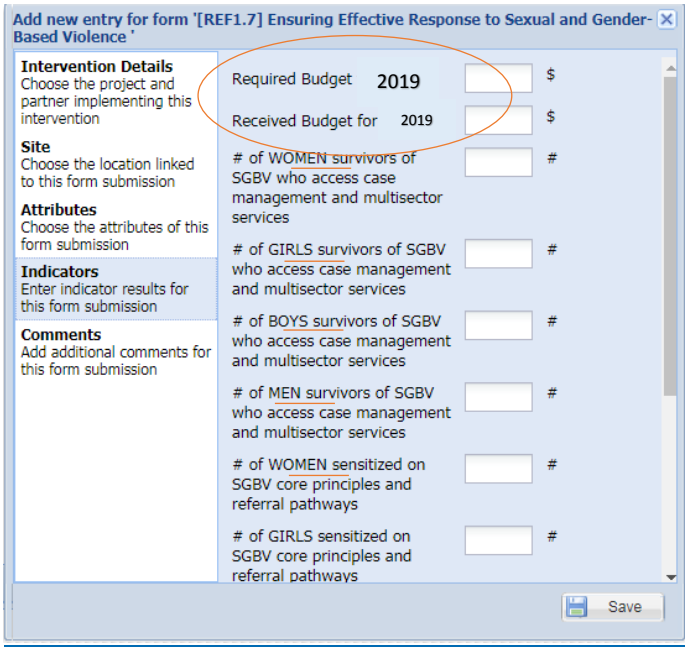
- **Direct:** Select if you are directly implementing your project.
- **Indirect**: Select if you are delegating to another NGO.
- **Attribute 3:** Choose the population/location type for this intervention.



Population/Location: This attribute is to record the type of population this intervention is targeting.

- SYR-URBAN: Select if your project is for Syrian in URBAN.
- SYR-CAMP: Select if your project is for Syrian in CAMP.
- SYR-ITS: Select if your project is for Syrian in Informal tented settlement.
- JOR-HOST-COMMUNITY: Select if your project is for Jordanian in Host Community.
- JOR-ITS: Select if your project is for Jordanian in Informal tented settlement

Then click on Indicators tab.



Indicator(s):

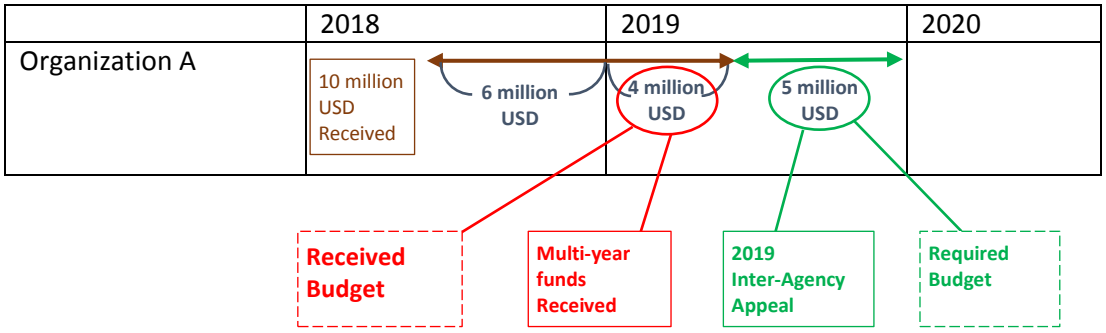
- Insert the total budget required (Appeal value) for this intervention for the year 2019 in the field name: Required budget for 2019
- Insert the total budget already received for the year of 2019 (multi-year funds) for this intervention for the year 2019 in the field name: Received budget for 2019

Presentation of Multi-Year funds already received

- Donor funds already received for activities in the 2019 3RP plan (i.e.: multi-year funds) should be collated by donor and recipient agency.
- These funds should be noted in the relevant field Received budget for 2019 in the above form in ActivityInfo indicators values and subtracted from the total budget.
- The 3RP appeal budget will therefore be the total budget minus multi-year funds received.
- To ensure details of multi-year funds received can be triangulated with the Financial Tracking System (FTS), please provide as much detail on these contributions (donor, recipient, sector, component) as possible to the 3RP regional office along with your draft plan.

(Example)

- If Organization A has already received the fund from a donor (10 million USD in 2017), out of which USD 4 million will be spent in 2019, that USD 4 million will need to be recorded as Received Budget for 2019. This is considered as "**Multi-Year Funds Received**".
- If Organization A needs additional USD 5 million to implement a project within 2019, that will need to be recorded as "Required Budget for 2019". The amount will be considered as "**the 2019 Inter-Agency Appeal**".



- Insert age/sex disaggregation (MEN, WOMEN, GIRLS and BOYS), for this intervention for the year 2019.

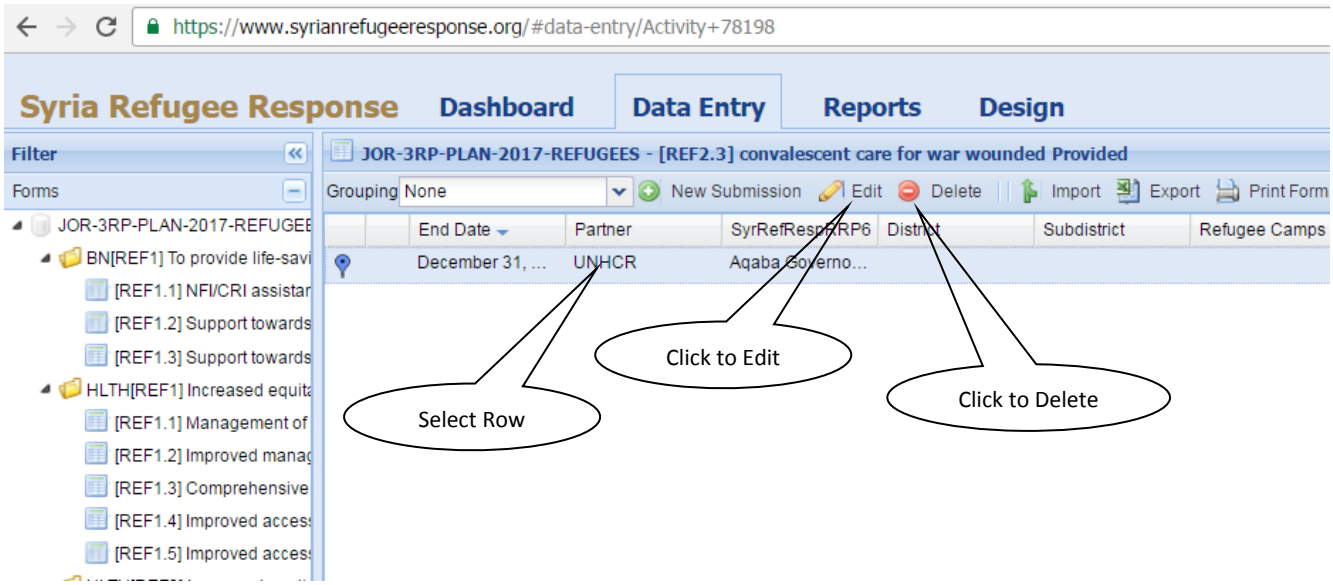
Then click on **Comments** tab.

Comments: The Comments tab allows you to insert a short description of the activity. This is important, as it will help the sector to understand the purpose of your activity and facilitate the review. Similarly, if there are any changes in the structure of the database to match more closely the government approved JRP, it is important to have some details on the aim/purpose of the activity. Donors may have access to final versions of the database, so more description would be useful for them.

Ideally, insert a two line description of the project or activity – this may correspond with the **Project Title**. E.g. "Provision of urgent cash assistance to vulnerable Syrian refugee men and women".

Now click on **Save**. Your intervention is now available for review by the Sector Chair, and you can return to edit it when you wish.

If you notice that you made a mistake while filling the database, select the affected record or row and then click on **Edit** to correct the mistake or delete the Project.


https://www.syrianrefugeeresponse.org/#data-entry/Activity+78198
Syria Refugee Response
Dashboard
Data Entry
Reports
Design
Filter
Forms
JOR-3RP-PLAN-2017-REFUGEE
BN[REF1] To provide life-savi
[REF1.1] NFI/CRI assistar
[REF1.2] Support towards
[REF1.3] Support towards
HLTH[REF1] Increased equit
[REF1.1] Management of
[REF1.2] Improved manag
[REF1.3] Comprehensive
[REF1.4] Improved acces
[REF1.5] Improved acces
JOR-3RP-PLAN-2017-REFUGEES - [REF2.3] convalescent care for war wounded Provided
Grouping None
New Submission
Edit
Delete
Import
Export
Print Form
End Date
Partner
SyrRefResp3RP6
District
Subdistrict
Refugee Camps
December 31, ...
UNHCR
Aqaba Governo...
Select Row
Click to Edit
Click to Delete

Name	Email	Job Title
Coordination		
Susana Boudon	boudon@unhcr.org	Senior Inter-Agency Coordination Officer
Gorgui Niokhor Diouf	dioufg@unhcr.org	Information Management Officer
Firas Alsagban	alsagban@unhcr.org	Associate Information Management Officer
Changki Byun	byunc@unhcr.org	Associate Inter-Sector Coordination Officer
Shuhei Fujiwara	fujiwara@unhcr.org	Associate Inter-Sector Coordination Officer
Dina Dabash	dabash@unhcr.org	Coordination Associate, (Information Management)
Huda Ali	alihud@unhcr.org	Coordination Associate, (Basic Needs and Food Security)
Maysa Saeidi	SAEIDI@unhcr.org	Coordination Associate, (WASH and Shelter)
Rasha Al-Awamleh	alawamle@unhcr.org	Coordination Associate, (Education)
Rema'a Alawi	alawi@unhcr.org	Coordination Associate, (Livelihood and Health)
Samira Smairat	smairat@unhcr.org	Coordination Associate, (Protection)

Thank you

3RP 2019 JORDAN

INTER-AGENCY APPEAL (REFUGEE-RESILIENCE)

ACTIVITY INFO MONITORING MODULE

STEP-BY-STEP GUIDE

Version as of 3 March 2019

Inter-Agency Task Force
March 2019

HOW TO INPUT INTO THE 3RP DATA BASE?

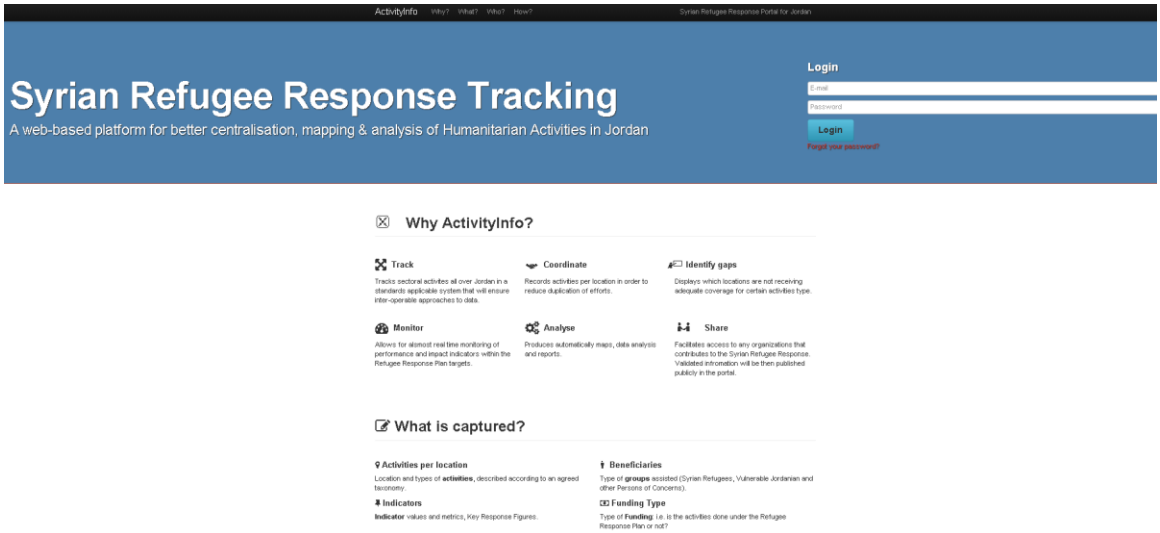
ActivityInfo is an online database that allows you to store data on defined indicators. It allows humanitarian organizations to access, manage, map and analyze indicators, and thus to monitor humanitarian projects. It was developed to simplify reporting and enable real-time needs identification. It has a very simple interface and has the advantage to geo-locate intervention places.

IV. START ACTIVITYINFO

You must first submit a request for invitation to access the database. If you do not have a username and password, please email to:

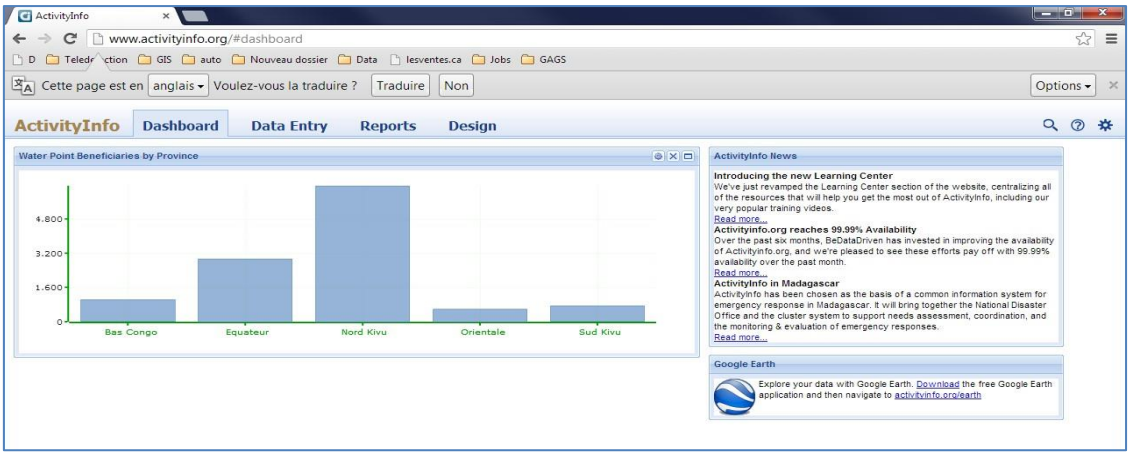
Dina Dabash, Coordination Associate, dabash@unhcr.org (Information Management)
Huda Ali, Coordination Associate, alihud@unhcr.org (Basic Needs and Food Security)
Maysa Saeidi, Coordination Associate, SAEIDI@unhcr.org (WASH and Shelter)
Rasha Al-Awamleh, Coordination Associate, alawamle@unhcr.org (Education)
Rema'a Alawi, Coordination Associate, alawi@unhcr.org (Livelihood and Health)
Samira Smairat, Coordination Associate, smairat@unhcr.org (Protection)
An invitation will then be sent to you, and then you can create your password.

To start the Programme, type the following web address **https://www.syrianrefugeeresponse.org/**



Then you can log in by clicking on **Log In.**

When you're connected, you will have the following view:



V. FUNCTIONS OF ACTIVITY INFO

ActivityInfo has four main functions:

- Dashboard
- Data Entry
- Generate Reports (charts, maps, pivot tables and custom reports)
- Design Database

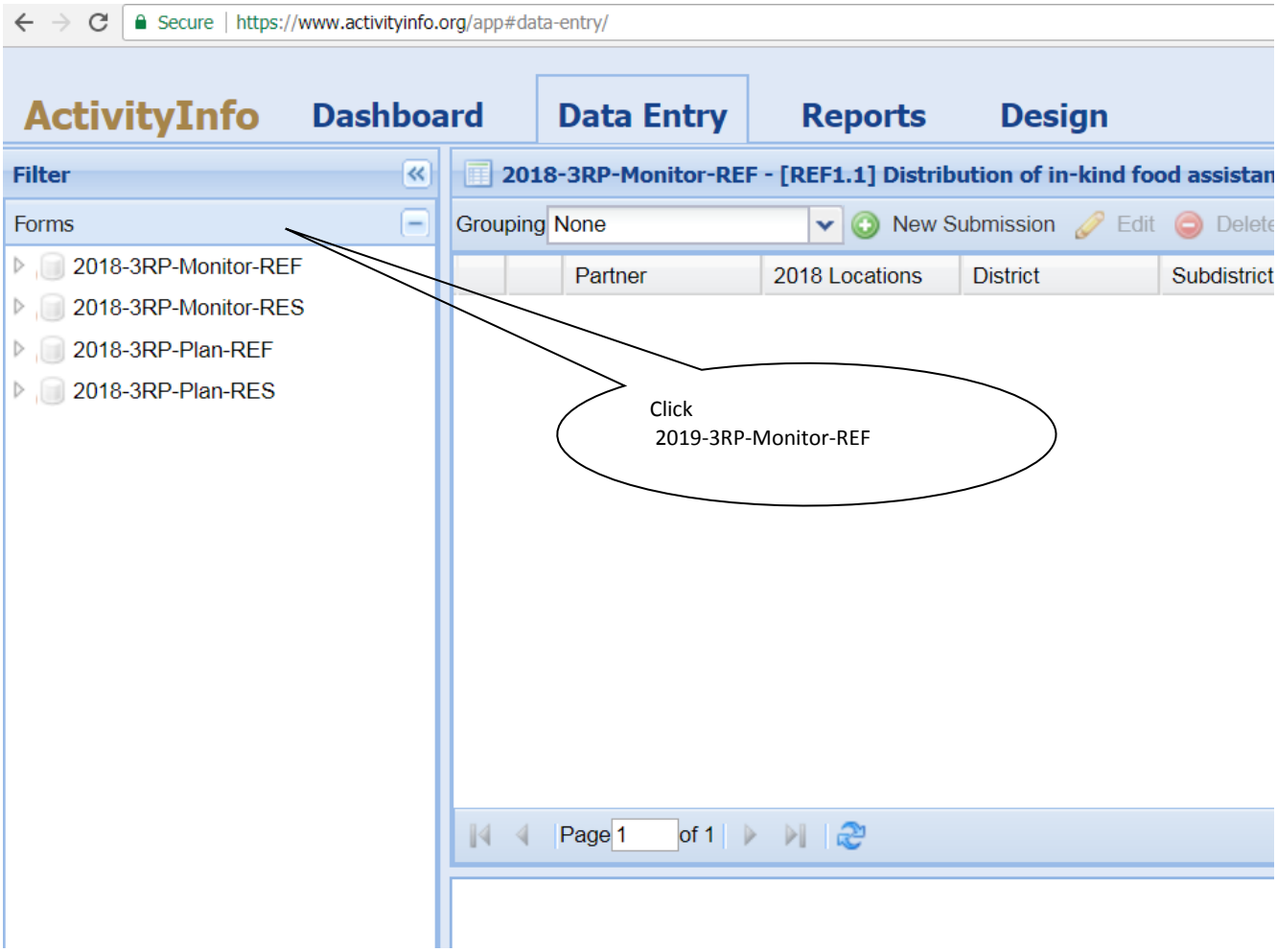
VI. DATA ENTRY TAB

The database has been structured under relevant sectors, and has been compiled by Specific Objective and Projective Objective. Each Projective Objective has a unique set of indicators. If an organization is working on more than one sector, Specific Objective or Projective Objective, planning should be made separately under all of these activity tabs (i.e. indicators).

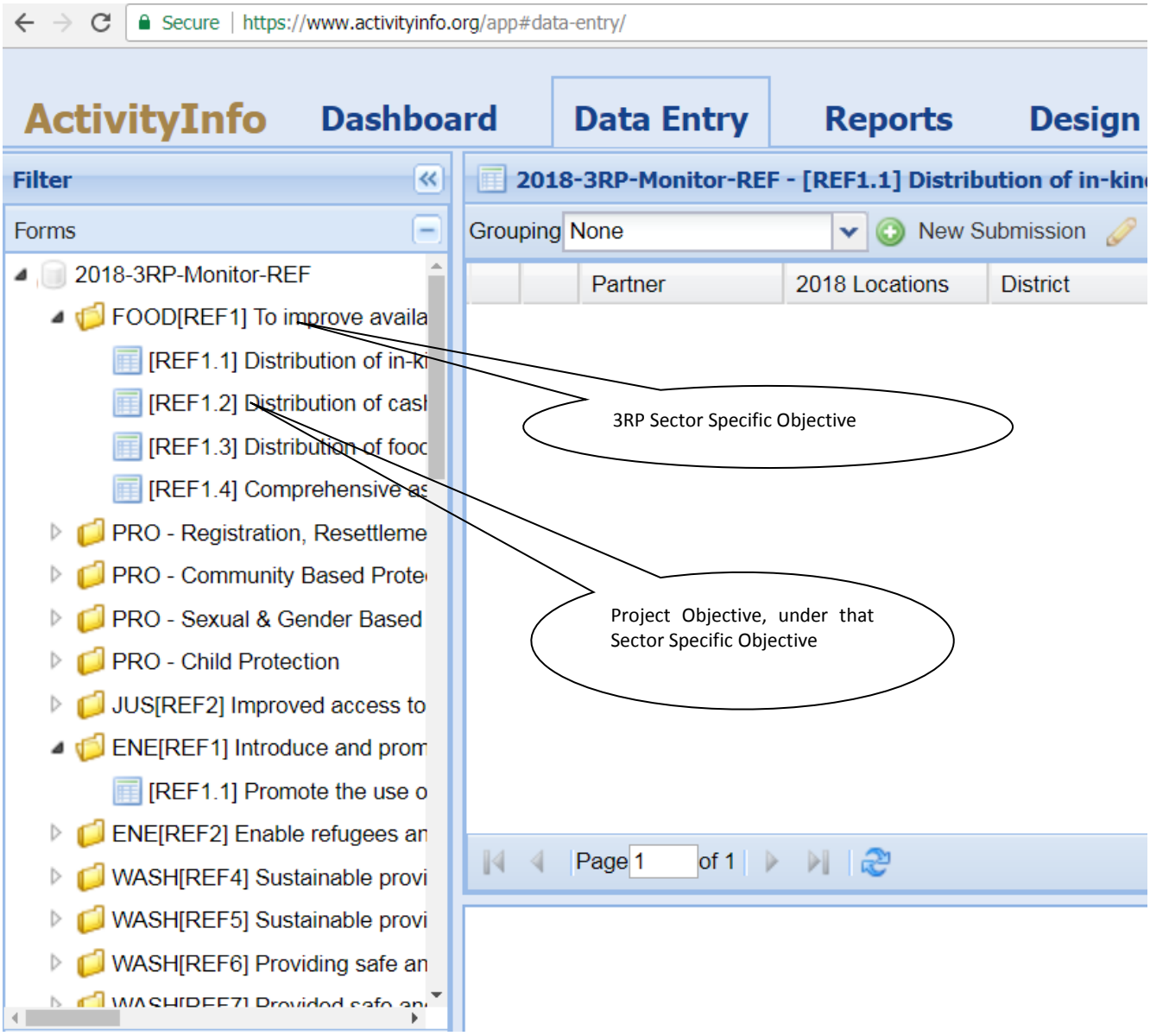
Once logged in, and to begin entering data, click on **Data Entry**.

NB There are two separate databases for monitoring for 2019:

1- **REFUGEE component** 2019-3RP-Monitor-REF
2- **RESILIENCE component** 2019-3RP-Monitor-RES

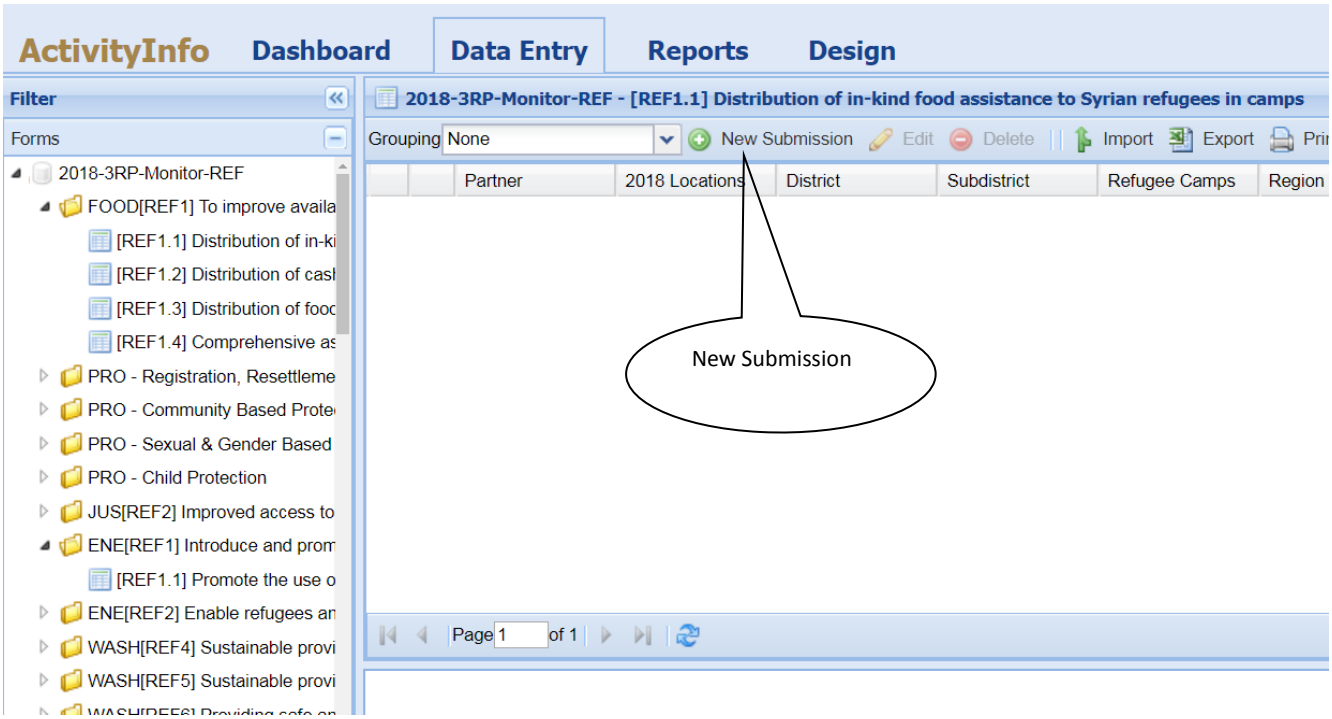


The next level (yellow folders) corresponds with the Sectors by Sector Specific Objective.

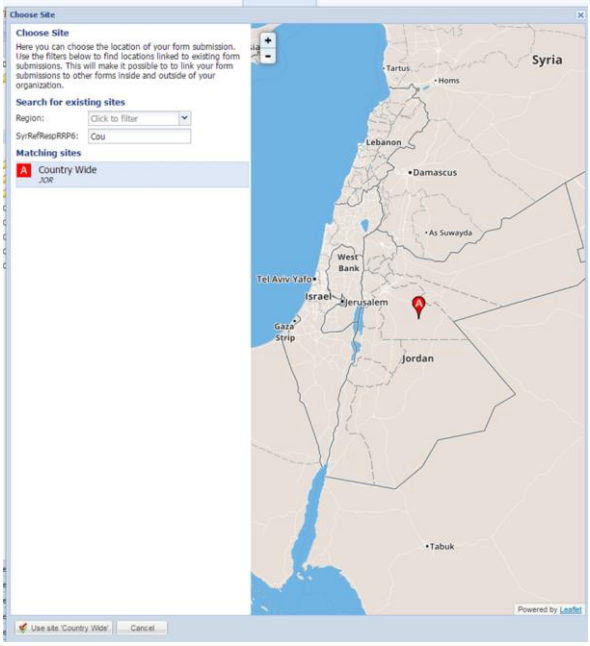


The next level (blue boxes) correspond with the Project Objectives (Refugee and Resilience), under each Sector Specific Objective.

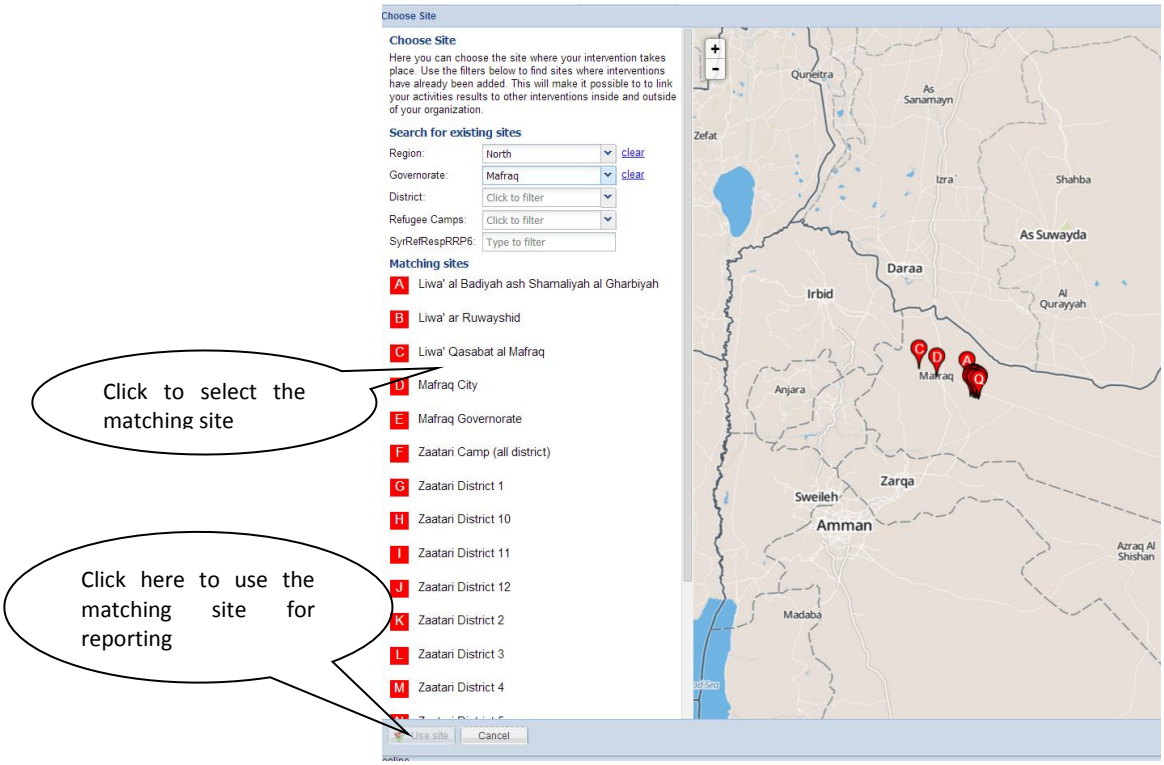
To enter your activities against this Sector Specific Objective and Project Objective, select the Project Objective (blue box) and click on **New Submission**



After clicking on **New Submission** the following window will be prompted:

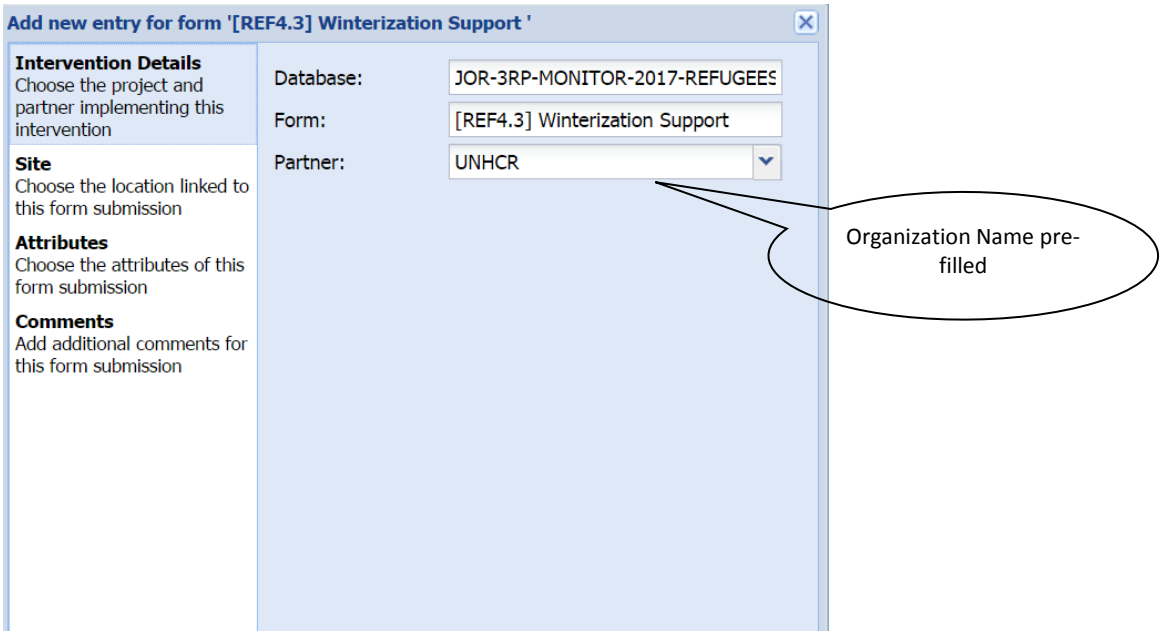


Monitoring reporting should be minimum at Governorate level for urban and rural interventions, and at Camp level for camps.



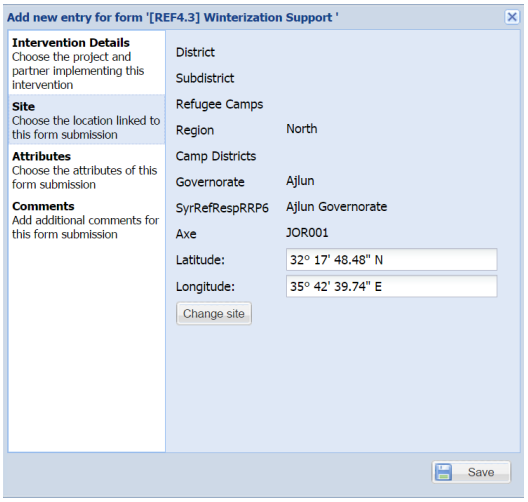
After selecting the matching site click on **Use Site 'xxxx'** on the bottom left of the screen to proceed.

After that, you will have access to a window seeking information on the name of the reporting organization followed by some attributes.



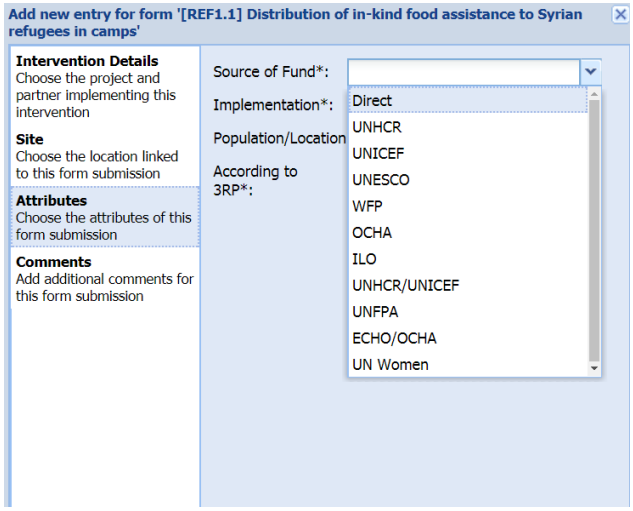
Click on the site tab to check if the site selected is correct.

Note that the Latitude and Longitude fields are empty since there was no entry at the point level



Then click on **Attributes** tab. The tab defines additional information required for the reporting of activities.

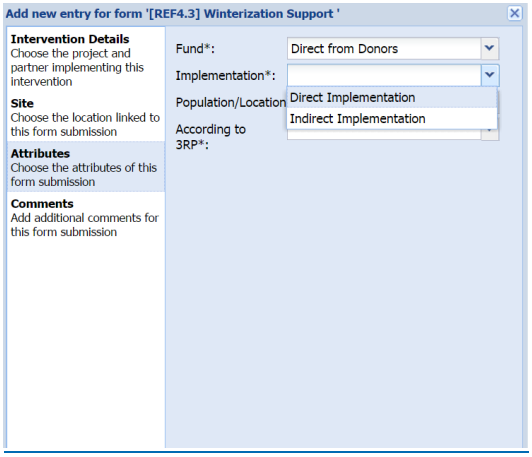
Attribute 1: Choose the **Source of Fund** (Direct or select the source of fund –organization name) for this intervention.



Fund: This attribute is to prevent double appeals by UN agencies and NGOs for the same activity, in case the UN agency will fund the specific NGO.

- **Direct:** Select if you are appealing for funds for your activity, rather than appealing through another UN agency.
- **From UN Agency**: Normally NGOs receive funds from UN agency (UNHCR, UNICEF, WFP, UNDP, UNOPS...) if you don't find donor name please send a request to add.

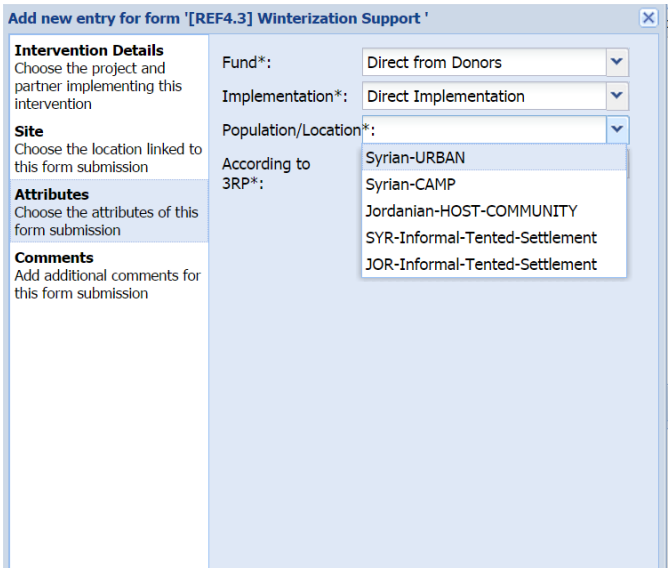
Attribute 2: Choose the Implementation type (Direct or indirect) for this intervention.



Implementation: This attribute is to record the type of implementation.

- Direct Implementation: Select if you are directly implementing your project.
- Indirect Implementation: Select if you are delegating to another NGO.

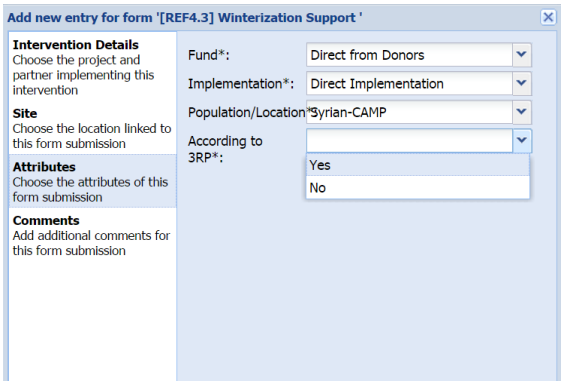
Attribute 3: Choose the population/location type for this intervention.



Population/Location: This attribute is to record the type of population this intervention is targeting.

- Syrian-URBAN: Select if your project is for Syrian living in URBAN.
- Syrian-CAMP: Select if your project is for Syrian living in CAMP.
- Jordanian-HOST-COMMUNITY: Select if your project is for Jordanian.
- SYR-Informal-Tented-Settlement: Select if your project is for Syrian living in ITS
- JOR-Informal-Tented-Settlement: Select if your project is for Jordanian living in ITS

Attribute 4: Choose the type of the project as if it was planned or not.



According to 3RP:
Yes: Select if your project was planned during the planning phase.
No: Select if your project was **NOT** planned during the planning phase.

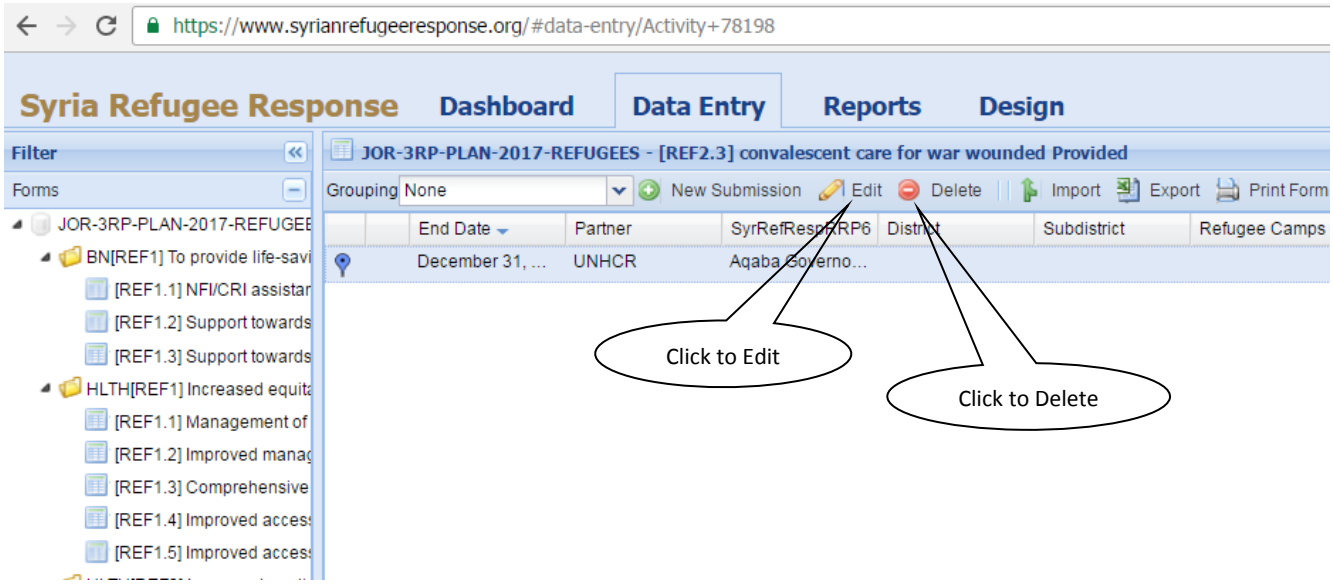
Then click on **Comments** tab.

Comments: The Comments tab allows you to insert a short description of the activity. This is important, as it will help the sector to understand the purpose of your activity and facilitate the review. Similarly, if there are any changes in the structure of the database to match more closely the government approved JRP, it is important to have some details on the aim/purpose of the activity. Donors may have access to final versions of the database, so more description would be useful for them.

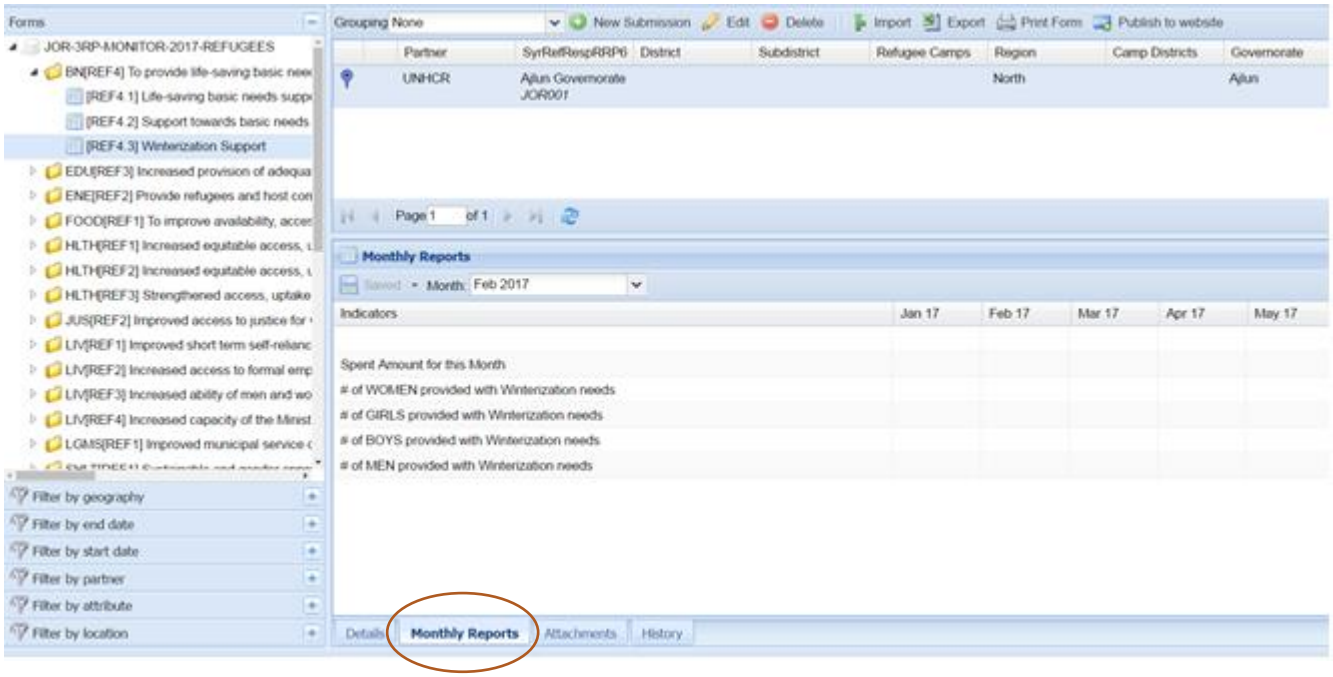
At a minimum, insert a two line description of the project or activity – this may correspond with the **Project Title**. E.g. "Provision of urgent cash assistance to vulnerable Syrian refugee men and women".

Now click on **Save.** Your intervention is now available for review by the Sector Chair, and you can return to edit it when you wish.

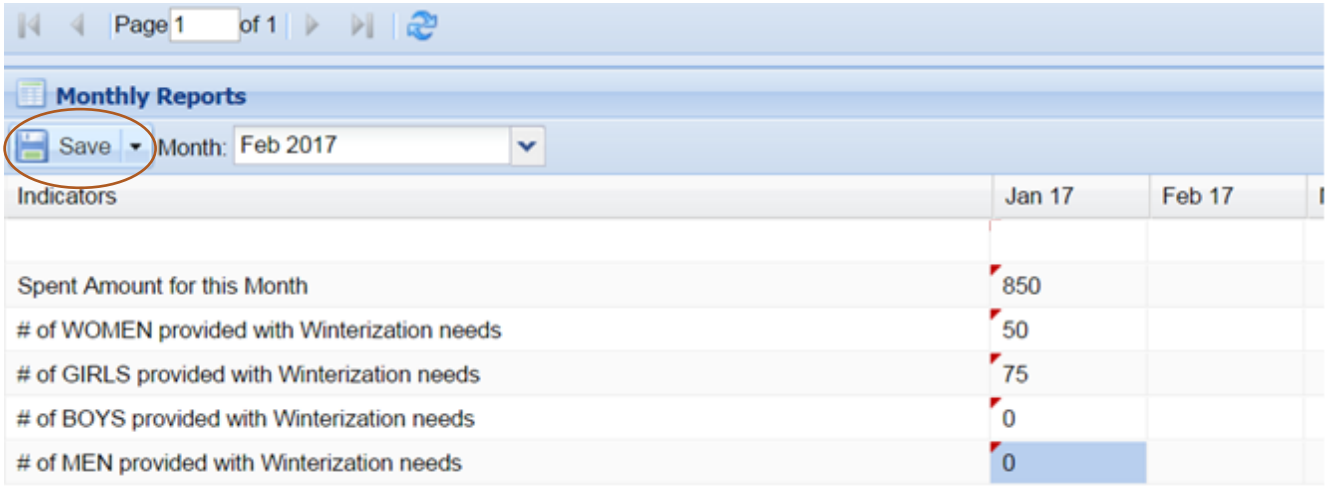
If you notice that you made a mistake while filling the database, select the affected record or row and then click on **Edit** to correct the mistake or delete.



To enter monthly data click on Monthly Reports



Spent Amount for this month (optional): Enter the amount in USD you Spent or used for this month.
Other indicators: fill the values for each indicator accordingly.



Make sure you click the **SAVE** button after you enter the data.

Our team

Name	Email	Job Title
Coordination		
Susana Boudon	boudon@unhcr.org	Senior Inter-Agency Coordination Officer
Gorgui Niokhor Diouf	dioufg@unhcr.org	Information Management Officer
Firas Alsagban	alsagban@unhcr.org	Associate Information Management Officer
Changki Byun	byunc@unhcr.org	Associate Inter-Sector Coordination Officer
Shuhei Fujiwara	fujiwara@unhcr.org	Associate Inter-Sector Coordination Officer
Dina Dabash	dabash@unhcr.org	Coordination Associate, (Information Management)
Huda Ali	alihud@unhcr.org	Coordination Associate, (Basic Needs and Food Security)
Maysa Saeidi	SAEIDI@unhcr.org	Coordination Associate, (WASH and Shelter)
Rasha Al-Awamleh	alawamle@unhcr.org	Coordination Associate, (Education)
Rema'a Alawi	alawi@unhcr.org	Coordination Associate, (Livelihood and Health)
Samira Smairat	smairat@unhcr.org	Coordination Associate, (Protection)

Thank you