



ACTIVITY INFO REPORTING MODULE STEP BY STEP GUIDE

APRIL 2022

This document details the steps required for all UCRRP partner reporting focal points to follow to be able to gain access to the ActivityInfo database and report on indicators and activities. For any clarification, please contact the UNHCR IM Unit (ugakaimug@unhcr.org)

1. Introduction

An enhanced results framework has been established to track the performance of the UCRRP against indicators and to ensure progress against the targets set by partners at the start of the planning process. The ultimate goal of deploying a robust tracking framework is ensuring transparency and accountability, avoiding duplications and re-adjusting the response when inefficiencies and gaps are identified.

Sector Co-leads, UNHCR and OPM will regularly reach out to UCRRP partners to gather information and data for UCRRP progress reports, including through sector activity tracking. Systematic progress reporting against the indicators from the UCRRP results framework selected by the sector leads will be a requirement for all UCRRP partners (including implementing partners of UN agencies).

ActivityInfo is open-source software for data collection and reporting which works both online and offline. It is optimised for reporting on activities that are geographically dispersed and implemented by multiple partner organisations. The software has been used to track activities implemented by humanitarian partners working in the Uganda refugee response since early 2019 and is offered as a service by BeDataDriven. UNHCR will provide access to this software for all partners in the response.

2. Start ActivityInfo

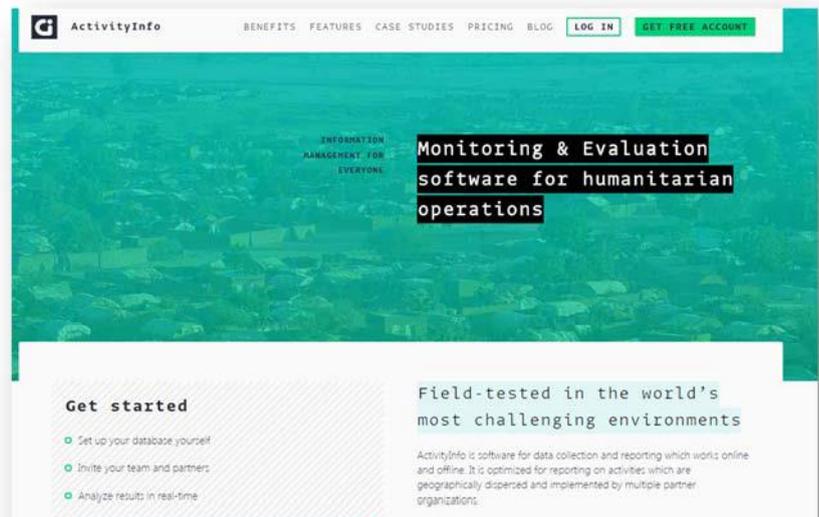
To access the platform, type the following web address:

<https://www.activityinfo.org>

You can log-in by clicking the **Log In** tab.

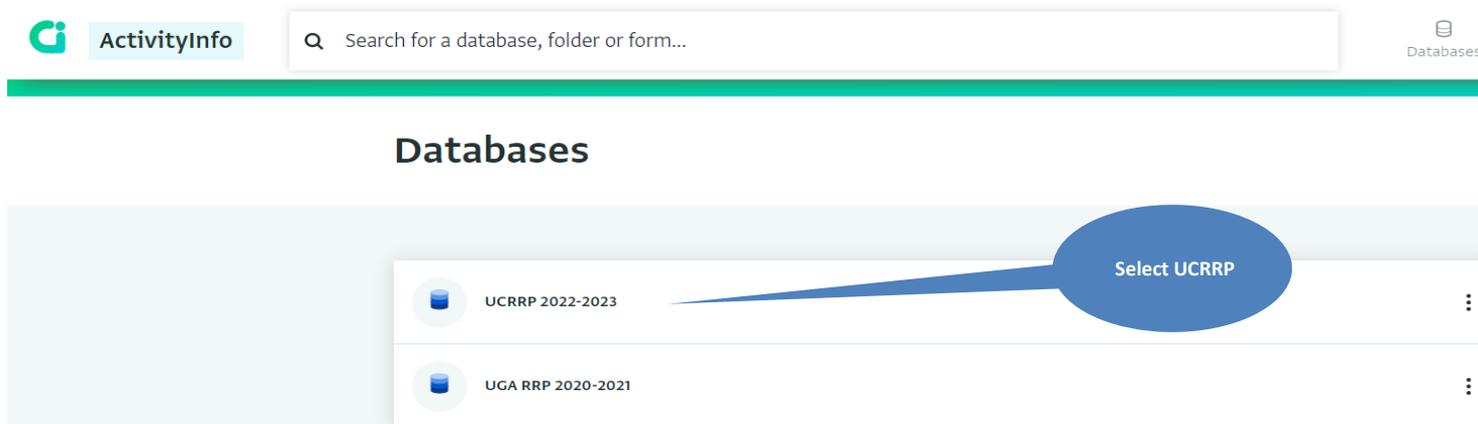
- If you do not have a username and password, please send an email to the IM focal point for your sector (see Annex).

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



3. Data entry

i. Select the relevant database for the UCRRP



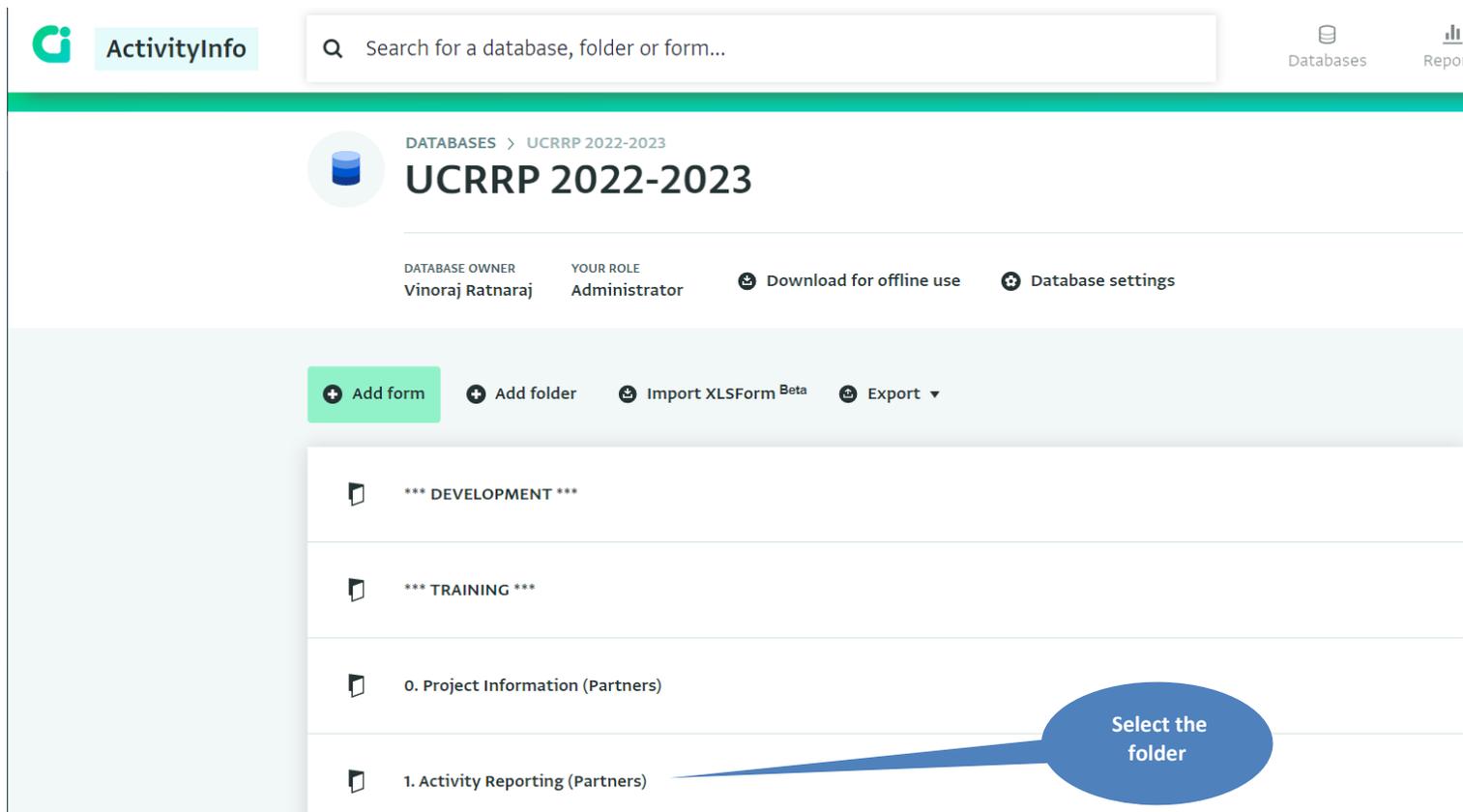
ii. Select the relevant folder for what you are reporting on

There are two key folders for partners:

- Project Information (Partners): This is for reporting your projects, you will need this for activity reporting
- Activity Information (Partners): This is for regular reporting on indicators and activities

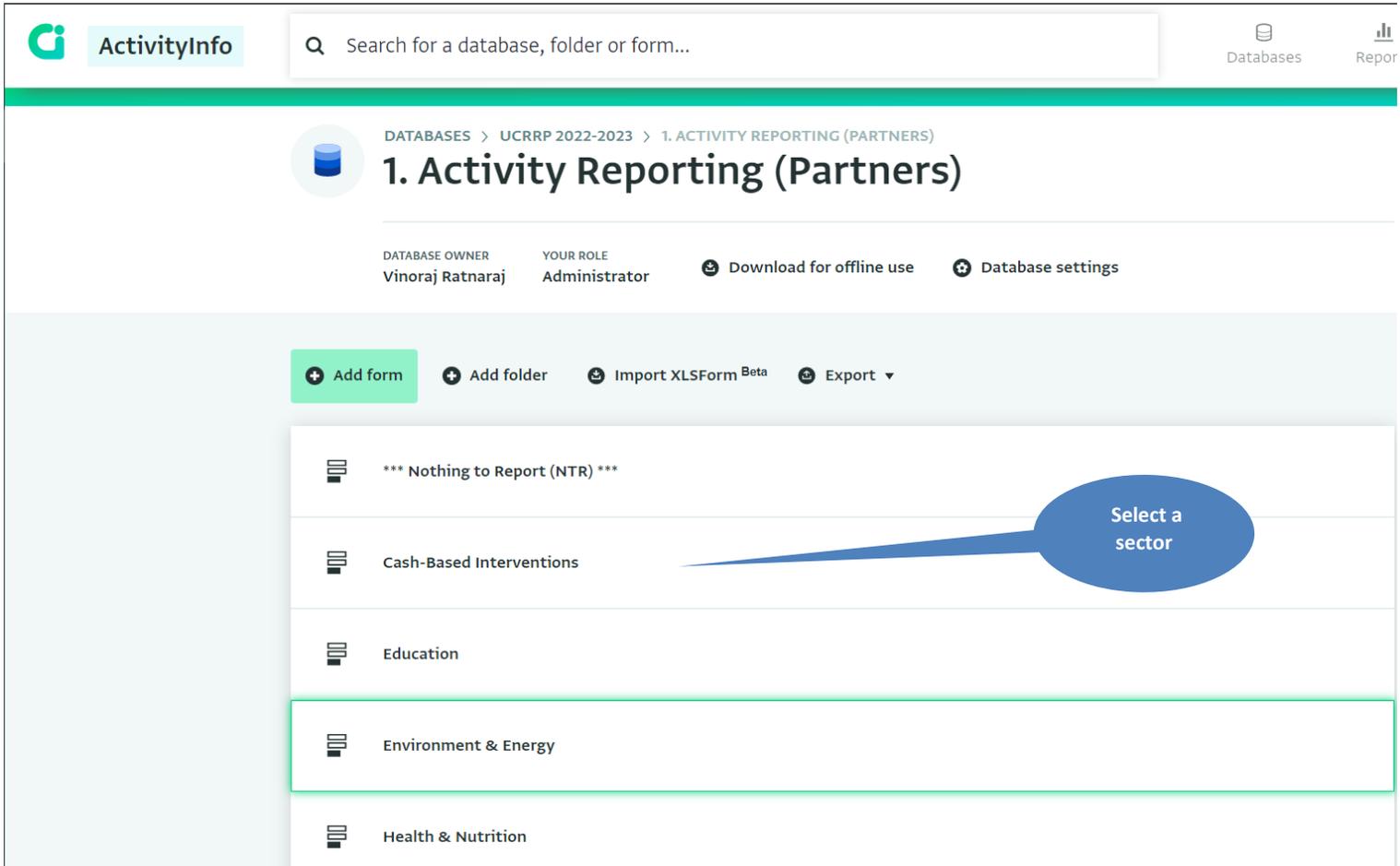
The key folder for sector leads is:

- Indicator Reporting (Sector Leads) This is for regular reporting on indicators



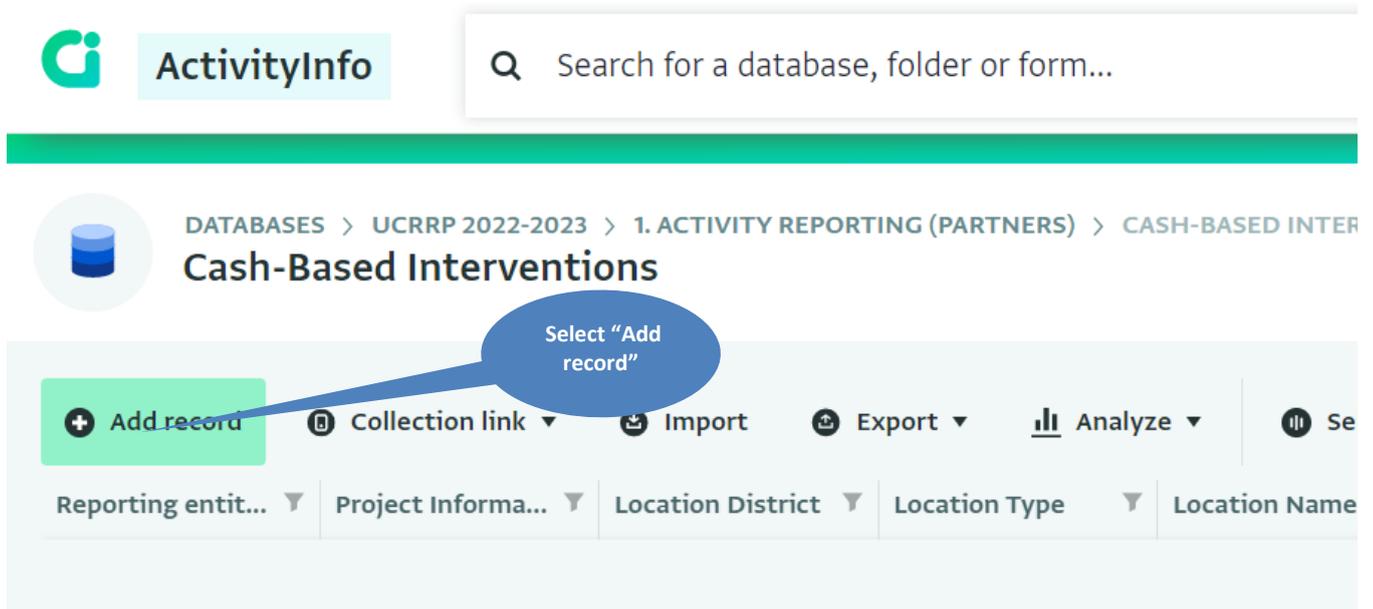
iii. Select the relevant form for the sector you are reporting on

- Please refer to the relevant sector log frame to see which indicator or activity falls under which objective.
-



iv. Select “New record” to add a new location

In order to add a new location for your indicator or activity, click on “New record”.



Complete the form record

- Select the project your activities are linked to, the partner and project fields are linked to your entries in the Project Information Form
- Location type examples: settlement, collection point, entry point, reception centre or transit centre
- The type of location can be specific to a sector or intervention (e.g.: schools for Education, neighborhoods for urban interventions or sub-counties for host community interventions).



Add record in Cash-Based Interventions

Partner and project* REQUIRED

If your project does not appear, contact your funding reporting focal point or the IM team at ugakaimug@unhcr.org.

Reporting entity Name

 Select "Partner"

Project Information Form Project name

 Select "Project"

Location* REQUIRED

Please only submit one location per form, multiple records can be entered against the same location.

NOTE: As of 1 July 2019 Palorinya settlement and reception centre fall under Obongi district. As of 1 July 2020 reporting locations listed under Arua are part of Madi Okollo & Terego districts (except for sub-counties). For Rhino, Imvepi etc. please select "Madi Okollo & Terego" as district.

v. Add a sub-form record

Click on "Add record" for the relevant sub-form.

- See the relevant sector log frame in order to know which indicator and/or activity falls under which sub form.

ActivityInfo Search for a database, folder or form...

DATABASES > UCRRP 2022-2023 > 1. ACTIVITY REPORTING (PARTNERS) > CASH-BASED INTERVENTIONS > ADD RECORD

Add record in Cash-Based Interventions

Please specify location (if needed)

CBI for basic needs
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 CBI for basic needs](#)

Financial inclusion
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 Financial inclusion](#)

Click on "Add record"

vi. Complete the sub-form record

- Reporting can be done by month, quarter, term or year, depending on the indicator or activity. The indicator or activity value reported should be the total for a given period (i.e. non-cumulative) and be based on COMPLETED activities only.
- Click “Save record” when done, you will be taken back to the previous form.

The screenshot shows a web interface for adding a record. At the top, there is a search bar and a breadcrumb trail: Databases > UCRRP 2022-2023 > 1. ACTIVITY REPORTING (PARTNERS) > CASH-BASED INTERVENTIONS > CBI FOR BASIC NEEDS > ADD RECORD. The main heading is "Add record in CBI for basic needs". A "You are here" sidebar shows the current path. The form itself is titled "Add record" and includes a sub-form notice: "This is a subform of 'Cash-Based Interventions'". The form contains several sections, each with a "REQUIRED" label:

- Reporting Quarter***: A dropdown menu for selecting the reporting period.
- Select Beneficiary Type***: Radio buttons for Congolese refugees, South Sudanese refugees, Other refugees, and Host community.
- Select Modality***: Checkboxes for Cash and Voucher.
- Select Targeting Criteria***: Radio buttons for Blanket, Persons with Specific Needs (PSN), and Other (please specify below).
- Select Assistance Type***: Radio buttons for Existing beneficiaries (for subsequent rounds of repeat assistance) and New beneficiaries (one-off assistance / first round of repeat assistance).
- Select Delivery Mechanism***: Radio buttons for Bank account, Delivery through an agent / over-the-counter (OTC), Direct cash payment, Pre-paid card / smart card, Paper voucher, and E-voucher.

Blue callout bubbles point to each of these sections with the following text: "Select reporting period", "Select Beneficiary Type", "Select Modality", "Select Targeting criteria", "Select Assistance Type", and "Select Delivery Mechanism".

4. Editing and exporting data

vii. Editing a record

The screenshot shows the ActivityInfo interface for the 'UCRRP 2022-2023' database. The database owner is Vinoraj Ratnaraj and the user's role is Administrator. The interface includes a search bar, a list of folders, and a toolbar with options like 'Add form', 'Add folder', 'Import XLSForm Beta', and 'Export'. The folder '1. Activity Reporting (Partners)' is highlighted with a blue callout bubble that says 'Select your folder'.

ActivityInfo Search for a database, folder or form...

DATABASES > UCRRP 2022-2023

UCRRP 2022-2023

DATABASE OWNER: Vinoraj Ratnaraj | YOUR ROLE: Administrator | Download for offline use | Database settings

+ Add form | + Add folder | Import XLSForm ^{Beta} | Export ▾

- *** DEVELOPMENT ***
- *** TRAINING ***
- 0. Project Information (Partners)
- 1. Activity Reporting (Partners)** (Selected)
- 2. Indicator Reporting (Sector Leads)
- 3. Funding Reporting (Partners)

The screenshot shows the ActivityInfo interface for the 'UCRRP 2022-2023' database. The database owner is Vinoraj Ratnaraj and the user's role is Administrator. The interface includes a search bar, a list of forms, and a toolbar with options like 'Add form', 'Add folder', 'Import XLSForm Beta', and 'Export'. The form 'Cash-Based Interventions' is highlighted with a blue callout bubble that says 'Select the form where the record is'.

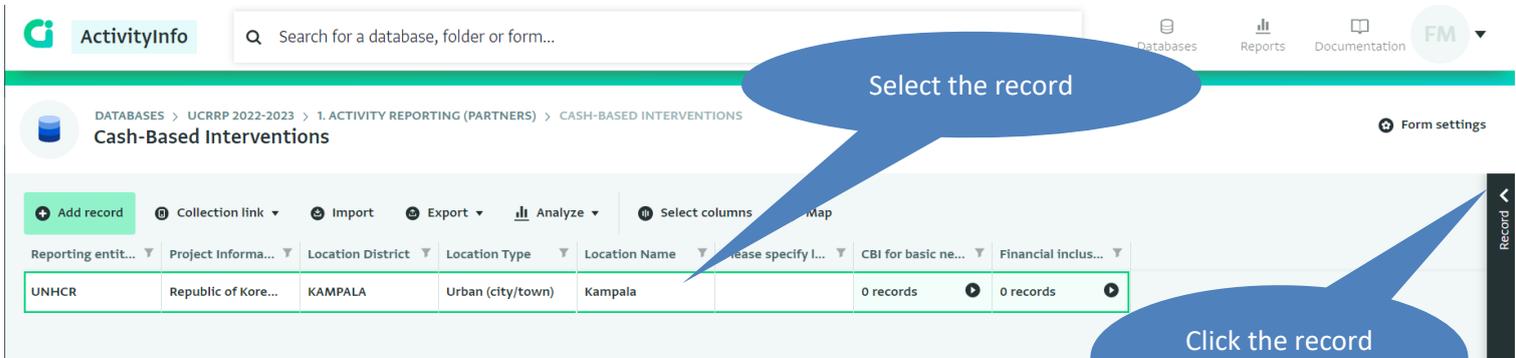
ActivityInfo Search for a database, folder or form... Databases

DATABASE OWNER: Vinoraj Ratnaraj | YOUR ROLE: Administrator | Download for offline use | Database settings

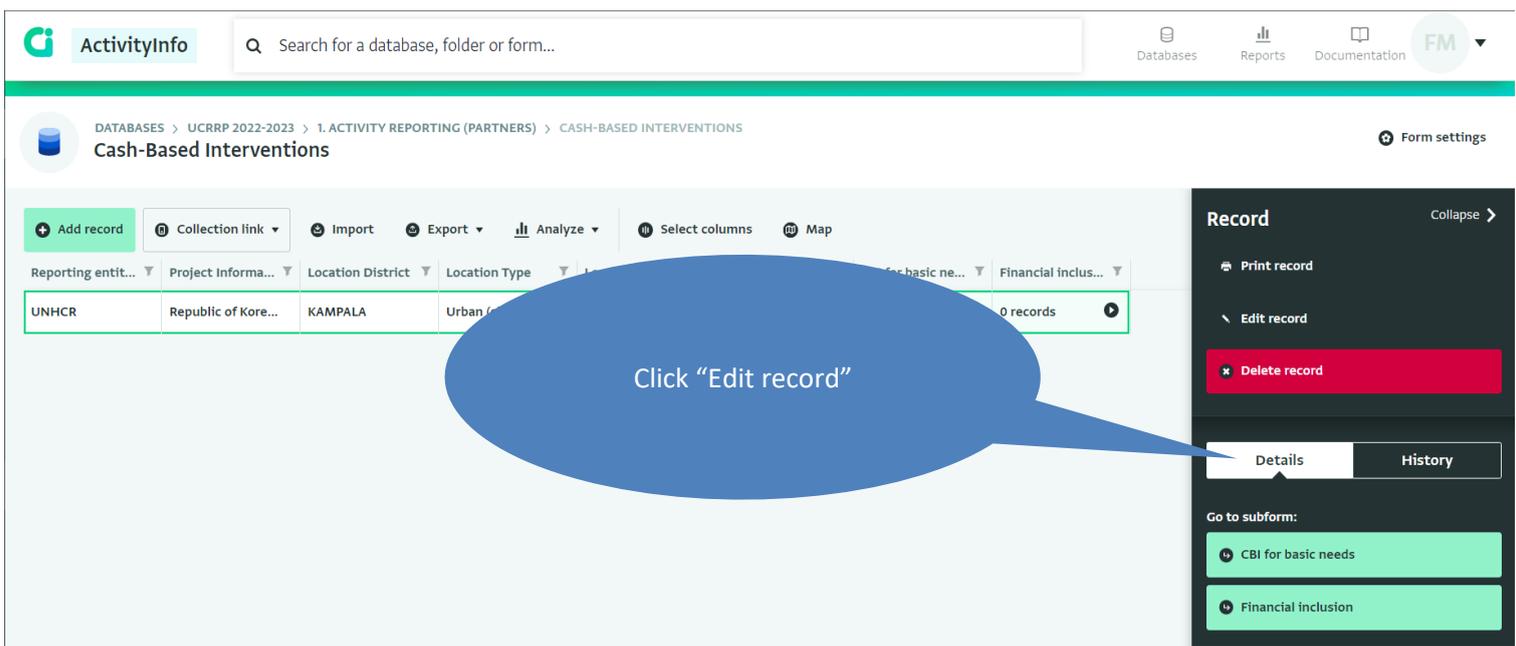
+ Add form | + Add folder | Import XLSForm ^{Beta} | Export ▾

- *** Nothing to Report (NTR) ***
- Cash-Based Interventions** (Selected)
- Education
- Environment & Energy
- Health & Nutrition

- Select the record that you want to edit, once selected the row will be highlighted with a green border
- Click the record arrow on the right of the screen to show the record details and history



- To edit a record on the form, scroll down and click on “Edit record”



Edit record

Partner and project* REQUIRED
 If your project does not appear, contact your funding reporting focal point or the IM team at ugakaimug@unhcr.org.

Reporting entity Name
 UNHCR

Project Information Form Project name
 Republic of Korea: Ministry of Foreign Affairs & Trade

Location* REQUIRED
 Please only submit one location per form, multiple records can be entered against the same location.

NOTE: As of 1 July 2019 Palorinya settlement and reception centre fall under Obongi district. As of 1 July 2020 reporting locations listed under Arua are part of Madi Okollo & Terego districts (except for sub-counties). For Rhino, Imvepi etc. please select "Madi Okollo & Terego" as district.

➤ The record will open in edit mode, you can now edit the relevant fields.

➤ To edit a sub-form record, navigate to the sub-form by clicking on the black arrow in the column for the relevant sub-form and the row for the relevant location, this will open the sub-form records in a new widow.

ActivityInfo Search for a database, folder or form...

DATABASES > UCRRP 2022-2023 > 1. ACTIVITY REPORTING (PARTNERS) > CASH-BASED INTERVENTIONS

Cash-Based Interventions

+ Add record @ Collection link Import Export Analyze Select columns Map

Reporting entit...	Project informa...	Location District	Location Type	Location Name	Please specify l...	CBI for basic ne...	Financial inclus...
UNHCR	Republic of Kore...	KAMPALA	Urban (city/town)	Kampala		1 records	0 records

Click on the black arrow

➤ Select the record to edit and click "Edit record" from the right-hand menu of the screen, this will open the sub-form record in a new window for editing.

ActivityInfo Search for a database, folder or form...

DATABASES > UCRRP 2022-2023 > 1. ACTIVITY REPORTING (PARTNERS) > CASH-BASED INTERVENTIONS > CBI FOR BASIC NEEDS

Back Form settings

+ Add record Import Export Analyze Select columns Map

Reporting entit...	Project Informa...	Location District	Location Type	Location Name	Reporting Quar...	Select Beneficia...	Select A
UNHCR	Republic of Kore...	KAMPALA	Urban (city/town)	Kampala	Q1 2022	Congolese refug...	Cash

Click "Edit record"

Select sub-form record to edit

Record Collapse >

Print record

Edit record

Delete record

Details History

Go back to:

Cash-Based Interventions

viii. Exporting data

- Follow step 2 (Select the relevant folder) & 3 (Select the relevant form) which will bring you to the records view. Click "Export". Choose the most appropriate option and the download will immediately start. It is advisable to export individual sub-forms ("Export selected columns with...") as this will automatically link the data from the form (partner, location etc.) and sub-form (date, beneficiary type etc.) fields.

ActivityInfo Search for a database, folder or form...

DATABASES > UCRRP 2022-2023 > 1. ACTIVITY REPORTING (PARTNERS) > CASH-BASED INTERVENTIONS

Cash-Based Interventions

+ Add record Collection link Import Export Analyze Select columns Map

Reporting entit...	Project Informa...	Locat	Location Name	Please specify l...	CBI for basic ne...	Financial inclus...
UNHCR	Republic of Kore...	KAMP	Kampala		1 records	0 records

Click on "Export"

Export selected columns

Export this form and all subforms

EXPORT SELECTED COLUMNS WITH

CBI for basic needs

Financial inclusion

Export via the API

Click on the sub-form of interest

5. Annex 1: Sector IM focal points

No	Sector/TWG	IM Focal Point	Contact details
1	Protection	Bo Hurkmans (UNHCR)	hurkmans@unhcr.org +256 783 590 374
2	Child Protection & GBV	Muhammad Shah (UNHCR)	shah@unhcr.org +256 776 496929
3	Livelihoods & Resilience	Festo Muriisa (UNHCR)	muriisa@unhcr.org +256 772 701 053
4	Education	Hillary Mumbere (UNHCR)	mumbere@unhcr.org +256 780 139 115
5	Shelter & Settlement	Bo Hurkmans (UNHCR)	hurkmans@unhcr.org +256 783 590 374
6	WASH	Festo Muriisa (UNHCR)	muriisa@unhcr.org +256 772 701 053
7	Food Security	Festo Muriisa (UNHCR)	muriisa@unhcr.org +256 772 701 053
8	Health & Nutrition	Emmanuel Omwony (UNHCR)	omwonyi@unhcr.org +256 783 354 172
9	Environment & Energy	Hillary Mumbere (UNHCR)	mumbere@unhcr.org +256 780 139 115
10	CBI	Stephen Adeun (UNHCR)	adeun@unhcr.org +256 771 898 932

6. Annex 2: Sector leads and co-leads

No	Sector/sub-sector	Sector lead & co-lead	Contact details
1	Protection	Douglas Asiiimwe (OPM) Margaret Atieno (UNHCR)	asiimwedw@yahoo.com atienom@unhcr.org
1.1	Child Protection	Sophie Etzold (UNHCR) Lisa Zimmermann (UNICEF)	etzold@unhcr.org lzimmermann@unicef.org
1.2	GBV	Sophie Etzold (UNHCR) Fiona Kaikai (UNFPA)	etzold@unhcr.org kaikai@unfpa.org
2	Livelihoods & Resilience	Lilian Otiego (UNHCR) Paul Mwirichia (WVI)	otiego@unhcr.org Paul.Mwirichia@wvi.org
3	Education	Joseph Kajumba (MoES) Shakirah Luwedde (FCA) Vick Ikobwa (UNHCR)	jbkajumba@yahoo.co.uk Shakirah.Luwedde@kua.fi ikobwa@unhcr.org
4	Shelter & Settlement	Musa Timbitwire (UNHCR) Sarah Gilbert (CRS) Innocent Ndahiriwe (OPM)	timbitwi@unhcr.org sarah.gilbert@crs.org indahiriwe7@gmail.com
5	WASH	Robert Mutiibwa (MWE) Shivanarain Singh (UNICEF) Simon Odong (UNHCR)	mutiibwarobertkirya@gmail.com ssingh@unicef.org odongs@unhcr.org
6	Food Security	Stephan Deutscher (WFP)	stephan.deutscher@wfp.org
7	Health & Nutrition	Tom Aliti (MoH) Julius Kasozi (UNHCR)	aliti68@yahoo.com kasozi@unhcr.org
8	Environment & Energy	Miriam Natabo (UNHCR) John Paul Magezi (OPM)	natabo@unhcr.org johnpaulmagezi@gmail.com
9	CBI	Eunice Mwende (WFP) Monther Alaff (UNHCR) Stephan Deutscher (WFP)	eunice.mwende@wfp.org alaff@unhcr.org stephan.deutscher@wfp.org