Water Sector - ActivityInfo Reporting Guidance
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This Document details the steps required for all reporting partners to follow to be able to gain access and to report activities on Activity Info (V4).

Table of Content

1) Get access to the activity info

In order to get access to the Activity info, please fill the request form using this [link](#) and contact the Sector IM or the Sector Coordinator (othonet@@unicef.org). We will receive your request and provide you with access within 24 hours. An invitation email will be sent by ActivityInfo to create your own password.

If you have already access to ActivityInfo, all what you need is to ask for access to the "00-Projects IA" and "12-Water Sector" folder under the "LCRP 2020 Sectors Reporting" database
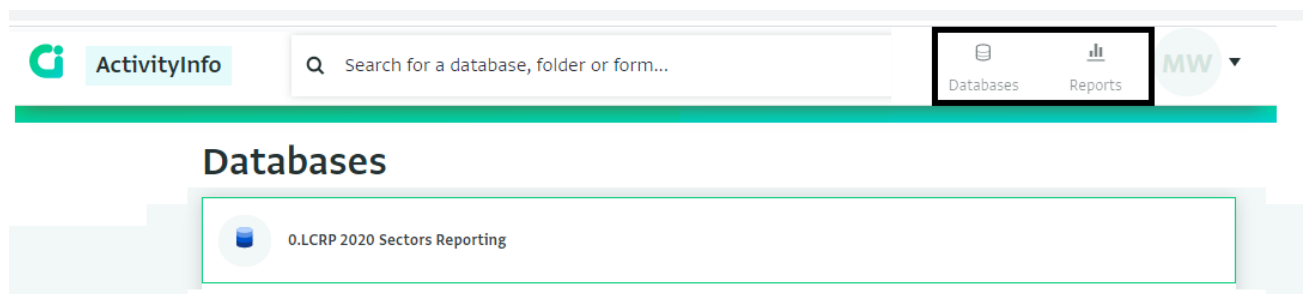
2) Start Activity info

To start the program, type the following web address: www.activityinfo.org
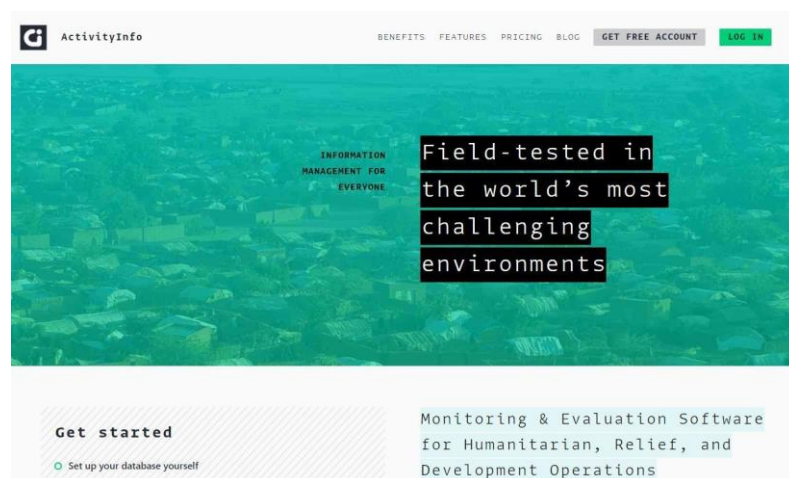
Login with your username and password.
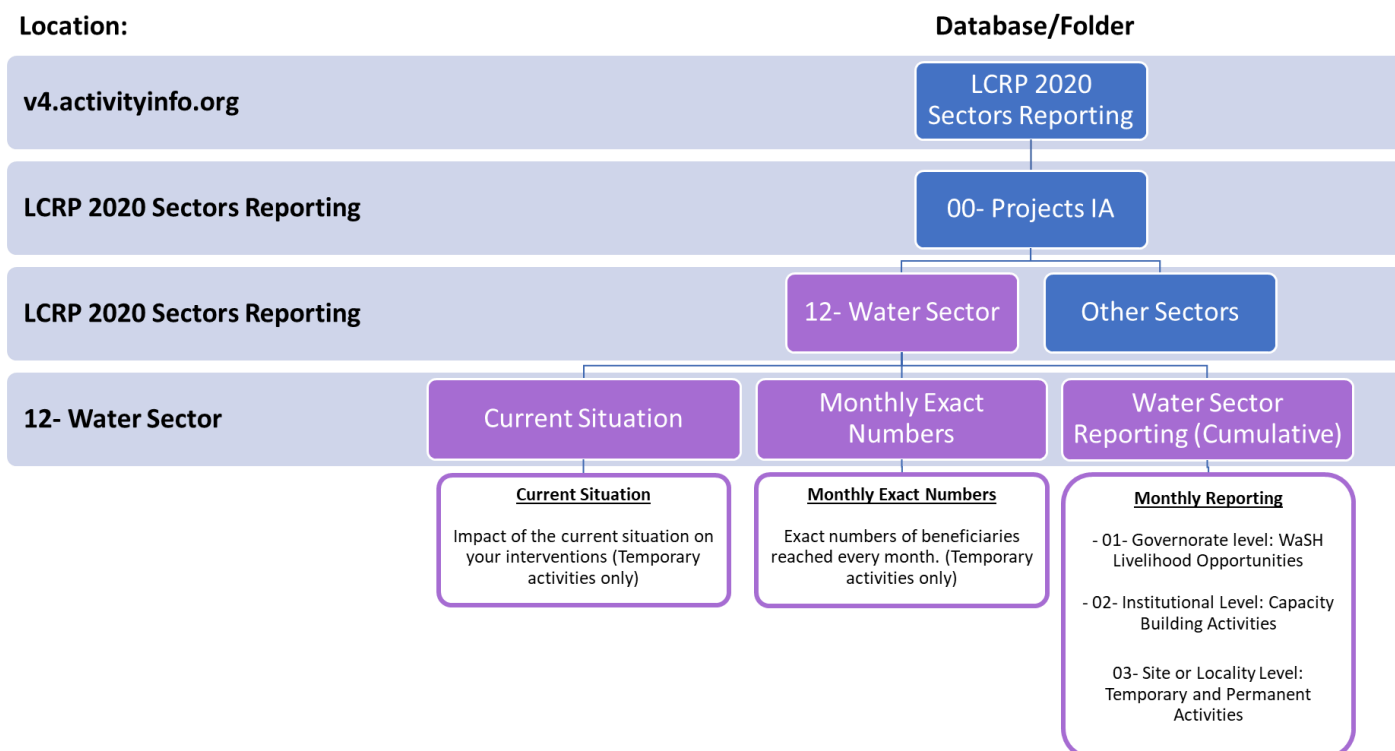
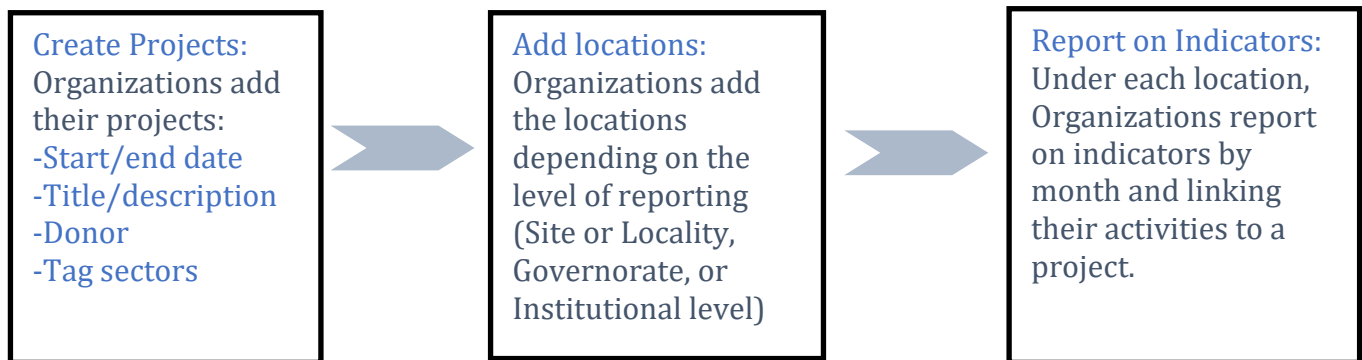ActivityInfo has two main tabs:
- Databases
- Reports

Click on the database and make sure that you have access to the "00- Projects IA" and "12- Water Sector Folders"

3) Structure of Activity info Database

In 2020, each sector has a specific folder under LCRP 2020 Reporting Database. In addition, we introduced the concept of "Projects" where reporting on by indicators by partner need to be linked to a project. Organizations are now required to link their reporting to a project on activity info.

Location:	Database/Folder
v4.activityinfo.org	LCRP 2020 Sectors Reporting
LCRP 2020 Sectors Reporting	00- Projects IA
LCRP 2020 Sectors Reporting	12- Water Sector / Other Sectors
12- Water Sector	Current Situation / Monthly Exact Numbers / Water Sector Reporting (Cumulative)

Current Situation

Impact of the current situation on your interventions (Temporary activities only)

Monthly Exact Numbers

Exact numbers of beneficiaries reached every month. (Temporary activities only)

Monthly Reporting

- 01- Governorate level: WaSH Livelihood Opportunities

- 02- Institutional Level: Capacity Building Activities

03- Site or Locality Level: Temporary and Permanent Activities

Under the LCRP database, you should have access to the folder number 12 which is related for the water sector. The water sector folder is divided into three folders:
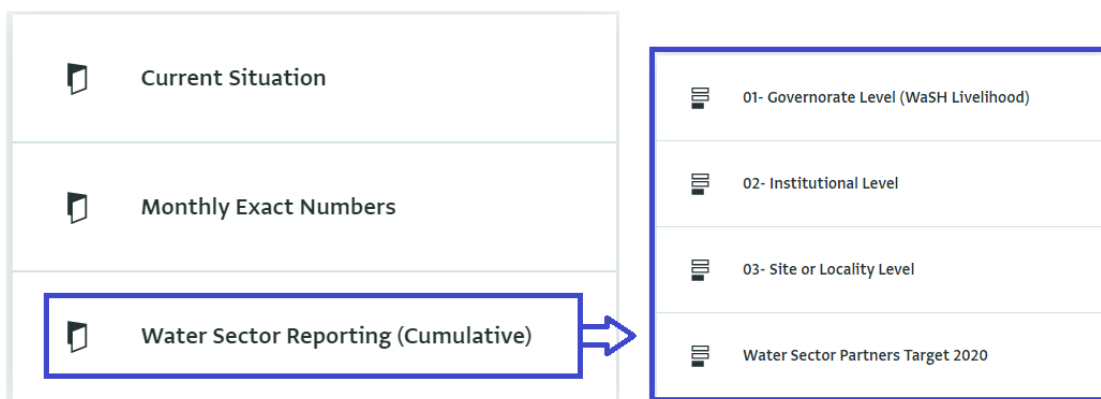
- ➢ **Current Situation:** to report the impact of the current on Water and Sanitation temporary activities only. This reported at governorate level.

- ➢ **Monthly Exact numbers:** to report the **exact number of beneficiaries** reached every month for temporary activities only. (e.g. number of people served with water trucking even if same beneficiaries were served the previous month). This reported at governorate/project level.

- ➢ **Water Sector Reporting:**
  - **01- Governorate Level (WaSH Livelihood):** to report on **WaSH Livelihood Opportunities** created by the project.
  - **02- Institutional Level:** to report all **capacity building activities** including results of the water accountability sessions/activities at governmental institutional level. Reporting could be monthly or at the end of the project/year.
  - **03- Site or Locality Level**: to report any type of activity in a specific location (site or locality). The activity could be **temporary or permanent activity**. In addition, **GBV, Disability** indicators will be reported at site or locality level. You have the option to upload your drawing (design, as-built, etc..) for the permanent projects.
  - **Water Sector Partners Target**: This should be reported only once a year and it is the estimated targets that partner is planning to reach. This should be reported maximum by February. It will be used for monitoring the track of achievements.

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4) Where you should report?

If your agency does:

A- temporary activities (humanitarian/emergencies) you should report on:

- Site or locality level (cumulative numbers)
- The exact monthly numbers
- The impact of the current situation on their intervention.

B- permanent activities (stabilization/development) should report on:

- Site or locality level (cumulative numbers)

C- capacity building activities (for governmental institution) should report on:

- Institutional level (cumulative numbers)

C- water accountability sessions/activities (payment campaigns, subscription campaigns, water conservation, etc.):

- Site or locality level (cumulative numbers): number of people targeted
- Institutional level (cumulative numbers): results of the campaigns reflected by number of new subscribers and number of old subscribers start to pay.

5) Water Sector Indicators

Please refer to the Water Sector Results Framework.
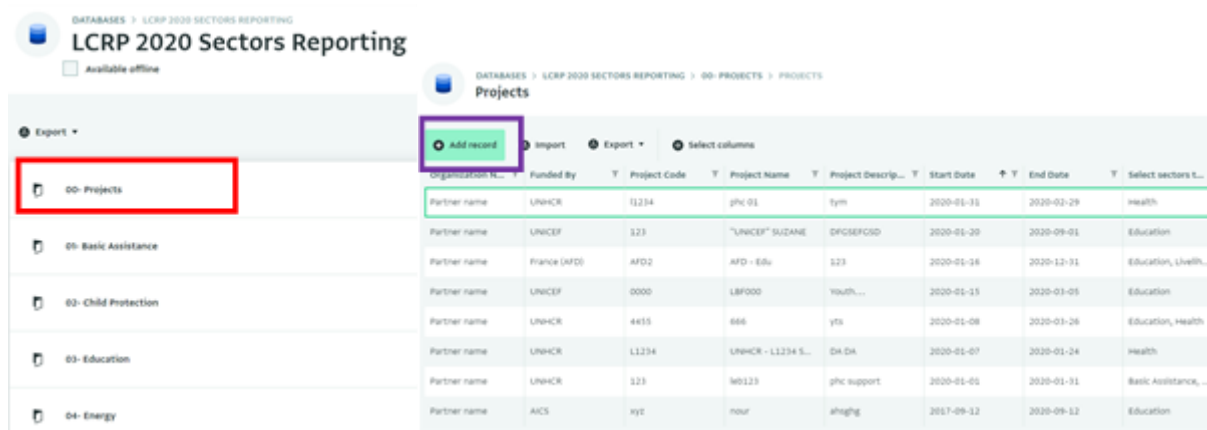
6) Reporting in Activity Info

➢ Add and Edit Project

In this section you will learn how to add and edit projects.
In 2020, it is a requirement to add projects before being able to report on indicators.

Step 1: Click on 00-Projects IA under the LCRP 2020 Sectors Reporting database to see the list of projects registered under your organization. You won't see any projects at the beginning of the year.

Step 2: Click Add Record to add a new project and fill the project form which includes the following fields:

Field Name	Description
Organization Name	Select your organization name
Funded By	The donor of your project. This could be a UN agency, a donor country, a private donor or another NGO.
Project Code	This is the project reference in the contract between you and your donor. For example, the PPA number for UNHCR funded projects
Project Title	The name/title of your project. This will show in the dropdown
Project Description	Details about the project.
Start Date / End Date	Start and end date of the project as per the contract with the donor
Select sectors targeted by this project	Multiselect to indicate which sectors are targeted by this project.

Press **SAVE RECORD** after completing the form

Step 3: To edit a project, click on the project record, a side menu will open on the right, scroll down and click Edit Record

Once you finish adding projects, you can start reporting on indicators

➢ **Water Sector Reporting (Reporting on sector indicators)**

Step 1: Click on "*Water Sector*" to see the data entry forms of the selected sector.

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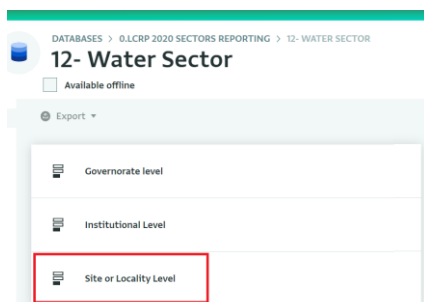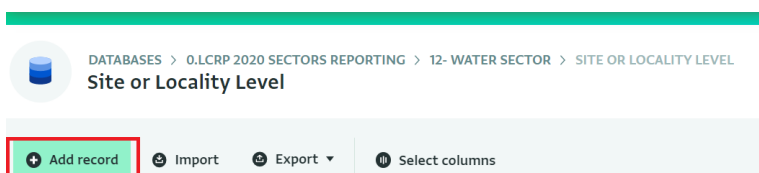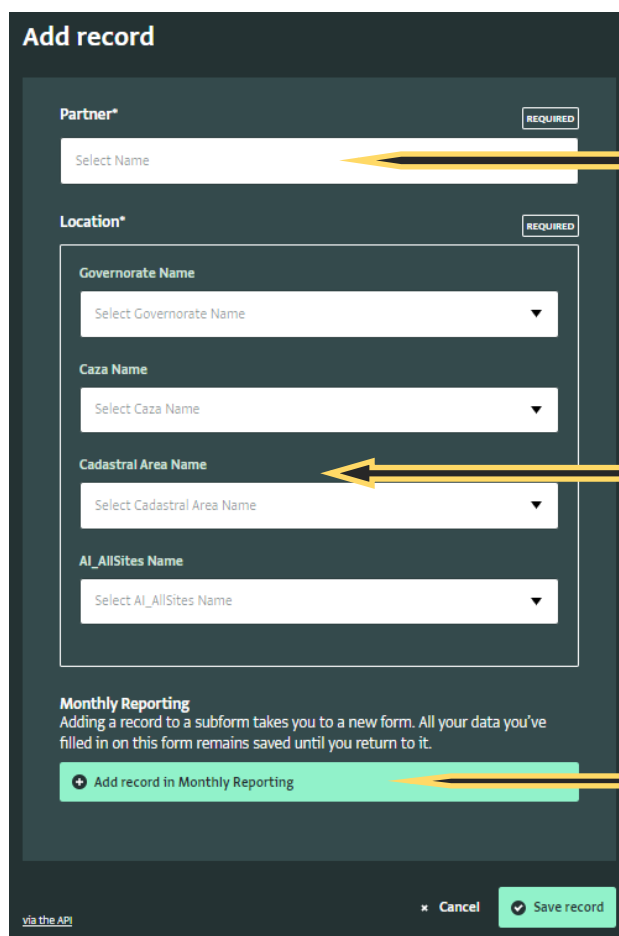
Step 2: Click on "*Geographic level Reporting Form*"[1] button to open the data entry form in order to record a new entry. *Example: Select "Site or Locality Level".*

Step 3: Click on "*Add record*" button to open the data entry form in order to record your activities.

Partner: You can only select your agency name. If more than option appears, please contact the sector IM.

Location:
Depending on the form, the location will be either a governorate, a site or locality (village, informal settlements, health care center etc.) In this example, if your project A targets two localities, you will need to repeat step 5 twice
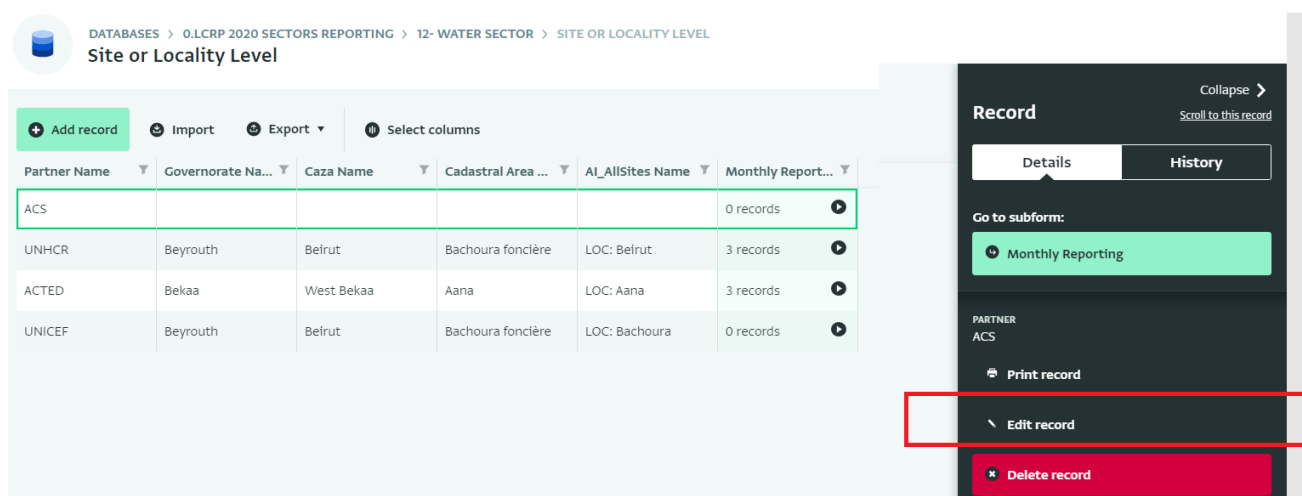
Click Save Record

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[1] Definition of every form is in para 3 of this document. Sectors' logframes define the geographic level of reporting of each indicator. All indicators at a specific geographical level of reporting are grouped together under the same form. Ex: all indicators requiring reporting at site or locality level are grouped under "Site or Locality Level"

For each new Location, you will need to add a new record.

For example: if you have activities in two informal settlements in one locality, you have the option to 1 record "LOC: Locality A" or 2 records "IS: Site 001 and IS: Site 002". Figures should be reported according to the selected location.

Step 4: To edit an existing record, click on the record line and click "Edit Record" at the bottom of the right-side menu
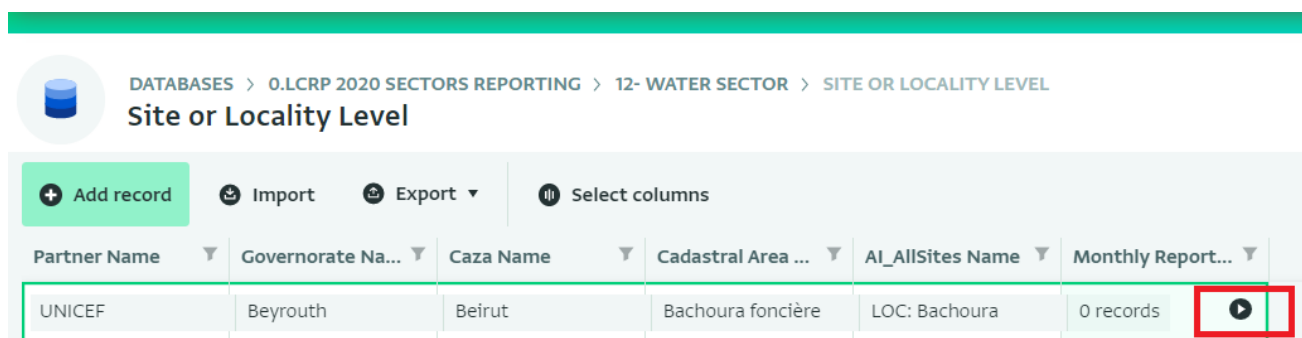

Step 5: To report your monthly activities under the sectors outputs indicators, click on the black arrow under monthly report
* for the current situation, click on the black arrow under current situation at governorate level

Step 6: Click on "*Add record*" button under the Monthly report to open the Monthly data entry form in order to record values for each indicator under specific project. Every month, you will need to repeat this step i.e. to add a new month and report on the indicators. If your activities under 2 projects, you need to repeat step 8 twice for the same month.

Step 7: Verify your inputs. Click on the "*SAVE Record*" button to save your data.

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Screenshot of "site or locality level" form

Add record

Your are reporting (for a month) in a specific site or cadaster, please make sure all below numbers are for this specific site/cadaster

Month* REQUIRED

☐ Select a month (YYYY-MM)

Project

Linking to project*
Make sure your project is registered under "00- Project ID" REQUIRED

Funded By

Select Funded By ▼

Projects Project Code

Select Projects Project Code ▼

Projects Project Name

Select Projects Project Name ▼

Temporary Activity

Category - Temporary

☐ Water
☐ Sanitation
☐ Hygiene / Changing Behavior

Permanent Activity

Category - Permanent

☐ Water
☐ Wastewater
☐ Irrigation
☐ Stormwater

GBV indicators

Disability indicators

Tools & Data

Referrals

Number of Referrals received this month* REQUIRED

Enter a number

Month:
In which month you are reporting

Project:
Link your activities to a specific project

Temporary Activity
If you have done a temporary activity under the location, click the category of the activities and start reporting.

Permanent Activity
If you have done a permanent activity under the location, click the category of the activities and start reporting.

GBV indicators
Report on GBV indicators

Disability indicators
Report on GBV indicators

Tools & Data
Report on where the specific drawings/data are. If in tool (WAP), it should be updated.

Referrals
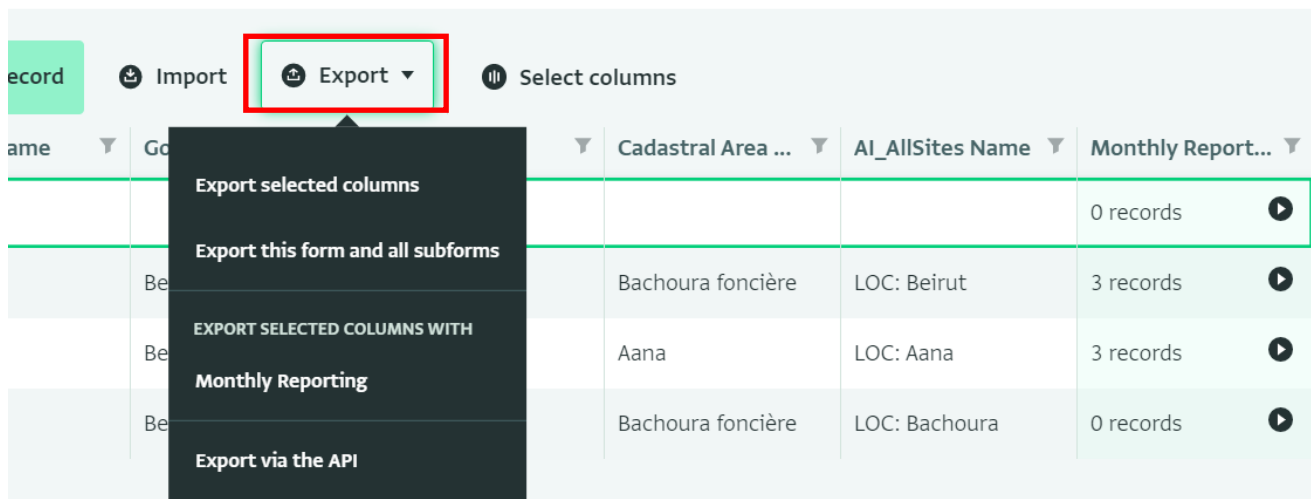Referrals received and responded

7)   Exporting Data

There are several options to export data in Activity Info V4. Click on Export to see those options:

- **Export Selected Columns** will export the exact information you see on your screen.
- **Export this form and all subforms:** will export the data in the displayed table and all the subforms including the monthly reports in a separate excel tab.
- **Export Monthly report:** will export the monthly form and will include the location and project details in each line.
- **Export via the API:** Will generate a URL to export the data in Json format (useful for developers.