



LCRP 2022 Sectors Reporting ActivityInfo Guidance Note

Livelihoods Sector

January 2022

This document is a revised version of the guidance note on how to report activities using the 2022 Database on Activity Info developed by the Inter-Agency IM Working Group. It details the steps required for all reporting partners to be able to gain access to Activity Info Database for the Livelihoods Sector and be able to report monthly.

For any clarification needed about this document please contact the Information Management focal point for the Livelihoods Sector, Mohammad Nasser, at mohammad.nasser@undp.org. For further details about the Livelihoods Sector logframe, strategy and achievements, please contact the acting interim Livelihoods sector coordinator, Yousra Taleb, at yousra.taleb@undp.org.

IMPORTANT TO REMEMBER: reporting deadline closes on the 15th of each month to report on the previous month.

Table of Content

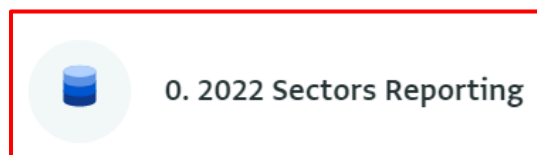
1) Login and access the new LCRP current Database "0. 2022 Sectors Reporting"	2
2) Creating and Editing Projects	2
3) Sector Reporting (Reporting on sector indicators)	7
4) Exporting Data	13
5) Using Report to Create Pivot Table	14
6) FAQ	15



1) Login and Access the LCRP current Database “0. 2022 Sectors Reporting”

Login using your existing Activity Info account to <https://v4.activityinfo.org/login> If you do not have an account on Activity Info, contact the sector coordinator and the sector IM focal point.

Go to “0. 2022 Sectors Reporting”. In 2022 all sector folders are still under the same database.



If you are able to login to ActivityInfo but you don't see “0. 2022 Sectors Reporting”, please contact the sector IM focal point or the Sector Coordinator to grant you access to the database.

2) Creating and Editing Projects


In this section you will learn how to add and edit projects. The concept of “**Projects**” has been introduced, where reporting on Output indicators by partner needs to be linked to a project. Organizations are now required to add their projects to Activity Info before being able to report on the indicators.





Section 1: Create Project

Click on **00-Projects** under the LCRP 2022 Sectors Reporting database to see the list of projects registered under your organization. Please make sure to add the new projects of 2022 and **if any of your previous project are extended** to share the project code and the new end date with the IM focal point to update the End date of the project to be able to report the new data.





DATABASES > 0. 2022 SECTORS REPORTING


0. 2022 Sectors Reporting


DATABASE OWNER
Maroun Sader


YOUR ROLE
Owner


 Download for offline use

 Add form

 Add folder

 Export ▼

 00- Projects IA

 01- Basic Assistance



Step 1: 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 Status	<ul style="list-style-type: none"> - Planned (proposal signed with donor) - On-going - Closed - Suspended
Project Code	This is the project reference in the contract between you and your donor. For example, or the PD Ref Nbr. for UNICEF-funded projects.
Project Name	The name/title of your project.
Project Description	Details about the project.
Name of Focal Point	
Focal point Email	
Focal point phone number	
Start Date / End Date	Start and end date of the project as per the contract with the donor
Comment	
Select sectors targeted by this project	Multiselect to indicate which sectors are targeted by this project.
Comment	
Select sectors targeted by this project	Multiselect to indicate which sectors are targeted by this project.
Type of project	Humanitarian/Emergency Stabilization/Development
Support of the public institution	Capacity Building Staff support No Support
Governorate of coverage	Multiselect to indicate which Governorates are targeted by this project.
Select Plan	LCRP Other
Please Add the project budget in USD	
Population groups targeted	Enter the number of population groups targeted under this Project



Does this project have any cash assistance component	<ul style="list-style-type: none"> - Yes, you must fill data for the Cash Assistance Budget and Cash Project Details - No
Sector Activity Targets	New subform to record the targets per sector activity and governorates cover by your project
Cash Assistance Budget (out of total budget)	If the project has any cash assistance component, you enter the cash budget out of total project budget
Cash Project Details (only if cash component)	New subform to record details information of the cash activity

Troubleshooting:

- If you can't find your organization name, contact the IM for support

Press **Save Record** after completing the form.

Projects								
Export	Add record	Import	Export	Select columns				
00- Projects	Organization N...	Funded By	Project Code	Project Name	Project Descrip...	Start Date	End Date	Select sectors t...
01- Basic Assistance	Partner name	UNHCR	I1234	phc 01	tym	2020-01-31	2020-02-29	Health
02- Child Protection	Partner name	UNICEF	123	"UNICEF" SUZANE	DFGSEFGSD	2020-01-20	2020-09-01	Education
03- Education	Partner name	France (AFD)	AFD2	AFD - Edu	123	2020-01-16	2020-12-31	Education, Liveli...
04- Energy	Partner name	UNICEF	0000	LBFO00	Youth...	2020-01-15	2020-03-05	Education
	Partner name	UNHCR	4455	666	yts	2020-01-08	2020-03-26	Education, Health
	Partner name	UNHCR	L1234	UNHCR - L1234 S...	DA DA	2020-01-07	2020-01-24	Health
	Partner name	UNHCR	123	leb123	phc support	2020-01-01	2020-01-31	Basic Assistance, ...
	Partner name	AICS	xyz	nour	ahsghg	2017-09-12	2020-09-12	Education

Step 2: Click the **Black arrow** under Sector Activity Targets add Cash Project Details (only if cash component) and then **Add record** to fill the detailed information's related to your project.

Databases > 0. 2022 SECTORS REPORTING > 00- PROJECTS IA > PROJECTS							
Projects							
Add record	Collection link	Import	Export	Analyze	Select columns		
PR	# of targeted PRS	# of targeted O...	Does th...	Sector Activity Targets	Cash As...	Cash Project De...	
1,580	15,320		Yes	0 records	490,000	0 records	



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**.

Projects

[+ Add record](#)
[Import](#)
[Export](#)
[Select columns](#)

Organization N...	Funded By	Project Code	Project Name
Partner name	France (AFD)	AFD2	AFD - Edu
Partner name	UNICEF	0000	LBF000
Partner name	UNHCR	4455	666
Partner name	UNHCR	L1234	UNHCR - L
Partner name	UNICEF	Uni.2	Unicef - Ste
Partner name	UNHCR	123	leb123
Partner name	AICS	xyz	nour

Record

[Collapse](#)

[Scroll to this record](#)

Details **History**

END DATE
2020-12-31

SELECT SECTORS TARGETED BY THIS PROJECT

- SGBV
- Child Protection

[Print record](#)

[Edit record](#)

[Delete record](#)

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

IMPORTANT: You will not be able to report on LCRP Livelihood indicators if the Project you are reporting under has an **End Date in 2021** (or before).

- If your project has been extended until 2022 and/or beyond, please contact acting interim Livelihoods sector coordinator, Yousra Taleb, at yousra.taleb@undp.org, or the IM Focal Point, Mohammad Nasser, at mohammad.nasser@undp.org to **edit the project End Date** for you.
- If you are reporting under a new project (with a **new budget**), please **add it as a new record** in the Projects database. Ensure you are reporting your achievements under this new project.

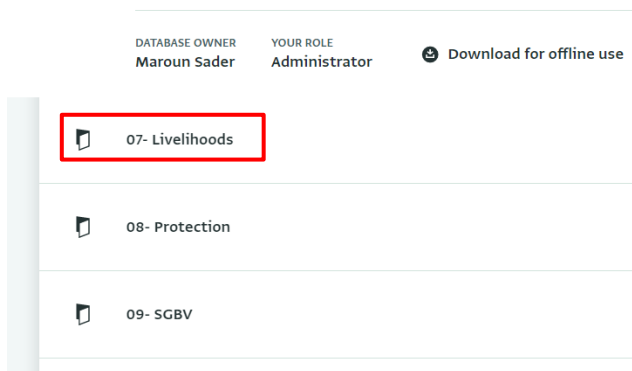
*Please **do not delete** you Project records from the database – even if your project has already ended*.



3) Sector Reporting (Reporting on sector indicators)

Note: All Sectors follow the same reporting steps, with some minor differences in the structure depending on the Sector.

Step 1: Click on “*Sector name*” to see the data entry forms of the selected sector.



The LH Sector database is structured based on three main **geographical levels**:

- National level: Usually used to report on Outcome 3: Strengthen policy development and enabling environment for job creation
- Governorate (mohafaza) level: RECOMMENDATION: it is recommended to use Governorate level reporting as a last option if Cadastral level reporting is not possible
i.e. If the activity is being implemented in all the cadasters that falls in the same governorate then reporting on governorate level is advised.
- Cadastral level: Report on activities for each cadaster separately


Select the level on which your project will be working






Step 2: Click on the Folder required to open the related form and record a new entry. *Example: Select “Cadastral level”.*

 Cadastre Level Reporting

 Governorate Level Reporting

 National Level Reporting



Step 3: Once the relevant form is chosen, click on “*Add record*” button to open the data entry form in order to record your activities.

DATABASES > 0. 2021 SECTORS REPORTING > 07- LIVELIHOODS > CADASTRE LEVEL REPORTING

Cadastre Level Reporting

+ Add record Import Export Select columns Map

Partner Name: REQUIRED
Select Name

Select your project: REQUIRED
If you do not see any projects, go back to main menu and add your project under “0- Projects”

Funded By
Select Funded By

Projects Project Code
Select Projects Project Code

Projects Project Name
Select Projects Project Name

Projects End Date
Select Projects End Date

Governorate_level: REQUIRED
Select Name

Cadaster

Governorate Name
Select Governorate Name

Caza Name
Select Caza Name

Cadastral Area Name
Select Cadastral Area Name

Comment
[Text Area]

Monthly Report
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 Monthly Report

via the API Cancel **Save record**

Select your project:

This section is linked to your project details (as recorded earlier under “Projects”). Once you select the donor, the list of projects in your organization funded by the selected donor will be displayed. If you don't find the project, go back to Section 1 in this document.

Select your cadastral details:

This section is linked to your geographical location of the project in which you will fill in here the Governorate Name, the Caza Name, and the Cadastral Name for your project.

Click Save record



For each new Location, Project, Donor, you will need to add a new record. *For example, if you have activities in two districts funded by UNHCR and UNDP, you will have to create 4 records. UNHCR – District A; UNHCR – District B; UNDP – District A; UNDP – District B*



Step 4: To report your monthly activities and to check your previous records under the Sector's Output indicators, click on the black arrow under monthly report.

Partner Name...	Funded By	Projects Projec...	Projects Projec...	Projects End Da...	Governorate, Je...	Governorate Na...	Caza Name	Cadastral Area ...	Comment	Monthly Report
UNDP	UNDP	00084708	Support to SMEs...	2021-03-01	Mont Liban				Cash for work ac...	1 records

Step 5: Click on “**Add record**” button under the Monthly Reporting to open the monthly data entry form in order to record values for each indicator. Every month, you will need to repeat this step, i.e. to **add a new month** and report on the indicators.

Partner Name...	Funded By	Projects Projec...	Projects Projec...	Projects End Da...	Governorate, Je...
UNDP	UNDP	00084708	Support to SMEs...	2021-03-01	Mont Liban

Step 6: Select the **month** for which you are reporting, e.g. January 2022, and report your monthly achievements under each Outcome and indicator.

You will need to click on each of the **checkboxes** next to the relevant Output/ Indicator in order to unfold the detailed list of reporting indicators and disaggregation (nationality/ age/ sex / disability, whenever relevant).



Month:* REQUIRED

Select a month (YYYY-MM)

Output-1.1 & 1.2: MSME/Cooperatives Support and Value Chains - Cadastre

☐ Output-1.1 & 1.2: MSME/Cooperatives Support and Value Chains - Cadastre

2.1.1.1: # of market-based skills training programmes developed

Enter a number Training progra

Output-1.3: Labour intensive projects - Cadastre

☐ Output-1.3: Labour intensive projects - Cadastre

Output-2.1 & 2.2: Skills Training, Internships, Employment Services - Cadastre

☐ Output-2.1 & 2.2: Skills Training, Internships, Employment Services - Cadastre

Step 7: Verify your inputs. Click on the “*Save Record*” at the bottom of the screen to save your data.

× Cancel ✓ Save record

Additional Note: If reporting on governorate level indicators, repeat this process for each governorate under which you implement your activities.



Step 8: To edit an existing record, go to the Monthly Reporting view and click on the record you want to edit. It will then be highlighted in green and a black right-hand side menu will appear. Click on “Edit Record” at the bottom of the right-side menu.

In this menu, you can also view the record history (e.g. which colleague entered which data and under which date).

Note: you will not be able to edit a record after the monthly reporting deadline has passed. Any changes to records (or the adding of new records) after the reporting deadline should be discussed with the Sector Coordinator.

DATABASES > 0. 2021 SECTORS REPORTING > 07- LIVELIHOODS > CADASTRE LEVEL REPORTING > MONTHLY REPORT

Monthly Report

[Add record](#)
[Import](#)
[Export](#)
[Select columns](#)
[Map](#)

Parent ID	Month	Output-1.1 & 1.2...	Activity-1.1.1: ...	Male	1.1.1.1_Male_1...	1.1.1.1_Male_2...	Female	1.1.1.1_Female...	1.1.1.1_Female...	Activity-1.1.2: ...	1.1.2.1: # of L...
k6qjfgou10	2021-02	Output-1.1 & 1.2...	Activity-1.1.1: B...				Female		1		
k6qjfgou10	2021-01										
k6qjfgou10	2020-12										
k6qjfgou10	2020-11	Output-1.1 & 1.2...									
k6qjfgou10	2020-10										
k6qjfgou10	2020-09	Output-1.1 & 1.2...	Activity-1.1.1: Bu...	Male		1	Female		4		
k6qjfgou10	2020-08	Output-1.1 & 1.2...	Activity-1.1.1: Bu...				Female		3		
k6qjfgou10	2020-06										
k6qjfgou10	2020-04										
k6qjfgou10	2020-03										
k6qjfgou10	2020-02										
k6qjfgou10	2020-01										

Record Collapse >

[Print record](#)
[Edit record](#)
[Delete record](#)

[Details](#)
[History](#)

Go back to:

[Cadastre Level Reporting](#)



4) Exporting Data

There are several options to export data in ActivityInfo. 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 Query JSON using a URL or using R script (useful for developers).

The screenshot shows the ActivityInfo interface with a table of data. The 'Export' button is highlighted with a red box, and a dropdown menu is open showing the following options:

- Export selected columns
- Export this form and all subforms
- EXPORT SELECTED COLUMNS WITH Monthly report
- Export via the API

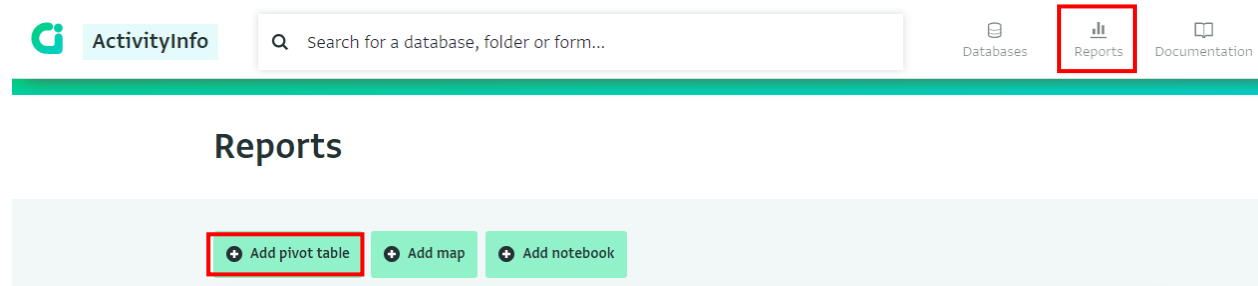
Partners Name	Full name	4 S...	Governorate Na...	Caza Name	Comment	Monthly report
Partner name	UN	4 S...	Akkar	Aakar	test	0 records
Partner name	Fra		Bekaa	West Bekaa	tes	0 records
Partner name	UN	ANE	Nabatiye	Marjaayoun	test	0 records

Note: Partners will be able to extract their own Information.



5) Using Report to Create Pivot Table.

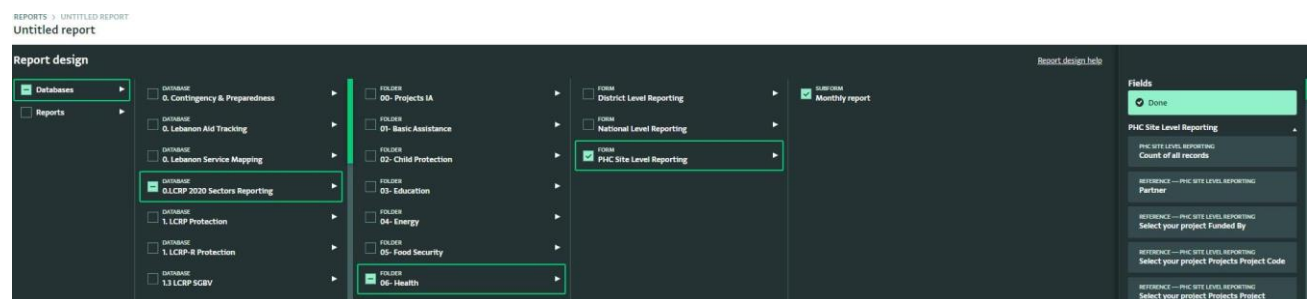
Select **Report**



Step 1: Add pivot Table

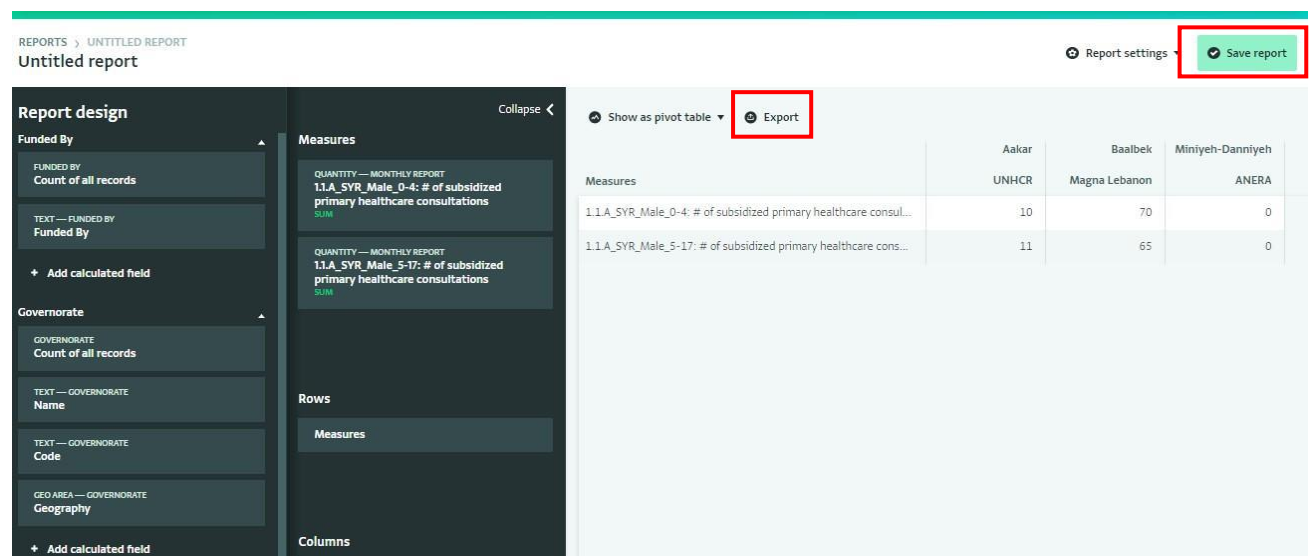
Step 2: click on **Database**

Step 3: Select the related sector and form for your data source



Step 4: Drag and drop your indicators under the measures box

Step 5: Drag and drop the indicators that you need to be in the Rows same steps to the columns





5) FAQ

1. Should we report the number of beneficiaries reached at the beginning, during the project on monthly basis, or by the end of the programmes?
 - a. The Numbers should be reported on monthly basis (The Reporting closes on the 15th of each month to report on previous month). i.e. we report during the first 2 week of February on January.
2. Should we report the cumulative number of beneficiaries reached?
 - a. No, The beneficiary should be counted once per a specific activity, it is okay to count him twice if he attended to separate activities. i.e. A beneficiary who attended a one day training can not be reported if he attended the same training again, but it is fine to report him again if he attended another training of different topic.
3. When many enterprises (MSMEs) are supported in one region, how can partners include all the areas?
 - a. RECOMMENDATION: it is recommended to use Governorate level reporting as a last option if Cadastral level reporting is not possible
 - b. i.e. If the activity is being implemented in all the cadasters that falls in the same governorate then reporting on governorate level is advised.
4. How can I identify the indicators I should use for reporting?
 - a. You can find the definitions of the indicators under the Livelihoods Sector by accessing this link, under Sector Indicators section: <https://ialebanon.unhcr.org/#ReportingTools>