ACTIVITYINFO REPORTING - STEP-BY-STEP GUIDE (April 2023)

This document details the steps required for RRP partner reporting focal points to follow to be able to access to the ActivityInfo database and report progresses in the response and funding. For any clarification, please contact the UNHCR IM Unit (hunbuim@unhcr.org). Before you begin, please note the following:

- Reporting is open to all partners currently responding to the refugee emergency. While it is mandatory for RRP partners, all RCF organizations are warmly encouraged to report.
- The reporting has 3 components. You can access the 3 components from your ActivityInfo account, once you have logged in:

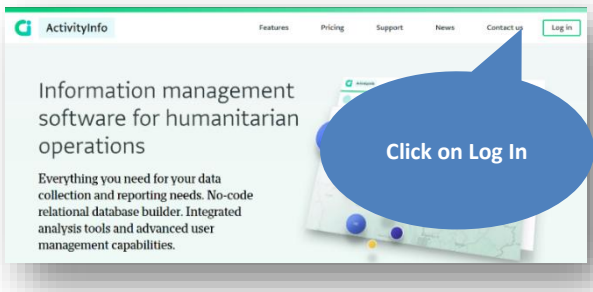
Components	Used for…	Where to find the reporting link
1. Activities/Indicators[1]	Quarterly Dashboard	Here, under the database "Hungary RRP Reporting" in the folder "Achievements Reporting"; you need to be logged into ActivityInfo already
2. Narrative	Interagency Updates (quarterly)	
3. Funding	Funding Report (quarterly)	Here; under the database "Refugee Funding Tracker" you need to be logged into ActivityInfo already

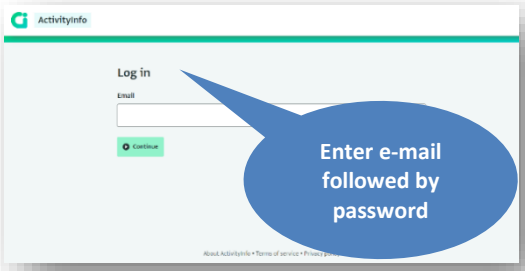
- Organisations can report online (through the ActivityInfo webpage) or offline (through the import template to be uploaded through ActivityInfo). The offline import template is of help if you have multiple submissions at the same time, for example, if your organisation has to report against many indicators or locations.

IMPORTANT: If you are receiving funding from UNHCR, IOM, UNICEF or another RRP partner, you should not report against funding or activities implemented with funding from that UN agency / RRP partner (this is because the UN organization / RRP partner will report on your behalf; please clarify this with the UN organizations or other RRP partner). You are welcome to compile the narrative component and your inputs will be considered.

LET'S START!

Log in into ActivityInfo: www.activityinfo.org and Log In to proceed. If you do not have a username and password, please send an email to: hunbuim@unhcr.org.



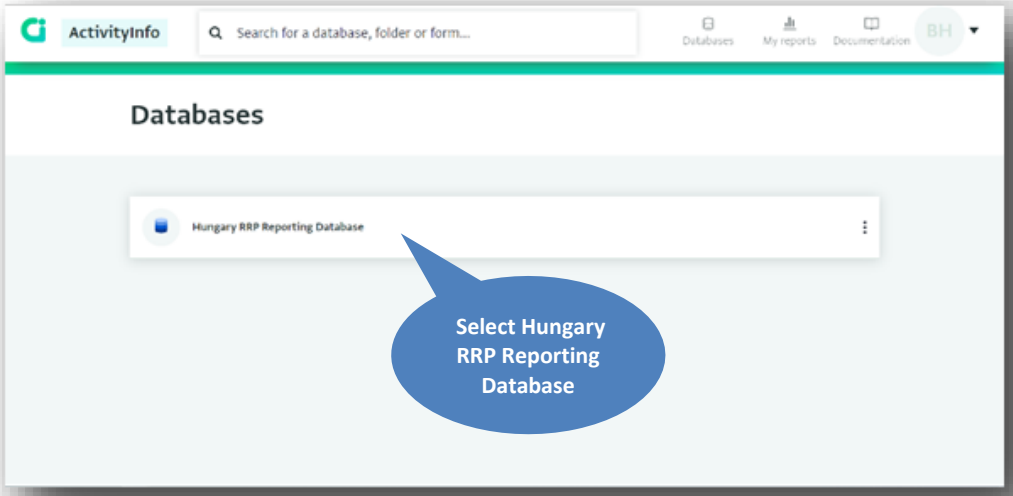


[1] Information on activities is collected through indicators defined by location (county level, with breakdown by the municipality if possible), gender/age (men, women, boys, and girls), and type of beneficiary (refugees, host community, third-country nationals etc.). Activities that are implemented online or over the phone can also be reported (selecting the online/remote option).

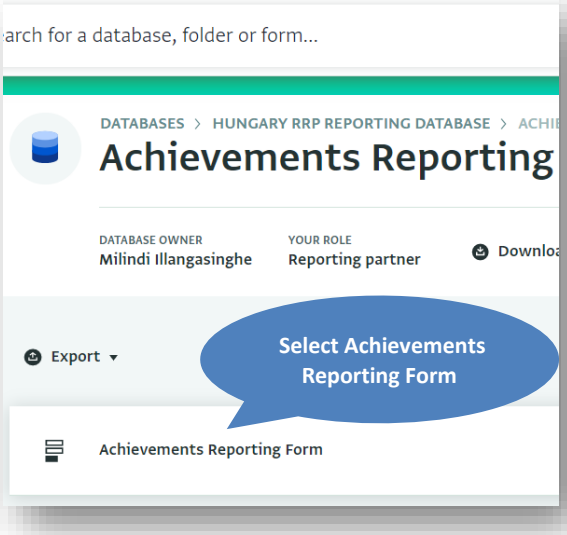
1. ACTIVITY REPORTING

Overview:

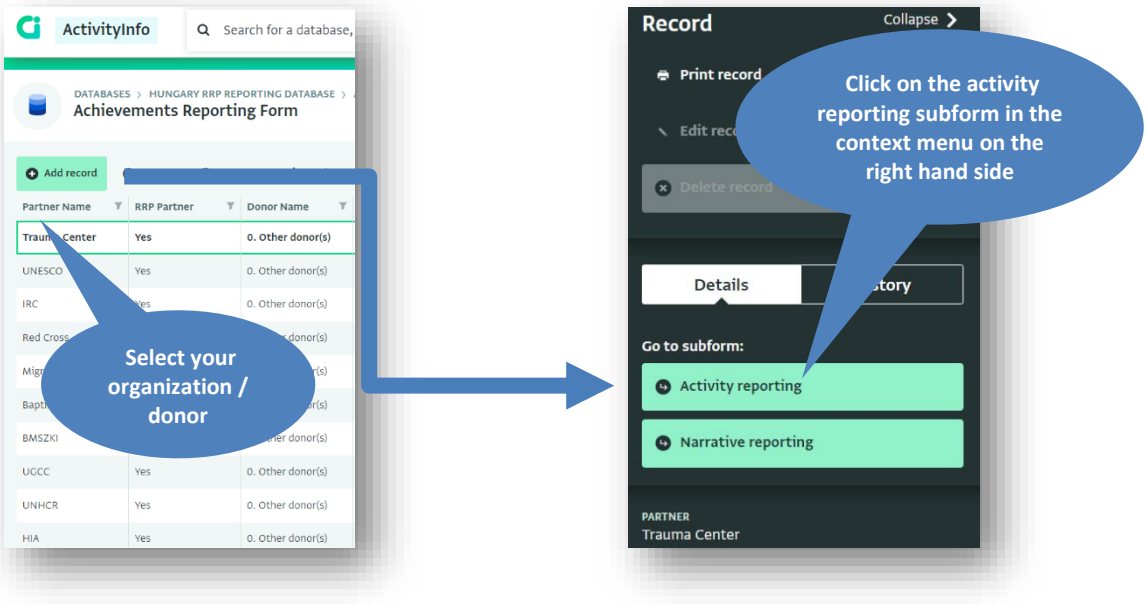
a. Once logged in, select the database for the Hungary RRP



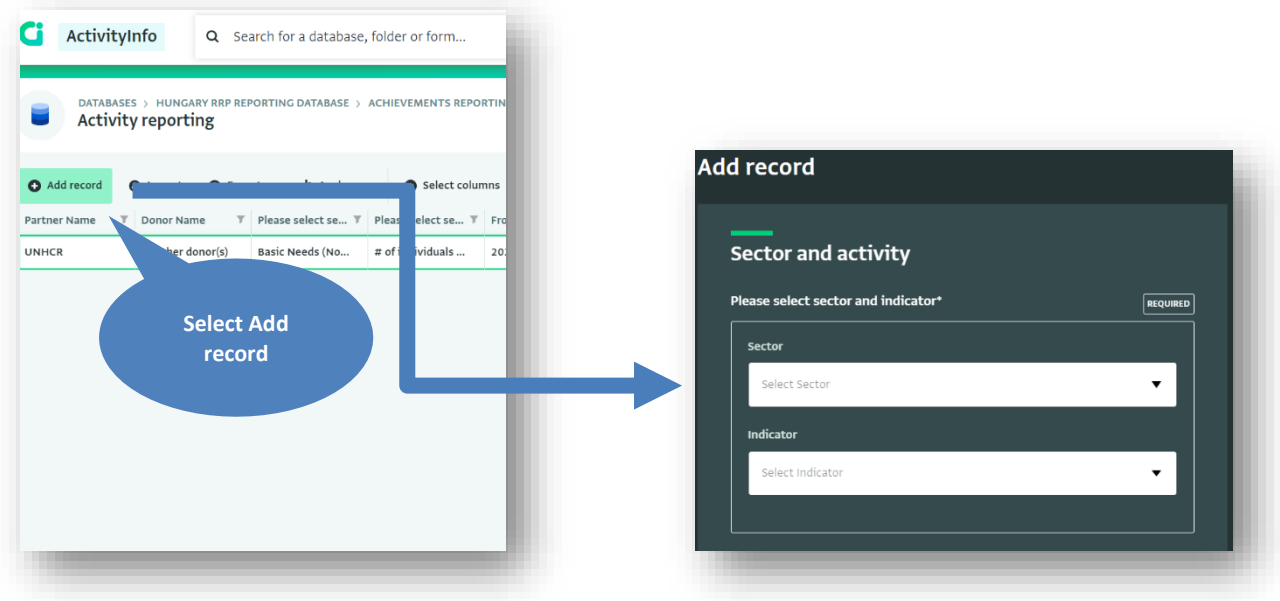
b. Select the "Achievements Reporting" folder and click on the "Achievements Reporting Form".



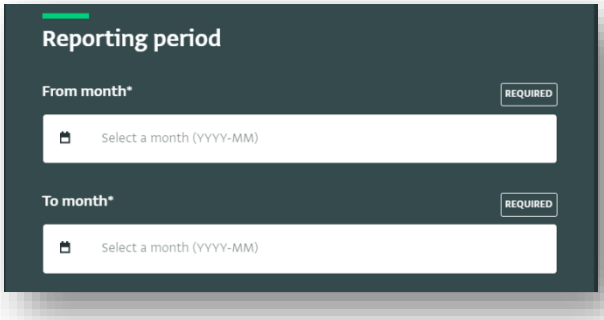
c. **Select your organisation and the select "Activity Reporting" subform on your right side of the screen as per picture below.** If your organisation is not listed, please send an email to: hunbuim@unhcr.org).



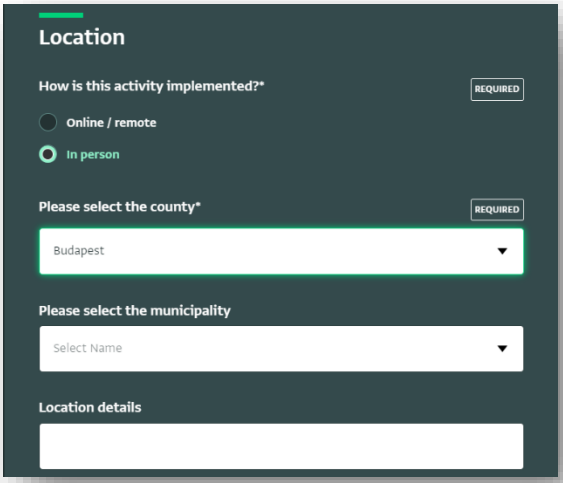
d. **Once you are in the activity reporting subform, select "Add record", then select the Sector and then indicator form the list.**



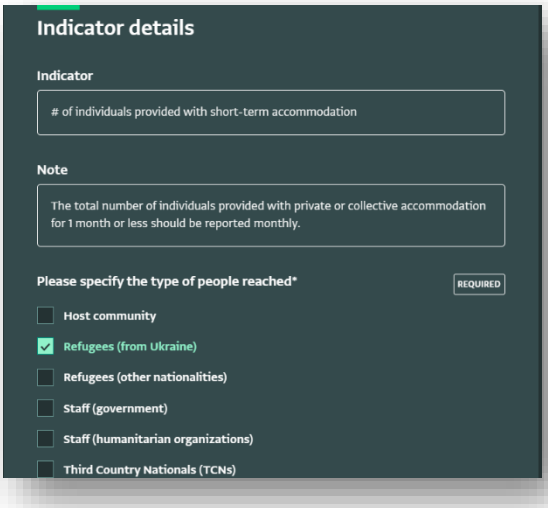
e. **Indicate the reporting period for the submission by clicking on the calendar symbol and selecting the year and month or by entering it directly into the field (format: YYYY-MM).** If you prefer to report on a monthly basis, you can enter the same month in both fields, otherwise please select the start and end month of the relevant quarter (Jan-Mar for Q1, Apr-Jun for Q2, Jul-Sep for Q3 and Oct-Dec for Q4).

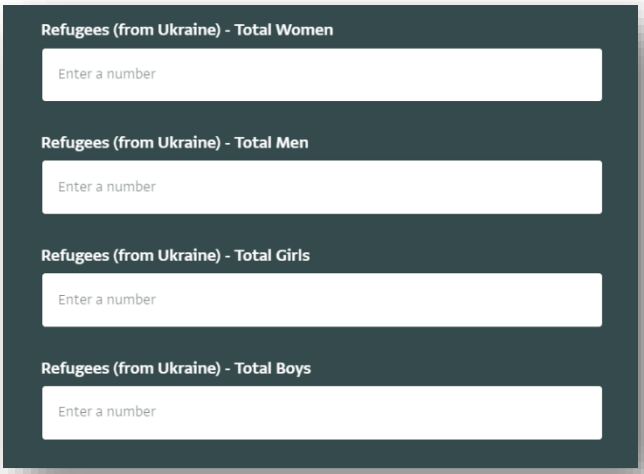


f. **Indicate if the activity is implemented online/remotely or in person. If the activity is implemented online/remotely no location details need to be provided.** If the activity is implemented in person, you are required to provide the location. County level is mandatory. Once a county is selected you can optionally indicate the municipality (or district for Budapest) but this is not mandatory. Additional location details, such as the name of the distribution site can also optionally be entered under "Location details".



g. Scrolling down, you will find the "Indicator details" with explicatory notes (not every indicators has a note). **After, specify the category of people reached. You can select multiple categories if needed.** Please enter the number of people reached, broken down by women, men, girls and boys. You can edit or delete your submission at any time. It is also possible to export the information entered if you want to keep a copy for your own records.





IMPORTANT: If no precise breakdown is available, please use the following estimates from the 2022 Multi-Sector Needs Assessment:

Only adults:	75% female / 25% male
Only children:	45% girls / 55% boys
Adults and Children	56% adults (42% women, 14% men) 44% children (20% girls, 24% boys)

Using the IMPORT TEMPLATE for activity reporting

- An import template is available to assist with entering multiple submissions at the same time (instructions here). The advantage of the import template is that you can fill it in more easily if you have several indicators and several locations.
- The Excel import template can be filled out offline on the computer through Excel and then uploaded into ActivtyInfo.
- The import template follows the same structure as the form on ActivityInfo, however, please note the following points:
  - Most cells have validation applied to them in order to make sure that the answers match with the options that are available in ActivityInfo, use the dropdown menus provided
  - Activities and indicators per sector have been copied into the template for reference, you can copy / delete as needed
  - Do not copy the first row (WHO, WHERE, WHEN, WHAT, WHOM etc.) in to the ActivityInfo import interface

If you made a mistake while entering data, you can always edit or delete your submission through your activity info account. It is also possible to export the information entered if you want to keep a copy for your own records.

2. NARRATIVE REPORTING

Overview

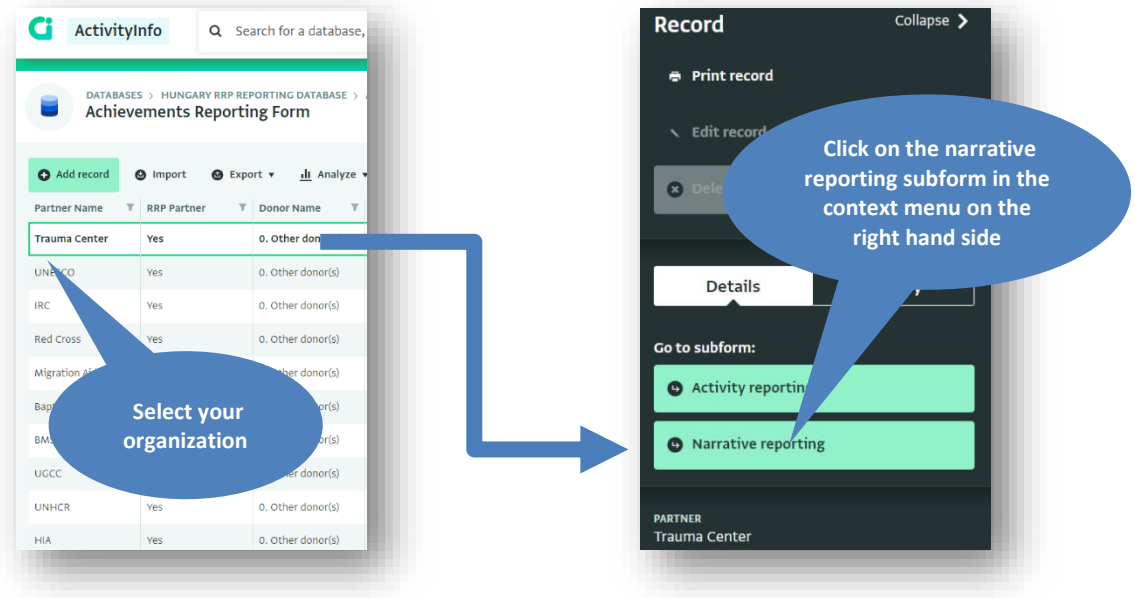
The narrative reporting form gives partners the opportunity to provide quarterly inputs on:

- Key achievements and key challenges (please do not exceed 300 words).
- Any picture of activities, events, offices you want to share (with a caption: date, location, event).[2]
- Any report, assessment, analysis related to the response you wish to share with the RCF.

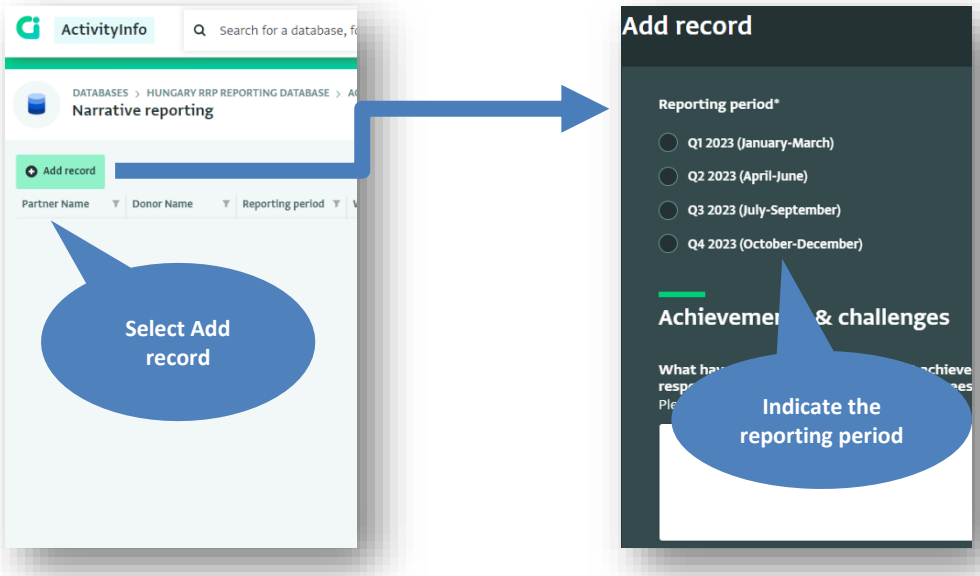
These inputs will be used **in the quarterly Inter-Agency Updates.**

[2] Please ensure that you have the consent of the refugees in the pictures before sharing (the pictures will be used by the Interagency Team for the quarterly updates, mid year and end of year and other public refugee events.

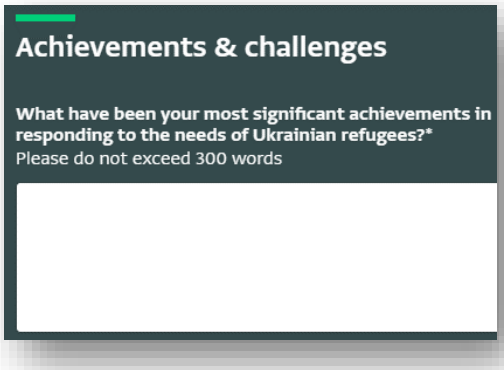
a. In ActivityInfo, always under the folder “Achievement Reporting”, select “Narrative Reporting”

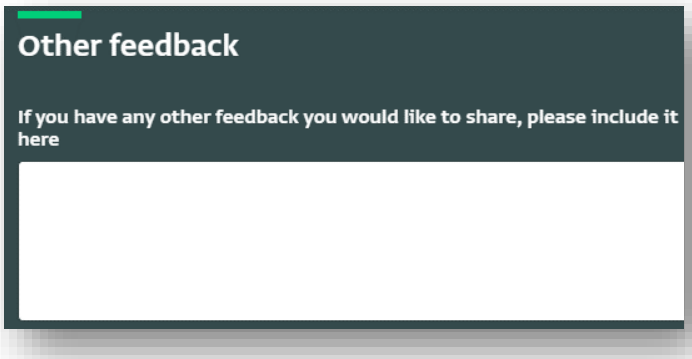


b. Select “Add record” to open the narrative reporting form and indicate the reporting period



c. Complete the remainder of the form



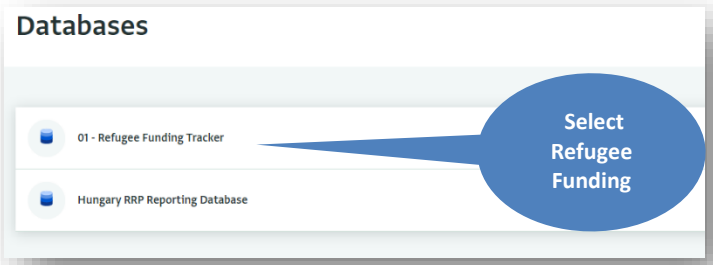


3. FUNDING REPORTING

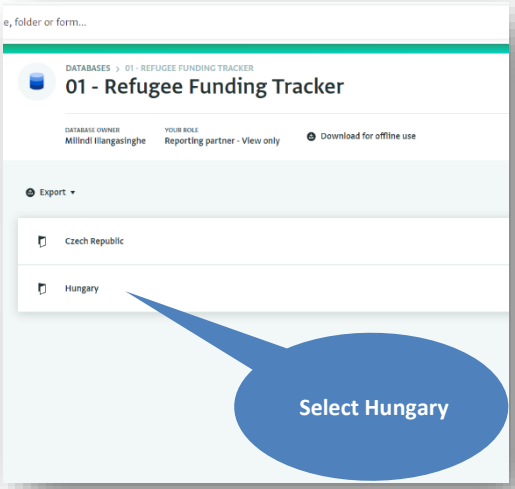
The RRP financial tracking overview and the database on ActivityInfo uses the following terms:

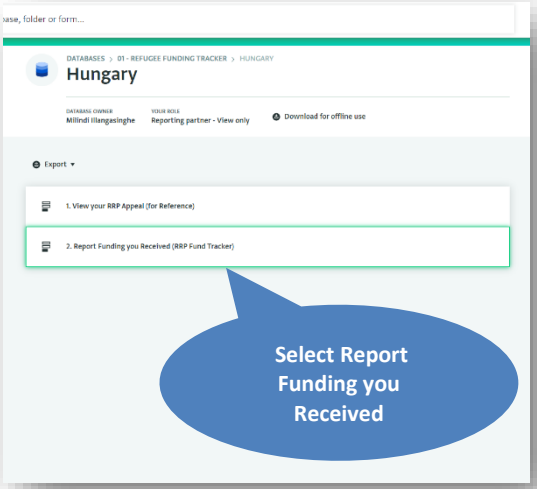
- (First) Recipient organization: Refers to the organization that initially received RRP funds(i.e., first recipients of funds). All RRP-appealing organizations are expected to report on the funding they received.
- Financial focal points: Staff within the organization that is responsible or have access to the funding received by the organization. Financial focal points are the ones responsible for reporting the funding.
- Source of funding: Refers to the donors, which may include government, intergovernmental or non-governmental entities, private sector companies, foundations, or private individuals.
- Earmarked Funding: Refers to funds that have been designated for a specific purpose or project and may be subject to certain conditions or restrictions on how they can be used. Examples include funding designated for a specific sector, geographic location, or population group.
- Flexible (or unearmarked funding): Flexible funding refers to money that has been received without a specific term of use. The recipient organization can use the funds as they see fit and allocate it / spend it the way they want. This type of funding allows for more flexibility in addressing needs.
- Amount received: Refers to the amount of money received (e.g. in the bank) by the recipient organization and does not include funds committed for the remainder of the year or beyond. It only refers to first-level recipients of funds and does not include money received from UN agencies.
- RRP Funding allocated by Sector: RRP partners are expected to breakdown the total funding received by sector. If the funding received was flexible, partners are expected to estimate the allocation of the funds by RRP sector. It is possible to mark that the funding is not yet allocated.

a. Once logged in, select the database for the Refugee Funding Tracker

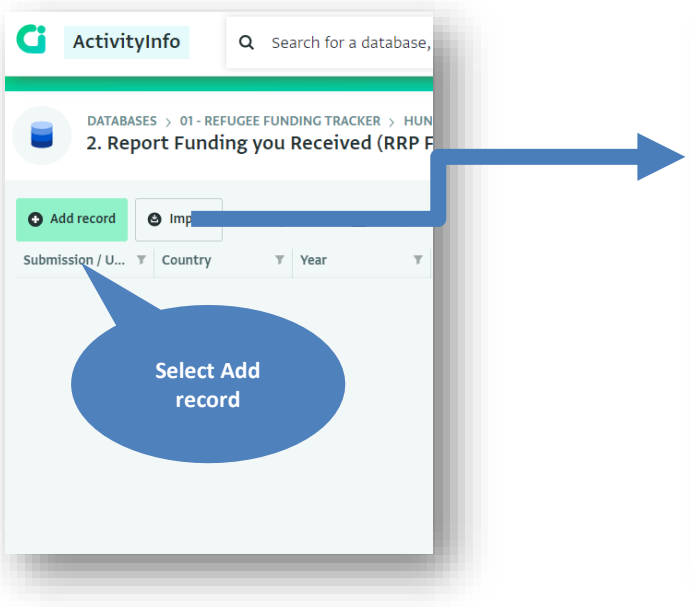


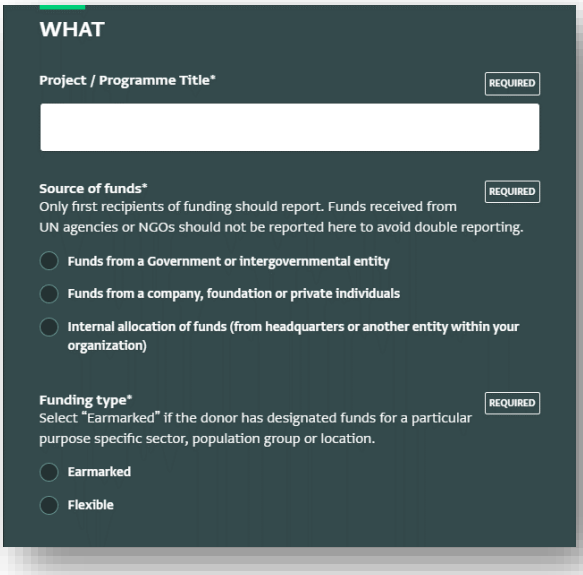
b. Select the "Hungary" folder and click on "Report Funding you Received".





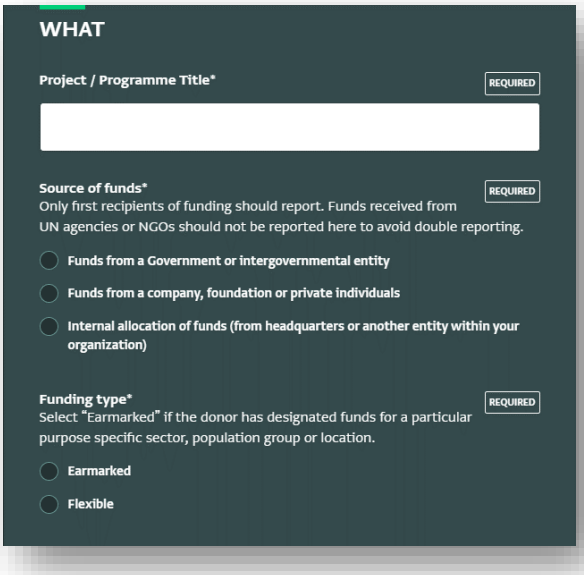
c. Select Add record and complete the funding reporting form





Complete the form by completing the following fields:

- The project/ programme title.
- Identify and name source of funding.
- Mark if the funding received was
  - i. Earmarked: Refers to funds that have been designated for a specific purpose or project and may be subject to certain conditions or restrictions on how they can be used. Examples include funding designated for a specific sector, geographic location, or population group.
  - ii. Flexible. Flexible funding refers to money that has been received without a specific term of use. The recipient organization can use the funds as they see fit and allocate it / spend it the way they want. This type of funding allows for more flexibility in addressing needs.
- The total received: Refers to the amount of money received (e.g. in the bank) by the recipient organization and does not include funds committed for the remainder of the year or beyond. It only refers to first-level recipients of funds and does not include money received from UN agencies.
- Distribution by sector: tick the relevant sectors to this project/programme. RRP partners are expected to breakdown the total funding received by sector. If the funding received was flexible, partners are expected to estimate the allocation of the funds by RRP sector. It is possible to mark that the funding is not yet allocated. You are expected to breakdown the funding received by sector (even if it's an estimate).



Feedback / Questions
In case of further questions or feedback, please get in touch:
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Peter Salgo: salgo@unhcr.org / +36302429820