ACTIVITY INFO

REPORTING MODULE

FOR FUNDING REPORTING

STEP BY STEP GUIDE

June 2023

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

FUNDING TRACKING OF THE REFUGEE RESPONSE PLAN (RRP)

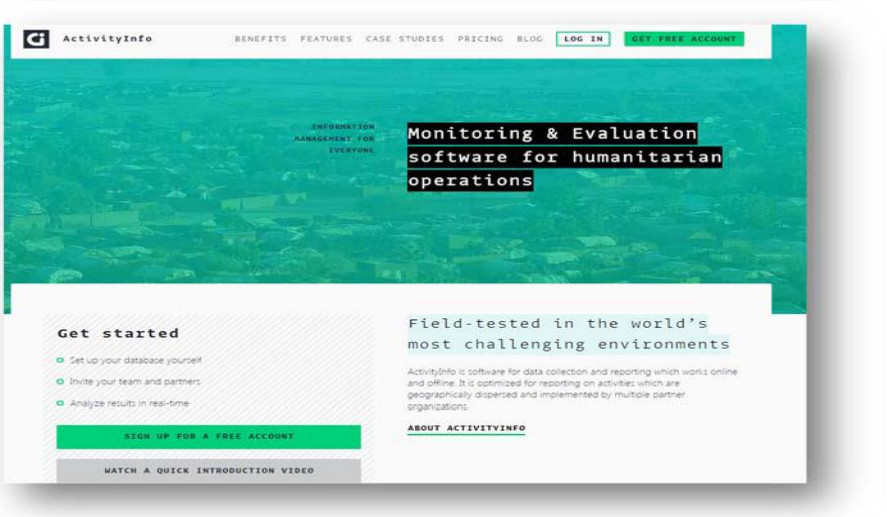
This is a guidance note on how to report funding information on ActivityInfo.

Please consider the following before you begin:

- Only first level recipients of funds should report. Projects funded by UN agencies through implementing partners should not be reported here.
- For consortia, each member should report on the portion of funding their organisation has received.
- A reminder will be sent on a quarterly basis, but partners can use the system to update their information at any point, for example when funds reach their bank account.
- Systematic reporting on the funding situation of partners is a requirement for all those who have appealed in the Uganda Country Refugee Response Plan (UCRRP).
- When reporting on funding received in a currency other than USD, please use the prevailing exchange rate at the time of receipt (or the rate set by your donor, if different).
- Currently, reporting to both ActivityInfo and Uganda Refugee Response Monitoring System (URRMS) is needed by all UCRRP partners.

i. Start ActivityInfo

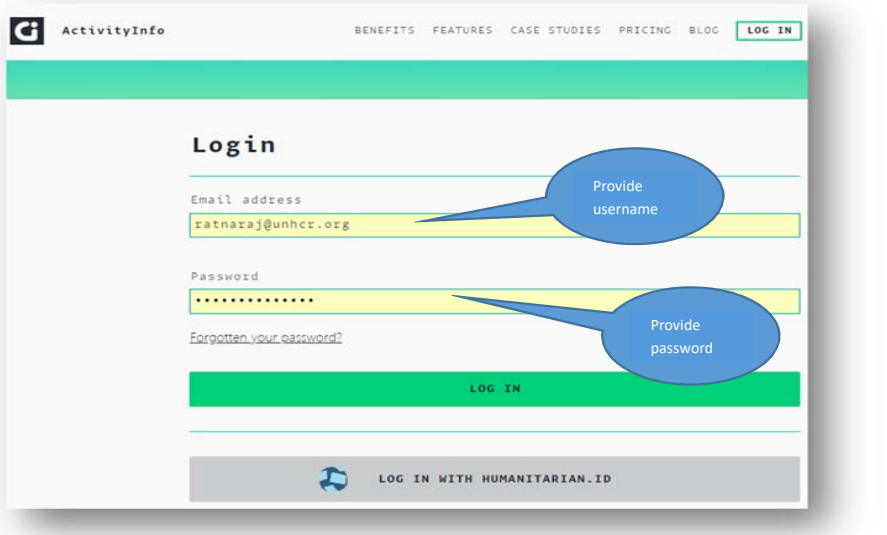
To start the program, type the following web address: www.activityinfo.org



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

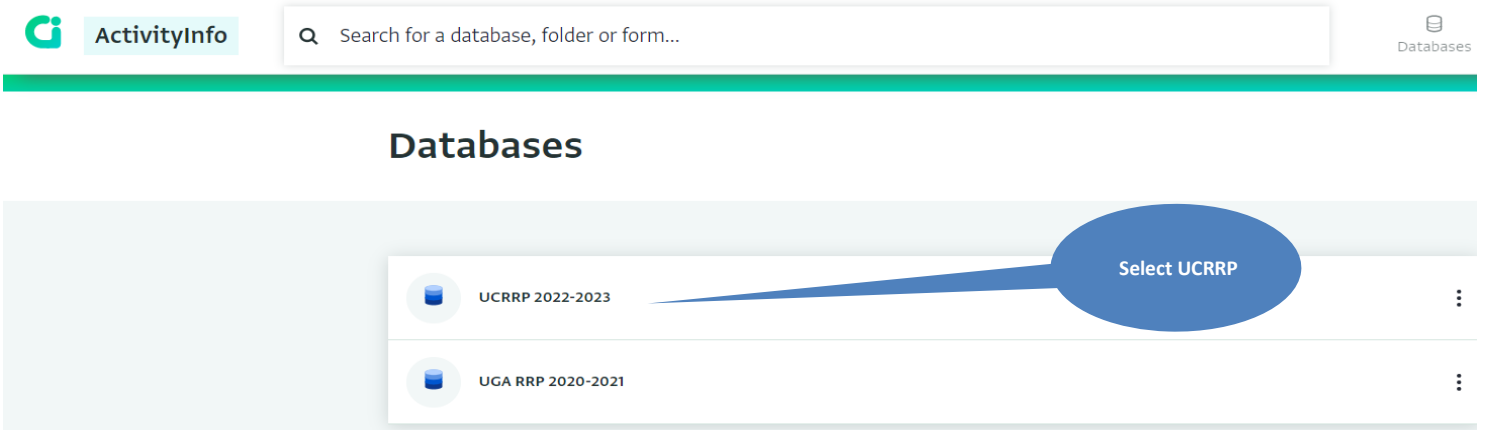
- If you do not have a username and password, please send an email to: ugakaimug@unhcr.org

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

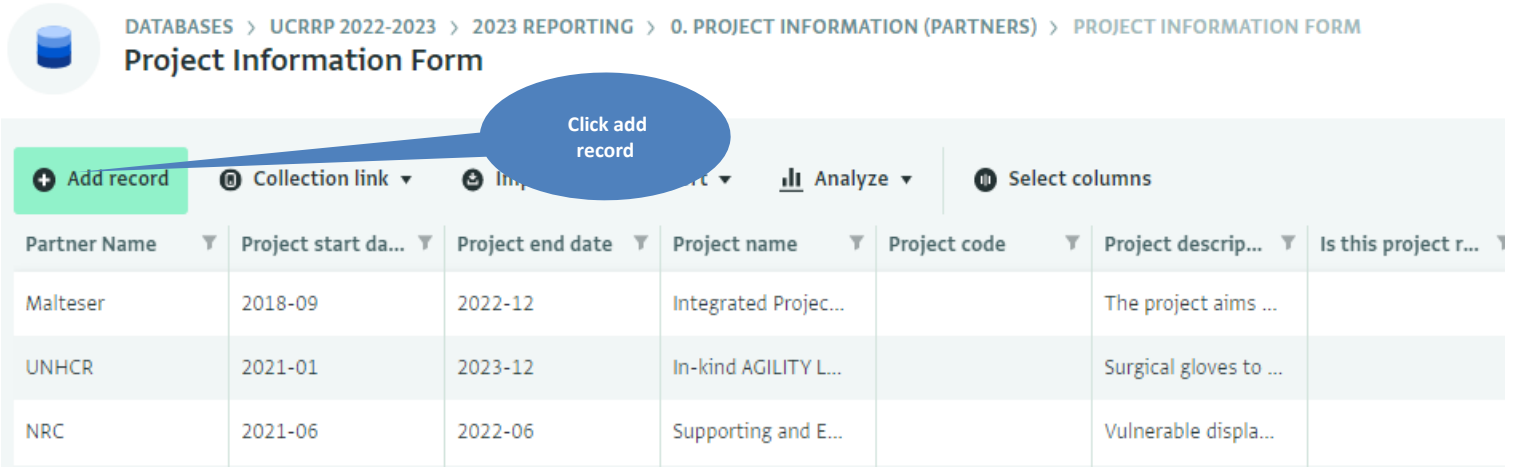


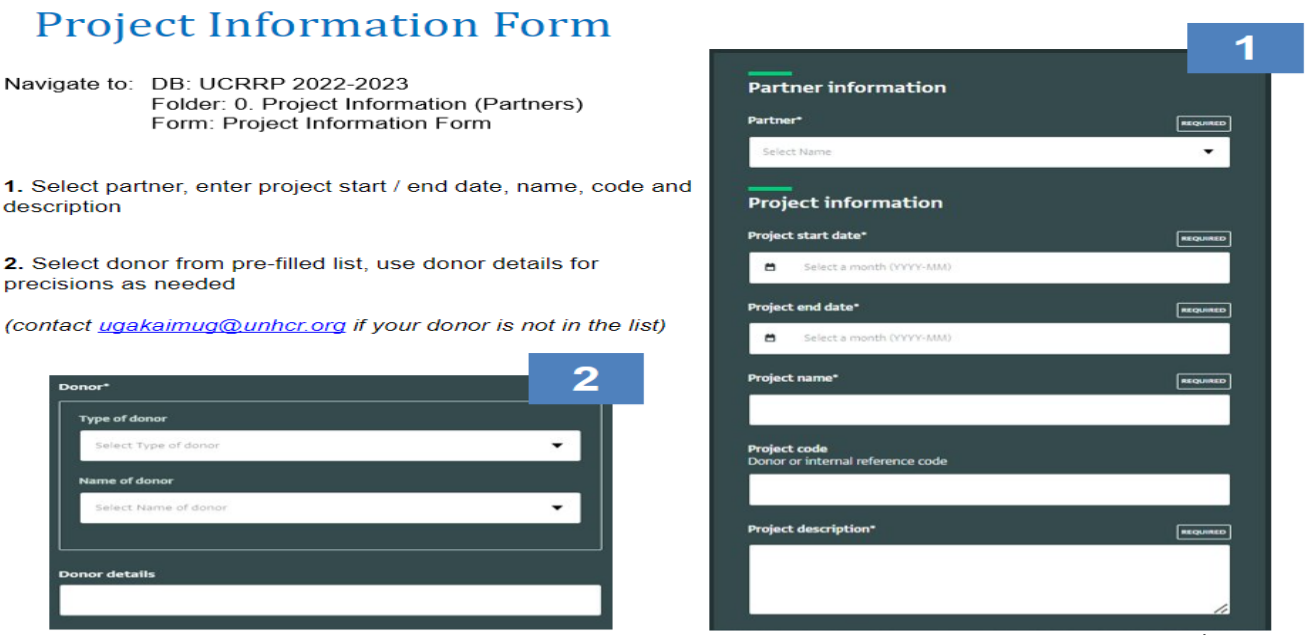
ii. Data entry

a. Select the relevant database for the Uganda RRP



b. Select Folder 2023 Reporting, then click on 0. Project Information (Partners) folder for Project information and click on the Project Information form and click and record



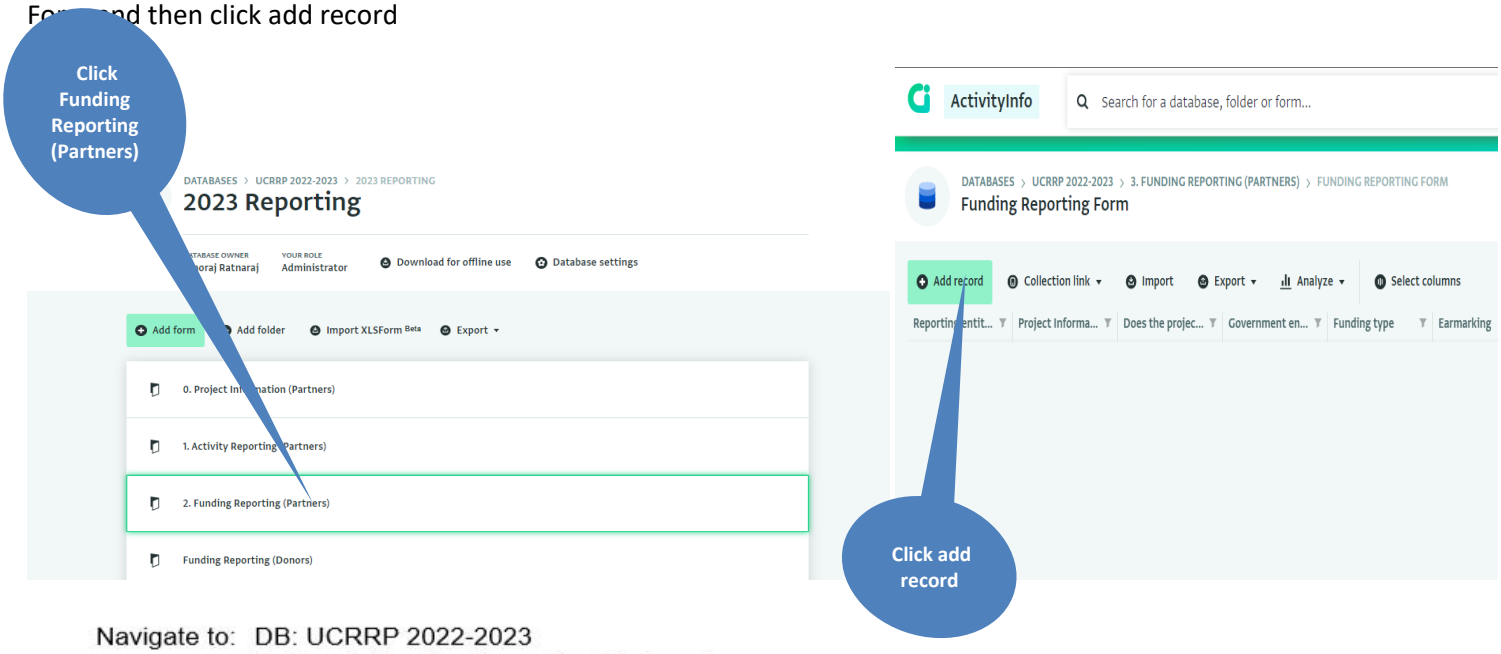


Step-by-step instructions

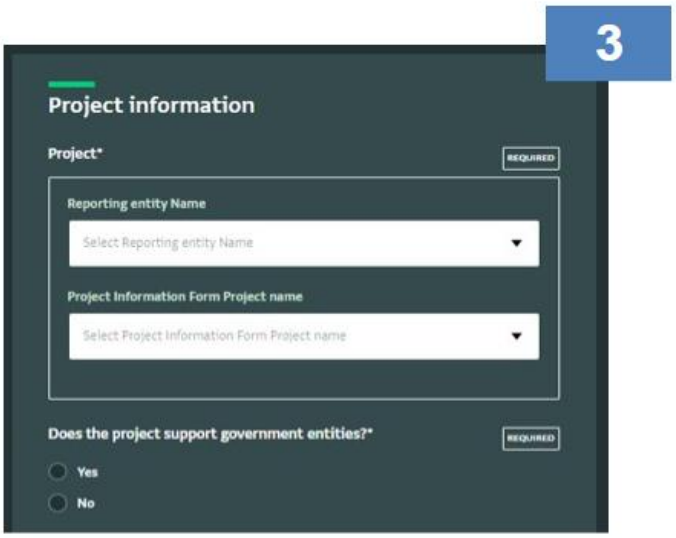
1. Enter the project start / end date, name and description. If you have multiple projects, you should complete one form for each project. All the "required" fields should be filled before moving on to the next section.
2. Select your donor type and donor from the dropdown menu, use donor details to be more precise if needed (such as "BPRM" after selecting United States of America as donor). In case donors are not appearing in the list please send an e-mail to ugakaimug@unhcr.org.
3. Indicate if the project supports government entities. This refers to projects that are partially or wholly providing financial support to the government. If you select "Yes", you will be prompted to select which government entities are being supported. If the entity being supported is not indicated in the options, please tick "other central Government entity". If the project does not provide any financial support to the Government, please select "No" and you will automatically proceed to the next session.

c. Funding Reporting

Navigate back to DB: UCRRP 2022-2023, click on folder 3. Funding Reporting (Partners), Click on Funding Reporting Form and then click add record



Navigate to: DB: UCRRP 2022-2023
Folder: 3. Funding Reporting (Partners)
Form: Funding Reporting Form



3. Select partner and project, indicate if project supports government entities, if "Yes", please select corresponding entity / entities

iii. Complete the form record – Funding information

4. Select funding type and level of earmarking

5. Select districts covered by project

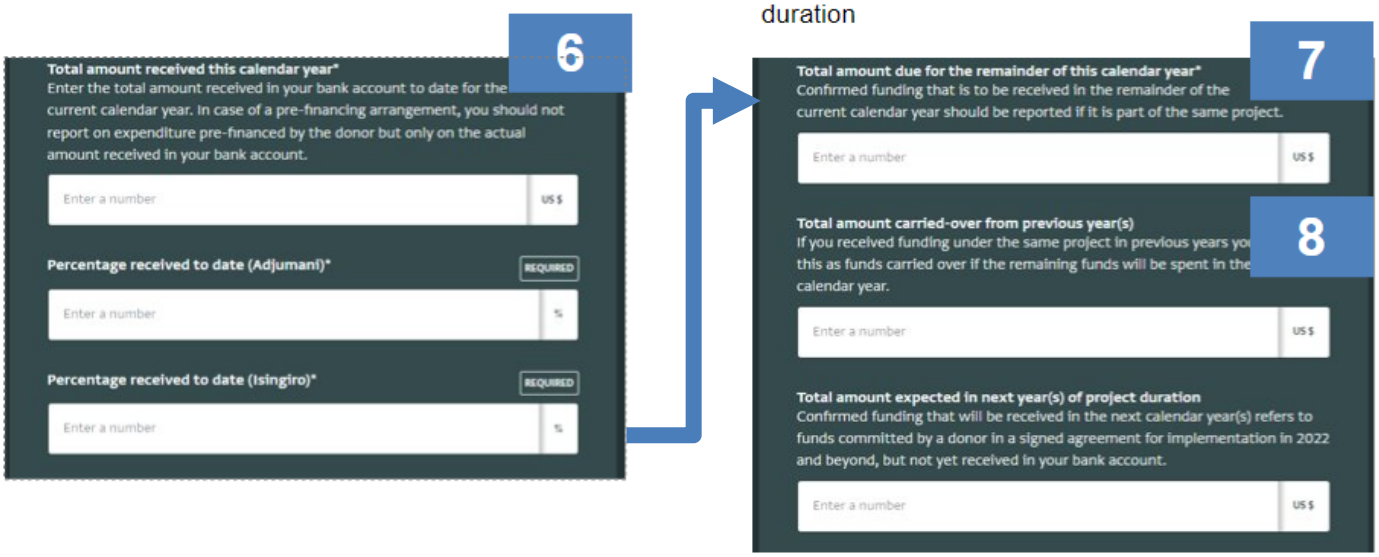
Step-by-step instructions

1. Select the funding type “Development”, “Humanitarian” or “Humanitarian & Development”. This can be determined by thinking about the type of donor who has provided the funding, e.g. choose “Humanitarian” for a donor like ECHO, but “Development” for INTPA (former DEVCO). If the donor covers both types of interventions select “Humanitarian & Development”. Humanitarian interventions can also be defined as short- or medium-term lifesaving/stabilisation interventions and development as support needed over the longer term.
2. Select “earmarking” if the donor has earmarked funds to target a specific sector, population group or location.
3. Select the districts that are covered by project. Please select Kampala as a placeholder for projects that cover all settlements, but where the funding breakdown by district is not (yet) available.

6. Enter total amount received to date **in your bank account** and the percentage breakdown for the districts selected in Step 5

7. Enter total amount due for remainder of the calendar year

8. If applicable, enter the total amount carried-over and/or expected in next year(s) of project duration



9. Select the situation(s) covered by the project

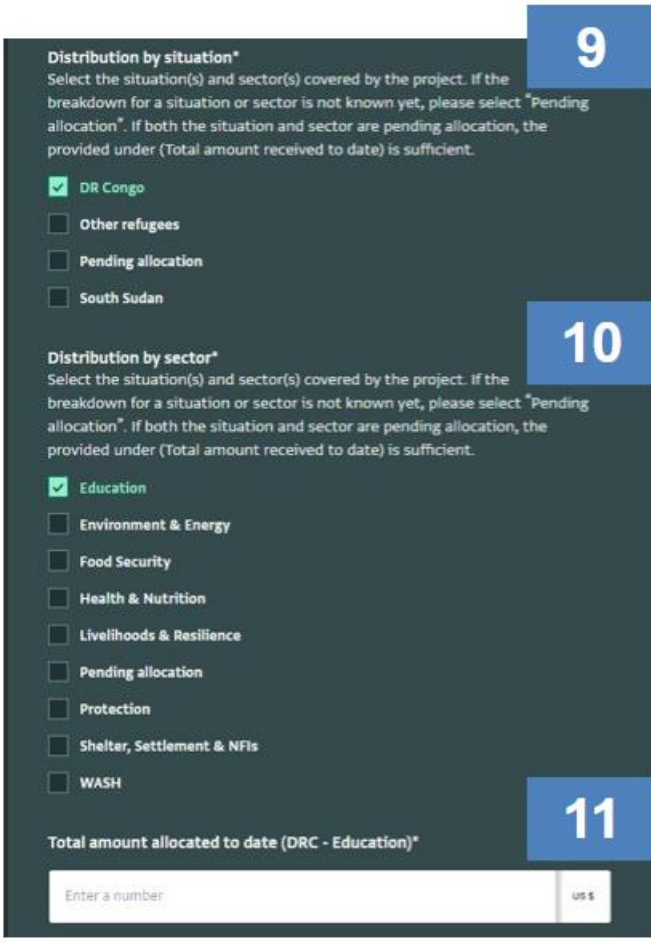
(select "Pending allocation" if not known yet)

10. Select the sector(s) covered by the project

(select "Pending allocation" if not known yet)

11. Enter total amount(s) per situation and/or sector

(for Protection, a percentage breakdown can be provided for CP, MHPSS, Peaceful Co-existence and GBV)



Step-by-step instructions

1. Enter the total amount received in your bank account to date for the current calendar year. In case of a pre-financing arrangement, you should not report on expenditure pre-financed by the donor but only on the actual amount received in your bank account.
2. The percentage breakdown per district refers to the approximate amount of funds received to date for districts covered by the project. The validation on the district allocation fields checks if the entries add up to 100%. If the funds are spread across different districts, please indicate the amounts in percentage per district so that it all adds up to 100%. If the values in percentage do not add up to 100, it will not allow you to proceed to the next section.
3. Confirmed funding that is to be received in the remainder of the current calendar year should be reported if it is part of the same project.
4. If you received funding under the same project in previous years you can report this as funds carried over if the remaining funds will be spent in the current calendar year.
5. Confirmed funding that will be received in the next calendar year(s) refers to funds committed by a donor in a signed agreement for implementation in 2022 and beyond, but not yet received in your bank account.
6. Select the situation(s) and sector(s) covered by the project. If the breakdown for a situation or sector is not known yet, please select “Pending allocation”. If both the situation and sector are pending allocation, the provided under (Step 1) is sufficient.
7. Enter total amount(s) per situation and/or sector. Note that amounts allocated to each situation / sector should add up to the total amount received to date as reported under Step 1 (including funds carried over, if applicable). If Protection is selected as one of the sectors, you will be required to provide a percentage-based breakdown for Child Protection, Mental Health and Psycho-Social Support, Peaceful Co-existence and Gender-Based Violence. If the breakdown is not known the fields can be left empty.

If you made a mistake while entering data, you can edit or delete your submission. It is also possible to export the information entered if you want to keep a copy for your own records. For editing and exporting records, please refer to the step-by-step guide for activity reporting.