

A light blue map of Moldova with white outlines of its administrative regions. The map is centered in the background of the slide.

# RRP 2023 Reporting – ActivityInfo Guide & FAQ

Black Sea



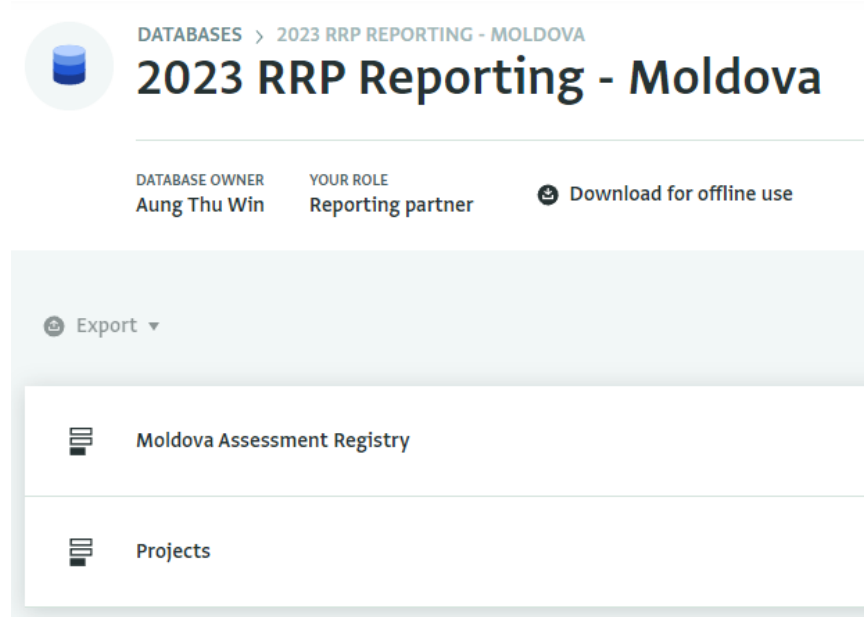
Regional Refugee Response  
For the Ukraine Situation

Moldova

# Getting set up

The following databases are available for providing input:

- **Projects** form. This is a so-called “multiple submission form”. The form allows to register a wider project with all sectors relevant to it and then to report the activities month by month.
- **Assessment registry** form. This form is a revamped form to capture the assessments planned, being implemented or completed ones.



DATABASES > 2023 RRP REPORTING - MOLDOVA

## 2023 RRP Reporting - Moldova

DATABASE OWNER: Aung Thu Win | YOUR ROLE: Reporting partner | Download for offline use

Export ▾

- Moldova Assessment Registry
- Projects



# Getting set up

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1

UNHCR IM team will grant access to 2023 database to the same focal points as in 2022.

2

In case you need access to the database, please send an email to [mdachim@unhcr.org](mailto:mdachim@unhcr.org) requesting that the focal point be added.

3

The administrators will add the focal point's email to the database granting the possibility to edit the entries of the respective organization.

4

The focal point will receive an email with a link to create their account on ActivityInfo/



*If the focal point already has an ActivityInfo account, permission to add assessment records will be added to their account*

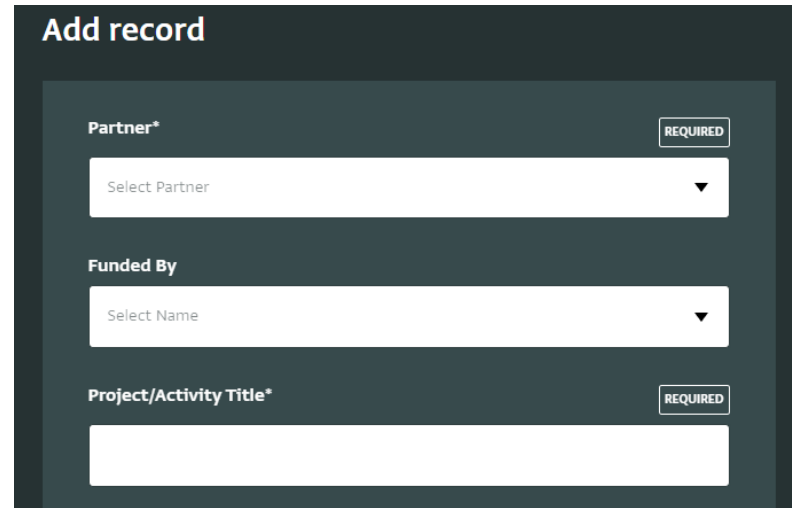
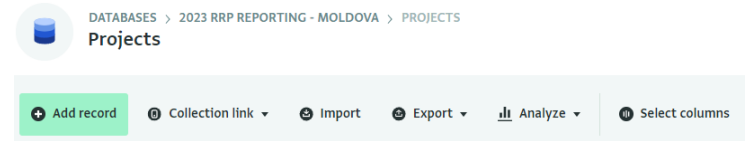


# Adding a new entry

Step 1 – please click **Add record**.

Step 2 – please register a new project. Project can be either a focused set of activities or this can be all organization's activities for 2023. In case, you are UNHCR's implementing partner, please submit the project that you are implementing under the PPA separately from your organization's other activities.

Step 2.1 – please indicate the donor for your project. A mandating agency is also considered a donor. Please also give the title for your project. In case you submitted an RRP project, the title of the project here should correspond with the title of the RRP submission.

A screenshot of a dark-themed 'Add record' form. The form has three main sections. The first section is labeled 'Partner\*' and has a 'REQUIRED' tag; it contains a dropdown menu with 'Select Partner' and a downward arrow. The second section is labeled 'Funded By' and contains a dropdown menu with 'Select Name' and a downward arrow. The third section is labeled 'Project/Activity Title\*' and has a 'REQUIRED' tag; it contains a large, empty text input field.

# Adding a new entry

Step 2.2 – you can add a project description. In this field, please limit the description to 200 words briefly outlining the key activities and any other relevant data to be taken into account.

The project status is a mandatory field, and it is updated for the whole project. In case the project is lasting several months but you have achievements to report each month, please update the status from “ongoing” to “completed” at the end of the project.



*All other fields marked with an asterisk (\*) are mandatory, and you will not be able to submit your input if you have not filled such fields.*

**Project Code**  
Project code or number as per the agreement with donor.

Ex: for, UNHCR enter the PPA# in this format HUN01/2023/000000xxx/000

**Project Description**  
Description of this project.

**Project Status\*** REQUIRED

Only projects that are signed with donors should be tracked. Do not included projects that are planned but not funded

- Planned (proposal signed with donor)**
- On-going**
- Completed**
- Suspended**



# Adding a new entry

Step 2.3 – please indicate the total budget of the project. This means the total budget for all activities. In case you submitted an RRP project, the budget here should correspond with the budget of the RRP submission.

“When” refers to the whole length of the project. This should cover the start of the activities and the closure of the final activity.

## WHERE

### Geographical Scope

Please select raion(s) where you implement activities. This is a multiple choice, so if you are working in all raions, please select the first option only

- Countrywide (working in all raions)
- Anenii Noi
- Balti
- Basarabasca

## Budget

The overall budget under this agreement with the funding agency. Report all the budget, not what was received so far. This budget figure will not be shared externally.

USD

## WHEN

Start Date\*

REQUIRED

End Date\*

REQUIRED

“Where” refers to the geographical scope of the whole project. The precise locations of the activities will be asked later.

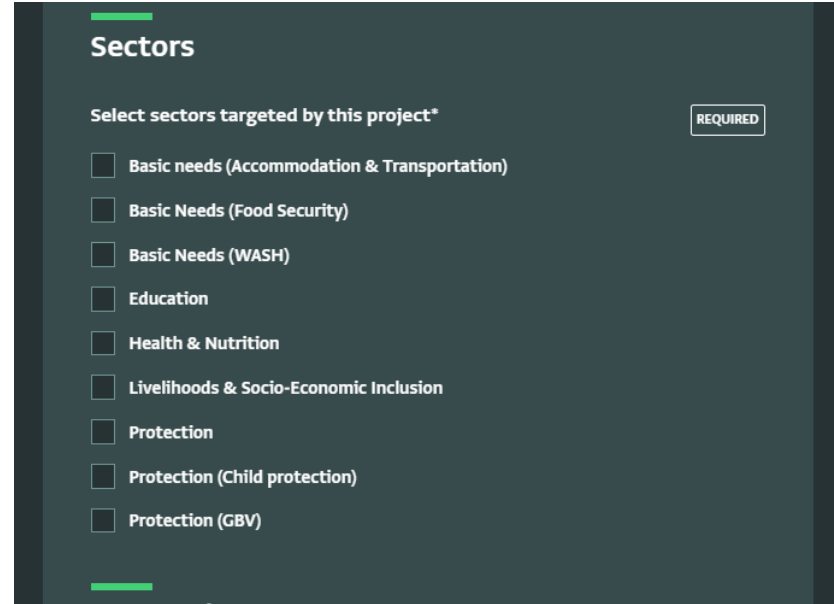


# Adding a new entry

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Step 2.4 – please tick all the sectors covered by the project. The precise sectors of the activities will be asked later.

Please also indicate contact details of the focal point filling in the form.



**Sectors**

Select sectors targeted by this project\* REQUIRED

- Basic needs (Accommodation & Transportation)
- Basic Needs (Food Security)
- Basic Needs (WASH)
- Education
- Health & Nutrition
- Livelihoods & Socio-Economic Inclusion
- Protection
- Protection (Child protection)
- Protection (GBV)



# Reporting monthly achievements

Step 3 – please set up the overall project targets under the subform “Activity targets” and, if applicable, provide monthly achievements under the subform “Report Activities”.

The multiple submission form works the way that you set up the overall project form once and then only update or add the monthly achievements under the “Report activities” subform.

**Important:** please click on “save record” before clicking “Add record in Activity Targets” or “Add record in Report Activities”!

**Activity Targets & Activity Report**  
PLEASE SAVE THE FORM NOW ... before entering Targets and Reporting on the activities

**Activity Targets**  
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 Activity Targets

**Report Activities**  
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 Report Activities

+ Add record in Report Activities

x Cancel **Save record**





# Reporting monthly achievements

Step 3.1 – start populating the monthly achievements form. Please note that you need to submit one form per each indicator, per population group in each location. This means that in case you have one activity in several locations for different population groups, you need to fill in one form for each.\*

The sector's name, activity, and indicator work as dropdowns. The "unit" will be auto-populated based on the indicator selected.

\* in case there many repeated activities in a vast number of raions, an Excel template will be shared allowing bulk upload of entries.

## Add record

This is a subform of "Projects". [Cancel this subform & go back](#)

**3. Indicator\*** REQUIRED

**1. Sectors Sector Name**

Select 1. Sectors Sector Name ▼

**2. Activities Activity Name**

Select 2. Activities Activity Name ▼

**3. Indicator Indicator**

Select 3. Indicator Indicator ▼

**Unit**



# Reporting monthly achievements

**Step 3.2** – Reporting month is a month for which you report your activities. Location is a single choice; please note that there is no “countrywide” option here. In case, this option is needed, please select Chisinau.

**Reporting Month\*** REQUIRED

 Select a month (YYYY-MM)

**Location\*** REQUIRED

Select Admin 1 Name ▼

**Step 3.3** – try to always specify the population group of beneficiaries. The “not applicable” option is reserved for some not standard situations when a clear disaggregation by population groups is not possible (e.g. social cohesion activities on community level)

**Type of beneficiaries\*** REQUIRED

Ukrainian Refugees

Refugees (TCNs)

Host community members

Not applicable

**Is disaggregation by age available?\*** REQUIRED

Depending on the answer here, the field for entering the # of beneficiaries will appear.



# Reporting monthly achievements

Step 3.4 – Depending on the choice for the age disaggregation question, two scenarios will follow:

- In case there is disaggregation by age, total # of girls and adult female, as well as boys and adult male will be asked. All these fields will be mandatory.
- In case the disaggregation by age is not available, total male and total female beneficiaries will be asked.

Depending on the availability of age, the further gender disaggregation will be mandatory.

Independent from the previous choice, there will be additional fields asking the # of male beneficiaries with disabilities as well as female beneficiaries out of the total from both groups, regardless of the age disaggregation indicated previously.

**Is disaggregation by age available?\*** REQUIRED

Depending on the answer here, the field for entering the # of beneficiaries will appear.

Yes

No



# Editing submitted entries

Step 4 – edit the “Project submission”.

This step might be needed if you want to amend the general information about your project: status of the project, budget or sectors you are working in.

4.1 – please select the line with the project you want to edit. You will be able to see only your own projects.

4.2 – click on “Edit record”. You will be prompted to the same interface as when adding the new form, but all your previously entered data will be visible there.

Please note that if you want to edit any line of your monthly submission, you need to take an extra step – see step 5.



DATABASES > 2023 RRP REPORTING - MOLDOVA > TRAINING ENVIRONMENT - DO NOT REPORT YOUR REGULAR ACITIVITES

Training: Project submission form

Partner	Funded By Name	Other, please s...	Project/Activity...	Project Code	Project Descrip...
United Nations Hi...			fvfv		
The Joint United ...	1. Other	German Guvern...	Emergency action	1qaz	Goal: Reach and ...
World Vision Inter...	1. Other	GAC	GAC/2013213/Test	20202022	Implemented by S...

Record Collapse >

- Print record
- Edit record
- Delete record

Details | History



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# Editing submitted entries

Step 5 – edit the “Report activities”.

This step might be needed if you want to amend the monthly submission of your achievements.

5.1 – similar to the previous step, please select the line with your project submission, but click on “go to subform “report activities” instead of edit record.

5.2 – a new page with multiple lines (depending on the # of activities reported) will appear; please select the line you want to edit and click “edit record”.

Budget	Start Date	End Date
	2023-01-22	2023-
200,000	2022-11-01	2023-
30,000	2022-12-01	2023-

**Record** Collapse >

- Print record
- Edit record
- Delete record

Details | History

Go to subform:

- Protect Activity Targets
- Report Activities

PARTNER  
The Joint United Nations Programme on HIV/AIDS

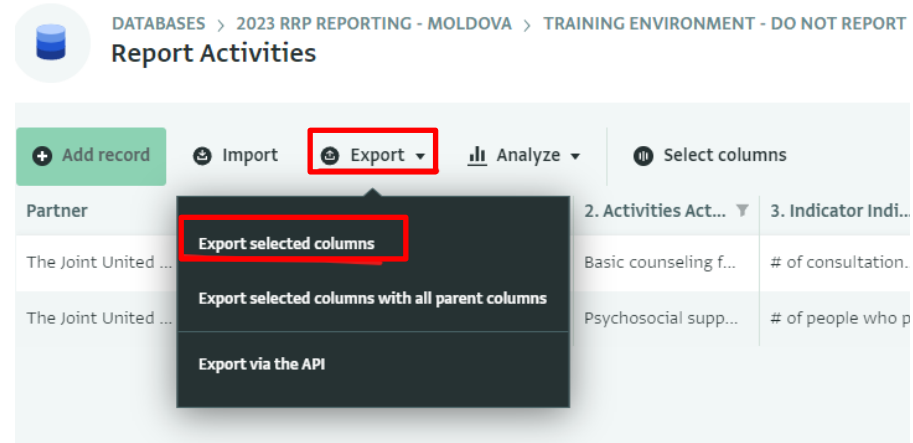


# Exporting submitted entries

Step 6 – If you want to export your agency's submitted entries, in the database view click on “export” – “export selected” columns. This will create an excel file with all the lines submitted by your organization in the database.

Please note that there are two places where this can be done:

- Submitted projects view – you will be able to extract the list of all submitted projects.
- Report activities view – you will be able to extract the list of all your monthly submitted achievements.



The screenshot shows a database interface for 'Report Activities'. The breadcrumb trail is 'DATABASES > 2023 RRP REPORTING - MOLDOVA > TRAINING ENVIRONMENT - DO NOT REPORT'. The main title is 'Report Activities'. Below the title, there are several action buttons: '+ Add record' (green), 'Import', 'Export' (with a dropdown arrow), 'Analyze', and 'Select columns'. The 'Export' button is highlighted with a red box. A dropdown menu is open below it, showing three options: 'Export selected columns' (highlighted with a red box), 'Export selected columns with all parent columns', and 'Export via the API'. The background shows a table with columns for 'Partner', '2. Activities Act...', and '3. Indicator Indi...'. The first row has 'The Joint United ...' under Partner, 'Basic counseling f...' under Activities, and '# of consultation.' under Indicator. The second row has 'The Joint United ...' under Partner, 'Psychosocial supp...' under Activities, and '# of people who p' under Indicator.



# Contact

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For any questions or to request further support, please contact the UNHCR IM unit:

[mdachim@unhcr.org](mailto:mdachim@unhcr.org)



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