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 indicators and activities. For any clarification, please contact the UNHCR IM Unit (ugakaimug@unhcr.org).
1. Introduction

An enhanced results framework has been established to track the performance of the RRP against indicators and to ensure progress against the targets set by partners at the start of the planning process. The ultimate goal of deploying a robust tracking framework is ensuring transparency and accountability, avoiding duplications and re-adjusting the response when inefficacies and gaps are identified.

Sector Co-leads, UNHCR and OPM will regularly reach out to RRP partners to gather information and data for RRP progress reports, including through sector activity tracking. Systematic progress reporting against the indicators from the RRP results framework selected by the sector leads will be a requirement for all RRP partners (including implementing partners of UN agencies).

ActivityInfo is open-source software for data collection and reporting which works both online and offline. It is optimised for reporting on activities that are geographically dispersed and implemented by multiple partner organisations. The software has been used to track activities implemented by humanitarian partners working in the Uganda refugee response since early 2019 and is offered as a service by BeDataDriven. UNHCR will provide access to this software for all partners in the response.

2. Start ActivityInfo

To start the program, type the following web address: https://v4.activityinfo.org

In general, the system works best on Google Chrome (issues have been reported with Microsoft Edge).

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

- If you do not have a username and password, please send an email to the IM focal point for your sector (see Annex).

An invitation will then be sent to you, and then you can create your password.
3. Data entry
   i. Select the relevant database for the RRP

![Database selection interface](image-url)
ii. Select the relevant folder for the sector you are reporting on

There are three folders per sector:

- **SECTOR NAME (Partners):** This is for regular reporting on indicators and activities by partners
- **SECTOR NAME (Partners – Targets):** This is only for reporting on planned activities by partners
- **SECTOR NAME (Sector leads):** This is only for reporting on RRP indicators by sector leads
iii. Select the relevant form for the objective you are reporting on

➢ Please refer to the relevant sector log frame to see which indicator or activity falls under which objective.
➢ The first pair of three letters indicates the reporting level (e.g.: SET for settlement level or NAT for national level).
➢ The second pair of three letters indicates the reporting frequency (e.g.: MON for monthly or QUA for quarterly).
iv. Select “New record” to add a new location

In order to add a new location for your indicator or activity, click on “New record”.

![Image of ActivityInfo interface with a blue circle highlighting the "New record" option]
v. Complete the form record

- Location type examples: settlement, collection point, entry point, reception centre or transit centre
- The type of location can be specific to a sector or intervention (e.g.: schools for Education, neighborhoods for urban interventions or sub-counties for host community interventions).
vi. **Add a sub-form record**
Click on “New record” for the relevant sub-form.

➢ See the relevant sector log frame in order to know which indicator and/or activity falls under which sub form.
➢ Sub forms are proceeded by the type of indicators and/or activities that partners are asked to report on:
  - RRP: These are RRP indicators that partners are asked to report on directly
  - RRP/5W: These are activities that partners report on which feed in to RRP indicators
  - 5W: These are activities that partners report on which are not directly linked to RRP indicators but key to the sector
vii. Complete the sub-form record

➢ Reporting can be done by month, quarter or year, depending on the indicator or activity. The indicator or activity value reported should be the total for a given period (i.e. non-cumulative).
➢ Click “Save record” when done, you will be taken back to the previous form.

Select reporting period

Indicate “Activity Status”

Select “Funding Source(s)”

Indicate “Implementation Type”

Indicate “Beneficiary Type”

Select “Modality”

Enter the relevant values
4. Editing, exporting and importing data

viii. Editing a record

Select your folder

Select the form where the record is
➢ Select the record that you want to edit, once selected the row will be highlighted with a green border
➢ Click the record arrow on the right of the screen to show the record details and history

➢ To edit a record on the form scroll down and click on “Edit record”

➢ The record will open in edit mode, you can now edit the relevant fields.
➢ To edit a sub-form record, navigate to the sub-form by clicking on the black arrow in the column for the relevant sub-form and the row for the relevant location, this will open the sub-form records in a new window.

➢ Select the record to edit and click “Edit record” from the bottom right of the screen, this will open the sub-form record in a new window for editing.
ix. Exporting data

➢ Follow step 2 (Select the relevant folder) & 3 (Select the relevant form) which will bring you to the records view. For the following example, the “SET - MON - Minimum NFI standards” is used. Click “Export”. Choose the most appropriate option and the download will immediately start. It is advisable to export individual sub-forms (“Export selected columns with...”) as this will automatically link the data from the form (partner, location etc.) and sub-form (date, beneficiary type etc.) fields.
x. Importing data

Note:
The templates used for importing data should be exported from the relevant sub-forms using step xi above. Fill in the templates with the updated data you intend to import. The Parent ID is required and identifies the combination of location and partner in a given form. Importing is only possible against locations that already exist in the form, to add locations you can either follow step v or you can import them using the steps on page 14.

➢ Export the location details to get the Parent ID, click “Select Columns”. Select the Record ID and drag it to the side of Selected columns. Click Export to download the locations.

➢ To import: Follow step ii (Select the relevant folder) & iii (Select the relevant form) which will bring you to the records view. For the following example, the “SET - MON - Minimum NFI standards” is used. Navigate to the sub-form by clicking on the black arrow in the column for the relevant sub-form.
➢ Click “Import” to open the upload window
➢ Click “Add your data here” and paste the copied data from the exported Excel template.

➢ For the column matching, click “Ignore this column” for the partner and location columns since these are taken care of by the Parent ID. It is also possible to exclude these columns when importing data.
➢ Click “Done” to complete the import.
## 5. Annex 1: Sector IM focal points

<table>
<thead>
<tr>
<th>No</th>
<th>Sector/TWG</th>
<th>IM Focal Point</th>
<th>Contact details</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Protection (incl. Child Protection &amp; SGBV)</td>
<td>Bo Hurkmans (UNHCR)</td>
<td><a href="mailto:hurkmans@unhcr.org">hurkmans@unhcr.org</a> +256 783 590 374</td>
</tr>
<tr>
<td>2</td>
<td>Livelihoods and Resilience</td>
<td>Xabier Goiria (FAO)</td>
<td><a href="mailto:Xabier.GoiriaCortajarena@fao.org">Xabier.GoiriaCortajarena@fao.org</a> +256 751 891 885</td>
</tr>
<tr>
<td>3</td>
<td>Education</td>
<td>Hillary Mumbere (UNHCR)</td>
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</tr>
<tr>
<td>4</td>
<td>Shelter, Settlement and NFIs</td>
<td>Bo Hurkmans (UNHCR)</td>
<td><a href="mailto:hurkmans@unhcr.org">hurkmans@unhcr.org</a> +256 783 590 374</td>
</tr>
<tr>
<td>5</td>
<td>WASH</td>
<td>Charles Matovu (UNHCR)</td>
<td><a href="mailto:matovuc@unhcr.org">matovuc@unhcr.org</a> +256 789 483 714</td>
</tr>
<tr>
<td>6</td>
<td>Food Security</td>
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</tr>
<tr>
<td>7</td>
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<td>Emmanuel Omwony (UNHCR)</td>
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</tr>
<tr>
<td>8</td>
<td>Environment &amp; Energy</td>
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</tr>
<tr>
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<td>CBI</td>
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</tr>
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## 6. Annex 2: Sector leads and co-leads

<table>
<thead>
<tr>
<th>No</th>
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<th>Sector lead &amp; co-lead</th>
<th>Contact details</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Protection</td>
<td>Douglas Asiimwe (OPM) Margaret Atieno (UNHCR)</td>
<td><a href="mailto:asiimwedw@yahoo.com">asiimwedw@yahoo.com</a> <a href="mailto:atienom@unhcr.org">atienom@unhcr.org</a></td>
</tr>
<tr>
<td>1.1</td>
<td>Child Protection</td>
<td>Mohaned Kaddam (UNHCR) Lisa Zimmermann (UNICEF)</td>
<td><a href="mailto:kaddammr@unhcr.org">kaddammr@unhcr.org</a> <a href="mailto:lzimmermann@unicef.org">lzimmermann@unicef.org</a></td>
</tr>
<tr>
<td>1.2</td>
<td>SGBV</td>
<td>Mildred Ouma (UNHCR) Rosemary Kindyomunda (UNFPA)</td>
<td><a href="mailto:oumam@unhcr.org">oumam@unhcr.org</a> <a href="mailto:kindyomunda@unfpa.org">kindyomunda@unfpa.org</a></td>
</tr>
<tr>
<td>2</td>
<td>Livelihoods and Resilience</td>
<td>Thierry Prouteau (UNDP) Simon Manning (WVI) Kathryn Clark (FAO)</td>
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<tr>
<td>3</td>
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</tr>
<tr>
<td>4</td>
<td>Shelter, Settlement and NFIs</td>
<td>Musa Timbitwire (UNHCR) Sarah Gilbert (CRS) Innocent Ndahiriwe (OPM)</td>
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</tr>
<tr>
<td>5</td>
<td>WASH</td>
<td>Robert Mutilwba (MWE) Shivanarain Singh (UNICEF) David Githiri Njoroge (UNHCR)</td>
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<td>6</td>
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<td>Health and Nutrition</td>
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<tr>
<td>8</td>
<td>Environment &amp; Energy</td>
<td>Ranya Sheriff (UNHCR) John Paul Magezi (OPM) Onesimus Muhwezi (UNDP)</td>
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<td>9</td>
<td>CBI</td>
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