3RP 2017 -2018 JORDAN

INTER-AGENCY APPEAL (REFUGEE)

ACTIVITY INFO PLANNING MODULE

STEP-BY-STEP GUIDE

Version as of 24 October 2016

Inter-Agency Task Force
October 2016

Introduction

Activity info is an online database that allows you to store data on defined indicators. It allows humanitarian organizations to access, manage, map and analyze indicators, and thus to monitor humanitarian projects. It was developed to simplify reporting and enable real-time needs identification. It has a very simple interface and has the advantage to geo-locate interventions.

Activityinfo – through the URL http://syrianrefugeeresponse.org - has been successfully used for the RRP6 2014 Planning, for the Regional Refugee and Resilience Plan (3RP) for 2015 and 2016 Planning, and for Monitoring and Reporting in 2014, 2015 and 2016.

Activityinfo is now being used to collect and review humanitarian organizations' appeal data for the 3RP for 2017 - 2018. The 3RP includes the government-led Jordan Response Plan (JRP) in its entirety, and additional resource matrices indicating the appeal of these organizations in line with and in support of the JRP.

The JRP is the nationally-led planning process, bringing together the two pillars of refugee/humanitarian and resilience programming. The JRP is led by the Minister of Planning and International Cooperation (MoPIC), and structured on 12 Task Forces, led by Government line ministries. It remains the authoritative planning process at the national level.

The 3RP brings together the various country-driven plans into a regionally coherent process, with the same separation of refugee and resilience programming, led jointly by UNHCR and UNDP.

NB: The ActivityInfo Planning database is primarily for the refugee response, rather than for the resilience activities. The latter are under the responsibility of UNDP. For more detailed information for the resilience activities, please contact UNDP: Ms. Majida Alassaf majida.alassaf@undp.org

Process and Criteria for Inclusion in the Inter-Agency Appeal

Partners have access to the database, which is structured as a hierarchy of (i) Sector or Task Force (e.g. Health sector; Education sector, etc.), under which there are (ii) Sector Specific Objectives; under which there are (iii) Project Objective (corresponding Outputs used last year). Against each Project Objective, partners then enter their appeal data. When entering the data, as explained below, partners will set a target against a pre-set indicator for their activity.

The above structure follows the agreed JRP hierarchy of Task Force, Sector Specific Objective, Project Objective, and Indicator.

Once data has been entered, it will be reviewed by the Refugee Sector Coordinator based on set-criteria. Partners may then be contacted, asking them for more information or to modify the appeal.

Criteria include:

1. The appeal is only open to partners who are formally registered with the Government of Jordan.

2. The total combined partner appeal at the project sheet has to be equal to or lower than the government JRP approved budget for that Project Objective. Where total appeals go past these limits, Refugee Sector Coordinators will discuss with partners affected on how to reduce or reallocate their appeals.

3. Linked the standards set by the Vulnerability Assessment Framework (VAF) and other technical standards, some sectors have established targeting ceilings, for instance, that the most vulnerable 40% should be targeted with cash assistance. Should total indicator targets go past these limits, Refugee Sector Coordinators will discuss with partners affected on how to limit the number of appeals for the same activity.

4. Similarly, partners' activities should be meeting an established need/gap, as defined by recent needs assessments for the JRP and at the taskforce/sector level.

5. To avoid duplicate UN and NGO appeals, where a UN agency appealed for funds and an NGO appealed for funds for the same activity, and the NGO is an implementing partner of the UN agency, the appeal should be recorded by the UN agency, and removed from the NGO's appeal. However, visibility will be provided by the UN agency to the NGO within the activity text and/or in the output table as an implementing partner.

6. Partners may be contacted where there are significant differences in costing per beneficiary for the same activity.

7. Partners may be contacted for more information should their activities not be gender aware, or do not include disaggregated data by age and sex.

8. For previous RRP/3RP appealing agencies:
   - Despite appealing under the previous 3RP/RRPs, should the partner not have attended sector meetings or reported any information/achievements, they will not necessarily be included in 2017 - 2018;
   - Should partner have appealed for the activity in 2014, 2015 or 2016, but was 0% funded; then including the same activity in 2017-2018 may be questioned by the Refugee Sector Coordinators, seeking further justification from the partner.

Should there be disagreement between Refugee Sector Coordinators, the issue can be raised up to the heads of agencies under the IATF.

Once reviewed, the appeal data will be aggregated into 3RP Resource Matrices, in line with the JRP format, and presented to the Ministry of Planning and International Cooperation (MoPIC) for review. Should some activities not be approved by the Government, the partner will be contacted immediately, to allow a revision.

Calendar for 3RP Appeal process

Provisional Inter-Agency Appeal Calendar (Refugee)		
Phase	Date	Task
Phase 1	16 – 20 Oct	ActivityInfo Planning Database Training for partners *(Note: JRP logframe to be finalized on 20 Oct when JRP Task Forces submit Project Summary Sheets)*
Phase 2	24 Oct	ActivityInfo Database opens online
	30 Oct	ActivityInfo Database close
Phase 3	31 Oct	Analysis tables shared with Refugee Sector Coordinators
	31 Oct – 3 Nov	Sector Coordinators review appeals, discuss and revise with partners, in line with criteria
Phase 4	6 Nov	Compilation of data into 3RP Resource Matrices / ISWG meeting
	8 Nov	IATF meeting: 3RP draft Resource Matrices shared with IATF
	9 -10 Nov (tbc)	3RP draft Resource Matrices shared with MoPIC for review; IATF-MoPIC meeting
	14 Nov	If no objection from MoPIC, 3RP Resource Matrices shared with the Regional Level

(Note: All JRP Task Forces are requested to finalize JRP Project Summary Sheets by 20 October.)

Guidance on difference between Refugee and Resilience Programming

The following is based on guidance from the JRP process/MoPIC:
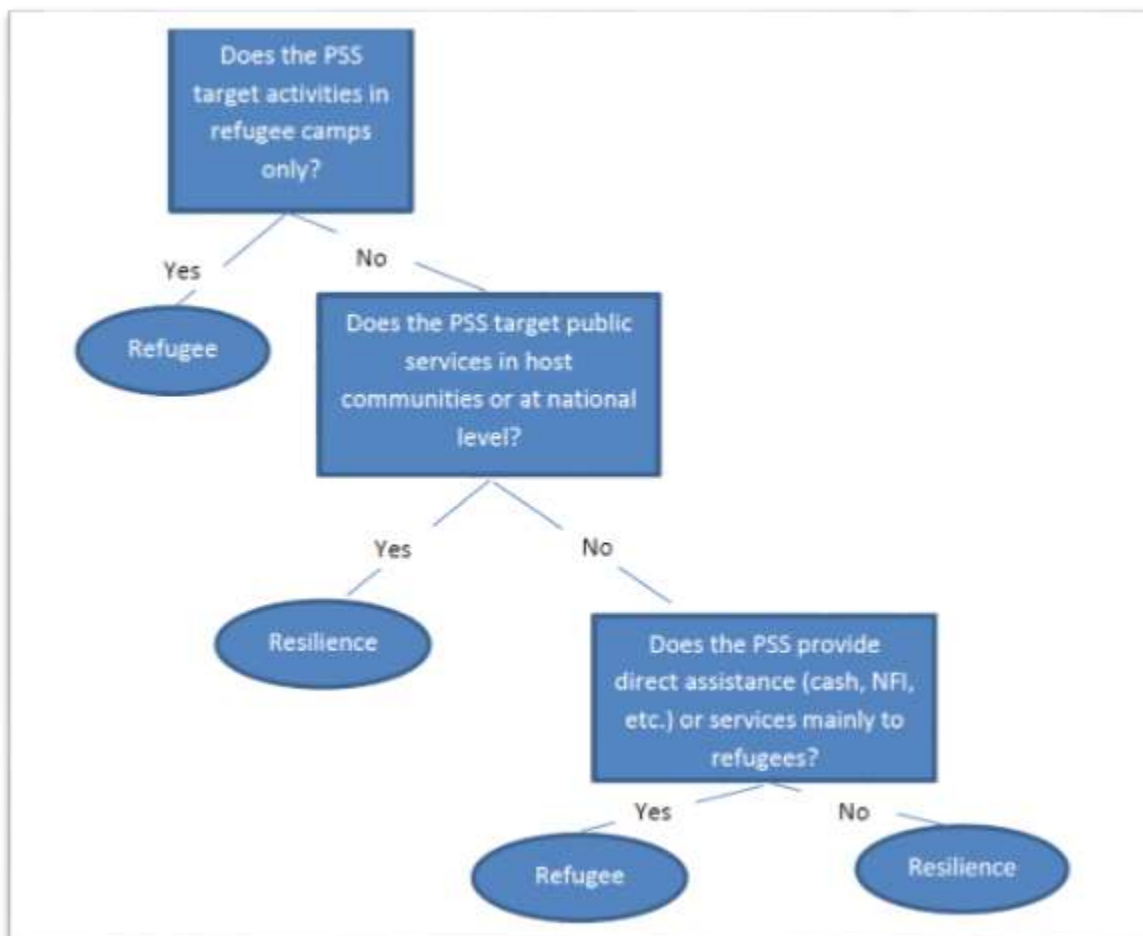
Disaggregated Data at the Indicator Level

Partners are expected to disaggregate their indicators between Syrians in camps; Syrians in urban/rural; and 'other impacted populations' (primarily Jordanian host communities).

Indicators are primarily measured against # individuals assisted (rather than # of households).

Partners are then expected to disaggregate by age and gender**.** Therefore the indicator: # of individuals receiving basic household items, will be split into # men receiving basic household items; # of women receiving basic household items; # of girls receiving basic household items and # of boys receiving basic household items.

Should assumptions have to be made on both the household size, and number of men, women, girls and boys, targeted, the following protocol can be used:

- The average family size for the **whole population is 3.5**. The average varies between urban (3.4), Zaatari (4.0); Azraq (3.8) and EJC (4.9). Several families may be living within the same household, depending on family ties, or sharing the same living space

- 25.6 per cent are women (including 2.1 per cent older women), 22.8 per cent are men (including 1.5 per cent older men), 26.5 per cent are boys (including 8.3 per cent under 5) and 25.1 per cent are girls (including 7.8 per cent under 5).

HOW TO INPUT INTO THE 3RP DATA BASE?

ActivityInfo is an online database that allows you to store data on defined indicators. It allows humanitarian organizations to access, manage, map and analyze indicators, and thus to monitor humanitarian projects. It was developed to simplify reporting and enable real-time needs identification. It has a very simple interface and has the advantage to geo-locate intervention places.

I.   START ACTIVITYINFO

You must first submit a request for invitation to access the database. If you do not have a username and password, please email to:

Ghassan Shehadeh, Coordination Associate, shehadeg@unhcr.org (Protection)
Ruba Saleh, Coordination Associate, salehru@unhcr.org (Basic Needs and Shelter)
Noha Gibreel, Associate Coordination Officer, gibreel@unhcr.org (Food Security)
Rasha Al-Awamleh, Coordination Associate, alawamle@unhcr.org (Education)
Nidal Almasadh, Coordination Associate, ALMASADH@unhcr.org (Health)
Maysa Saeidi, Coordination Associate, SAEIDI@unhcr.org (WASH)
Rema'a Alawi, Coordination Associate, alawi@unhcr.org (Livelihood)

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

To start the Programme, type the following web address **https://www.syrianrefugeeresponse.org/**

Then you can log in by clicking on **Log In.**

When you're connected, you will have the following view:

II.   FUNCTIONS OF ACTIVITY INFO

ActivityInfo has four main functions:

- Dashboard
- Data Entry
- Generate Reports (charts, maps, pivot tables and custom reports)
- Design database

III.   DATA ENTRY TAB

The database has been structured under relevant sectors, and has been compiled by Specific Objective and Projective Objective. Each Projective Objective has a unique set of indicators. If an organization is working on more than one sector, Specific Objective or Projective Objective, planning should be made separately under all of these activity tabs (i.e. indicators).

Once logged in, and to begin entering data, click on **Data Entry**.

NB The planning for 2017 and 2018 will be primarily for REFUGEE component, not for RESILIENCE component. The database name is **JOR-3RP-PLAN-2017-REFUGEES.**
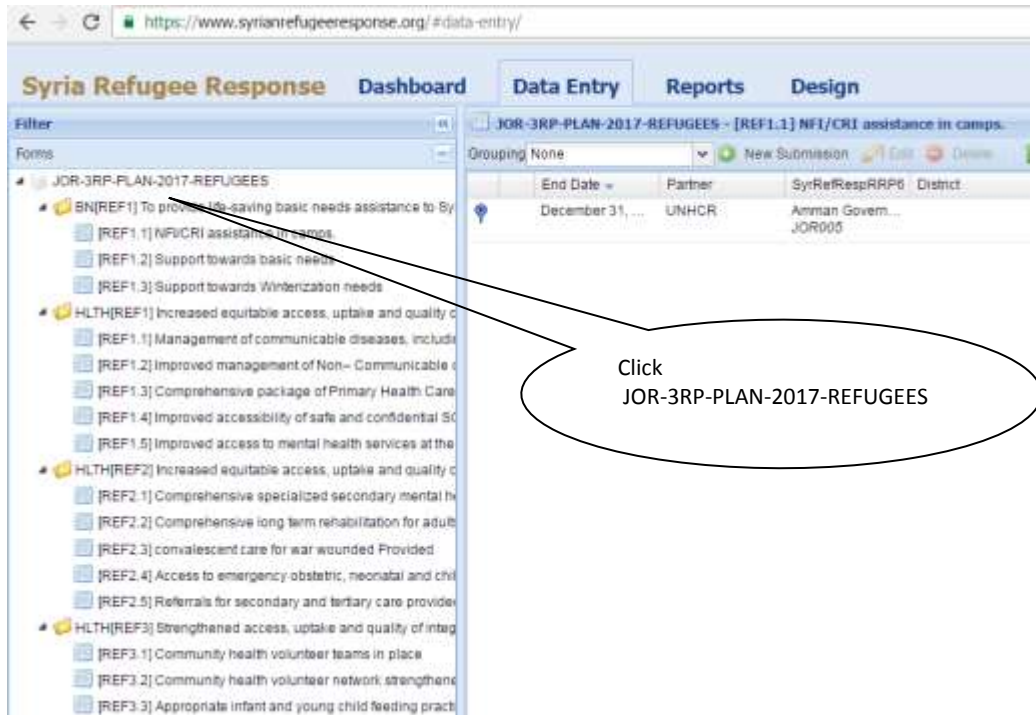
The next level (yellow folders) corresponds with the Sectors by Sector Specific Objective.
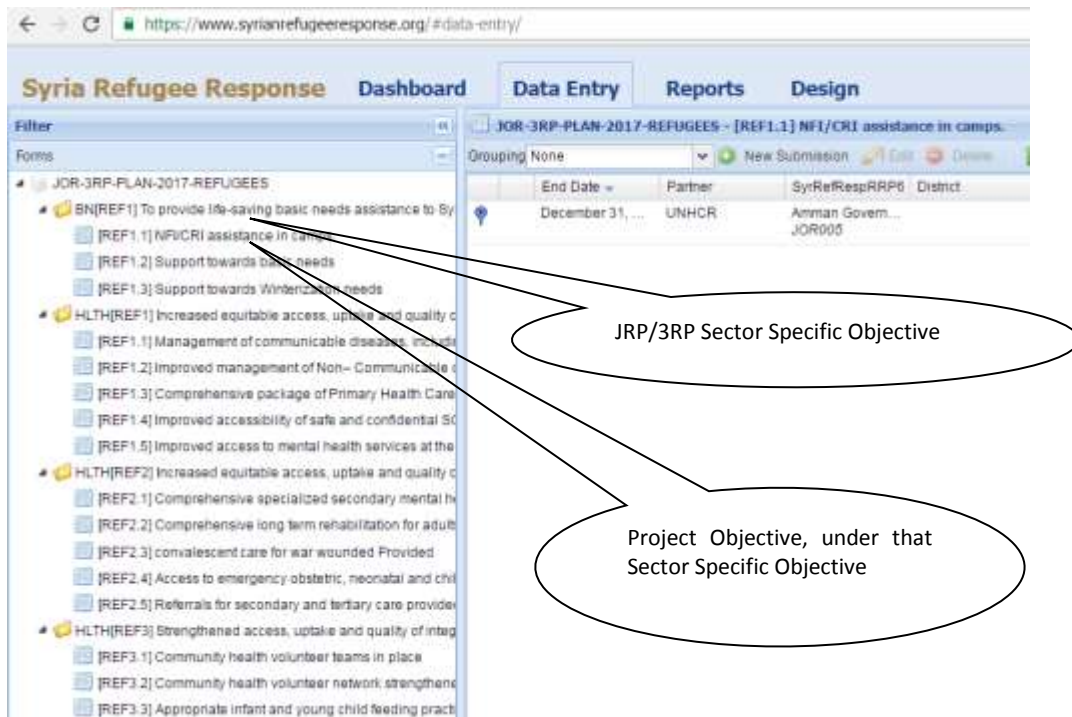
The next level (blue boxes) correspond with the Project Objectives (Refugee and Resilience), under each Sector Specific Objective.

To enter your activities against this Sector Specific Objective and Project Objective, select the Project Objective (blue box) and click on **New Submission**
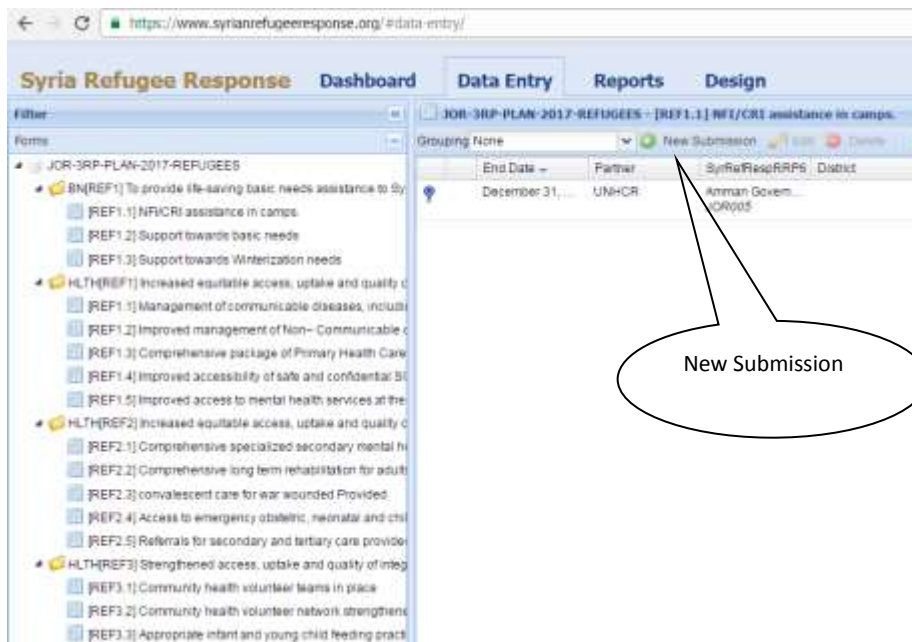
After clicking on **New Submission** the following window will be prompted:
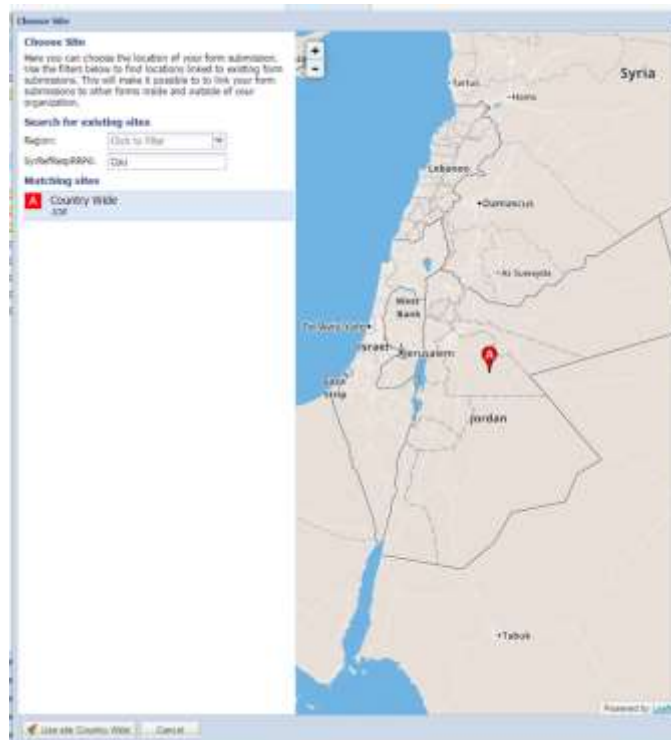
Planning should be minimum at Governorate level for urban and rural interventions, and at Camp level (all districts) for camps.

For Governorate Level programmes
- Select the **Region of Jordan** (North, South, Central), then **Governorate**.
- For Camps, after **Region of Jordan**, select the **camp name (e.g. Zaatari)**. There is an option for **Zaatari camp (all districts).**
- Click on the corresponding **Matching Site** (Red Box). District level names will also appear (which are relevant for reporting purposes), but focus on the governorate level box (e.g. Mafraq Governorate).

Where the governorate information is not known, or the programme is on a country level, please type in **'Country Wide'** in the search box. The matching site with **'Country Wide'** should appear. Select **'Country Wide'**, and then click on **Use Site Country Wide** in bottom left of the screen.
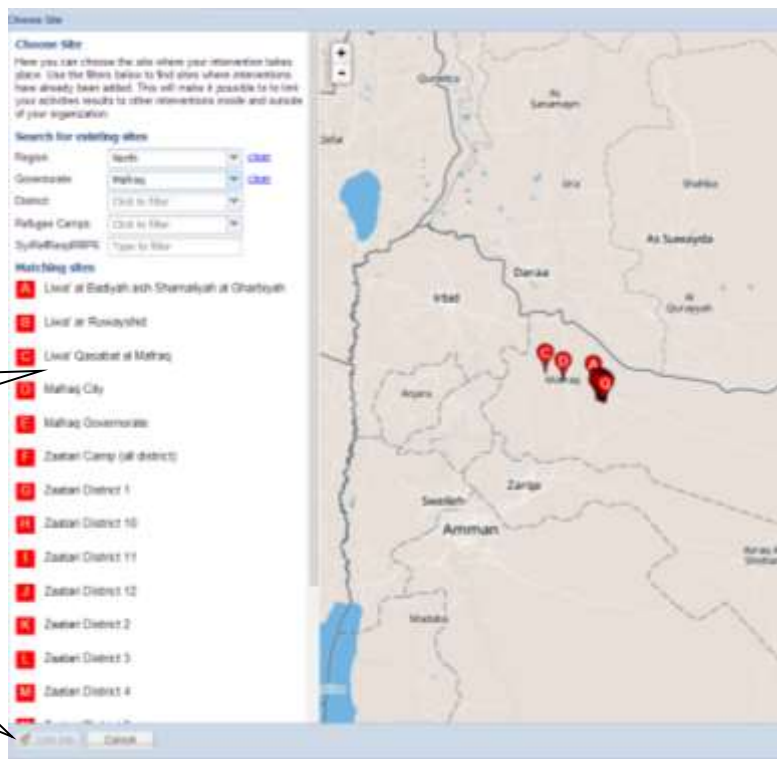
Click to select the matching site

Click here to use the matching site for reporting

After selecting the matching site click on **Use Site 'xxxx'** on the bottom left of the screen to proceed.

After that, you will have access to a window seeking information on the name of the reporting organization followed by some attributes.

Click on the site tab to check if the site selected is correct.

Note that the Latitude and Longitude fields are empty since there was no entry at the point level

Then click on **Attributes** tab. The tab defines additional information required for the reporting of activities.

Attribute 1: Choose the **Fund type** (Direct or Indirect) for this intervention.

Fund: This attribute is to prevent double appeals by UN agencies and NGOs for the same activity, in case the UN agency will fund the specific NGO.
- **Direct From Donor:** Select if you are appealing for funds for your activity, rather than appealing through another UN agency.
- **Indirect from UN Agency:** Normally NGOs receive funds from UN agency rather than from a Donor.

Attribute 2: Choose the Implementation type (Direct or indirect) for this intervention.

Implementation: This attribute is to record the type of implementation.
- **Direct Implementation:** Select if you are directly implementing your project.
- **Indirect Implementation:** Select if you are delegating to another NGO.

- **Attribute 3:** Choose the population/location type for this intervention.

Population/Location: This attribute is to record the type of population this intervention is targeting.
- **Syrian-URBAN:** Select if you're project is for Syrian in URBAN.
- **Syrian-CAMP:** Select if you're project is for Syrian in CAMP.
- **Jordanian-HOST-COMMUNITY:** Select if you're project is for Jordanian.

Then click on **Indicators** tab.

Indicator(s):
- Insert the total budget required for this intervention for the year 2017.
- Insert age/sex disaggregation (**MEN, WOMEN, GIRLS and BOYS**), for this intervention for the year 2017.

Then click on **Comments** tab.

Comments: The Comments tab allows you to insert a short description of the activity. This is important, as it will help the sector to understand the purpose of your activity and facilitate the review. Similarly, if there are any changes in the structure of the database to match more closely the government approved JRP, it is important to have some details on the aim/purpose of the activity. Donors may have access to final versions of the database, so more description would be useful for them.

At a minimum, insert a two line description of the project or activity – this may correspond with the **Project Title**. E.g. "Provision of urgent cash assistance to vulnerable Syrian refugee men and women".

Now click on **Save**. Your intervention is now available for review by the Sector Chair, and you can return to edit it when you wish.

If you notice that you made a mistake while filling the database, select the affected record or row and then click on **Edit** to correct the mistake or delete.

Important:

Family Size

1. The average family size for the **whole population is 3.5**.
2. The average family size for urban (3.4),
3. The average family size for Zaatari (4.0);
4. The average family size for Azraq (3.8)
5. The average family size for EJC (4.9).

Gender Breakdown

1. 25.6 per cent are women (including 2.1 per cent older women),
2. 22.8 per cent are men (including 1.5 per cent older men),
3. 26.5 per cent are boys (including 8.3 per cent under 5)
4. 25.1 per cent are girls (including 7.8 per cent under 5).

Name	Email	Job Title
Coordination		
Yukiko Koyama	koyama@unhcr.org	Senior Inter-Agency Coordination Officer
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Murad Alsamhouri	alsamhou@unhcr.org	Associate Information Management Officer

Thank you