IRAQ CASH FORUM

ActivityInfo Reporting Manual 2023

Cash and Voucher Assistance

Content

What is this manual?

This manual aims to assist Iraq Cash Forum (ICF) members and, specifically, their Activity Info (AI) focal points during the reporting period in the AI platform. The document serves to ensure the quality of the reporting and that reporting deadlines are met.

The ICF supports Cash and Voucher Assistance (CVA) activities, and this manual is an orientation to report any kind of CVA activities, including CVA in humanitarian and development approaches.

The guideline includes a step-by-step information to fill the reporting and should be used by all members to make sure all AI focal points have the same understanding of reporting terminologies. For specific queries, members can also contact the ICF Information Management Officer (IMO) or Coordinators to address issues.

What is ActivityInfo?

ActivityInfo is a software for data collection and reporting which works online and offline. It was the standard reporting format for humanitarian actors working on the Humanitarian Response Plan (HRP) in Iraq and it is now expanded to support the transition to development. It is optimized for all implementing members to report on activities, which are geographically dispersed throughout Iraq.

In order to monitor the implementation and progress of CVA activities, the AI serves as a platform to report the plans and achievements of ICF members. Clear information and mapping are available and can be also used for field coordination and to address gaps.

The AI platform comprises:

➢ Activity Plan Module (APM): To define the operational details of planned and implemented activities, including details related to funding and accountability.
➢ Response Monitoring Module (RMM): For reporting the progress and achievements of implemented activities.

Who reports to AI?

All ICF members implementing CVA are encouraged to report to AI in order to have full information of CVA programs in the country.

ICF members that are implementing CVA must delegate an AI focal point. This is usually a reporting officer or someone in the organization that oversees entering the data on a monthly basis.

In case your organization does not have access to the platform, please contact the ICF IMO or Coordinators and provide the name, position and email address of the focal point. The access with a username and password will be facilitated through an email. Please, also communicate with the ICF IMO or Coordinators in case a focal point must be removed.

Once the access is granted, you can sign in following this link: https://www.activityinfo.org/app

How to report to ActivityInfo

On the welcome page, the 2 Modules will appear with the following names:

➢ **2023: Activity Plan Module:** To report the plans
➢ **2023: Iraq IDP:** To report the achievements (Response Monitoring Module)

Activity Plan Module

What is it?

The purpose of the Activity Plan Module (APM) is to provide a central repository of 'baseline' or operational information to plan, coordinate and track the implementation of activities. The APM is a dynamic or 'open' database that provides current operational details of planned activities, such as the period of implementation, funding status and amount, etc.

The structure of the APM enables multiple activities to be specified for the same 'activity plan' using the sub-form. Each sub-form record is unique to a geographical location. Therefore, there may be many sub-forms records depending upon the number of activities and target locations.

When to report?

The APM is to be updated on a regular basis, as determined by the needs. Updates are to include the addition of new activities, and existing activity planning records are to be reviewed and updated accordingly. Members are encouraged to update the APM frequently to ensure the activity plan is as up-to-date and current as possible.

How to report?

To report the APM, please follow these steps:

> ➢ Click "2023: Activity Plan Modul" database
> ➢ Click "CVA Activity"
> ➢ Click "Activity Plan Module"
> ➢ Click the green box of "Add record"

The following data is requested to be entered:

Main form

Plan Code: This is an autogenerated code. No input is required.

Activity Plan name: Please provide a name that you can easily recognize your activity. The name can include any wording that you choose, and it should be concise and meaningful for the activity or group of activities. For example, the name of the donor and type of CVA.

Partner: Please select from the drop-down list the name of the organization that is doing the reporting. If your organization is not on the list, please contact the ICF IMO or coordinators.

Sub-implementing partner 1: In case this activity is implemented together with a partner organization, please provide the name. The main partner is the organization who is receiving the funds and the sub-implementing partner is the organization who has an agreement with the main partner to implement the activity. You can report as many sub-implementing partners as you have. Please, make sure the activity is not double reported, as it should be done by one of the partners only.

Start date: This is the date that the activity starts.

End date: This is the date that the activity finishes.

Status: Please, choose one of the options depending on the status of your funding:

- Planned: If the project is only planned but funds are not confirmed yet. This is typically when a proposal is submitted but it is not confirmed yet. Please, remember once the project changes the status, this should be updated.

- Confirmed: This is when the project has been confirmed by the donor but has not started yet. Please, remember to update the status once the project starts.
- Implementing: This is when the activity started being implemented. Please, remember to update the status once the activity is completed.
- Completed: This is once the activity has been completed and no more beneficiaries will be included and reported.

Donor: Please, select from the list which donor is funding the activity. In case the donor is not listed, please contact the ICF IMO or coordinators and request to add the donor's name.

Primary approach of CVA program: The AI reporting includes CVA across humanitarian and development approaches. Please, select the most relevant approach of the CVA activity that you are reporting:

- Social Protection: CVA activities that are integrated/linked with Social Protection initiatives/programs.
- Climate change: CVA activities to respond to climate change.
- Durable Solutions: CVA activities integrated in a durable solutions program.
- Sector-specific: Sector-specific CVA activities as part of a humanitarian response.
- Humanitarian / Basic need (MPCA): MPCA as part of humanitarian response.
- Other: Please, select this option in case none of the previously listed approaches reflect your program. Please, briefly describe your approach in the empty box.

Activity & location caseload sub-form

Once the main information is recorded, please click the green box "Add record in Activity & Location caseload" to continue adding specific information about the activity.

The structure of the APM enables multiple activities to be specified for the same 'activity plan' using the sub-form. Each sub-form record is unique to a district and country coverage. For conflict-affected responses, a different form needs to be submitted depending on the type of target population. Therefore, there may be many sub-forms records depending upon the target locations and population.

Location

Governorate: Please, select from the list the governorate where the activity is being implemented. The AI reporting is based on geographical locations, therefore if a project/activity is implemented in different locations, different sub-forms will be needed to be submitted.

District: Please, select from the list the name of the district.

Targets: Please, select if the activity targets conflict-affected areas (for conflict-affected responses) or other areas of Iraq.

If the selection is "conflict-affected areas", please provide the type of population: Out of camp IDP, In-camp IDP, Returnees, refugees and host community. A different sub-form needs to be submitted for each type of target population.

Funding received (USD) for activity: Please, indicate the funding that has been already received for this specific activity.

Once you finish entering all the data, please click the green box "Save record" and all the information will be recorded in the platform.

Response Monitoring Module

What is it?

The purpose of the Response Monitoring Module (RMM) is to provide a central repository of the response achievements that enables the progress of activities to be measured. The reporting of an activity is dependent upon the activity plan and will be related to a record in the APM using the unique "Activity Plan Code".

When to report?

For the Response Monitoring Module, all ICF reporting members are requested to report on AI by the 5th of every month for the previous month achievements (e.g. for March 2023: databases are open from 1 March till 5 April).

The ICF coordinators will send an email as a reminder. Late submissions will not be possible as the database is locked after the reporting deadline. Please, note that if a reporting period has been missed, the partner will not be able to back report on past activities when the database re-opens for reporting in the following month. Therefore, it is extremely important for the partners to report regularly and meet each month's deadline. In case of missing a deadline, please contact the ICF Coordinators.

From the 5th to the 10th of every month, the ICF IMO/Coordinators will reach out to partners to correct data already entered, if needed.

How to report?

To report the planning, please follow these steps:

➢ Click the "2023: Iraq IDP" database
➢ Click "CVA activity"
➢ Click "Response"
➢ Click the green box of "Add record"

The following data is requested to be entered:

Main form

Partner: From the drop-down list, select the name of the partner organization who is doing the reporting. In case a project is implemented by different partners, please make sure the reporting is not duplicated and only one organization registers the activity reporting.

Plan code: This is an autogenerated code provided when the Activity Plan Module is submitted. Please, select from the list the code that was provided to you.

Location

Governorate: From the list, select the governorate where the activity is being implemented. The AI reporting is based on geographical locations, therefore if a project/activity is implemented in different locations, different records will be needed to be submitted. However, if there are several distributions in the same location, the same sub-form can be used.

District: Please, select from the list the name of the district.

Sub-District: Please, select from the list the name of the sub-district. Note that sometimes a sub-district can fall in a district different that you considered. This is because sometimes the borders can change, and one sub-district moves from one district to another. Make sure you select the specific sub-district and adjust the district if needed.

Location name: Please, select from the list the specific name of the location.

Once the main information is recorded, please click the green box "Add record in monthly sub-form" to continue adding specific information on the activity.

Monthly sub-form

Month: Please, select the month that you are reporting the data. For example, if you add the record during the first week of April, you are reporting the data of the month of March. Please, remember that records can be only submitted for the previous month. In case you missed a previous reporting deadline, please contact the ICF Coordinators.

Frequency: Please, choose if the cash assistance is one-off (beneficiary receives one single distribution) or Multiple (beneficiary receives several distributions).

- If you select "multiple", please, add the total number of transfers a beneficiary will receive. This is a text box, please add here any additional relevant information related to the frequency.

Cumulative number of individuals/HH received cash assistance to date: In this section, it is requested to report the total number of beneficiaries supported between 1st January till the reporting date.

- **Type of recipient:** Please, select if the beneficiary is an individual and/or a household. Once selected, additional indicators will appear:
    - o **Cumulative number of out of camp IDP received cash assistance to date:** Please, report the number of out of camp IDP beneficiaries that have received CVA assistance since the beginning of the year till the current reporting month.
    - o **Cumulative number of in-camp IDP received cash assistance to date:** Please, report the number of in-camp IDP beneficiaries that have received CVA assistance since the beginning of the year till the current reporting month.
    - o **Cumulative number of returnees received cash assistance to date:** Please, report the number of returnee beneficiaries that have received CVA assistance since the beginning of the year till the current reporting month.
    - o **Cumulative number of refugees received cash assistance to date:** Please, report the number of refugee beneficiaries that have received CVA assistance since the beginning of the year till the current reporting month.
    - o **Cumulative number of Host community received cash assistance to date:** Please, report the number of host community beneficiaries that have received CVA assistance since the beginning of the year till the current reporting month.
    - o **Cumulative number of non-conflict affected received cash assistance to date:** Please, report the number of beneficiaries considered not affected by conflict. These are activities with an objective different to respond needs generated by the conflict. For example, activities to support in the Southern governorates. Please, report the number that have received CVA assistance since the beginning of the year till the current reporting month.
    - o **Cumulative number of female individuals/ Female HoHH, receiving cash assistance:** Please, report the total number of female beneficiaries since the beginning of the year till the current reporting month.
    - o **Cumulative number of disabled individuals/HHs with an individual received cash assistance to date:** Please, report the total number of individuals or HHs with at least

one individual living with disabilities since the beginning of the year till the current reporting month.

- o **Cumulative number of individuals/HH assessed:** Please, indicate how many individuals/HHs have been assessed for this activity since the beginning of the year till the current reporting month.
- o **Cumulative number of eligible individuals/HH:** Please, indicate out of the total individual/HH assessed, how many have been found eligible for this cash activity.

Source of assessment: Please, indicate how did you conducted the vulnerability assessment in the target location. You can select more than one option, if needed.

Please, select one of the options:

- Blanket assessment: In case you have assessed all the population in the specific location by house-to-house assessment
- External referrals: In case you have received referrals from outside your organization
- Internal referrals: In case you have received referrals from another program within your organization
- Government referrals: In case you have received referrals from any government department or local authorities
- Community identification: In case the identification has been done through community engagement or community committees.
- Please specify if there is any other source of assessment.

Assessment tool: Please, indicate which assessment tool have you used to assess beneficiaries for this cash activity. Please, select from the options:

- Integrated Socio-Economic Assessment (ISEA): This is the standardised tool developed within the CWG to assess socio-economic vulnerabilities.
- Own assessment tool: In case you have your own assessment tool
- Other.

Delivery mechanism: Please, indicate the delivery mechanism that has been used to transfer the CVA to beneficiaries. Please, select from the list the one/s that you have used for this specific distribution that you are reporting.

What is the transfer amount/month and in which currency: Please, indicate the amount of money that is transferred to each beneficiary and in which currency. In case the amount differs for each beneficiary or in each round, please describe how the transfer value is designed and what is the range of these values.

Delivery mechanism: Please, specify how the cash assistance is delivered to beneficiaries.

Is there any existing gap in the eligible caseload that you have assessed and that your organization cannot cover? Please, indicate if there is any gap that your organization cannot cover. If you select "yes", please, report the number of individuals/HH. This will help in identifying referrals and consider if this caseload can be covered by other organizations.

Are there are beneficiaries identified to be potentially referred to other types of assistance, please indicate the number: Please, indicate if beneficiaries have been identified to be referred to other programs/sectors for further assistance but this referral has not put in practice because of lack of

identification of existing organizations/programs to be referred. Please, indicate the number under each sector/program to be referred.

Are there any households that have been referred to other types of assistance, please indicate the number: If reported beneficiaries under this activity have been referred to other types of support, please indicate the number under each sector/program.

Once you finish entering all the data, please click the green box "Save record" and all the information will be recorded in the platform.

Data analysis

The ICF continuously monitors the progress of reporting and achievements and provides updates to ICF members during monthly meetings.

When possible and relevant, ICF will provide reports to members.

Data Responsibility

Throughout all stages of the response planning and monitoring cycle, the relevant actors will take all necessary measures to protect and safeguard sensitive data and to minimize the risk of attributing findings to specific individuals or households. The relevant actors will uphold data responsibility: the safe, ethical and effective management of data as outlined in the IASC Operational Guidance on Data Responsibility in Humanitarian Action. This includes taking measures to prevent the exposure of sensitive non-personal data, ensuring data protection and security in line with the principles for data responsibility in humanitarian action.

Personally Identifiable Information (PII) of beneficiaries and humanitarian partners is not to be uploaded to ActivityInfo. ICF requests not to include PII in activity reports and track all submissions to identify and remove any sensitive information that may have been inappropriately uploaded.

Summary AI reporting process