Regional Refugee Response
For the Ukraine Situation

Reporting Manual: Humanitarian Activities

Version 1.1

Regional Refugee Response Plan 2023 - Poland

UNHCR, Warsaw, Poland
January 2023

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1. Context and Reasoning

To ensure that the humanitarian assistance is coordinated in a coherent and complementary way amongst the different humanitarian actors, UNHCR leads the development of Refugee Response Plans (RRPs). These plans support host governments to protect refugees in large and complex refugee situations through international solidarity. Refugee Response Plans (RRP) are developed to respond to the needs of a specific refugee population. In 2012 the first RRP was developed, the Syria RRP, which addressed the needs of Syrian refugees in Lebanon, Jordan, Turkey, Iraq, and later Egypt was added.

Refugee Response Plans serve as the base from which to implement a strategy and activities as well as advocate for refugee situations in close collaboration with host governments and other partners. A Refugee Response Plan:

- Provides a platform and tools to properly plan and coordinate an inter-agency response
- Raises the profile of refugee assistance
- Raises funds for partners
- And provides an overarching vision and coherent engagement in refugee responses in alignment with host government strategies.

While the Government has the primary responsibility to protect refugees, partners of the 2023 RRP will continue to coordinate with authorities under the Refugee Coordination Model (RCM) in a complementary and cohesive manner, ensuring that multisectoral activities are in line with Government priorities, are impactful and address refugee needs.

i. Why should I report activities and funding to UNHCR?

Each partner has submitted two types of information to the Refugee Response Plan for Poland, (1) planned activities and targets, (2) budgetary needs.
This information expressed the objectives of your organisations and what you are planning to achieve (targets), as well as the financial needs you have to achieve these goals.

Reporting will therefore also focus on both dimensions: on the achievement of your targets, meaning how many people have been reached, as well as how many funds have been received, have the financial needs been covered or do any major gaps exist.

According to the Refugee coordination Model[1] UNHCR, jointly with the Government of Poland, is leading the coordination of the humanitarian response in Poland and by that acts as coordinating agency. Recent UN General Assembly Resolutions have confirmed the RCM and UNHCR's mandate to lead and coordinate the refugee response[2]. In its function as coordinating agency UNHCR ensures the functioning of the sector and intersector coordination and develops the regional refugee response plan to highlight the needs of the people of concern towards the public. The role of advocate for the humanitarian community and as coordinating agencies necessitates a high level of information that can be used to underline the needs but also highlight the results achieved. For this reason, UNHCR asks agencies to report.
This reporting serves the following goals:

1. Accountability, towards the People of Concern, the public and governments
2. Coordination at intersector and sector level, including identification of gaps in response
3. For each agency, who may use the data to better cooperate with other agencies in their areas of intervention

[1] https://emergency.unhcr.org/entry/38270/refugee-coordination-model-rcm
[2] A/RES/69/152, A/RES/70/135

The key product of the reporting is the data and dashboard informing about active partners, progress on indicators and the distribution of agencies among voivodeships and powiats as well as the number of people of concern supported.

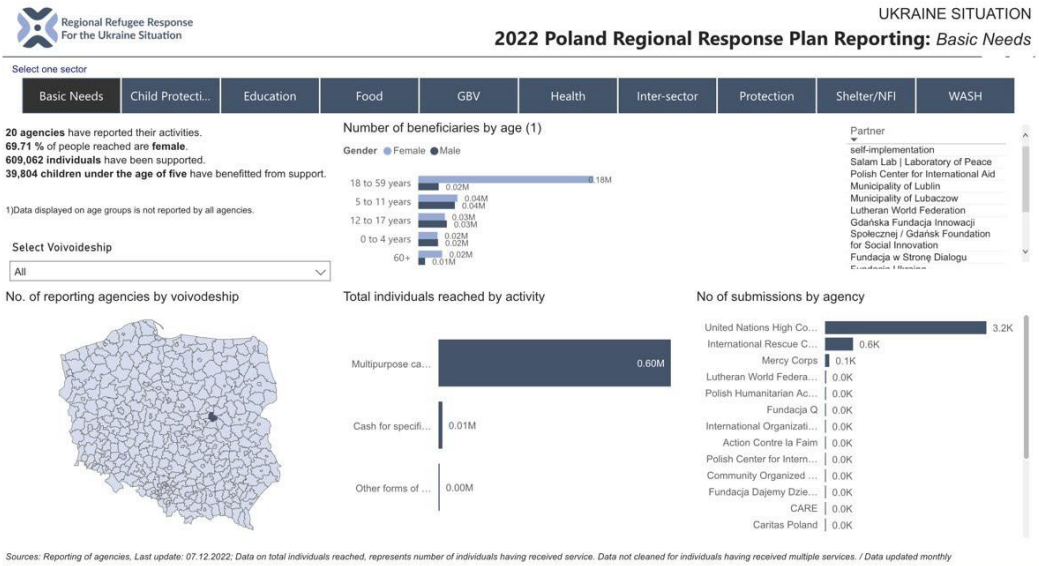
Additionally, to the dashboard the information collected via reporting is used for factsheets and funding information's for donors and the government of Poland.

The coordination of international protection, assistance and solutions is central to UNHCR's refugee mandate and derives from the High Commissioner's responsibility to ensure international protection for persons of concern to UNHCR from the time they become a refugee or internally displaced person (IDP) until they find a solution, whether they live in urban or rural host communities or in camps, with other refugees and internally displaced people, with other populations affected by humanitarian crises, or in non-emergency settings.

ii. What happens to the data submitted

The data submitted is used for coordination, accountability, and increased transparency among agencies as well as towards the public.

Two key products are:



RRP Reporting Dashboard

Regional Refugee Response
For the Ukraine Situation

2022 Regional Refugee Response Plan
Poland

Requirements (US$) **777.76 M**

Funded (US$) **521.3 M**

Unmet (US$) **256.42 M**

Sector	Requirements (US$)	Funded (US$)	Coverage	Gap (US$)
Basic Needs & Livelihoods	419,894,464	316,825,115	75%	103,069,349
Education	110,495,645	64,480,543	58%	46,015,102
Food Security	10,256,930	1,500,000	15%	8,756,930
Health & Nutrition	48,752,667	18,717,470	38%	30,035,197
Logistics, Telecommunication, Operational Support	10,076,399	1,794,500	18%	8,281,899
Protection	158,486,189	110,009,334	69%	48,476,855
WASH	19,802,400	8,009,875	40%	11,792,525

Direct funding received by partner type (US$)

UN Agencies	367.4 M
INGO	65.8 M
NNGO	62.5 M
Red Cross	25.6 M

Factsheet on received funding per sector
based on information submitted by agencies in the context of RRP 2022 - Recalibration

2. Funding and RRRP

The Regional Refugee Response Plan is a document that is developed to

1) Outline the priorities of the humanitarian response and by that allow for a well-coordinated intervention
2) Inform the public and donors about the financial needs of agencies so that the needs of the People of concern can be addressed.

Being mentioned in the RRP as a partner does not mean that the organisation will automatically receive funding from UNHCR or any other agency or donors. Being a RRP partner indicates that an organisation supports a joint response, integrates into an existing coordination structure, information is shared, priorities followed, Core Humanitarian Standards (CHS)[3] applied, and a transparent response carried out, so to ensure the maximum level of accountability.

By committing to the above-mentioned approach, agencies highlight these quality criteria also towards donors increasing their potential for attracting additional funding. Nevertheless, agencies will have to apply for funding individually.

Having expressed a financial need in the RRP, partners are requested to also inform to which degree they have been able to cover these needs over the year. This is done either via financial tracking service or via the reporting form for funding received, made available in Activity Info.

[3] Home Page - CHS (corehumanitarianstandard.org)

3. Results framework

All reporting builds around the results framework[4] that defines the priorities agreed upon by humanitarian agencies and the government of Poland and is rooted in assessments of the needs of the people of concern. Activities that are not covered by the results framework are not considered priorities.

This results framework was also the basis of the RRP 2023 development process and each organisation that is a partner of the RRP has submitted targets for at least one of the indicators. These targets are now to be achieved. To follow up on how successful the targets are achieved reporting is to be carried out. Sectors and the intersector coordination group use the reported data to ensure informed decisions in coordination and reprioritization, if necessary.

The complete results framework is attached to this document.

To ensure the correct data collection and a harmonized information tracking across all agencies, the results framework informs about units and means of measurement as well as the minimum standards to be fulfilled. As such the result framework should be a standard document used by all Project Management, M&E, and MEAL Officers of organisations intervening in the humanitarian response in Poland.

[4] See Annexe *III. Indicator Guidance*

4. Reporting on Activity Info

Activity Info is an online tool for reporting of activities and results, which is used by UNHCR and its partners in over 30 countries. It allows to report as well as analyse data and replaces 5W reporting in Excel format. In Poland Activity Info was used in 2022 already for reporting on RRP as well as for submission of RRP 2023 contributions by the humanitarian agencies.

The process of reporting as well as the reporting calendar with is available at the end of this document.

I. Getting a User Account

To get access to Activity Info please write an email to polwarrpsupport@unhcr.org.

In your mail, please provide the following information:

Name of Organization, Acronym, National or International Organization

List of Users for Activity Info:

For each person: Name, Email, Position, Role of User

Available Roles for users are:

Reporting: Right to enter and edit data, Analysis (M&E)

Information Managers: no writing rights, Analysis (Project/Program Managers, IM)

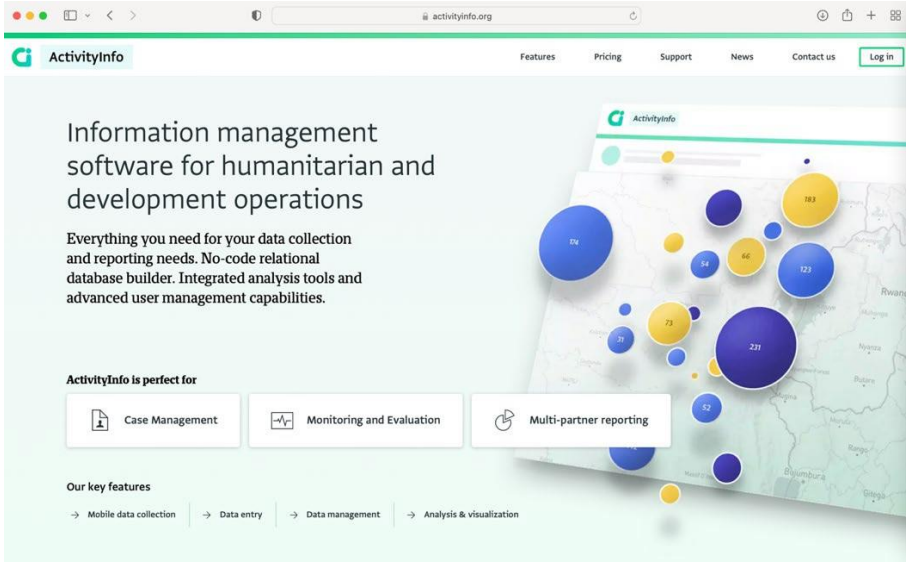
Agencies that had access to Activity Info for the development of the RRP 2023 will receive an invitation to the Reporting Database automatically.

Please keep track of the individuals of your organisation who have access to the database and inform us in case of staff changes, by sending an email to polwarrpsupport@unhcr.org.

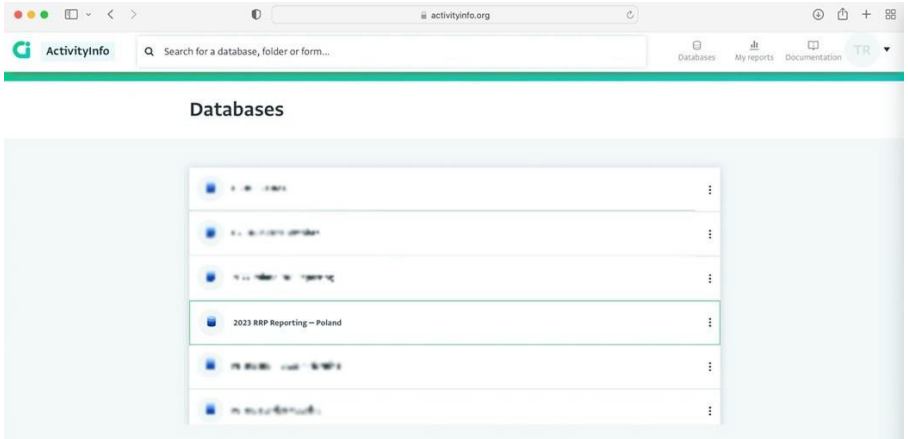
i. Logging In

After your request for accounts in Activity Info you will receive an email from Activity Info with an invitation link. Follow the information in this link.

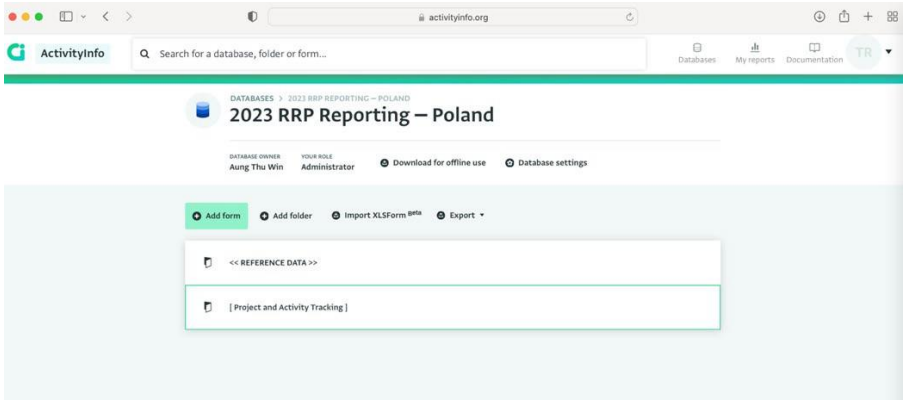
Once your account has been activated and you have entered a password you can log in via the homepage of Activity Info.



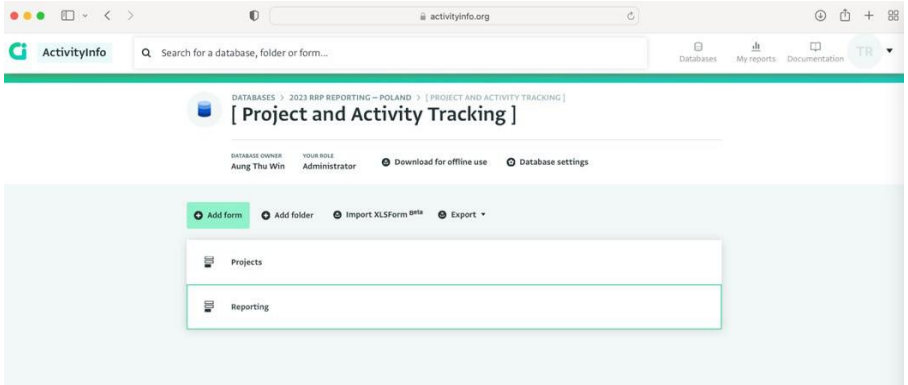
Please go to www.activityinfo.org and click on “Login” at the upper right side of the screen.



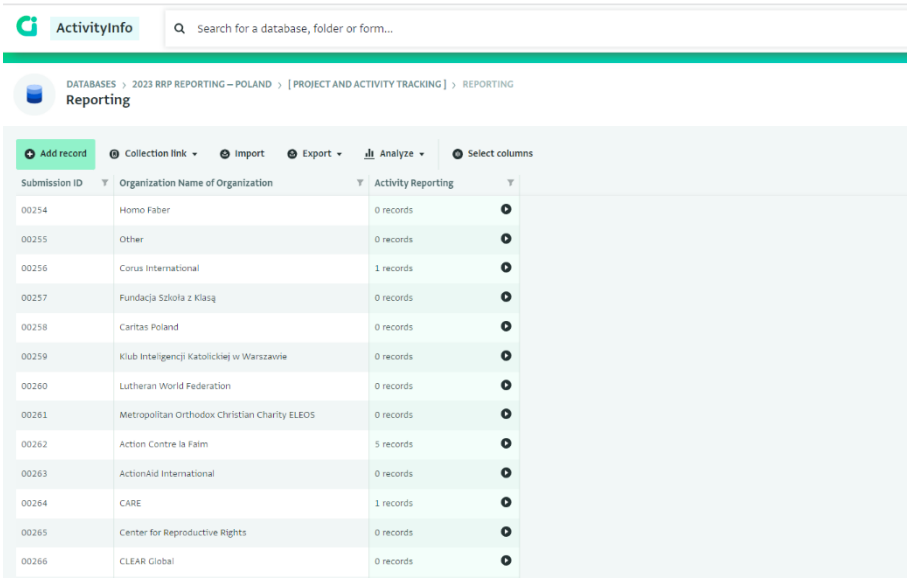
Once logged in you see a list of databases to which you have access. Please select ***2023 RRP Reporting – Poland*** (IMG_Login_2)



On the next screen select Project and Activity Tracking



Now click on ***Reporting***

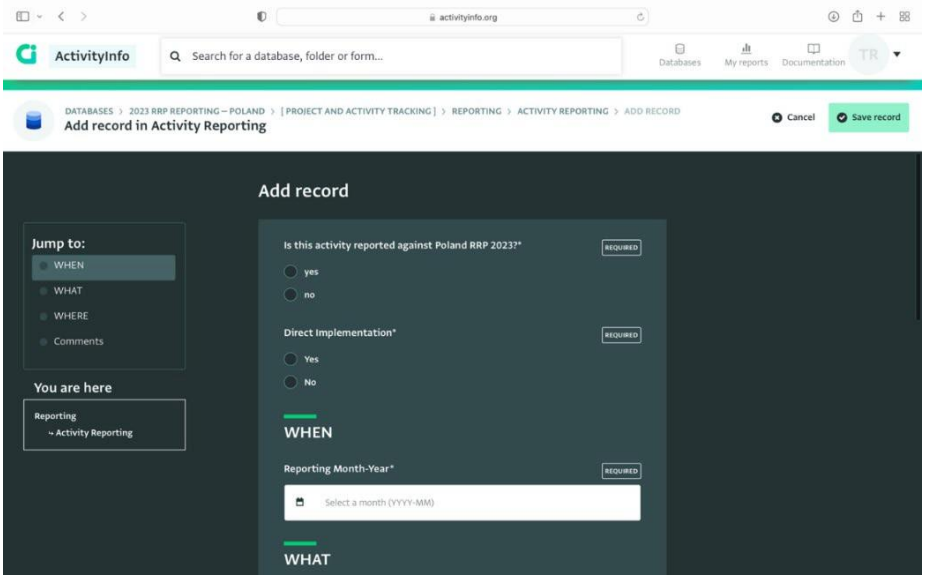


You now see the list above. This is the starting screen for all organisations that are partners of the RRP.

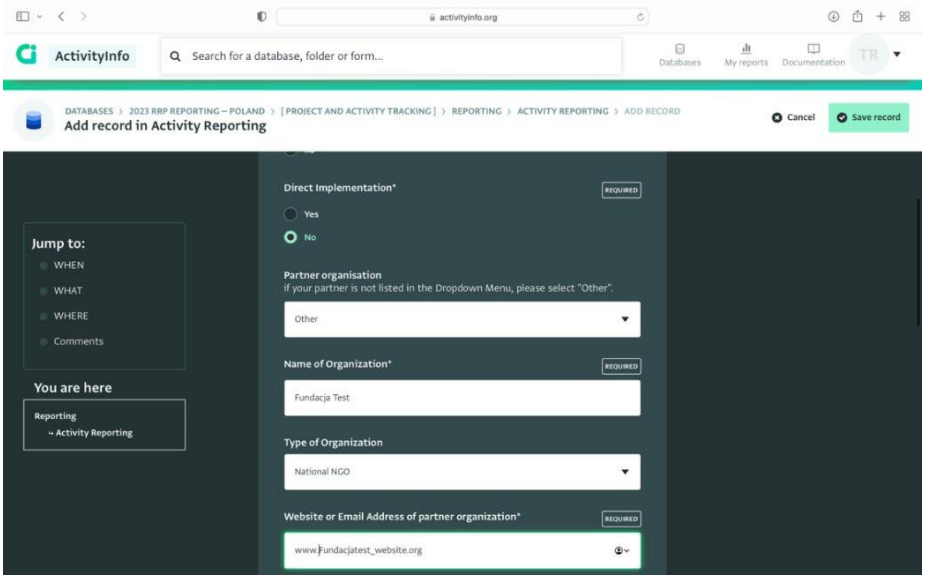
Please search the entry for your organisation.

ii. Activity Reporting

Question in Form	Information required



Is this activity reported against Poland RRP 2023? (yes, no)	Select from Drop Down “Yes” if you are reporting on an activity that you have submitted to RRP “No” if you are reporting on an activity that is not mentioned under the RRP
Direct Implementation (Yes, No)	Select from Drop Down If your organisation is implementing the activities, select “Yes” If you have a contract with another organisation that implements the activities and to who you transfer the funds needed, select, “No”
Partner organisation	Select from Drop Down If your partner is not mentioned, select „OTHER“

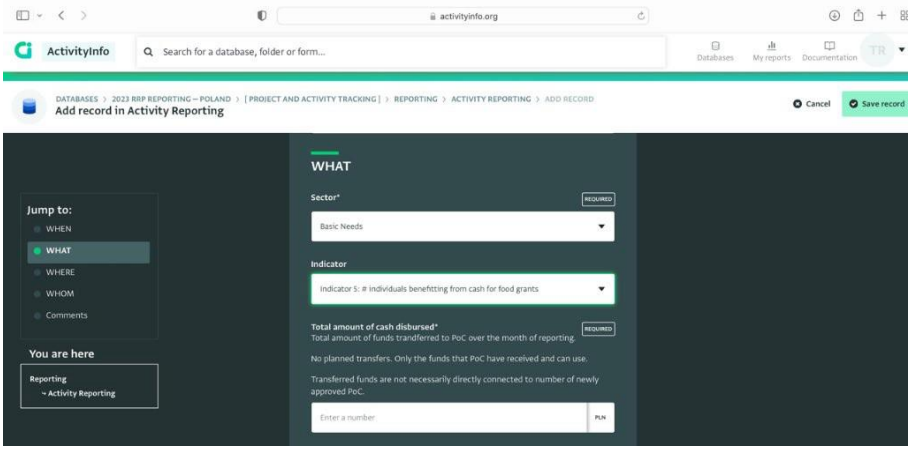


Name of Organization	Write name of organisation
Type of Organisation	Select from Drop Down: UN Agency, National NGO, International NGO, Faith based Organization, IFRC & PRC, Private company, Other
Website or Email Address of partner organization	Contact information of partner organisation

When

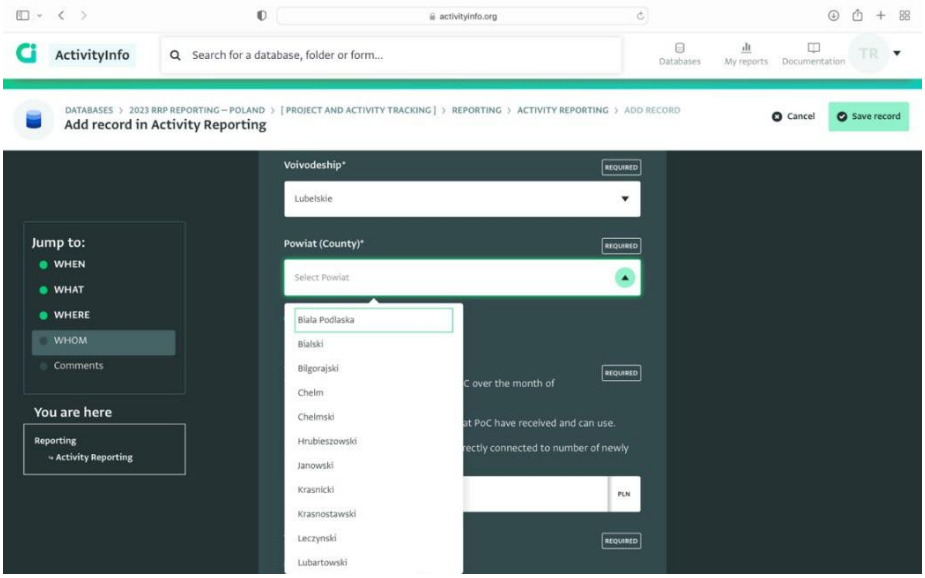
Reporting Month-Year	Select the month when the activity was implemented. This is not the month when the report is filed. In February your organisation has carried out a distribution of cash for winterisation. But you have the final numbers on beneficiaries and funds transferred only in June. When you do the reporting for June you also want to submit the information on the cash transfer. Please select in this case 2023-02 when reporting on the cash transfer that took place in February. The moment when you report is not relevant.

What



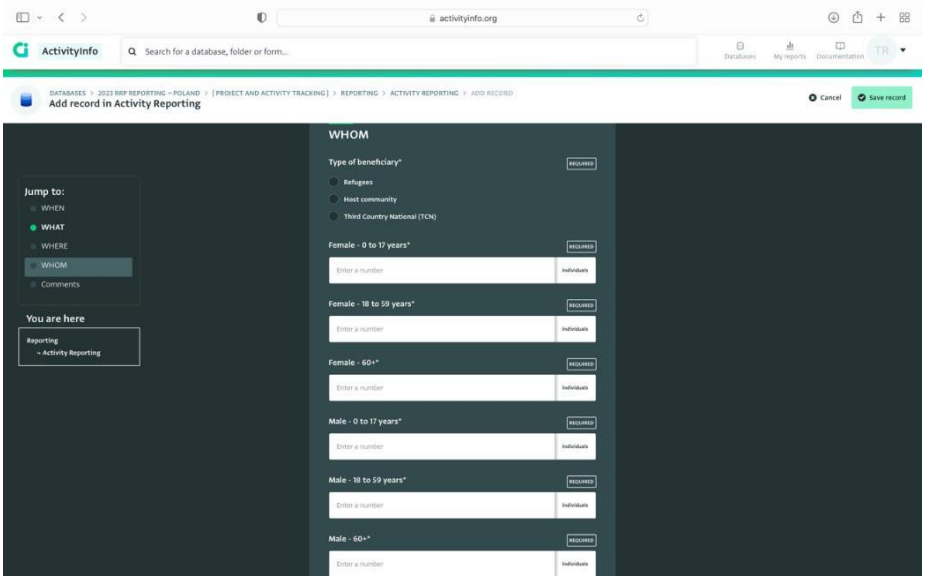
Sector	Select from Drop Down the sector for which you report
Indicator	Select from Drop Down Based on the selection made under “sector”, the respective indicators are available in this drop down.
Total amount of cash disbursed	This field is only available if an indicator was selected that refers to transfers of funds to people of concern. Insert here the amount of funds transferred and booked accordingly in the month of reporting. DO NOT insert estimates DO NOT insert arithmetically based numbers based on minimum standard and Nr of People reached. Numbers entered here must be sourced from accounting and be assured to have been received by people of concern!

Where



Voivodeship	Select from Drop Down
Powiat (County)	Select from Drop Down Based on the selection made under “Voivodeship”, the respective Powiats are available in this drop down.

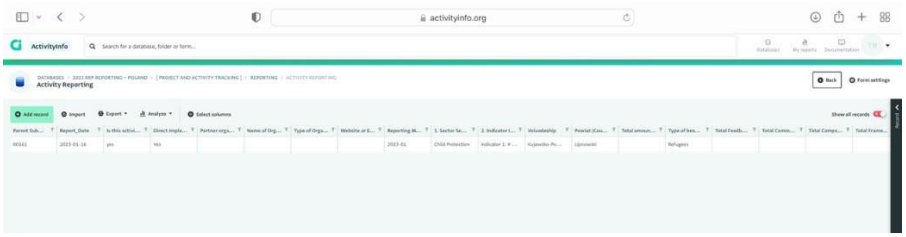
Whom



Type of beneficiary	Select among the three options which group of people you want to report on - Refugees - Host community - Third Country National (TCN)
Total Feedbacks collected/ followed up	Depending on the indicator selected the appropriate unit of measurement is presented. Insert the quantities achieved in the month of reporting.
Total Communication Tools	
Total Campaigns conducted	
Total Frameworks signed	
Total Pathways functional	
Total Institutions	
Total Consultations	
Total Group Sessions	
Proportion	
Total Sites	
Female - 0 to 17 years	For indicators that are targeting individuals a maximum of six different groups disaggregated according to age and gender are displayed. Please enter the number of individuals reached for each of the groups relevant for the respective indicator. If you do not collect data disaggregated by age groups, but only on gender, please use the data from PESEL registrations to make the necessary calculations to obtain estimates.
Female - 18 to 59 years	
Female - 60+	
Male - 0 to 17 years	
Male - 18 to 59 years	
Male - 60+	
Total People of Concern reached	This field is calculated automatically.

Comments	This field is available for any comment you might have regarding the record.

After you click on “Save Record” the data you filled in will be stored and the first reporting record will show up in the list for Activity Reporting:



iii. Editing a Record

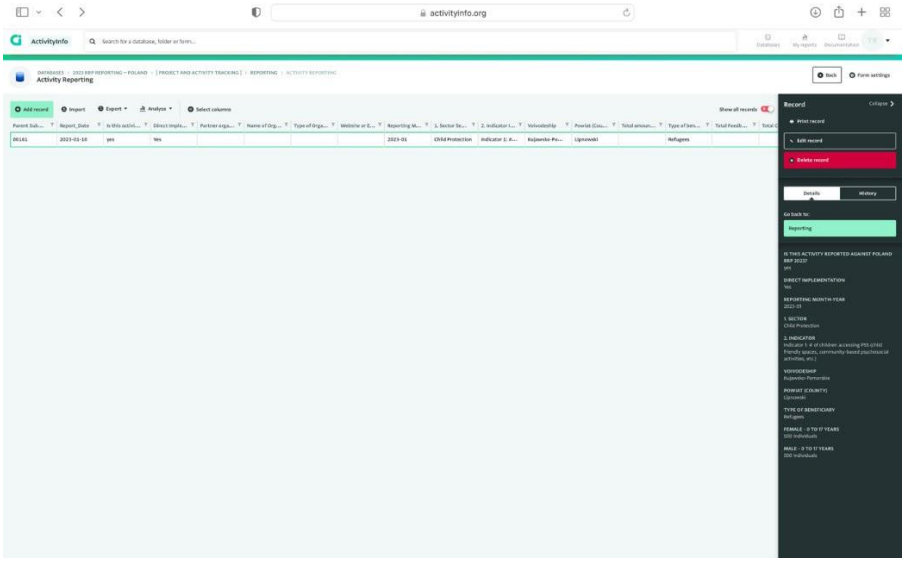
The record you have submitted can be edited later. To edit a record, go to the list of records of your organisation, either financial reporting or activity reporting.

Select the record you want to edit.

On the right side of the screen a window opens. This window allows to scroll through the details of the selected record.

You can choose “Delete record” to completely erase this record.

Clicking on “Edit record” allows you to open the form where you can adjust all elements of the record.



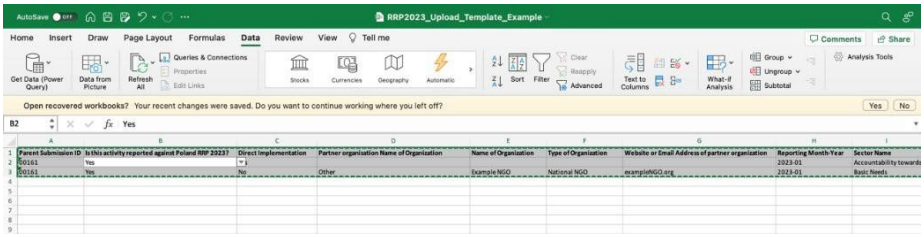
iv. Batch Upload via Excel Template

Activity Info allows to upload multiple records without filling out a form for each of the records. This system is based on the structure of the form and follows the following steps:

Enter Data in Excel Table, ensure that names of voivodships, powiats, indicators are exactly the same like in Activity Info

- All required fields MUST be filled out (age groups and gender must be filled out for all indicators that require such data. If one age group was not addressed, please insert "0".)
- Make sure to put quantities in the exact type of unit that corresponds to the indicator selected.

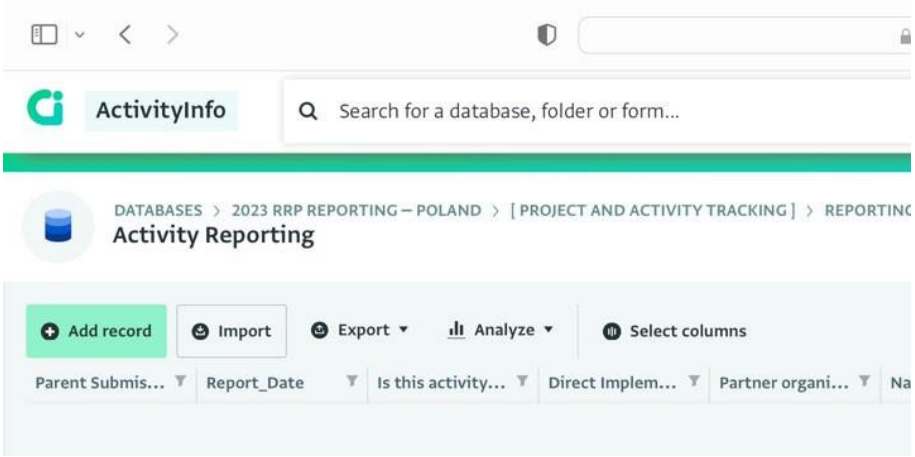
Select all entries in the excel table that you want to upload (Ensure that the headers of the columns are also selected)



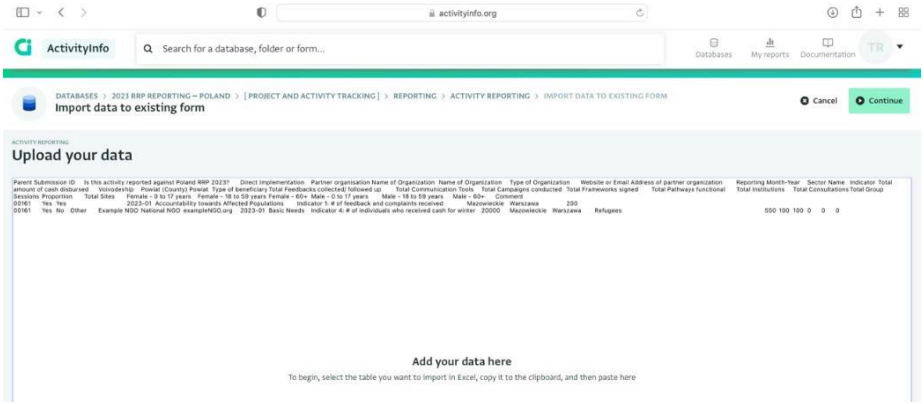
Copy selection (CTRL+C)

Open Activity Info and go to the list of activity related records where you want to add new entries

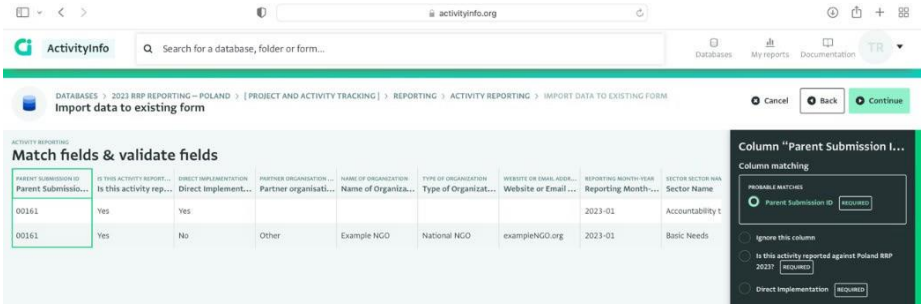
Click on "Import"



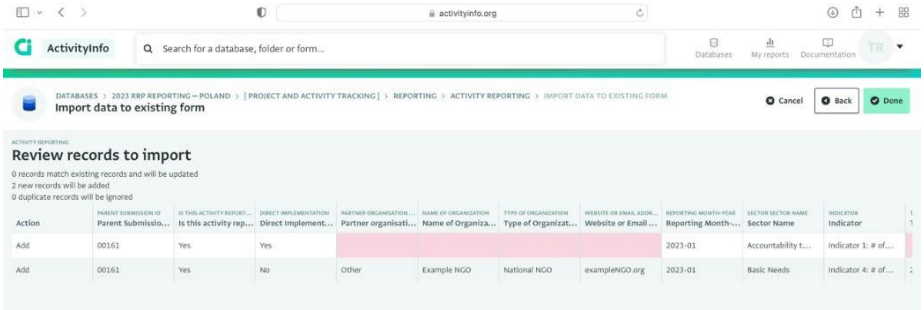
In the next window click in the open space and paste your data (CTRL+V).



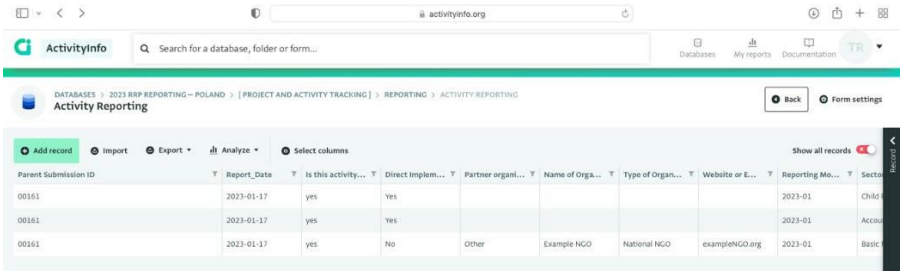
When you click now on “Continue” Activity Info tries to fit the data you submitted into the structure of an activity record.



In the next screen all imported data is shown in the columns of the database. Cells in red only signify that no data is available. This is not a problem as in each record not all fields are filled.
Click “Done”.



You are now back in the list-view of the records you have submitted. The two new record have been added to the list.



5. Reporting Schedule

Reporting should be finished until the 10th of the month following the month of reporting. This monthly reporting allows for a up to date overview of the advancements of the response and for efficient coordination by the sectors.

Funding contracted should be reported after the contract has been signed or on a quarterly basis.

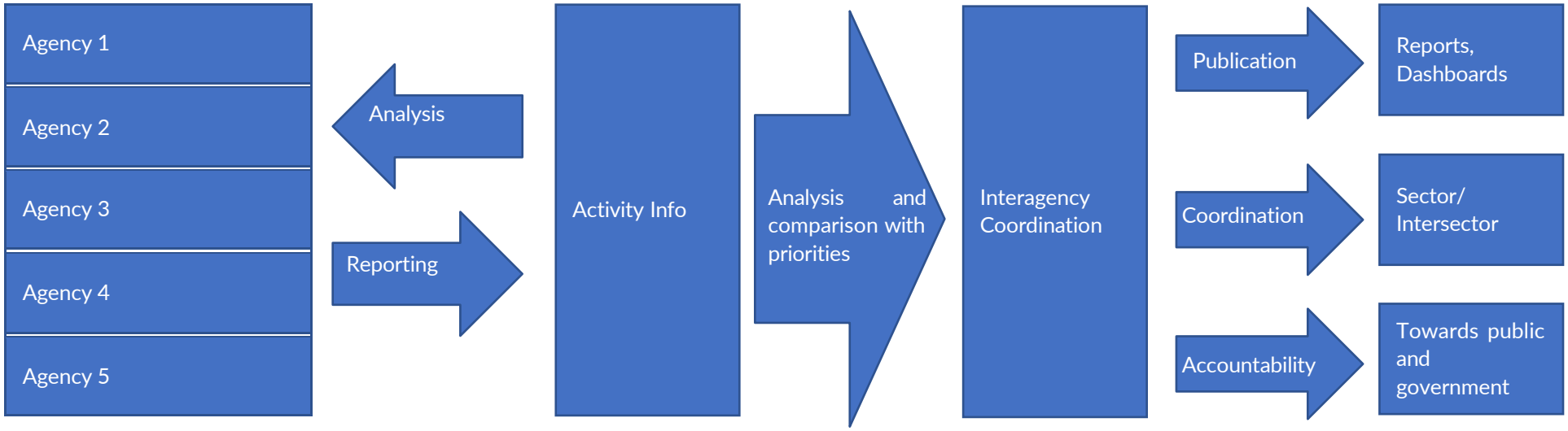
Date	What to report	Platform
20. January 2023	Activities 12.2022 & Completion of all reporting for 2022 – Closure of reporting	Activity Info 2022 Poland RRP Reporting
20. January 2023	Funding received 2022	Refugee Funding Tracker Or Kobo Forms
10. February 2023	Activities 01.2023	Activity Info / 2023 RRP Reporting Activity Reporting
10. March 2023	Activities 02.2023	Activity Info/ 2023 RRP Reporting Activity Reporting
10. April 2023	Activities 03.2023	Activity Info/ 2023 RRP Reporting Activity Reporting
14. April 2023	Funding received - first quarter 2023 – Activity Info Refugee Funding Tracker	Activity Info/ 2023 RRP Reporting Financial Reporting
10. May 2023	Activities 04.2023	Activity Info/ 2023 RRP Reporting Activity Reporting
10. June 2023	Activities 05.2023	Activity Info/ 2023 RRP Reporting Activity Reporting
10.July 2023	Activities 06.2023	Activity Info/ 2023 RRP Reporting Activity Reporting
14. July 2023	Funding received - second quarter 2023 – Activity Info Refugee Funding Tracker	Activity Info/ 2023 RRP Reporting Financial Reporting
10. August 2023	Activities 07.2023	Activity Info/ 2023 RRP Reporting Activity Reporting
10. September 2023	Activities 08.2023	Activity Info/ 2023 RRP Reporting Activity Reporting
10. October 2023	Activities 09.2023	Activity Info/ 2023 RRP Reporting Activity Reporting
13. October 2023	Funding received - third quarter 2023 – Activity Info Refugee Funding Tracker	Activity Info/ 2023 RRP Reporting Financial Reporting
10. November 2023	Activities 10.2023	Activity Info/ 2023 RRP Reporting Activity Reporting
10. December 2023	Activities 11.2023	Activity Info/ 2023 RRP Reporting Activity Reporting
10. January 2024	Activities 12.2023 & Completion of all reporting for 2023 – Closure of reporting	Activity Info/ 2023 RRP Reporting Activity Reporting
26. January 2024	Funding received - fourth quarter 2023 – Activity Info Refugee Funding Tracker	Activity Info/ 2023 RRP Reporting Financial Reporting

A. Annexes

I. Q&A

To have always the latest version of the Q&A please follow this link.

II. Reporting Process



III. Indicator Guidance

The complete Results Framework is available here.

Detailed guidance for indicators of some sectors is available here.

a. AAP

Country Indicator	Reporting Frequency	Unit	Geographical disaggregation	What to measure & report	Means of Verification
Indicator 1: # of feedback and complaints received	Monthly	Feedback	voivodeship, powiat	Feedback documented in feedback template, individual topic to be counted	Feedback templates filled
Indicator 2: # of feedback and complaints followed up	Monthly	Feedback	voivodeship, powiat	Feedback collected followed up to a solution (file closed)	Feedback case closed and result documented (also if not solution possible)
Indicator 3: # of persons involved in participatory program design and monitoring and evaluation processes	Monthly	Individuals	voivodeship, powiat	# of persons signed on participants list for: FGD, plenary discussions during evaluations and monitoring missions, interviews documented	Participation lists
Indicator 4: # of communication with communities (CwC) tools available in languages, formats and media that are culturally appropriate for and accessible to all community groups	Monthly	CwC Tools	voivodeship, powiat	tools available and uploaded to ODP AAP WG, languages available UKR, PL	tools uploaded to ODP in UKR, PL & RU
Indicator 5: # of personnel of government, non-government organizations and volunteer networks trained on AAP standards	Monthly	Individuals	voivodeship, powiat	Participants	Participation lists

b. Basic Needs

Country Indicator	Reporting Frequency	Unit	Geographical disaggregation	What to measure & report	Means of Verification
Indicator 1: # of individuals who received clothing (winter & general)	Monthly	Individuals	voivodeship, powiat	Individuals who received minimum clothing package	Distribution lists
Indicator 2: # of individuals who received food donations (Food items)	Monthly	Individuals	voivodeship, powiat	Individuals who received minimum food basket	Distribution lists
Indicator 3: # of individuals who received multipurpose cash grant	Monthly	Individuals	voivodeship, powiat	3 monthly payments, head of household 710 all other members of household 610 PLN up to four persons. Report each month number of individuals that are approved to receive 3-month payments. Report quarterly total amount that has been paid (physically transferred to PoC)	List of PoC blocked for payment in RAIS Monthly closure of accounts
Indicator 4: # of individuals who received cash for winter	Monthly	Individuals	voivodeship, powiat	1 payment of 1000 PLN per person up to 3000 PLN per household. Report each month no. of individuals that have received the payment	Bank information
Indicator 5: # individuals benefitting from cash for food grants	Monthly	Individuals	voivodeship, powiat	No of people having received payment.	List of PoC, accounting statements
Indicator 6: # of individuals who received support in livelihoods, socio-economic inclusion and access to development programs	Monthly	Individuals	voivodeship, powiat	# of individuals who received support contributing to their Socio-economic inclusion	Participation and attendance lists
Indicator 7: # of individuals supported with cash for social inclusion	Monthly	Individuals	voivodeship, powiat	Suggest not reporting against this indicator. All individuals with specific needs receiving cash assistance should be reported under row 63	NA
Indicator 8: # of individuals who received support in accessing social protection	Monthly	Service providers	voivodeship, powiat	# of persons referred to governmental social protection schemes, including but not limited to cash programs for certain groups (ie. 500 +) # of persons who received information on social protection programs # of persons who received accompaniment and translation to enable access to social protection program	Registration records from organizations delivering information, legal aid and/or supporting with interpretation and mentoring programs.

Indicator 9: # of initiatives contributing to social cohesion	Monthly	Individuals	voivodeship, powiat	# events targeting refugees from Ukraine and polish nationals to promote social cohesion # projects with mixed beneficiaries, including refugees from Ukraine, and Polish nationals	Donor reporting/ monthly reporting of organizations conducting the initiatives. Participants' list, beneficiaries lists.

c. Child Protection

Country Indicator	Reporting Frequency	Unit	Geographical disaggregation	What to measure & report	Means of Verification
Indicator 1: # of children accessing child friendly spaces	Monthly	Individuals	voivodeship, powiat	Total no. of children accessing PSS facilities (Child Friendly Spaces, Blue Dots, community-based PSS, etc. during the last month	Registration lists at PSS facilities
Indicator 2: # of unaccompanied and separated children (UASC) who were referred to and/or provided with alternative care and/or reunified	Monthly	Individuals	voivodeship, powiat	No. of individual cases of UASC referred/ assisted/ reunified	Documentation in case management system. Individual Unaccompanied and/or separated children who have been identified, referred and/or reunified to be counted.
Indicator 3: # of children at specific risk have been referred to and/or received Child Protection Case Management services /BIP	Monthly	Individuals	voivodeship, powiat	Children who are being provided with Child Protection Case Management services, including ongoing open cases.	Case Management forms.
Indicator 4: # of children and caregivers accessing Psychosocial Support Services	Monthly	Individuals	voivodeship, powiat	Total number of children and caregivers provided with psychosocial support activities.	Monitoring list of services provided.
Indicator 5: # of service providers trained on child protection	Monthly	Individuals	voivodeship, powiat	No of individuals trained	List of Participation, ToR of Training

d. Education

Country Indicator	Reporting Frequency	Unit	Geographical disaggregation	What to measure & report	Means of Verification
Indicator 1: # of children (4-6) accessing pre-primary education (formal)	Monthly	Individuals	voivodeship, powiat	The number of girls and boys (age 4-6) enrolled in formal education programs (preschools; kindergartens; zero grades) supported by an organization.	MoES data, Municipality data
Indicator 2: # of children (0-3) accessing Early Childhood Education and Care	Monthly	Individuals	voivodeship, powiat	The number of girls and boys (0-3) participating in organized Early Childhood Education and Care services (such as nurseries, daycare centers etc.).	List of children and youth
Indicator 3: # of children reached through support to caregivers	Monthly	Individuals	voivodeship, powiat	The number of children benefitting from support provided to caregivers (such as early care adaptation activities for caregivers; provision of supplies to caregivers etc.)	list of children
Indicator 4: # of children accessing formal education in Polish national education system	Monthly	Individuals	voivodeship, powiat	The number of girls and boys (age 7-19) enrolled in face-to-face formal national education supported by an organization.	MoES data, Municipality data
Indicator 5: # of children accessing Ukrainian online education	Monthly	Individuals	voivodeship, powiat	The number of girls and boys (age 7-19) enrolled in formal Ukrainian online education programs supported by an organization.	List of student numbers, Tracking through All-Ukrainian Schools online platform (TBD)
Indicator 6: # of children accessing Ukrainian schools in Poland	Monthly	Individuals	voivodeship, powiat	The number of girls and boys (age 7-19) enrolled in face-to-face formal Ukrainian education programs in Poland supported by an organization.	List of student numbers
Indicator 7: # of children accessing non-formal education	Monthly	Individuals	voivodeship, powiat	The number of girls and boys (age 0-19) accessing non-formal education programs supported by an organization. Based on different country contexts, this can include: after-school programs; alternative educational programs for small children etc.	List of trainings, education programs. List of participants
Indicator 8: # of children accessing Polish language classes	Monthly	Individuals	voivodeship, powiat	The number of girls and boys (age 4-19) accessing Polish language courses for children either face-to-face, online, hybrid or other modalities.	List of participants
Indicator 9: # of children and adolescents accessing skills development programs	Monthly	Individuals	voivodeship, powiat	The number of children and youth (6-19) participating in skill development programs (social and emotional learning, vocational skills etc.). The delivery modes can include face-to-face, hybrid, online and other.	List of participants, list of programs
Indicator 10: # of children accessing mental health and psychosocial support	Monthly	Individuals	voivodeship, powiat	The number of girls and boys (0-19) accessing mental health and psychosocial support within: education	List of individuals

				programs; additional counseling; extracurricular activities; group therapy etc.	
Indicator 11: # of parents and caregivers accessing mental health and psychosocial support	Monthly	Individuals	voivodeship, powiat	The number of parents accessing mental health and psychosocial support within: additional counseling; group therapy etc.	List of individuals
Indicator 12: # of children referred to available education opportunities	Monthly	Individuals	voivodeship, powiat	The number of children reached and provided with information for enrolment in any form of education (formal, non-formal and informal) through outreach programs.	List of children and youth
Indicator 13: # of children receiving learning materials (6-17)	Monthly	Individuals	voivodeship, powiat	Number of children who have received/benefited from school supplies in both formal, and non-formal settings. This includes supplies for safe learning; pens, pencils, notebooks, school bags, binders, and any other type of supplies that are not considered curriculum or textbooks	List of children and youth, documentation of receipt
Indicator 14: # of children receiving digital learning devices	Monthly	Individuals	voivodeship, powiat	Number of children who have received digital learning devices in both formal, and non-formal settings. This includes tablets, laptops etc.	List of children and youth, documentation of receipt
Indicator 15: # of children receiving kits for Early Childhood Education (0-5)	Monthly	Individuals	voivodeship, powiat	The number of children (age 0-6) benefitting from kits for early childhood education	List of children, documentation of receipt
Indicator 16: # of children receiving recreational kits, including toys, sport equipment	Monthly	Individuals	voivodeship, powiat	The number of children (age 6-19) benefitting from recreational kits	List of youth, documentation of receipt
Indicator 17: # of children benefiting from classroom equipment (furniture and ICT)	Monthly	Individuals	voivodeship, powiat	The number of children (0-19) who benefitted from classroom furniture and equipment (desk, chairs, blackboards, laptops, interactive boards etc.)	List of children and youth, documentation of receipt
Indicator 18: # of children benefiting from transportation	Monthly	Individuals	voivodeship, powiat	The number of children supported to get to and from formal school or nonformal education activities in schools, learning centers, cultural houses or community spaces. This could be transportation on buses or any other vehicle.	List of children and youth
Indicator 19: # of children receiving (text)books	Monthly	Individuals	voivodeship, powiat	The number of children (age 6-19) who received textbooks based on national curriculum in formal education	List of children and youth
Indicator 20: # of children benefiting from playground equipment	Monthly	Individuals	voivodeship, powiat	The number of children who benefitted from playground equipment	Monthly average of beneficiaries using demographic data
Indicator 21: # of education actors trained	Monthly	Individuals	voivodeship, powiat	Number of teachers and education personnel that completed trainings (which can include in-service training on inclusive education, psychosocial support, pedagogical skills, classroom managements, positive discipline, life skills, technical and vocational training, and citizenship	List of trainings, education programs. List of participants

				education programs, remote teaching pedagogy etc.) delivered face-to-face, remotely and/or using blended approaches.	
Indicator 22: # education personnel supported with mental health and psychosocial support	Monthly	Individuals	voivodeship, powiat	The number of teachers and education personnel accessing mental health and psychosocial support within counseling; workshops; group therapy etc.	List of individuals
Indicator 23: # Ukrainian teachers supported with financial compensation	Monthly	Individuals	voivodeship, powiat	The number of teachers and education personnel currently receiving financial compensation for their support in various educational activities	List of individuals
Indicator 24: # of teachers and education personnel receiving teaching resources, kits and guides	Monthly	Individuals	voivodeship, powiat	The number of teachers/facilitators receiving teaching resources to facilitate effective learning in formal and non-formal settings (for ex. chalk, blackboard paint, rulers, whiteboard markers) and teaching kits and/or guides (pedagogical contents, textbooks, teaching guides and materials etc.)	List of teachers
Indicator 25: # of teachers and education personnel receiving digital learning devices	Monthly	Individuals	voivodeship, powiat	The number of teachers/facilitators receiving ICT equipment (for ex. laptops) to facilitate effective learning in formal and non-formal settings	List of teachers, documentation of receipt
Indicator 26: # of parental engagement activities supported or established	Monthly	Activity	voivodeship, powiat	The number of parental engagement activities for social and emotional support for their children, Parent Teacher Associations (PTAs), parent-teacher-school feedback mechanisms and platforms, language courses, trainings etc. supported or established	List of activities, list of individuals
Indicator 27: # of children participating in catch-up classes outside of the formal education system	Monthly	Individuals	voivodeship, powiat	The number of children participating in catch-up classes outside of the formal education system	List of participants
Indicator 28: # of Back To Learning campaigns conducted	Monthly	Campaign	voivodeship, powiat	Number of Back To Learning campaigns which are intensive advocacy and communication efforts aimed at mobilizing governments, communities, donors and partner organizations to get children back to learning.	Campaign materials and duration
Indicator 29: # of national legal/policy framework that is operational and enforced to protect education rights of refugee children	Monthly	legal/ policy framework	voivodeship, powiat	The number of signed national workplans, legal/policy framework that is operational and enforced to protect education rights of refugee children	signed documents

e. Gender Based Violence

Country Indicator	Reporting Frequency	Unit	Geographical disaggregation	What to measure & report	Means of Verification
Indicator 0: # of GBV Referral Pathways Established and Functional	Quarterly	Referral Pathways	voivodeship, powiat	referral pathway on voivodeship level functional and documented in UKR, PL, RU (only UNHCR reports on this indicator)	Documentation uploaded to ODP GBV by UNHCR. – only tracked by UNHCR
Indicator 1: # of trained participants who increased their GBV knowledge on prevention and response (segregated by AGD)	Monthly	Individuals	voivodeship, powiat	Number of individuals; males and females (UN agencies, I/NGOs, partners, authorities, volunteers) that received GBV training.	List of Participation, ToR of Training, training evaluation
Indicator 2: # of Men/Women/Girls/Boys who reached by GBV prevention and empowerment activities	Monthly	Individuals	voivodeship, powiat	number of individuals (Women/Girls/Men and Boys) received: • Information on services/ awareness raising session related to GBV and trafficking. • Life skills and empowerment services in WGSS or other centers. Measuring reach on social media platforms can be done by the number of interactions (likes, comments and share) on posts, photos and videos. • Gender transformative/ Behavior change programs Measuring reach on social media platforms can be done by counting the number of interactions (likes, comments and share).	Attendance numbers, social media reports and evaluation forms. # of informative SMS/leaflets distributed
Indicator 3: proportion of individuals accessed GBV response services	Monthly	Percentage	voivodeship, powiat	Numerator: Total number of individuals (Women/Girls/Men and Boys) received GBV specialized services: GBV case management services, health (including SRH/CMR, psychosocial support, legal protection/services, cash assistance, specialized hotlines, etc.). Denominator: Total # of persons (GBV and non-GBV survivors/at risk of GBV) who benefited from GBV services # of survivors received GBV services/number of individuals (survivors and not survivors benefited from the services	case management reports, referrals, follow up forms, hotline/helpline reports (the organization's internal reports)

f. Health & Nutrition

Country Indicator	Reporting Frequency	Unit	Geographical disaggregation	What to measure & report	Means of Verification
Indicator 1: # People supported in accessing health care services	Monthly	Individuals	voivodeship, powiat	Includes: # Individual provided with health consultations + # Individuals referred / transferred to Polish National Health service (including Medevac patients) # Individuals reached with health information / information on how to access primary / specialist health services	Documentation of consultations / referrals / transfers / Medevac Documentation of health / communications materials made available and distributed
Indicator 2: # People trained to provide health services to refugees and host population	Monthly	Individuals	voivodeship, powiat	# of Individuals trained / # of participants during training	Training ToR & announcement Participant list of trainings (sign-in sheet)
Indicator 3: Proportion of provide health care and received health care	Monthly	Proportion	voivodeship, powiat	Result from national / subnational surveys	Official survey report
Indicator 4: # Consultations provided for mental health & psychosocial support	Monthly	Consultations	voivodeship, powiat	Consultations by trained MHPSS staff + clinical mental health staff	Documentation of consultations

g. Mental Health and Psychosocial Support (MHPSS)

Country Indicator	Reporting Frequency	Unit	Geographical disaggregation	What to measure & report	Means of Verification
Indicator 1: # of sessions for focused psychosocial support (refers to individual level psychosocial services including brief interventions conducted by all MHPSS staff, including PFA, PM+)	Monthly	Consultations	voivodeship, powiat	Sessions not individuals. The length of consultations counted here should be minimum 45 mins. Consultations could be one time or more depending on intervention used. Each consultation should be counted separately.	Registry of consultations, Session notes/progress notes for follow up sessions
Indicator 2: # of consultations in clinical mental health (refers to specialized level mental health consultations by psychiatrist/mhGAP/ psychologist)	Monthly	Consultations	voivodeship, powiat	Consultations not individuals. The length of consultation counted here should be minimum 30mins. Consultations could be one time since there are government services that are accessible or could be on continues basis. Each consultation should be counted separately.	Registry of consultations, Case files which should be stored with privacy measures in mind
Indicator 3: # of cases referred externally - MHPSS Referrals	Monthly	Individuals	voivodeship, powiat	Individual that are referred	Record of initial assessment of needs or session notes
Indicator 4: # of individuals trained (staff, refugees, gov't officials, volunteers trained) - MHPSS Trainings	Monthly	Individuals	voivodeship, powiat	Participants of training (minimum half day)	Attendance sheet with signature of participants, training report with photos
Indicator 5: # of participants in community psychosocial group activities - MHPSS	Monthly	Individuals	voivodeship, powiat	Participants benefiting from group activities	Attendance sheet, Activity report with photo
Indicator 6: # of individuals receiving focused psychosocial support- MHPSS refers to individual level psychosocial services including brief interventions conducted by all MHPSS staff, including PFA, PM+)	Monthly	Individuals	voivodeship, powiat	Individuals receiving focused psychosocial support	Registration of case opening, Case files which should be stored with privacy measures in mind

h. Protection

Country Indicator	Reporting Frequency	Unit	Geographical disaggregation	What to measure & report	Means of Verification
Indicator 1: # of individuals who received cash assistance for protection	Monthly	Individuals	voivodeship, powiat	# of persons with specific needs who received cash assistance	Registration records from organization delivering cash, identifying the specific need of the beneficiaries
Indicator 2: # of individuals receiving individual legal assistance support	Monthly	Institutions	voivodeship, powiat	# Individuals that received legal counselling (please do not include general information, which is covered below)	Records of beneficiaries receiving in person (individual or group basis) legal assistance and/or remote legal assistance (including hotlines)
Indicator 3: # of individuals with Specific Needs provided with targeted protection assistance	Monthly	Individuals	voivodeship, powiat	# Individuals with specific needs (women at risk, children at risk, elderly at risk, medical condition, disability, etc.) receiving targeted support to address and mitigate their exposure to protection risks, including but not limited to referrals. Please note this should not include persons with SNs supported with cash (indicator#1), persons with SNs supported in accessing social protection (indicator #3), persons with SNs supported with legal aid (#5), persons with specific needs receiving information (#7)	Records on referrals and case management.
Indicator 4: # of individuals receiving information on services and refugees' rights in a relevant language	Monthly	Individuals	voivodeship, powiat	Please note that individuals receiving information and advice on legal aspects should be included on indicator #5. This should be inclusive of information provided in person and/or through helplines	Records of beneficiaries receiving in person information (individual and/or group basis) on services and/or remote information provision (including hotlines)
Indicator 5: # persons trained on protection principles	Monthly	Individuals	voivodeship, powiat	# of persons trained on refugee protection and human rights	List of Participants and ToRs of the training

i. Prevention of Sexual Exploitation and Abuse (PSEA)

Country Indicator	Reporting Frequency	Unit	Geographical disaggregation	What to measure & report	Means of Verification
Indicator 1: # of personnel provided with training (UN agencies, INGOs, local organizations and volunteers) on PSEA	Monthly	Individuals	voivodeship, powiat	No of individuals trained	List of Participation, ToR of Training
Indicator 2: # of government representatives trained on PSEA	Monthly	Individuals	voivodeship, powiat	No of individuals trained	List of Participation, ToR of Training
Indicator 3: # of key sites (e.g. cash enrolment sites, blue dots, transit centers, border crossing points, community centers, etc.) reached with communications materials on PSEA, how to report on SEA and how to access victim/survivor centered assistance	Monthly	Site	voivodeship, powiat	No of key sites	List of Sites and communications materials made available to this specific site

j. Shelter & Non-Food Items (SNFI)

Country Indicator	Reporting Frequency	Unit	Geographical disaggregation	What to measure & report	Means of Verification
Indicator 1: # of individuals supported with cash for rent	Monthly	Individuals	voivodeship, powiat	No. of individuals that have received payment for Cash for Rent Amount paid during that month Number of months payment has to cover	Payment receipts, accounting documentation, rental contract
Indicator 2: # individuals benefitting from transport	Monthly	Individuals	voivodeship, powiat	No. of individuals transported	Log Book of Cars used Receipts of transport service providers
Indicator 3: # individuals benefitting from cash for transport	Monthly	Individuals	voivodeship, powiat	No. of people received payment for transport (each individual payment to be counted "person + amount")	payment receipts either signed by PoC upon reception of cash or receipts from transport company
Indicator 4: # individuals provided improved and adequate conditions within individual accommodation	Monthly	Individuals	voivodeship, powiat	No. of individuals	assessments of accommodation, documentation on renovation works (bill by enterprise)
Indicator 5: # of individuals provided with information on housing	Monthly	Individuals	voivodeship, powiat	No. of Individuals participated in individual counselling, information events, received information brochures	Documentation of information events, information materials, participation lists
Indicator 6: # individuals placed in transitional/short-term accommodation (host or rental, up to 30-days)	Monthly	Individuals	voivodeship, powiat	No. of PoC placed in accommodation that allows only for transitional or short term stay with contracts for less then 31 days	Visitors lists of transitional, short-term accommodation
Indicator 7: # individuals supported with individual accommodation (host or rental, more than 30-days)	Monthly	Individuals	voivodeship, powiat	No. of PoC placed in accommodation for long term and who have a contract that ensures their stay for a minimum period of 31 days	List of individuals, assessments of accommodation
Indicator 8: # individuals provided adequate conditions for emergency accommodation (CCs and accommodation centers)	Monthly	Individuals	voivodeship, powiat	No of PoC placed in emergency accommodation approved to be of adequate standard	Assessment of locations and approval of emergency accommodations to be used, list of approved emergency accommodation available to humanitarian community, list of individuals provided with emergency accommodation
Indicator 9: # sites or institutions supported financially; total value	Monthly	Site	voivodeship, powiat	No. of sites approved to received financial support - monthly Total amount of financial support paid - quarterly	List of sites approved for financial support, MoU, Accounting statements
Indicator 10: # collective sites supported with essential NFIs	Monthly	Site	voivodeship, powiat	no. of sites NFI Kits distributed	Distribution lists, needs assessment shared on ODP

k. Water, Sanitation and Hygiene (WASH)

Country Indicator	Reporting Frequency	Unit	Geographical disaggregation	What to measure & report	Means of Verification
Indicator 1: # of individuals benefitting from hygiene kits provision	Monthly	Individuals	voivodeship, powiat	No. of PoC having received Hygiene Kit containing following items: _____) Usually such kits contain: soap and shampoo, toothbrush and toothpaste. hand towel. soap for laundry. razor and shaving cream, comb, brush, sanitary towels and baby diapers, toilet paper, anal cleansing recipient)	Distribution lists
Indicator 2: # individuals benefitting from MHM kits provision	Monthly	Individuals	voivodeship, powiat	No. of PoC having received MHM kit containing: _____ Usually MHM kits contain: pack of reusable sanitary pads which included 5, absorbing liners (3 winged pads + 2 straight pads). Plastic bucket, 6 Litres, with lid. plastic coated rope, Plastic pegs, pack of 8, 350 grams laundry soap, 220 grams personal bathing soap, Underwear, 100% cotton, not white, Medium size, Underwear, 100% cotton, not white, Large size, Use, care and disposal instructions (Kit B - reusable), Polyethylene storage bag, with drawstring	Distribution lists