ActivityInfo in CCY

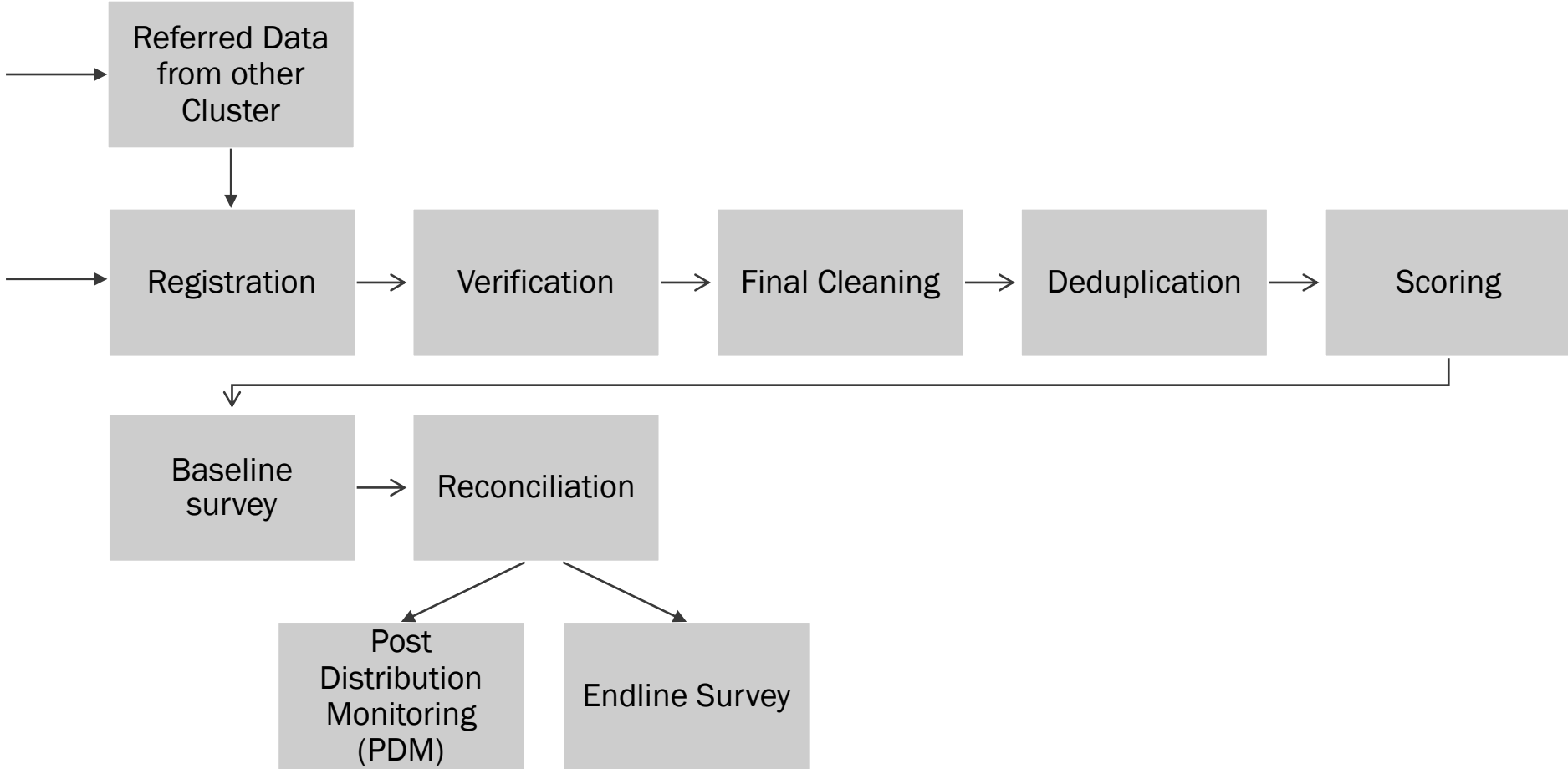Cash Consortium of Yemen

2023

Overview
(Type of Cash Program)

The Cash Consortium of Yemen (CCY) is a collaboration between DRC, NRC, ACTED, MC, SI and IOM.

The CCY was formed as a response to the agreed need for a cohesive Multi-Purpose Cash Assistance (MPCA) strategy for the most vulnerable conflict-affected households in Yemen. Interoperability and harmonization between various agencies' data systems, core to the strategy of the consortium, will enable a comprehensive sequencing and transitioning between various types of humanitarian and longer-term programming.

Cash Program Workflow

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                ┌──────────────┐
                │ Referred Data│
        ───────▶│  from other  │
                │   Cluster    │
                └──────┬───────┘
                       │
                       ▼
 ┌──────────────┐  ┌──────────────┐  ┌──────────────┐  ┌──────────────┐  ┌──────────────┐
 │              │  │              │  │              │  │              │  │              │
─│ Registration │─▶│ Verification │─▶│Final Cleaning│─▶│ Deduplication│─▶│   Scoring    │
 │              │  │              │  │              │  │              │  │              │
 └──────────────┘  └──────────────┘  └──────────────┘  └──────────────┘  └──────┬───────┘
        ◀──────────────────────────────────────────────────────────────────────┘
 ┌──────────────┐  ┌──────────────┐
 │   Baseline   │  │              │
 │    survey    │─▶│Reconciliation│
 │              │  │              │
 └──────────────┘  └──────┬───────┘
                    ┌──────┴──────┐
                    ▼             ▼
            ┌──────────────┐ ┌──────────────┐
            │     Post     │ │              │
            │ Distribution │ │Endline Survey│
            │  Monitoring  │ │              │
            │    (PDM)     │ │              │
            └──────────────┘ └──────────────┘
```

Challenges Faced

1. **Data Management & Integration Challenge**: Handling beneficiary data securely and ensuring accuracy while establishing an Integrated Master Database for program and MEAL activities

2. **Coordination Difficulty**: Meeting higher management's need for data and analysis to track team progress, including ongoing tasks and their status, poses coordination challenges

3. **Monitoring and Evaluation Complexity**: Evaluating the impact of cash-based programs requires resource-intensive monitoring and evaluation systems to collect precise data and measure outcomes

4. **Scalability Challenge**: Adapting programs to growing demand and evolving needs while adhering to updated frameworks is a significant scalability challenge

5. **Reconciliation and Fund Tracking**: Tracking fund utilization, partner performance, and accurate allocation and expenditure records is complex.

Type of System was Built

- Our system consisted of a combination of R, Excel, and Kobo.

- Kobo was used for data collection.

- R was employed for data cleaning, deduplication, scoring, and analysis.

- Excel served as both a master sheet and for specific stages like vulnerability assessment, verification, scoring, and final distribution.

- We also maintained a separate tracking Excel for monitoring.

Challenges Faced with the Old System

1. Partners required timely access to their Kobo data.

2. Difficulty in distinguishing data belonging to specific data collection activities.

3. Sometimes partners field teams did not finish uploading all the submissions when they requesting cleaning from the CCY.

4. Inconsistent and time-consuming data cleaning methods by partners.

5. Partners sometimes mixed up tools or entered incorrect QA_Codes.

6. Delays caused by back-and-forth communication between CCY and partners.

7. The need for a way to track changes made by partners during the final verification step.

8. The necessity to allow exclusions based on partner expertise during the final step.

9. Variations in tracking methods among partners.

10. Partners and IM occasionally modified Bio data after the CCY sent the final distribution list.

11. Sometimes partners uploaded PDM/Baseline/Endline submissions without informing the CCY.

12. Partners occasionally stored CCY data alongside other data, making tracking and reconciliation challenging.

ActivityInfo

Search for a database, folder or form...

Databases | My reports | Documentation | Languages | Asmahan Abdulqader ▾ | Logout

DATABASES › CCY PARTNER DATABASE › MAIN FORM
Main Form

⚙ Form settings

⊕ Add record | ⊕ Collection link ▾ | ⊕ Import | ⊕ Export ▾ | ▥ Analyze ▾ | ⊕ Select columns

Partner Prefix	Date	Current Status	Direction_Perm...	RRM_Partner	Governorate La...	Partner Batch C...	Referral Intake	Vulnerability As...	Verification Form	Baseline Form	Post Distributi...	Endline Form	Distribution List	Shadow For Ver...	Cleaning List	PII_Vuln_Assess
SI	2023-09-22	Ready for Baselin...	South	DEEM	Taizz	SI_20230922	92 records	92 records	0 records	0 records	0 records	0 records	298 records	0 records	313 records	92 records
SI	2023-09-24	Ready for Baselin...	South	CARE	Abyan	SI_20230924	116 records	116 records	0 records	0 records	0 records	0 records	241 records	0 records	55 records	116 records
ACTED	**2023-09-03**	**Ready for Baselin...**	**South**		**Al Dhale'e**	**ACTED_20230903**	**0 records**	**850 records**	**170 records**	**0 records**	**0 records**	**0 records**	**2130 records**	**170 records**	**364 records**	**850 records**
DRC	2023-09-25	Ready for Baselin...	North	VHI	Al Hudaydah	DRC_20230925	10 records	10 records	0 records	2 records	0 records	0 records	30 records	0 records	7 records	10 records
SI	2023-09-21	Ready for Baselin...	South		Abyan	SI_20230921	0 records	507 records	22 records	66 records	0 records	0 records	1493 records	22 records	725 records	507 records
NRC	2023-08-23	Ready for Baselin...	North		Hajjah	NRC_20230823	0 records	926 records	107 records	62 records	0 records	0 records	2620 records	107 records	493 records	926 records
ACTED	2023-08-22	Ready for Baselin...	South		Al Dhale'e	ACTED_20230822	0 records	1606 records	344 records	0 records	0 records	0 records	4710 records	343 records	1085 records	1606 records
DRC	2023-09-09	Ready for Baselin...	South	IOM	Al Hudaydah	DRC_20230909	109 records	108 records	0 records	17 records	0 records	0 records	315 records	0 records	241 records	108 records
MC	2023-06-04	Ready for Baselin...	South		Taizz	MC_20230604	0 records	422 records	414 records	0 records	0 records	0 records	1410 records	414 records	211 records	422 records
NRC	2023-09-05	Waiting for R1 Re...	North		Al Hudaydah	NRC_20230905	0 records	73 records	4 records	2 records	0 records	0 records	200 records	4 records	44 records	73 records
SI	2023-09-07	Waiting for R1 Re...	South	CARE	Abyan	SI_20230907	43 records	43 records	0 records	9 records	0 records	0 records	144 records	0 records	50 records	43 records
DRC	2023-09-10	Waiting for R1 Re...	North	VHI	Al Hudaydah	DRC_20230910	50 records	50 records	0 records	6 records	0 records	0 records	117 records	0 records	18 records	50 records
SI	2023-09-08	Waiting for R1 Re...	South	DEEM	Taizz	SI_20230908	254 records	254 records	0 records	42 records	0 records	0 records	975 records	0 records	316 records	254 records
MC	2023-07-16	Ready for Baselin...	South		Taizz	MC_20230716	0 records	201 records	45 records	32 records	0 records	0 records	570 records	45 records	122 records	201 records
ACTED	2023-08-07	Ready for Baselin...	South		Al Dhale'e	ACTED_20230807	0 records	168 records	168 records	56 records	0 records	0 records	694 records	168 records	1232 records	168 records
ACTED	2023-08-14	Ready for Baselin...	South	DEEM	Al Dhale'e	ACTED_20230814	79 records	27 records	0 records	9 records	0 records	0 records	96 records	0 records	47 records	27 records
DRC	2023-08-08	Waiting for R1 Re...	South		Lahj	DRC_20230808	0 records	127 records	36 records	20 records	0 records	0 records	473 records	36 records	100 records	127 records
DRC	2023-09-08	Waiting for R1 Re...	South	DEEM	Lahj	DRC_20230908	3 records	3 records	0 records	2 records	0 records	0 records	9 records	0 records	1 records	3 records
DRC	2023-08-23	Ready for Baselin...	South	IOM	Al Hudaydah	DRC_20230823	377 records	369 records	0 records	72 records	0 records	0 records	1097 records	0 records	2252 records	369 records
SI	2023-08-23	Waiting for R2 Re...	South	CARE	Abyan	SI_20230823	41 records	40 records	0 records	5 records	1 records	0 records	70 records	0 records	109 records	40 records

ActivityInfo

Designing a structured workflow that streamlines our operations, allowing for the creation of lists that encompass all necessary actions within a single list.

Program Team

Monitoring, Evaluation, Accountability & Learning (MEAL) Team

Challenges Solved using ActivityInfo

Designing a structured workflow that streamlines our operations, allowing for the creation of lists that encompass all necessary actions within a single list:

1. Enabling Higher Management to effectively coordinate and oversee their teams, with each team having access solely to their relevant forms and data. This ensures that each partner can access their data and keep track of their team's uploaded information.

2. Implementing a system where each Activity has a dedicated form, minimizing the risk of errors, and establishing a link with a unique identifier to ensure that verification and MEAL activities are carried out accurately, while also simplifying the process of monitoring modifications and changes.

3. Facilitating the easy tracking of the percentage of completed MEAL activities.

4. Simplifying the process of updating forms and adding data, especially when the framework undergoes changes.

5. Establishing a mechanism to track reconciliation and link it to MEAL activities, ensuring timely receipt of reconciliation data and allowing for informed cleaning and consideration of MEAL activities as final.

6. Empowering partners to utilize ActivityInfo as a primary tracking tool, which is kept up-to-date.

7. Developing an application linked to ActivityInfo that allows partners to modify specific data only, once there is a need to update the Bio data after the distribution list was generated.

Best Practices & Tips

1. Invest effort in identifying an optimal workflow structure.

2. Implement a pilot structure to assess its suitability and determine if there's a more effective option.

3. It's not mandatory for the structure in ActivityInfo to mirror the one utilized in Excel or other platforms, since it can be more easier and flexible in ActivityInfo.

Thank you