



ActivityInfo

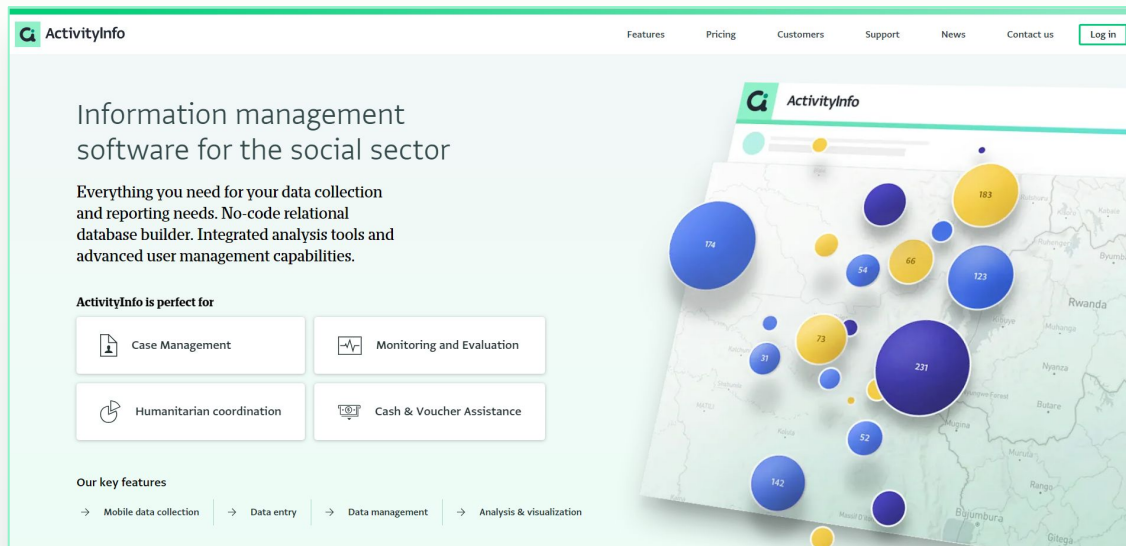
Deploying an Information Management System for Emergency Response

Starting shortly, please wait!

Presented by the ActivityInfo Team

All in one information management software for humanitarian and development operations.

- Track activities, outcomes
- Beneficiary management
- Surveys
- Work offline/online

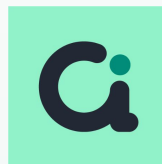


BeDataDriven Mission



Provide the UN and NGOs with a standard, easy-to-use and comprehensive data management platform so that as many organizations as possible can become data-driven to achieve better outcomes for rights holders worldwide.

BeDataDriven pursues this mission by building and helping organizations implement ActivityInfo.



ActivityInfo

ActivityInfo

An end-to-end solution for M&E data management

Data collection

Easily collect the data you need from anywhere

The screenshot shows a mobile app interface for data collection. It features a form with several input fields, each with a green checkmark icon and a 'YES' button. The fields are labeled: 'Division Name' (with 'Barakal' entered), 'District Name' (with 'Bargano' entered), 'Upazila Name' (with 'Amdali' entered), and 'Union Name' (with 'Chhata Bagl' entered). At the bottom, there are 'Previous' and 'Next' buttons. The top of the screen shows 'UNION NAME' and 'DIVISION NAME'.

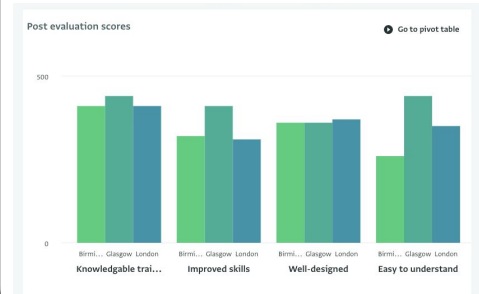
Data management

Organize your information according to your workflow

The screenshot shows a web interface for data management. It features a hierarchical folder structure. On the left, there is a 'REFERENCE' section with a 'Select a form to reference' dropdown. The main area displays a list of folders and forms. The folders are: 'Czech Republic', 'Côte D'Ivoire', 'Democratic People's Republic of Korea', 'Democratic Republic of Congo', 'Denmark', 'Djibouti', and 'Provisional'. The forms are: 'Aire de Sante (2015)', 'Aire de Santé', 'District', 'Groupement', 'Province', 'Province (2015)', and 'Secteur'. A green box highlights the 'Democratic Republic of Congo' folder and the 'District' form.

Data analysis

Generate actionable insights in real-time



The diagram illustrates the 8 steps of the data science process in a circular flow:

1. GENERATION
2. COLLECTION
3. PROCESSING
4. STORAGE
5. MANAGEMENT
6. ANALYSIS
7. VISUALIZATION
8. INTERPRETATION

Accompanying the diagram are three screenshots:

- A data entry form with fields for "Date of reporting", "Province", "Theme of assistance", and "# households participating".
- A code editor showing an if-statement: `IF(AGE < 10, 5, 0)` with nested conditions for gender, disability, and number of children.
- A network diagram showing data replication across three regions: Region 1 (west), Region 2 (north), and Region 3 (south), each with a "Full Replica" box.

ActivityInfo Users



Aga Khan Agency for Habitat



Meet your instructor



Eliza Avgeropoulou

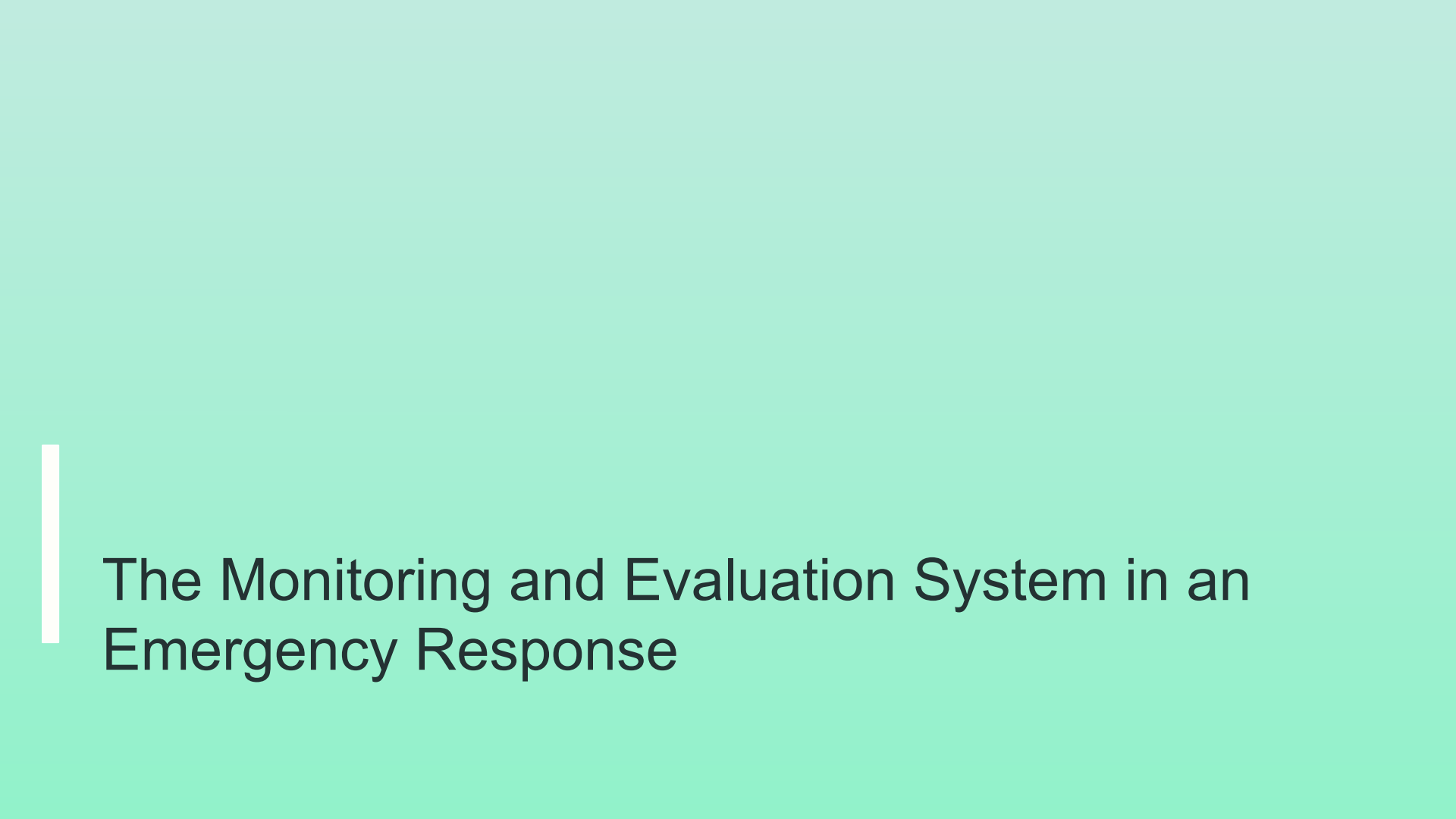
Senior Monitoring and Evaluation Implementation
Specialist
BeDataDriven



ActivityInfo

Outline

- How is the M&E system different in an Emergency situation?
 - Standards for Monitoring and Evaluation in Emergencies
 - Informal and Formal Monitoring of an Emergency Response
- The Information Management System in an Emergency Response
 - Steps in setting up an Information Management system in Emergencies
 - Common challenges
 - Practical tips for deploying an Information Management System with the use of a case study in ActivityInfo
- QandAs



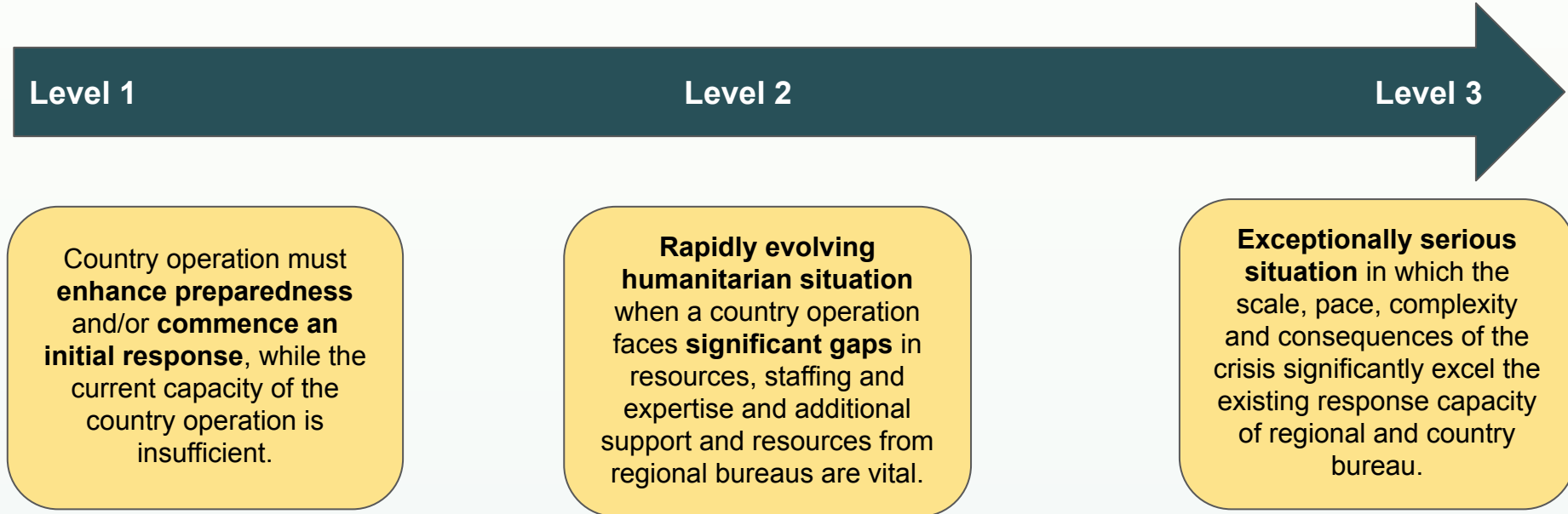
The Monitoring and Evaluation System in an Emergency Response

How do we define the “Emergency Response”?

humanitarian crisis or disaster which either threatens to cause **new forced displacement**, **loss of life** or **other serious harm**, or which significantly **affects** the **rights** or **well-being** of displaced and stateless persons, unless immediate action is taken

the humanitarian crisis must demand **exceptional measures** because current government and UNHCR capacities are inadequate for a predictable and effective response

Different levels of an Emergency Response





Standards for Monitoring and Evaluation

The purpose of Monitoring and Evaluation

Primary purpose

01

Assess satisfaction with the response in all evaluative processes.

02

Establish a formal feedback mechanism to capture both positive and negative feedback and suggestions from community members.

Formal feedback mechanism

Feedback mechanisms

1. Ask community members if they know how to give feedback - provide clear instructions
2. Consider measures to increase awareness
3. Respond promptly to the feedback
4. Accountability related questions should be included in monitoring tools and evaluative processes

Evaluative process

Real - time evaluations

an evaluation in which the primary objective is to provide feedback in a participatory way in real time

1. In-depth information on the appropriateness, relevance, effectiveness, connectedness, sustainability, coverage and coordination of the response.
2. A real-time evaluation six to eight weeks after an emergency response begins
3. Primarily through qualitative data collection - Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs)

Monitoring and Evaluation standards

Monitoring and Evaluation (M&E) Standards

01

Monitor the relevance, effectiveness and quality of the response to increase accountability to the people we serve

02

Early monitoring systems are simple, use-oriented and flexible to accommodate change in context and activities

03

Create a formal M&E system for the overall response as soon as the situation stabilizes

How is Monitoring evolving?

Immediate response

Situation stabilizes

Changing emergency context

Goods and services delivered

Actual use of inputs

Intermediate Result level monitoring

Strategic Objective level changes

What does simple and flexible mean?

Simple early monitoring systems: Four Cs

01

Count progress towards outputs

02

Check the appropriateness and effectiveness

03

Change response as needed

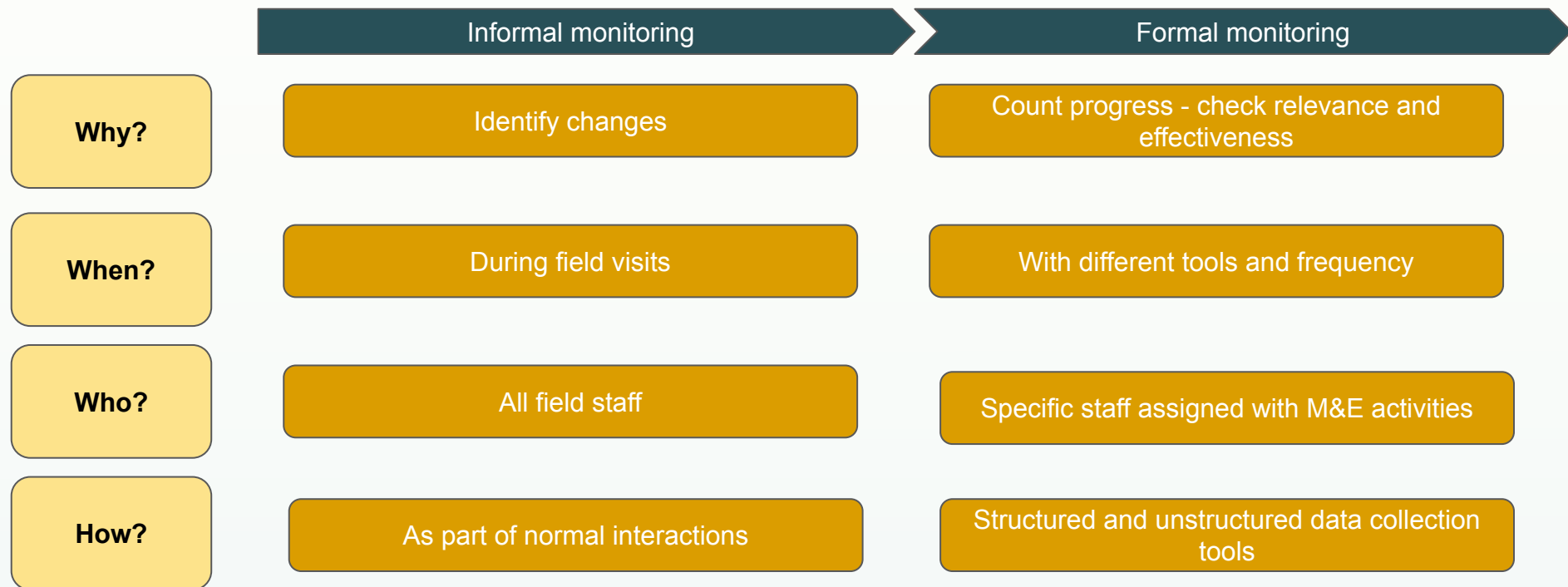
04

Communicate progress and results

Simple early monitoring systems: Four Cs

01	Count progress towards outputs	<ul style="list-style-type: none">• progress toward activities and output-level indicators• determine if targets are being met in a timely manner
02	Check the appropriateness and effectiveness	<ul style="list-style-type: none">• light monitoring of IR-level indicators• collection of data on satisfaction and feedback from the people we serve• consider triangulation
03	Change response as needed	<ul style="list-style-type: none">• adjust specific activities in the response if the monitoring data indicate that the support provided is not meeting quality standards
04	Communicate progress and results	<ul style="list-style-type: none">• required for strong community and donor accountability

Formal and informal



Formal and informal

The diagram illustrates the differences between Informal and Formal monitoring. It features a table with four rows representing different aspects of monitoring: What, Who to ask, Analysis, and Use. The columns are Informal monitoring and Formal monitoring, each represented by a dark blue arrow pointing right. The table cells are yellow boxes with black text.

	Informal monitoring	Formal monitoring
What?	Look for unanticipated changes	Level of participation, timing, satisfaction, needs, access to services
Who to ask?	Everyone	Purposeful samples
Analysis	Daily and weekly debriefs	Debrief meetings
Use	Act immediately	Act immediately

Key considerations of Monitoring

Sampling

1. Determine what type and amount of data are good enough to make decisions
2. Don't use representative data

Collection

1. Include open-ended questions
2. Create a good enough database for easy real time data collection

Analysis and use

1. Real time data analysis - during meetings
2. Look for changes in the context
3. Document any changes

How do we move from simple to formal?

Creating a formal M&E system

Immediate response

Situation stabilizes

Donor compliant results framework
statements and indicators

Revise and adjust

Add relevant Strategic Objectives and/or Intermediate
Results

Best practices

01

Consult the Sphere Handbook

02

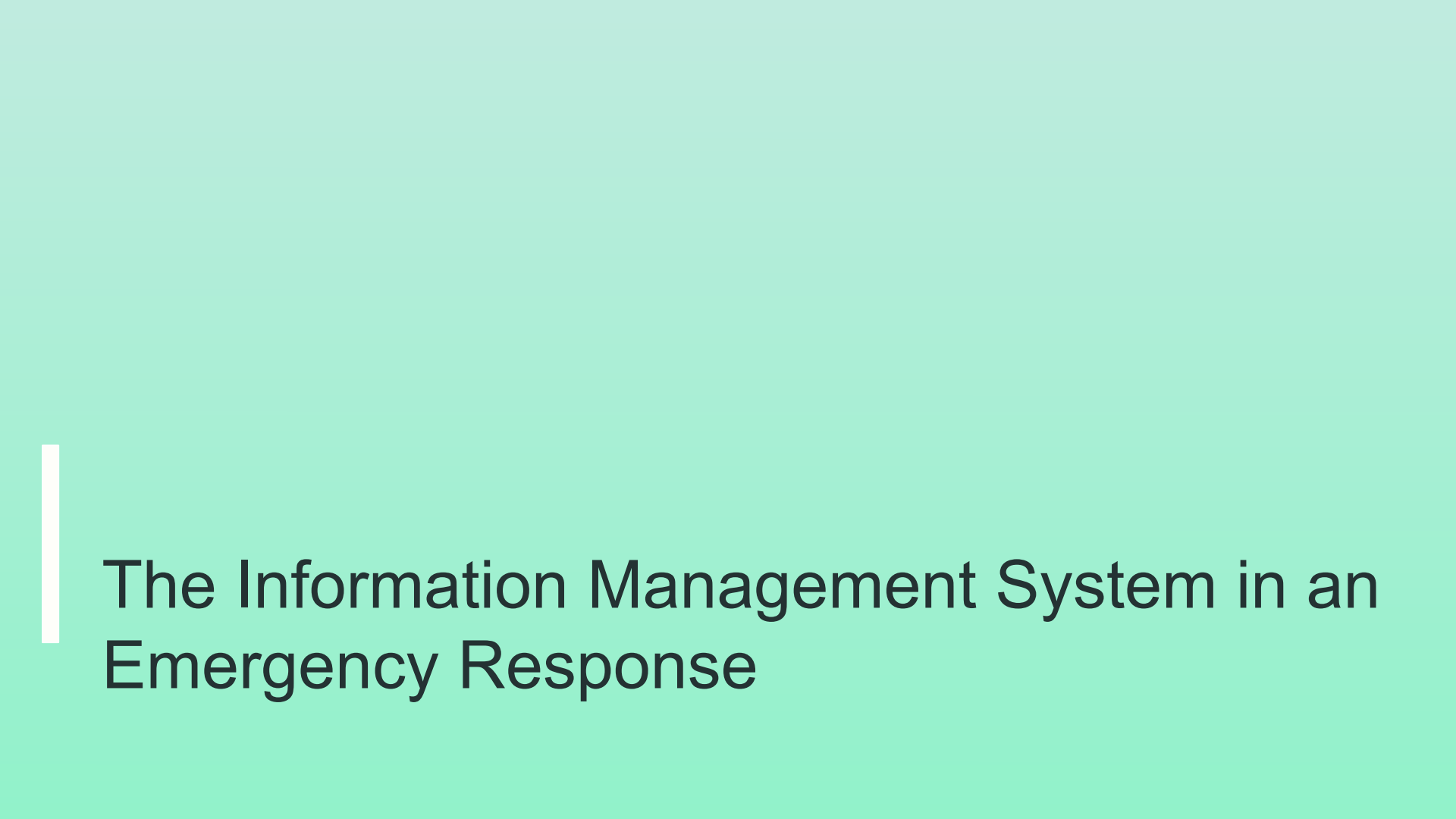
Create one Strategic Objective per intervention area or sector

03

Reflect accountability in the results framework

04

Include all donor-required indicators



The Information Management System in an Emergency Response

The Information Management System (IMS)



Effective IMS allows for better decisions to be made faster

In Emergency

01

Simplicity

02

Flexibility

03

Consistency

Principles of Humanitarian Information Management and Exchange

Steps to set up an Information Management System

Steps

Planning

- M&E planning documents - data and reports requirements
- Internal policies and procedures- Does our project require a data privacy impact and assessment? Data sharing agreements?
- Data flows - roles and permissions

Output: System requirements and data model

Design

- Data collection and data visualization tool choice
- Database design
- Report design
- Naming conventions for files under the data collection system in place

Output: Database design, reports design

Launch

- Capacity building and available documentation
- System monitoring and information dissemination

Output: available documentation - manuals and any other relevant materials

General tips!

- During the earliest phase of an emergency, information may already be available or partially available in different formats and, in most cases, **time should not be wasted in re-collecting data to fit a certain template or system.**
- As the response continues and begins to focus on recovery, **it is important to re-evaluate** standardized processes and templates to ensure that these products are serving current information needs of different stakeholders.
- **Consider system that support the relational model idea**; that improves efficiency in processing information, improves accuracy by reducing the duplication of data entry, and reduces the time required to maintain the data.

Data Management and protection tips!

Data Management tips

- Consider **consistency** in variables and file names, codes for categorical values and missing values, report format and template, dates.
- Assign **unique codes** to beneficiaries
- Use **data validation**

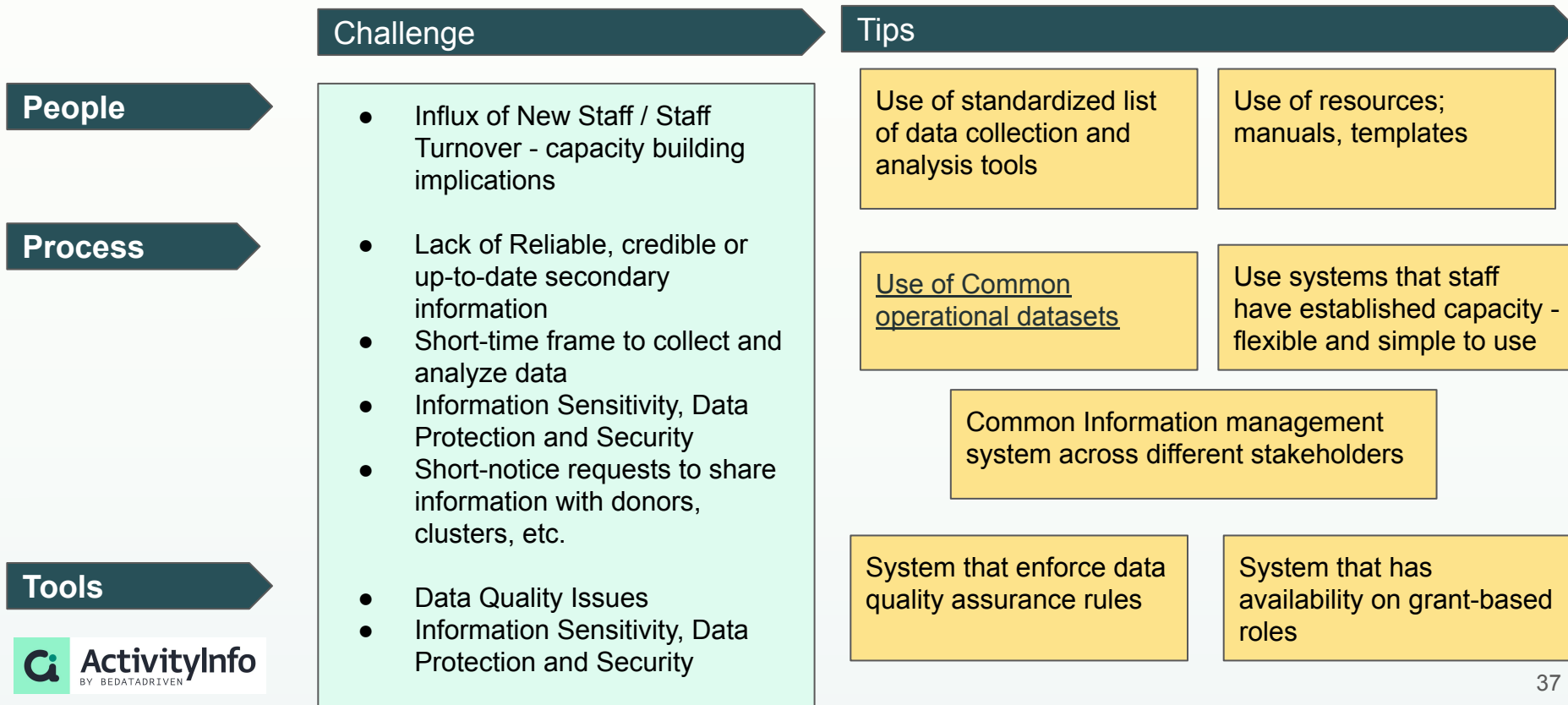
Data protection tips

- Monitor **user groups permissions** and rights
- Use **two-way authentication**
- Use **encrypted** devices
- **Lock** the specific devices

Common challenges



Common challenges



Case study

Case Study

Under an emergency response, an organization decides to focus on a cash assistance in order to satisfy the immediate needs of target population.

Planning

MandE planning documents AND Data flows - data model

- Results framework that enable the addition of other long-term strategic objectives
- Data flows and data model illustration for transparent and easy update in the long run

Design

Database design AND Report design

- Database design is easily adaptable
- Includes: Feedback mechanism, registration and service delivery forms and evaluations
- Partners are able to collaborate in a common database - **data protection**
- Report enable timely sharing of information across meetings - **enable the 4Cs implementation**

Launch

Manual template for end users

Advantages of having an Information Management System at organizational level

A system that supports the relational data model concept

- Availability of ready to use templates
- Availability of resources (manuals, trainings, staff with expertise) in order to deploy within a short timeframe
- Common depository of data collected and a streamlined approach to data collection (standard datasets used across countries/projects)
- Availability of reports that can be used by the existing programming teams in order to monitor efficiently the first stages of the response

Ability to comply with Monitoring and Evaluation standards

Key messages

- Planning documents should be flexible enough to accommodate long-term programming needs.
- Data flows and data model, when visualized, support the adaptation to future development phase of the emergency programming.
- The use of a common Information Management System facilitates stakeholders access, timely data collection, data quality assurance, data privacy and security and timely reporting.

Resources

- Monitoring, evaluation, accountability and learning in emergencies
- Emergency Management FAQs
- Real time evaluations
- The Sphere
- Information management and the humanitarian context
- Information management in emergencies

Questions?

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