

DATA PORTAL ON PEACEBUILDING AND RECOVERY

(<http://portal.mtot.gov.ua/>)

DRAFT INSTRUCTIONS - DATA PORTAL ENTRY

The following instructions provide users with guidance for data entry for the *Data Portal on Peacebuilding and Recovery*. Data Portal entry includes:

1. Required Information
2. Additional information if available and applicable

1. Instructions - REQUIRED INFORMATION:

Project/activity related fields:

- (1) **“Project/activity code”**: Specify the unique project code that might include letters/numbers (if applicable).
- (2) **“Type of project/activity”**: Choose the activity type:
 1. Recovery and Development
 2. Humanitarian

NOTE: In order to bring humanitarian and recovery data in a combined database, the reporting format for humanitarian data entries in the portal will be activity based, whereas recovery and development data entries will be project based. This means that each project or activity will be reported against the same fields of below sections: Category and Sub-Category, Organization, Location, Project status, Beneficiaries, Financing etc.

- (3) **“Category”**: The options of project/activity categories are based on the pillars of the *State Target Program on Peacebuilding and Recovery in the Eastern Regions* and the shared results matrix from the *Scoping Study on Conflict in Ukraine: Coordinating Peacebuilding, Recovery and Development Response Efforts*. Choose the primary category according to the objectives of the project/activity. The options are:
 1. Infrastructure and social services
 2. Economic recovery
 3. Social stability, peacebuilding, and public safety
 4. Governance and state-citizen trust
- (4) **“Sub-category”**: In accordance with the selected Category, choose from an expanded list of associated sub-categories which will allow for a further mapping of the project/activity focus. Choose the sub-category(ies) that most reflect the focus of the project/activity. This includes:

Sub-Categories	
<p>1. Infrastructure and Social Services</p> <p>1.1 Health</p> <p>1.2 Education</p> <p>1.3 Water supply and sanitation</p> <p>1.4 Electricity</p> <p>1.5 Heating</p> <p>1.6 Gas supply</p> <p>1.7 Housing and Shelter</p> <p>1.8 Transport infrastructure</p> <p>1.9 Administrative and municipal infrastructure</p> <p>1.10 Culture and leisure infrastructure</p> <p>1.11 Sport infrastructure</p> <p>1.12 Social benefits/social welfare</p> <p>1.13 Environment</p> <p>1.14 Access to food</p>	<p>2. Economic Recovery</p> <p>2.1 Livelihoods and income generation</p> <p>2.2 Vocational training and employment</p> <p>2.3 Small and medium-size enterprises</p> <p>2.4 Financial services</p> <p>2.5 Local economic planning</p> <p>2.6 Value chain development</p>
<p>3. Social stability, peacebuilding and public safety</p> <p>3.1 Protection, safety and security</p> <p>3.2 Social cohesion, culture, sports</p> <p>3.3 Communications and media outreach</p> <p>3.4 Local conflict monitoring</p> <p>3.5 Gender, gender-based violence</p> <p>3.6 Psychosocial support</p>	<p>4. Governance and state-citizen trust</p> <p>4.1 Local government support</p> <p>4.2 Administrative services</p> <p>4.3 Decentralization reform</p> <p>4.4 Legal assistance and local justice</p> <p>4.5 Civil society strengthening</p>

- (5) **“Name (UKR)”**: Insert official name of the project/activity (if available).
- (6) **“Name (ENG)”**: Insert official name of the project/activity (if available).
- (7) **“Brief Overview (Ukr) (max. 250 words)”**: Insert Brief Project/Activity Overview in Ukrainian consisting maximum of 250 words per the proposed format:
 Project Objective: {1-2 sentences}
 Project Components: {bullet summary of key components/activities}
 Target results: {List of key results/target results}
- (8) **“Brief Overview (ENG) (max. 250 words)”**: Insert Brief Project/Activity Overview in English consisting maximum of 250 words per the proposed format:
 Project Objective: {1-2 sentences}
 Project Components: {bullet summary of key components/activities}
 Target results: {List of key results/target results}

ORGANIZATION related fields:

- (9) **“Organization name”**: Insert official name of the organization.
- (10) **“Organization acronym”**: This can be filled out automatically once the list with organizations are available.
- (11) **“Implementing partner/s”**: Insert the official name(s) of the project/activity

implementing partner(s).

(12) EDRPOU code if available: Insert legal EDRPOU code if available.

LOCATION related fields:

(13) “Oblast”: Insert the name of the Ukrainian oblast/s where the project/activity will be or is already being implemented.

(14) “Raion”: Insert the name of the raion/s where the project/activity will be or is already being implemented.

(15) “Settlement name if available”: Insert the settlement name where the project/activity will be or is already being implemented.

(16) “Settlement type if available”: Choose the settlement type(s) where the project/activity will be or is already operating. Options, based on Ukrainian legislation, include:

1. City
2. Urban settlement
3. Village
4. Rural settlement

(17) “Address if available”: Insert Full name [] Street name [] house number [] flat number [].

(18) “Number in the Classifier of Objects of Administrative and Territorial System of Ukraine (KOATUU)”: Insert specific number in the Classifier of Objects of Administrative and Territorial System of Ukraine (KOATUU).

PROJECT/ACTIVITY status and time related fields:

(19) “Status”: Choose the option reflecting the project’s/activity’s current status, including:

1. In need of financing
2. Searching implementor
3. Planned
4. Ongoing
5. Completed
6. Suspended

(20) “Start date”: Insert the project/activity start date.

(21) “End date”: Insert the project/activity end date.

FINANCING related fields:

(22) “Total project/activity amount (thousand UAH)”: Indicate the total project/activity amount including co-financing if available in thousand UAH. {Format 1.000,00 UAH}

(23) “Source of financing”: Indicate the source(s) of financing for the project/activity based on the following options:

1. National budget:
 - 1.1. State budget
 - 1.2. Local budget

- 1.3. Joint budget
 - 2. International partners
 - 3. National partners
- (24) **“Type of financing”**:
- 1. Subvention/local donation
 - 2. Fund
 - 3. State/regional programs
 - 4. Loan
 - 5. Grant
- (25) **“Donor name(s)”**: In accordance with column on source of financing, indicate the name(s) of organization(s) if international financing source.
- (26) **“Works contractor”**: if such project contractors available, please indicate the works contractor names
- (27) **“Works contractor’s EDRPOU code”**: if such project contractors available, please indicate the works contractor EDRPOU code
- (28) **“Number of contracts, thousand UAH”**: In accordance to the column (29) if such project contractors available, please indicate amount of contract in thousand UAH.
- (29) **“Volume of works performed, thousand UAH”**: if such project contractors available, please indicate Volume of works performed in thousand UAH.
- (30) **“Date of update”**: When the last update was done.

1. Instruction how to fill-in Table 2. ADDITIONAL INFORMATION IF AVAILABLE AND APPLICABLE:

BENEFICIARIES related fields:

- (31) **“Modality of assistance”**: Choose from the selection options
- 1. In-kind
 - 2. Cash
 - 3. Voucher
 - 4. Services
 - 5. Capacity Development/Technical assistance
 - 6. Data collection and Analysis
 - 7. Policy advice
- (32) **“Beneficiary unit”**: Choose the beneficiary unit
- 1. Individuals
 - 2. Households
 - 3. Civil Society Organizations
 - 4. Local Government
 - 5. Private sector
 - 6. Public service providers
 - 7. Public councils

8. Local government

- (33) **“Number of beneficiaries”**: Indicate the total number of beneficiaries targeted/reached
- (34) **“Number of IDPs”**: Indicate the total number of IDPs targeted/reached
- (35) **“Number of children (<18) reached”**: Indicate the total number of children (<18) reached
- (36) **“Number of adults (18-59) reached”**: Indicate the total number of adults (18-59) reached
- (37) **“Number of elderly (60+) reached”**: Indicate the total number of elderly (60+) reached
- (38) **“Male beneficiaries reached”**: Indicate the total number of male beneficiaries reached
- (39) **“Female beneficiaries reached”**: Indicate the total number of female beneficiaries reached

OTHER:

- (40) **“Latitude”**: Indicate latitude if available and appropriate.
- (41) **“Longitude”**: Indicate longitude if available and appropriate.
- (42) **“Design and cost estimate documentation”**: Click on the cell named “Choose from the drop-down list”. In the bottom right corner, you will see arrow to open the proposed list of status of design and cost estimate documentation. Choose from the options:
 - 1. Absent
 - 2. In progress
 - 3. Completed
- (43) **“Expert report approval date”**: Indicate, if available, expert report approval date.
- (44) **“Expert report No.”**: Indicate, if available, expert report No.
- (45) **“Link to ProZoro (if available)”**: Insert links to ProZoro if project tendering is using the Prozoro system for Project works.