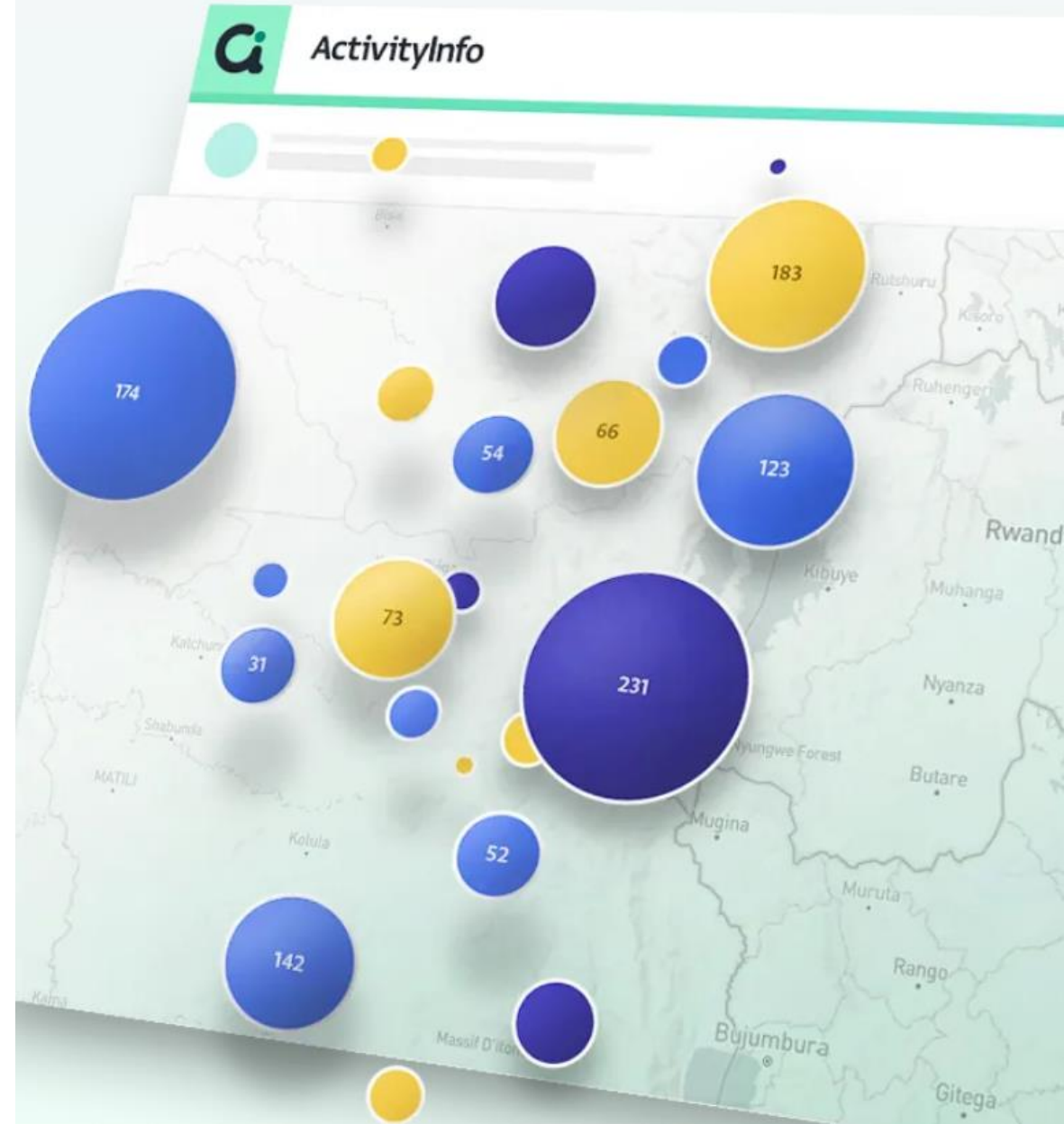


# 2024 ActivityInfo 5W Reporting Training

Food Security and Livelihood Cluster

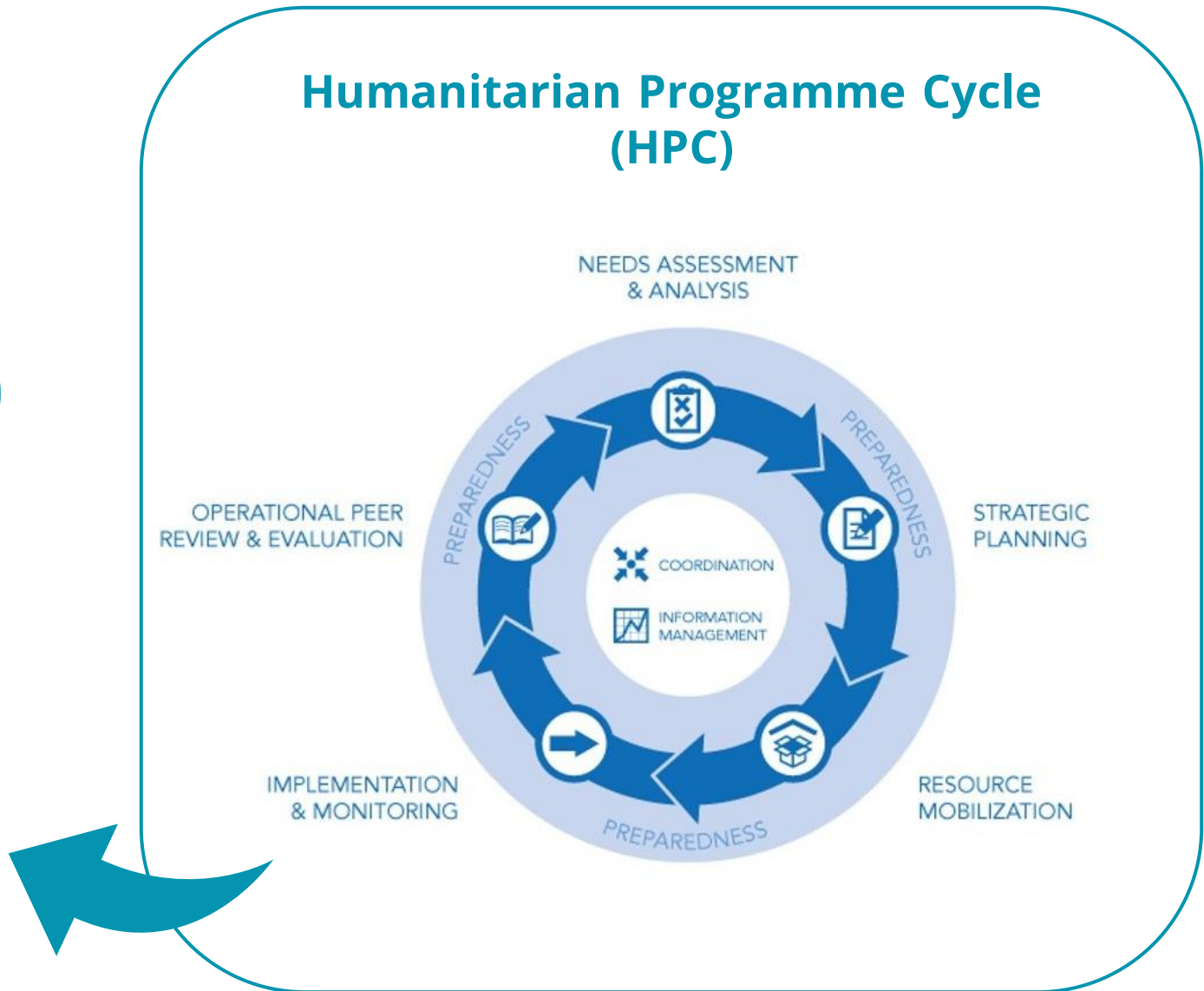
# Training Agenda

1. Response Planning and Monitoring Platform Overview - OCHA
2. FSLC Partners' Reporting Overview in 2024
3. ActivityInfo:  
Activity Planning Module (APM)
4. ActivityInfo:  
Response Monitoring Module (RMM)
5. FSLC Partners' Beneficiary Counting



# **FSLC Partners' Reporting Overview in 2024**

# 5Ws reporting and monitoring system



## How are you reporting?


### WHO?

All Food Security and Livelihoods Cluster partners

### WHEN?

Reporting frequency: Monthly. By the 8th day of the current month for the activities implemented in the previous month.

### WHERE?

On the online platform ActivityInfo   
Reporting at the oblast, rayon, and hromada levels is mandatory.

### WHAT?

Number of people who have received food or livelihood assistance from your organization, disaggregated by gender and age (if your organization provides other types of assistance, please contact other Clusters [via the link](#))

### WHY?

For better humanitarian coordination in Ukraine

We Count People Assisted through the **5Ws reporting system**

# How to become a Cluster Partner?

1

Be an international or national organization, NGO or Charitable Fund

2

Provide humanitarian food assistance or livelihoods to the people in need

3

Follow humanitarian principles: humanity, neutrality, impartiality and independence

4

Subscribe to the FSL Cluster's mailing list:



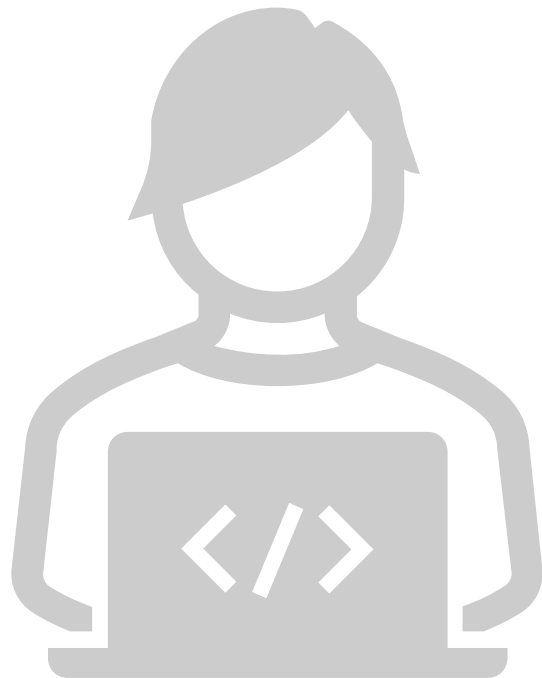
5

Take an active participation in national and regional meetings

6

To report on your activities on the Activity Info platform

## How to get access?



- Identify 1-2 people from your organization who will be responsible for reporting on a monthly basis.
- Contact Maksym [mnatalchuk@immap.org](mailto:mnatalchuk@immap.org) or Natalia [npanchyshyn@immap.org](mailto:npanchyshyn@immap.org) and indicate the two emails for access to the FSLC database.
- After the training, you will be able to watch the recording on [fscluster.org](https://fscluster.org) and read the presentation and guidelines.
- If needed, you can arrange an individual or group consultation with the IM team.
- If the list of implementing organizations or donors does not include those with whom you cooperate, please send a request to the IM team to add them (official name of the organization, links to [youcontrol.com.ua](https://youcontrol.com.ua) and/or social media). After a while, the organization will be added, and we will notify you about it.

**ActivityInfo:  
Activity Planning Module (APM) and  
Response Monitoring Module (RMM)**





**FSLC Partners'**



**Beneficiary**



**Counting**



## Internally Displaced People

People who have been forced to flee or to leave their homes or who are staying outside their habitual residence due to the full-scale invasion in February 2022, regardless of whether they hold registered IDP status.



## Returnees

People who have returned to their habitual residence after a significant period of displacement (minimum of two weeks since February 2022), whether from abroad or from internal displacement within Ukraine.



## Non-Displaced People

People residing in their habitual residence who have not left it due to the ongoing war for a period of two weeks or more, as well as people who are outside their place of habitual residence for reasons not in connection with the ongoing full-scale war.

## Gender and Age Inclusion



Girls (0-17)  
Boys (0-17)



Adult Women (18-59)  
Adult Men (18-59)



Older Women (60+)  
Older Men (60+)

## Disaggregation by sex



## People with disability



Beneficiary counts are an aggregation of all those people who have been reached by the project. The FSLC in Ukraine is currently focusing on counting direct and indirect beneficiaries.



## People reached / assisted

the total number of people who received assistance from your organization in a specific hromada or settlement during the last reporting month.

Please note that the number of people provided with assistance cannot exceed the number of people in need, and even more than the number of people in a specific location! It is also important to provide information about the number of PEOPLE, not, for example, distributed kits/grants/tools.

The number of people reached is a Summary figure however which does not indicate the quality of the assistance provided, efficiency, effectiveness, or impact. However, it indicates the scale of the response, and it includes vital information on the locations where people are being assisted.

## Identification of the unique number of people assisted



### New beneficiaries

Number of people assisted by your organization for the **FIRST** time in 2024.

### Recurring beneficiaries

People who have already received assistance from your organization earlier in this year.

#### Who is a "unique beneficiary"?

The same person is counted only once, both in time and space and between organizations. This requires a certain level of inter-cluster registration, which is currently not available in Ukraine.

For example, in January, organization N provided assistance to 7025 people in Hromada X. In February, they provided assistance to 10250 people in the same Hromada, and in March, to 5500 people.

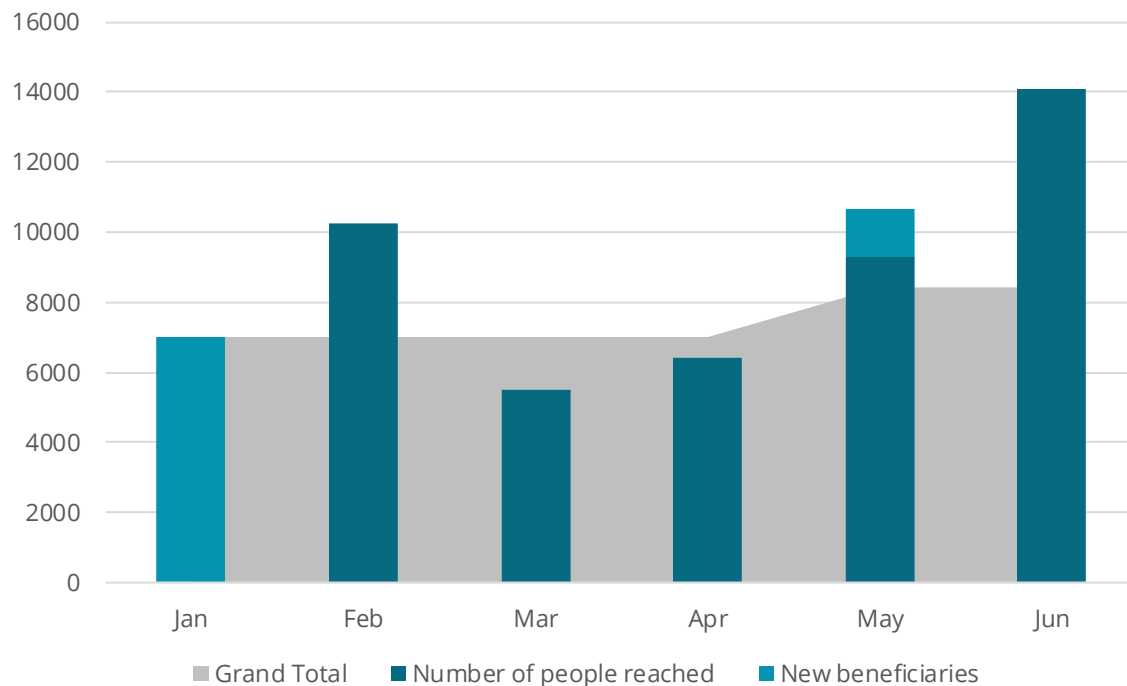
Reporting Month	Reporting Organization	Hromada	Number of people reached	New beneficiary
2024-01	Organization N	Hromada X	7025	7025
2024-02	Organization N	Hromada X	10250	3225
2024-03	Organization N	Hromada X	5500	?

# FSLC Partners' Beneficiary Counting

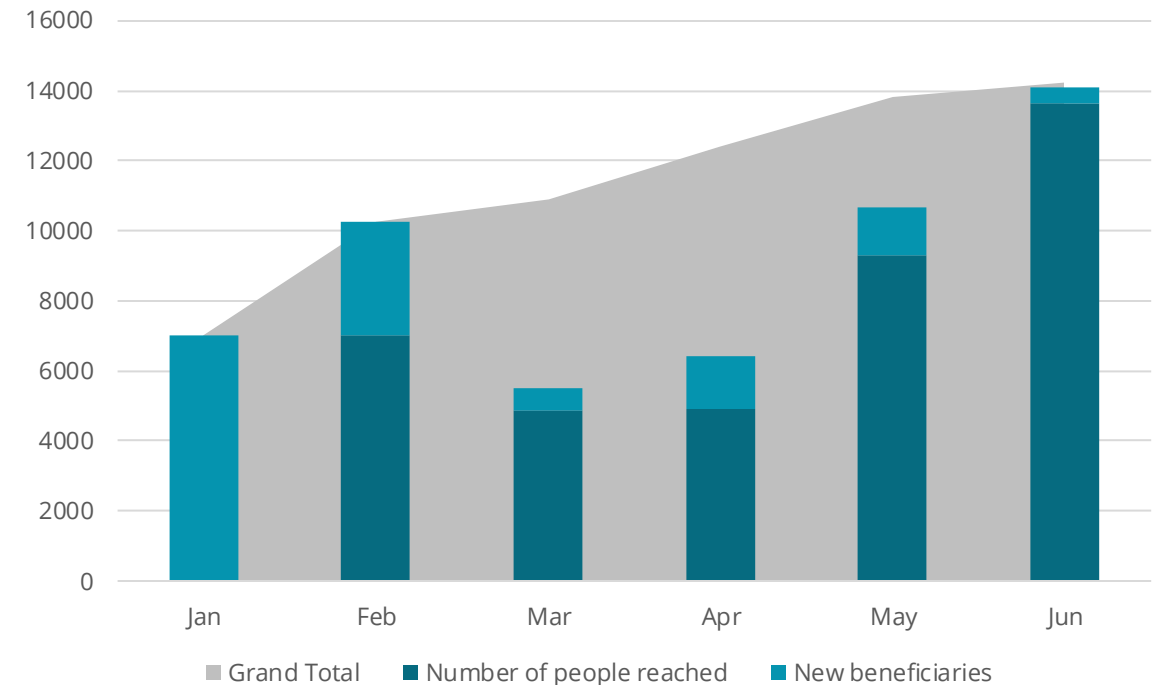


## Identification of the unique number of people assisted

	Jan	Feb	Mar	Apr	May	Jun
People reached	7,025	10,250	5,500	6,400	10,680	14,100
New beneficiaries	7,025	0	0	0	1,400	0
Grand Total	7,025	7,025	7,025	7,025	8,425	<b>8,425</b>



	Jan	Feb	Mar	Apr	May	Jun
People reached	7,025	10,250	8,500	6,400	10,680	14,100
New beneficiaries	7,025	3,225	650	1,500	1,400	450
Grand Total	7,025	10,250	10,900	12,400	13,800	<b>14,250</b>





## Reached households

According to the State Statistics Service of Ukraine, the average household size in Ukraine is approximately 2.59 people.



## Farms Enterprises Business

...

Indirect beneficiaries are other individuals who are not directly assisted but may be indirectly affected and benefit from activities with direct beneficiaries. These can be, for example, household/family members or employees of an enterprise. Indirect beneficiaries are usually approximate, i.e. they are not taken into account in regular monitoring processes, but their number is calculated according to a specific formula that is agreed upon in your organization.

There are generally two ways to determine how many indirect beneficiaries there are. The best option is up to you, but whichever option you choose, it should be done the same way each time you collect information and report on it. It is important to remember though when selecting your option, that indirect beneficiaries are just an estimation. A higher number does not mean that the project is benefiting more people.

# FSLC Partners' Beneficiary Counting

Cash provided to households

Size of the household

Total number of people assisted

10 HH

x

2,6

=

26



Grants for business were granted

Adjusted business size

Total number of people assisted

10 grants

x

5

=

50



Employment assistance provided

Size of the family

Total number of people assisted

10 people

x

2,5

=

25



3,000 hot meals were served

Number of days in a month

Total number of people assisted

3000 portions

/

30

=

100





# FSLC Partners' Beneficiary Counting

- **People moving between Oblasts**

as people have been displaced and moved between locations, we are not able to identify if they have received assistance in a previous location.

- **Between Organisations**

it is possible that an individual(s) receive(s) assistance from multiple organisations; coordination and attempts to direct partners to different locations can avoid this.

- **Between activities**

the same person receives different types of humanitarian assistance from the same or different organizations.

## What is Double counting?

A process where the same beneficiary is counted several times (this is somewhat inevitable)

- Are there likely to be the same Beneficiary receiving multiple assistances?
- Do you target the same locations with both Hot meals and General Food Distribution (GFD), and in this case is the same person likely receiving both modalities? If yes, please let us know, perhaps we need to take the max by Activity?

If yes, please indicate this in the form.

## Were these people reached in 2024 by another FSL sub-activity?

Were these people reached in 2024 by another FSL sub-activity?\* **REQUIRED**

Yes  
 No

If yes, which sub-activity\* **REQUIRED**

Activity  
Select Activity ▼

Sub-activity  
Select Sub-activity ▼

Indicator  
Select Indicator ▼

If yes, how many people received from both sub-activities\* **REQUIRED**

Enter a number

## If this is a multi-cluster project, please select all other related clusters

If this is a multi-cluster project, please select all other related clusters

- Camp Coordination & Camp Management (CCCM)
- Education (EDU)
- Health (HEA)
- Multi-Purpose Cash Assistance (MPCA)
- Protection: Child Protection (PCP)
- Protection: Gender Based Violence (PGBV)
- Protection: Protection (PRT)
- Protection: Mine Action (PMA)
- Shelter & Non-Food Items (SNFI)
- Water, Sanitation and Hygiene (WASH)

# FSLC cluster objectives



## FOOD ASSISTANSE

**Cluster Objective 1:** Ensure immediate access to food insecure people through lifesaving assistance



## LIVELIHOOD ASSISTANSE

**Cluster Objective 2:** Improve the food security and self-reliance of vulnerable conflict-affected households and communities by protecting and restoring their food production and livelihoods (agricultural and urban/off-farm).



## Distribution of in-kind food assistance

- General food distribution (food parcels)
- Rapid response rations
- Hot meals
- Institutional feeding



## Provision of market-based assistance

- Provision of market-based relief voucher assistance (value voucher or commodity voucher)

## Agriculture and livestock inputs (In-kind)



- Cereal seeds and tools
- Vegetable seed and tools
- Emergency livestock and poultry input (restocking, poultry distribution)
- Support to livestock and poultry health
- Support to livestock and poultry feed
- Support to beekeepers (tools and equipment)
- Training on agricultural practice

## Agriculture and livestock inputs (cash)



- Agricultural grants
- Sectoral cash for seeds and tools
- Sectoral cash for livestock and poultry input (restocking/distribution)
- Sectoral cash for temporary livestock shelter
- Sectoral cash for animal feed
- Sectoral cash for livestock health



## Temporary rehabilitation of the agricultural infrastructure, cooperative support, and value chain

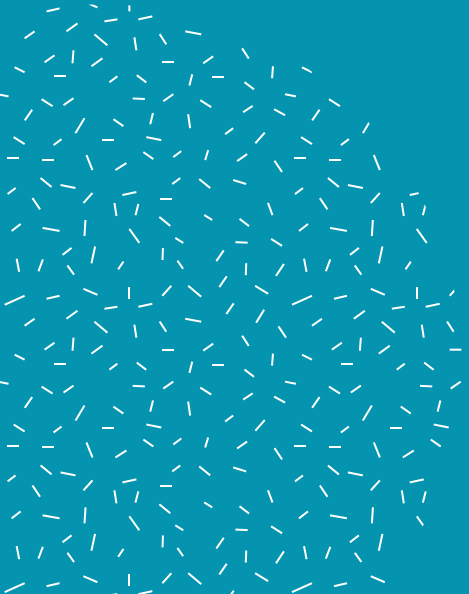
- Support to cooperatives and market linkages
- Temporary repair of grain and vegetable storage
- Temporary repair of livestock shelter/barns

## Urban and off-farm (Non-agricultural) livelihoods



- Small business grants (startup grants)
- Cash for work
- Employment and reskilling
- Job placement and counseling
- Temporary employment programs
- Technical and vocational education and training (TVET)
- Business trainings and skill enhancement workshops

**Any additional  
questions?**



**For more information on  
FSLC monitoring activities in  
ActivityInfo, please contact:**



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