



# FOOD SECURITY SECTOR INFORMATION MANAGEMENT (IM) TOOLS TRAINING

6<sup>th</sup> - 7<sup>th</sup> February 2017 UNHCR  
CONFERENCE HALL, UNHCR GUEST

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## Executive Summary

This report summarizes the content and outputs of the training on Information Management Tools held on the 6th and 7th of February 2017 for Food Security Working Group. The training was held at the conference hall of the United Nations High Commissioner for Refugees UNHCR Guest House, Damboa Road, Maiduguri. The training was organized by the Food Security Sector in collaboration with the state Ministry of Agriculture and Natural Resources, FAO and WFP.

The training was facilitated by the Sector Coordinator Mr. Abibu Tamu, The Sector Information Management Officer Edwin Too, the head of the Global IM unit Ms. Sara Moussavi, and National Officers Kudomi Damilola and Antonia Umeh

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## Introduction

The Food Security Sector (FSS) in Nigeria provides an action-oriented forum for bringing together government authorities, national and international humanitarian partners to improve the timeliness and impact of appropriate humanitarian food security assistance on the lives of crisis-impacted communities. In particular, it helps ensure coherent, coordinated and integrated humanitarian responses driven by the assessed food security needs of the affected population.

The FSS work with partners to save lives and revitalize livelihoods in order to improve immediate household availability of and access to food. In order to achieve this, the FSS will do the following

- ❖ Respond to immediate access to food livelihoods needs of the most food insecure populations, and communities through targeted food assistance and cash transfers-based programming (Access);
- ❖ Increase food availability and household incomes for affected populations and communities by restoring and maintaining agricultural production and productivity, essential assets and developing livelihood and income generating activities [availability, stability].
- ❖ Improve food intake, increased nutritional knowledge and promote hygiene practices to reduce risk of malnutrition [Utilization];
- ❖ Ensure an effective, accountable and coordinated food security response founded on evidence-based interventions that advocate for and take into consideration the needs of each segment of affected communities by age, gender and diversity [Stability];
- ❖ Strengthen the capacity of affected communities, and local, regional and national level authorities, to conduct appropriate social awareness activities, prevent and mitigate risks and implement effective emergency preparedness and response [Utilization, stability].

The humanitarian community recognizes the importance of gathering reliable data on the locations of people in need, what they urgently need, who is best placed to assist them, and the value of this information for effective and timely humanitarian assistance. Information Management (IM) is a sequence of linked activities, essentially taking raw data, compiling and associating them with other relevant data, and presenting this in a format designed to assist analysis, decision-making and action regarding aspects of a humanitarian crisis.

The sector has adopted various IM tools including the Who-What-When-Where (4Ws), Dashboards, gap analysis, bulletins etc. as effective mechanisms to track and report on the activities of partners, geographical presence and implementation timelines.

Thus, the proposed training was conceived to discuss, learn and share common understanding on the key IM tools to enhance appropriate and timely food security response.

## Training goals and objectives

The overall objective was to strengthen the capacity of Food Security Sector partners for effective, efficiency and coherent food security response.

The following are the specific objectives of the workshop:

- Refresh the FSS partners (including the UN Agencies, national and international Non-Governmental Organizations, and selected Governmental Agencies) on the effective use of IM tools;
- To interact, learn and share information on IM tools
- To strengthen synergy, co-ordination and collaboration amongst food security partners.

### TRAINING TOPICS COVERED INCLUDE

The following are the topics covered during the training

1. Introduction to Food Security Information Management
  - Purpose and methods
  - Roles and Responsibilities
  - Tools and Products
  - 4W reporting tool
  - Partner Presence Maps
  - Gap Analysis Maps
  - Advocacy Products
  - FSS Bulletins
2. FSC planning and Monthly Update Matrix (FSC IM Tool-4W)
3. Introduction: Who, What, Where, When
4. Mapping of partners and activities in Nigeria:
  - Partners' Presence
  - Gap Analysis

Participants' were engaged in discussions on issues and challenges pertaining to the 4W's reporting matrix that partners provide input to on a monthly basis, as well as feedback on the mapping of Gap Analysis

- Advocacy Pieces
  - Bulletins
5. Food Security assessments-Cadre Harmonise, Emergency Food Security Assessment (EFSA), Joint Rapid and comprehensive assessments and utilisation for FSS IM
  6. Information Management for Response Planning
    - Overview and introduction
    - Feedback from partners
  7. Question and Answers
    - Session plan/ main discussions from sessions

# Training Session

The training commenced on the 6th of February 2017 at 9am, the training closed on the first day at 5pm. It opened on the second day at 9am and closed at 3pm

Below is a summary of the content of each presentation session.

## 1) OPENING SESSION

The meeting was declared open by Mr Yohanna Balami, the Representative from the Borno state Ministry of Agriculture and Rural Development on behalf of the permanent secretary.

Acting Head of FAO emergency office in Maiduguri, Mr Christophe Carbone and the Nigeria Food Sector Coordinator Mr. Abibu Tamu also addressed the participants on the importance of accurate data and timely reporting to enhance well informed planning, decision making and programming.

The training participants were asked to introduce themselves as part of the objective of the training of which states that partners at the end of training would be more conversant with other agencies and what they do in contribution to the Food Security Sector. Sitting arrangements were changed to ensure each participant was sitting near a new person to promote networking. The trainings thereafter started with the training sessions outlined below:

- I. Introduction to Key Information Management Tools:
- II. Mapping and gap analysis of partners presence

## 2) OBJECTIVES APPROACH AND EXPECTED RESULTS OF THE WORKSHOP

Participants were asked to each outline their personal expectations from the training and there after a presentation was done to outline the objectives, approach and the expected results after the training. The objectives outlined were

- I. Strengthen the capacity of Food Security Sector partners for effective, efficient and coherent food security response;
- II. Interact, discuss and share experience/ information on the various food security information management tools/products-
- III. Strengthen synergy, co-ordination and collaboration amongst food security partners

## 3) KEY FOOD SECURITY SECTOR INFORMATION MANAGEMENT PRODUCTS

The participants were acquainted with the various IM tools that are generated as a result of the data received by the food security sector monthly. The tools presented were

- **3/4/W (who does what where):** an excel table compiling data that gives an understanding of the planning and ongoing response, and helps the sector to make informed decisions for strategic interventions and identify overlaps or gaps in response;
- **Dashboards:** Templates for reporting on an overview of the food security cluster/sector & food security situation during a sudden onset or protracted emergency. The dashboards display key FSS output indicators to be monitored and provides an overview of the country food security sector response;
- **Gap Analysis Map:** provides reporting on the percentage of beneficiaries reached with assistance against the target for a FSS Strategic Objective, by geographic area? The gap analysis map allows the FSS to highlight specific areas of need (gaps) which have not received adequate support and to assess if the cluster objectives are being met;

- **Partner Presence Map:** reporting on the number and names of partners with ongoing or planned activities by geographic area. This information allows partners to identify other organizations to collaborate with for joint interventions and for the FSS to identify areas in need of assistance but with no partner presence;
- **FSS Bulletin:** a bulletin that reports on key updates for topics pertaining to the Food Security Cluster. The bulletin is a tool for building relationships with FSC partners through regular communication and high valued information. The purpose of the bulletin is also to inform readers of latest news from the country cluster; increase participation in FSC initiatives and events, and increase dialogue around the FSS;
- **Advocacy Publication:** producing a publication that communicates a message with a variety of audiences, on behalf of affected populations. The advocacy publication describes a current food security cluster/sector issue that needs to be highlighted for increased urgent funding or support. The advocacy publication also raises awareness of what the FSS is doing and the value of FSS works for vulnerable communities.

#### 4) FSC PLANNING AND MONTHLY UPDATE MATRIX (FSS IM TOOL-5W)

- Introduction: Who, What, Where, When
- Timeline processes
- Mapping of partners and activities in north east Nigeria:
- Partners' Presence
- Gap Analysis

Participants were taken through a comprehensive hands on review of the main IM tool of the sector which is the 4W matrix. The various subheads –Who What Where When were thoroughly explained. They were also taken through a step by step analysis of how to input the data, and how to ensure that data is filled in as accurately as possible.

The reliability or otherwise of the final information products created from the 4W data that is submitted by partners was also greatly emphasized. The final products from the 4w include the dashboards, the bulletins, the Partner presence maps, the Gap analysis maps, Advocacy pieces, and presentation to donors on behalf of partners etc.

The challenges of reporting the 4ws was also discussed and solutions were proffered during the group work and subsequent group presentations.

#### 5) FOOD SECURITY ASSESSMENTS-CADRE HARMONISE, EMERGENCY FOOD SECURITY ASSESSMENT (EFSA), JOINT RAPID AND COMPREHENSIVE ASSESSMENTS AND UTILISATION FOR FSS IM

- Information Management for Response Planning
- Overview and introduction
- Feedback from partners

Participants were briefed on the CH process, and how the analysis is conducted. Also, participants were introduced to the Emergency Food Security Assessments conducted by WFP, Joint and individual Rapid Assessments, Joint and Individual Comprehensive Assessments, and multi-sectoral Assessments.

How the products from these assessments are used to inform planning, programing and preparations for sector interventions to ensure that they are carried out in a timely, coordinated, efficient, and effective manner was also communicated to partners.

## Outcome of the training

- The workshop was inclusive and highly participatory with a lot of breakout sessions, group discussions, and group presentations.
- Participants were able to learn the importance of the 4w and the need to be as regular and accurate as possible in the presentation of this data to the sector so as to enable generate reliable products that is useful in programming and decision making. This ensured the partners were well acquainted with the various products generated by the food security sector. These products include the monthly sector bulletins, the monthly dashboards, the biweekly Situation Reports, the gap analysis maps and the partner presence maps.
- The 4w data entry tool currently in use was comprehensively reviewed alongside another 4w template that is being used in South Sudan. Majority of the participants moved for the adoption of the 4w used in South Sudan food security cluster due to its simplicity and robustness to gather relevant data needed for analysis. It was thereby decided collectively to modify the template to suit the Nigerian FS 4Ws context.
- A workshop survey for was shared with participants to rate the usefulness of the workshop at the end of the training where over 70% of participants expressed their satisfaction of the content, competence of the facilitators, and the mode of delivery.
- Participants recommended that a similar training to be conducted more regularly to refresh partners and share new products

## Photo Album



**Workshop session**

**A light moment during afternoon session**

**Participant shearing his views**



**Meeting opening remarks by FS coordinator, Abibu Tamu and Sector chairman Mr Y.Y Balami from ministry of Agriculture and Natural resources**

**Presentation by Sara Moussavi from Global Food Security Cluster in Rome, Italy**

**Participants following presentation**



## List of participants

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## Acronyms

FAO – Food and Agriculture Organization

IM – Information Management

WFP – World Food Program

Gap analysis - Specific areas of needs

4W's – WHO, WHAT, WHERE and WHEN

5W's - WHO, WHAT, WHERE, WHEN and for WHOM

IPC – Integrated Phase Classification

CH – Cadre Harmonisé