User Guide

5Ws matrix reporting channels and data entry

1. **Reporting channels:**

a) If you are working as an implementing partner for another organization, please report directly to that organization. They (organization) will then compile report(s) from all their implementing partners and send directly to FSL cluster.

b) If your organization has a mixed implementation, i.e., working as an implementing partner for another organization and at the same time, implementing additional project from your own internal funding, only report to FSL cluster activities from your internal funding.

2. **Filling in the matrix:**

The 2021 Food Security Cluster 5Ws matrix follows Objectives, indicators and activities as laid out in the 2021 Humanitarian Response Plan.

Data entry is done on a single row with each row representing a single activity at a single geographic location (At the Ward level in this case). If you work in multiple locations, use different rows to enter the activities information in the following fashion:

1 Row = a single entry of:

WHEN ("Month (of implementation)", Start date of activity, End date of activity) + WHO(Donor, Reporting organization, Reporting organization type, Implementing partner, Implementing partner type) + WHERE (admin1, admin2, admin3, Specific location, Location type) + WHAT (HRP Funding (if project under FTS), HRP Project Code, FSC Objectives, Activity, Activity Description, Response / Timing, HRP Indicator, Unit, Quantity, Activity status, Delivery Modality, Conditionality, Frequency) + CASH(Value per household, Currency, Value per household (USD), Cash delivery mechanism) + FOR WHOM (Beneficiaries recurrency, Beneficiaries type, #Child | Male, #Child|Female, #Adult|Male, #Adult|Female, #Elderly|Male, #Elderly|Female, Number of reached households, Number of reached beneficiaries*, % of people with disability) + OTHER(Comments)

Detailed structure of the table to pay attention to when filling in the matrix:

SECTION	Sub-section	Notes	Data types and how to fill them in.
WHEN	Month (of implementation)		Drop down*
	Start date of activity	Activity start date	mm/dd/yyyy
	End date of activity	Activity end date	mm/dd/yyyy
WHO	Donor	#org+funder	Drop down*
	Reporting organization	#org+prog	Drop down*
	Reporting organization type	NNGO/INGO/UN	Auto filled
	Implementing partner	#org+impl	Drop down*
	Implementing partner type	NNGO/INGO/UN	Auto filled
WHERE	admin1	#adm1+name	Drop down*
	admin2	#adm2+name	Logical drop down*
	admin3	#adm3+name	Logical drop down
	Specific location	#loc +name	Free text
	Location type	#loc +type	Drop down
WHAT	HRP Funding (if project under FTS)		Yes/No drop-down menu
	HRP Project Code		
	FSC Objectives		Drop down*
	Activity	#activity +activity	Logical drop down*
	Activity Description		Detailed explanation of the activity (free text)
	Response / Timing		Drop down
	HRP Indicator		Auto filled
	Unit		Auto filled
	Quantity		Based on Unit
	Activity status	#status	Drop down*
	Delivery Modality	#modality	Drop down*
	Conditionality	#output+conditional	Drop down
	Frequency	#delivery+frequency	Drop down
CASH	Value per household		Numerical value
	Currency		Drop down
	Value per household (USD)	#value+transfer+hh	Auto filled
	Cash delivery mechanism	#delivery +mechanism	Drop down

FOR WHOM	Beneficiaries recurrency		Drop down
	Beneficiaries type	#beneficiary+type	Drop down
	#Child | Male	#reached+m+children	Male beneficiaries > 18
	#Child|Female	#reached+f+children	Female beneficiaries > 18
	#Adult|Male	#reached+m+adults	Male beneficiaries < 18
	#Adult|Female	#reached+f+adults	Female beneficiaries < 18
	#Elderly|Male	#reached+m+elderly	Male beneficiaries < 60
	#Elderly|Female	#reached+f+elderly	Female beneficiaries < 60
	Number of reached households	#beneficiary	Total number of HH reached
	Number of reached beneficiaries*		Auto filled*
	% of people with disability		Percentage
OTHER	Comments	#description +comments	Free text