Food Security & Livelihoods
2022 5W orientation

8th February 2022

Cox’s Bazar, Bangladesh

Photo: ISCG / Saikat Mojumdur
Agenda

- Introduction of 5Ws tool
- Walk-through how to report on 2022 5W reporting template
- Reminders
- Open discussion on challenges and way forward
- AOB
Introduction of 5Ws tool
5Ws tool

What is 5Ws tool for?

The 5Ws tool is designed to support the information management of the humanitarian response.

Why is it important?

- Clear understanding of interventions carried out by organizations working in different areas
- Near real time analysis of the response for effective planning and monitoring

FSS 5Ws - Online Response Tracker
5Ws – why should partners report?

- Better programming through gap analysis, by identifying gaps and potential overlaps of ongoing and planned interventions.
- Better partner response planning through enhanced information sharing.
- Better progress monitoring of FSS interventions.
- Focused coordination meetings, enhanced collaboration and increased transparency/accountability within the sector.
- Better advocacy on behalf of partners to secure financial resources.
5Ws – who should report?

• All operational organizations with food security and livelihood interventions in Cox’s Bazar District. i.e. food assistance, agriculture, livelihoods, disaster risk reduction

• One focal point per organization – please coordinate between implementing organization and programming organization on who reports to FSL to avoid double-reporting

Please inform the Sector if the reporting focal point has been changed

• Please inform the Sector if you don’t have activities to be reported or if a project is finished
• FSS team will follow up with respective IM focal points to support in report submission
How to report on 5W tracker
5Ws tracker- At a glance

Click on hyperlink FSS 5W Tracker to open the tracker online or using Excel template

Guidance Note

Annual 5W 2022
This sheet captures both planned and reached information for the period from January to December 2022 to identify potential gaps and overlaps (plan), as well as total number of unique households reached till the last month of the year 2022.

Monthly 5W
At the beginning of each month, a new sheet will be created where partners can enter and update 5W information. Information on this sheet will be reported to ISCG on monthly basis.

WHAT, WHERE & Other
These sheet includes all the dropdown information (activity, activity details, SO, location, indicators and so on) which are using in the annual 5W sheet
**5Ws tracker- Project Information**

**NO**-Serial number is fixed

**Project Name:** Enter your project’s name, please enter the exact name according to your project submission

**Response Plan:** Select your project is JRP/non JRP from the dropdown list

**JRP Project Code:** If you select JRP from your previous selection then JRP project code will be in the dropdown list and then you select your exact JRP project code from the list

**Response Type:** Select your type of response like- Ramadan, Covid-19, Flood, Fire incident and so on
**5Ws tracker- WHO**

**Programme Partner:** enter the name of the partner who is leading the project

**Implementing Partner:** enter the name of the partner who is implementing on the ground. Programme partner and implementing partner can be same

**Donor:** enter the name of the donor of the project. Please don’t include any UN/ INGO name here
### 5Ws tracker- WHAT

**Sector of Assistance**: this column is not editable.

**Activity**: select the option that best describes your activity from the dropdown list, if multiple types of assistance is provide, give that information in the new rows for each (e.g. food assistance, cash support, agricultural inputs etc).

**Activity Details**: select the details of your activity from the dependent list.

**CSA**: select your activity is Climate Smart Agriculture (CSA) or not.

**Sector Objective**: select.

**Activity Status** – this column will be determined based on the Project Start Date and Project End Date columns.

**Delivery Mechanism** – select how the assistance is delivered.

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5Ws tracker- WHAT

Sector Objective: Select SO from the list

SO1: Ensure and sustain the timely provision of life-saving food assistance for Rohingya refugees
SO2: Support capacity building of Rohingya refugees that can support their sustainable reintegration in Myanmar, while ensuring climate resilient practices to address the impacts of climate change
SO3: Enhance livelihoods and resilience of vulnerable host communities in cooperation with the Government of Bangladesh, while ensuring climate resilient practices to address the impacts of climate change

Indicator: Select indicator from the list

Number of refugees receiving regular food assistance through the primary sources of e-voucher outlets and fresh food corners, Number of households receiving capacity building support through skills development and self-reliance activities, Number of refugees participating in food for assets/cash-for-work activities, Hectares of land reforested and maintained within the camps, Number of households implementing climate smart homestead gardening practices and climate sensitive self-reliance interventions, Number of host community households reached with agricultural and non-agricultural livelihoods support, Number of host community households reached with food or cash support, Number of host community individuals participating in food for assets/cash-for-work activities, Hectares of land reforested and maintained in surrounding host communities and Number of households implementing climate smart agricultural practices and sustainable off-farm livelihood interventions
### 5Ws tracker - WHAT

**Activity Status** – select the activity status

**Delivery Modality** – select how the assistance is delivered

**Activity Frequency**: select the frequency (daily, weekly, bi-weekly and so on) of the activity

<table>
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<tr>
<th>Sector of Assistance</th>
<th>Activity</th>
<th>Activity Details</th>
<th>CSA</th>
<th>Sector Objective</th>
<th>Indicator</th>
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<th>Delivery Modality</th>
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5Ws tracker - CASH

Leave the following fields blank if they are not applicable to the activity

Values per household per month—enter the amount of cash provided per household, per month

Currency—select the currency type of the given cash amount

Cash Delivery Mechanism: select the modality of the cash delivery system
### 5Ws tracker - WHERE

#### Division: this column is not editable

#### District: this column is not editable

Partners are highly encouraged to disaggregate location information to the lowest administrative level possible - ward for host communities, and camp block for refugees – enter data for each location in new rows.

**Upazila:** select which upazila the activity is targeting from the dropdown list

**Union:** select which union the activity is targeting from the dropdown list

**Ward / Camp:** select which ward or camp the activity is targeting, based on the beneficiary type

**Camp Block:** enter the block information of the camp for the Refugees

<table>
<thead>
<tr>
<th>adm1 - Division</th>
<th>adm2 - District</th>
<th>adm3 - Upazila</th>
<th>adm4 - Union</th>
<th>Ward / Camp</th>
<th>Camp Block</th>
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**5Ws tracker - WHEN**

Please enter the following information using the date format (day – month – year)

**Month of Implementation in the year of 2022:** Select the month when the information was last updated

**Start Date of the project contract:** enter when the contract of the project will begin

**End Date of the project contract:** enter when the contract of the project will end

<table>
<thead>
<tr>
<th>Month of Implementation in the year of 2022</th>
<th>Start Date of the project contract</th>
<th>End Date of the project contract</th>
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<tbody>
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### 5Ws tracker- BNF type

**Beneficiary Type:** select the type of the beneficiary

**Unique beneficiary:** select the beneficiary is unique or not.

*If the same beneficiaries are receiving multiple types of assistance from your organization, select yes for your primary activity and no for additional activities. This is for FSS team to not over-count the number of beneficiaries reached.*

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<th>BNF Type</th>
<th>Unique Beneficiary</th>
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5Ws tracker- PLANNED BENEFICIARIES

Planned Household: enter how many households are targeted (1 individual who receives assistance will benefit the whole household)

Planned Individuals, Planned Female Individuals and Male individuals these field are auto filled based on the definite calculation. If the calculation doesn’t meet with your calculation you can directly putted your information
5Ws tracker- REACHED BENEFICIARIES

<table>
<thead>
<tr>
<th>Reached Households</th>
<th>Reached Individuals</th>
<th>Reached Female Individuals</th>
<th>Reached Male Individuals</th>
<th>Adult Female (60&gt;17y) Individuals</th>
<th>Adult Male (60&gt;17y) Individuals</th>
<th>Child Female (&lt;=17y) Individuals</th>
<th>Child Male (&lt;=17y) Individuals</th>
<th>Elderly Female (&gt;60y) Individuals</th>
<th>Elderly Male (&gt;60y) Individuals</th>
<th>Individuals with Unknown Sex and Age</th>
<th>Total female PWDs among beneficiaries</th>
<th>Total male PWDs among beneficiaries</th>
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Reached Household: enter how many households are reached (1 individual who receives assistance will benefit the whole household) cumulative for annual sheet and monthly for monthly 5W sheet. In the monthly 5W sheet there are 2 extra column (Exiting household and new household) when partners put there data Reached HH will be auto calculated.

Reached Individuals, Reached Female Individuals, Male individuals, age wise classification these field are auto filled based on the definite calculation. If the calculation doesn’t meet with your calculation you can directly putted your information.

Unknown Sex and Age, total PWD’s male and female information can be filled by free number.
We request below information from partners in order for FSS to follow-up with partners, and for partners to be able to communicate bilaterally.

### Project Manager Name, Phone Number and Email
Enter contact information of your project or programme manager or coordinator.

### IM Focal Point Name, Phone Number and Email
Enter contact information of your information management focal person.

**Remarks:** Enter any other information that would be useful to FSS team and/or partners.
Reminder
5Ws tracker- Submission timeline

Please submit the 5Ws by the **5th of every month** directly on the FSS Online Response Tracker or FSS (coxsbarazafss@wfp.org) by REPLYING TO ALL to the monthly request / reminder email.

IM Contacts:

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Open discussion on challenges and way forward
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