



**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

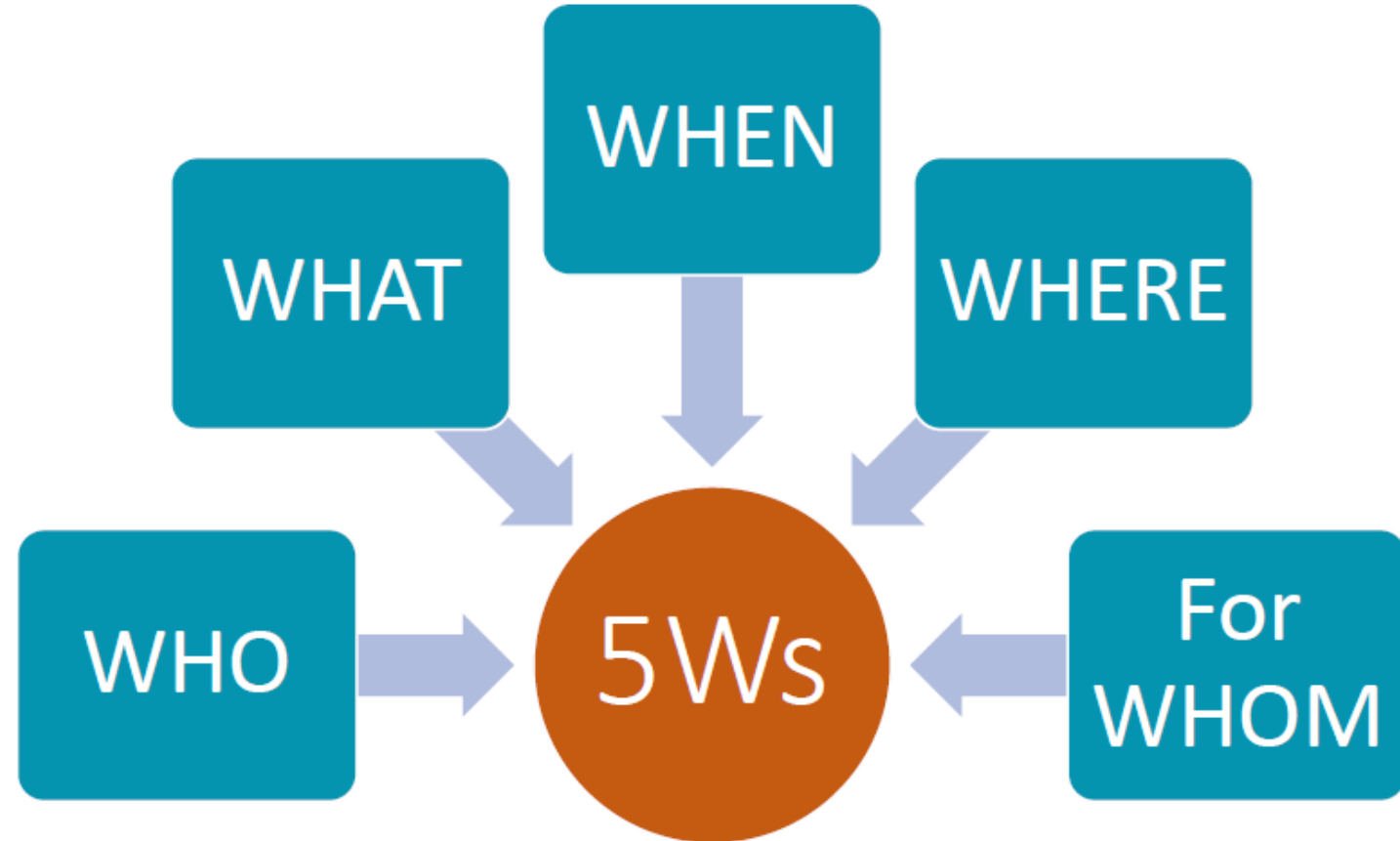
5Ws tool

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

COX'S BAZAR FOOD SECURITY SECTOR PROJECT INFORMATION				
No	Project Name	Response Plan	JRP Project Code	Response Type
<i>fixed</i>	<i>free text</i>	<i>dropdown</i>	<i>dependent dropdown of Response Plan</i>	<i>dropdown</i>
1		▼	▼	▼
2		▼	▼	▼
3		▼	▼	▼
4		▼	▼	▼
5		▼	▼	▼
6		▼	▼	▼
7		▼	▼	▼
8		▼	▼	▼

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

WHO		
Programme Partner	Implementing Partner	Donor
<i>free text</i>	<i>free text</i>	<i>free text (Do not include any UN/ INGO organization name)</i>

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

I	J	K	L	M	N	O	P	Q
WHAT								
Sector of Assistance	Activity	Activity Details	CSA	Sector Objective	Indicator	Activity Status	Delivery Modality	Activity Frequency
fixed	dropdown	dependent dropdown of Activity	dropdown	dropdown	dependent dropdown of SO	dropdown	dropdown	dropdown
Food Security	▼	▼	▼	▼	▼	▼	▼	▼
Food Security	▼	▼	▼	▼	▼	▼	▼	▼
Food Security	▼	▼	▼	▼	▼	▼	▼	▼
Food Security	▼	▼	▼	▼	▼	▼	▼	▼

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- 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

CASH		
Value per household per month	Currency	Cash Delivery Mechanism
<i>free number</i>	<i>dropdown</i>	<i>dropdown</i>
	▼	▼
	▼	▼
	▼	▼

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

WHERE					
adm1 - Division	adm2 - District	adm3 - Upazila	adm4 - Union	Ward / Camp	Camp Block
<i>fixed</i>	<i>fixed</i>	<i>dropdown</i>	<i>dependent dropdown of Upazila</i>	<i>dependent dropdown of Beneficiary Type</i>	<i>free text</i>
Chittagong	Cox's Bazar	▼	▼	▼	
Chittagong	Cox's Bazar	▼	▼	▼	
Chittagong	Cox's Bazar	▼	▼	▼	
Chittagong	Cox's Bazar	▼	▼	▼	

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

WHEN		
Month of Implementation in the year of 2022	Start Date of the project contract	End Date of the project contract
<i>dropdown</i>	<i>free Date (dd-mm-yy)</i>	<i>free Date (dd-mm-yy)</i>
▼		
▼		
▼		

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.

BNF TYPE	
Beneficiary Type	Unique Beneficiary
dropdown	dropdown
▼	▼
▼	▼

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

PLANNED BENEFICIARIES			
Planned Households	Planned Individuals	Planned Female Individuals	Planned Male Individuals
<i>dropdown</i>	<i>autofilled*</i>	<i>autofilled*</i>	<i>autofilled*</i>
		0	0
		0	0
		0	0
		0	0

5Ws tracker- REACHED BENEFICIARIES



REACHED BENEFICIARIES												
Reached Households	Reached Individuals	Reached Female Individuals	Reached Male Individuals	Adult Female (60>17y) Individuals	Adult Male (60>17y) Individuals	Child Female (<=17y) Individuals	Child Male (<=17y) Individuals	Elderly Female (>60y) Individuals	Elderly Male (>60y) Individuals	Individuals with Unknown Sex and Age	Total female PWDs among beneficiaries	Total male PWDs among beneficiaries
<i>free number</i>	<i>autofilled</i>	<i>autofilled</i>	<i>autofilled</i>	<i>autofilled*</i>	<i>autofilled*</i>	<i>autofilled*</i>	<i>autofilled*</i>	<i>autofilled*</i>	<i>autofilled*</i>	<i>free number</i>	<i>free number</i>	<i>free number</i>
		0	0	0	0	0	0	0	0			
		0	0	0	0	0	0	0	0			
		0	0	0	0	0	0	0	0			
		0	0	0	0	0	0	0	0			
		0	0	0	0	0	0	0	0			

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

Existing Households	New Households	Reached Households
<i>free number</i>	<i>free number</i>	<i>autofilled</i>
		0
		0
		0

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

5Ws tracker- Additional information

Remarks: enter any other information that would be useful to FSS team and/or partners

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

OTHER	CONTACT INFORMATION					
Remarks	Project Manager Name	Project Manager Phone Number	Project Manager Email	IM Focal Point Name	IM Focal Point Phone Number	IM Focal Email
<i>free text</i>	<i>free text</i>	<i>free number</i>	<i>free text</i>	<i>free text</i>	<i>free number</i>	<i>free text</i>

Reminder

5Ws tracker- Submission timeline



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

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Open discussion on
challenges and way
forward

AOB