





The 5Ws Reporting Template Handbook

1. Purpose

- Facilitating data collection, processing, and response analysis.
- By producing project reports, info graphs and maps, helping FSAC partners and stakeholders to visualize response gaps and avoid duplication.
- Based on consistent information sharing by partners, ensuring project monitoring and, ultimately, evidence-based decision making for strategic intervention and improved implementation.

2. 5W architecture and how to fill it in

The 5W is based on the 5 questions (When, Who, Where, What and for Whom) and - through this handbook - partners will be provided with a brief guidance, aiming at facilitating them in filling the reporting template in. “*” identifies a mandatory field.

When	
<p><i>Column (A), Month (of implementation)</i></p> <p>In column (A), partners are requested to select (through the drop-down menu) the month of implementation of the activity (not the month of reporting).</p>	
Who	
<p><i>Column (B), Donor</i></p> <p>In column (B), partners are requested to select (through the drop-down menu) the donor funding the reported activity. Partners can choose the option “Several donors” if the reported activity is funded by multiple donors. In this case: more information must be provided through the column (AM), comments.</p> <p>Partners can choose the option “Other” if the reported activity is funded by a donor which is not in the drop-down menu. In this case: more information must be provided through the column (AM), comments.</p>	
<p><i>Column (C), Reporting organization</i></p> <p>In column (C), partners are requested to select (through the drop-down menu) the name of the organization reporting the activity.</p>	
<p><i>Column (D), Implementing partner</i></p> <p>In column (D), partners are requested to select (through the drop-down menu) the name of the organization implementing the reported activity.</p>	

Where													
<p><i>Column (E), Governorate</i> <i>Column (F), District</i> <i>Column (G), Sub-districts</i></p> <p>In columns (E), (F), (G), partners are requested to select (through the drop-down menu) the name of the governorate(s), district(s) and sub-district(s) the reported activity was implemented.</p> <p>Partners must use 1 line / governorate and 1 line / district. Partners can choose the option “all the sub-districts” if the reported activity at district level is implemented in all the concerned sub-districts.</p> <p>Gathering information at sub-district level is key to ensure a more granular analysis and an effective coordination.</p>	<table border="1"> <thead> <tr> <th>E</th> <th>F</th> <th>G</th> </tr> </thead> <tbody> <tr> <td colspan="3">[Redacted]</td> </tr> <tr> <td>Drop down * قائمة منسدلة</td> <td>Drop down * قائمة منسدلة</td> <td>Drop down * قائمة منسدلة</td> </tr> <tr> <td>Governorate * المحافظة</td> <td>District * المديرية</td> <td>Sub-District * العزلة \ الحي الفرعي</td> </tr> </tbody> </table>	E	F	G	[Redacted]			Drop down * قائمة منسدلة	Drop down * قائمة منسدلة	Drop down * قائمة منسدلة	Governorate * المحافظة	District * المديرية	Sub-District * العزلة \ الحي الفرعي
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<p><i>Column (H), Specific location (village or neighborhood)</i> <i>Column (I), Location type</i></p> <p>In column (H), partners can provide the exact location where the reported activity was implemented (free text).</p> <p>In column (I), partners can provide (through the drop-down menu) the location type where the reported activity was implemented.</p>	<table border="1"> <thead> <tr> <th>H</th> <th>I</th> </tr> </thead> <tbody> <tr> <td colspan="2">[Redacted]</td> </tr> <tr> <td>Free Text كتابة نص</td> <td>Drop down قائمة منسدلة</td> </tr> <tr> <td>Specific Location (village or neighborhood) موقع محدد (قرية أو حي)</td> <td>Location type نوع الموقع</td> </tr> </tbody> </table>	H	I	[Redacted]		Free Text كتابة نص	Drop down قائمة منسدلة	Specific Location (village or neighborhood) موقع محدد (قرية أو حي)	Location type نوع الموقع				
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<p><i>Column (J), FSAC objective</i></p> <p>In column (J), partners are requested to select (through the drop-down menu) the FSAC objective under which the reported activity was implemented.</p>	<table border="1"> <thead> <tr> <th>J</th> <th>K</th> </tr> </thead> <tbody> <tr> <td colspan="2">[Redacted]</td> </tr> <tr> <td>Drop down * قائمة منسدلة</td> <td>Drop down * قائمة منسدلة</td> </tr> </tbody> </table>	J	K	[Redacted]		Drop down * قائمة منسدلة	Drop down * قائمة منسدلة						
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<p><i>Column (K), Activity</i></p> <p>In column (K), partners are requested to select (through the drop-down menu) the reported activity (according to the list of FSAC key activities included in the FSAC HRP 2022).</p> <p>Column (K) depends on the choice made in column (J).</p>	<table border="1"> <tbody> <tr> <td>FSC Objective * اهداف الكتلة</td> <td>Activity * النشاط</td> </tr> </tbody> </table>	FSC Objective * اهداف الكتلة	Activity * النشاط										
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<p><i>Column (L), Sub-activity</i></p> <p>In column (L), partners are requested to select (through the drop-down menu) the reported sub-activity (according to the list of FSAC sub-activities included in the FSAC HRP 2022).</p>	<table border="1"> <thead> <tr> <th>L</th> <th>M</th> </tr> </thead> <tbody> <tr> <td colspan="2">[Redacted]</td> </tr> <tr> <td>Drop down * قائمة منسدلة</td> <td>Detailed explanation of the activity (free text) توضيح مفصّل</td> </tr> </tbody> </table>	L	M	[Redacted]		Drop down * قائمة منسدلة	Detailed explanation of the activity (free text) توضيح مفصّل						
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<p><i>Column (M), Activity description</i></p> <p>In column (M), partners can provide more details on the reported sub-activity (free text).</p>	<table border="1"> <tbody> <tr> <td>Sub-Activity * النشاط الفرعي</td> <td>Activity description وصف النشاط</td> </tr> </tbody> </table>	Sub-Activity * النشاط الفرعي	Activity description وصف النشاط										
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<p>Column (N), Activity status In column (N), partners are requested to select (through the drop-down menu) the status (still ongoing or completed) of the reported activity.</p>	<table border="1"> <tr> <td>N</td> <td>O</td> </tr> <tr> <td colspan="2">Drop down* قائمة منسدلة</td> </tr> <tr> <td>Activity status* حالة النشاط</td> <td>Conditionality* المشروطة</td> </tr> </table>	N	O	Drop down* قائمة منسدلة		Activity status* حالة النشاط	Conditionality* المشروطة										
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<p>Column (O), Conditionality In column (O), partners are requested to select (through the drop-down menu) if the reported activity was conditional or unconditional.</p>	<table border="1"> <tr> <td>P</td> <td>Q</td> </tr> <tr> <td colspan="2">Drop down* قائمة منسدلة</td> </tr> <tr> <td>Frequency* التكرار</td> <td>Delivery modality* طريقة التسليم</td> </tr> </table>	P	Q	Drop down* قائمة منسدلة		Frequency* التكرار	Delivery modality* طريقة التسليم										
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<p>Column (R), Number of the current round Column (S), 1st round of distribution Column (T), Last round of distribution Columns (R), (S), (T) are activated when partners select the food assistance or the conditional assistance activities. In columns (R), (S), (T), partners are requested to select (through the drop-down menu) the number of the current round, the month of the first round and the month of the foreseen last round of the reported activity.</p>	<table border="1"> <tr> <td colspan="3">Food and Conditional Assistance المساعدات الغذائية والمشروطة</td> </tr> <tr> <td colspan="3">Drop down* قائمة منسدلة</td> </tr> <tr> <td>Number of the current round* رقم الدورة الحالية</td> <td>1st round of distribution* دورة التوزيع الاول</td> <td>Last round of distribution* اخر دورة توزيع</td> </tr> </table>	Food and Conditional Assistance المساعدات الغذائية والمشروطة			Drop down* قائمة منسدلة			Number of the current round* رقم الدورة الحالية	1st round of distribution* دورة التوزيع الاول	Last round of distribution* اخر دورة توزيع							
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<p>Column (U), % of Kcal distributed through the current round Column (U) is activated when partners select the food assistance or the food for assets activities. In column (U), partners are requested to select (through the drop-down menu) the percentage of the food ration distributed through the reported activity. You can use the NutVal tool for calculating Kcal.</p>	<table border="1"> <tr> <td colspan="2">U</td> </tr> <tr> <td colspan="2">Food Assistance المساعدات الغذائية</td> </tr> <tr> <td colspan="2">Drop down* قائمة منسدلة</td> </tr> <tr> <td colspan="2">% of Kcal distributed through the current round* نسبة السعرات الحرارية الموزعة في الدورة الحالية</td> </tr> </table>	U		Food Assistance المساعدات الغذائية		Drop down* قائمة منسدلة		% of Kcal distributed through the current round* نسبة السعرات الحرارية الموزعة في الدورة الحالية									
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<p>Column (V), Unit Column (W), Quantity Columns (V), (W) are activated when partners select “in-kind” as the delivery modality. In columns (V), (W), partners are requested to select (through the drop-down menu) the unit the reported activity was based on and the quantity related to the selected unit. Partners can choose the option “other” if the unit the reported activity was based on is not in the drop-down menu. In this case: more information must be provided through the column (AM), comments.</p>	<table border="1"> <tr> <td colspan="2">V</td> <td colspan="2">W</td> </tr> <tr> <td colspan="4">In-Kind / Services مساعدات عينية/خدمات</td> </tr> <tr> <td colspan="4">Drop down* قائمة منسدلة</td> </tr> <tr> <td>Unit* الوحدة</td> <td>Quantity* الكمية</td> <td colspan="2"></td> </tr> </table>	V		W		In-Kind / Services مساعدات عينية/خدمات				Drop down* قائمة منسدلة				Unit* الوحدة	Quantity* الكمية		
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<p><i>Column (X), Value per household</i> <i>Column (Y), Total Value</i></p> <p>Columns (X), (Y), are activated when partners select “cash” or “voucher” as the delivery modality. In columns (X) and (Y) partners are requested to provide the value disbursed per household and the total value disbursed.</p>	<table border="1"> <thead> <tr> <th>X</th> <th>Y</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">Cash & Vo والقسائم</td> </tr> <tr> <td style="text-align: center;">Value per Household *</td> <td style="text-align: center;">Total Value *</td> </tr> <tr> <td style="text-align: center;">القيمة للأسرة</td> <td style="text-align: center;">اجمالي المبالغ</td> </tr> </tbody> </table>	X	Y	Cash & Vo والقسائم		Value per Household *	Total Value *	القيمة للأسرة	اجمالي المبالغ		
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<p><i>Column (Z), Currency</i> <i>Column (AA), Cash delivery mechanism</i></p> <p>Columns (Z), (AA) are activated when partners select “cash” or “voucher” as the delivery modality In columns (Z), (AA), partners are requested to select (through the drop-down menus) the cash delivery mechanism and the currency of the disbursement of the reported activity.</p>	<table border="1"> <thead> <tr> <th>Z</th> <th>AA</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">Vouchers النقد و</td> </tr> <tr> <td style="text-align: center;"><i>Drop down*</i> قائمة منسدلة</td> <td style="text-align: center;"><i>Drop down*</i> قائمة منسدلة</td> </tr> <tr> <td style="text-align: center;">Currency *</td> <td style="text-align: center;">Cash delivery mechanism *</td> </tr> <tr> <td style="text-align: center;">العملة</td> <td style="text-align: center;">الآلية تسليم النقد</td> </tr> </tbody> </table>	Z	AA	Vouchers النقد و		<i>Drop down*</i> قائمة منسدلة	<i>Drop down*</i> قائمة منسدلة	Currency *	Cash delivery mechanism *	العملة	الآلية تسليم النقد
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<p><i>Column (AB), Beneficiaries type</i></p> <p>In column (AB), partners are requested to select (through the drop-down menu) the status/type of beneficiaries of the reported activity.</p>	<table border="1"> <thead> <tr> <th>AB</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>Drop down*</i> قائمة منسدلة</td> </tr> <tr> <td style="text-align: center;">Beneficiaries type *</td> </tr> <tr> <td style="text-align: center;">نوع المستفيدين</td> </tr> </tbody> </table>	AB	<i>Drop down*</i> قائمة منسدلة	Beneficiaries type *	نوع المستفيدين						
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<p><i>Column (AC), Men</i> <i>Column (AD), Women</i> <i>Column (AE), Boys</i> <i>Column (AF), Girls</i></p> <p>In columns (AC), (AD), (AE), (AF), partners are requested to provide the number of men, women, boys and girls benefitting from the reported activity.</p>	<table border="1"> <thead> <tr> <th>AC</th> <th>AD</th> <th>AE</th> <th>AF</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Men رجال</td> <td style="text-align: center;">Women نساء</td> <td style="text-align: center;">Boys أولاد</td> <td style="text-align: center;">Girl بنات</td> </tr> </tbody> </table>	AC	AD	AE	AF	Men رجال	Women نساء	Boys أولاد	Girl بنات		
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<p><i>Column (AG), Number of reached households</i> <i>Column (AH), Number of reached beneficiaries</i></p> <p>In columns (AG), (AH), partners are requested to provide the number of households and individuals benefitting from the reported activity.</p>	<table border="1"> <thead> <tr> <th>AG</th> <th>AH</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>Not a number or not reached</i></td> <td style="text-align: center;"><i>Not a number or people reached</i></td> </tr> <tr> <td style="text-align: center;">Number of reached Households *</td> <td style="text-align: center;">Number of reached beneficiaries *</td> </tr> <tr> <td style="text-align: center;">عدد الاسر المستلمة (المستهدفة)</td> <td style="text-align: center;">عدد المستفيدين الذين تم استهدافهم</td> </tr> </tbody> </table>	AG	AH	<i>Not a number or not reached</i>	<i>Not a number or people reached</i>	Number of reached Households *	Number of reached beneficiaries *	عدد الاسر المستلمة (المستهدفة)	عدد المستفيدين الذين تم استهدافهم		
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<p><i>Column (AI), Regarding activities under the FSAC objective 1, how many new beneficiaries assisted during the last month?</i></p> <p>In column (AI), partners are requested to provide the number (if any) of individuals benefitting from the reported activity who had not received any assistance before.</p>	<table border="1"> <thead> <tr> <th>AI</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">FOR WHOM لمن</td> </tr> <tr> <td style="text-align: center;"><i>Unique Beneficiaries</i> المستفيدين الفريدين</td> </tr> <tr> <td style="text-align: center;">Regarding activities under the FSAC objective 1, how many new beneficiaries assisted during the last month? *</td> </tr> <tr> <td style="text-align: center;">فيما يتعلق بالانشطة تحت هدف الكتلة 1، كم عدد المستفيدين الجدد الذين تمت مساعدتهم في الشهر الماضي</td> </tr> </tbody> </table>	AI	FOR WHOM لمن	<i>Unique Beneficiaries</i> المستفيدين الفريدين	Regarding activities under the FSAC objective 1, how many new beneficiaries assisted during the last month? *	فيما يتعلق بالانشطة تحت هدف الكتلة 1، كم عدد المستفيدين الجدد الذين تمت مساعدتهم في الشهر الماضي					
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<p><i>Column (AJ), Regarding activities under the FSAC objective 2, how many new beneficiaries assisted during the last month?</i> In column (AJ), partners are requested to provide the number (if any) of individuals benefitting from the reported activity who had not received any assistance before.</p>	<p>AJ</p> <p>Unique Beneficiaries المستفيدين الفريدين</p> <p>Regarding activities under the FSAC objective 2, how many new beneficiaries assisted during the last month? * فيما يتعلق بالأنشطة تحت هدف الكتلة 2 ، كم عدد المستفيدين الجدد الذين تمت مساعدتهم في الشهر الماضي</p>
<p><i>Column (AK), Regarding emergency livelihood kit and activities under FSAC objective 2, how many beneficiaries included in regular food assistance?</i> In column (AK), partners are requested to provide the number (if any) of individuals benefitting from the reported activity who were also included in regular food assistance.</p>	<p>AK</p> <p>Unique Beneficiaries المستفيدين الفريدين</p> <p>Regarding emergency livelihood kit and activities under FSAC objective 2, how many beneficiaries included in regular food assistance? * فيما يتعلق بحزمة سبل العيش الطارئة والأنشطة تحت هدف الكتلة 2 ، كم عدد المستفيدين المشمولين في المساعدات الغذائية</p>
<p><i>Column (AL), % of people with disability</i> In column (AL), partners provide the percentage of individuals benefitting from the reported activity who have a disability.</p>	<p>AL</p> <p>Percentage النسبة</p> <p>% of people with disability نسبة الأشخاص ذوي الإعاقة</p>
<p><i>Column (AM), Comments</i> In column (AM), partners provide further information, as above mentioned.</p>	<p>AM</p> <p>OTHER</p> <p>Free text كلمة نص</p> <p>Comments ملاحظات</p>

3. Timeline

- On 8th of the month FSAC sends an email to partners, asking to submit their 5Ws related to the previous month. The submission deadline is on 15th COB.
- Once the data cleaning is finalized, FSAC designs and makes available IM products by the end of month.