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.

<table>
<thead>
<tr>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column (A), Month (of implementation)</td>
</tr>
<tr>
<td>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).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column (B), Donor</td>
</tr>
<tr>
<td>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. 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.</td>
</tr>
</tbody>
</table>

| Column (C), Reporting organization |
| In column (C), partners are requested to select (through the drop-down menu) the name of the organization reporting the activity. |

| Column (D), Implementing partner |
| In column (D), partners are requested to select (through the drop-down menu) the name of the organization implementing the reported activity. |
### Where

**Column (E), Governorate**
**Column (F), District**
**Column (G), Sub-districts**

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.

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.

Gathering information at sub-district level is key to ensure a more granular analysis and an effective coordination.

### What

**Column (J), FSAC objective**

In column (J), partners are requested to select (through the drop-down menu) the FSAC objective under which the reported activity was implemented.

**Column (K), Activity**

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).

Column (K) depends on the choice made in column (J).

**Column (L), Sub-activity**

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).

**Column (M), Activity description**

In column (M), partners can provide more details on the reported sub-activity (free text).
**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.

**Column (O), Conditionality**
In column (O), partners are requested to select (through the drop-down menu) if the reported activity was conditional or unconditional.

**Column (P), Frequency**
In column (P), partners are requested to select (through the drop-down menu) the frequency of the reported activity.

**Column (Q), Delivery modality**
In column (Q), partners are requested to select (through the drop-down menu) the modality through which the reported activity was implemented.

**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.

**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.

**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.
**Column (X), Value per household**
**Column (Y), Total Value**

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.

**Column (Z), Currency**
**Column (AA), Cash delivery mechanism**

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.

**For Whom**

**Column (AB), Beneficiaries type**
In column (AB), partners are requested to select (through the drop-down menu) the status/type of beneficiaries of the reported activity.

**Column (AC), Men**
**Column (AD), Women**
**Column (AE), Boys**
**Column (AF), Girls**

In columns (AC), (AD), (AE), (AF), partners are requested to provide the number of men, women, boys and girls benefitting from the reported activity.

**Column (AG), Number of reached households**
**Column (AH), Number of reached beneficiaries**

In columns (AG), (AH), partners are requested to provide the number of households and individuals benefitting from the reported activity.

**Column (AI), Regarding activities under the FSAC objective 1, how many new beneficiaries assisted during the last month?**

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.
Column (AJ), Regarding activities under the FSAC objective 2, how many new beneficiaries assisted during the last month?
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.

Column (AK), Regarding emergency livelihood kit and activities under FSAC objective 2, how many beneficiaries included in regular food assistance?
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.

Column (AL), % of people with disability
In column (AL), partners provide the percentage of individuals benefitting from the reported activity who have a disability.

Column (AM), Comments
In column (AM), partners provide further information, as above mentioned.

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.