

The Planning Tool Template Handbook


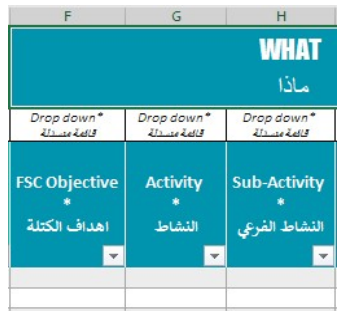
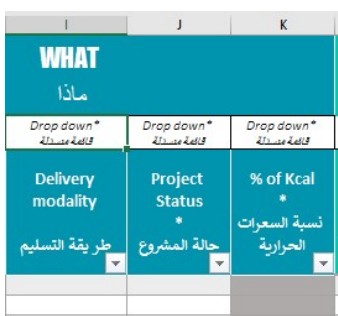
1. Purpose




- Mapping planned activities,
- Facilitating coordination among partners aiming at avoiding overlapping,
- Carrying out more accurate gap analyses (part of the monthly IM product), by considering both ongoing (through the 5W) and planned (through the planning tool) responses,
- Sharing information and ensuring evidence-based decision making for strategic intervention and improved implementation.

2. Planning tool architecture and how to fill it in

The Planning tool is based on the 4 questions (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 planning tool template in. “*” identifies a mandatory field.

Who																									
<p>Column (A), Donor</p> <p>In column (A), partners are requested to select (through the drop-down menu) the donor the planned activity will be funded through.</p> <p>Partners can choose the option “several donors” if the planned activity will be funded by multiple donors. In this case: more information must be provided through the column (Q), comments.</p> <p>Partners can choose the option “other” if the planned activity will be funded by a donor which is not in the drop-down menu. In this case: more information must be provided through the column (Q), comments.</p>	<table border="1"> <thead> <tr> <th>A</th> <th>B</th> <th>C</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">WHO</td> </tr> <tr> <td colspan="3" style="text-align: center;">من</td> </tr> <tr> <td style="text-align: center;">Drop down* قائمة مسددة</td> <td style="text-align: center;">Drop down* قائمة مسددة</td> <td style="text-align: center;">Drop down* قائمة مسددة</td> </tr> <tr> <td style="text-align: center;">Donor*</td> <td style="text-align: center;">Reporting organization*</td> <td style="text-align: center;">Implementing partner</td> </tr> <tr> <td style="text-align: center;">اسم المانح</td> <td style="text-align: center;">اسم المنظمة (مرسلة التقرير)</td> <td style="text-align: center;">اسم المنظمة (المنفذة)</td> </tr> <tr> <td style="text-align: center;">▼</td> <td style="text-align: center;">▼</td> <td style="text-align: center;">▼</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	A	B	C	WHO			من			Drop down* قائمة مسددة	Drop down* قائمة مسددة	Drop down* قائمة مسددة	Donor*	Reporting organization*	Implementing partner	اسم المانح	اسم المنظمة (مرسلة التقرير)	اسم المنظمة (المنفذة)	▼	▼	▼			
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<p>Column (B), Reporting Organization</p> <p>In column (B), partners are requested to select (through the drop-down menu) the name of the organization that will report the planned activity.</p>																									
<p>Column (C), Implementing Partner</p> <p>In column (C), partners are requested to select (through the drop-down menu) the name of the organization that will implement the planned activity.</p>																									

Where	
<p><i>Column (D), Governorate</i> <i>Column (E), District</i></p> <p>In columns (D), and (E), partners are requested to select (through the drop-down menu) the name of the governorate(s), and district(s) where the planned activity will be implemented. Partners must use 1 line / governorate and 1 line / district.</p>	
What	
<p><i>Column (F), FSAC Objective</i></p> <p>In column (F), partners are requested to select (through the drop-down menu) the FSAC objective under which the planned activity will be implemented.</p>	
<p><i>Column (G), Activity</i></p> <p>In column (G), partners are requested to select (through the drop-down menu) the planned activity (according to the list of FSAC key activities included in the FSAC HRP 2022). Column (G) depends on choices made in column (F).</p>	
<p><i>Column (H), Sub-Activity</i></p> <p>In column (H), partners are requested to select (through the drop-down menu) the planned sub-activity (according to the list of FSAC sub-activities included in the FSAC HRP 2022). Column (H) depends on choices made in column (G).</p>	
<p><i>Column (I), Delivery Modality</i></p> <p>In column (I), partners are requested to select (through the drop-down menu) the modality through which the planned activity will be implemented.</p>	
<p><i>Column (J), Project Status</i></p> <p>In column (J), partners are requested to select (through the drop-down menu) the project status.</p>	
<p><i>Column (K), % of Kcal to be distributed through the planned distribution</i></p> <p>Column (K) is activated when partners select the food assistance or the food for assets activities.</p> <p>In column (K), partners are requested to select (through the drop-down menu) the percentage of the food ration which will be distributed through the planned activity.</p>	

For Whom	
<p>Column (M), Number of the total beneficiaries planned to be targeted in September 2022.</p> <p>Column (O), Number of the total beneficiaries planned to be targeted in October 2022.</p> <p>Column (Q), Number of the total beneficiaries planned to be targeted in November 2022.</p> <p>Column (S), Number of the total beneficiaries planned to be targeted in December 2022.</p>	
<p>Column (L), Number of the new beneficiaries (without repetition) planned to be targeted in September 2022.</p> <p>Column (N), Number of the new beneficiaries (without repetition) planned to be targeted in October 2022.</p> <p>Column (R), Number of the new beneficiaries (without repetition) planned to be targeted in in November 2022.</p> <p>Column (T), Number of the new beneficiaries (without repetition) planned to be targeted in in December 2022.</p>	
<p>Column (Q), Comments</p> <p>In column (Q), partners provide further information, as above mentioned</p>	

3. Timeline

- On 08.09.2022, FSAC will send an email to partners, asking to submit their planned interventions for the September - December 2022 period.
- Once the data cleaning is finalized, FSAC designs and makes available IM products by the end of month.
- By the end of 2022 the planning tool will be revised and shared with partners. By the beginning of 2023, partners will be asked to submit their planned intervention for the January - December 2023 period.