Guidance note

Reporting of food security and livelihood activities through 5Ws tool

INTRODUCTION

The 5Ws tool (**Who** does **What**, **Where**, **When** and for **Whom**) is designed to support information management for effective coordinated humanitarian response. The tool helps in collecting data on the operational presence and results achieved (outputs) of Food Security and Livelihood partners in Cox's Bazar District. The data is analysed to produce information products on response status, gaps, and overlaps to monitor the response and to report to the ISCG.

REPORTING FREQUENCY

The reporting frequency will be monthly - usually on the 5th day of every month - to report activities implemented in the previous month, in order to feed into the Sector and ISCG reporting requirements. The monthly reminder for reporting is sent to FSS partners by the FSS team.

HOW TO FILL IN THE MATRIX

- **Who should fill in the matrix?** To avoid double reporting, the Matrix should be filled in and submitted to the Sector by either implementing organizations working with the people in need directly in the field or by the supporting organizations appealing for and providing funding and technical support, **not both**.
- **How to access the Matrix?** The Matrix is available online **HERE**. The Matrix looks as below:

	PROJECT INFORMATION				WHO			WHAT					
No	Project Name	Response Plan	JRP Project Code	Response Type	Programme Partner	Implementing Partner	Donor	Sector of Assistance	Activity	Activity Details	CSA	Sector Objective	Indicator
fixed	free text	dropdown	dependent dropdown of Response Plan	dropdown	free text	free text	free text (Do not include any UN/ INGO organization name)	fixed	dropdown	dependent dropdown of Activity	dropdown	dropdown	dependent dropdown of SO
1								Food Security					
2								Food Security					

- All fields are mandatory except the following:
  - **JRP Project Code (column D)**: only applicable to partners receiving funding through the JRP 2022.
  - **CASH Value per Household per Month, Currency, Cash Delivery Mechanism (column P-R):** only applicable to partners reporting cash and voucher assistance
  - **Remarks:** only applicable to partners who wish to provide remarks concerning the reported activity
- This is an **activity-based** tool, not project-based. Therefore, status, dates and target beneficiaries should be as per activity
- **Steps** to fill in the Matrix
  - The tool can be filled in **online.**
  - Always use 1 row for 1 organization carrying out 1 activity in 1 location for several beneficiaries (girls, boys, women and men). If what you are reporting is for a new project, new activity, or new location, please use a new row to enter your information.
  - Please disaggregate information by block levels in camps for Rohingya refugees and by ward for host community individuals in Ukhiya and Teknaf upazilas, as we are expecting high coverage in these areas. For activities in other upazilas, please report by Union.
  - **Report planning information** – Open the 'Annual 5W' sheet and enter your organization's annual planning information - how many households will receive what, where in 2022. Information provided here be reflected on the 'Monthly 5W' sheet except for the number of total unique households and individuals reached in 2022.

- o **Report actual information for a given month** – Columns in the 'Monthly 5W' sheet are fixed except for the section to provide the number of reached households and individuals. Find your organizations' entry on the sheet and enter how many households have been reached. If you need to edit other fields on the 'Monthly 5W' sheet, please return to the 'Annual 5W'.
  - o **Report actual information for January-December 2022** – To report how many households and individuals were reached with your activity in 2022, open the 'Annual 5W' sheet and fill in the columns under Reached Beneficiaries section. FSS team will remind partners to update this information periodically to report achievements against FSS target for the JRP Mid-term Review and End-year Review.
- **What to avoid** while using the online 5W tool:
  - o Do not apply filters to find your organization's entry as it is a public tool and many partners may be using the tool at the same time. FSS team will re-organize the Matrix in alphabetical order frequently to make it easier for you to find the information and you can navigate to your organization's row by pressing CTRL + F and entering your organization's name.
  - o Do not erase other partners' activities. If you deleted any information that you were not meant to, please press CTRL + Z to undo.
  - o When copy and pasting the information from a different sheet, please be careful not to paste over other partners' entries and please paste the values only.

SUBMISSION OF THE 5W

- If you have filled in the 5W information <mark>ONLINE</mark>, it has been submitted. If you filled in the Excel template offline, please submit it via email to FSS team (coxsbazar.fss@wfp.org) and CC the FSS IM team Zolboo Bold-Erdene (zolboo.bold-erdene@wfp.org, +8801313097855), Ajmerry ajmerry.hossain@wfp.org, +8801818906909) and Neamul (neamul.akhter@wfp.org, +8801313770424)
- If you face any issues filling in the Matrix, kindly contact the FSS IM team.

Overall Section	Columns in Matrix (Column)	Description and guidance
Project Information	**Project Name (B)**	Enter the name of the project. If it's a JRP2022 project, the name should be the same as it is on HPC module.
	Response Plan (C)	Indicate whether this project is a JRP or non-JRP project
	JRP Project Code (D)	Enter the project code of the project according to HPC module (only applicable for JRP projects)
	Response Type (E)	Select response type of the project as regular response, flood response, fire response etc.
WHO	**Programme Partner (F)**	Enter the name of the programme partner (i.e. organization who supports implementing organization through funding, providing technical support)
	Implementing Partner (G)	Enter the name of the implementing partner who implement activities on the ground
	Donor(s) (H)	Enter the name of the donor(s). If there are multiple donors, separate them by comma [,].
WHAT (full list of activities is available in WHAT tab)	**Sector of Assistance (I)**	This column is fixed for reporting of food security and livelihood activities.
	Activity (J)	Select the activity category from the dropdown list
	Activity Detail (K)	Select the details of activity from the dropdown list (dependent on Activity)
	CSA (L)	Indicate whether the selected activity is Climate Smart Agriculture (quick guidance here)
	Sector Objective (M)	Select the Sector Objective from the dropdown list (dependent on Activity)

	Indicator (N)	Select the relevant indicator from the dropdown list (dependent on Activity)
	Activity Status (O)	This column is prefilled and will be updated automatically based on the start-end date of activity
	Delivery Modality (P)	Select the delivery modality used from the dropdown list
	Activity Frequency (Q)	Select the frequency of activity from the dropdown list
CASH (only applicable for cash and voucher activities)	**Value per Household per Month (R)**	Enter the value transferred to each household per month
	Currency (S)	Select the currency of transfer from dropdown list
	Cash Delivery Mechanism (T)	Select how the cash was delivered from the dropdown list
WHERE (full list of locations available in WHERE tab)	**Admin 1 – Division (U)**	This column is fixed to Chittagong Division
	Admin 2 – District (V)	This column is fixed to Cox's Bazar District
	Admin 3 – Upazila (W)	Select which Upazila the activity took place in from dropdown list.
	Admin 4 – Union (X)	Select which Union the activity took place in from the dropdown list (dependent on Upazila)
	Ward / Camp (Y)	Select which Ward / Camp the activity took place in from the dropdown list (dependent on Beneficiary Type [Column AA])
	Camp Block	Enter the camp block
WHEN	**Month of Implementation (AA)**	Select which month when the activity took place in from the dropdown list
	Start Date of Project Contract (AB)	Enter which month the contract of the project started or will start.
	End Date of Project Contract (AC)	Enter which month the activity will end
WHOM - Beneficiary Type	**Beneficiary Type (AD)**	Select whether beneficiaries are from refugee or host community from the dropdown list
	Unique Beneficiary (AE)	This column will be used to identify the total unique number of households reached by a partner per location without double counting. For your primary activity with the highest coverage in the location, please indicate Yes. For secondary or additional activities with lower coverage, please indicate No
WHOM - Planned Beneficiaries	**Planned Households (AF)**	Enter the number of households your organization is planning to target
	Planned Individuals (AG)	These columns will be updated automatically based on Planned Households figure and the average household size according to the latest population figure. If your organization has a precise breakdown of planned individuals, please delete the auto-generated figures and enter the actual figures.
	Planned Female Individuals (AH)	
	Planned Male Individuals (AI)	
WHOM - Reached Beneficiaries	**Existing Households (AJ)**	Enter the number of households who received assistance from your organization in previous month
	New Households (AK)	Enter the number of households who newly received assistance from your organization in the reporting month

	Total Reached Households (AL)	This column will automatically sum the number of Existing and New households your organization reached in the reporting month	
	Reached Individuals (AM)	These columns will be updated automatically based on Reached Households figure and the average household size according to the latest population figure. If your organization has a precise breakdown of planned individuals, please delete the auto-generated figures and enter the actual figures.	
	Reached Female Individuals (AN)		
	Reached Male Individuals (AO)		
	Adult Female (60>18y) Individuals (AP)		
	Adult Male (60>18y) Individuals (AQ)		
	Child Female (<17y) Individuals (AR)		
	Child Male (<17y) Individuals (AS)		
	Elderly Female (>60y) Individuals (AT)		
	Elderly Male (>60y) Individuals (AU)		
	Individuals with Unknown Sex and Age (AV)	Enter the number of individuals reached with unknown sex and age	
	Total Female PWDs Among Beneficiaries (AW)	Enter the number of female persons with disabilities AMONG your total reached beneficiaries.	
	Total Male PWDs Among Beneficiaries (AX)	Enter the number of male persons with disabilities AMONG your total reached beneficiaries.	
OTHER	**Remarks (AY)**	Enter any other information not included in the previous sections of the Matrix	
CONTACT INFORMATION	**Project Manager Name (AZ)**	Enter the contact information of your project's manager. This information will be reported to ISCG in case there are queries related to the project.	
	Project Manager Phone (BA)		
	Project Manager Email (BB)		
	IM Focal Point Name (BC)	Enter the contact information of your project's information management focal point. This information will be used by FSS in case there are queries related to the reported data.	
	IM Focal Point Phone (BD)		
	IM Focal Point Email (BE)		

Questions and Answers

Q: What does FSS do to protect and prevent partners' data entries from being deleted on the online 5W tool?

A: FSS reminds partners to refrain from applying filters, to use empty rows as opposed to inserting rows, and to be mindful when copy and pasting data. If data is deleted, FSS will replace the data from its backup files.

Q: For assistance to individuals (e.g. training and cash support to individuals) should partners enter the figure as individuals reached or households reached?

A: Partners are advised to enter the figure as households based on the assumption that activities under FSS benefit the entire household, unless it is deemed otherwise.

Q: If non-JRP projects started before January 2022, how should partners enter the information (activity start date, end date etc) on the 5W tool?

A: The 5W tool is designed to monitor **activities** in 2022 in Cox's Bazar District. If the activity is ongoing as of January, please enter January as the start month of activity.

Q: If the project started before January 2022, will the beneficiaries reached in January be counted as unique beneficiaries?

A: All beneficiaries reached in January will be counted as New Households Reached. If your organization provides multiple types of assistance (i.e. training, in-kind inputs, and cash support) to the same beneficiaries in the same location, please indicate 'Yes' under Unique Beneficiary column (column AB) for your primary activity with highest coverage and 'No' for other activities. FSS will use this column to calculate how many unique households have been reached by each partner in a location.

Q: Where can partners find their JRP project code?

A: JRP project code can be found on HPC tools managed by UN OCHA. JRP partners need to create an account, filter Bangladesh and Food Security Sector to find the project name and project code.

Q: Some environment activities has no beneficiaries target. How do we define beneficiaries & provide their information?

A: Only measurable environmental/natural resource management outputs will be monitored by FSS. The 5W tool will specifically track direct assistance for nurseries (household) and natural resource dependent households.

Q: Some projects have multi donors, how should donor's names be provided in Donor column.

A: All donors' names should be entered in the donor field separated by comma (,). Please ensure that they are not Programme Partners (i.e. UN agencies, NGOs) and they are governmental organizations (e.g. DFAT, USAID, FCDO, JICA, etc)

Q: Some cash transfer values are determined based on the number of individuals in a household. What value should partners provide under Transfer Value per Household per Month column?

A: If the value is dependent on the number of individuals in a household, please multiply the value per individual by the average household size (i.e. multiply by 4.6 for Rohingya households and multiply by 5 for host community households).

Q: What information should partners provide on quarterly basis and why?

A: Partners are requested to update the cumulative figure of households and individuals reached in 2022 on the Annual 5W sheet for FSS to monitor the number of unique households reached under FSS, and report to stakeholders accordingly.

Q: My organization's JRP project's title is the same as non JRP projects, what should we do?

A: It will not be an issue if the same project titles are used for different activities as long as they are differentiated (JRP or non-JRP) under Response Plan column (C)

Q: Should partners report by Union or by Ward?

A: Please report by Ward for Ukhiya and Teknaf Upazilas, as we foresee high coverage in both Upazilas and ward-level information will be needed for coordination. For activities outside of Ukhiya and Teknaf, please report by Union.