26th June 2019
Partner training on 5Ws reporting
FSL Information Management (IM)

IM involves collecting, analysing, and sharing information through high quality information products designed to assist cluster partners and stakeholders make programmatic, evidence-based and strategic decisions regarding aspects of a humanitarian crisis.

FSL Cluster IM priorities:

I. Strengthen relationship with partners
II. Improve reporting mechanisms
III. Develop new products to increase FSL actors intervention's visibility and partners’ advocacy capacity
IV. Strengthen TWGs IM capacity & strengthen subnational FSL cluster IM capacity
Responsibilities of Partners for IM

The “minimum commitments” proposed by the IASC for cluster partners includes that partners will: subscribe to the overall aims of the cluster approach; be proactive in exchanging information, highlighting needs and gaps, and reporting progress, participating in lessons-learning processes, and building local capacities; share responsibility for Cluster activities including assessing needs, developing plans and guidelines, communicating information and agreed messages, mobilizing resources and organizing joint training; and respect and adhere to agreed principles, policies and standards, and implement activities in line with agreed priorities and objectives.
Points to note when reporting – lessons learnt

i. Report activities from funded projects only

ii. Livelihood activities that cut across months: report beneficiary figures once – indicate “0” for subsequent months

iii. Provide breakdown of the beneficiaries (Male, female, boys, girls - SADD)

iv. FAO & WFP partners must indicate in the Donor column – avoid double counting

v. Partners to coordinate reporting in cases of “sub contracting” arrangements i.e. the Grant recipient to report and indicate the name of IP accordingly

vi. Always indicate the status of the activity (ongoing, completed, planned)

The average number of active partners reporting to the FSLC on a regular basis is about 86
I. Reporting: Who should report from the organization?

- The organizations active in FSL should all report to the cluster about their activities.

- One focal point per organization in charge of sending the organization information about planned, ongoing, suspended or completed FSL activities.

- Focal point contact to be updated, in case of changes in the organization please inform the cluster:

  Justus.vundi@wfp.org
  info.southsudan@fscluster.org

and provide the following details:

<table>
<thead>
<tr>
<th>Name</th>
<th>Surname</th>
<th>Organization</th>
<th>Abbreviation</th>
<th>Type</th>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaa</td>
<td>Bbb</td>
<td>Ccc</td>
<td>DD</td>
<td>INGO</td>
<td>FSL officer</td>
<td><a href="mailto:a@cc.org">a@cc.org</a></td>
<td>090909</td>
</tr>
</tbody>
</table>
## HRP 2019 Objectives, Activities & Indicators

<table>
<thead>
<tr>
<th>Cluster Objectives</th>
<th>Type of Activity</th>
<th>Indicator</th>
<th>Modality</th>
<th>Conditionality</th>
</tr>
</thead>
</table>
| **Cluster Objective 1: Provide unconditional food assistance to prevent famine and improve food consumption, dietary diversity and coping strategies for vulnerable populations** | Unconditional General Food Distribution (GFD)                                   | • Number of beneficiaries reached  
• Quantity of food assistance distributed (tonnage)                      | Food     | Unconditional   |
|                                                                                  | Unconditional Cash/ Voucher food assistance                                       | • Number of beneficiaries reached  
• Total cash value                                                               | Cash     | Unconditional   |
| **Cluster Objective 2: Enhance emergency food production through complementary vegetable and crop seeds and fishing and livestock support** | • Crop Kits (CK)  
• Vegetable Kits (VK)  
• Fishing Kits (FK)  
• Crop Kits & Vegetable Kits  
• Crop Kits & Fishing Kits  
• Vegetable Kits & Fishing Kits  
• Crop Kits & Vegetable Kits & Fishing Kits  
• Seed Fairs  
• Rapid Response Kits  
• Livestock vaccination  
• Livestock treatment  
• Integrated Pest Management                                                      | • Number of HH receiving agricultural inputs/ vegetable & fishing kits  
• Quantity of food produced  
• Number of animals vaccinated  
• Number of animals treated                                                     | Inputs/Vouchers | Unconditional   |
## HRP 2019 Objectives, Activities & Indicators

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<th>Conditionality</th>
</tr>
</thead>
</table>
| **Cluster Objective 3:** Provide transitional emergency food assistance to strengthen coping capacities and reduce reliance on general food distributions | • Food for Assets (FFA)  
• Cash for Assets  
• Conditional cash transfers                                             | • Number of beneficiaries reached with conditional food assistance  
• Quantity of food assistance distributed (tonnage/ total cash value)  
• Total cash value                                                        | • Food  
• Cash  
• Voucher                                             | Conditional |
| **Cluster Objective 4:** Reduce dependency on food and agricultural input to support and strengthen households’ ability to absorb shocks | • Agricultural Vocational Trainings  
• CAHW  
• Demo Plots  
• Farmer Field Schools (FFS)  
• Village Savings/Loans Associations & Small Grants  
• FAW training  
• Pest & Disease Management Training  
• Income Generation Training  
• Value Chain Training  
• Vocational Skills Training | Number of HHs receiving good agricultural practice and nutrition messaging and awareness | Training | N/A            |
II. Tool: Actuals

The **Actual sheet needs to be filled monthly (from 1-10th)** and in the beneficiaries columns it will state the number of beneficiaries assisted during the previous month. **Provide gender breakdown (SADD)**

The IM Tool is based on the 5 **Ws**: **Who**, **What**, **Where**, for **Whom** and **When**

Next are the instruction on how to compile each “W” section

* Indicates it is mandatory to fill the cell
II. Tool: WHO

- Column A: Insert the name of your organization
- Column B&C: Please indicate the donor of your project.
- Column D: Please indicate implementing partner if different from your program partner.
- Column E: This project was submitted in response to the HRP and validated on the OPS by the cluster (online project system), or not

Please enter one row per activity per geographic location

<table>
<thead>
<tr>
<th>Who</th>
<th></th>
<th></th>
<th></th>
<th>Please indicate if activity is part of HRP 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
<td>Name</td>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Organization *</td>
<td>Donor *</td>
<td>Donor (if &quot;Other&quot; specify)</td>
<td>Implementing Partner (if different from A column)</td>
<td>HRP or Non-HRP activity</td>
</tr>
</tbody>
</table>
II. Tool: WHAT

- Column F: If the project is part of the HRP, which Cluster Objective does it respond to?
- Column G: Insert here the type of activity implemented (Agriculture, Food Assistance or cash & vouchers…)
- Column H: Insert here the specific activity (sub-activity), for example Seeds and tools for Agriculture, GFD for food assistance
- Column I: Insert here Modality of the activities; Cash/voucher and in-kind
- Column J: Text in here the description of your activity
II. Tool: WHERE

- Column K: Choose the state where the activity is implemented from the dropdown
- Column L: Choose the county where the activity is implemented from the dropdown
- Column M: Payam and Location can be manually entered – this is optional.

The names of the states and counties are as per the old admin boundaries

**Actual: Where**

<table>
<thead>
<tr>
<th>State *</th>
<th>County *</th>
<th>Payam</th>
</tr>
</thead>
</table>

Please identify Admin 2 from the drop down list
Please identify Admin 3 from the drop down list
Please indicate the Admin 4 (if known)
II. Tool: For WHOM

- Column N: Select the beneficiary type
- Column O: Enter the number of households planned to be assisted from the activity, if you report by HH
- Column P: Enter the number of individuals planned to be assisted from the activity, if you report by individuals
- Column Q and R: breakdown of the beneficiary population by sex.

### Actual: For Whom

<table>
<thead>
<tr>
<th>Please identify beneficiary type from the drop down list</th>
<th>Please insert the total number of Households reached (if you report by HH) and indicate the total number of beneficiaries in the next column with the formula: number of households X number of members (assuming 1 HH=6 members)</th>
<th>Please insert the total number of individuals (if you report by individual). This will be Households reached X 6</th>
<th>Please indicate the number of male beneficiaries reached (above 18)</th>
<th>Please indicate the number of female beneficiaries reached (above 18)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beneficiary Type *</td>
<td>No. of Total Households Reached *</td>
<td>No. of Total Beneficiaries Reached *</td>
<td>No. of Males</td>
<td>No. of Females</td>
</tr>
</tbody>
</table>
II. Tool: WHEN

- Column S: Select the status of the project (planned, ongoing, suspended completed).
  - If it is planned or suspended there should be no actuals to report.

- Column T: The activity planned implementation start date, in the format DD/MM/YYYY

- Column U: The activity planned implementation end date, in the format: DD/MM/YYYY

<table>
<thead>
<tr>
<th>Project status (completed, ongoing, planned)</th>
<th>Activity start date (day/month/year)</th>
<th>Activity end date (day/month/year)</th>
<th>Reporting month</th>
</tr>
</thead>
<tbody>
<tr>
<td>When</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Activity life
## Partner contact details

<table>
<thead>
<tr>
<th>Partner info</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSL-C focal person name</td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Information Flow

1. Field based staff
   The field staff collect the data on the activities facilitated by their organization and send the data to their head offices in Juba.

2. Juba based staff
   The reporting team of the organization in Juba receives data from the field, inputs it on the standard template from the FSLC and send it to the FSLC IMO.

3. FSLC IM team
   The FSLC team receives the data from the partners and produces a 5Ws report for OCHA as well as an FSLC database to keep track of the activities and beneficiaries reached by the partners and develops FSLC products.
Why is it important to report in 5Ws accurately and timely?

- Dissemination of food security assessments informs partners response planning
- Gap Analysis: Identify critical gaps and overlaps of ongoing and planned interventions; ultimately leading to better programming
- Analysis of realized assistance in relation to planning/targets increases knowledge of operational, security and political issues blocking the flow of humanitarian assistance
- Ensure gaps of most vulnerable are highlighted and addressed
- Advocacy on behalf of partners to secure financial resources through the IM products
- Information sharing results in focused coordination meetings, enhanced collaboration and increases transparency/accountability within the cluster and the wider humanitarian response
New products and outputs

1. **Gap Analysis**
   - Achievements and gaps against IPC targets
   - Informs response

2. **3Ws Dashboard**
   - Gap analysis figures
   - Presence maps
   - Highlights of main interventions of past month
   - Communication and operational tool

3. **Monthly Bulletin**
   - Stories, Pictures, Activities from the field
   - Advocacy tool

4. **Maps**
   - Partners Presence Map
   - Achievements vs Targets Map

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**Country Response Update**

- **Country Name**: South Sudan Food Security Cluster Dashboard
- **Cluster**: Food Assistance (CO1 & CO3)
- **As of April 2019**

**Key Indicators (April)**
- Number of Beneficiaries reached with unconditional food assistance: 6,276,002
- Number of Beneficiaries reached with conditional food assistance: 1,852,000
- Number of Beneficiaries reached with transitional emergency food assistance: 4,565,000

**Monthly Response Trend**

- **Cluster Objectives**
  - CO1: Unconditional Food Assistance
    - 10% Overall Household Food Consumption (OHHF)
    - 10% of the population
  - CO2: Transitional Emergency Food Assistance
    - 10% of the population
  - CO3: Conditional Food Assistance
    - 10% of the population

**Partners Presence Map (CO1 & CO3)**

- **Total Partners**: 70

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**Gap Analysis**

- Achievements and gaps against IPC targets
- Informs response

**3Ws Dashboard**

- Gap analysis figures
- Presence maps
- Highlights of main interventions of past month
- Communication and operational tool

**Monthly Bulletin**

- Stories, Pictures, Activities from the field
- Advocacy tool

**Maps**

- Partners Presence Map
- Achievements vs Targets Map
Monthly Reporting Timeline

1st to 10th
- Partners report to FSLC on previous month beneficiaries reached and update plans if needed

5th
- Monthly Bulletin
- Maps update
- Gap analysis
- 3Ws Dashboard
- 5Ws report to OCHA

15th

20th

25th

25th to 30th
- Collection of data for monthly bulletin (partners can send their stories and pictures from the field)

Collection of data for monthly bulletin (partners can send their stories and pictures from the field)
Thank you!

Questions?