

What is LSDS 5W response tracker and what are the benefits?

The purpose of the 5W response tracker is to define Who does What, Where, When and for Whom. It is an Information Management tool to understand Sector partner's implementation at the ground level. The tool allows us to identify any service gaps and overlaps, and as such helps the Sector and its partners in future planning and programming.

The 5W response tracker, strengthens monitoring mechanisms and reinforces advocacy and fundraising efforts.



Templates for LSDS 5W reporting-

The Livelihoods and Skills Development Sector has introduced three templates for reporting the Sector related activities for both JRP and Non- JRP partners.

- a) **Project Details:** LSDS has already disseminated Project Details template to partners. In this template, which is basically the Annual Plan, partners are expected to provide the details of the projects they are implementing under JRP and non-JRP 2023. The planned number of beneficiaries (disaggregated by Age, Gender and Diversity), location of camp or host/local community, and activities are to be provided for January – December 2023. Once the **Project Details** are submitted to LSDS, the data will be uploaded in the ActivityInfo system. For that point on, partners will be able to find their respective project in the ActivityInfo portal and will be required to report monthly, accessing the Portal directly.
- b) **Reporting Focal List:** With the Project Details template, LSDS also circulated the template for collecting information on Reporting Focals. All the IMOs and technical persons from partner organizations have already shared two Reporting Focal names with LSDS.

- c) **5W Reporting:** The 5W reporting is done using the web based **ActivityInfo** tool on a monthly basis. LSDS Information Management focal will grant the access to the Reporting Focals nominated by the Sector partners, and a one-time email from ActivityInfo will confirm the access to Reporting Focal. Only the Reporting Focals will have access to ActivityInfo.

Frequency of reporting:

- a) The Project Details are reported only **once** with the Annual Plan in the prescribed template shared by the Sector. If there is a new project/funding received by JRP/Non-JRP partners, they must inform LSDS and add the new information to the existing Project Details template.
- b) If there are any changes in the Reporting Focal for any organization, it must be reported immediately to LSDS, so that the new replacement could be added, and access granted
- c) The 5W Reporting will be done once a month, the Sector will send the reminders to the Reporting Focals, the set deadline for submission of 5W for previous month activities will be the 12th of the current/ongoing month.

Programme Partner/ Implementing Partner Reporting:

Both the Programme Partners and Implementing Partners have the access for reporting on the 5W to LSDS. The Implementing Partners are requested to verify the data with the respective Programme Partners before reporting. Depending on the agreement between the two, either Programme Partner or Implementing Partner would be able to report in ActivityInfo. The Sector will be able to identify duplications of submission by the Programme Partners and Implementing Partners, but prior consultation and verification is strongly advised.

Steps to focus on during filling in the Project Details template:

- Enter the project name as it is, the font and the wording should be consistent.
- It is very important to indicate whether the project is JRP or Non-JRP, it will complement the financial analysis for the Sector.
- The duration of the project must be indicated clearly, but the partners are requested to only share the targeted beneficiaries for the year 2023.
- Activities details of the Sector are provided in the Project Details template. Based on it, the activity dropdown list is created. If there are activities that are not mentioned in the dropdown list, partners are requested to inform the Sector in the remarks column at the right corner of the template., The Sector will reach out to the respective partner with the solution.

Steps to focus on during filling in the monthly 5W reporting template and reporting through ActivityInfo:

- Enter the same name of the project that was submitted to Sector in the Project Details template.
- Partners must select the month of reporting from the dropdown list.
- For JRP partners: it is mandatory to indicate Programme Partner, Implementing Partners and Donors.
- The separate row should be filled for each activity type even though the location/camp or Union is same.

Livelihood and Skill Development Sector 5W Response Tool Guidance Note

- For Camp level it is compulsory to provide block-level information, for Host/ Local community ward level information is mandatory. It will enable the Sector to identify overlapping at block or ward levels.
- While reporting on Age, Gender and Diversity, partners are requested to keep in mind that Sector only collects the data on beneficiaries of 18 years or older, and it is necessary to disaggregate the data so as to report: male, female, elderly, Persons with Disability and individuals with unknown sex and age .

LSDS Project Details Template explained:

Submitted by	The name of the Programme Partner or Implementing Partner submitting the information
Project name	The name of the project which is being implemented in 2023
Response Plan	Whether JRP or Non-JRP project
JRP Project Code	If JRP, then enter the JRP code received by Programme Partner while submission in 2023 JRP
Programme Partner	Provide the name of the Partner (Organizations supporting the Implementing Partners with funding and technical support)
Implementing Partner	Partners who are implementing activities at the ground level
Activity	Select the activity from dropdown list
Activity Details	Select the activity details which is depending dropdown of activity
Beneficiary Type	Indicate whether the beneficiaries are Refugee, Local or Host Community
Start date of project	Start day of the project for which the activity details are provided
End date of project	End day of the project for which the activity details are provided
Planned Individuals	Targeted 18 +beneficiaries
Planned Female Individuals	Targeted 18 + female beneficiaries
Plan Male Individuals	Targeted 18+ male beneficiaries
Remarks	If any comments/concerns arise from partners side

LSDS 5W monthly reporting template explained:

Submitted by	The name of the Programme Partner or Implementing Partner submitting the information
Reporting month	The name of the project which is being implemented in 2023
Donor	
Response Plan	Whether JRP or Non-JRP project
JRP Project Code	If JRP, then the JRP code received by Programme Partner while submission in 2023 JRP
Programme Partner	Provide the name of the Partner (Organizations supporting the Implementing Partners with funding and technical support)
Implementing Partner	Partners who are implementing activities at the ground level
Activity	Select the activity from dropdown list
Activity Details	Select the activity details which is depending dropdown of activity
Response	Select the response type whether regular or any other (e.g.. Covid, emergency cyclone response, etc.)

Activity Status	Select whether the activity is ongoing or completed or planned or cancelled
Delivery modality	Select the delivery modality from dropdown list
Activity Frequency	Select the delivery modality from dropdown list
Cash Delivery Mechanism	Select how the cash was distributed from dropdown list
Location Type	Select camp/host/local
Location Name	Select the location of the activity from dropdown list
Block/Ward	Select the camp/ ward from dropdown list
Beneficiary Type	Indicate whether the beneficiaries are Refugee, Local or Host Community
Unique Beneficiary	Insert the information on the beneficiaries following the principles of Age, Gender and Diversity
# of male (18-59) Individual	
# of female (18-59) Individual	
# of elderly male (60+) Individual	
# of elderly female (60+) Individual	
Individuals with Unknown Sex and Age	
# of male Persons with Disability among beneficiaries	
# of female Persons with Disability among beneficiaries	
Remarks	If any comments/concerns arise from partners side

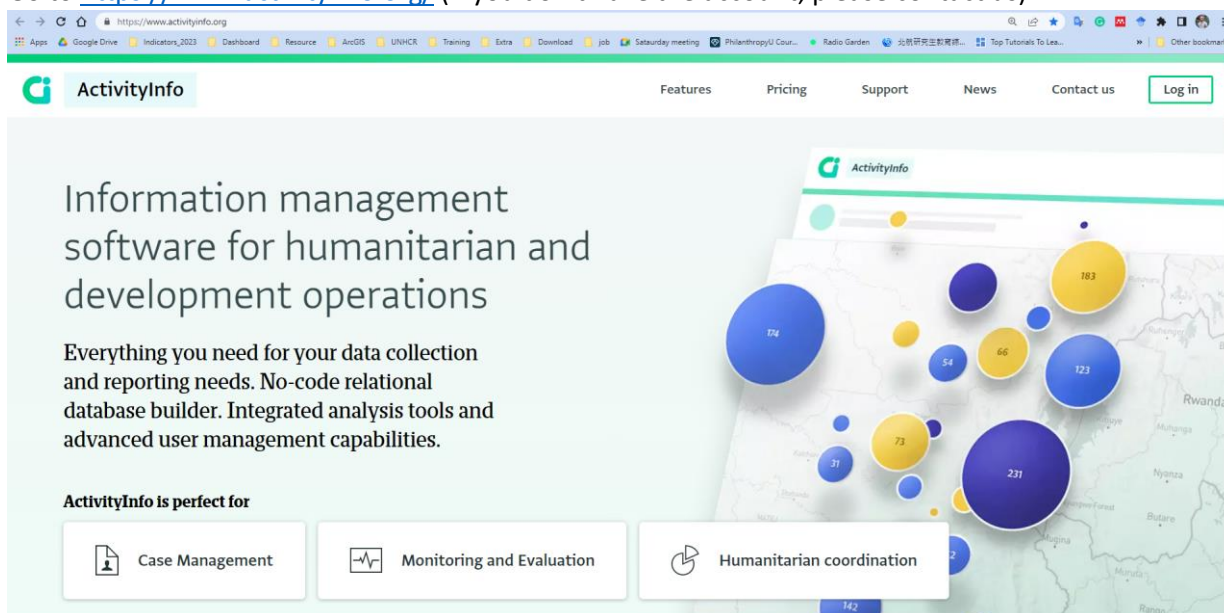
5W data submission on ActivityInfo [Process]:

There are two ways to submit your 5W through ActivityInfo.

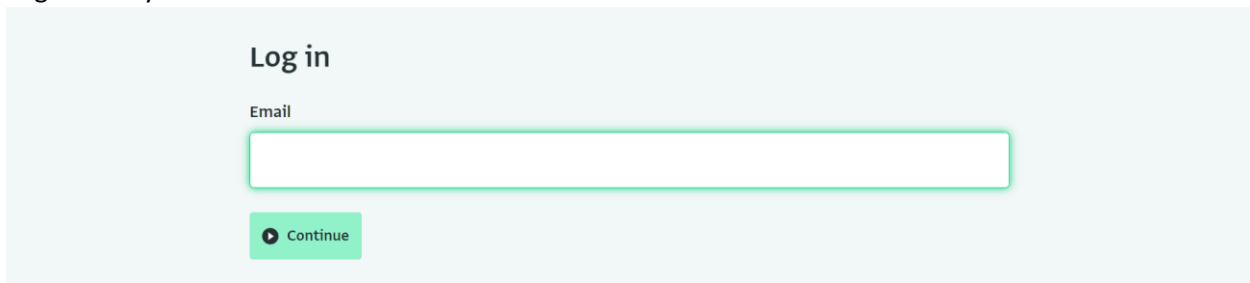
- Directly input to ActivityInfo system
- Data input using excel template

a. Directly input to ActivityInfo system

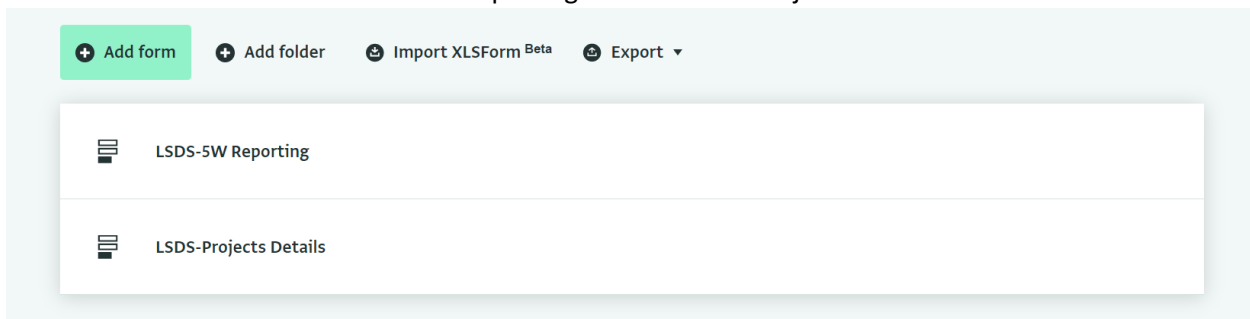
- Go to <https://www.activityinfo.org/> (if you don't have the account, please contact us)



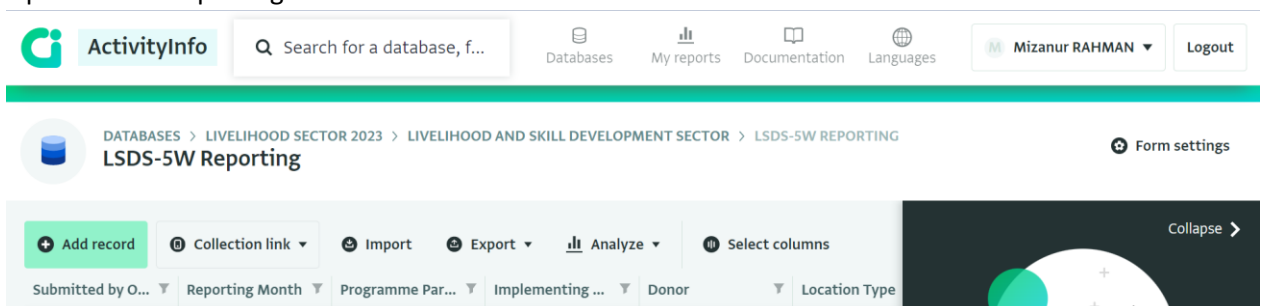
2. Log in with your mail address



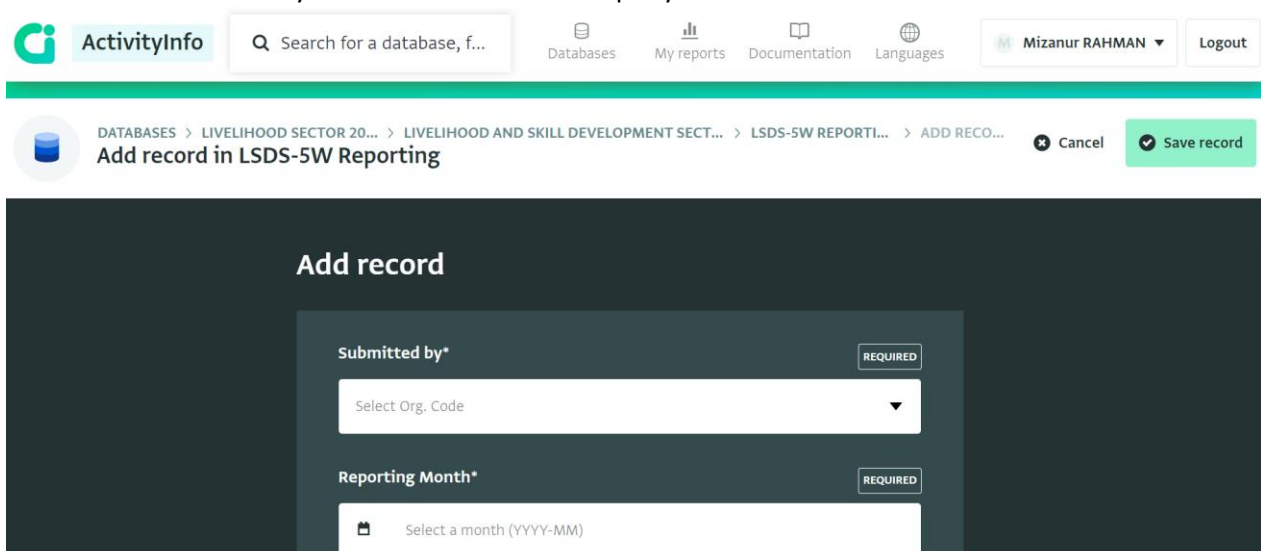
3. You can see two forms. One is for 5W Reporting another is for Project details



4. Open the 5W reporting form



5. Go to "Add record" and you can see the form for input your information



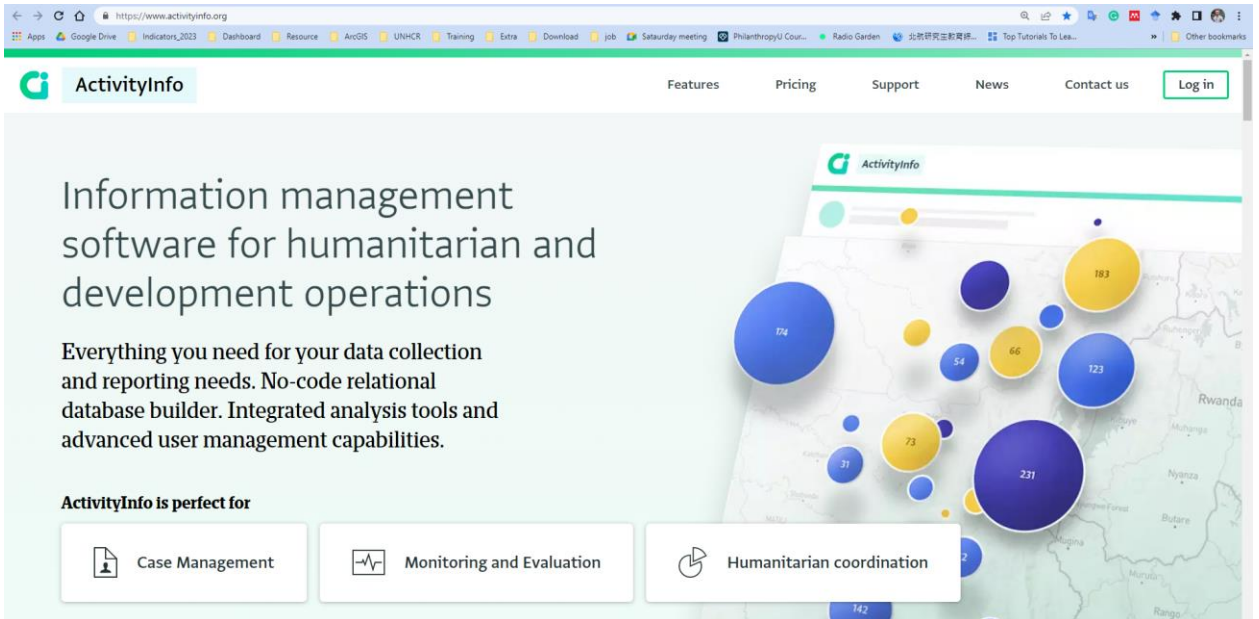
6. After finishing your Input click on “Save record”

b. Data input using excel template

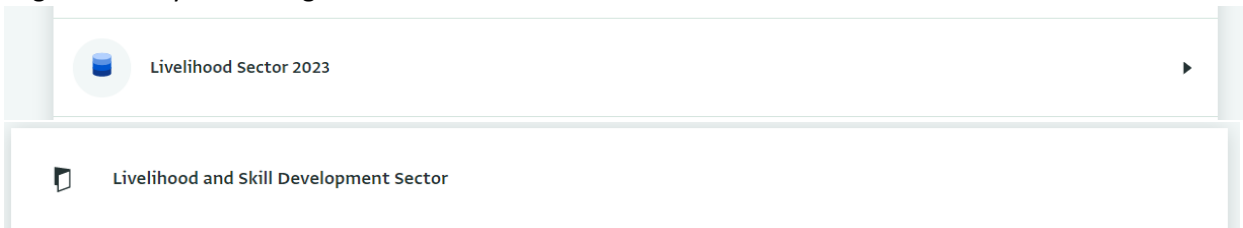
1. First enter the correct data in the 5W Excel template

LIVELIHOOD AND SKILL DEVELOPMENT SECTOR 5W TEMPLATE 2023									
WHEN		WHO		WHERE					
Submitted by Dig. Code	Reporting Month	Programme / Technical Partner Dig. Code	Implementing Partner Dig. Code	Donor	Location Type	Location Name	Block/Ward	Project Name	Activity

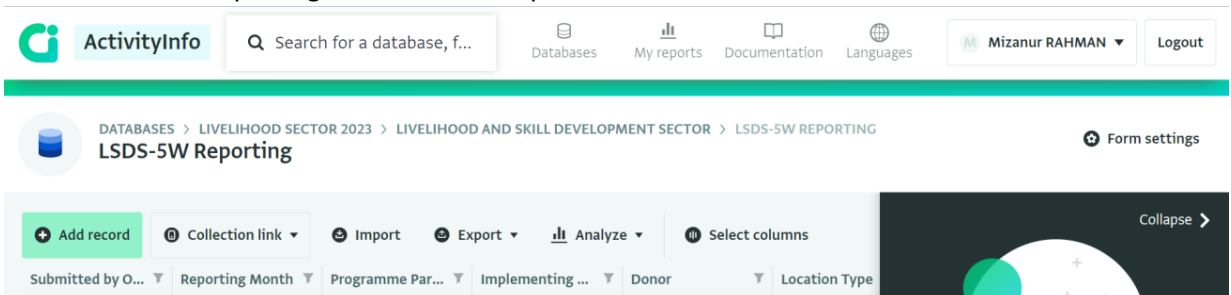
2. Go to <https://www.activityinfo.org/> (if you don't have the account, please contact us)



3. Log in to the system and go to the “Livelihood Sector 2023” database



4. Go to “LSDS-5W Reporting” and click on “Import”



- Copy the data from the 5W Excel template with the headers and paste it to the “import” window in the ActivityInfo

Submitted by Org. Code	Reporting Month	Programme / Technical Partner Org. Code	Implementing Partner Org. Code	Donor	Location Type	Location Name	Block/Ward	Project Name
UNHCR	2022-01	UNHCR	BRAC	GAK	Refugee Camp	Camp 4	a, b, c	Leaving No One Behind: Improving Skills and Economic Opportunities for the Bangladesh

- Click on “Continue”
- Check the submission and review records and continue

- Click “Done”

FAQs

- Q) What kind of activities should be reported to Livelihoods and Skills Development Sector?**
- A) All off-farm livelihoods activities in the Camps and/or Host/Local community to be reported to LSDS. As for the on-farm component, only Agricultural Vocational training to be reported to LSDS. Production and Volunteer Engagement related information to be reported to FSS.
- Q) Will the data entry in the 5W reporting by individual organization be visible to all the partners in Activity Info?**
- A) Partner’s data entered in the Activity Info for 5W reporting will be visible to Livelihoods and Skills Development Sector only. Any IM products produced by the LSDS_ IM focal (such as Sector dashboard or partner presence mapping) will depict the implemented activity related details.

Q) How will the partners report unique beneficiary?

A) In the 5W reporting template there is an option for **unique beneficiaries** with a dropdown option of Yes and No. The partners should response “Yes” if the data input concerns new beneficiaries. *For example, if 100 beneficiaries are reported for Sewing/tailoring training in the month of January, and they are continuing the training in February, the response should be “No”.*

Q) If there are multiple donors in a single project, how should the partners report on it?

A) If there are multiple donors for a single project, the partner should mention it in the **Remarks** option in the 5W reporting and inform LS_DS_IM as well. An option for the mentioned multiple donors will be created in the **Donor** dropdown list by the IM.

Q) Can any partner report both JRP and Non-JRP activities for a single project?

A) Yes, the partner should report the JRP and Non-JRP based on the activities implemented by choosing options from **Response Type** dropdown list in 5W reporting template.

Q) Can Non-JRP partners report to LS_DS as well?

A) Yes, Non-JRP partners are strongly encouraged to report LS_DS relevant activities to the Sector as well.

Q) What is the difference between Project Details and 5W Reporting?

A) The Project Details is a one-time exercise for partners, to feed activities and targeted beneficiaries’ information into Annual Plan for 2023. Partners can also update Project Details in case of receiving new funds for 2023. On the other hand, 5W reporting is recording the monthly achievements of the partner organization.

Q) What if the activity that partner organization is implementing cannot be found in the activity details dropdown list?

A) If the activity is not listed in the activity details dropdown list, the partner should indicate it in the remarks section. The Sector will get back to partner organization and guide them on how to report that activity.

Q) Is it compulsory to report block (in case of camps) and ward (in case of Host Community)?

A) Yes, it will give a clear picture on overlapping (if any) of activities among partner organizations.

Q) Can anyone access the Activity Info with the link for 5W reporting?

A) No, only the Reporting Focals from the respective organizations will be able to access the Activity Info for 5W reporting.