

## 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.



## LSDS 5W reporting-

The 5W reporting is done using the web based **ActivityInfo** tool on a monthly basis. LSIDS 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) If there are any changes in the Reporting Focal for any organization, it must be reported immediately to LSIDS, so that the new replacement could be added, and access granted
- b) 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 8<sup>th</sup> 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 LSIDS. 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 monthly 5W reporting template and reporting through ActivityInfo:

- 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.
- For Camp level it is compulsory to provide block-level information, for Host/ Local community Union level information is mandatory. It will enable the Sector to identify overlapping at block or union 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 5W monthly reporting template explained:

Submitted by	The name of the Programme Partner or Implementing Partner submitting the information
JRP/ Non-JRP	Whether JRP or Non-JRP project
Reporting month	The name of the project which is being implemented in 2023
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
Donor	Free text. Please indicate the project donor name
Location Type	Select camp/host/local
Location Name	Select the location of the activity from dropdown list
Location Block/Union	Free text. Please add the block by using Comma
Activity Group	Activity from which Group
Activity Targeted Population Group	Indicate whether the beneficiaries are Refugee, Local or Host Community
Activity Name	Select the activity from dropdown list
Activity Details	Select the activity details which is depending on dropdown of activity
Volunteer Engagement	This needs to select from dropdown. The information is required for only the activity under “Off-farm activities - utilization of the skills within the camps through LSDS IPs response and daily volunteering allowance”.
Response type	Select the response type whether regular or any other (e.g.. Flood, emergency cyclone response, etc.)
Delivery Delivery Modality	Select the delivery modality from dropdown list
Delivery Cash Delivery Mechanism	Select how the cash was distributed from dropdown list
Activity Status	Select whether the activity is ongoing or completed or planned or cancelled
Activity Frequency	Select the delivery modality from dropdown list

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

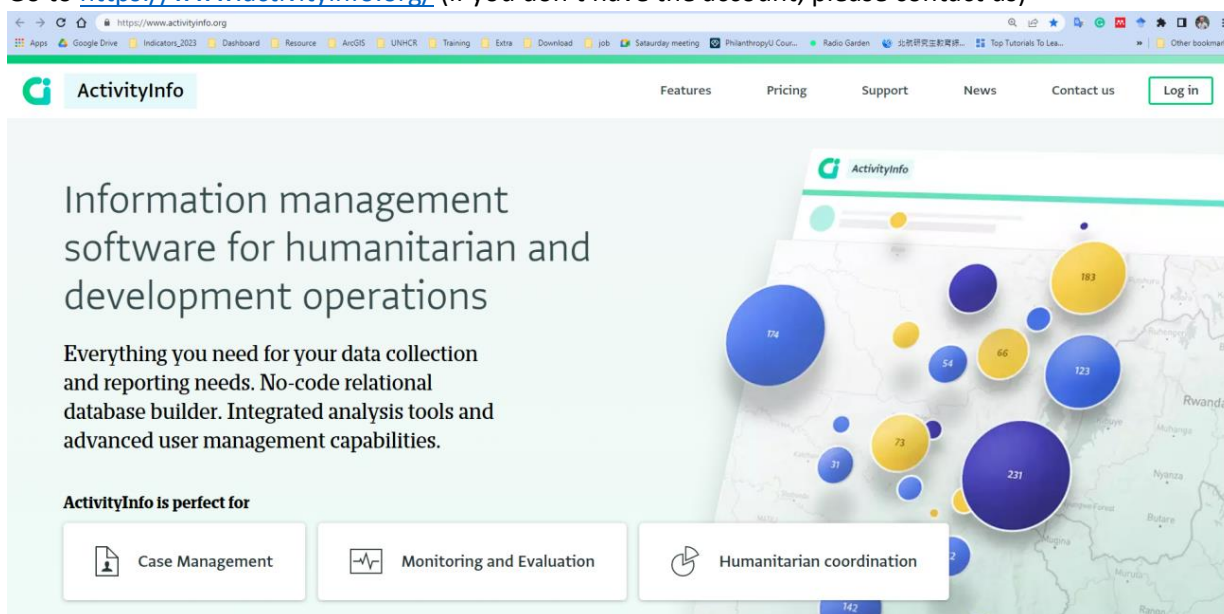
## 5W data submission on Activity Info [Process]:

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

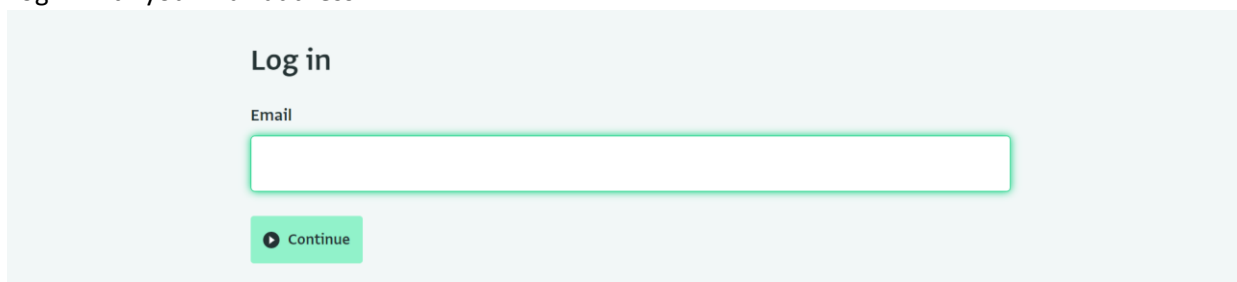
- Directly input to ActivityInfo system
- Data input using excel template

### a. Directly input to ActivityInfo system

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



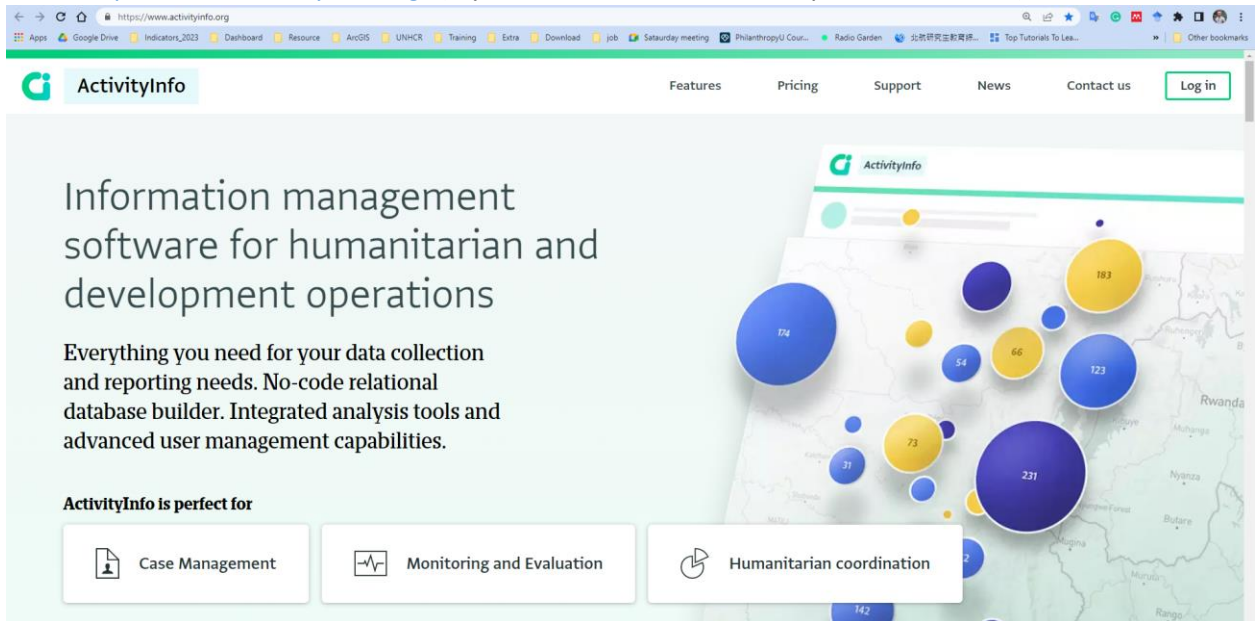
- Log in with your mail address



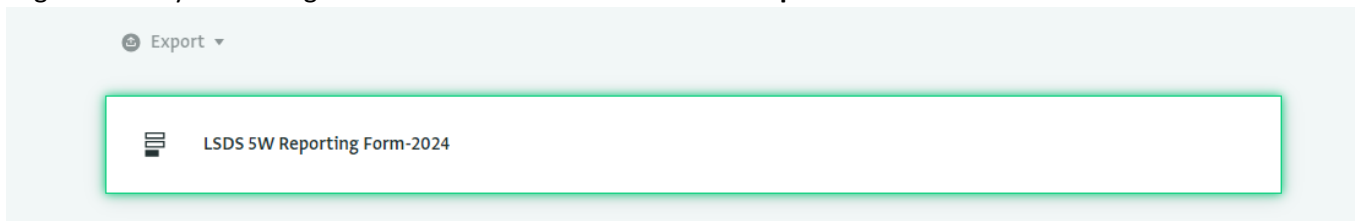


## Livelihood and Skill Development Sector 5W Response Tool Guidance Note

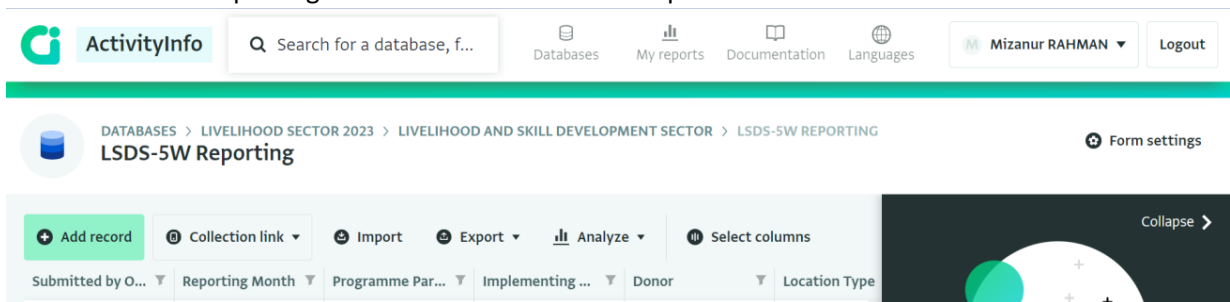
- Go to <https://www.activityinfo.org/> (if you don't have the account, please contact us)



- Log in to the system and go to the “Livelihoods and Skills Development Sector 2024” database



- Go to “LSDS 5W Reporting Form-2024” and click on “Import”



- Copy the data from the 5W Excel template including 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

## Livelihood and Skill Development Sector 5W Response Tool Guidance Note

ActivityInfo Search for a database, ... Databases My reports Documentation Languages Mizanur RAHMAN Logout

DATABASES > LIVELIHOOD SECTOR ... > LIVELIHOOD AND SKILL DEVELOPMENT S... > LSDS-5W REPOR... > IMPORT DATA TO EXI... Cancel Continue

LSDS-5W REPORTING

### Upload your data

Submitted by Org.	Code	Reporting Month	Programme / Technical Partner Org.	Code	Implementing Partner Org.	Code	Donor	Location Type	Location Name	Block/Ward
Project Name	Activity	Activity	Activity Details	A Response	A Activity Status	DM Delivery Modality	DM Activity Frequency	B Cash		
Delivery Mechanism	B Type of Beneficiary	B Unique Beneficiary	# 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	# of elderly male (60+) beneficiaries
Remarks	Focal Point Name	Focal Point Phone Number	Focal Email							
NHCR 2022-01 UNHCR BRAC GAK Refugee Camp	Camp 4 a, b, c	Leaving No One Behind: Improving Skills and Economic Opportunities for the Bangladeshi community and Rohingya Women and Youths in Cox's Bazar	Vocational skills training - HC/LC & RC Agriculturalist Regular response	Ongoing Training/Service						
Delivery	Daily	Direct cash payment	Refugees	Yes	25	0	0	0	0	0

Add your data here

To begin, select the table you want to import in Excel, copy it to the clipboard, and then paste here

- Click on "Continue"
- Check the submission and review records and continue

DATABASES > LIVELIHOOD SECTO... > LIVELIHOOD AND SKILL DEVELOPMEN... > LSDS-5W REPOR... > IMPORT DATA T... Cancel Back Done

LSDS-5W REPORTING

### Review records to import

0 records match existing records and will be updated  
1 new records will be added  
0 duplicate records will be ignored

Action	SUBMITTED BY ORG. CODE Submitted by Org. ...	REPORTING MONTH Reporting Month	PROGRAMME / TECHNICA... Programme / Techn...	IMPLEMENTING PARTNER... Implementing Part...	DONOR Donor	LOCATION TYPE Location Type	LOCATION NAME Location Name
Add	UNHCR	2022-01	UNHCR	BRAC	GAK	Refugee Camp	Camp 4

- Click "Done"

Work 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 LSDS\_ 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 LSDS as well?**

A) Yes, Non-JRP partners are strongly encouraged to report LSDS 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.

Host Community Specific guidelines

**Q) How to report Conditional Cash Grant?**

A) Conditional cash transfers require beneficiaries to take part in an activity, which could be work or training, before they are given cash grants. Partners should report Conditional Cash Grants by adding in remarks the specific activity for which the grant has been provided, CCG under LSDS indicates only non-farm activities (livestock rearing, agricultural production, activity relevant to fisheries are not to be reported to LSDS).

**Q) How to report Unconditional Cash Grant?**

A) while unconditional cash transfers do not have requirements – they are based on need. in case of an emergency or a disaster, partners will be able to opt for Unconditional Cash Grant. The UCG amount is to be decided as per the instructions from National Cash Transfer Group.

**Q) How to report linkage/access to Government Services in market linkage section?**

A) In the market linkage section select linkage/access to Government Services and add in remarks the exact government line department the service is linked to.

**Q) How to report Awareness Sessions?**

A) Select Awareness Session from soft skills and add in remarks relevant subject for awareness for instance- DRR, Social Cohesion, Climate Change etc.

**Q) How to report digital literacy?**

A) Under soft skills select digital literacy and add a remark on the subject, for example- Microsoft excel, word, publisher etc.