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 every month. LSDS Information Management focal will grant 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 LSDS, so that the new replacement can be added, and access granted

b) The 5W Reporting will be done **once a month**, and the Sector will send the reminders to the Reporting Focals, the set deadline for submission of 5W for the previous month's activities will be the **8th of the current/ongoing month.**

Find the activity Matrix 2025 from the link

Programme Partner/ Implementing Partner Reporting:

Both the Programme Partners and Implementing Partners have 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 while filling in the monthly 5W reporting template and reporting through Activity Info:

- ➢ 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.
- ➢ A separate row should be filled for each activity type even though the location/camp or Union is the same.
- ➢ For the Camp level it is compulsory to provide block-level information, for the 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 the Sector only collects the data on beneficiaries of 18 years or older, and it is necessary to disaggregate the data 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	Provide the name of the Partner (Organizations supporting the Implementing Partners with funding and technical support)
Programme Partner	
Implementing Partner	Partners who are implementing activities at the ground level
Donor	**Free text.** Please indicate the project donor's name
Location Type	Select camp/host/local
Location Name	Select the location of the activity from the dropdown list
Location Block/Union	Free text. Please add the blocks by using a 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 the dropdown list
Activity pathway	it indicates what the modality partners follow after formal and non-formal training
Activity Details	Select the activity details which depend on the dropdown of the activity
Volunteer Engagement	This needs to be selected from the dropdown. The information is required for only the activity under Volunteer Engagement
Response type	Select the response type whether regular or any other (e.g.. Flood, emergency cyclone response, etc.)
Delivery Modality	Select the delivery modality from the dropdown list
Delivery Cash Delivery Mechanism	Select how the cash was distributed from the dropdown list
Activity Status	Select whether the activity is ongoing, completed or planned or cancelled
Activity Frequency	Select the delivery modality from the dropdown list
Unique Beneficiary	Select Yes for Newly enrolled/Engaged for the activity for the location No for repeated beneficiaries for the activity for the location
# of male (18-24) Individual	

# of Female (18-24) Individual	Insert the information on the beneficiaries following the principles of Age, Gender and Diversity
# of male (25-59) Individual	
# of female (25-59) 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 partner side

5W data submission on Activity Info [Process]:

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

    a. Directly input to Activity Info system

    b. Data input using Excel Template

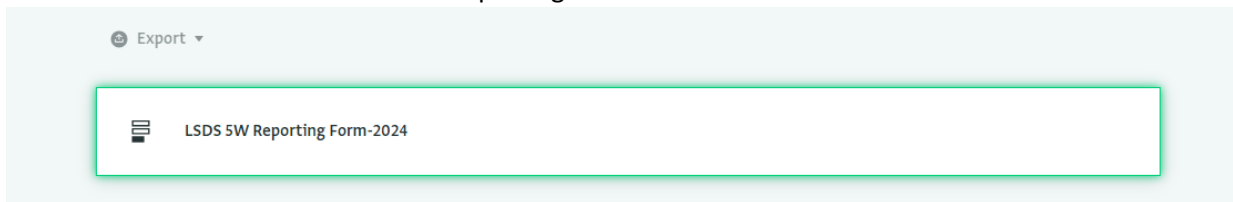### a. Directly input to ActivityInfo system

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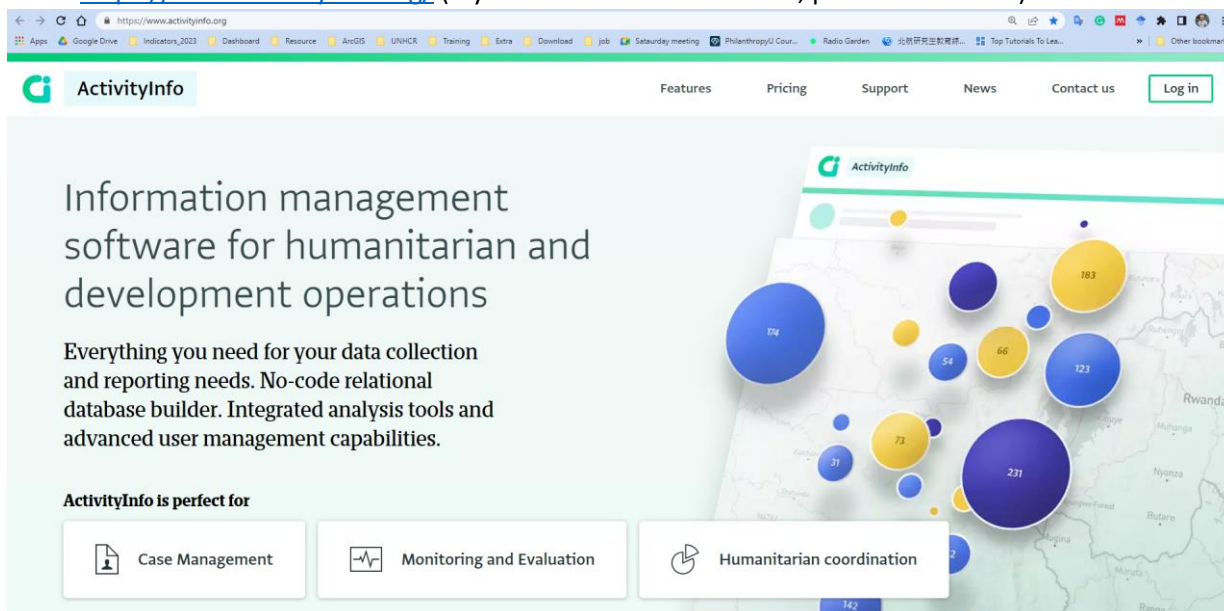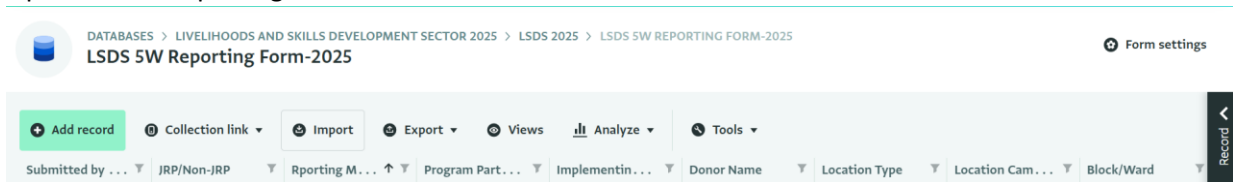

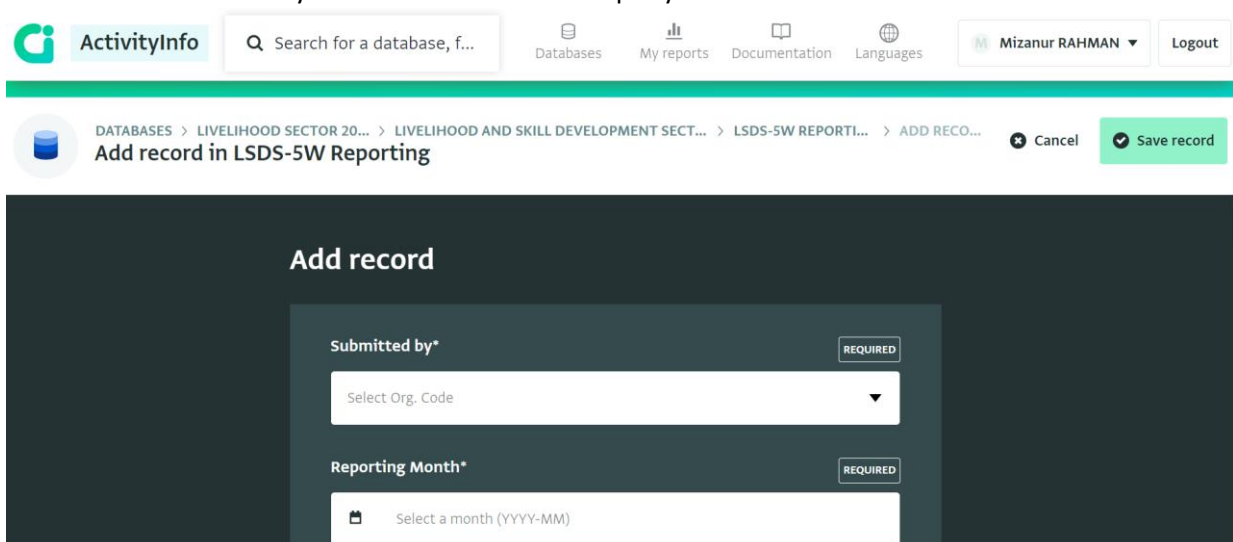   2. Log in with your mail address

3. You can see a form named "LSDS 5W reporting Form-2025"

4. Open the 5W reporting form

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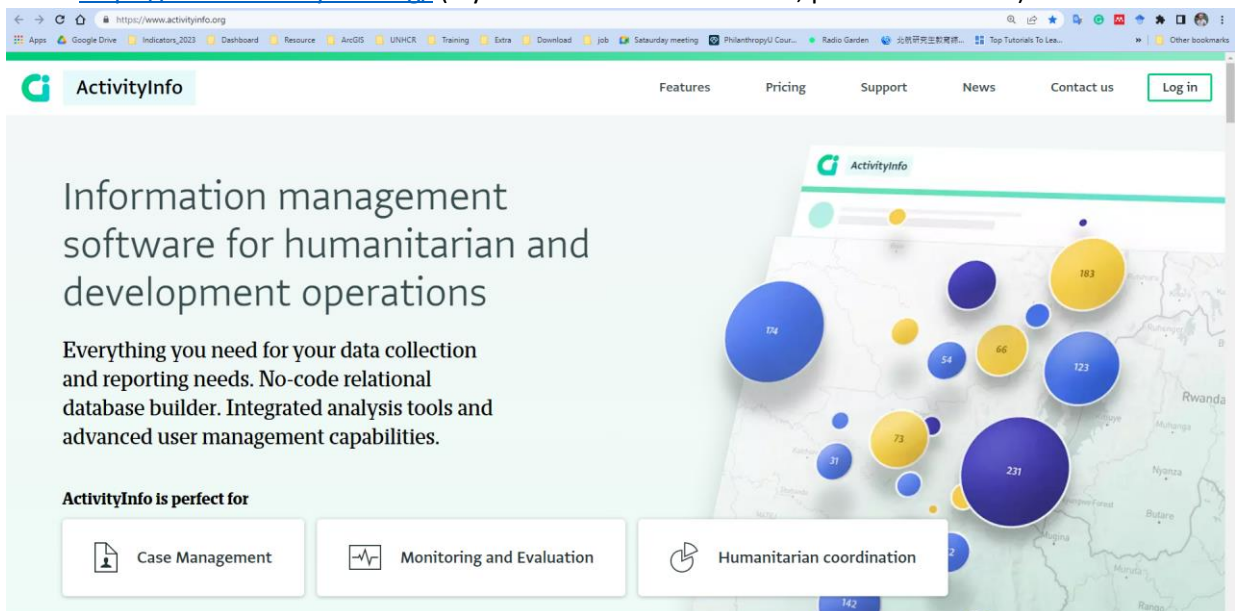

6. After finishing your Input click on "Save record"

**Work Done! Thanks.**

b. Data input using Excel template

1. Use the update Excel form mail or Download the Excel template from the link provided on underline webpage
2. First enter the correct data in the 5W Excel template
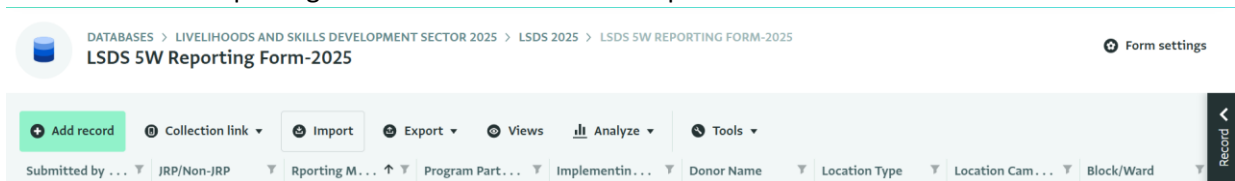

3. Go to https://www.activityinfo.org/ (if you don't have the account, please contact us)

4. Log in to the system and go to the "**Livelihoods and Skills Development Sector 2025**" database
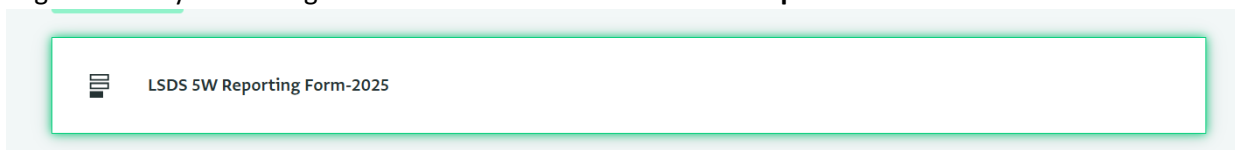
5. Go to "LSDS 5W Reporting Form-2025" and click on "Import"

6. 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

7. Click on "Continue"
8. Check the submission and review records and continue

9. Click "Done"

Work Done!!

FAQs

Q) What kind of activities should be reported to the Livelihoods and Skills Development Sector?

A) All off-farm livelihood activities in the Camps and/or Host/Local community to be reported to LSDS. As for the on-farm component, only Agricultural <u>Vocational training </u>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 respond "Yes" if the data input concerns new beneficiaries (New beneficiaries are thos

who are enrolled or got assistance for at least 1 single day). *For example, if 100 beneficiaries are reported for Sewing/tailoring training in the month of January, they will count as 'Yes' for 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 write down there name separating by coma in the Donor column.

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 the **Response Type** dropdown list in the 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 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 communicate with LSDS IM for clarification.

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 the 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.

Q) What Should I do if reporting focal changes from my organization?
A) Write an email to LSDS IM copying the LSDS Coordinator to change or update the reporting focal's information

Q)Should I report Age Gender Segregated data in the prescribed format?
A) Sure. Age Gender Segregation data is a mandatory field for the partner's data submission.

Q) What is "Activity Status"?
A) Activity Status gives an overview on counting the reached number from different stages.
Ongoing – Beneficiaries who are currently enrolled and receiving services for the given month.
Cancel/Dropout – Beneficiaries who exited the program before completing the full-service package.
Complete – Beneficiaries who have successfully finished the service package or training.
Graduated – Beneficiaries who have passed the final exam after completing vocational training.