**5W Matrix Guidance Note for South Sudan WASH Partners**

**(How to fill in the 5W Matrix)**

If you need help filling in the matrix or have any questions, please contact the WASH Cluster IMO (wash.information@gmail.com)

**PLEASE KEEP IN MIND THAT 1 LINE = 1 ORGANIZATION doing 1 ACTIVITY in 1 LOCATION for SEVERAL BENEFICIAIRIES –** If you are for example doing two different activities in a same locality, please fill in two lines. If you are doing the same activity in two different localities, please fill in two lines.

* **Only activities that have reached beneficiaries for the specified ongoing month should be reported (see section “When” below).**
* **Only information about activities included in the drop down menus (list is in “Activities” tab) are required.**

All other WASH activities that are carried out by organizations should be reported to donors and/or program managers but not necessarily to the WASH cluster. This 5W matrix is not a general activity tracking matrix but a cluster indicator monitoring matrix. Only selected activities that contribute to calculating indicators are available in the drop down menus.

* **Focal Points for 5W reporting in the “Contact” tab need to be verified and updated monthly.**

Fill in the matrix with all available information. Disaggregate beneficiaries by sex and age when possible. Leave cells blank when not sure or when no data is available.

The spreadsheet is based on drop down menus and locked on purpose to avoid typo mistakes and to guarantee data harmonization. Modifications to the drop down menus are always available by contacting the WASH cluster IMO.

When copying and pasting information from a previous month to a new month, please use “paste as values” function.

|  |  |  |
| --- | --- | --- |
|  | Column | Explications |
| Who? | Implementing Organization  (Column A) | Please select the acronym of the organization implementing the work on the ground from the drop down menu. For a list of associated acronym names, please consult the “Lists” tab of the Excel spreadsheet.  If your organization is not in the drop down menu, please write in “Other” and specify the name in the comment column (Column AC). The name will be added to the drop down in the next monthly update. |
| Program Partner  (Column B) | Choose from the drop down menu the partner organization providing support or funding for the program.  For organizations with no specific partnership for the program in question, please repeat the name of the implementing organization (e.g. when the implementing partner is the same as the program partner). |
| Org. Type (Column C) | Choose from drop down menu. |
| Where? | State  (Column D) | Select the State from the drop down menu. |
| County  (Column E) | Select the State previously which will allow to choose associated Counties from the drop down list. |
| Payam  (Column F) | * Select the County previously which will allow to choose associated Payams from the drop down list. * If the activity is taking place in an area comprised of multiple Payams, choose “multiple Payams”. * If the Payam is not known, leave blank. |
| IDP Site/Area  (Column G) | * Select the State previously which will allow to choose known IDP Sites/Areas from the drop down list. * Known IDP sites with precise localities are available as well as IDP areas comprising several localities. * If the activity is taking place in a site that is not included in the drop down menu, then select “Other IDP Site” from the menu and write the site name in the next column (Column H). * If the activity is not happening in an IDP Site or Area, choose “Not an IDP site”. There is no need in that case to specify a precise locality, Payam information suffices. |
| Other IDP Site  (Column H) | * It is only possible to write in a site name in this column if “Other IDP Site” was selected in the previous column (column G). Reminder, if the activity is taking place outside of an IDP Site or Area, then no need to specify the locality. |
| Site Type  (Column I) | Chose site type from drop down menu. |
| When? | Month/Year  (Column J) | Insert current reporting month in “mm/yyyy” format. Only month and year (01/2015 for example), do not enter day.  Please focus only on completed activities that have reached beneficiaries for the given reporting month.  The month in column J should be the same for all lines for any given reporting month. When reporting for January for example, all lines should be set to 01/2015. When reporting for February, all lines should be set to 02/2015, etc. Please copy and paste month from line to line or enter manually but do not drag down month.  Do not report ongoing activities that are not yet completed and that have not yet reached beneficiaries. Report them in following months in the future when they are completed and have reached beneficiaries. Do not report past activities. Focus solely on activities that have happened during the given month you are reporting on. |
| What ? | Emergency type  (Column K) | Chose emergency type from drop down menu. |
| WASH Domain  (Column L) | Chose WASH Domain from drop down menu. |
| Activity  (Column M) | Select the WASH Domain previously which will allow to choose associated activities from the drop down list. Only fill in information about activities that are in the drop down menu (the list of activities can be found in the “Activities” tab). Other WASH activities that are not in the drop down menu do no need to be reported in this matrix. |
| Unit (automatic fill)  (Column N) | This column will fill automatically. It is also not selectable. No action needed. |
| Quantity  (Column O) | Insert a quantity as per the units specified in previous column (column O). |
| Beneficiairies | Beneficiary Type  (Column P) | Select beneficiary type from drop down menu. |
| Total Household  (Column Q) | Insert total number of beneficiary households. |
| Total beneficiairies reached  (Column R) | Insert total number of beneficiaries. |
| Girls reached  (Column S) | Insert total number of girls reached. |
| Boys reached  (Column T) | Insert total number of boys reached. |
| Women reached  (Column U) | Insert total number of women reached. |
| Men reached  (Column V) | Insert total number of men reached. |
| Same beneficiaries of previous activities (lines)?  (Column W) | To help diminish double counting of beneficiaries, please select “Yes” or “No” from drop down menus.  For example, if there are three different activities targeting the same 500 beneficiaries (new borehole, hygiene promotion, soap distribution) then select “No” for the first activity/line and “Yes” for the two others. |
| Total beneficiaries are equal to the sum of disaggregated beneficiaries  (Column X) | This column will fill automatically. It is also not selectable. No action needed. It will fill in green and display “Yes” if the sum of columns S to V are equal to the total in column R. If not, it will fill in red and display “No”. This is to help avoid mistakes in filling in sex and age disaggregated data. |
| Project Information | Mobile Response (RRM/Mobile Team)?  (Column Y) | Select « Yes » if activity is part of a mobile response, select « No » otherwise. |
| Whether part of HRP Project?  (Column Z) | If the activity is part of an HRP project, then select the appropriate 2015 project code from the drop down menu. If it is not part of an HRP project, then select “No”. Implementing Organization (column A) must be selected first to enable drop down menus. |
| Part of CHF Project?  (Column AA) | Select « Yes » or « No » from drop down menu. |
| IRNA Commitment?  (Column AB) | Select « Yes » or « No » from drop down menu. |
| Comments | Organization’s remark  (Column AC) | Open cell for any remarks or additional information. |

**Activity related precisions:**

* Water:
  + There is no activity “New SWAT system”. Please select instead “Operation of SWAT system” if you are actively operating a SWAT system and are providing water to beneficiaries.
  + For the activity “Training of water (WASH) user/management committee”, the unit is the number of committees trained and the beneficiaries are the number of women and number of men trained.
* Sanitation:
  + For the activity “Construction of household latrines (stances)”, the number of beneficiaries should not be higher than the number of people in the House Hold.
  + “Construction” of any type of latrines or facilities means both “new” and “rehabilitation”. Whether a new latrine is being built or whether a latrine is being rehabilitated, please select “Construction” from drop down menus and indicate afterward the number of beneficiaries (that haven’t been reached previously) benefitting from a new or rehabilitated latrine.
  + For activity “Sensitizing communities on emergency sanitation”, there is no need to specify a quantity. Please however specify number of beneficiaries reached in the following columns.
* Hygiene:
  + For the activity “Training of community hygiene promoters”, please indicate the number of community members trained in the quantity column (column N) and then repeat that number in the total beneficiary column (column Q). Then disaggregate by men and women.
  + For the activity “Hygiene promotion sessions (participatory interaction)”, there is no need to specify a quantity of sessions. Please however specify number of beneficiaries reached in the following columns.
  + For distribution of any hygiene items, if the agency distributes a three month supply in a given month, please report that item over the course of three months. If, for example, a three month worth of water treatment products are distributed in one location for 300 beneficiaries in March. Please fill three lines for the same location and with 300 beneficiaries with March, then do the same in April and in May.