

All CPWG generic tools are developed based on best practices from the field. If you decide to use these tools in your context, make sure they are contextualized before using them for quality results.

This version of the CPWG 3/4/5W matrix is an updated and simplified version of the 2013 version. It has been updated and simplified to better monitor Humanitarian Response Plans output indicators.

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What is a 3/4/5W Matrix for?

A 3 (Who does What & Where), 4 (Who does What Where & When), 5 (Who does What Where When & for Whom) W helps collect data on the operational presence of Child Protection in Emergencies organizations. Once analyzed, the data collected provide information on gaps, overlaps, performances, allow Humanitarian Response Plan monitoring, etc.

Who should be in charge of the 3/4/5W Matrix?

The Information Management Officer (IMO), if present, should be in charge of the 5W Matrix since **this matrix requires Information Management (IM) skills**, especially in order to customize the matrix. If the Field Based Coordinator is in charge, it is strongly recommended that he/she seek support either from the global child protection working group (CPWG), or from other clusters or OCHA.

Who is the audience of the 3/4/5W Matrix?

The direct audience is the CPWG members. However when data collected from the 3/4/5W matrix is analyzed, the audience can be broader (humanitarian community).

Format

The 3/4/5W Matrix is composed of the following tabs:

1. **Menu:** The Menu explains the steps to be followed in order to customize the CPWG Matrix. The Menu tab should be hidden when the matrix is sent to organizations. To hide a tab, right click on the tab, then click on hide.
2. **Matrix:** This is the tab CPWG members are supposed to fill. When sending the 3/4/5W Matrix to CPWG members, this should be the only tab visible. The matrix looks like this:

Date of reporting (MANDATORY)	WHO?				WHAT?	WHERE?				WHEN?		For WHOM - Beneficiaries Reached (Gender Disaggregation)				Other Unit				
DD-MM-YY	Organisation	Acronym	Type	Implementing Partner	Financing Partner	Activity	Admin1	Admin2	Admin3	Admin4	Status	Activity Start Date	Activity End Date	Indicator	Girl Beneficiaries reached	Boy Beneficiaries reached	Woman Beneficiaries reached	Man Beneficiaries targeted	CFSI CPCBMU Etc.	

Column A corresponds to the date of reporting. The format is DD/MM/YY.

Columns B to F correspond to the 'WHO':

Column B represents the name of the organization. This is a drop-down menu.

Column C and D represents the type of organization and the Acronym. They should appear automatically once the name of the organization is entered (see "how to customize a 3/4/5 W matrix").

Columns E and F represent implementing partners and funding partners respectively. These are optional columns and can be hidden if the Field Based Coordination Group decides they are not necessary.

Columns G correspond to the 'WHAT'.

In **column G**, the activities can be selected from the dropdown menu.

Columns H to Q are related to 'WHERE'.

Column H is for the Admin 1, **column J** is for the Admin 2, **column L** is for the Admin 3 and **column N** is for the Admin 4. Some of these columns can be hidden depending on the Admin level of reporting (for the example, if the reporting is done at level 2, columns N and P should be hidden). Columns I, K, M, O, P and Q are for the PCODES and geographical coordinates. These columns should remain hidden when sharing the tools with Filed based Coordination Groups members as they are only useful for GIS purpose.

Columns R to T are related to 'WHEN'.

Under **column R**, the status of the activity can be selected from the dropdown menu.

Under **columns S and T**, the start and end date of the activity (if applicable) can be added (DD-MM-YY).

Columns U to AD correspond to 'For WHOM'.

Under **column U**, the indicator related to the activity should appear automatically once the activity is entered (see "how to customize a 3/4/5 W matrix").

Under **columns V to Y**, the number of child and adults beneficiaries reached can be entered. The beneficiaries are broken down by gender (girl/boy and woman/man).

Under **column Z**, other unit(s) can be entered such as the number of CFS or CP/CBM.

3. **Who:** This tab helps you customize the dropdown menu for the organizations' columns in the Matrix tab (columns B to D). The person in charge of designing the matrix should unhide this tab when filling information about the organizations. When sending the matrix to the organizations, this tab should be hidden.
4. **What and Indicators:** This tab helps you customize the dropdown menu for the activity and indicator columns in the Matrix tab (columns G and U). The person in charge of designing the matrix should unhide this tab when filling information about the 'What'. When sending the matrix to the organizations, this tab should be hidden.
5. **Where:** This tab helps you customize the dropdown menu for the Admin columns (columns H to R). The person in charge of designing the matrix should unhide this tab when entering information about the 'Where'. When sending the matrix to the organizations, this tab should be hidden.
6. **When:** This tab helps you customize the dropdown menu for the Admin columns (columns U to W). The person in charge of designing the matrix should unhide this tab when entering information about the 'Where'. When sending the matrix to the organizations, this tab should be hidden.

How to customize a 3/4/5W Matrix?

Before creating your matrix

1. Involve the organisations that will fill the matrix at the earliest possible stage: This will help them to be familiar with the matrix and feel ownership
2. Agree on a list of activities and output indicators in collaboration with CP organisations active in the field. ***This list of activities should be the one from the Humanitarian Response Plan in country and its monitoring framework. Examples of activities and indicators given in the matrix are the ones proposed by the Regional West and Central Africa Child Protection Working Group that were used by Nigeria+ and CAR+ countries in 2016 generic and should be contextualized according to country context.*** The Coordinator and the Information Management Officer should work together adapting the activities and indicators to the context of the crisis during the Humanitarian Response Plan formulation based on needs identified during the Humanitarian Needs Overview preparation.
3. Agree with Field Based Coordination Group members on what the Field Based Coordination Group ***need to know – especially in order to monitor its HRP (monitoring framework)***: For example, the level of geographic disaggregation that is necessary: do you need to know what the organisations are doing at administrative level 1, 2, 3, or 4? What do you need to know about the beneficiaries? Do you need to know only about the on-going activities or also the planned ones? Etc. What the Field Based Coordination Group need to know can also be derived from the requirements of the humanitarian community in country in order to monitor the HRP.

4. Agree with Field Based Coordination Group members on **what can be known**: type of information operational organisations can provide: Do they collect information at administrative level 4? At administrative level 3? Or at Administrative level 2? Etc.
5. Matching the two previous processes (steps 3 and 4), the Field Based Coordination Group can come up with the contextualized architecture of the matrix.
6. Agree on the appropriate frequency of data collection: There is an appropriate frequency of data collection according to the environment. This frequency should remain manageable. If the environment is characterized by high number of organisations implementing large number of activities in large number of communities, the matrix should be updated every month or so. If the environment is characterized by few organisations implementing few activities in few communities, you can update the matrix every two or three months. **The appropriate frequency is also driven by the humanitarian community requirements in terms of reporting (e.g. UNOCHA situation reports, UNOCHA humanitarian dashboards)**. Ideally, the 3/4/5W reporting and analysis frequency should be aligned with frequency of meetings, humanitarian dashboard, and situation reports, etc.
7. The chosen administrative level is not expected to change: When agreeing about how far 'down' the Administrative level should go, it should be maintained for all future data collection.
8. Agree on reporting on beneficiaries: especially if the number of beneficiaries should be cumulative (e.g. children reached to date since the beginning of the activities) or not (e.g. children reached during the data collection period). Cumulative figures can be provided monthly by CPWG members (CPWG members will sum-up previous figures with the new monthly figures – usual case) or only monthly figures can be provided by CPWG members (the IMO in country will have to do the calculation). Any of these method can be used in country as long as this is well explained to CPWG members and the same method is used by all CPWG members.
9. Consider harmonizing the 3/4/5W Matrix with the ones from UNOCHA, the Protection Cluster and other AoR in order to facilitate reporting.