

A Guide to the 3/4W Matrix

How does the 3/4W Work?

The 3W is a global tool used to capture data from the field. The matrix is then used to generate information products such as maps and tables of achievements to date.

The Ws stand for **Who** does **What** **Where**. However, increasingly there is a 4th W, the **When**.

There are standard templates developed by OCHA however, each Cluster is advised to modify these in accordance with its Information Management need – see “4W Shelter Template” on the Cluster website. <http://ochaonline.un.org/Clusters/ShelterNFI/tabid/5730/language/en-US/Default.aspx>

Prior to the declaration of famine, the 4Ws was updated on a quarterly (every 3-month) basis. However, due to increased demands from OCHA, the 4Ws is now updated on a weekly basis by the Cluster Coordinator based on data from the field received through phone calls and emails.

The 4Ws follows a yearly cycle.

1. At the beginning of the year, a blank 4Ws is sent to all Cluster partners to enter their projects based on what they are planning and have funding secured for. This can be used as a broad planning tool to look at overlaps and gaps and also start advocating for funding.
2. Updated on regular basis. Originally once per 3-months but now weekly. For speed and convenience, the 4Ws is updated by the Cluster.
3. Sent back to all cluster partners at the end of the year to consolidate their figures and adjust where necessary. Used to write Cluster reports and to provide analysis of previous years.

What Data is Captured?

Date: This is the week ending when the action was completed. For example, 16th December entered in the cell means that the action was completed between the 9th and 15th December.

Donor: This is the overall funder whether it be a bilateral donor or a UN agency.

Organisation: This is the agency that has taken responsibility for the work. It is usually an NGO.

Implementing: Either local partner or when directly implemented, it is the same as the Organisation Partner

Sub-Sector: The following information is captured only

EAPs: This is a package that must contain at least 5 separate items including the three principal items which are blankets, cook-sets and plastic sheeting.

NFI (non complete kits): Any NFIs distributed. Often agencies will distribute only single items or a few items together.

Permanent Shelter: Must be a brick/concrete shelter where there is secured tenancy.

Plastic Sheeting: Many agencies will only distribute plastic sheeting. Although this is generally discouraged, it is often undertaken in the early stages of new displacement.

Transitional Shelter: This encompasses every possible shelter intervention from the shelter kits (4 x 7m plastic sheeting, rope, timber etc.) to CGI houses. It does not count the plastic sheeting included in the EAP or permanent shelter.

Activity: This can be used to enter the source of the information, more details and in particular if the action is part of a larger one. For example, if 1,000 EAPs are to be distributed in two phases of 500, then this will be noted so that when the next 500 are distributed the data is not lost.

Status: The following information is captured only:

Completed, Planned (must have funding secured) Ongoing

#HH All reports are based on HH, and for beneficiaries simply multiplied by 6.

End Date: All analysis of data for monthly figures is based on the end date of the action.

Source of data: Where did the information come from? Directly from the implementing partner or through an intermediary?

Expectations of the Cluster Members

Members are expected to complete the 4Ws at the beginning of the year and provide consolidated figures at the end. In addition, the members are expected to report activities as they are completed through their Regional Clusters.

All data is collected by the Regional Clusters which are currently operational in:

- i. Somaliland
- ii. Bari and Nugaal
- iii. Mudug and Galgaduud
- iv. Mogadishu
- v. Southern Somalia

The focal point is UNHCR. Information about completed activities should be sent on the Thursday of each week for inclusion in the weekly report. Basic requirement is date, location, activity and number of beneficiaries.