

**Who does What, Where (3W) and When (4W)? template**

**Partner reporting template**

**Partner survey reporting template**

**Global Nutrition Cluster Tools - Version 1.6 - July 2013**

**Guidance note for adaptation at country level**

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# General information

The purpose of this guidance note is to help you design your own tools based on the generic tools developed by the Global Nutrition Cluster. This guidance note is for the following reporting templates:

* Who does What, Where (3W) and When (4W)? template
* Partner reporting template
* Partner survey reporting template

You can use all of them or one or two, depending on your needs.

3/4Ws (4W\_PARTNER\_YEAR\_MONTH\_v1-6.xlsx) includes spread sheets “Instructions”, “4W” and “Ex. summary table”.

Partner reporting template (Reporting\_PARTNER\_YEAR\_MONTH\_v1-6.xlsx) includes the following spread sheets:

* Menu
* Instructions
* General [information]
* Screening
* CMAM – Community-based management of acute malnutrition (and separate sheet “Calcul” for help with calculations of mean length of stay and weight gain)
* BSFPs – Blanket supplementary feeding programmes
* IFE – Infant and young child feeding in emergencies
* Micronutrient [Supplementation] – including deworming
* Capacity building
* Supplies

Partner survey reporting template (Surveys\_PARTNER\_YEAR\_MONTH\_v1-6.xlsx) includes the following spread sheets:

* Menu
* Instructions
* General [information]
* Nutrition surveys
* IYCF surveys
* Micronutrient deficiencies surveys
* Coverage surveys

**The tools provide a set of indicators which must be adapted and minimised at country level** depending on the situation. The indicators should be collected only if needed for cluster response, analysis and further reporting. (Example: if you need only overall number of SAM admissions, do not collect separately MUAC, WFH and other admissions; if you do not need information on donors, do not collect it). An adaptation of tools can be made at country by removing not relevant sheets, columns, sections, replacing content of cells or by any other method; other columns can be added if needed. In general, templates can become very simple or comprehensive, depending on your needs.

**The three templates are coherent**, which allows partners to copy “WHO, WHEN, WHERE” information from 3/4 Ws to monthly/survey reporting and vice versa if needed. We strongly encourage you to make the same who-when-where adaptations for all tools you use. If you decide to ignore this, your partners might get confused. Therefore, you will need to make sure that if you make changes in these sections in one file, you would make the same changes in all other files you use.

The tools are based on global level indicators if available. If there are no Global Nutrition Cluster indicators, other indicators are proposed (based as much as possible on countries’ experience) which will be replaced once global indicators are developed.

Gender, HIV and age were addressed in the tools, which are built in a way that it is not possible to not disaggregate data.

# Designing your templates

* Involve partners that will fill templates at the earliest possible stage. This will help them to be familiar with templates and feel ownership.
* Agree on standard response domains and standard activities in collaboration with the partners. Although partners can have more response domains, you can choose to select only the relevant ones according to country context. Note, that standard responses and standards activities should already be defined in your cluster plan.
* Think of what you need to know. For example, do you need to know what partners are doing at the Administrative level1 (Region), or at the Administrative Level 2 (District), or at the Administrative Levels 3 or 4?
* Consider the following questions: What do you need to know about the beneficiaries reached per activity in each chosen administrative level? Do you need to know only about the on-going activities or also the planned ones? Do you need to know the number of beneficiaries targeted or just those who were reached?
* Think of what type of information partners can give you. Do you think they will be available to give you information at the Administrative Level 2? At the Administrative Level 3? Do you think they can give you disaggregated information?
* Matching what nutrition cluster coordinator needs to know with what partners can give, will allow you to come up with the architecture of templates.
* Make it simple in the beginning. You have to manage your expectations – what you want to know in the light of what type of information can be provided by the partners. Moreover a template with lots of columns might scare organisations. For example, you can begin the process by a simple 3W tool and move to a 4W tool later.

# Minimum adaptation (required always)

Even if you decide to use these tools as it is (not recommended) you will always need to change:

* On “Instructions” page XXXXXX should be always replaced:
XXXX@XXXX.XXX – with email address where reports should be sent to; tel. XXXXXXXXXXX – with tel. number of a person responsible for cluster IM support.
* Decide at which administrative level you need to collect the data and never change it in future. The administrative level for reporting should remain the same for any update[[1]](#footnote-1). Example: If you ask information at the Administrative level 2 during the first updates, you can have a filled template with 250 rows. Then, if you ask information at the Administrative level 3, each of these rows will be multiplied by the number of Administrative levels 3 included in each Administrative level 2. Providing you this information will be very time consuming and will result in fewer organisations willing to fill in a template.
* In “Where?” part of the tools: Admin1, Admin2, Admin3 (possibly adding Admin4 if needed) should be changed to administrative categories used in your country such as district, region, and town/village. This should be replaced for each tool once on the sheet “Instructions” under subheading “WHERE?”. Once you replace it, it will be automatically changed throughout the tool. Please check that you have done this for all tools you use.
* “AdminNames” sheet (hidden) – as an example, the tools are set up for Somalia. You will need to replace it with a Common Operational Dataset[[2]](#footnote-2) for your country. Once you do it on “AdminNames” sheet, it will be automatically changed throughout the tool. Please check that you have done this for all tools you use.
* Do not merge cells. Otherwise you will not be able to conduct analyses (pivot tables).
* Always keep track on changes of versions and date of last update! Inform partners once you updated a version and send them a new template with version clearly stated in a name of a template(for example v.2 instead of v.3).

# Advanced adaptation (recommended)

* Start from following all requirements for minimum adaptation.
* If you want to add or remove columns, you need to do this on each sheet separately.
* If you do any adaptation, always check "Data validation" options for these cells, as you might need to change them.
* All names of the columns in all tools are linked to the sheet "Instructions". If you want to rename cells, you will only need to rename them on this page (in each tool!) and it will be automatically updated throughout the file.
* Majority of drop-down lists should be changed on the sheet "Admin"(hidden). You will need to make appropriate adjustments on this sheet and it will be automatically changed in the tool. If you need to increase length of a drop-down menu, you will need to rename a new interval of the cells. If you need only to rename lines in drop-down menu, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more lines in a drop-down menu, you need to do this through "Formula>Name manager>Edit".
* Areas in grey are automatically filled based on information in other cells. You might find useful to hide columns in grey in order to not overload your templates.
* For information on adaptation of specific features/columns in the tools see annexes 1-4.

# After adaptation

* Keep in mind that there is an appropriate frequency of data collection. If you work in an environment with a high number of organisations implementing a large number of activities in a large number of administrative levels, you will surely have to update the analysis every month and the template will therefore has to be really simple.
* Explain the process and explain it again. If you send your templates as an email attachment, explain the process to fill it each time you send them.
* Emailing the template is part of the solution but it is not the solution. You cannot expect to get the template filled by simply sending it. You might have to call the organisations to explain them the process again.
* This is a Give-Give and a Win-Win process. Once organisations give you required information, you should share with them the analysis. Otherwise these templates will remain templates among others.
* Instead of asking organisations to fill templates every two weeks, try to send them visual analysis with the information they provided and ask them to approve the information before you share it on Reliefweb, in your bulletin and on your website. You will see that organisations that did not fill your templates will suddenly show interest in it.

# Support for analysis

* Do not hesitate to contact Global Nutrition Cluster (aziolkovska@unicef.org) for any support needed regarding template adaptation, analysis or other information management tasks.
* You can also ask support from OCHA country office: <http://www.unocha.org/where-we-work/all-countries>

# Annex 1. Adaptation tips – Coherent part of all tools

|  |  |
| --- | --- |
| Instructions for the tool | Technical remarks for adjustment at country level |
| Please report in the next sheet on **all nutrition activities** your organisation has been engaged in the previous calendar month (1st to 30th/31st) | If this is not a monthly reporting, please change information here  |
| Do not fill dark grey cells, they will be filled automatically |  |
| If you need more rows than available, please insert empty rows inside the table. |  |
| Please **rename the file**: 4W\_PARTNER\_YEAR\_MONTH\_v1-6.xls: PARTNER (implementing partner name), YEAR (reporting year), and MONTH (reporting month - Arabic number). Ex: 4W\_SCUK\_2013\_03\_v1-6.xls | v1-4 indicates version of the reporting tool and should be changed for further versions - each time when a new version is being distributed to partners |
|
| The reports should be submitted monthly to whom you usually report to, with a copy to **XXXX@XXXX.XXX** | Please insert an email for a focal point / generic email for IM reports |
| **Deadline for report submission: 10th of the following month** | Change if needed |
| For any questions or assistance that is needed, please do not hesitate to contact the nutrition cluster information manager: XXXX@XXXX.XXX, tel. XXXXXXXXXXX | Please provide contact details of a focal point (email should be ideally the same that above) |
|

|  |  |  |  |
| --- | --- | --- | --- |
| Cell name | Explanations of cell values | Data validation | Technical remarks for adjustment at country level |
| **WHO?** |
| **Donor** | Organisation sponsoring this activity | Free fill |  Please only use this column if you need this information. |
| **Organization receiving funding** | Agency receiving funding | Free fill |  Please only use this column if you need this information. |
| **Implementing agency** | Agency directly implementing activity | Free fill |  |
| **Type of implementing agency** | Choose if this is: Government organisation, International NGO, National NGO, Community based organisation, Other (if other, please explain in comments at the end of the line) | Drop-down menu |   |
| **Local partners, you work with on this project** | Local partners, you work with on this project | Free fill |  Please only use this column if you need this information |
|  |   |
| Cell name | Explanations of cell values | Data validation | Technical remarks for adjustment at country level |
| **WHERE?**  |
| **Admin1** | Prepared at country level, can be renamed | Drop-down menu | On this sheet you will need to change Admin 1, 2 and 3 to an appropriate for your country geographical category. The drop-down lists should be prepared at country level based on Common Operational Datasets if exists. This will avoid misspelling and make data analysis easier. In the tool a dataset from Somalia is provided, please replace cells with appropriate names. You will need to go to sheet "AdminNames" (hidden) and copy and paste relevant dataset. Once done, a dropdown lists through the file will be changed automatically. You will need to do this for each of the tree templates (Note: WASH Cluster may use the same format of datasets, you may find useful to contact them for a copy of their 4W and replace a whole sheet) |
| **Admin2** | Prepared at country level, can be renamed | Drop-down menu |
| **Admin3** | Prepared at country level, can be renamed | Drop-down menu |
| **Displaced / Urban / Rural population** | Choose if this is: Displaced population, Residential rural or Residential urban | Drop-down menu |   |
| Longitude | Prepared at country level | Autofill | Once you replace data on the "AdminNames" sheet (hidden), these values will be will be filled in automatically. Please decide if you need P-codes or longitude/latitude or both and remove what you do not need. You might also find useful to hide these columns from partners  |
| Latitude | Prepared at country level | Autofill |
| P-code | Prepared at country level | Autofill |
|  |   |
| **WHEN?**  |
| **Status of the project** | Choose if this is: Planned, Ongoing, Temporary Closed, Permanently Closed | Drop-down menu | Please never remove this column! You may want to choose using different statuses: For example: completed, fund is released/ secured, ongoing, proposed/ unfunded, suspended. In such case please unhide sheet “Admin” and made the changes accordingly |
| **Start date** | Actual or planned date of launching the projectDD.MM.YYYY | Free fill |   |
| **End date** | Planned date of completing, actual date of completing or date of suspending the projectDD.MM.YYYY | Free fill |   |

# Annex 2. Adaptation tips – Who does What, Where (3W) and When (4W)?

| Cell name | Explanations of cell values | Data validation | Technical remarks for adjustment at country level |
| --- | --- | --- | --- |
| **General information** |
| Agency's focal point for IM: |  |
| **Name and surname** | Name and surname of the person submitting report | Free fill |   |
| **Phone number** | Phone number of the person submitting report - with country code: ex: +41220000000 | Free fill | If you decide that you do not want to use country code, please change this comment accordingly / and on respective sheet as well |
| **Email** | E-mail of the person submitting the report | Free fill |   |
| **Comments** | Any general comments you may have | Free fill | If you are particularly interested in certain information, you may want to give details here (and for data validation for respective sheet) |
|  |  |  |  |
| **Reporting date** | The date on which this report sent to XXXXX@XXXX.XXX | DD.MM:YYYY | Insert your email address here and on General information sheet |
|  |  |  |  |
| **WHAT?**  |
| **# SC** | Number of Stabilization Centres | Whole number |   |
| **# OTP** | Number of Outpatient Centres | Whole number |   |
| **# TSFP** | Number of Targeted Supplementary Feeding Programs | Whole number |   |
| **# BSFP** | Number of Blanket Supplementary Feeding Programs | Whole number |   |
| **# of sites integrated with IYCF programs** | Number of sites integrated with Infant and Young Child Feeding Programs | Whole number |   |
| **# facilities with micronutrient supplementation programs** | Number of facilities with micronutrient supplementation programs **NOT INCLUDING routine vitamin A supplementation during inpatient/outpatient treatment** | Whole number |   |
| **# of sites with deworming programs** | Number of sites with deworming programs **NOT INCLUDING routine deworming during inpatient/outpatient treatment** | Whole number |  Feel free to add any other columns if needed |

# Annex 2. Adaptation tips – Partner reporting tool

| Cell name | Explanations | Data validation | Technical remarks for adjustment at country level |
| --- | --- | --- | --- |
| **General information** |
| **Reporting agency(ies)** | The agency (ies) reporting on activities (most often implementing agency) | Free fill |   |
| **Reporting date** | The date on which this report sent to XXXXX@XXXX.XXX | DD.MM:YYYY | Insert your email address here and on General information sheet |
| **Reporting period: from** | Starting day of the reporting period, inclusive | DD.MM:YYYY | If you decide to choose monthly reporting from first to last day each month, we suggest to rename this cell to "Reporting month" and change data validation options. |
| **Reporting period: to** | Last day of the reporting period, inclusive | DD.MM:YYYY | If you have chosen monthly reporting above, please change this sell accordingly to "reporting year" |
| Agency's focal point for IM: |   |
| **Name and surname** | Name and surname of the person submitting report | Free fill |   |
| **Phone number** | Phone number of the person submitting report - with country code: ex: +41220000000 | Free fill | If you decide that you do not want to use country code, please change this comment accordingly / and on respective sheet as well |
| **Email** | E-mail of the person person submitting the report | Free fill |   |
| **Comments** | Any general comments you may have | Free fill | If you are particularly interested in certain information, you may want to give details here (and for data validation for respective sheet) |
|  |  |  |   |
| **WHAT?**  |
| **Screening and referral**  |
| **Groups screened** | Please choose from drop-down menu: | Drop-down menu |   |
| Girls 0-5 months | Changes to majority drop-down menus in the tool, including this should be done through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| Boys 0-5 months |
| Girls 6-23 months |
| Boys 6-23 months |
| Girls 6-59 months |
| Boys 6-59 months |
| Pregnant and lactating women |
| **# screened** | Total number of people in the chosen group screened **(but exclude anyone screened for Blanket Supplementary Feeding - they should be reported in BSFP section)** | Whole number |   |
| **# with oedema** | Infants 0-5months: oedema+wastedChildren 6-59 months and PLW - oedema | Whole number |   |
|  **# with MUAC:** | Number of people with red, yellow and green MUAC, respectively: |   |   |
| red | For infants 0-5 months: N/AFor children 6-59 months: MUAC<11.5 cm (SPHERE 2011)For PLW: MUAC< 20.7 cm (SPHERE 2011) | Whole number |   |
| yellow | For infants 0-5 months: N/AFor children 6-59 months: MUAC: 11.5 to 12.4 cm (SPHERE 2011)For PLW: MUAC: 20.7 to 22.9 cm (SPHERE 2011) | Whole number |   |
| green | For infants 0-5 months: N/AFor children 6-59 months: MUAC>12.5 cm (SPHERE 2011)For PLW: MUAC>23.0 cm (SPHERE 2011) | Whole number |   |
| **# referred to:** | Number of people referred to the following treatments based on their MUAC: |   |   |
| SAM management | Number of people reffered to outpatient SAM treatment. Referral will always be first to OTP and from there to SC as appropriate. | Whole number |   |
| MAM management | Number of people in the selected group referred to targeted supplementary feeding programes | Whole number |   |
|  **% with MUAC:** | red +oedema  | Autofill |   |
| yellow  | Autofill |   |
|  |   |   |   |
| **CMAM - Community based management of acute malnutrition**  |
| **Group of beneficiaries** | Choose from drop-down menu: |  Drop-down menu | Changes to majority drop-down menus in the tool, including this should be done through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| Girls 0-5 months |
| Boys 0-5 months |
| Girls 6-59 months |
| Boys 6-59 months |
| Pregnant and lactating women |
| HIV-positive men |
| HIV-positive women |
| Other chronically ill men (specify criteria in comments) |
| Other chronically ill women (specify criteria in comments) |
| Elderly men (specify criteria in comments) |
| Elderly women (specify criteria in comments) |
| Other men (specify criteria in comments) |
| Other women (specify criteria in comments) |
| **SAM - Inpatient and outpatient management of SAM**  |
| **Type of management** | Choose from drop-down menu: Inpatient or outpatient | Drop-down menu |   |
| **Total beginning of the reporting period** | Total number of children who were in SC or OTP at the beginning of the reporting period  | Whole number |   |
| **Admissions:** |   |   |   |
| New admissions: WFH/BMI or oedema | Number of beneficiaries with SAM directly admitted to the programme because they meet the admission criteria (WFH/BMI or oedema) and has not been under treatment elsewhere with THIS episode of SAM | Whole number | Might not need separation depending on the information needed for the analysis and reporting |
| New admissions: MUAC - **only if NO WFH/BMI available** | Number of beneficiaries with SAM directly admitted to the programme because they meet the admission criteria (MUAC) and has not been under treatment elsewhere with THIS episode of SAM | Whole number |
| Other admissions (old cases) | Calculated as: Beneficiaries referred from in/outpatient care +Beneficiaries with SAM already under treatment elsewhere and transferred to this health facility+Beneficiaries who defaulted from treatment before recovery and returned to continue treatment | Whole number |   |
| **Total entries** |   | Autofill |   |
| **Discharged:** |   |   |   |
| Recovered | Beneficiary who has reached the discharge criteria of success defined for the programme | Whole number | Specify here and in data validation on a respective sheet national criteria for discharging |
| Died | Beneficiary who has reached the discharge criteria of success defined for the programmeNote: For OTP death should be confirmed by a home visit. Until the death is confirmed, the beneficiary may be classified as ‘defaulted’ | Whole number |   |
| Defaulted | Beneficiary who is absent for two consecutive weighing e.g. absent at service round three for OTP or on day 3 for SC | Whole number |   |
| Non-recovered | Beneficiaries who have not reach discharge criteria after a predefined period of time: usually 3-4 months in OTP or 2 months in inpatient care (should be predetermined at country level) | Whole number | Specify here and in data validation on a respective sheet national criteria |
| Total discharged: |  Recovered + died + defaulted + non-recovered | Autofill |   |
| **Transferred out** | Transferred to another outpatient or inpatient service | Whole number |   |
| **Total end of the reporting period** |   | Autofill |   |
| **Comparison to SPHERE standards** | Recovered (target >75%) | Autofill |   |
| Died (target<10%) | Autofill |   |
| Defaulted (target<15%) | Autofill |   |
| **Other performance indicators** |   |   |   |
| Mean length of stay, days:  | To calculate, please go to the sheet 'Calcul'Target: 45-60 days (MRP) | calculator provided |   |
| Mean daily weight gain, g/kg/d: | Mean daily weight gain, g/kg/d: To calculate, please go to the sheet 'Calcul'Target:- SC until full recovery 8 g/kg/d- Outpatient (SC and/or OTP) ≥ 4g/kg/d | calculator provided |   |
|  |  |
| **TSFRs - Targeted Supplementary feeding programmes**  |
| **Total beginning of the reporting period** | Total number of beneficiaries who were in the programme at the beginning of the reporting period  | Whole number |   |
| **Admissions:** |   |   |   |
| New admissions: WFH/BMI | Number of beneficiaries with MAM directly admitted to the programme because they meet the admission criteria (WFH/BMI) and have not been under treatment elsewhere for this episode of MAM | Whole number |   |
| New admissions: MUAC **- only if NO WFH/BMI available** | Number of beneficiaries with MAM directly admitted to the programme because they meet the admission criteria (MUAC) and have not been under treatment elsewhere for this episode of MAM | Whole number |   |
| Re-admissions:  | Beneficiary re-admitted to the programme within two months after having left it for a reason that does not include recovery (e.g. after defaulting, medical referral, non-response, transfer to therapeutic programme). | Whole number |   |
| **Moved-in from another TSFP** | Beneficiary that has been moved from one targeted SFP site to another to continue treatment. | Whole number |   |
| **Total entries** | New admissions WFH/BMI + MUAC + re-admissions + moved-in | Autofill |   |
| **Discharged:** |   |   |   |
| Recovered | Number of beneficiaries who has reached the discharge criteria defined for the programme | Whole number |   |
| Died | Number of beneficiaries who died from any cause while registered in the programme | Whole number |   |
| Defaulted | Number of beneficiaries who were absent for two consecutive weighings, e.g. absent at service round three. | Whole number |   |
| Non-responded | Beneficiaries who have not reached discharge criteria after a pre-defined length of time (usually 3 or 4 months) despite all investigations and transfer options. | Whole number |   |
| Total discharged | recovered + died + defaulted + non-responded | Autofill |   |
| **Transferred out** | Beneficiaries who requested transfer to another targeted SFP site to continue treatment.Note: These beneficiaries are not counted as discharged as they continue treatment in the programme. | Whole number |   |
| **Total end of the reporting period** | Total beginning of the reporting period + total entries - total exits | Autofill |   |
| **Comparison to SPHERE standards** | Recovered (>75%) | Autofill |   |
| Died (<3%) | Autofill |   |
| Defaulted (<15%) | Autofill |   |
| **Other performance indicators** |   |   |   |
| Mean length of stay, days (<60 days) | Average LOS is calculated on a sample of cured discharges, as the sum of the individual lenghts of stay divided by the number of cured discharges in the sample. | Decimal number |   |
|  |  |
| **BSFRs - Blanket Supplementary feeding programmes**  |
| **Group of beneficiaries** | Please choose from drop-down listNote: At least 20% of the beneficiaries enrolled in BSFP should be measured at each distribution. | Drop-down menu |  As any drop-down menu, this one can be changed through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| Girls 6-59 months |
| Boys 6-59 months |
| Girls 6-23 months |
| Boys 6-23 months |
| Pregnant and lactating women |
| HIV-positive men |
| HIV-positive women |
| Other chronically ill men (specify criteria in comments) |
| Other chronically ill women (specify criteria in comments) |
| Elderly men (specify criteria in comments) |
| Elderly women (specify criteria in comments) |
| Other men (specify criteria in comments) |
| Other women (specify criteria in comments) |
| **# enrolled** | Total number of beneficiaries who were enrolled in the programme during reporting period  | Whole number |   |
| **# with oedema** | Number of children with bilateral pitting oedema. Note that these children should be referred to OTP for medical consultation and appropriate treatment. | Whole number |   |
| **# with MUAC:** | Number of people enrolled in program with red, yellow and green MUAC, respectively: |   |   |
| red | Note that these people should be referred to OTP for medical consultation and appropriate treatmentFor children 6-59 months: MUAC<11.5 cm (SPHERE 2011)For PLW: MUAC< 20.7 cm (SPHERE 2011) | Whole number |   |
| yellow | For children 6-59 months: MUAC: 11.5 to 12.4 cm (SPHERE 2011). For PLW: MUAC: 20.7 to 22.9 cm (SPHERE 2011) | Whole number |   |
| green | For children 6-59 months: MUAC>12.5 cm (SPHERE 2011)For PLW: MUAC>23.0 cm (SPHERE 2011) | Whole number |   |
|  % with MUAC: | Red+Oedema | Autofill |   |
| Yellow | Autofill |   |
|  |  |
| **IFE - Infant and young child feeding in Emergencies** |
| **# children U2 registered** | Number of children under two registered in this area during reporting period (should equal number of children in the area during previous reporting period + new deliveries + new registrations in case they were not registered previously - children who became older than 2 years) | Whole number |  |
| **# children U2 whose mothers/caregivers referred to** | Number of children under two whose mothers *during the reporting period* were referred to: | Whole number |  |
| IYCF counselling | IYCF counselling | Whole number |  |
| relactation counselling | relactation counselling | Whole number |  |
| BMS distribution | breast milk substitute distribution | Whole number |  |
| Total  | Total | Autofill |  |
| **IYCF and breastfeeding counselling for PLW** | # pregnant women/caregivers with children U2 received IYCF/breastfeeding counselling | Drop-down menu | Changes to majority drop-down menus in the tool, including this should be done through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| Total beginning of the reporting period | Number of pregnant women/caregivers with children U2 who were in the programme at the beginning of the reporting period. Should be equal to the total at the end of previous reporting period  | Whole number |
| New | Number of pregnant women/caregivers with children U2 admitted to the programme during the reporting period | Whole number |
| Discharged due to reaching discharged criteria | Number of pregnant women/caregivers with children U2who were discharged from the programme during reporting period due to reaching discharged criteria | Whole number |
| Defaulted | Number of pregnant women/caregivers with children U2 who missed attending IYCF/breastfeeding counselling for two consecutive visits | Whole number |
| Total end of the reporting period | Total beginning of the reporting period + New - Discharged due to reaching discharged criteria - Defaulted | Autofill |
| **Food ration distribution for PLW** | # *pregnant* women received specific food ration | Drop-down menu | Changes to majority drop-down menus in the tool, including this should be done through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| Total beginning of the reporting period | Number of pregnant women who were in the programme at the beginning of the reporting period. Should be equal to the total at the end of previous reporting period  | Whole number |
| New | Number of pregnant women who were admitted to the programme during the reporting period | Whole number |
| Discharged due to reaching discharged criteria | Number of pregnant women who were discharged from the programme due to reaching discharged criteria | Whole number |
| Defaulted | Number of pregnant women who missed attending relactation counselling for two consecutive visits | Whole number |
| Total end of the reporting period | Total beginning of the reporting period + New - Discharged due to reaching discharged criteria - Defaulted | Autofill |
| **Food ration distribution for PLW** | # *breastfeeding* women received specific food ration | Drop-down menu | Changes to majority drop-down menus in the tool, including this should be done through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| Total beginning of the reporting period | Number of breastfeeding women who were in the programme at the beginning of the reporting period. Should be equal to the total at the end of previous reporting period  | Whole number |
| New | Number of breastfeeding women who were admitted to the programme during the reporting period | Whole number |
| Discharged due to reaching discharged criteria | Number of breastfeeding women who were discharged from the programme due to reaching discharged criteria | Whole number |
| Defaulted | Number of breastfeeding women who missed attending relactation counselling for two consecutive visits | Whole number |
| Total end of the reporting period | Total beginning of the reporting period + New - Discharged due to reaching discharged criteria - Defaulted | Autofill |
| **Relactation concealing** | # children U2 whose mothers/caregivers received relactation counselling | Drop-down menu | Changes to majority drop-down menus in the tool, including this should be done through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| Total beginning of the reporting period | Number of children under two whose mothers/caregivers were in the programme at the beginning of the reporting period. Should be equal to the total at the end of previous reporting period  | Whole number |
| New | Number of children under two whose mothers/caregivers admitted to the programme during the reporting period | Whole number |
| Discharged due to reaching discharged criteria | Number of children under two whose mothers/caregivers (re)started breastfeeding during the reporting period and were discharged from the programme | Whole number |
| Defaulted | Number of children under two whose mothers/caregivers who missed attending relactation counselling for two consecutive visits | Whole number |
| Total end of the reporting period | Total beginning of the reporting period + New - Discharged due to reaching discharged criteria - Defaulted | Autofill |
| **Artificial feeding** | # children U2 whose mothers/caregivers received training on home safe preparation of BMS | Drop-down menu | Changes to majority drop-down menus in the tool, including this should be done through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| Total beginning of the reporting period | Number of children under two whose mothers/caregivers were in the programme at the beginning of the reporting period. Should be equal to the total at the end of previous reporting period  | Whole number |
| New | Number of children under two whose mothers/caregivers admitted to the programme during the reporting period | Whole number |
| Discharged due to reaching discharged criteria | Number of children under two whose mothers/caregivers who were discharged from the programme due to completing the course | Whole number |
| Defaulted | Number of children under two whose mothers/caregivers who missed attending training for two consecutive visits | Whole number |
| Total end of the reporting period | Total beginning of the reporting period + New - Discharged due to reaching discharged criteria - Defaulted | Autofill |
| **Artificial feeding** | # infants 0-5 months who received BMS  | Drop-down menu | Changes to majority drop-down menus in the tool, including this should be done through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| Total beginning of the reporting period | Number of infants 0-5 months who were in the programme at the beginning of the reporting period. Should be equal to the total at the end of previous reporting period  | Whole number |
| New | Number of infants 0-5 months who were admitted to the programme during the reporting period | Whole number |
| Discharged due to reaching discharged criteria | Number of infants 0-5 months wh0 were discharged from the programme due to reaching discharged criteria | Whole number |
| Defaulted | Number of infants 0-5 months who missed BMS distribution for two consecutive visits | Whole number |
| Total end of the reporting period | Total beginning of the reporting period + New - Discharged due to reaching discharged criteria - Defaulted | Autofill |
| **Artificial feeding** | # children 6-23 months who received BMS  | Drop-down menu | Changes to majority drop-down menus in the tool, including this should be done through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| Total beginning of the reporting period | Number of children 6-23 months who were in the programme at the beginning of the reporting period. Should be equal to the total at the end of previous reporting period  | Whole number |
| New | Number of children 6-23 months who were admitted to the programme during the reporting period | Whole number |
| Discharged due to reaching discharged criteria | Number of children 6-23 months who were discharged from the programme due to reaching discharged criteria | Whole number |
| Defaulted | Number of children 6-23 months who missed BMS distribution for two consecutive visits | Whole number |
| Total end of the reporting period | Total beginning of the reporting period + New - Discharged due to reaching discharged criteria - Defaulted | Autofill |
| **Complementary feeding** | # children 6-23 months whose mothers received training on complementary feeding | Drop-down menu | Changes to majority drop-down menus in the tool, including this should be done through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| Total beginning of the reporting period | Number of children 6-23 months who were in the programme at the beginning of the reporting period. Should be equal to the total at the end of previous reporting period  | Whole number |
| New | Number of children 6-23 months who were admitted to the programme during the reporting period | Whole number |
| Discharged due to reaching discharged criteria | Number of children 6-23 months who were discharged from the programme due to reaching discharged criteria | Whole number |
| Defaulted | Number of children 6-23 months whose mothers missed training for two consecutive visits | Whole number |
| Total end of the reporting period | Total beginning of the reporting period + New - Discharged due to reaching discharged criteria - Defaulted | Autofill |
| **Complementary feeding** | # children 6-23 months who received complementary foods | Drop-down menu | Changes to majority drop-down menus in the tool, including this should be done through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| Total beginning of the reporting period | Number of children 6-23 months who were in the programme at the beginning of the reporting period. Should be equal to the total at the end of previous reporting period  | Whole number |
| New | Number of children 6-23 months who were admitted to the programme during the reporting period | Whole number |
| Discharged due to reaching discharged criteria | Number of children 6-23 months who were discharged from the programme due to reaching discharged criteria | Whole number |
| Defaulted | Number of children 6-23 months who missed complementary food distribution for two consecutive visits | Whole number |
| Total end of the reporting period | Total beginning of the reporting period + New - Discharged due to reaching discharged criteria - Defaulted | Autofill |
| **HIV interventions** | # pregnant and lactating HIV-positive women received HIV-oriented IYCF counselling | Drop-down menu | Changes to majority drop-down menus in the tool, including this should be done through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| Total beginning of the reporting period | Number of pregnant and lactating HIV-positive women who were in the programme at the beginning of the reporting period. Should be equal to the total at the end of previous reporting period  | Whole number |
| New | Number of pregnant and lactating HIV-positive women who were admitted to the programme during the reporting period | Whole number |
| Discharged due to reaching discharged criteria | Number of pregnant and lactating HIV-positive women who were discharged from the programme due to reaching discharge criteria | Whole number |
| Defaulted | Number of pregnant and lactating HIV-positive women who missed attending HIV-oriented IYCF counselling for two consecutive visits | Whole number |
| Total end of the reporting period | Total beginning of the reporting period + New - Discharged due to reaching discharged criteria - Defaulted | Autofill |
| **Shelters and breastfeeding corners for PLW** | # designated shelters / breastfeeding corners / "save heavens" for mothers and caregivers | Drop-down menu | Changes to majority drop-down menus in the tool, including this should be done through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| Total beginning of the reporting period | Number of shelters that were reported at the end of previous reporting period | Whole number |
| New | Number of new shelters during the reporting period | Whole number |
| Discharged due to reaching discharged criteria | Number of shelters no longer at service during reporting period due to end of project |   |
| Defaulted | Number of shelters no longer at service during reporting period due to reasons other than end of project | Whole number |
| Total end of the reporting period | Total beginning of the reporting period + New - Discharged due to reaching discharged criteria - Defaulted | Autofill |
| **Community / facility based** | Choose from drop-down menu if this programme is community or facility based | Autofill |  |
|  |  |
| **Micronutrient supplementation** |
| **Micronutrients or deworming drugs / Beneficiaries** | Choose from drop-down menus: | Drop-down menu | Changes to majority drop-down menus in the tool, including this should be done through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| **Vitamin A** – Girls 6-12 months, Boys 6-12 months, Girls older than 1 year, Boys older than 1 year, Postpartum women |
| **Iron and folic acid** – Girls 6-59 months, Boys 6-59 months, Pregnant and lactating women, Other men (specify in comments), Other women (specify in comments) |
| **MNP** – Girls 6-59 months, Boys 6-59 months, Pregnant and lactating women, Other men (specify in comments), Other women (specify in comments) |
| **Zinc** – Girls 0-5 months, Boys 0-5 months, Girls 6-59 months, Boys 6-59 months, Other (specify in comments) |
| **Other vitamins** – Girls 6-59 months, Boys 6-59 months, Other men (specify in comments), Other women (specify in comments) |
| **Other minerals** – Girls 6-59 months, Boys 6-59 months, Other men (specify in comments), Other women (specify in comments) |
| **Deworming** – Girls 6-59 months, Boys 6-59 months, Pregnant and lactating women, Other men (specify in comments), Other women (specify in comments) |
| **# beneficiaries received supplementation** | planned | Whole number |  |
| during reporting period | Whole number |  |
| **Capacity building / trainings** |
| **Training type**  | The type or topic on which your agency’s staff was trained, and/or on which your agency trained staff from other agencies (choose from drop-down list): | Drop-down menu | Changes to majority drop-down menus in the tool, including this should be done through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| Cluster approach |
| Emergency preparedness and response |
| Information Management |
| SAM inpatient |
| SAM outpatient |
| CMAM |
| MAM/SFPs |
| MUAC / Community screening |
| IYCF-E |
| Micronutrient supplementation |
| SMART / Nutrition surveys  |
| Coverage surveys |
| IYCF surveys |
| ToT (specify area in comments) |
| Other (specify in comments) |
| **# people trained from** | Number of people trained by following subgroups: |   |  |
| international NGO | Whole number of people from INGOs trained | Whole number |  |
| national NGO | Whole number of people from NNGOs trained | Whole number |  |
| UN organizations | Whole number of people from UNOs trained | Whole number |  |
| government | Whole number of people from government trained | Whole number |  |
| community members | Whole number of community members / workers trained | Whole number |  |
| others (specify in comments) | Whole number of people trained from other categories (specify category in comments) | Whole number |  |
| **# people trained** | Whole number of men trained | Whole number |  |
| Whole number of women trained | Whole number |  |
| Total trained | Total number of people trained | Autofill |  |
| **Duration of training, days** | Number of days (one day equals 8 hours) | Decimal number |  |
|  |  |
| **Supplies** |
| **Group of supply items / Supply item, units** | **Nutrition commodities to treat SAM:** | Drop-down menu | Changes to majority drop-down menus in the tool, including this should be done through the sheet "Admin". If you need only to rename categories, please do it on the sheet "Admin" and it will be automatically updated on other sheets. If you need to add more or less categories, you need to this through "Formula" >"Name manager" > "Edit" |
| F-75, sachets;  |
| F-100, sachets;  |
| RUTF, sachets |
| **Nutrition commodities to treat and prevent MAM:** |
| RUSF, sachets; |
| Emergency food ration, 500g;  |
| Fortified corn soya blend, 25 kg bag |
| **Micronutrient supplements:** |
| Vitamin A, 100,000IU, capsules;  |
| Vitamin A, 200,000IU, capsules; |
| Iron and Folate, 60+0.4 mg, tablets;  |
| Folic acid, tablets 5mg;  |
| Micronutrient film-coated tablets;  |
| Multiple micronutrient pdr., sachets;  |
| Zinc, tablets |
| **Routine medication:** |
| Albendazole, tablets;  |
| Amoxicillin, tablets 250g;  |
| Artemether/Lumefantrine x6, tablets; |
| Mebendazol, tablets 500mg;  |
| Sulfadoxine 500+Pyrimethamine 25, tablets; |
| ReSoMal, sachets;  |
| ORS, sachets |
| **Opening stock** | what was in stock at the end of the previous reporting period should equal what was in stock at the beginning of this reporting period | Whole number |  |
| **Received**  | The amount of this item that has been received during the reporting period | Whole number |  |
| **Distributed** | The amount of this item that has been utilized during the reporting period | Whole number |  |
| **Food returns** | The amount of this item that has been returned during the reporting period to the supplier as it was not distributed  | Whole number |  |
| **Lost** | The amount of this item that has been lost during the reporting period | Whole number |  |
| Closing stock | opening stock + received + distributed + food returns + lost | Autofill |  |
|  |  |  |  |

# Annex 2. Adaptation tips – Partner survey reporting tool

| Cell name | Explanations | Data validation | Technical remarks for adjustment at country level |
| --- | --- | --- | --- |
| **General information** |
| **Reporting agency(ies)** | The agency (ies) reporting on activities (most often implementing agency) | Free fill |   |
| **Reporting date** | The date on which this report sent to XXXXX@XXXX.XXX | DD.MM:YYYY | Insert your email address here and on General information sheet |
| **Reporting period: from** | Starting day of the reporting period, inclusive | DD.MM:YYYY | If you decide to choose monthly reporting from first to last day each month, we suggest to rename this cell to "Reporting month" and change data validation options. |
| **Reporting period: to** | Last day of the reporting period, inclusive | DD.MM:YYYY | If you have chosen monthly reporting above, please change this sell accordingly to "reporting year" |
| Agency's focal point for IM: |  |
| **Name and surname** | Name and surname of the person submitting report | Free fill |   |
| **Phone number** | Phone number of the person submitting report - with country code: ex: +41220000000 | Free fill | If you decide that you do not want to use country code, please change this comment accordingly / and on respective sheet as well |
| **Email** | E-mail of the person person submitting the report | Free fill |   |
| **Comments** | Any general comments you may have | Free fill | If you are particularly interested in certain information, you may want to give details here (and for data validation for respective sheet) |
|  |  |  |  |
| **Nutrition Surveys** |
| **GAM (WHZ <-2 and/or oedema) for 0-59 months population** | Prevalence of Global Acute Malnutrition, calculated using WHO standards with the Z-score defined as WFH index less than -2 standard deviations from the mean weight of a reference population of children of the same height and/or having oedema | Decimal number |  |
| **SAM (WHZ <-3 and/or oedema) for 0-59 months population** | Prevalence of Severe Acute Malnutrition calculated using WHO standards with the Z-score defined as weight-for-height index less than -3 standard deviations from the mean weight of a reference population of children of the same height and/or having oedema | Decimal number |  |
| **Crude death rate (10,000/day)** | Number of total deaths per 10,000 people per day | Decimal number |  |
| **Zero-to-five death rate (10,000/day)** | Number of deaths of children under 5 years old per 10,000 children per day | Decimal number |  |
| **Link to the report**  | Link to the report  | Free fill |  |
| **IYCF Surveys** |
| **Early initiation of breastfeeding** | Proportion of children born in the last 24 months who were put to the breast within one hour of birth | Whole number |  |
| **Exclusive breastfeeding under 6 months** | Proportion of infants 0–5 months of age who are fed exclusively with breast milk | Whole number |  |
| **Continued breastfeeding at 1 year** | Proportion of children 12–15 months of age who are fed breast milk | Whole number |  |
| **Introduction of solid, semi-solid or soft foods** | Proportion of infants 6–8 months of age who receive solid, semi-solid or soft foods | Whole number |  |
| **Minimum dietary diversity** | Proportion of children 6–23 months of age who receive foods from 4 or more food groups | Whole number |  |
| **Minimum meal frequency** | Proportion of breastfed and non-breastfed children 6–23 months of age who receive solid, semi-solid, or soft foods (but also including milk feeds for non-breastfed children) the minimum number of times or more | Whole number |  |
| **Minimum acceptable diet** | Proportion of children 6–23 months of age who receive a minimum acceptable diet (apart from breast milk) | Whole number |  |
| **Consumption of iron-rich or iron-fortified foods** | Proportion of children 6–23 months of age who receive an iron-rich food or iron-fortified food that is specially designed for infants and young children, or that is fortified in the home. | Whole number |  |
| **Link to the report**  | Link to the report  | Free fill |  |
|  |  |  |  |
| **Micronutrient Deficiencies Surveys** |
| **Deficiency** | Type of micronutrient deficiency assessed | Drop-down menu |  |
| **Indicator**  | Indicator to assess chosen micronutrient deficiency | Drop-down menu |  |
| **Group of population assessed (age and sex)** | Group of population assessed, please specify AGE and SEX. Please report separately for males and females | Free fill |  |
| **Unit of measurement** | Unit of measurement of the selected indicator | Free fill |  |
| **Value** | Value of the indicator for a specified group of population | Numbers only |  |
| **Coverage Surveys** |
| **Programme** | Programme for which coverage was measured | Free fill |  |
| **Point coverage estimation, %** | Coverage at the time of the survey | Decimal number |  |
| **Period coverage estimation, %** | Coverage for the period of treatment | Decimal number |  |
| **Main barriers** | Main barriers and potential boosters | Free fill |  |

1. Note: this only applies to the Administrative level. You can easily add new columns in the next updates [↑](#footnote-ref-1)
2. Usually they are available here: http://cod.humanitarianresponse.info/country-region with the assorted longitude and latitude and P-codes (codes needed by OCHA or any GIS (geographical information system) officer to create a map). They are usually available in Excel and can be copy/pasted onto your tools. If they are not available, please contact OCHA Country Office or the Global Nutrition Cluster. [↑](#footnote-ref-2)