GUIDANCE NOTE – THE PROTECTION CLUSTER 5Ws MONITORING TOOL

Version 15.07.2026

Global Protection Cluster

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1. Introduction

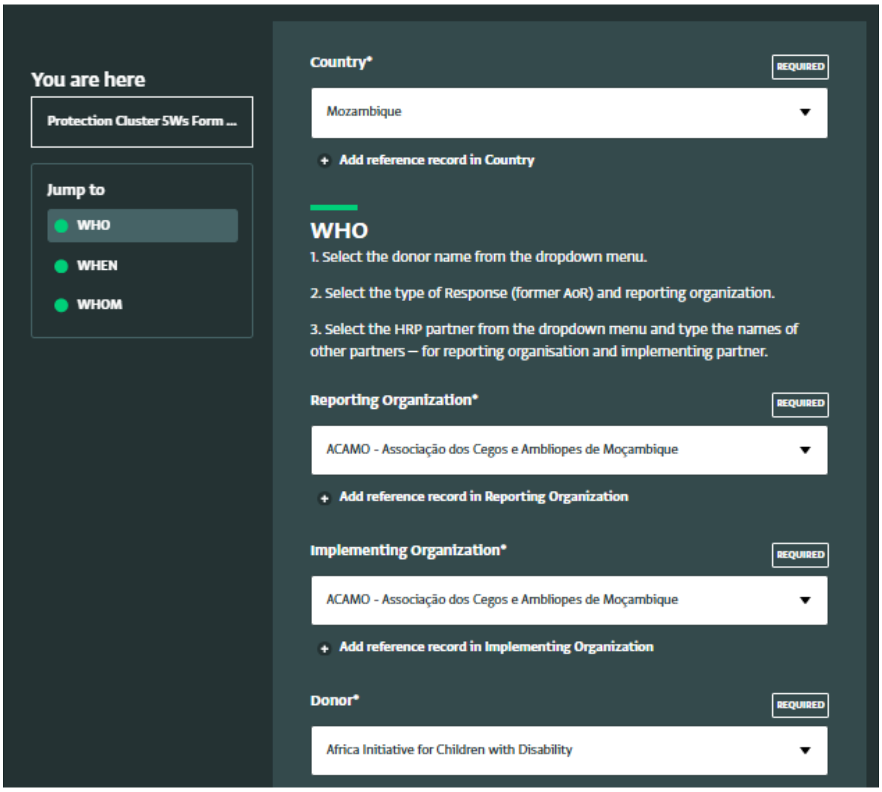
The Protection Cluster 5Ws Monitoring Tool is the official platform used by Protection Cluster partners to report activities implemented during the reporting period. The tool captures information on who delivered assistance, when activities were implemented, what activities and indicators were reported, where assistance was provided, and whom was reached through the intervention. The information collected through the system supports coordination, operational monitoring, response analysis, gap identification, HNRP monitoring, advocacy, and reporting to humanitarian stakeholders.

The tool follows a structured reporting process whereby partners first provide information about their organization and reporting period before entering detailed records on activities, locations, indicators, and people reached. Multiple activities can be reported within a single submission using the activity sub form.

This guidance is intended for Protection Cluster partners responsible for reporting activities through the Protection Cluster 5Ws Monitoring Tool. It provides step-by-step guidance on completing reporting forms, understanding key fields, and ensuring data quality before submission.

2. Section One: WHO

The WHO section captures information about the organizations responsible for implementing and reporting activities. Users must select the reporting organization, implementing organization, donor, and indicate whether the activity contributes to the Humanitarian Response Plan (HRP).



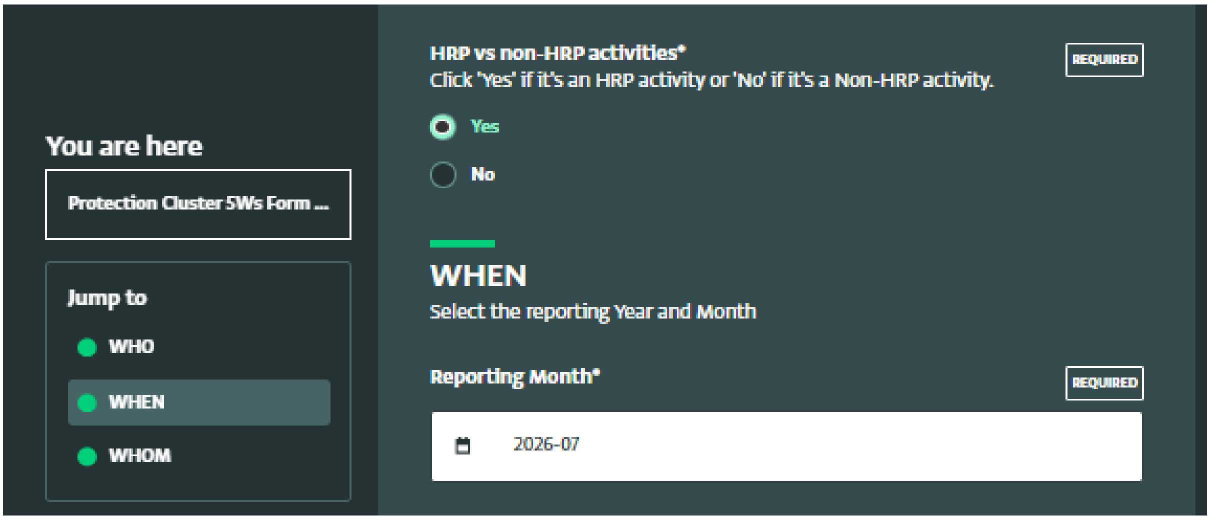
The reporting organization refers to the organization submitting the report. The implementing organization refers to the organization that delivered the activity in the field. In many cases these may be the same organization. The donor field identifies the funding source supporting the intervention. The HRP question should be marked "Yes" if the activity contributes to an approved HRP project and "No" if the activity falls outside the HRP framework.

Accurate completion of this section ensures that activities are correctly attributed and that cluster reporting reflects partner contributions appropriately.

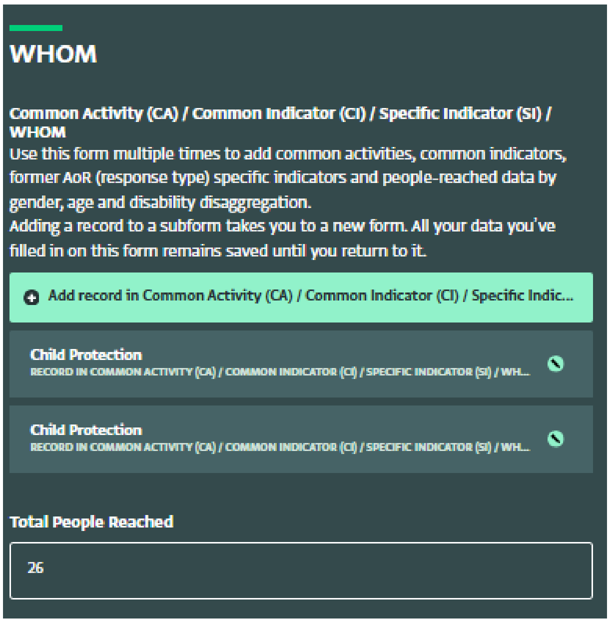
3. Section Two: WHEN

The WHEN section records the reporting month for which data is being submitted.

Partners should report only activities implemented during the selected reporting month. Activities that have not yet taken place should not be reported as completed activities. Selecting the correct reporting period is essential to ensure accurate monthly and cumulative cluster reporting.



4. Section Three: WHOM



The WHOM section serves as the entry point for detailed activity reporting. Through this section, users can add one or more activity records by selecting the "Add Record" button.

Each activity record should represent a specific combination of activity, indicator, location, and beneficiary data. Partners should create separate records whenever activities differ by location, response area, indicator, modality, or population reached.

The system allows multiple activity records to be linked to a single monthly submission, making reporting more efficient while maintaining detailed activity-level information.

Using the Activity Subform

The WHOM section uses a subform structure that allows partners to report multiple activities within a single monthly submission. Rather than submitting separate reports for every activity, location, or response type, users can add as many activity records as required by clicking the **"Add record"** button.

Each subform entry represents a unique activity record and captures information related to the response type, activity, indicator, location, and people reached. This structure provides flexibility and enables partners to report activities implemented across different geographic areas or different areas of responsibility (AoRs) within a single report.

For example, a partner may have implemented Child Protection activities in one district and Gender-Based Violence activities in another district during the same reporting period. Instead of creating separate monthly reports, both activities can be entered as separate records within the same submission. Similarly, if the same activity was implemented in multiple locations, each location should be entered as a separate subform record to ensure accurate geographic reporting.

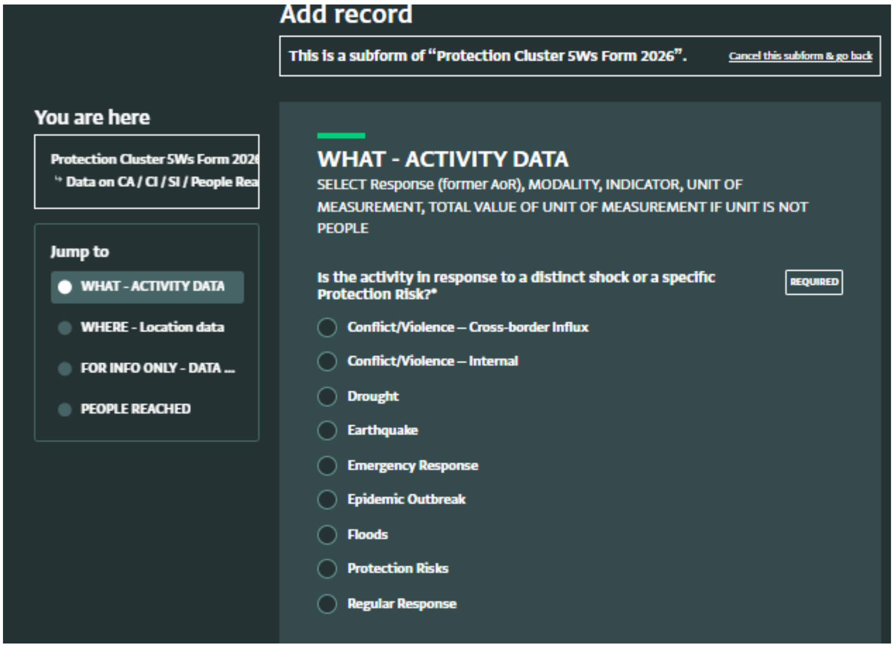
In the example picture above, two separate Child Protection activity records have been added within the same submission. Each record can contain different indicators, beneficiary figures, or locations, depending on what was implemented during the reporting period. This allows partners to report detailed operational information while maintaining a simple reporting process. The form then consolidates all records into a single submission for analysis and reporting.

The system automatically calculates the **Total People Reached** across all activity records entered in the subform. This field is displayed as a read-only calculated field and updates automatically whenever beneficiary figures are added or modified. Users cannot manually edit this field. Its purpose is to provide an immediate overview of the total number of individuals reported across all activities included within the submission.

Reporting Rule: A new subform entry should be created whenever the response type, location, activity, indicator, or beneficiary figures differ. This ensures that activities can be accurately aggregated and analyzed by response area, indicator, and location while maintaining data quality across the Protection Cluster response.

This automatic calculation helps reduce reporting errors and ensures that overall beneficiary totals remain consistent with the detailed activity-level records entered by the reporting partner.

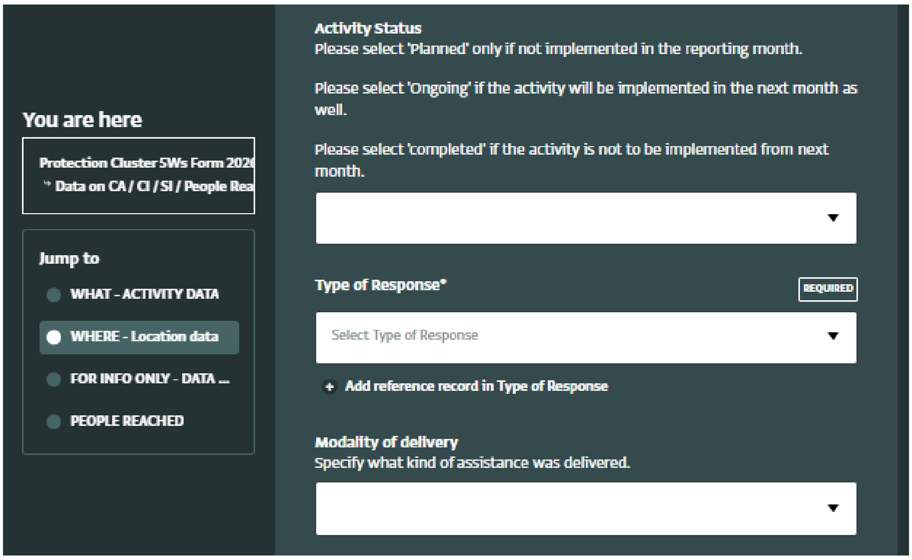
5. WHAT: Activity Information



The first part of the activity subform captures information about the activity being reported.

Partners are first asked whether the activity responds to a specific shock or risk. Available options include conflict and violence, cross-border influxes, drought, earthquakes, epidemics, floods, protection risks, emergency response activities, and regular response programming. This information helps contextualize interventions and allows the cluster to better understand the drivers of humanitarian needs.

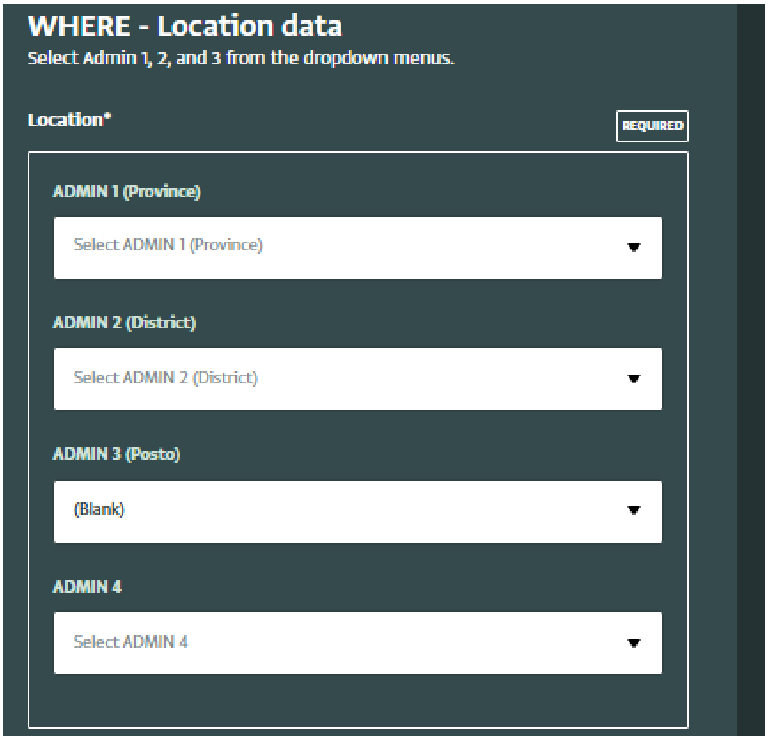
Users must also indicate the status of the activity. Planned activities refer to interventions that have not yet started. Ongoing activities refer to interventions that continue beyond the reporting month. Completed activities refer to interventions that have concluded and will not continue into subsequent months.



The Type of Response field identifies the area of protection work under which the activity falls. Available response areas include Child Protection, Gender-Based Violence, Housing Land and Property, Mine Action, and Protection. Selecting the correct response type ensures that activities are reflected correctly within Protection Cluster reporting and analysis.

The Modality of Delivery field captures how assistance was provided. For example, assistance may be delivered through cash or other delivery mechanisms depending on the activity being implemented (in-kind).

6. WHERE: Location Information

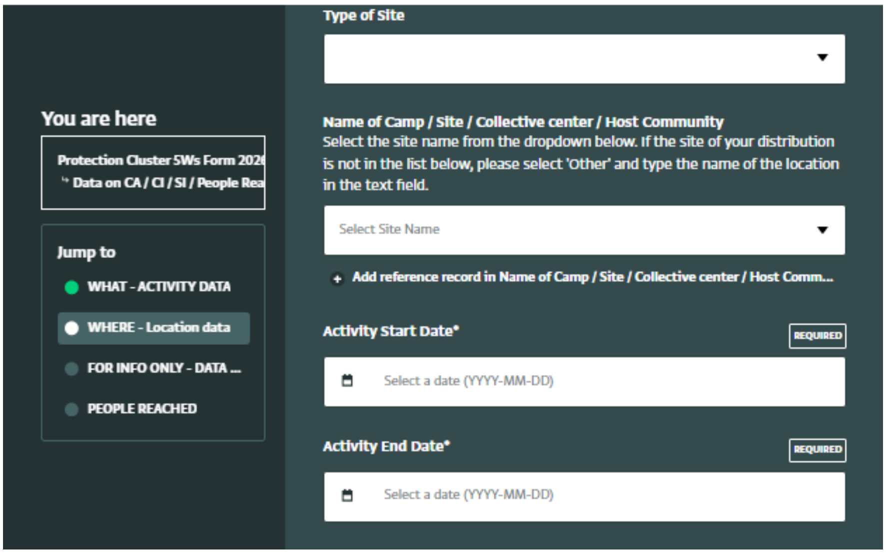


The WHERE section records where activities were implemented.

Partners should report activities at the most precise administrative level available. The system uses cascading geographic selections beginning with Admin 1 (Province), followed by Admin 2 (District), Admin 3 (Posto), and where applicable Admin 4.

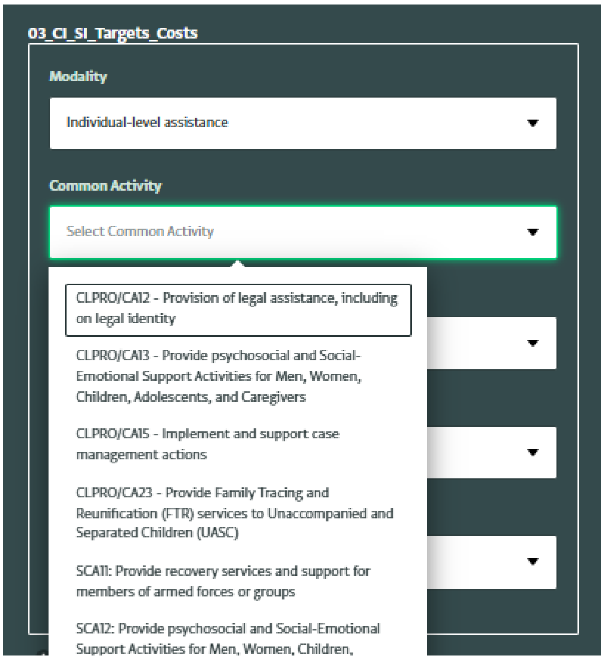
The site information is linked to the selected location. Once an Admin 2 area is selected, the Site Name field automatically displays only sites associated with that district. This reduces reporting errors and improves data quality.

If the location where assistance was delivered is not available in the predefined list, users may select "Other." Selecting "Other" automatically generates a text field where users can manually enter the site name. This functionality ensures that new or previously unmapped sites can still be reported while maintaining consistency across the database.



Partners should always ensure that the reported location reflects where assistance was delivered rather than where the implementing organization is based.

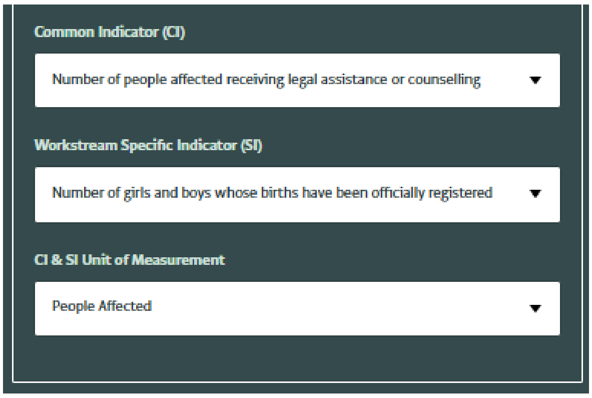
7. Common Activities (CA), Indicators (CI) and Specific Indicators (SI)



The system uses a hierarchical structure to standardize reporting across all protection partners.

Users first select the modality of assistance before choosing the relevant Common Activity. Once a Common Activity has been selected, the system automatically filters and displays the associated Common Indicators and Workstream-Specific Indicators.

For example, under Child Protection, a user may select a common activity relating to legal assistance and civil documentation. The system may then display a corresponding common indicator such as the number of people receiving legal assistance or counselling, followed by a more specific indicator such as the number of girls and boys whose births have been officially registered.

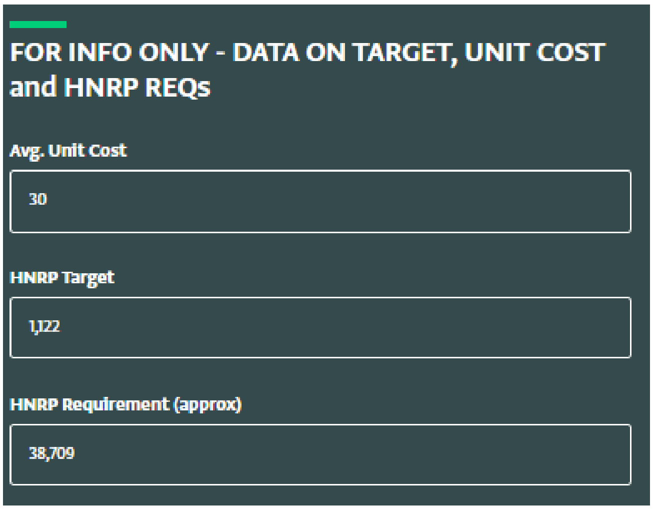


This structured approach ensures consistency across partners and improves the quality and comparability of reported data.

The Unit of Measurement field specifies how results should be reported. In most cases this will be "People Affected" or another predefined unit depending on the selected indicator such as Actions, Mechanisms etc.

8. HNRP Targets, Costs and Financial Information

Some sections of the form contain information that is provided for reference purposes only.



Once a location and indicator are selected, the system may display existing planning information such as average unit cost, HNRP target figures, and estimated HNRP requirements.

These values are automatically displayed to provide additional operational context and to support monitoring against planning assumptions. Partners should note that these figures are not activity outputs and do not affect beneficiary reporting calculations.

This information should therefore be used as a reference when reviewing reported achievements against planned targets and financial requirements.

9. People Reached

The People Reached section captures the number of individuals who directly benefited from the activity during the reporting period.

Beneficiaries must be reported according to the age and sex categories displayed in the form. Depending on the selected response type and indicator, the system may display different demographic categories. For Child Protection activities, beneficiary reporting focuses on child age groups. For other response areas, additional categories such as adults and older persons aged 60 years and above may also be displayed.

Users should enter the number of individuals reached in each category. The system automatically calculates the total number of individuals reached based on the figures entered.

The Persons with Disability field captures the number of individuals reached who are living with a disability. This figure should represent a subset of the total beneficiaries and should not be added separately to the overall total.

10. New and Previously Reported Beneficiaries

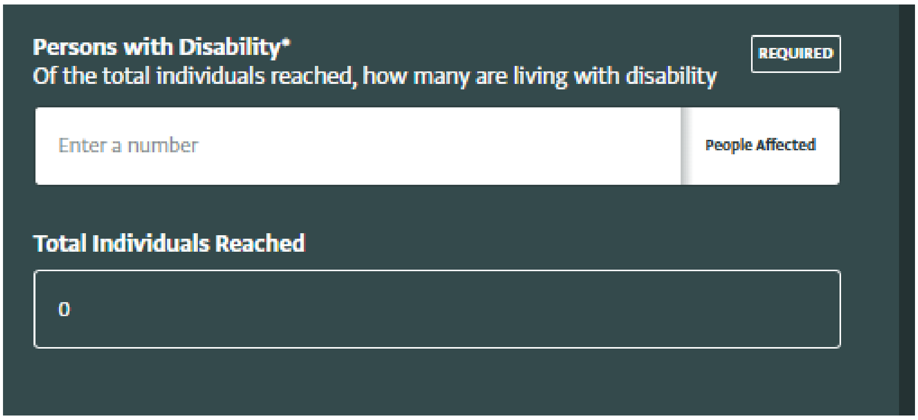
The system includes a question asking whether beneficiaries are newly reached or have been reported previously.

Partners should follow the agreed Protection Cluster deduplication methodology when determining whether beneficiaries should be classified as newly reached or previously reported. This field is important for understanding potential duplication within reporting. If individuals are receiving a service for the first time and have not been reported under the same activity previously, users should select "Yes, newly reached." If the same individuals have already been reported and are being reached again through continuing activities, users should indicate that they have been previously reported.

Accurate completion of this field supports more reliable analysis of people reached and helps reduce the risk of double counting in cluster reporting.

11. Conditional Fields and Automated Checks

Persons with Disability



The **Persons with Disability** field captures the number of beneficiaries reached who are living with a disability. This figure must be included within the total number of individuals reached and should not exceed the total beneficiary count. The field is only displayed for completed or ongoing activities where the selected indicator is measured as **People Affected**.

Total Individuals Reached

The Total Individuals Reached field is automatically calculated by the system using the beneficiary disaggregation data entered in the form. This is a read-only field and cannot be edited manually. The system also compares the reported total against the corresponding HNRP target. Exceeding an HNRP target does not necessarily mean the data is incorrect, but users should review the figures before submission to confirm their accuracy.

Adult Beneficiary Fields (18-59 Years)

The adult beneficiary fields are displayed only when the selected indicator is measured as **People Affected**, the activity status is **Ongoing** or **Completed**, and the selected indicator applies to adults. Depending on the indicator definition, the form may display all adult categories or only specific groups, such as **Female Adults (18-59 years)**. This ensures that users only see and complete demographic fields that are relevant to the selected indicator.

Child Beneficiary Fields (5-17 Years)

The child beneficiary fields are displayed only when the selected indicator is measured as **People Affected**, the activity status is **Ongoing** or **Completed**, and the selected indicator applies to children. For example, indicators targeting children aged 5-17 years will automatically display the relevant age and sex disaggregation fields (Female and Male Child 5-10, 11-14, and 15-17 years). This helps ensure that beneficiary data is reported using the appropriate demographic categories for the selected activity and indicator.

Activity End Date

The **Activity End Date** field is displayed only when the activity status is selected as **Ongoing** or **Completed**. This helps capture the period during which the activity was implemented and is not required for activities that are still in the planning stage.

Site Name

The **Site Name** field allows users to report the specific camp, site, collective centre, settlement, or host community where assistance was delivered. If **"Other"** is selected from the site list, the system automatically displays an additional text field where users can manually enter the site name. This ensures that activities implemented in new or unmapped locations can still be reported accurately.

Protection Risks

The **Protection Risks** field is displayed only when **Protection Risks** has been selected as the type of shock or risk associated with the activity. This allows partners to specify the relevant protection risk(s) being addressed and supports more detailed analysis of protection-related interventions and response trends.

Total People Reached

The **Total People Reached** field on the main form automatically sums the total number of beneficiaries reported across all activity records entered in the WHOM subform. The field is displayed only when at least one activity record contains beneficiary data. This read-only field provides an overall total of people reached for the reporting period and helps users verify the completeness of their submission.

Total Reached (Other)

The **Total Reached (Other)** field automatically sums the beneficiary figures reported under the **Total Reached (Other)** field across all activity records in the WHOM subform. The field is displayed only when beneficiary data has been entered in one or more subform records. This read-only field provides a consolidated total for reporting and quality assurance purposes.

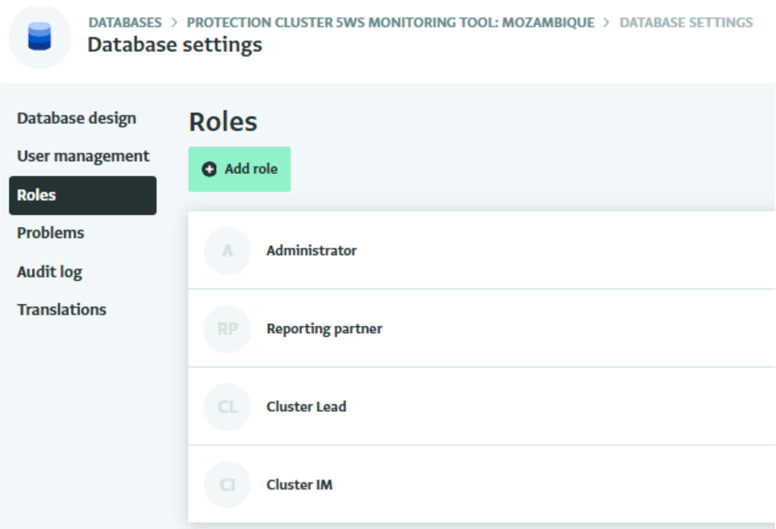
Before submitting a report, users should verify that all required fields have been completed, locations have been correctly selected, beneficiary totals are accurate, and activities have been reported under the appropriate response type and indicator. Any validation warnings should be reviewed before final submission.

12. User Roles

The Protection Cluster 5Ws Monitoring Tool uses a role-based access structure to ensure that users can only access the functions and data relevant to their responsibilities. Four user roles have been configured within the database: **Administrator**, **Reporting Partner**, **Cluster Lead**, and **Cluster IM**.

Administrator

The **Administrator** role provides full access to the database and system management functions. Administrators can view, add, edit, and delete records; manage reference data; create and modify forms, folders, reports, and views; manage users and roles; export data; configure automations; manage translations; and perform other database administration functions. This role should be assigned only to users responsible for overall system administration and maintenance.



Reporting Partner

The **Reporting Partner** role is intended for organizations submitting activity data through the 5Ws system. Reporting partners can view, add, edit, delete, and export only the records associated with their own organization. This ensures that partners can manage their reporting data while preventing access to records submitted by other organizations.

Cluster Lead

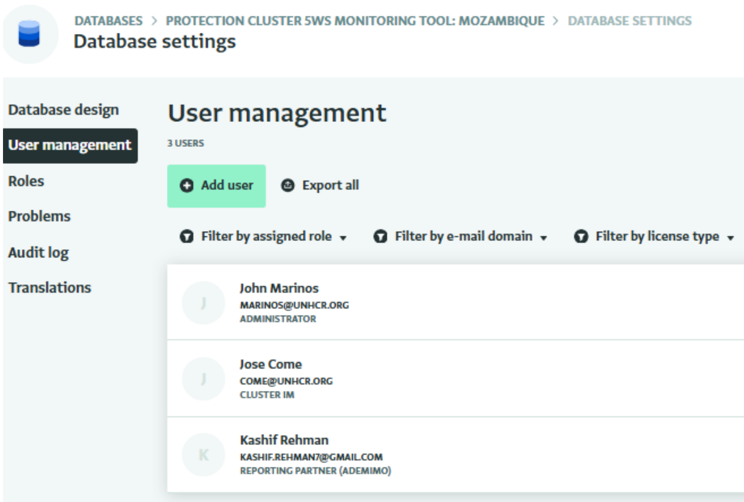
The **Cluster Lead** role provides oversight access across the entire database. Users assigned this role can view all records, add and edit records, export data, manage users, and review reports and analysis products. This role supports strategic oversight, coordination, and review of cluster reporting and response achievements.

Cluster IM

The **Cluster IM** role is designed for Information Management personnel supporting the Protection Cluster. Users assigned this role can view, add, edit, delete, and export all records across the database. This role supports data management, analysis, quality assurance, reporting, and dashboard development activities.

The use of role-based permissions ensures appropriate access control, protects partner data, maintains data quality, and supports effective management of the Protection Cluster 5Ws reporting process.

13. User Management



The **User Management** section is used to add, remove, and manage users within the Protection Cluster 5Ws Monitoring Tool. Each user is assigned a specific role based on their responsibilities and the level of access required. Assigning users to appropriate roles helps ensure data security, maintains data quality, and provides users with access only to the functions relevant to their work.

At the time of developing this database, three users have been added for configuration, testing, and administration purposes. These include an **Administrator**, a **Cluster IM**, and a **Reporting Partner**. Additional users, including Protection Cluster partners and coordination team members, will be added as the database is rolled out and the reporting process becomes operational.

When adding new users, administrators should ensure that the most appropriate role is assigned based on the user's responsibilities. This will determine what data the user can view, edit, export, or manage within the database. User roles can be modified at any time by administrators as operational needs evolve.

14. Conclusion

The Protection Cluster 5Ws Monitoring Tool provides a standardized and efficient mechanism for partners to report protection activities, beneficiaries reached, and geographic coverage. By using structured forms, automated calculations, conditional fields, and built-in validation checks, the system helps improve data quality, reduce reporting errors, and ensure consistent reporting across all protection response areas.

Accurate and timely reporting by partners is essential for effective coordination, monitoring response achievements, identification of gaps, and evidence-based decision-making. Partners are therefore encouraged to carefully review all information before submission and ensure that reported data accurately reflects activities implemented during the reporting period. The information reported through the system supports coordination, response monitoring, gap analysis, and reporting against Protection Cluster and HNRP objectives.