4/5W the Basics and Why this data is good for Shelter Coordination

The 4/5W is the basic tool for facilitating coordination. In order to fulfill the core function of "Supporting service delivery", each Shelter Cluster is expected to have a functional 4/5W in order to maintain relevant information on the implementation of the strategy. The categories for the 4/5W are listed below.

Who:

1. Agency
2. Donor
3. Implementing Partner

What:

1. Activity – Activities should be linked with your strategy. A useful tool is the [Activity matrix](#) which is the unit break down of you country-level shelter cluster strategy.
2. Modality- This column specifies whether activities were implemented in-kind, conditional cash, unconditional cash, mixed modality, with vouchers, or with contracted works. Over time, one can use this data to measure which modality is most appropriate for which activities and for population group.

When:

1. Start date of activity- Enables the Shelter Cluster team to know when partners will be able to begin their response to the needs and can help in determining which partner has the best capacity to respond in each situation
2. End date of activity- Enables the Shelter Cluster to follow up with partners to know if the project was finalized on time and can be used to know when to update activities to completed in the 4W.
3. Progress- Planned, Ongoing, Completed. In some contexts, partners have requested the category of "planned unconfirmed". This is the case in new responses or in seasonal responses, where Shelter Cluster partners may be waiting on confirmation of funding.

Where:

1. Admin 1 – Region, State, Governorate
2. Admin 2- District within a state; District within a Region
3. Admin 3- Sub-district, large city
4. Admin 4 - Village
5. Admin 5- (smaller village depending on context; Street)

6. Admin 6- Camp level- This can help in ensuring coordination of the shelter response at the camp level and in updating the CCCM Cluster (if activated) about the level of service provision in the shelter sector at that camp level.

7. GPS if needs be – One may want to quality control this. For example, once all GPS locations are identified for a local village, one can create conditional formatting GPS points with the Common Operational Dataset for Admin 4. GPS points could also be provided if for example the location is not in the common operational datasets or is a camp that has not been registered and therefore not updated in any official information management frameworks.

For whom:

1. # of households- This category is mandatory for most shelter programs.

2. # of buildings- This category may be helpful when assisting apartments and in comparing # of households per shelter or building. This column is also a good way to reflect shelter support to other communal buildings and infrastructure that may not necessarily be serving as a shelter accommodation.

3. # of individuals- This is particularly useful for NFIs, and to understand the average number of people per household. This can also be used as a proxy estimate for space for shelter. Global Shelter Cluster reporting requires a standard indicator of reporting how many individuals are assisted from Shelter and NFI reporting.

4. AGDM (Aged, Gender, Diversity Mainstreaming) – These categories are not mandatory though partners may have this information on hand anyway as part of their need to record beneficiaries assisted by their activities. Reporting these figures to the Shelter Cluster will be useful for the Cluster team to monitor which vulnerable groups are receiving shelter assistance and which vulnerable groups may be excluded from shelter assistance.

5. Vulnerability categories – These categories can be added in addition to age and gender breakdown. For example, if the Protection Cluster issues a guidance note on the main protection vulnerabilities in the response, key vulnerable groups such as persons with disabilities and their caregivers, elderly, and or other people can be added a column to track whether they are receiving the appropriate level of Shelter/NFI support. These are not mandatory but can help in monitoring and targeting criteria for certain interventions.