5W MONITORING AND REPORTING 2024

RESPONSE FOR
VENEZUELANS
Coordination Platform for
Refugees and Migrants
from Venezuela

5W MONITORING AND REPORTING GUIDE
FOR THE 2024 RMRP

WHAT IS THE MONITORING AND REPORTING MECHANISM OF THE RMRP (5Ws)?

The RMRP is a comprehensive response plan responsive to the identified needs of refugees and migrants from Venezuela[1] and their affected host communities in 17 countries of Latin America and the Caribbean. The objective of monitoring activities included in this response plan is to ensure that transparent and regular updates on the status of implementation of the RMRP are available to governments, donors, RMRP partners, and beneficiary communities in host countries.

To facilitate this process, in the planning stage of the RMRP, all the appealing organizations presented details on their planned activities for 2024, disaggregated by admin-1 level, Sector and by Platform, with sector-specific indicators corresponding to each activity's focus. These indicators will be used to measure the implementation progress of each activity throughout the year using the 5W system established in ActivityInfo.

WHY SHOULD WE MONITOR RMRP ACTIVITIES?

The RMRP monitoring framework is crucial to show how the who/what/when/where/to whom goals (the 5Ws) and objectives established in the RMRP are being achieved. The data on the number of services offered and on the number of people who receive these services, among other variables, allow every Coordination Platform to measure their implementation progress against their goals and objectives; this also provides a transparent accountability tool for governments and donors. At the same time, it allows Platforms to improve their inter-agency assistance by being able to coordinate activities, avoid the duplication of efforts and fill gaps in the assistance provided.

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[1] Persons in Transit of other nationalities are included in the RMRP in Peru, Ecuador, Colombia, Panama and Costa Rica and Bolivia.

WHO IS RESPONSIBLE FOR REPORTING ON RMRP ACTIVITIES VIA ACTIVITYINFO?

At National or Sub-regional level: Every appealing organization of the RMRP 2024 is responsible for designating a focal point to report in ActivityInfo their funded activities presented in the RMRP monthly. This information will then be checked for quality purposes and completeness by the corresponding national/sub-regional IMOs. In case an appealing organization is implementing an RMRP 2024 activity through an implementing partner (IP), only the appealing organization needs to report the activity to ActivityInfo. Nonetheless, that appealing organization needs to include the name of the IP in the corresponding field.

At Regional level: The Information Management Officers (IMOs) of the National and Sub-regional Platforms have the primary responsibility to report the information provided by the appealing organizations of their geographical areas to the regional level and ensure that the quality of the data is up to standard. In their absence, the responsibility falls on the Platform Coordinators or focal points designated by them. Likewise, IMOs or the national focal points are responsible for promoting the reporting of activities by the members of each National or Sub-regional Platform on a monthly basis, based on the agreed reporting schedule.

WHAT IS THE REPORTING PROCESS FOR RMRP 2024 ACTIVITIES?

In addition to the information provided by the appealing organizations, all IMOs or monitoring focal points are required to, on a monthly basis, gather, organize and consolidate the data of every National and Sub-regional Platform and report it to the regional level by no later than the **15th day of each month** (in case the 15th is a holiday or a weekend, the report has to be done on the next available business day). Said report to the regional level IM team consists of the following two processes, submitted via ActivityInfo and Excel.

In the exceptional case of not being able to meet these dates, the responsible focal point must inform the following colleagues via email: Johan González (jgonzalez@iom.int), Jorge Cabrera (cabrerjo@unhcr.org), while keeping Zachary Thomas (zthomas@iom.int), Philippe Sacher (sacher@unhcr.org), Camila Borrero (cborrero@iom.int), Fernanda Chacón (chaconma@unhcr.org) in copy.

1. ActivityInfo 5W: in this database, the IMOs shall report the raw data, the activities received from RMRP appealing partners and their respective sectors. This information must be reported once the respective national validation processes have been carried out. It is of vital

importance that all reporting fields are completed in full. In case some fields are not complete, national IMOs must establish rules to complete the missing information.[2]

2. Consolidated report: this is **an Excel** document that compiles all the consolidated data for the 5Ws, including disaggregation by country, sector, admin1 level, age, gender, Cash and Voucher Assistance (CVA), beneficiaries in that month, and consolidated beneficiaries. The consolidated report should **only reflect activities that are part of the RMRP** and reported by appealing organizations.

Shiny App:

Based on previous years' good practices, the regional IM team will develop the Shiny App that will allow each Platform to verify the quality of their data, based on the rules and restrictions of the Regional 5W, as well as to automatically calculate consolidated figures.

Similarly to last year, the R code will be available for all and we strongly encourage each National and Sub-regional Platforms to develop automated data quality and calculation processes to facilitate reproducibility and continue the improvement in data quality.

MUST ALL R4V INDICATORS BE REPORTED IN ACTIVITYINFO?

No, not all indicators in the monitoring framework are part of the 5Ws, as some indicators are not designed to be reported by Appealing Organizations. Those indicators, listed in the table below, refer to can be reported separately or only once per year.

Please refer to the following list of indicators that are not designed to be reported by Appealing Organizations:

Sector	Indicator
Common Services (Communication)	# of views to the R4V newsletter
Common Services (Communication)	# of visits to the R4V website
Common Services (Reporting)	# of reports produced on the R4V response
Common Services (Coordination)	# of multilateral coordination forum meetings relevant to the R4V response held on a regular and/or ad hoc basis
Common Services (IM)	# of actors reporting under the RMRP monitoring framework

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[2] In case any of the partners present their data after this date, or an extension is requested, the Platforms must still submit their reports by the 15th. The information from these partners will be added onto the next report.

1. ActivityInfo 5W DB

- The DB report for "5W-RMRP 2024" in ActivityInfo must be completed <u>in English</u> for all fields except for "***Activity Name***" and "***Activity Description***".
- For **Direct Assistance indicators**, it is **mandatory** to fill out the field for the number of **new beneficiaries** in that month. Of the total number of people who received assistance, how many were assisted for the first time? This is done for the purpose of consolidating beneficiaries. In case an organization does not have the capacity to report new beneficiaries, they should use the total number of beneficiaries for that activity or have a national strategy to estimate this figure.
- It is mandatory to report on the beneficiaries' disaggregation by **gender** (women, men and other) and age (children and adolescents – those under age 18, and adults – those aged 18 and above). This disaggregation must be done only based on **new beneficiaries** that month but not for the total of the month. This facilitates the compilation of beneficiaries at the national and regional level. National or Sub-Regional Platforms can include further age and gender disaggregation breakdowns in their own national DB when relevant.
- The report on activities must be done at administrative level 1 for the regional report (state, department, province). [3] Reporting at admin level 2 is optional in the regional database. In case a national/Sub-regional Platform intends to integrate Admin 1 or 2 level for its country/countries, please contact the Regional IM Team
- For cash and voucher assistance (CVA) activities, the value in the intervention field must be in USD. It must also be noted that the reported value must be the total amount transferred to ALL beneficiaries of the activity that month, not only the NEW beneficiaries. In case the national and sub-regional DBs gather information on the amount transferred in the local currency, it must be converted into USD by the national or sub-regional IMOs or by the national designated responsible party. Multipurpose CVA and Sectoral CVA must be reported in the 5Ws and in the consolidated report.
- The disaggregation of population information is required, which is why it is necessary for all Platforms to report the number of beneficiaries for refugees and migrants IN DESTINATION, IN TRANSIT, IN PENDULAR MOVEMENTS, HOST COMMUNITIES or (COLOMBIAN) RETURNEES. The sum of these beneficiaries must equal the total number of **new beneficiaries** of the activity. In case one organization does not have the capacity to identify the type of population, each National and Sub-regional Platform must define a standard methodology to populate the population type fields when the appealing partner does not have the capacity to report it.
- In case an organization does not have the capacity to disaggregate beneficiary information by gender and age, the national or sub-regional IMOs must disaggregate the information on their

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[3] Exception for Central America & Mexico and the Caribbean platform.

behalf, both for reporting in the regional DB and for the consolidated report. The following methodologies are recommended for said disaggregation:

1. Disaggregating beneficiaries using the national age and gender proportions.
2. Using the PiN or Target sectorial gender and age disaggregation.
3. Calculate the sectoral proportions of the activities that have reported disaggregated beneficiaries and use those percentages for the activities that need to be completed.
4. If another methodology is developed at a national level, it must be shared with regional IMOs.

- With the end goal of reaching a regional standardization, all National and Sub-regional Platforms must respect the integrity and structure of the "5W-RMRP 2024" database. More information on the database fields and structure is described below:

	Variable	Required	Relevance	Definition
WHERE	Country	Yes	N/A	Select country where the activity was implemented.
	Admin1	Yes	Limit options according to chosen country.	Select the administrative level 1 (State, Department, Province) where the activity was implemented.
	Admin2	No	Limit options according to chosen country and Admin1.	Select the administrative level 2 if it applies to your country
WHO	Reporting Organization	Yes	List of appealing organizations	Leader organization of the activity is who reports. It is the one that requested the funds in the RMRP 2023 and that can or cannot hire implementing partners for the activities.
	Implementation Set-up	Yes	N/A	Is this activity implemented through another organization or a partner?
	Implementing partner	Yes	List of implementing partners	Partner that is hired by the main organization to implement the activities and that is not obliged to report. Cannot be the same organization as Reporting Organization
WHEN	Month	Yes	Format: YYYY-MM	Month when the activity took place.
WHAT	Sector/Sub-sector	Yes	List of sectors	Name of the sector or subsector. These must be reported following the regional
	Indicator	Yes	List of indicators	Indicator of the activity. It is mandatory to report for the *Core indicator* and it is recommended to report the *national indicators*.
	Activity name	Yes	N/A	Name of the activity. In case the language is not English, there is no need to translate. Limited to 1,064 characters
	Activity description	No	N/A	Description of the activity. In case the language is not English, there is no need to translate. Limited to 1,064 characters
	RMRP activity?	Yes	N/A	Answer if this activity was included in the 2024 RMRP. Only *Yes* and *No* options available.

	Variable	Required	Relevance	Definition
WHAT (CVA)	CVA	Yes	N/A	Answer if this activity was implemented using Cash Based Interventions (CBI) Only *Yes* and *No* options available.
	Value of Transfer in USD	Yes	Only use if CVA=Yes	Please enter the total transferred value to ALL beneficiaries of the activity. This value needs to be in dollars (USD).
	Mechanism	Yes	Only use if CVA=Yes List of options	Select intervention mechanism
TO WHOM **DEPENDING ON THE SECTOR AND INDICATOR SECTOR, THE DIFFERENT OPTIONS OF WHO THIS ACTIVITY WAS INTENDED TO WILL SHOW UP**	Quantity of output	Yes	Only if the indicators are: Campaign Capacity Building (optional) Infrastructures Mechanism/Advocacy Other	Number of output/products generated by the activity; this unit of measurement is related to the indicator and do not need to be specified. The unit can represent products, visits, organizations, groups, meetings, donors, campaigns, websites, etc.
	Total monthly beneficiaries	Yes	If the indicators are oriented at: PiN Capacity Building Campaign (optional)	Specify the total number of people that received this service during the month of supervision by the organization.
	New beneficiaries of the month	Yes	If the indicators are oriented at PiN	Specify the number of people that **received the same type of service for the first time** during the month. Cannot be superior to total of organization
TO WHOM / **(Population type disaggregation)**	Refugees and Migrants (IN DESTINATION)	Yes	Only if the indicators are oriented at PiN (see indicator table)	Specify the number of refugees and migrants **IN DESTINIY** that **received the same type of service for the first time** during the month.
	Refugees and Migrants IN TRANSIT	Yes	Only if the indicators are oriented at PiN (see indicator table))	Specify the number of refugees and migrants **IN TRANSIT** that **received the same type of service for the first time** during the month.
	Host communities beneficiaries	Yes	Only if the indicators are oriented at PiN (see indicator table)	Specify the number of people from host communities that **received the same type of service for the first time** during the month.
	Refugees and Migrants PENDULARS	Yes	Only if the indicators are oriented at PiN (see indicator table)	Specify the number of **PENDULAR** refugees and migrants that **received the same type of service for the first time** during the month.
	Colombian Returnees	Yes	Only if the indicators are oriented at PiN (see indicator table)	Specify the number of **COLOMBIAN RETURNEES** that **received the same type of service for the first time** during the month.
TO WHOM **(Age and gender disaggregation)**	Women under 18 years old	Yes	Only if the indicators are oriented at PiN (see indicator table)	Specify the number of girls and women younger than 18 years old that **received the same type of service for the first time** during the month.
	Men under 18 years old	Yes	Only if the indicators are oriented at PiN (see indicator table)	Specify the number of boy and men younger than 18 years old that **received the same type of service for the first time** during the month.
	Women >= 18	Yes	Only if the indicators are oriented at PiN (see indicator table)	Specify the number of women 18 years old or older that **received the same type of service for the first time** during the month.
	Men>=18	Yes	Only if the indicators are oriented at PiN (see indicator table)	Specify the number of men 18 years old or older that **received the same type of service for the first time** during the month.
	Other under 18	Yes	Only if the indicators are oriented at PiN (see indicator table)	Specify the number of persons who identified with other gender categories (nor men or women) younger than 18 years old that **received the same type of service for the first time** during the month.

	Variable	Required	Relevance	Definition
	Other above 18	Yes	Only if the indicators are oriented at PiN (see indicator table)	Specify the number of persons who identified with other gender categories (nor men or women) who are 18 years old or older that **received the same type of service for the first time** during the month.

Indicator Type: To facilitate the 2023 RMRP activities reporting process and the registration of information across the various indicators, whether that information should be reported under output, total of beneficiaries, new beneficiaries, etc; please find below a table that summarizes the mandatory and optional fields

The indicator table in the reference folder in ActivityInfo indicates the type (mandatory or optional) of each indicator of the monitoring framework. This table will be used to determine the rules of verification used in the data quality check script.

	Quantity of output generated	Total beneficiaries or / persons for the month	New beneficiaries for the month	Population Type breakdown	Age and Gender breakdown
Pin	X	Y	Y	Y	Y
Campaign	Y	O	X	X	X
Capacity building	O	Y	X	X	O
• Infrastructures • Mechanism/advocacy • Other	Y	X	X	X	X

Y	Mandatory field to report
O	Optional field to report
X	Not reported

2. Consolidated report prepared from ActivityInfo data

The consolidated report is a monthly document that summarises the number of people reached by the partners in each sector at country and admin1 level. Its calculation is based on the activities reported via ActivityInfo and the Excel tables under the indicators of the **Direct Assistance** category.

The format contains 3 parts:

Metadata: Platform, country, admin1, month and sector

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Monthly totals: Based on the *Total monthly beneficiaries* column, it represents the number of people who have been reached by each sector during the given month. These figures are <u>not cumulative</u> from one month to the other and represent the volume of people reached during a given month.

Consolidated figures: Based on the *New beneficiaries of the month* column (from Activity Info), it represents, for each sector at admin1 level, the <u>cumulative</u> number of people reached <u>without double counting</u>. Those figures can be compared with the PiN and Target to determine progress in the implementation of the response in terms of beneficiaries.

Each Platform is responsible for determining the aggregation model it wants to use to avoid double counting of beneficiaries when calculating the sector and country total figures. Below, find some examples of aggregation models used in the previous years (non-exhaustive list):

- **Sum all:** Sum all the new beneficiaries at sector level, and then at national level.
- **Max sector:** takes the figures of the sector with the highest number of beneficiaries to calculate the national total.
- **Max age and gender:** takes the highest figure of each age and gender category across all sectors to determine the national total.
- **Mixed approach:** different approaches for each sector, summing some and taking the max across others, taking a certain percentage for some sectors…
- **Indicator-based and proportions:** calculates the number of persons reached at indicator level, using proportions and different rules according to the response.

It is <u>mandatory</u> to discuss the aggregation models each Platform intends to use with the national or sub-regional Sectors to determine which method is more appropriate and more genuinely reflects the implementation of the response for each Sector. There must be an agreement that the figures reported in the consolidated report will be used as the single source for publications regarding beneficiaries reached.

The methodology to calculate the consolidated beneficiary figures can be changed during the course of the year, in case a Platform determines that it does not genuinely represent the implementation of the response.

For transparency and reproducibility purposes, every National / Sub-regional Platform must share the methodology used with the Regional Platform, as well as the script, if used.

Persons In-Transit of other nationalities:

As partners cannot report data per nationality, as it could be difficult to collect, the number of persons of other nationalities in transit assisted will be expressed as a percentage of the total persons in transit. In the template for People Reached, you can find a new column where you can register this percentage per sector and admin1. An absence of value will be interpreted as a 0%.

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FREQUENTLY ASKED QUESTIONS

Can activities and/or Appealing Organizations that are not part of the RMRP 2023 be reported inside ActivityInfo?

Yes, they can be included in the 5Ws. The field called "RMRP activity" (see table above) is for that purpose and this makes it possible to filter out activities/organizations outside the RMRP.

Nevertheless, they should not be reported or included as part of the **RMRP response (consolidated report)** so as not to inflate or misrepresent achievements toward the RMRP targets and requirements.

What happens if my organization is not listed in the ActivityInfo form?

An email with the following information must be sent to Johan González (jgonzalez@iom.int) and Jorge Cabrera (cabrerjo@unhcr.org) copied to Camila Borrero (cborrero@iom.int), Fernanda Chacón (chaconma@unhcr.org):

IDORG	NAME	NOMBRE	NOME	ACRONYM/ SHORT NAME	TYPE	PLATFORM
Leave blank. This information will be assigned at a regional level.	Name of the organization in English.	Name of the organization in Spanish.	Name of the organization in Portuguese.	Acronym or short name of the organization.	Type of organization: UN, NNGO, INGO, Faith Base Organizations, Red Cross, Academic, Civil Society. Health Facility, Private Sector, Government	Platforms in which this organization works.

The same process applies to implementing partners.

Can I have additional indicators? What happens if my national indicators are not present?

In each Platform's national or sub-regional database, additional monitoring indicators may be added on an exceptional basis, following consultations with the relevant regional Sector leads and Regional Platform Coordinators. Those activities reported toward national or sub-regional indicators should be included in the 5Ws sent to the Regional Platform as per the above procedures.

Are all fields in the 5W mandatory?

The structure of the RMRP 2024 database is detailed in the table above. The field "required" indicates whether specific information is mandatory or not. In case some fields remain empty, the national or sub-

regional IMO is responsible for contacting the reporting organization and filling in the missing fields. In some cases, methods can be established for reporting certain missing values, such as age, gender disaggregation and population type (see points above).

What do I do if partners in my Platform report intervention values for CVA in a currency that is not USD?

The IMO or designated national or sub-regional focal point is required to convert all values to USD before reporting at the regional level, and to adequately communicate this instruction to their partners.

In case the National or Sub-regional Platform decides to gather this information in the local currency, the IMO is responsible for converting these values before reporting to the regional level.

For more information or in case of questions please reach out to the Regional Platform IM Team:

- Johan González (jgonzalez@iom.int),
- Camila Borrero (cborrero@iom.int)
- Fernanda Chacón (chaconma@unhcr.org)
- Jorge Cabrera (cabrerjo@unhcr.org)