

Who does What Where (3W)

How to report 3W data for in-kind assistance, service delivery, cash and vouchers

As of 11 April 2019

**Note for adjusting this guidance before adopting it locally:**

This document should be adjusted to the context and be in line with local coordination arrangements.

The 3W reporting schedule, as well as one data entry template are agreed upon between the Information Management Working Group (IMWG) and the Cash Working Group (CWG). A proposed data entry template is available on the Information Management Toolbox: https://humanitarian.atlassian.net/wiki/spaces/imtoolbox/pages/214499412/Who+does+What+Where+3W

The IMWG and the CWG should also agree on terminology, to ensure a common understanding. This is especially important when it comes to cash and vouchers, which are still new to many aid workers and can easily create confusion. The Calp Glossary should be used as a common reference: http://www.cashlearning.org/resources/glossary

# Objective

This document provides guidance on how/where to report in-kind assistance, service delivery, as well as cash and vouchers into the 3W. Organizations submitting 3W data should have a common understanding of how/where to report in order to avoid under-reporting and over-reporting of projects.

Every project should be reported to only one data recipient, using the standard template, according to the agreed upon reporting schedule.

In-kind assistance and service delivery are most often clearly linked to a Cluster/Sector and thus straightforward to report, although there are exceptions. For cash and vouchers, the situation is often more complex, as the objectives and/or consequences of the assistance may contribute to several sectors.

This document aims to help organize the 3W reporting flows for the various modalities of assistance.

**In-kind assistance and service delivery**

The **overall principle** is that any project with a clear sectoral objective should be reported to that Cluster/Sector IMO. It should never be reported to more than one Cluster/Sector.

That Cluster/Sector should be selected in the data entry sheet.

For **multisector projects**, the IMWG should decide how organizations should report. (for example, to one of the Clusters/Sectors, or to OCHA directly, but again, never to more than one data recipient).

**Cash and vouchers**

The stated intention of the project should inform whether to submit the data to a Cluster/Sector or to the CWG.

### “Sectoral cash and vouchers”

If the stated intention is clearly related to a particular Cluster/Sector, then that project should be reported to the same Cluster/Sector. That Cluster/Sector should be selected in the data entry sheet.

This is not to say that a project contributes only to achieving that Sector/Cluster’s objective, but the main objective is with that Cluster/Sector.

For **multisector projects,** where there is not a clear main Cluster/Sector, the IMWG should decide how organizations should report. (for example, to one of the Clusters/Sectors, or to OCHA directly, but again, never to more than one data recipient).

**Multipurpose cash transfers (MPC)**

This is a type of assistance “explicitly designed to address multiple needs on a cross-sectoral basis through a cash transfer” (Cash Learning Partnership Glossary, Dec. 2018). Cash transfers are inherently unrestricted, meaning each transfer can be spent as recipients choose; and potentially address multiple needs, or from a humanitarian agency’s perspective, achieve multiple programme objectives. As such, MPC does not neatly fit in one sector. To avoid instances whereby the same MPC project is reported to more than one Cluster/Sector, and for a simplified flow and processing of information, MPC projects should be submitted to the CWG, using the same 3W template as for the Sectors/Clusters. For MPC projects, organizations should select “Multisector” in the data entry sheet under “Cluster/Sector”.

Only MPC projects are submitted to the CWG. All other types of cash assistance with explicit sectoral objectives are reported to Cluster/Sector IMOs.

**Mixed modalities**

In the case of mixed modalities (for example projects that include both cash and in-kind components), if the sectoral objective is clear, it should be reported to that Cluster/Sector IMO. Otherwise, the IMWG should decide how organizations should report. (for example, to one of the Cluster/Sectors, or to OCHA directly).

**Once the 3W data has been submitted…**

The Cluster/Sector and the CWG will compile all the data received from organizations and submit to OCHA for the overall compilation and inter-sector analysis and visualization. The Cluster/Sectors may also produce their own intra-sector/cluster information products.