
4W Matrix Guidance Note for Ethiopia WASH Partners (How to fill in the 4W Matrix)

If you need help filling in the matrix or have any questions, please contact the WASH Cluster (wash.cluster.ethiopia@gmail.com)

PLEASE KEEP IN MIND THAT 1 LINE = 1 ORGANIZATION doing 1 ACTIVITY in 1 LOCATION for SEVERAL BENEFICIARIES – For example, if you are doing two different activities in the same locality (Woreda or Kebele), please fill in two lines or if you are doing the same activity in two different localities (Woreda or Kebele), please fill in two lines.

Please fill in as much information as you can, including information for the past months. Fill in the matrix with all available information. Disaggregate beneficiaries by sex and age. Leave cells blank when not sure or when no data is available.

Only the “4W” tab and the “Contact” tab need to be filled in. The other tabs contain data for the drop down menus and are there for information only. No action needed. Please use the drop down menus only and do not copy-paste data from outside sources. The spreadsheet is locked on purpose to avoid typo mistakes and to guarantee data harmonization and consistency. All data from other sources will not be taken into account during the data analysis phases.

Only information about activities included in the drop down menus (list is in “Activities” tab) are required.

There is an “other” option that you can use to specify activities that are not in the drop down menus. In that case, write the activity in the comment section at the end. This 4W matrix is not a general activity tracking matrix but a cluster indicator monitoring matrix. Only selected activities that contribute to calculating indicators are available in the drop down menus.

Fill in the contact information in the “Contact” tab for the one person responsible for filling in the matrix for your organization, agency or department. Only one focal point per organization is required. Please only insert one name. This name can be changed from month to month.

	Column	Explications
Who?	Organization (Column A)	Please select the acronym of the <u>reporting organization</u> from the drop down menu. For a list of associated acronym names, please consult the “ Lists ” tab of the Excel spreadsheet. If your organization is not in the drop down menu, please write in “Other” and specify the name in the “ Organization’s Remark ” (Column AJ). The name will be added to the drop down list in the next monthly update.
	Organization Type (Column B)	Choose from drop down menu.
	Donor Agency (Column C)	Choose from the drop down menu the partner organization providing support or funding for the program. For organizations with no specific partnership for the program in question, please repeat the name of the implementing organization (for example, if an NGO is implementing a program on its own funds).
	Implementing Partner (Column D)	Please select the acronym of the <u>organization implementing the work on the ground</u> from the drop down menu. For a list of associated acronym names, please consult the “Lists” tab of the Excel spreadsheet. If your organization is not in the drop down list, please write in “ Other ” and specify the name in the “ Organization’s Remark ” (Column AJ). The name will be added to the drop down list in the next monthly update.
Where?	Region (Column E)	Select the Region from the drop down menu.
	Zone (Column F)	Select the Region previously which will allow to choose associated Zones from the drop down list.
	Woreda (Column G)	Select the Zone previously which will allow to choose associated Woredas from the drop down list.
	Activity Location (Column I)	Select location from drop down menu
	Kebele/School/Health Facility Name (Optional for non-IDP areas) (Column J)	Write in the name of the Kebele/School/Health Facility you are implementing the activity in. Drop down menus are not available. For IDP areas if you are working in two different Kebeles/Schools/Health Facilities, please fill in two lines. <u>Do not</u> write in two Kebeles/Schools/Health Facilities in the same cell. Kebele/School/Health Facility information is optional and can be left blank for non-IDP areas.
	Latitude, Longitude (For Borehole, Shallow well, hand Dug well) (Column K)	Put the geographic location for new/rehabilitated/maintained/upgraded physical structures like boreholes, shallow wells and hand dug wells. You can separate with bracket for more than one location points.
When?	Activity Start Date (Column L)	Write in the start date of the activity in a “mm/dd/yyyy” format. Please focus on the activity implementation dates and not the project dates and be as precise as possible regarding the activity.

	Column	Explications
	Activity End Date (Column M)	Write in the end date of the activity (if completed) in a “mm/dd/yyyy” format. Please focus on the activity implementation dates and not the project dates and be as precise as possible regarding the activity.
	Activity Status (Column N)	Chose activity status from the drop down menu. It will be updated when there is a change in status.
What?	Program Type (Column O)	Chose the program type from the drop down menu.
	Emergency Type (Column P)	Chose the emergency type from the drop down menu.
	WASH Domain (Column Q)	Chose WASH Domain from drop down menu.
	Activity (Column R)	Select the WASH Domain first which will allow you to choose associated activities from the drop down list. Other WASH activities that are not in the drop down menu can be reported in this matrix by selecting “ Other ” and then by writing in the name of the activity in the “ Organization’s Remark ” section.
	Unit (automatic fill) (Column S)	This column will fill automatically. No action needed.
	Quantity (Column T)	Insert a quantity as per the units specified in previous column (column S).
	CWA Funded Project (Column U)	Select Yes or No if the activity is funded through a CWA Project.
Beneficiaries	Total beneficiaries targeted (Column V)	Insert total number of targeted beneficiaries by the activity.
	Total beneficiaries reached to date (Column W)	Insert total number of reached beneficiaries by the activity at the date you are filing in the matrix.
	IDPs reached (Column X)	Insert total number of IDPs reached.
	Returnees reached (Column Y)	Insert total number of returnees people reached.
	Non-displaced reached (Column Z)	Insert total number of non-displaced people reached.
	Boys reached (Column AA)	Insert total number of boys reached. (Aged < 18 years)

	Column	Explications
	Girls reached (Column AB)	Insert total number of girls reached. (Aged < 18 years)
	Male Adults reached (Column AC)	Insert total number of male adults reached. (Aged 18 - 59 years)
	Female Adults reached (Column AD)	Insert total number of female adults reached. (Aged 18 - 59 years)
	Male Elderly Reached (Column AE)	Insert total number of male elderly reached. (Aged >60 years)
	Female Elderly Reached (Column AF)	Insert total number of female elderly reached. (Aged >60 years)
	Disabled Reached (Column AG)	Insert total number of disabled people reached.
	Total beneficiaries are equal to the sum of disaggregated beneficiaries (X-Z) (Column AH)	This column will fill automatically. No action needed. It will fill in green and display “ Yes ” if the sum of the values in columns X to Z are equal to the total in column W. If not, it will fill in red and display “ No ”. This is to help avoid mistakes in filling in sex and age disaggregated data.
	Total beneficiaries are equal to the sum of disaggregated beneficiaries (AA-AF) (Column AH)	This column will fill automatically. No action needed. It will fill in green and display “ Yes ” if the sum of columns AA to AF are equal to the total in column W. If not, it will fill in red and display “ No ”. This is to help avoid mistakes in filling in sex and age disaggregated data.
	Same beneficiaries of previous activities (lines)? (Column AI)	To help minimize double counting of beneficiaries, please select “ Yes ” or “ No ” from drop down menus if beneficiaries have already been accounted for in previous lines or activities. For example, if there are three different activities targeting the same 500 beneficiaries (new borehole, hygiene promotion, and soap distribution) then select “ No ” for the first activity/line and “ Yes ” for the two others.
Comments	Organization’s remark (Column AJ)	Open cell for any remarks or additional information. If anywhere in the format you selected “ Other ” please mention it here in the remark section.