Factsheet guidance

Background

In 2015, a considerable effort has been made to gather and consolidate key data from country-level clusters in order to inform evidence-based advocacy. This has been done through introducing tools for information systematization like the GSC Factsheet.

The GSC Factsheet has been designed to give a snapshot overview of a country where a cluster has been activated, this information is both useful for partners arriving newly in-country as well as for advocacy purposes while meeting with regional and global stakeholders, including donors.

The factsheets are published on the GSC website, where they can be found on the response pages of the relevant clusters and on a dedicated page which provides an overall analysis of the trends and challenges. They are also published twice per year in hard-copy alongside the annual GSC Achievements Report and Mid-Year Achievements Report and twice per year in soft-copy as a stand-alone GSC Factsheets publication. In addition, they are used to populate the dashboard on the homepage of the GSC website.

Guidance

The factsheet is part of the core documents that the GSC has committed to have with ECHO and should be completed every quarter, but since most information that is requested can be taken from existing sources it should be relatively easy to produce.

- In Q1 we will use your Q4 factsheets covering January-December for the GSC Achievements Report (2015 example + factsheet annex), submission deadline: end of January
- In Q2 we will use your Q1 factsheets covering January-March for the online GSC Factsheets publication, submission deadline: mid-April
- In Q3 we will use your Q2 factsheets covering January-June for the GSC Mid-Year Achievements Report (2016 example + factsheet annex), submission deadline: mid-July
- In Q4 we will use your Q3 factsheets covering January-September for the online GSC Factsheets publication (2016 example), submission deadline: mid-October

Please submit your factsheet to your Global Focal Points, you can find the template on the GSC website (click here). Clusters in preparedness mode use a separate template (click here). On page 2 of this document you will find step-by-step instructions for completing the regular template.

If a cluster is not featured in a publication, it means that it has not submitted a factsheet in the relevant period. For examples of completed factsheets, please see below.
Step-by-step instructions

Include a relevant high-quality photo, do not forget to include the source and add a description if possible. The size used in the template is 5*10cm.

Replace “Country” and “Month Year” with the relevant information, please do not change the format.

Include a recent map, preferably one that is designed for use as an inset. Go to maps.unhcr.org for support if needed. For IFRC-led clusters write to shirin.narymbaeva@ifrc.org.

Provide key contact information for the cluster coordination team, it is not necessary to include the whole team (write to hurkmans@unhcr.org to request Shelter Cluster e-mail addresses if needed).

Provide links to key documents and websites (write to hurkmans@unhcr.org or shirin.narymbaeva@ifrc.org to request website statistics) as well as key figures on the number of cluster partners (based on cluster 3W) and people in need / targeted (based on cluster strategy).

Provide information on the funding status based on your cluster appeal and OCHA’s Financial Tracking Service (if you include other sources do not forget to mention them). Please enter your own data in the Excel table that feeds the graph by right-clicking on the graph and choosing “Edit Data”.

Include a relevant high-quality photo, do not forget to include the source and add a description if possible. The size used in the template is 5*10cm.

When describing challenges, please start with a keyword (funding, access, capacity, data, security etc.) to facilitate analysis.

Provide information on the progress against targets based on your cluster strategy and 4W data. You can change the Excel table that feeds the graph by right-clicking on the graph and choosing “Edit Data”. Please report on the progress for the year to date. Under NFI, only count the equivalent of a standard kit. Under shelter, only count interventions if they do not overlap and provide emergency shelter (no single items) or support transitional shelter.