

Introduction

The Country Humanitarian Fund (CHF) Reporting Dashboard provides real-time insights into humanitarian funding flows, donor contributions, and partner activities. It is designed to:

- Track allocations, donor contributions, and partner engagement.
- Analyze funding and planned reach distribution by location, cluster, and partner type.
- Monitor planned reach by demographic indicators such as sex, age, and disability.
- Monitor partner presence and activities by location

Key Requirements

To ensure secure and authorized access to the data powering this dashboard, the following requirements must be met:

- **API Access:** The dashboard is powered by APIs provided by OneGMS. The full list of available public and secured APIs can be found [here](#).
- **Credentials:** Credentials are required to access the secured APIs' data. These credentials must be requested directly from the gms-support@un.org (Grant Management System Unit).

Calculation Methodology Disclaimer

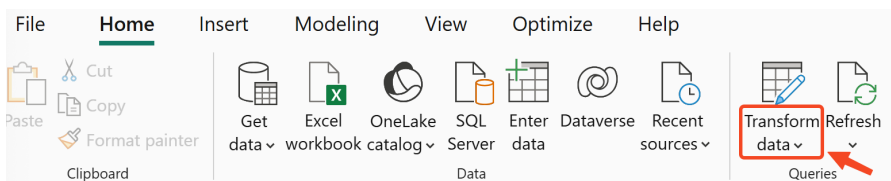
The number of people planned to be reached is calculated by adding the figures reported by all projects within each cluster. To avoid double counting across clusters, the tool uses the highest total reported among all clusters. The same approach is applied to the breakdown of people reached by sex, age group, and disability. However, each country may apply its own calculation methodology depending on data availability and operational context. Users may adapt or apply their own calculation approach using DAX as needed.

Step by Step Instructions

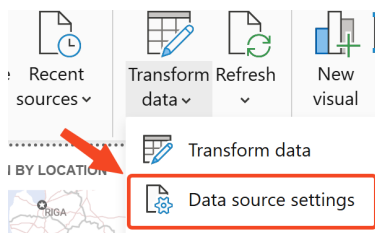
In this dashboard template, Ukraine was used as the example country. Therefore, any country office wishing to adapt the dashboard for their own context should follow the steps outlined below to adjust the settings accordingly.

A – Enter your credentials to access the APIs

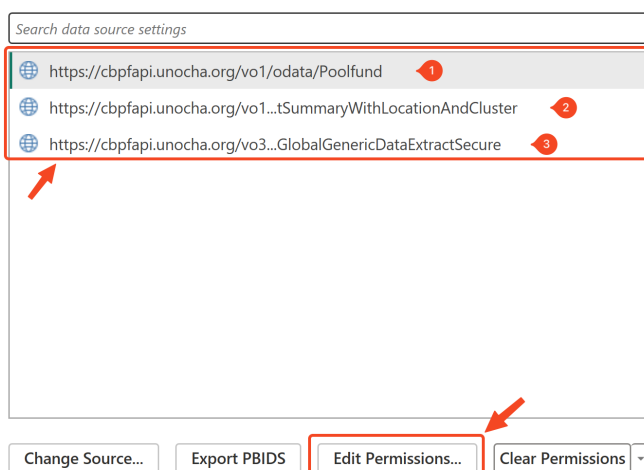
A- Step 1 – Open the Dashboard (pbix file). On the ribbon, select Transform Data.



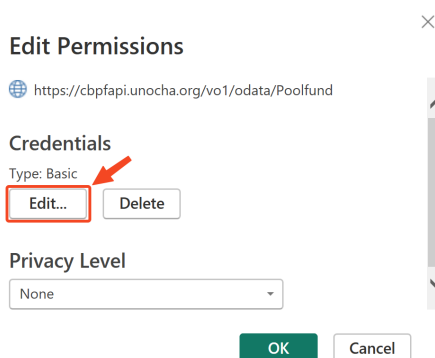
A- Step 2 – Select Data source settings



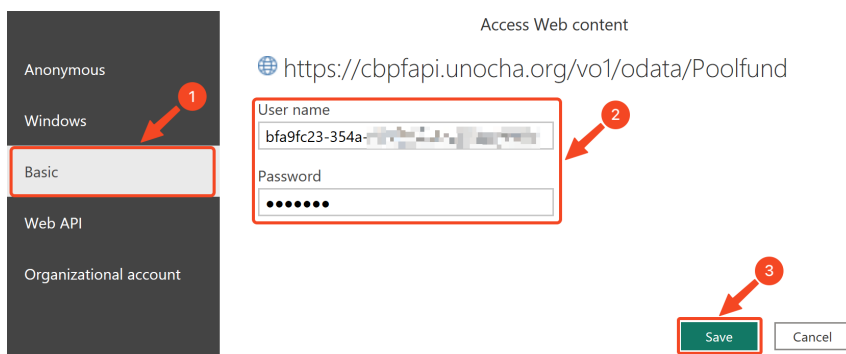
A- Step 3 – In order click on each endpoint and then click on Edit Permissions.



A- Step 4 – Click on Edit.

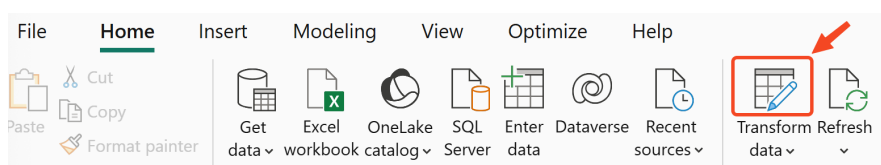


A- Step 5 – Click Basic then enter your credentials (Username, Password) and then save and do the same for the other Endpoints.

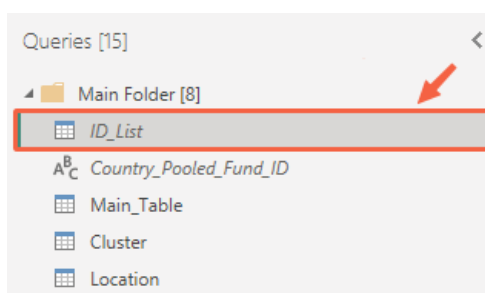


B – Change the country code on the APIs.

B- Step 1 – On the ribbon, select Transform Data.



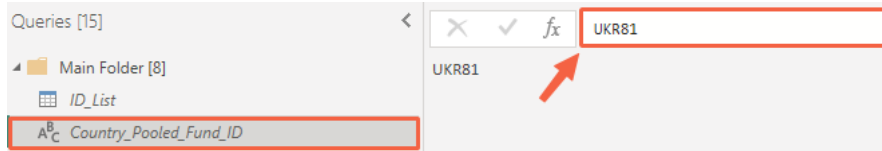
B- Step 2 – From the list of queries, select ID_List.



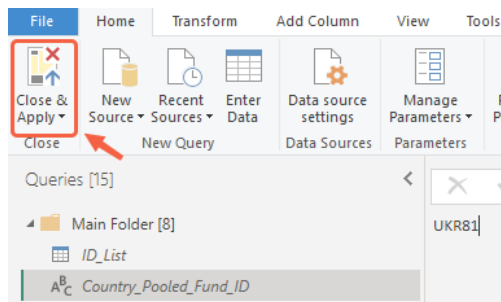
B- Step 3 – Copy your country's PoolfundCodeAbbrv value.

1 ² 3 Id	A ^B C PoolfundName	A ^B C PoolfundCodeAbbrv
Valid 100%	Valid 100%	Valid 100%
Error 0%	Error 0%	Error 0%
Empty 0%	Empty 0%	Empty 0%
23	Afghanistan	AFG23
85	Burkina Faso (RhPF-WCA)	BFA85
17	CAR	CAR17
90	Chad (RhPF-WCA)	TCD90
87	Colombia (RhPF-LAC)	COL87
24	DRC	DRC24
53	Ethiopia	ETH53

B- Step 4 – Open the Country_Pooled_Fund_ID query and paste your country’s PoolfundCodeAbbrv.

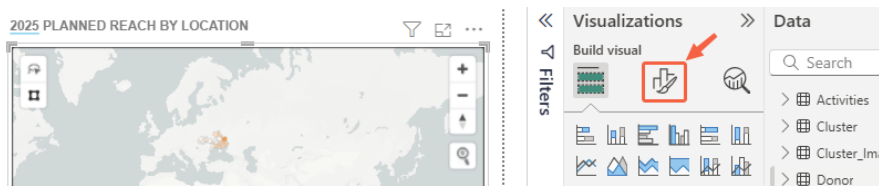


B- Step 5 – Select Close & Apply to confirm your changes. Please allow up to one minute for the visuals to refresh and update.

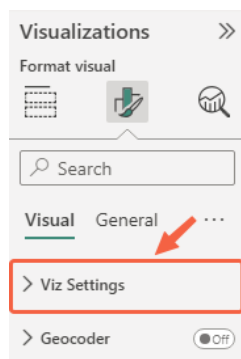


C – Adjust the Map layout based on your country. (Please do it for all the maps)

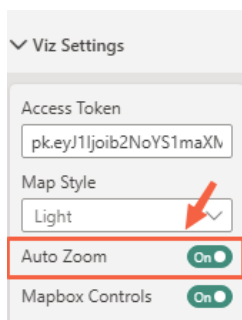
C- Step 1 – To adjust the map, click on the map visual, then open the Format your visual pane on the right-hand side.



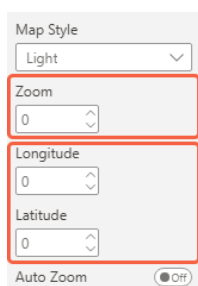
C- Step 2 – Click on the Viz Settings.



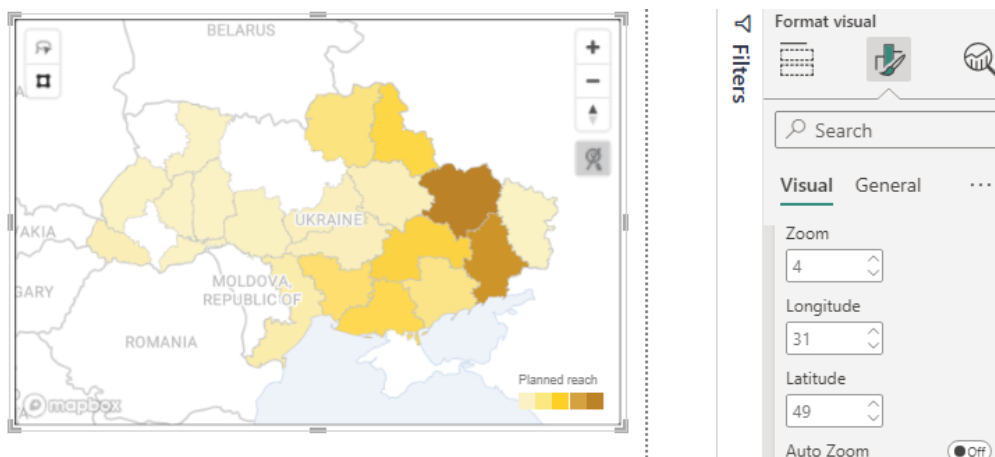
C- Step 3 – Make sure the Auto Zoom is off.



C- Step 4 – Enter the Longitude and Latitude coordinates of your country. Adjust the Zoom level to your preference.



C- Step 5 – Adjust zoom, longitude and latitude until the country appears in the centre of the map, similar to the example shown below. (You can get your country longitude and latitude centroid from the ID_List table)



D – Verify the data with your CBPF team

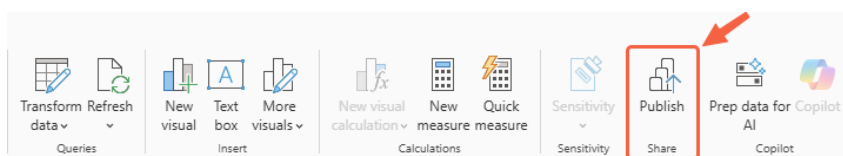
Ensure the dashboard reflects the aggregation approaches to calculate the number of people planned to be reached used by your Country-Based Pooled Fund. The CBPF team has direct access to the OneGMS database and can verify data for specific projects, allocations and time periods. Learn more about OneGMS [here](#).

Please note the following:

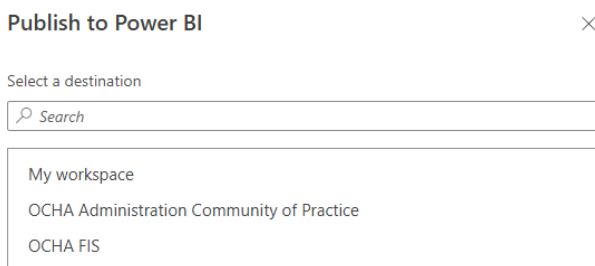
- The OneGMS APIs retrieve data only for projects that have reached the 'Disbursement' or any subsequent stage in the OneGMS project workflow. The full Pooled Funds project workflow can be accessed [here](#).
- OneGMS project data (e.g. project locations, planned reach, budget top-up, etc.) may be updated due to project revisions throughout the implementation period; therefore, the figures are subject to change.

E – Publish the Dashboard.

E- Step 1 – Sign in to Power BI if you are not already signed in → on the ribbon, select Publish



E- Step 2 – Select the destination. You can search your list of available workspaces to find the workspace into which you want to publish.



E- Step 3 – When publishing is complete, you receive a link to your report. Select the link to open the report in your Power BI site.

