

# CBPF: aggregation of ‘people targeted’ across projects, sectors and regions

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## I: The challenge we face

Over one calendar year, each CBPF funded project has an indicator “people targeted by the project” with figures, that tells the number of people that the project plans to assist, broken down per age and gender.

At the end of the year, The Country Humanitarian Fund needs to calculate and report on the total people targeted by the Humanitarian Fund over the year, broken down per age and gender:

- in each region: regional people targeted;
- under each cluster: cluster total targeted;
- for the whole country: total targeted.

Calculating these aggregated figures from the project figures is a difficult job.

Obviously, summing up the people targeted of all projects will not work, as it would lead to double counting: several projects may have overlapping target population: a person benefiting from project A and from project B would be counted as 2 persons!

**This note presents how an HFU should calculate its country and cluster people targeted figures by aggregating the project people targeted figures extracted from the database, and applying the standard aggregation methodology.**

*Note: During the year, the partners report to the HFU on the people reached by the projects, together with other project indicators measures. From there, the CBPF needs to aggregate these “project people reached” figures into one “CBPF total people reached”, that will evolve along the year. This part of the work is not presented here, it will be covered by a separate guidance note, and new specific features that will be implemented in GMS.*

## II: The standard aggregation methodology

In a general way, the rules on how to aggregate population data from a lower granular level to a higher dimension are presented in the guidance note [Measuring population figures for planning and monitoring](#).

**Important: the explanations provided in that document are not repeated here, they should be read and understood before proceeding with the specific instructions for CBPF, presented here.**

### III: People targeted at project level:

Each project description provides a figure “Total People Targeted”, with breakdown by age/gender.

For a project that relates to one cluster only, we therefore have something like:

| Project      | Targeted | Reached |
|--------------|----------|---------|
| <b>Total</b> | 3,000    |         |
| <b>Men</b>   | 500      |         |
| <b>Women</b> | 600      |         |
| <b>Boys</b>  | 900      |         |
| <b>Girls</b> | 1,000    |         |

*Note: the “people reached” values will be reported later on by the partner, and are not considered here.*

For a project that relates to 2 clusters, we will have something like:

| Project      | Total    |         | WASH     |         | NUTRITION |         |
|--------------|----------|---------|----------|---------|-----------|---------|
|              | Targeted | Reached | Targeted | Reached | Targeted  | Reached |
| <b>Total</b> | 3,100    |         | 3,000    |         | 2,000     |         |
| <b>Men</b>   | 500      |         | 500      |         | 0         |         |
| <b>Women</b> | 600      |         | 600      |         | 0         |         |
| <b>Boys</b>  | 900      |         | 900      |         | 900       |         |
| <b>Girls</b> | 1,100    |         | 1,000    |         | 1,100     |         |

*Note: it is very acceptable to have project total figures which is less than the sum of the cluster parts, as by the nature of a multi-cluster project, one same person may benefit from both types of services.*

For a project that runs in 2 regions, we will have something like:

| Project      | Total    |         | REGION 1 |         | REGION 2 |         |
|--------------|----------|---------|----------|---------|----------|---------|
|              | Targeted | Reached | Targeted | Reached | Targeted | Reached |
| <b>Total</b> | 3,000    |         | 1,600    |         | 1,400    |         |
| <b>Men</b>   | 500      |         | 300      |         | 200      |         |
| <b>Women</b> | 600      |         | 300      |         | 300      |         |
| <b>Boys</b>  | 900      |         | 400      |         | 500      |         |
| <b>Girls</b> | 1,000    |         | 600      |         | 400      |         |

*Note: in this case, the project total figures equal the sum of the region figures, as regions are non-overlapping domains, one person cannot benefit in both regions.*

**In order to apply the aggregation methods that are proposed below, it is indispensable to have these population figures for all the projects that we want to count in.**

## IV: How to proceed concretely

Below is the step-by-step process for a HFU, to determine its overall people targeted figures, from the project people targeted figures.

### **1) Check the project data**

Make sure that, in the database, each project has the necessary data, as presented in the section above.

### **2) Select the admin level for aggregation**

\* The available data tells the possible levels of aggregation.

Suppose that all projects have their population figures available at Admin 3 level, and some projects have them at Admin 4. Then Admin 3 will be the lowest possible level of aggregation: we can choose to aggregate at level Admin 1, 2, or 3.

\* More granularity gives better data.

Doing aggregation from Admin 3 level will provide more precise values than from Admin 2. The smaller the geographical area, the more accurate our estimation will be.

\* More granularity is more work.

Doing aggregation from Admin 3 level will require more time than from Admin 2. Looking at smaller geographical areas increases the number of calculations that are necessary.

Considering the 3 aspects above, the number of projects, and the time and resources available, the CBPF manager should decide at what admin level the aggregation will be done, and inform HQ about it.

### 3) Get the project data extract

HQ will provide an excel file with the people targeted figures, at the required admin level, for those projects corresponding to the allocation year.

Organize the data in an Excel file that should look like this:

| Admin             | Project                           | Cluster | Popul. targeted by the whole project |          |           |          |           |          |           |          |           |          |
|-------------------|-----------------------------------|---------|--------------------------------------|----------|-----------|----------|-----------|----------|-----------|----------|-----------|----------|
|                   |                                   |         | Boys                                 |          | Girls     |          | Men       |          | Women     |          | Total     |          |
|                   |                                   |         | T                                    | R        | T         | R        | T         | R        | T         | R        | T         | R        |
| <b>REGION AAA</b> |                                   |         |                                      |          |           |          |           |          |           |          |           |          |
|                   | Project 1                         | X       | 5                                    |          | 4         |          | 10        |          | 12        |          | 31        |          |
|                   | Project 2                         | Y       | 4                                    |          | 6         |          | 9         |          | 6         |          | 25        |          |
|                   | Project 3                         | X and Y | 6                                    |          | 7         |          | 4         |          | 5         |          | 22        |          |
|                   | Project 4 - portion in region AAA | Z       | 5                                    |          | 3         |          | 9         |          | 8         |          | 25        |          |
|                   | <b>Total for the region</b>       | ALL     | <b>6</b>                             |          | <b>7</b>  |          | <b>10</b> |          | <b>12</b> |          | <b>35</b> |          |
| <b>REGION BBB</b> |                                   |         |                                      |          |           |          |           |          |           |          |           |          |
|                   | Project 4 - portion in region BBB | ...     |                                      |          |           |          |           |          |           |          |           |          |
|                   | Project 5                         |         |                                      |          |           |          |           |          |           |          |           |          |
|                   | <b>Total for the region</b>       | ALL     | <b>4</b>                             |          | <b>1</b>  |          | <b>4</b>  |          | <b>5</b>  |          | <b>14</b> |          |
| <b>REGION CCC</b> |                                   |         |                                      |          |           |          |           |          |           |          |           |          |
|                   | Project ...                       | ...     |                                      |          |           |          |           |          |           |          |           |          |
|                   | <b>Total for the region</b>       | ALL     | <b>10</b>                            |          | <b>10</b> |          | <b>5</b>  |          | <b>5</b>  |          | <b>30</b> |          |
|                   | <b>Total for the country</b>      |         | <b>20</b>                            | <b>0</b> | <b>18</b> | <b>0</b> | <b>19</b> | <b>0</b> | <b>22</b> | <b>0</b> | <b>79</b> | <b>0</b> |

In the file, each “total for the region” cell has by default a formula applying the MAX value of the column above. This will therefore provide total results that are under the “real” value. You can then SUM the values from the different regions to make the country total.

**Overwriting the default formula:** while the MAX value was set by default, there may be some cases where 2 projects in one area, cover distinct populations. In this case, their figures should be summed up. You may then want to change the default formula, and use SUM instead of MAX, in order to have a more precise estimation of the people targeted. This is detailed below.

#### **4) Determine the people targeted per region**

The HFU team will go over the data in the Excel file, and identify the best way to determine the aggregated values.

For each region:

##### **A> The method by default is the MAX value across all projects.**

In the example above, in Region AAA, it is considered that the 4 projects **essentially cover the same people**, and so we apply the MAX value:

- for each of the 4 age/gender categories, the line “total for the region” is determined by looking across the 4 projects, and taking the highest value.

This is done by a formula that is pre-filled in the Excel file (the cells in red).

- The sum of the 4 total figures (boys, girls, men, women) makes the total targeted for the region, in the last column.

##### **B> Wherever this makes sense, apply a more precise formula.**

In the example above, in Region BBB, we may consider that Project 4 and Project 5 **essentially cover different people**, and so we want to apply the SUM value:

- for each of the 4 age/gender categories, the line “total for the region” is determined by summing up the values from Project 4 and Project 5. This should be done by overwriting the default formula, by a SUM formula, in the Excel file.

- The sum of the 4 total figures (boys, girls, men, women) makes the total targeted for the region, in the last column.

##### **Which is best?**

Approach A has the advantage of simplicity, therefore requiring minimal time. It avoids any double counting, at the risk of providing underestimated figures.

Approach B requires more time, and a deeper understanding of the different projects in order to identify the presence or not of overlaps. If well done, it provides more accurate figures. If not well done, it runs the risk of double counting.

It is of course possible to apply one method for some regions or projects, and the other for other regions or projects.

#### **5) Determine the people targeted at Country level**

Once we have the people targeted figures for all regions, it is easy to sum them up, to get the country values.

## 6) Determine the people targeted per cluster

We want to determine also the people targeted for each cluster, at regional level and country level. We can apply exactly the same approach presented above: the data extract provides the projects' data per cluster per region, and we can decide to keep the default MAX value, or to replace it with some more precise formula.

| Admin             | Project                           | Cluster | Popul. targeted by the whole project |    |       |    |     | Popul. targeted under cluster X |       |      |    |       |    |     |       |       |    |   |    |   |    |   |
|-------------------|-----------------------------------|---------|--------------------------------------|----|-------|----|-----|---------------------------------|-------|------|----|-------|----|-----|-------|-------|----|---|----|---|----|---|
|                   |                                   |         | Boys                                 |    | Girls |    | Men | Women                           | Total | Boys |    | Girls |    | Men | Women | Total |    |   |    |   |    |   |
|                   |                                   |         | T                                    | R  | T     | R  | T   | R                               | T     | R    | T  | R     | T  | R   | T     | R     |    |   |    |   |    |   |
| <b>REGION AAA</b> |                                   |         |                                      |    |       |    |     |                                 |       |      |    |       |    |     |       |       |    |   |    |   |    |   |
|                   | Project 1                         | X       | 5                                    | 4  | 10    | 12 | 31  | 4                               | 2     | 8    | 11 | 25    |    |     |       |       |    |   |    |   |    |   |
|                   | Project 2                         | Y       | 4                                    | 6  | 9     | 6  | 25  |                                 |       |      |    |       |    |     |       |       |    |   |    |   |    |   |
|                   | Project 3                         | X and Y | 6                                    | 7  | 4     | 5  | 22  | 6                               | 7     | 4    | 5  | 22    |    |     |       |       |    |   |    |   |    |   |
|                   | Project 4 - portion in region AAA | Z       | 5                                    | 3  | 9     | 8  | 25  |                                 |       |      |    |       |    |     |       |       |    |   |    |   |    |   |
|                   | <b>Total for the region</b>       | ALL     | 6                                    | 7  | 10    | 12 | 35  | 6                               | 7     | 8    | 11 | 32    |    |     |       |       |    |   |    |   |    |   |
| <b>REGION BBB</b> |                                   |         |                                      |    |       |    |     |                                 |       |      |    |       |    |     |       |       |    |   |    |   |    |   |
|                   | Project 4 - portion in region BBB | ...     |                                      |    |       |    |     |                                 |       |      |    |       |    |     |       |       |    |   |    |   |    |   |
|                   | Project 5                         | ...     |                                      |    |       |    |     |                                 |       |      |    |       |    |     |       |       |    |   |    |   |    |   |
|                   | <b>Total for the region</b>       | ALL     | 4                                    | 1  | 4     | 5  | 14  | 4                               | 1     | 4    | 5  | 14    |    |     |       |       |    |   |    |   |    |   |
| <b>REGION CCC</b> |                                   |         |                                      |    |       |    |     |                                 |       |      |    |       |    |     |       |       |    |   |    |   |    |   |
|                   | Project ...                       | ...     |                                      |    |       |    |     |                                 |       |      |    |       |    |     |       |       |    |   |    |   |    |   |
|                   | <b>Total for the region</b>       | ALL     | 10                                   | 10 | 5     | 5  | 30  | 10                              | 10    | 5    | 5  | 30    |    |     |       |       |    |   |    |   |    |   |
|                   | <b>Total for the country</b>      |         | 20                                   | 0  | 18    | 0  | 19  | 0                               | 22    | 0    | 79 | 0     | 20 | 0   | 18    | 0     | 17 | 0 | 21 | 0 | 76 | 0 |

## 7) Determine the people targeted at Global level (all countries)

At Global Level, the team in NY receives from each country team the "Total people targeted by the CBPF" in the country, with the detail per cluster, all of it with an age/gender breakdown.

Aggregating these into an overall global people targeted figure is easy: Countries are non overlapping areas, so the figures may be summed up.

## 8) Determine the people targeted per population type

The CBPF annual report also requires to report on people targeted by population type (IDP, Hosts, Refugees, ...). The way to proceed depends on the availability of data.

### 1) In an ideal world

Ideally, each project provides its population figures broken down per population type. In the example above, project 1 in region AAA has a people targeted of 31. Imagine the project implementer reports that these 31 are broken down as 10 Refugees, and 21 hosts. If we have such a breakdown for all projects, the approach presented above can be used, using the population type breakdown instead of the gender and age breakdown. And we would end up with total people targeted figures, that are disaggregated per population type. Unfortunately, this

is not realistic, as we will not have this population type breakdown for all projects, and if we had them, it would anyway multiply the number of calculations to apply.

## **2) In the real world**

The realistic and quick alternative method is to make an estimation like this:

- For each region: determine the estimated proportions of population types, in percentages, among the people targeted by your funded projects
- Apply these proportions to the total regional people targeted
- Sum at country level, from the regional values for the population types.

You now have an estimated breakdown per population type, of the total people targeted in the country.

With the example above, this could be:

|               | <b>Total targeted</b> | <b>Hosts</b> | <b>IDPs</b> | <b>Refugees</b> |
|---------------|-----------------------|--------------|-------------|-----------------|
| Region AAA    | 36                    | 50% - 18     | 25% - 9     | 25% - 9         |
| Region BBB    | 18                    | 50% - 9      | 50% - 9     | 0               |
| Region CCC    | 30                    | 0            | 0           | 100% - 30       |
| TOTAL Country | 84                    | 27           | 18          | 39              |