

Donor Information System

The [Donor Information System](#) supports coordinated resource mobilization by providing consistent information on donors to guide the resource mobilization efforts throughout the organization and enable close monitoring of contribution grants to ensure compliance with donor agreement conditions and reporting timelines.

Main features

1. Management dashboard on the status of core and earmarked income, key donors, and income acquired by donor region and by which UN-Habitat region has acquired that income.
2. Donor profiles of over 600 development partners with data on themes and countries supported, themes and countries of interest, contribution history, projects supported, projects in country, overdue contributions, grant closure status, donor country personnel, donor country missions, implementing partners, reports and downloadable donor profile
3. Regional profiles with overview of funding by both UN and UN-Habitat regions showing their contribution history, projects supported by the region, projects implemented in region, personnel from region, implementing partners and downloadable summary regional profiles.
4. Reporting Calendar to track when reports are due, it shows all reports due for grants that are not yet financially closed.
5. Resources including training materials on resource mobilization

Guidelines for staff

1. To access the [Donor Information System](#), send an email to unhabitat-donorrelations@un.org. If you already have a user ID to the PAAS system, then use the same User ID and password
2. To get training on the system, contact unhabitat-donorrelations@un.org.
3. Donor Focal points are requested to provide regular updates on their donors so that they can be updated in the system. They may also update the system directly, once they have been trained.
4. Staff to share proposals sent to donors prepared by their units so that they can be uploaded into the system.
5. The Management Advisory and Compliance Service (MACS) supports verification of financial data in the system.