



Namibian Child Wiki

A Collaborative Website for Sharing Information
Supporting Programs that Benefit Namibian Children

Request for Proposals (RFP)

264-RFP-09-02

Issued by Pact Namibia in collaboration with the Ministry of
Gender Equality and Child Welfare (MGECW)

Proposals due: October 15, 2009

Submit proposal to: rfp@pactnamibia.org



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FROM THE AMERICAN PEOPLE

1 Background Information

The Ministry of Gender Equality and Child Welfare (MGECW) is taking steps to serve as a primary source of public information on orphans and vulnerable children (OVC) in Namibia. To this end, the MGECW is building a website, entitled the Namibian Child Wiki, as a forum for sharing public information for the management and improvement of programs benefiting children in Namibia, especially orphans and vulnerable children.

This website will share information, documents, reports, and provide wide and broad access to information and data from the National OVC Data warehouse. Pact Namibia is already supporting the MGECW with the development and implementation of this National OVC data warehouse. Key target audiences for the website include government officials, Namibian community-based organizations, donors and the general public. Therefore, users will represent a broad range of internet and computer literacy.

2 General Requirements

The objective of this solicitation is to contract services for the design, development, testing, and release of a website that will provide a platform for the dissemination of information generated by the MGECW, specifically from the National OVC database. In order to facilitate a successful implementation of the Namibian Child Wiki website, the Contractor must undertake all the tasks and activities described below for each phase / release of the website.

2.1 Conduct Joint Application Development (JAD) Sessions

2.1.1 The successful contractor will meet with the designated MGECW/Pact Project Supervisor and representatives from the MGECW, Pact, and other stakeholders, to capture detailed requirements for the website. These meetings will take place in Windhoek. There will be at least two such meetings.

2.2 Complete a Detailed Requirements Specification

2.2.1 Based on the results of the JAD sessions, the successful contractor shall document all of the captured detailed requirements, organized in terms of each page or function of the Namibian Child Wiki website. The successful contractor will use Attachment A: Requirements as the basis for the finalization of the detailed requirements document.

2.2.2 The successful contractor will present this document to the MGECW/Pact Project Supervisor. This activity will only be complete upon sign-off from the MGECW/Pact Project Supervisor.

2.3 Complete a User Interface Design Document

2.3.1 The successful contractor shall develop and refine a User Interface Design Document within the first two weeks of signing the contract and after the approval of the detailed requirements. The User Interface Document will contain screen mock-ups, color themes, and descriptions of the user's experience.

2.3.2 This activity will only be considered as complete upon sign-off of the User Interface Design Document. Sign-off may require the Successful contractor to conduct a Design Review with the MGECW/Pact Project Supervisor.

2.4 Complete Website Development

2.4.1 Once the Detailed Requirements Specification, and User Interface Design Document have been signed off by the MGECW/Pact Project Supervisor, the Successful contractor shall implement (develop and prepare for release) the Namibian Child Wiki website in accordance with these approved documents.

2.5 Complete Internal System Testing

- 2.5.1 Once the website has been implemented, the Successful contractor shall test the website internally before delivering the website to the client for acceptance testing. The MGECW/Pact Project Supervisor will supervise this testing and has the authority to demand specific tests. This activity will only be complete and Acceptance Testing shall only commence when the successful contractor can confirm that:
- All functionality proposed in the release is available
 - There are no defects that prevent functionality from being used
 - There are no defects that corrupt captured data held in databases
 - The website shall only be accessible to the Successful contractor staff and possibly some authorized MGECW and Pact Namibia staff during Internal System Testing.

2.6 Complete Training

- 2.6.1 In parallel with Implementation and Internal System Testing and prior to the start of Acceptance Testing, the successful contractor shall train up to 4 MGECW staff on the content management and other administrator related functionality of the Namibian Child Wiki website. After execution of this training, MGECW staff shall be able to maintain the website content and execute other administrative functions such as approving content, without the engagement of the Successful contractor or another vendor.
- 2.6.2 This activity will only be complete upon sign-off from the MGECW/Pact Project Supervisor.

2.7 Complete Acceptance Testing

- 2.7.1 Once the Namibian Child Wiki website has met the Internal System Test completion criteria and the MGECW Training have been approved, the Successful contractor shall deliver the website to the MGECW through the MGECW/Pact Project Supervisor for Acceptance Testing.
- 2.7.2 The Successful contractor shall support the MGECW as it tests the Namibian Child Wiki website. This may involve working alongside MGECW staff at the MGECW offices in Windhoek.
- 2.7.3 The Successful contractor shall resolve all defects identified by the MGECW/Pact Project Supervisor during the Acceptance Testing activity. Acceptance Testing shall only be complete once signed off by the MGECW/Pact Project Supervisor.
- 2.7.4 The criteria for completion of Acceptance testing shall be outlined by the MGECW/Pact Project Supervisor during contract negotiations. The Namibian Child Wiki website shall only be accessible to the Successful contractor staff and authorized MGECW staff during Acceptance Testing.

2.8 Complete Cut-Over (Release)

- 2.8.1 Following sign off of Acceptance Testing, the Successful contractor shall cut-over the Namibian Child Wiki website into production and perform all of the necessary activities to ensure that the Namibian Child Wiki website is accessible to all internet users worldwide.

2.9 Address any defects in timely manner

- 2.9.1 Following Cut-over, the successful contractor shall resolve any defects in a timely manner as detailed in the contract between Pact Namibia and the Successful contractor.

3 Functionality Overview of the Website

The website will be a collaboration tool for organizations working to help children in Namibia. It will provide an easy and effective mechanism for sharing documents and recording discussion on topics. Detailed requirements for the website can be found in Attachment A: Requirements.

- 3.1.1 The website will provide for three types of users: unregistered, registered, and administrator.
- 3.1.2 The website will provide a mechanism for unregistered users (anonymous users) to view and download documents.
- 3.1.3 The website will provide a mechanism for registered users (members) to upload documents.
- 3.1.4 The website will provide a mechanism for registered users to create topics, and post comments to topics.
- 3.1.5 The website will provide a mechanism for the administrators to approve or reject user submitted documents before they are displayed on the website.
- 3.1.6 The website will provide a mechanism for the administrators to moderate the discussions/topics.
- 3.1.7 The website will provide a mechanism for requesting reports from the MGECW's National OVC data warehouse.
- 3.1.8 The MGECW would like to create a website loosely based on the wiki concept. Because the website is government hosted, there must be some controls on the content.
- 3.1.9 The functionality of the website must be fully supported by Microsoft Internet Explorer versions 6, 7, and 8.
- 3.1.10 The functionality of the website must be fully supported by Firefox version 3.
- 3.1.11 The MGECW has a server and a domain. The MGECW server will host the website. The MGECW server has Microsoft SQL server installed. The server is currently running Windows Server 2003. The MGECW service is also running IIS with Active Server Pages extensions installed.

4 Major Deliverables

The following items are considered to be the major deliverables for this project:

- 4.1.1 A detailed requirements specification describing the technical structure and implementation technologies, approved by the MGECW/Pact Project Supervisor.
- 4.1.2 A user interface design document including use cases, screen mockups, and color schemes, approved by the MGECW/Pact Project Supervisor.
- 4.1.3 Weekly project status containing the following: accomplishments, challenges, status of high-level tasks, and planned completion dates of high-level tasks.
- 4.1.4 The complete set of web pages with all required documents (HTML, ASP, etc.) needed to host and update the website, approved by the MGECW/Pact Project Supervisor.
- 4.1.5 Completed training of up to 4 MGECW staff on the Content Management and other Administrator related functionality of the Namibian Child Wiki website, certified by the MGECW/Pact Project Supervisor.
- 4.1.6 Certification by the MGECW/Pact Project Supervisor of complete cut-over of the Namibian Child Wiki website, including resolution of any defects identified by the Project Supervisor in a timely manner.

All required software to install, maintain, and activate the website must be delivered to the MGECW.

5 Required Reporting

The Bidder shall prepare the following reports on the development of the Namibian Child Wiki website to enable the bidder and MGECW stakeholders to effectively monitor progress. The reports shall be in a format approved or prescribed by the bidder's key project contact. Reports will be submitted directly to the Project Supervisor and the Pact Namibia Grants and Contracts Manager.

5.1.1 Weekly Email Progress Reports: The Bidder shall provide bi-weekly reports that provide a brief update (1 page) on the implementation of the project that includes but is not limited to:

- Progress against Work Plan (updated to show actual progress versus planned or baseline progress)
- Issues and proposed solutions

5.1.2 Phase Completion Reports: For each phase of the website development, the Bidder shall submit a completion report before the MGECW/Pact Project Supervisor can approve completion of the phase. The report shall contain the following information:

- State of completion of the phase and website;
- List of all outstanding issues for the phase in question;
- Recommendation for addressing all outstanding issues;
- List of maintenance issues from previous release (if applicable) and how they were addressed

6 Suggested Timeframe

The MGECW/Pact Project Supervisor estimates that the timeframe for tasks and website development may follow the following timeframe.



7 Proposal Format and Content

Proposals must follow the outline below. Only complete proposals will be considered.

1. Background
2. Development Methodology
3. Site Design Concept
4. Project Plan
5. Management of Project
6. Expected Challenges
7. Training Plan
8. Bidder Qualifications and References
9. Quotation

7.1 Background

- 7.1.1 This section of the proposal should summarize the Bidder's understanding of the project. The Bidder should describe what elements of the project it has identified as the most important and how they have shaped the Bidder's proposed methodology, design concept, etc.

7.2 Development Methodology

- 7.2.1 This section will contain a complete description of the development methodology that will be used to produce the website. The methodology must include:
- An overview of the development methodology that will be used to produce the website.
 - A detailed description of each development phase.
 - A detailed description of the design artefacts that will be created during the development phases, for example: use cases, object interaction diagrams, etc.
 - A detailed description of the testing methodologies to be used.
 - A detailed description of the bug tracking/software problem reporting process that will be used during internal testing and acceptance testing. The description should include information about the software that will be used to track the bugs/software problems.

7.3 Site Design Concept

- 7.3.1 This section will describe the site design concept being proposed by the Bidder. The site design concept can include some or all of the following:
- High level overview of how the website will function, based on the requirements found in Attachment A.
 - Description of the website navigation scheme.
 - Description of proposed graphical themes and organization.
 - Description of how the limitations of a low-bandwidth user might be overcome.
 - Description of how the wiki concept can be realized with the website.
 - Innovative design techniques that could encourage information sharing with the website.
 - Potential functionality extensions to the website that could improve the users' experience.
 - Description of how users and the site will be managed.
- 7.3.2 This section must list the technologies that will be used in the production of the website, to include the development tools, languages, client-side technologies, and server-side technologies.

7.4 Project Plan

- 7.4.1 This section will contain a detailed week-by-week project plan. The plan must include all of the deliverables listed in the RFP.
- 7.4.2 The project plan should be based on the timeframe presented in the RFP. Rationale and justification must be provided for any changes to the timeframe suggested in the RFP.
- 7.4.3 The project plan must be based on the development methodology described in the Bidder's proposal. It must show a careful integration of the development methodology with the deliverables required by the RFP.
- 7.4.4 The Bidder must describe how they will use the project plan to report progress against the required deliverables.
- 7.4.5 The Bidder must specify which project management tools they will use to report on progress towards milestones, for example actual progress versus planned progress.

7.5 Management of Project

- 7.5.1 This section must describe the management structure that will be used during this project. It should include all of the following:
- Team composition, including the roles, responsibilities, education background, and experience levels of each team member.
 - CVs of key personnel.
- 7.5.2 This section must include proof of registration to work in Namibia.

7.6 Expected Challenges

- 7.6.1 The Bidder must describe foreseeable challenges that could occur during the development of the website. The Bidder must also describe how they plan to mitigate the challenges.

7.7 Training Plan

- 7.7.1 The training plan should contain an explanation of how MGECW staff will be mentored and trained to manage the website. The Bidder should assume the staff will have only basic, user-level skills (experience with only Microsoft Word and ability to perform simple activities in Windows XP).
- 7.7.2 This section will contain a description of the training that will be conducted. It must include a list of training topics, for example: content management, user administration, etc.

7.8 Bidder Qualifications and References

- 7.8.1 The bidder should present a brief summary of the Bidder's most relevant qualifications and experience.
- 7.8.2 This section must include a list of at least three references who can speak to the Bidder's website development experience.
- 7.8.3 This section must also include a list of URLs to websites created by the Bidder, and contact information for references from the organizations owning the websites.

7.9 Quotation

- 7.9.1 The contract will be a fixed price contract and no additional costs will be added after the contract is signed. As such all costs, including full level of effort, out of pocket expenses, incidental costs, travel, and VAT are required in the quotation.
- 7.9.2 The quotation must contain a detailed budget that clearly describes unit costs and amounts. Consultant rates and staff salaries must reflect actual, auditable costs.
- 7.9.3 The winning Bidder will be required to demonstrate consultancy or salary costs and sign a certification before signing a full contract with Pact.

8 Eligibility

- 8.1.1 This RFP is open to organizations and consultants registered in Namibia. Proof of registration in Namibia is required.
- 8.1.2 The lead key personnel must be based in Namibia and be accessible to the MGECW in Windhoek.
- 8.1.3 Successful contractor must commit to initiate implementation immediately and complete the project before December 4, 2009.

9 Submission requirements

Qualified bidders should submit proposals in the required format by email or by hand to Pact Namibia offices no later than **5:00 p.m. local time on Thursday, October 15, 2009**. Pact does not intend to evaluate proposals submitted after this time but does reserve the right to consider any submitted proposal at its discretion.

Full proposals in required format must be submitted by email to rfp@pactnamibia.org or submitted by hand to:

Pact Namibia

ATTN: 264-RFP-09-02

351 Sam Nujoma Drive, Office 3G, Klein Windhoek

Pact encourages bidders to deliver an electronic copy of the proposal to mitigate the risk that courier deliveries of paper proposals could arrive late.¹

Pact will acknowledge receipt of emails via an automated reply. If you do not receive an automated reply, Pact does not guarantee receipt of your email. Pact will acknowledge receipt of a hand-delivered proposals upon delivery.

Pact will accept electronic proposal submissions to rfp@pactnamibia.org.

Since Pact cannot be responsible for verification of receipt of full submissions of electronic copies, bidders are encouraged to use electronic "receipts" and maintain these as evidence of compliance with the closing date and time.

10 Evaluation criteria

Proposals will be evaluated on the following criteria:

- 10.1.1 Completeness and timeliness of the submitted proposal.
- 10.1.2 Adherence to required proposal format

¹ In the past, delivery by courier has been delayed by up to one week, and it is the responsibility of the applicant to take this delay into consideration.

- 10.1.3 Robustness of the development methodology.
- 10.1.4 Completeness, clarity of design, and innovation of the website design concept.
- 10.1.5 Detail level of the project plan, and its integration with the development methodology.
- 10.1.6 Relevant experience of the team, and the match of their experience to the technologies being applied to create this website.
- 10.1.7 Comprehensive understanding of the project, its purpose, and the host's needs.
- 10.1.8 Detail level and accuracy of the quotation.
- 10.1.9 Appearance, functionality, and customer satisfaction of previous projects.
- 10.1.10 Overall professionalism and coherence of the proposal.
- 10.1.11 Comments from references, and the quality of previously built websites.

Attachment A: Requirements



Namibian Child Wiki

A Collaborative Website for Sharing Information
on Namibian Children

Requirements Document

Produced by the
Ministry of Gender Equality and Child Welfare
and
Pact Namibia



1 General Requirements

1.1 Use of This Document

This document describes the functional and technical requirements for a website.

Every requirement in this document is preceded by a three part number, in the format X.X.X. For example, a requirement will look like this:

1.1.1 This is an example requirement.

1.2 Background Information

The Ministry of Gender Equality and Child Welfare (MGECW) would like to act as a hub for information on orphans and vulnerable children (OVC) in Namibia. To this end, the MGECW is building a data warehouse to hold information regarding children in Namibia, especially orphans and vulnerable children.

The MGECW would like to share reports created from the data warehouse on a public website.

The MGECW is also involved in numerous initiatives regarding children in Namibia. These initiatives often result in the creation of official documentation. The MGECW would like to share many of these documents on a public website.

In addition to the MGECW, there are many other agencies (both Namibian and foreign) working to help Namibian children. Many of these organizations are also creating documentation that could prove useful to other similar organizations. The MGECW would like to facilitate sharing between such organizations, by providing a central location to store such documentation on a public website.

With the above in mind, the MGECW has decided to build a Namibian Child Wiki. A website dedicated to sharing information about children in Namibia.

1.3 What is a Wiki?

A wiki based website is a website that allows collaborative editing of its content and structure by its users.

Wiki's tend to be easy to use, and should foster efficient information sharing. They provide a way for users to share information in a public fashion, so that others can also benefit from the shared information.

The MGECW would like to create a website loosely based on the wiki concept. Because the website is government hosted, there must be some controls on the content.

1.4 Ownership of Produced Software

1.4.1 The software produced for this website, along with the themes created in the website design, will be wholly owned by the MGECW and accessible for use by MGECW, Pact Namibia, and USAID in support of the MGECW's information sharing. This software will be open source. Following completion of contract, the MGECW has the right to modify the website, including its design.

2 Website Appearance

2.1 Overall Theme of the Website

The website will be modeled on the wiki paradigm. To that end, the website should be quick and easy to use, with a friendly, encouraging atmosphere.

The website should have an interface that is simple and error resistant because many of the users may not be familiar with wiki based websites.

The colors of the website should be friendly, and based on an overall theme/color scheme.

As a point of reference, a link to the child wiki will appear on the Ministry's official webpage.

Some potential theme/color schemes for the website are:

- Based on the MGECW's logo colors and image
- Based on traditional Namibian colors and images
- Based on Namibian landscape colors and images
- Based on Namibian animal colors and images
- Based on child inspired colors and images

The website should have an open, uncluttered feel. The pages of the website should load quickly, even on low-speed Internet connections.

2.1.1 All pages of the website will be based on a consistent theme and color scheme.

2.1.2 The background of the website must be white.

2.1.3 The website will use controls and images that are designed to load quickly even on low bandwidth Internet connections.

3 Website Functionality

3.1 Main Functionality

The website should act as a collaboration tool for organizations working to help children in Namibia. It will provide an easy and effective mechanism for sharing documents and discussion on topics.

- 3.1.1 The website will provide for three types of users: unregistered, registered, administrator.
- 3.1.2 The website will provide a mechanism for unregistered users (anonymous users) to view and download documents.
- 3.1.3 The website will provide a mechanism for registered users (members) to upload documents.
- 3.1.4 The website will provide a mechanism for registered users (members) to create topics, and post comments to topics.
- 3.1.5 The website will provide a mechanism for the administrators to approve or reject user submitted documents before they are displayed on the website.
- 3.1.6 The website will provide a mechanism for the administrators to moderate the discussions/topics.
- 3.1.7 The website will provide a mechanism for requesting reports from the MGECW’s OVC data warehouse.

3.2 High-Level Organization of the Website

The website will be organized into a set of main areas. Each main area will provide different functionality and/or content.

Area of the Website	Purpose of the Area
OVC data warehouse area	This area will contain documents (reports) produced by the MGECW’s OVC data warehouse. It will also provide a mechanism for requesting new reports.
MGECW documents area	This area will contain official documents produced by the MGECW.
Member documents area	This area will contain documents submitted by registered members of the website.
Discussion/topic area	This area will contain topics and comments on the topics, posted by registered users.

3.3 Unregistered Users (Anonymous Users)

An account is not required to utilize this website. Users without accounts will be able to view and download content from the website. Users without accounts will be called anonymous users.

- 3.3.1 Anonymous users can download documents from the website.
- 3.3.2 Anonymous users can view topics and topic comments.
- 3.3.3 Anonymous users can request membership (can request an account on the website).

3.4 Registered Users (Members)

Registered users of the website have an account that has been approved by an administrator. Registered users are able to submit documents to the website. Registered users of the website will be called members.

- 3.4.1 Members have an account on the website. Members can login to the website using their email address and password.
- 3.4.2 Members can download documents from the website.
- 3.4.3 Members can submit documents for display in the website's member documents area.
- 3.4.4 Members can post new discussion topics.
- 3.4.5 Members can comment on discussion topics.
- 3.4.6 Members can request new reports from the OVC data warehouse area.
- 3.4.7 Members can change their own password.

3.5 Administrators

Administrators of the website are able to approve membership requests, approve document submissions, moderate discussions, and perform account management.

- 3.5.1 Administrators have an account on the website. Administrators can login to the website using their email address and password.
- 3.5.2 Administrators can download documents from the website.
- 3.5.3 Administrators can submit documents for display in the website's member documents area, MGECW documents area, and the OVC data warehouse documents area.
- 3.5.4 Administrators can request new reports from the OVC data warehouse area.
- 3.5.5 Administrators can approve or reject submitted documents.
- 3.5.6 Administrators can post new discussion topics.
- 3.5.7 Administrators can comment on discussion topics.
- 3.5.8 Administrators can delete discussion topics.

- 3.5.9 Administrators can delete discussion topic comments.
- 3.5.10 Administrators can approve or reject membership requests.
- 3.5.11 Administrators can change a member to an administrator.
- 3.5.12 Administrators can change an administrator to a member.
- 3.5.13 Administrators can disable member accounts. Disabled accounts are not available for login or any other use by the member.
- 3.5.14 Administrators can set the home page’s notice text.
- 3.5.15 Administrators can change the password of any account.
- 3.5.16 Administrators can delete documents.
- 3.5.17 Administrators can change the folder and area assigned to an uploaded document.
- 3.5.18 Administrators can manage folders (delete, change name, add).

3.6 Requesting Membership

Anonymous users can request membership. A membership request will be reviewed or rejected by an administrator.

3.6.1 Membership requests will consist of the following information:

Requester’s Information	Field Info	Optional or Required
First Name	Free text entry	Required
Surname	Free text entry	Required
Email Address	Free text entry	Required
Password	Free text	Required
Password Confirmation	Free text	Required
Country of Residence	Free text entry	Required
Organization	Free text entry	Optional
Job Title	Free text entry	Optional

3.6.2 Membership requests will generate a notification email to each administrator. The email will contain all of the potential member’s submitted information and two links: one link for approving the new member, and one link for rejecting the new member.

3.6.3 The website will request comments from the administrator during the process of approving or rejecting the membership request.

- 3.6.4 The website will send an email to the person requesting membership, when the membership is approved or rejected. The email will contain any comments entered by the administrator.

3.7 Submitting Documents

Submitted documents must first be reviewed before they are made public on the website – this will give the MGECW the ability to manage the content. Documents will be reviewed by one of the administrators.

- 3.7.1 If an anonymous users tries to submit a document, the website will inform the user they must become a member to submit a document. The website will ask the anonymous user if they would like to become a member. If yes, the website will begin a membership request.
- 3.7.2 Submitted documents will not be displayed on the website until they have been approved by an administrator.
- 3.7.3 The following information will be requested when a document is submitted:

Document Information	Field Info	Optional or Required
Title	Free text entry	Required
Description	Free text entry	Required
Requested Document Area	MGECW, Member, or OVC data warehouse	Required for administrators. Not asked of Members – they can only upload to the Member area
The actual document/file	N/A	Required

- 3.7.4 All administrators will be sent a notification email when a new document has been submitted to the website. The new document notification email will contain the following information:

Information Category	Description
Information about the member that submitted the document.	First Name, Surname, Email Address, Country of Residence, Organization, and Job Title.
Information about the document being submitted.	Title, Description, File Name, and File Size.
An approval link.	A link that will cause the document to be approved.
A rejection link.	A link that will cause the document to be rejected.

- 3.7.5 The website will ask for a comment when a document is approved or rejected.
- 3.7.6 The website will ask for the storage location (area and folder) when a document is approved. New folders can be created during this process.
- 3.7.7 The administrator will be allowed to edit the document title and description during the approval process.
- 3.7.8 The website will send an email to the submitter of the document, when the document is approved or rejected. The email will contain the document title, the comments entered by the administrator, and the approval/rejection status.

3.8 OVC Data Warehouse Area

The website will provide a dedicated area for showcasing reports and documents generated by the data warehouse. The website will not generate the reports, or even have a link to the actual database. It will instead host a set of regularly updated documents generated by the database.

- 3.8.1 The OVC data warehouse area will display folders, and the documents stored in those folders.
- 3.8.2 The OVC data warehouse area will display the following information for each document: title, description, date added to the website, and file size.
- 3.8.3 The OVC data warehouse area will contain a link for requesting new reports from the data warehouse.
- 3.8.4 If an anonymous user tries to request a report, the website will inform the user they must become a member to request a report. The website will ask the anonymous user if they would like to become a member. If yes, the website will begin a membership request.

3.9 Requesting OVC Data Warehouse Reports

3.9.1 A data warehouse report request will contain the following information:

Field	Field Info	Optional or Required
Title of the report	Free text entry	Required
Description of the report	Free text entry	Required
Requested due date	Date	Required

3.9.2 All administrators will be notified with an email when a data warehouse report has been requested. The email will contain the following information:

Information Category	Description
Information about the member that submitted the document.	First Name, Surname, Email Address, Country of Residence, Organization, and Job Title.
Information about the report being requested.	Title, Description, Due Date.

3.10 MGECW Documents Area

This area will be used by the MGECW to hold official documents created by the MGECW.

- 3.10.1 The MGECW documents area will display folders, and the documents stored in those folders.
- 3.10.2 The MGECW documents area will display the following information for each document: title, description, date added to the website, and file size.

3.11 Member Documents Area

This area will display the documents submitted by members.

- 3.11.1 The member documents area will display folders, and the documents stored in those folders.
- 3.11.2 The member documents area will display the following information for each document: title, description, submitting member first name, submitting member surname, date added to the website, and file size. The submitting member information will also act as a link to the member’s information.
- 3.11.3 The member documents area will provide a link for submitting documents.

3.12 Discussion/Topic Area

This area will support open discussion on topics related to OVC in Namibia. Members can create new topics, and post comments to existing topics.

- 3.12.1 The discussion/topic area will display a list of all the topics.
- 3.12.2 The discussion/topic area will display the following for each topic: title, the topic creator’s first name and surname, date created, and number of comments posted to the topic.
- 3.12.3 The discussion/topic area will provide a link to create new topics.
- 3.12.4 The discussion /topic area will provide access to the comments posted to each topic. Clicking on a topic should display the comments posted to the topic.
- 3.12.5 The discussion/topic area will display the following information when comments are being viewed: the comment creator’s first name and surname, date created, text of the comment.
- 3.12.6 When creating a topic, the following information will be requested:

Field	Field Info	Optional or Required
Title of the topic	Free text entry	Required
Description of the topic	Free text entry	Required

- 3.12.7 When posting a comment to a topic, the following information will be requested:

Field	Field Info	Optional or Required
Text of the comment	Free text entry	Required

3.12.8 When a new comment is posted to a topic, a notification email will be sent to the topic creator. The new notification email will contain the following information:

Information Category	Description
Information about the topic.	Title of the topic.
Information about the member that posted the new comment.	First Name, Surname, Email Address, Country of Residence, Organization, and Job Title.
Information about the comment.	Text of the comment and URL to the topic (for easy posting of a response).

3.13 Home Page

The home page will provide an uncluttered, friendly interface to the website. It will also display small logos of the many supporting agencies.

- 3.13.1 The home page will provide a link to the website login page.
- 3.13.2 The home page will provide a link to request membership.
- 3.13.3 The home page will provide a link for submitting documents.
- 3.13.4 The home page will provide a link to the member document area.
- 3.13.5 The home page will provide a link to the OVC data warehouse area.
- 3.13.6 The home page will provide a link to the MGECW official documents area.
- 3.13.7 The home page will provide a link to the discussion/topics area.
- 3.13.8 The home page will have an area containing links to the last five approved document submissions.
- 3.13.9 The home page will have a search box for searching through the documents' titles, descriptions, and file names.
- 3.13.10 The home page will have a notice area. The notice area will contain text which can be updated by an administrator.

4 Technical Requirements

4.1 Supported Browsers

It is intended the full functionality of the website be available to the "standard/average" configurations of PCs found in Namibia.

- 4.1.1 The functionality of the website must be fully supported by Microsoft Internet Explorer versions 6, 7, and 8.

- 4.1.2 The functionality of the website must be fully supported by Firefox version 3.

4.2 Hosting

The MGECW has a server and a domain. The MGECW server will host the website. The MGECW server has Microsoft SQL server installed. The server is currently running Windows Server 2003. The MGECW service is also running IIS with Active Server Pages extensions installed.

- 4.2.1 The website will be hosted on the MGECW server which is found at the Office of the Prime Minister (OPM).

4.3 Remote Management

Physical access to the OPM MGECW server is restricted, therefore the website must support remote administration.

- 4.3.1 Remote administration of the database must be possible using a standard Internet connection. There must be no need to be on the OPM intranet.
- 4.3.2 All administration activities will be available through a standard Internet connection.

4.4 Usage Statistics

The website will have hooks into a web tracking service to provide statistics on the usage of the website.

- 4.4.1 The website will utilize code from the OPM to utilize the OPM's hit counting system.