

Annex I- Specifications of functions for UNDAF II Results Monitoring and Implementation Support System

General requirements

Data Entry Levels:

- Agency Activity - adds/edits activities under work plan, adds Output narrative data under mid-year and annual review modules, enters indicator data under annual review module
- Agency Financial - adds/edits budgets under work plan module and annual review modules
- Thematic Results Group – adds/edits Thematic Results narrative under annual review module
- Operations - adds/edits data under operations module
- UNDAF II – adds/edits data under Knowledge Management module
- Non-UN access. Only access to their individual registration sheet. Do not need approval from administrator when signing up.
 - Vendors
 - Consultants

Note: All those with any data entry rights can view all other data besides the Non-UN access.

Email notifications:

- User request for account, email to be sent to designated administrator (RMISS project manager)
- Forgotten password function, email to be sent to user
- Block account after 3 failed attempts to enter (i.e with wrong username or password), send notification to Administrator to unblock, send notification to user when unblocked
- Reminder function for focal person for LTA, three months before listed expiry date
- Reminder function for vendors and consultants to activate account/log-in every 12 months. Reminder sent 11 months after last log-in

General set-up

Administration center where designated Administrator has access to:

- 1) Manage users
 - a. Add, set user names and passwords
 - b. Set-user rights and profiles
 - c. Manage user information such as contacts, position, etc.
 - d. Force reset password
 - e. Delete users
 - f. Activate users that have rendered themselves inactive
- 2) Phase management and permissions
 - a. Activate/inactivate modules of the system and sub-components
 - b. Manage permission for user groups to different forms and level of access

- 3) Extract reports of different user groups such as active/pending/per user profile
- 4) Data management
 - a. Present data by Outcome and Outputs thereunder (do not present alphabetically)
 - b. Manage available content in drop-down lists
 - c. Manage content of 'tags'
 - d. Amend UNDAP II Results and M&E matrix (historical memory must be managed, with changes only affecting the system going forward)
- 5) System set up
 - a. User log-in policies in terms of allowed attempts and blocking of log in

Issue tracking functionality (could be included under administration center) where designated users has access to:

- 1) Report and monitor technical problems
 - a. Communicate with system developer
 - b. Tracking of progress on reported issues
- 2) Request modifications

Results Monitoring and Implementation Support System (end-user platform)

Log in page

- 1) Access to relevant documents for downloading (eg guidelines etc, with administrator capacity to upload or delete)
- 2) User log in
- 3) Public Access to non-restricted sections
- 4) Registration button for vendors
- 5) Registration button for consultants
- 6) Forgotten password functionality
 - a. directly managed between user and system without required input from administrator
- 7) Request for new account
 - a. data form with required information to be submitted and administrator notified by email to approve request
- 8) Contact information for administrator/help
- 9) Capacity to post messages, eg the system is open to Work Plan data entry

Homepage- Dashboard

- 1) Overview of modules accessible
- 2) Present key information of the UNDAP in a visually attractive and digestible way in terms of:
 - a. Project delivery status per Outcome
 - b. Expenditure vs. Resources Mobilized

- c. Total Development Partner Commitments vs. UNDAP II budget and Development Partner contribution overview
- d. Output target delivery per Year and Outcome
- e. Table of ongoing projects, with thematic area, outcome, regions (or national), implementation period, development partner, implementing partners, participating agencies, budget, resources mobilized and status
- f. List of Key reports , ie Annual Work Plans, Financial, Mid-Year and Annual Review Summary reports per Outcome
- g. Overview map of Tanzania, providing information per region in terms of:
 - i. Agencies active in region, outcomes, and budgets.
 - ii. Links to “stories from the field” short 1-2 minute video stories (provided by UN Tanzania) regularly updated
- 3) Access to report section
- 4) My account
 - a. Administration of account, contact information, change of password
- 5) Log out function
- 6) Help contact information

Reports

- 1) The administrator should be able to create standard reports available to all (including public access)
- 2) The developers should create additional standard reports on a needs basis (dependent on report set-up, and ease of administrator created reports)
- 3) Users should be able to create their own standard reports, although these will not be available to all
- 4) Should be able to export all reports to Microsoft Word, Excel and PDF
- 5) Should be able to filter reports by year, agency, Outcome etc (options dependent upon the report)
- 6) Option in Reports to show Work Plan with all completed and/or discontinued activities or without.

Basic dataset for monitoring and evaluation will be provide by the Administrator to the developers and can only be changed by the Administrator

- Outcomes with Indicators, 2021 Targets, Baseline, Means of Verification, Responsible Agency
- Outputs with Indicators, annual targets for 2017-2021, Baselines, Means of Verification, Responsible Agency
- Common Budgetary Framework with budgets per agency and outcome divided by funded and unfunded.

Specifications per module

Operations Module

- Encompasses four sections: Vendor database; LTA database; Consultants database; Recruitment Roster.
- Operational users have access to all sections (but cannot edit vendor and consultant information)
- Vendor users only to their individual registration sheet
- Consultant user only to their individual registration sheet

For technical developer to provide proposal:

- Question- How to link to the LTA database available at the UN Global Marketplace UNGM.org. The UNGM database is a password protected system where UN procurement staff has access to add and edit information on their LTAs. Would it be technically possible to integrate/communicate between system?

[Home Page](#)

Vendor database

- Option to open Vendor registration sheet, selection/search function. Filtering function with multiple drop down-list that can be used individually – Category plus subcategory (to be provide upon contracting) or Registered Company names from A-Z
- Once filters are applied, see list of Active Vendors (including Company name, Category and Sub-category) matching the criteria.
- Option to delete vendors available to Administrator
- Option to extract selected information as a report (content of report to be provided upon contracting)

Example:

Category		Company name	
+	Drop down list with available categories	+	Drop down list with all registered company names from A-Z
+	Drop down list with sub-categories under selected categories		

Results visible when filters are applied

	Company	Category	Subcategory
X	<u>A A Milnes</u>	Office stationary and supplies	Toners
X	<u>P C Jersild</u>	Office stationary and supplies	Stationary
X	<u>Paul Auster</u>	Office stationary and supplies	Stationary

LTA database

- Option to open LTA registration sheet, selection/search function. Filtering function with multiple drop down-list – Category plus subcategory (to be provide upon contracting, same as for Vendors) or Registered Company names from A-Z or Lead Agency.
- Once filters are applied, see list of Active Vendors (including Company name, Category and Sub-category, Expiry date, Lead Agency, UN Focal person) matching the criteria's.
- Option to delete LTAs available to Administrator
- Option to add new LTA. This opens a new LTA sub-sheet, see details below.
- Option to extract selected information as a report (content of report to be provided upon contracting)

Consultant database

- Option to open consultant registration sheet, selection/search function. Filtering function with multiple drop down-list –Assignment type or Thematic Areas
- Once filters are applied, see list of Active Consultants (Name, Company, Nationality) matching the criteria's.
- Option to delete Consultants available to Administrator
- Option to extract selected information as a report (content of report to be provided upon contracting)

Recruitment Roster

- Option to open Roster member registration sheet, selection/search function. Filtering function with multiple drop down-list –National/International or Thematic area or Program/Cross Cutting/Operations
- Once filters are applied, see list of Roster Members (Name, Thematic Area and Program/Cross cutting/Operations) matching the criteria's.
- Option to delete Roster members available to Administrator
- Option to add new roster members. This opens a new Recruitment roster sub-sheet, see details below.
- Option to extract selected information as a report (content of report to be provided upon contracting)

Vendor registration Sub-Sheet (accessed from RMISS home page as non UN user, Operations user access via operations module – cannot edit information)

Item	Method of Input	Required Field Yes/No
Information message	Automated text (to be provided upon contracting)	
Begin registration	Button to click to open the second part of registration sheet	
Company name	Free text 25 characters	Yes, unique ID
Contact information		
Physical address		
Town	Free Text 100 characters	Yes
Street	Free Text 100 characters	Yes
House/Plot number/name	Free Text 100 characters	Yes
GPS code	2 numerical fields 10 characters (label Longitude and Latitude)	No
Mailing address		
P.O. Box	Free Text 100 characters	Yes
Town	Free Text 100 characters	Yes
Contact information		
Landline:	Numerical with +255 automated	Yes/No either landline or one mobile phone should be listed
Mobile phone 1	Numerical with +255 automated	
Mobile phone 2	Numerical with +255 automated	No
Fax:	Numerical with +255 automated	No
Email address:	Free Text 100 characters	Yes

Repeat email:	Free Text 100 characters	Validation as same as above
Website:	Free Text 250 characters	No
Contact person authorized to deal on company behalf	Add contact function. Display: Name; Job title; Phone Number; and Mail.	Yes
Company information		
No. of years established	Free text 250 characters	Yes
No. of full time employees	Free text 250 characters	Yes
Local registration of company	Add attachment	Yes
Please provide information on name change if applicable	Free text 250 characters	No
Services/Goods Provided		
Identification of services/goods provided by vendor	<p>Multiple drop down-list – Category plus subcategory (to be provide upon contracting, same as for Vendors)</p> <div> <ul style="list-style-type: none"> - Goods <ul style="list-style-type: none"> + Sporting equipment - Office stationery and supplies <ul style="list-style-type: none"> Toner Pens <input checked="" type="checkbox"/> Stationary <input type="checkbox"/> + Fuel <input checked="" type="checkbox"/> + Services </div>	Yes, at least one box has to be ticked
Validation		
List approved standards	Free text 1000 character	No
Does your company have a statement on quality policy?	Click Button – Yes / No Kindly specify: Free text field 250 characters	Yes
We have read and understood the UN supplier code of conduct	Link to document Checkbox	Yes, must be selected
Completed e-learning on Global Compact Principles	Link to e-learning platform at external website Attachment of file function	No
Current/active vendor	Click Button – Yes / No Default is Yes	Yes
Confirmation of Sign up	I agree to be registered in the UN vendor database: Sign-up button (when clicked the window is closed and an automated	Yes

	email is sent (to the email listed under Contact person authorized to act on company behalf) with log-in information for editing of profile.	
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LTA registration Sub-Sheet (operations user)		
Item	Method of Input	Required Field Yes/No
UN information		
Company Name	Free Text 250 characters	Yes
Contract ID	Free Text 250 characters	Yes – unique ID
Lead Agency	Select from drop down list of UN Agencies	Yes
Lead agency focal point	Select from drop down of Agency staff list Shows: Name, Job Title, Telephone # and Email Address May add new staff details	Yes
Type of LTA	Check box with two options: Common LTA or Agency Specific LTA	Yes, only one can be selected
Supplier contact information		
Physical address		
Town	Free Text 100 characters	Yes
Street	Free Text 100 characters	Yes
House/Plot number/name	Free Text 100 characters	Yes
GPS code	2 numerical fields 10 characters (label Longitude and Latitude)	No
Mailing address		
P.O. Box	Free Text 100 characters	
Town	Free Text 100 characters	
Contact information		
Landline:	Numerical with +255 automated	Yes/No either landline or one mobile phone should be listed
Mobile phone 1	Numerical with +255 automated	
Mobile phone 2	Numerical with +255 automated	No
Fax:	Numerical with +255 automated	No
Email address:	Free Text 100 characters	Yes

Repeat email:	Free Text 100 characters	Validation as same as above																				
Website:	Free Text 100 characters	No																				
Contact person authorized to deal on Company behalf																						
Name	Free Text 100 characters	Yes																				
Email	Free Text 100 characters	Yes																				
Repeat email	Free Text 100 characters	Validation as same as above																				
Phone 1	Numerical with +255 automated	Yes																				
Phone 2	Numerical with +255 automated	No																				
End Date	Select from a Calendar – can be anytime until 30 June 2021 but after the Start Date	Yes																				
Contract information																						
LTA covers the following goods/supplies.	<p>Multiple drop down-list – Category plus subcategory (to be provide upon contracting, same as for Vendors)</p> <div> <p>- Goods</p> <ul style="list-style-type: none"> + Sporting equipment - Office stationery and supplies <ul style="list-style-type: none"> Toner Pens <input checked="" type="checkbox"/> Stationary <input type="checkbox"/> + Fuel <input checked="" type="checkbox"/> <p>+ Services</p> </div>	Yes, at least one box has to be ticked																				
Contract validity	Select start and expiry from a Calendar, can be any time but end expiry date have to be after start date.	Yes																				
Possibility for renewal beyond current expiry date	Checkbox Yes and No	Yes, only one box can be selected																				
Contract/s																						
Attachments	<p>Add attachment function</p> <p>Displays the following: Title, Description, Added on (date automated)</p> <p>Added by (Name automated)</p> <table border="1"> <thead> <tr> <th></th><th>Title</th><th>Description</th><th>Added on</th><th>Added by</th></tr> </thead> <tbody> <tr> <td>X</td><td>Kuhne Nagel LTA 2014</td><td>LTA</td><td><i>Date automated</i></td><td><i>Automated</i></td></tr> <tr> <td>X</td><td>Kuehne Nagel 2015</td><td>Extension</td><td><i>Date automated</i></td><td><i>Automated</i></td></tr> <tr> <td></td><td colspan="4">Add attachment</td></tr> </tbody> </table>		Title	Description	Added on	Added by	X	Kuhne Nagel LTA 2014	LTA	<i>Date automated</i>	<i>Automated</i>	X	Kuehne Nagel 2015	Extension	<i>Date automated</i>	<i>Automated</i>		Add attachment				Yes, at least one attachment required
	Title	Description	Added on	Added by																		
X	Kuhne Nagel LTA 2014	LTA	<i>Date automated</i>	<i>Automated</i>																		
X	Kuehne Nagel 2015	Extension	<i>Date automated</i>	<i>Automated</i>																		
	Add attachment																					
Remarks	Free text 1000 characters	No																				
Performance evaluation																						

	<ul style="list-style-type: none">Option to add performance evaluation, opens Performance Evaluation sub-sheet.Option to edit/delete performance evaluation (only for user who added the evaluation and admin) <table><tr><td></td><td>Recommendation</td><td>Reported by</td><td>Reported on</td></tr><tr><td>X</td><td><u>Renew</u></td><td>Evelyn Mkanda</td><td>Date automated</td></tr><tr><td>X</td><td><u>Discontinue</u></td><td>Charles Semiono</td><td>Date automated</td></tr></table> <div>Add performance evaluation</div>		Recommendation	Reported by	Reported on	X	<u>Renew</u>	Evelyn Mkanda	Date automated	X	<u>Discontinue</u>	Charles Semiono	Date automated	No
	Recommendation	Reported by	Reported on											
X	<u>Renew</u>	Evelyn Mkanda	Date automated											
X	<u>Discontinue</u>	Charles Semiono	Date automated											
Current/active LTA	Click Button – Yes / No Default is Yes	Yes												

Performance evaluation Sub-Sheet						
Item	Method of Input			Required Field Yes/No		
Scope of contract	Check boxes with Goods or Services. Selection will determine which of the performance questions below that should be visible.			Yes		
17 performance questions	Questions structured in a table with subheadings, check-boxes with three options and free text field of 250 characters – (questions to be provided upon contracting). Example:			Yes, only one checkbox can be selected.		
	Quality of goods	Yes	No		N/A	Please Specify
	Were the goods delivered by the Contractor in compliance with the specifications stated in the LTA?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Free text field
Overall assessment	Checkbox with 5 choices (Excellent; Good; Adequate; Less than Adequate; Poor)			Yes, only one checkbox can be selected.		
Would you consider reengaging the contractor again?	Check box with two options (Yes or No) Free text 1000 characters limit.			Yes, checkbox need to be selected. Comments not required.		

Consultant registration Sub-Sheet (accessed from RMISS home page as non UN user – cannot view or edit consultant utility, Operations user access via operations module – can only edit information under consultant utility)

Item	Method of Input	Required Field Yes/No
Information text	Automated text explaining the process (to be provide upon contracting)	
Begin registration	Button to click to open the second part of registration sheet	
Consultant name	Free text 250 characters	Yes, unique ID
Company (if applicable)	Free text 250 characters	No
Contact information		
Physical address		
Town	Free text 250 characters	Yes
Street	Free text 250 characters	Yes
House/Plot number/name	Free text 250 characters	No
P.O. Box	Free text 250 characters	No
Contact information		
Landline	Numerical field	Either landline or Mobilie phone 1 should be filled
Mobile phone 1	Numerical field	
Mobile phone 2	Numerical field	No
Fax	Numerical field	No
Email address	Free text 250 characters	Yes
Repeat email address	Free text 250 characters	Validation as same as above
Website	Free text 250 characters	No
National/International	Checkbox with two option	Required, can only select one
Areas of competence		
Assignment type	Drop down list with multiple selection (to be provided upon contracting)	Yes, at least one selection
Experience	Selection of thematic areas (to be provided upon contracting) plus Number of years of experience from drop down, ability to add more than one row.	Yes, at least one selection

Have you previously had an assignment for the UN	Check box yes or no	Yes, only one box can be selected
If yes, kindly specify the assignment, agency and period	Text field 1000 characters	No
References		
Add reference	Add button to list: First name; Last name; Email; and Phone. Ability to add more than one reference.	Yes, one should be added.
Active consultant	Click Button – Yes / No Default is Yes	Yes
Consultant utility <i>Only visible and editable for Operations users</i>		
Add consultant utility	Option to add consultant utility - opens the Consultant utility sub-sheet. Option to delete Consultant utility by user who added it or administrator. Displays: Recommendation; Daily rate; Reported by; Reported on.	No

Consultant utility sub-sheet (operations users)		
Item	Method of Input	Required Field Yes/No
Consultant name	Automated from consultant sub-sheet	
Reported by	Automated with the user name	
Contracting information		
Contract code	Free text field	No
Contracting UN agency	Drop down list	Yes
Assignment description	Text field 1000 characters	Yes
Assignment type	Drop down list	
Start/End date	Select start and end from a Calendar, can be any time but end date have to be after start date.	Yes
Daily rate USD:	Numerical field	Yes
Contact information		
UN Project leader	Select from drop down of Agency staff list Shows: Name, Telephone # and Email Address May add new staff details	Yes
Performance		

Would you recommend the consultant for similar assignments	Check boxes with 4 options (Do not recommend consultant; Recommend for simpler assignments; Recommend for similar assignments; Recommend for more advanced assignments)	Yes, only one box can be selected
Kindly provide comments	Free text, 1000 characters	No
Add end of contract performance evaluation report	Add attachment function. Displays: Title; Description: Added on; Added by.	No

Recruitment Roster (operations users)		
Item	Method of Input	Required Field Yes/No
General information		
Recruiting UN agency	Drop down with UN agencies	Yes
Job title	Free text field 250 characters	Yes
National/International post	Two checkboxes	Yes, only one can be selected
Area of work	Three checkboxes (Programme; Operations; Cross-cutting)	Yes, only one can be selected
Thematic area	Drop down list with multiple selection (to be provided upon contracting)	Yes, at least one has to be selected
Performance		
Comments	Free text 1000 characters	Yes
Add interview report	Add attachment function. Displays Title: Description: Added on; and Added by	No

Work Plan Module

Home Page

- Option to choose Outcome
- (Option to choose Agency is only available to the administrator)
- Once Outcome chosen see list of projects/activities for the relevant agency (includes project/activity description, date added and by whom)
- Option to edit or add a new project/activity available to Agency regular users. This opens in a new sub-sheet, see details below

Project Sub-Sheet (multiple, one sheet for each project)		
Item	Method of Input	Required Field Yes/No
Project Description	Free Text 250 characters, ability to choose from drop down menu of already registered project descriptions (allowing data to be combined under the same project name in the report section)	Yes
Agency Reference #	Free Text 250 characters	No
Output	Select from drop down list of relevant Outputs under the given Outcome	Yes
Start Date	Select from a Calendar – can be anytime until 29 June 2021	Yes
End Date	Select from a Calendar – can be anytime until 30 June 2021 but after the Start Date	Yes
Responsible Staff	Select from drop down of Agency staff list Shows: Name, Job Title, Telephone # and Email Address May add new staff details	Yes
Opportunities for Inter-Agency Collaboration	Select from drop down list of Agencies (cannot choose own agency) Select from drop down list of Outcomes Select from drop down list of relevant Outputs for that Outcome	No
Geographical Scope	Tick Box Choose one or both - Mainland or Zanzibar Tick box sub-national prompts selection of regions May choose more than one Region	Yes
Completed or Discontinued	Tick Box Choose Completed, Discontinued or leave blank Default is blank	No Before saving prompt to check
Empty Tag Fields x 5	Click Button These may be defined later by the administrator, to allow tagging of certain projects/activities for a range of reasons inc Joint Programmes, Gender Markers etc	No

Financial Data Module

Home Page

- Option to choose Outcome
- (Option to choose Agency is only available to the administrator)
- Once Outcome chosen see financial data (includes agency core and non-core by Outcome)
- Option to add or edit financial data to Agency financial users. If this is chosen, opens in a new sub-sheet, see details below

Work Plan Financial Sub-Sheet (single listing all projects)		
Item	Method of Input	Required Field Yes/No
Project Description	Automated	
Project Planned Budget in USD by Agency Core and Non-Core	Numerical Field divided across Agency Core Agency Non-Core Funded (Committed) Agency Non-Core Unfunded If Agency Non-Core Funded is chosen, may select from drop down list of Development Partners (One Fund will also be listed) Identify the USD amount of the project budget covered by the relevant DP May add more than one Development Partner	Yes
Project Expenditure in USD by Agency Core and Non-Core	Numerical Field divided across Agency Core Expenditure Total Agency Non-Core Expenditure Total Under Agency Non-Core Expenditure, provide the USD expenditure by Development Partner	No
% of Project Budget per Region	Drop Down Box Choose from list of all regions + national For each chosen location, identify % of Project Budget Must total 100%	No
% of Project Expenditure per Region	For each chosen location, identify % of Project Budget Spent	No

Mid-Year Review Module

Home Page

- Option to choose Outcome or Thematic Results Group (dependent upon user profile)
- (Option to choose Agency is only available to the administrator)
- If Outcome chosen, agency narrative for each Output shown
- Option to delete Output narrative available to Agency regular users
- Option to edit or add a narrative to an Output available to Agency regular users. This opens in a new sub-sheet, see details below
- If Thematic Results Group chosen, narrative for each Outcome shown (collation of Agency submissions above)
- Option to delete Outcome narrative available to Thematic Results Group users
- Option to edit or add a narrative to an Outcome available to Thematic Results Group regular users. This opens in a new sub-sheet, see details below in second sheet

Mid Year Review Sub-Sheet (completed by each relevant Agency per Outcome)

Item	Method of Input	Required Field Yes/No
Output Results Narrative inc. Contribution to UN Programming Principles	Free Text 1,000 characters including spaces	Yes
Key Constraints/Challenges and Remedial Action planned	Free Text 1,000 characters including spaces	Yes
Lessons Learnt	Free Text 1,000 characters including spaces	Yes

Mid Year Review Summary Sheet (completed by each Thematic Results Group)

Item	Method of Input	Required Field Yes/No
Outcome Results Narrative inc. Contribution to UN Programming Principles	Free Text 2,500 characters including spaces	Yes
Examples of Inter-Agency Collaboration	Free Text 2,500 characters including spaces	Yes
Key Constraints/Challenges and Remedial Action planned	Free Text 2,500 characters including spaces	Yes
Lessons Learnt	Free Text 2,500 characters including spaces	Yes

Annual Review Module

Home Page

- Option to choose Outcome or Thematic Results Group (dependent on user profile)
- (Option to choose Agency is only available to the administrator)
- Once Outcome chosen, see indicator data and agency narrative for each Output
- Option to add or edit indicator data for each Agency Project user. If this is chosen, opens in a new sub-sheet, see details below
- Option to delete Output narrative available to Agency Project users.
- Option to edit or add a narrative to an Output available to Agency Project/activity users. This opens in a new sub-sheet, see details below
- If Thematic Results Group chosen, narrative for each Outcome shown (collation of Agency submissions above)
- Option to delete Outcome narrative available to Thematic Results Group users
- Option to edit or add a narrative to an Outcome available to Thematic Results Group regular users. This opens in a new sub-sheet, see details below in second sheet

Annual Review Indicator Sub-Sheet		
For each Output show each Indicator accordingly		
Indicator	Automated Text	
Means of Verification	Automated, but may be over-written or added to	
Baseline	Automated	
Target 2017	Automated Only shown in 2017	
Target 2017 Status	Drop Down Box Choose from: 0% achieved; 1-25% achieved; 26% - 75% achieved; 76-99% achieved; 100% achieved Only shown in 2017. Cannot update retrospectively.	Yes
Comment	Free Text Only shown in 2017	Yes
Target 2018	Automated Only shown in 2018	
Target 2018 Status	Drop Down Box Choose from: 0% achieved; 1-25% achieved; 26% - 75% achieved; 76-99% achieved; 100% achieved Only shown in 2018. Cannot update retrospectively	Yes
Comment	Free Text Only shown in 2018	Yes
Target 2019	Automated Only shown in 2019	
Target 2019 Status	Drop Down Box	Yes

	Choose from: 0% achieved; 1-25% achieved; 26% - 75% achieved; 76-99% achieved; 100% achieved Only shown in 2019, cannot update retrospectively	
Comment	Free Text Only shown in 2019	Yes
Target 2020	Automated Only shown in 2020	
Target 2020 Status	Drop Down Box Choose from: 0% achieved; 1-25% achieved; 26% - 75% achieved; 76-99% achieved; 100% achieved Only shown in 2020, cannot update retrospectively	Yes
Comment	Free Text Only shown in 2020	Yes
Target 2021	Automated Only shown in 2021.	
Target 2021 Status	Drop Down Box Choose from: 0% achieved; 1-25% achieved; 26% - 75% achieved; 76-99% achieved; 100% achieved Only shown in 2021.	Yes
Comment	Free Text Only shown in 2021.	Yes
Changes to Future Targets	Choose Target Year (cannot be previous or current year) Define Text - Free Text maximum 250 characters including spaces. (Only the administrator has capacity to change Indicators)	No
For each Outcome show each Indicator accordingly		
Indicator	Automated Text	
Means of Verification	Automated, but may be over-written or added to	
Baseline	Automated	
Target 2021	Automated	
Target Status	Drop Down Box Choose from: 0% achieved; 1-25% achieved; 26% - 75% achieved; 76-99% achieved; 100% achieved	Yes
Comment	Free Text	Yes
Changes to 2021 Target	Define Text - Free Text maximum 250 characters including spaces. (Only the administrator has capacity to change Indicators)	No

Annual Review Sub-Sheet (completed by each relevant Agency per Outcome)

Item	Method of Input	Required Field Yes/No
Output Results Narrative inc. Contribution to UN Programming Principles	Free Text 1,000 characters including spaces	Yes
Key Constraints/Challenges and Remedial Action planned	Free Text 1,000 characters including spaces	Yes

Lessons Learnt	Free Text 1,000 characters including spaces	Yes
Annual Review Summary Sheet (completed by each Thematic Results Group)		
Item	Method of Input	Required Field Yes/No
Outcome Results Narrative inc. Contribution to UN Programming Principles	Free Text 2,500 characters including spaces	Yes
Examples of Inter-Agency Collaboration	Free Text 2,500 characters including spaces	Yes
Key Constraints/Challenges and Remedial Action planned	Free Text 2,500 characters including spaces	Yes
Lessons Learnt	Free Text 2,500 characters including spaces	Yes

Knowledge Management module – UNDAP II members

Home Page

- Option to edit own contact information (name and email locked by admin) and add photo
- Option to select which Results area(s) or Management Groupings should be visible and which shared calendar to include events in own calendar
- Calendar with notices from selected results groups or Management Groupings
- Access to UNDAP key documents posted by the Administrator
- Space for notices posted by Administrator
- Staff directory of all registered members

Group space

- Document management function
 - Folder creation options
 - Folder deletion options
 - Upload and download file options, for any file types
 - Edit and read options for file uploads
 - Document tracking, to view when document was created and by who, when it was edited and by who
 - Maximum file size for uploading 10MB
- Calendar function, ability to add events
 - Ability to add/edit/delete events
 - Ability to save event to an outlook calendar
 - Ability to push meeting invitations and notifications reminders to registered user mails
this will be a common calendar for the group
- Discussion forum

- Function to post new threads, respond to threads, following a conversation trail
- Conversations should show originators name and date. this will be a box where group members can chat amongst themselves
- Members contact list
 - Overview of Results Group Member list based on users indicated membership affiliation.
 - Ability to extract email addressed to copy to an email program