



Invitation for Proposals: e-portal development

Closing date for submissions: 13 February 2017: 4pm (South African time)

E-mail proposals to: project-specialist@sarima.co.za and copy sarima@sarima.co.za with subject line: [Your company name]: e-portal development proposal

About SARIMA

SARIMA is a membership organisation of Research and Innovation Managers that operates at an institutional, national and international level, as well as across the value chain, from research through to successful innovation (commercialization). The organisation provides a platform for the promotion and facilitation of best practice in research and innovation management in Southern Africa. Our purpose is to strengthen the research and innovation system to ensure the social and economic development of the Southern African region.

SARIMA promotes research and innovation management for the benefit of Southern Africa and is engaged on an annual basis with a large number of research and innovation management professionalization activities, including capacity development courses and other interventions. SARIMA manages a cohort of Southern African Development community (SADC) focal points to promote research and innovation management in collaboration with the South African Department of Science and Technology. It furthermore manages and coordinates a growing portfolio of multilateral programmes and projects in support of the SARIMA mandate and for the benefit of its members and stakeholders.

Background

SARIMA is inviting software development service providers to submit proposals for the development of an e-portal for a multi-partner, multi-funder capacity development initiative for Science Granting Councils (SGCs) in Sub-Saharan Africa. It is envisaged that the e-portal will take the form of a secure cloud-based content management portal that will allow the various project stakeholders on the initiative to manage and share content. A phased and iterative approach to development and implementation is expected.

Scope of work

A detailed narrative and budget proposal that clearly explains how the requirements indicated below will be taken into consideration.

Overarching requirements for the e-portal

- Must be compatible across browsers
- Must be accessible on mobile devices (IOS, Android and Windows);
- Must allow for secure links/interfaces to existing external systems (e.g., Moodle, YouTube)
- Must be available in both French and English (French translations will be provided)
- Must be developed in Sharepoint or C#

General website area

The e-portal must have a website accessible to the general public. An interim website (www.sgci africa.org) for the initiative already exists and it is envisaged that the service provider will be able to extend this to include a social media interface/plugin (Twitter, YouTube/Vimeo), a calendar of events for the initiative and an innovative resource area.

Secure e-portal

- The portal must cater for secure role and rule-based access (logins (user profiles) for project partners to access and manage project documentation
- Must cater for a project dashboard for each project partner upon login
- Must provide the ability to host a calendar of events and for participants to register for these events online
- Must provide the ability for “profiles” for 15 Science Granting Councils to be uploaded and managed
- Must provide the ability to administer surveys/ solicit feedback on capacity development initiatives
- Must allow for the delivery of webinars;
- Must allow for an interface with YouTube (if required for certain webinars);
- Must provide reporting/ business intelligence functionality;

Secure e-portal content administration

The portal must provide an administrative backbone that will allow for a content administrator to securely upload, edit and archive content (this should also allow for effective content version control).

Other requirements:

The proposal must clearly outline and include:

- How the portal will cater for low bandwidth settings and multiple concurrent users that are geographically disbursed.
- The post implementation technical support process, turn-around times, training and handover procedure.
- A timeline for design, development and delivery in line with the expectations set-out in Annexure A.
- Costing per release as defined in Annexure A, including license fees.
- Post-implementation maintenance and support until March 2020. Providers are to assume that the e-portal will be hosted by the client and the maintenance and support thereof are to be handed over to the client in March 2020.
- Infrastructure requirements
- Screenshots of previous client work delivered that address the following functions:
 - Survey creation
 - Events registration
 - Document repository

Service provider eligibility criteria:

- The service provider should have minimum of 6 years of experience in software development
- Must be able to provide a demo of similar projects completed
- Must be able to provide at least 3 contactable client references
- Must have experience in the agile development and delivery of projects
- Must be able to produce high-quality business and systems requirement specifications
- Must be based in South Africa and be able to travel (at SARS 2017 rates) for meetings in Pretoria

Annexure A: KEY PRIORITIES AND DELIVERY EXPECTATIONS

Expected go-live: End March

Website (public)

Functionality	Users
<ul style="list-style-type: none"> ▪ Migration of all existing content, to a new site ▪ Events calendar ▪ Resources/downloadable documents Area ▪ Press/ media releases area ▪ Twitter plug-in that can be activated for future use 	<ul style="list-style-type: none"> ▪ General Public
<ul style="list-style-type: none"> ▪ Login to portal 	<ul style="list-style-type: none"> ▪ 4 Project Partners ▪ 3 Funders ▪ SGC staff ▪ Monitoring Evaluation and Learning Consultant ▪ Other project stakeholders ▪ Content Administrator

Portal (secure)

Functionality	Users
<ul style="list-style-type: none"> ▪ Projects Area – (visible to all portal users) – allow for access to general documents ▪ MEL Area (visible to all portal users) – upload of MEL documents ▪ MEL Area – Significant Instance Report Capture Form ▪ MEL Area - Significant Instance Report Repository 	<ul style="list-style-type: none"> ▪ 4 Project Partners ▪ 3 Funders ▪ Monitoring Evaluation and Learning (MEL) Consultant ▪ Other project stakeholders ▪ Content Administrator

Admin Console

Functionality	Users
<ul style="list-style-type: none">▪ Document uploads▪ Calendar imports / ability to create a calendar of events and publish it to general website▪ Creating users, assigning user roles and rights▪ Audit Log/trail – who did what, when, where▪ SGC Profiles (the creation of SGC user logins and defining their access rights)	<ul style="list-style-type: none">▪ Content Administrator

Expected go-live: End April

Website (public)

Functionality	Users
<ul style="list-style-type: none">▪ Multi-media gallery▪ Activate Twitter plug-in – if needed at this stage	<ul style="list-style-type: none">▪ General Public

Portal (secure)

Functionality	Users
<ul style="list-style-type: none">▪ Projects Area – (visible to project partners only)▪ Project partner self-upload function▪ SGC staff registration for events function▪ Reporting on registration▪ SGC staff survey response function	<ul style="list-style-type: none">▪ 4 Project Partners▪ 3 Funders▪ SGC staff▪ Monitoring Evaluation and Learning Consultant▪ Other project stakeholders▪ Content Administrator

Admin Console

Functionality	Users
<ul style="list-style-type: none">▪ Survey creation function▪ Creation of survey forms linked to calendar and basic analytics of responses and download of responses for project partners	<ul style="list-style-type: none">▪ Content Administrator

Portal (secure)

Functionality	Users
<ul style="list-style-type: none">▪ Overall dashboard▪ Responsive calendar (feeds intuitively into the dashboard so that users can select a month and see all activities and select an SGC to see all the activities that it will be involved in by month)▪ Other Further Reports / analytics (to be defined)▪ Ability to host webinars – A secure link to external webinar and /or e-learning platform▪ Ability for users to log issues electronically for the content administrator’s attention	<ul style="list-style-type: none">▪ 4 Project Partners▪ 3 Funders▪ SGC staff▪ Monitoring Evaluation and Learning Consultant▪ Other project stakeholders▪ Content Administrator

Admin Console

Functionality	Users
<ul style="list-style-type: none">▪ Archiving of documents▪ Creation and uploading of an electronic newsletter	<ul style="list-style-type: none">▪ Content Administrator