## Questionnaire before creation of a UNICEF-managed web presence

To best advice you on the possible creation of a UNICEF-managed web presence (funded, created or administered by UNICEF), please provide answers to the following questions at least **one month** **before issuing any TOR** for the creation/design or development of a website.

Please note that both ICTD and DOC strongly advise against 3rd party-hosted websites. The digital governance team within DOC will carefully review your submission. Based on your answers, the team will be able to best advice on the possibility of using existing properties and or channels, or will inform you on the process and policies you will need to comply with.

1. **What is the project/website about?**

*Provide a short description on what will be on the website, the objectives, and approx. number of pages:*

*This will be a migration of contents from our existing third-party website childrenandaids.org. The HIV Section is running a Community of Practice on children, adolescents and HIV/AIDS with over 4500 members (number of active members unknown). The COP mainly consists of UNICEF hosting webinars and sharing email announcements with new publications (research, toolkits, programming guidance), resources and events. These documents and webinar recordings in addition to other key knowledge products are in turn all hosted on childrenandaids.org, which started as a partnership website and now serves as the COP go-to-website and the HIV Section’s external knowledge management platform with an in-built document library search function. Please consult www.childrenandaids.org to get an accurate overview of the number of pages and documents hosted on the website.*

1. **Who is accountable for this product?**Unit / Office Name: HIV Section, Programme Division, NYHQ
Staff member (s): Rikke Le Kirkegaard, Catherine Langevin-Falcon
2. **Who is the audience?***Please select all applicable options – Note that as a best practice a website should have one main audience and maybe a secondary one.*
	* General public [ ]
	* Development practitioners [x]
	* UNICEF staff [x]
	* Researchers [x]
	* Donors:
		+ Public [ ]
		+ Corporate [ ]
		+ Governments [ ]
	* Policy makers [ ]
	* Other (specify) [ ] Click here to enter text.
3. **What is the end product?**
* Website [x]
* Portal [ ]
* Application [ ]
* Other (specify) [ ]  Click here to enter text.
1. **Does the website require a restricted space with login?**

No [x]  Yes [ ]

*If Yes, please provide a description of what will the restricted space be used for:*

Click here to enter text.

1. **Does the website have a fundraising component?**

No [x]
Yes, linking to existing **support.unicef.org** [ ]
Yes, using payment gateway different from support.unicef.org (specify) [ ]

 Click here to enter text.

1. **Does the website need to connect to any of UNICEF’s internal systems?**

No[x] Yes [ ] *If Yes, please specify what are the internal systems you need to connect to and why:*Click here to enter text.

1. **Will you be capturing any Personally Identifiable Information (PII)?**

No [x]  Yes [ ] *If Yes, please specify what data will be captured*

Click here to enter text.

1. **Is this a UNICEF branded website? (or a Partnership site with its own branding)**
Yes [ ]  No [x]
*If No, please provide a description of the required branding*This is a partnership site with its own branding – Children and AIDS Learning Collaborative. Please see existing website for current branding. We have updated this design and would like to use the new design on a new website, but regardless refrain from using UNICEF branding.
2. **What is the expected life span of the site (ex: 6 months, 5 years?)**
This website has been existing since 2013 and we intend to maintain it as long as UNICEF has a significant role in the international response on children and HIV/AIDS.
3. **What is the expected launch date?
1/13/2020**
4. **Do you have budget for the following areas?**
* Design: Y [x]  N [ ]
* Content development: Y [x]  N [ ]
* Technical development: Y [x]  N [ ]
* Hosting: Y [x]  N [ ]
* Maintenance: Y [x]  N [ ]
* Analytics: Y [ ]  N [ ]
* Security Assessment: Y [ ]  N [ ]
1. **Please provide an indication of your budget:**
* Less than $2500 [ ]
* 2500-$5000 [ ]
* $5000 - $10 000 [x]
* $10 000 - $20 000 [ ]
* $20 000 - $50 000 [ ]
* $50 000 - $100 000 [ ]
* Over $100 000 [ ]
1. **What is your preferred domain or subdomain name?**

**www.childrenandaids.org**

1. **If you have already secured the domain name, please explain how it was acquired (what registry, for how long, under what name)?**

www.childrenandaids.org

*Please note that unless it is a restricted country domain name, the domain name will need to be transferred to ICTD.*

1. **If the website is already in development, please provide the URL of the beta site:**

www.childrenandaids.org

1. **If you are currently working with a vendor, provide name, TOR and copy of contract**

**Salvage Communications, LLC**

TOR attached: Y [ ]  N [ ]

Copy of contract attached: Y [ ] N [ ]

1. **Do you have any other comments not covered above that you would like to add?**

This site was one of the first sites to go through the compliance process. It has long lived outside the UNICEF architecture. The plan has always been to move the site inside UNICEF and this is the intention of this project.

**Submitter’s name / unit or office**

Click here to enter text.

**Submission date**

Click here to enter a date.

**Review date (For DOC)**

Click here to enter a date.