

DRAFT | About ALNAP's HELP Library portals

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What is a portal?

A portal is a 'room' in our HELP Library which is a one stop shop for all resources on a certain humanitarian topic – such as urban-specific response, Syria or humanitarian principles – to ensure the sector has the knowledge to improve performance.

Portals can also host events, blogs and communities of practice related to the topic.

If you have a collection of resources focusing on a particular subject which is related to learning and accountability, ALNAP would be happy to host them in a new portal.

We can adapt the content and functionality of a portal to meet your needs.

Portals customisation

ALNAP has developed a template site for portals with the flexibility to customise the following elements:

- Colour
- Content for:
 - About menu at the top
 - Main white box over photo
 - A background photo

We can also enable the following additional functionality:

- Social media feeds
- Events (we can also set up functionality for events to be submitted to the site)
- Community of Practice

Types of portals

ALNAP is able to provide two portal alternatives:

1. Traditional portal:

Resources uploaded to this type of portal are automatically added to ALNAP's HELP Library, enriching its function as a repository of knowledge for the humanitarian sector.

They can either be hosted under an alnap.org subdomain or on their own URL

2. Hybrid portal:

Resources uploaded to this type of portal can be split, with partly being added to the HELP or partly being kept outside it, hosted by us but not accessible nor available via the HELP Library.

These can also either be hosted under an alnap.org subdomain or with their own URL, although we would advise to with the latter option, as not all resources in the portal would be available on the ALNAP website.

Portal set up and maintenance

To set up a portal you will need to reach agreement both within your organisation/initiative and with the ALNAP Secretariat on which of the functionalities available you would like enabled. This can be done via email or through a ToR. You would then need to prepare for the migration of resources. There are two ways of doing this:

1. For a **low number of resources** (30-50), we recommend that you manually submit them for approval on our end.
2. For a **high number of resources** (over 50), we can offer a mass migration, which entails logging the resources to be migrated in a special spreadsheet that we provide you with (your current developers will be able to support you on this), so we can then migrate the database.

ALNAP has a taxonomy which you would need to use to tag the resources. This can also be done in bulk if needed. ALNAP is also open to expand the current taxonomy to incorporate more specific keywords if needed, in order to make your resources easy to find.

In terms of costs, ALNAP developers charge a flat fee of **£2000 + VAT** for setting up the portal (depending on the functionality requested). These costs need to be covered by the hosting organisation/initiative. Once the site is live, there are maintenance, **support** and server costs which are charged on a **yearly** basis (**£480 + VAT**) directly to the hosting organisation.

The ALNAP Secretariat has taggers who mine the sector for resources on evaluation learning and performance. All bibliographies from research carried out by the ALNAP Secretariat are also uploaded. Any new resources added to the HELP Library on the subjects of specific portals will also be automatically added to them, keeping them up to date.

If the portal is a hybrid one, the responsibility for maintenance in terms of content is split between the Secretariat and the host organisation.

CONTACT

ALNAP Communications Team
E-mail: comms@alnap.org
Tel: +44 (0) 20 3327 7277